



# BRANDON SCHOOL DIVISION

## Policy Review Committee Minutes

Monday, September 19, 2016 – 11:30 a.m.

Boardroom, Administration Office

Present: S. Bambridge, P. Bartlette, K. Sumner, G. Kruck (Alternate)  
M. Casavant

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### 1. ELECTION OF CHAIR.

The Policy Review Committee Meeting was called to order at 11:44 a.m.

It was agreed that Trustee Sherilyn Bambridge would serve as Committee Chairperson for 2016-2017.

### 2. APPROVAL OF AGENDA

The agenda was approved as circulated.

### 3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of April 21, 2016 were received as information.

### 4. REVIEW GOVERNANCE GOALS & RESPONSIBILITIES

The Committee reviewed and discussed the Committee Governance Goals and Responsibilities. Dr. Marc Casavant, Superintendent of Schools/CEO, asked questions for clarification regarding the review of policies. Trustee Bartlette indicated that the Board approves policies and completes reviews at the direction of the Superintendent. Trustee Sumner added that there is no procedure/process in place for systematic policy review.

### 5. SUMMARY REPORT AND WORK COMPLETED IN 2015-2016

The Committee reviewed the items from the 2015-2016 Summary Report for the Policy Review Committee.

### 6. COMMITTEE DIRECTION FOR 2016-2017 IN RELATION TO THE COMMITTEE GOVERNANCE GOALS & RESPONSIBILITIES

The Committee agreed that the core function of the Committee needs to have clear direction and to set a clear mandate for review of policies.

A review of random policies and discussion took place.

### 7. MEETING DATES FOR 2016-2017

It was further agreed that the Policy Review Committee meetings would be held on the first Monday of each month from 11:30 a.m. to 1:00 p.m., with one exception, as follows:

Monday, October 3, 2016

11:30 a.m.

Monday, November 7, 2016

11:30 a.m.

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|---------------------------|------------|
| Monday, December 5, 2016  | 11:30 a.m. |
| Thursday, January 5, 2017 | 11:30 a.m. |
| Monday, February 6, 2017  | 11:30 a.m. |
| Monday, March 6, 2017     | 11:30 a.m. |
| Monday, April 3, 2017     | 11:30 a.m. |
| Monday, May 1, 2017       | 11:30 a.m. |
| Monday, June 5, 2017      | 11:30 a.m. |

## **8. COMMITTEE GOVERNANCE GOAL ITEMS**

### **A) Procedures #1013.4 – “Workplace Safety and Health - Investigation Form for Refusal to Work”**

### **B) Procedures #1013.4 – “Workplace Safety and Health - Refusal to Work Form”**

The Committee reviewed the Refusal to Work forms and asked Becky Switzer, Director of Human Resources, to join the meeting and provide further information. Ms. Switzer spoke to the revisions and noted that generally “forms” are referred to Senior Administration and do not require Board approval. Ms. Switzer added that forms are operational items for Senior Administration to revise as necessary.

The Committee agreed to refer the Refusal to Work Forms back to Senior Administration.

### **C) Policy 3023 – “MHSAA Activities”**

The Committee discussed the suggested changes to this policy and agreed to recommend the changes as drafted. A Giving of Notice will be brought forward at the September 26, 2016 Board Meeting.

## **9. OTHER COMMITTEE GOVERNANCE MATTERS**

### **A) Procedures 4052 Appendix A – Assessment, Evaluation and Reporting of Student Learning and Achievement**

The Committee reviewed and discussed these documents and agreed to remove the Appendices as they are no longer current. The Committee further agreed to direct Senior Administration to review Policy 4052 – “Assessment, Evaluation and Reporting of Student Learning and Achievement” for updates if required and noted that any references to past report cards should be eliminated. A Giving of Notice will be brought forward at the September 26, 2016 Board Meeting.

Dr. Casavant spoke to the need for a plan and noted that over time, there will be a need to go through the Policy Manual. Dr. Casavant indicated that the review should start with the Board of Trustees section and the Committee could bring sections at a time to the Board with revisions.

### **B) Human Diversity Policy**

Dr. Casavant indicated that he will find out what was previously done on this and bring an update back to the Committee in the future.

## **10. OPERATIONS INFORMATION**

## **11. NEXT REGULAR MEETING: Monday, October 3, 2016, 11:30 a.m., Boardroom**

The meeting adjourned at 1:03 p.m.

Respectfully submitted,

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S. Bambridge, Chair

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P. Bartlette

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K. Sumner

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G. Kruck (Alternate)