



"Accepting the Challenge"

Policy Review Committee Minutes

Tuesday, February 1, 2011 – 7:30 a.m.
Board Room, Administration Office

Present: P. Bartlette (Chairperson), G. Kruck, K. Sumner, Dr. D. Michaels,

Regrets: G. Barnes.

1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 7:45 a.m. by the Committee Chairperson, Trustee Bartlette.

2. APPROVAL OF AGENDA

The Policy Review Committee Agenda was approved as circulated.

3. COMMITTEE GOVERNANCE GOAL ITEMS

The Committee reviewed the following Governance Goals with respect to Policy Development:

- a) To conduct program reviews to determine efficacy, quality of engagement and outcomes of student learning in electives & required courses and programs.
- b) To develop transition programming for senior high (9-12) "high risk"/behaviourally-challenged students based on a comprehensive assessment of those students' needs.
- c) To develop alternative programming to accommodate 16-18 year old students through sustainable partnerships with community agencies.

After considerable discussion and given the nature of the goals involved, the Committee agreed these goals would be referred to the Education Committee for follow-up.

4. OTHER COMMITTEE GOVERNANCE MATTERS:

a) **Review of Committee Minutes**

The Committee reviewed the Minutes of January 4, 2011.

b) **Foundational Statements**

The Committee reviewed the Foundational Statements which had been prepared for each of the nine sections in the policy binder. Discussions were held as to whether or not further time was required to review the proposed statements. It was agreed to move forward on this matter and recommend approval of the proposed Foundational Statements (attached as Appendix "A").

Recommendation:

That the proposed Foundational Statements to serve as introductory Governance direction for each of the nine sections of the Brandon School Division's Policies as presented at the Policy Review Committee meeting held February 1, 2011, be approved.

c) Policy Amendment

It was noted that Procedures 5026 – “Harassment” needed to be amended to correct a typographical error in the Procedures under the heading “Harassment Defined”. The Committee agreed to the proposed amendment.

Recommendation:

That Procedures 5026 – “Harassment” be amended as follows:

On page 2 of “Appendix A to Policy and Procedures 5026 Harassment – Definitions” under the heading “Harassment Defined” change Section 1 from “A source of abusive and unwelcome conduct...” to read “A course of abusive and unwelcome conduct...”

d) Review of Board Policies using the Six Principles of Policy 1001.1 – “Equity”

The Committee reviewed the policies under Part 1 “General” using the six principles of equity listed in Policy 1001.1. It was agreed that, with the exception of a few policies, the majority of policies under this section did meet the six principles of equity.

Policy 1007 – “Use of Information and Communication Technology (ICT) by Staff and Students” was discussed. Concern was raised that the technology might not be equitably accessible to all students, depending on their physical abilities. It was agreed the policy needed to include all users regardless of their abilities. Equity between schools in the area of technology was also discussed and it was agreed that the policy needed to include equitable distribution among schools as well. Senior Administration was directed to review the matter with the Director of MIST, the Technology in Learning Specialist, and the ICT Steering Committee with a revised policy to be returned to the Policy Review Committee for further discussion and review.

Policy 1014 – “Records Management” was discussed. Trustees inquired about the use of information collected under this policy for resource allocation. Discussions were held regarding the difference between records management and data. It was agreed to leave the policy as it stands for the time-being. However, the policy should include a cross-reference to policy 1001.1.

Policy 1020 – “Parent/Division Liaison Advisory Committee” was discussed. Concern was expressed regarding representation by proxy for students. It was noted not all children have parent representation, and the policy needed to include non-parental households and other guardian situations. It was further noted that this equity needed to be extended starting at the School Parent Council level. The Committee asked Senior Administration to determine what the current appropriate term for non-parental guardianship would be. It was further agreed that the policy would be referred to the Divisional Futures and Community Relations Committee for continued discussion and review.

Discussions were held regarding the possibility of a Student Liaison Committee that would allow the Board to hear the student voice. The Superintendent referenced the student voice survey that was currently being conducted throughout the Division. The Committee asked that this matter be referred to the Divisional Futures and Community Relations Committee.

The Committee agreed they would review Part 4 – “School Program and Organization” as it relates to the six equity principles, for the next Committee meeting.

It was further noted that the research regarding student fees across the country would be placed on the next Committee Agenda.

5. OPERATIONS INFORMATION

- The Affordability of University Education – a perspective from both sides of the 29th Parallel (Educational Policy Institute) was reviewed and received as information.
- Trustee Kruck requested the following policies be placed on the Committee agenda for further discussion and review at a later date: 1004 – “Distribution of Materials in the Schools”, 1005 – “Gideon Bible Distribution”, 1008 – “Communications Protocol”, 1010 – Community-Education Partnership”, and 1011 – “Brandon Chamber of Commerce”.

6. NEXT REGULAR MEETING: Tuesday, March 1, 2011, 7:30 a.m. – 9:00 a.m., Board Room.

The meeting adjourned at 9:00 a.m.

Respectfully submitted,

P. Bartlette, Chair

G. Kruck

K. Sumner

D. Karnes (Alternate)



MEMO

TO: Policy Review Committee

FROM: Dr. Donna M. Michaels, Superintendent/CEO

DATE: January 4, 2011

RE: Proposed Foundational Statements to Serve as Introductory Governance Direction for Each of Nine Sections of the Board's Policies.

Part 1 – General Section

The Board of Trustees commits to establish and declare the mission, vision, and values that direct and guide simultaneously the futuristic development and ongoing daily work of the Brandon School Division.

Such declaration is integral to the Board's leadership in striving to ensure that each student has equitable access to the opportunity to learn, develop and achieve in conditions that foster such growth.

Part 2 – Board of Trustees

The Board of Trustees commits to Governance leadership that is ethical, respectful of others, student and community focused, considerate of staff, open to the input, ideas, and constructive criticism of others and that is focused on the continuous development and improvement and growth of all in the Brandon School Division. In fulfilling this commitment the Board serves as a role model of team work, collaboration, consultation, continuous learning, and self-monitoring of practices and working relationships.

The Board of Trustees provides its governance direction to the staff and students of the Brandon School Division through the Superintendent of Schools/CEO and Senior Administration in the operation of the division.

Part 3 – Finance and Budget

The Board of Trustees commits to the fiscal stewardship of public funds in an honest, ethical, effective, efficient, and prudent manner. This stewardship is characterized by open and transparent public reporting of all financial processes, results, matters, and related issues. This fiscal stewardship is grounded in the value of accountable democratic practice for wise use of the public's funds.

Part 4 – School Program and Organization

The Board of Trustees commits to the effective provision and implementation of programs and services as prescribed by the Ministry of Education; to the development and implementation of locally-initiated courses designed to enhance the availability of a wide-variety of learning opportunities; and to the provision of leadership, support, and required resources for the development and implementation of innovative educational practices commensurate with the needs of 21st Century learners. This governance direction requires that the results of student achievement be presented to the Board on a regularly established basis in accordance with Policy 1001.2 “Educational Sustainability in Student Achievement”.

Part 5 – Staff

The Board of Trustees commits to carrying out its role as employer in an honest, respectful, judicious, and considerate manner. This commitment involves the timely and fair negotiation of collective agreements with unionized employees; the timely and fair arrangements for salary and benefit provisions for non-unionized support, management and senior administrative staff. Such involvement recognizes and requires that senior administration administer collective agreements, terms and conditions of employment, policies governing staff, working conditions in a positive, productive and respectful manner.

Part 6 - Staff Roles

The Board of Trustees commits to the clear and precise policy delineation of staff roles in the Brandon School Division for the Superintendent of Schools/Chief Executive Officer, Associate Superintendent, Secretary-Treasurer, Assistant Secretary-Treasurer, Director of Human Resources, Director of Facilities, Principals, Vice-Principals; all management positions reporting to the above; all learning support services personnel, teacher specialty positions and business services support personnel.

Part 7 – Student

The Board of Trustees commits to the provision of a safe, secure, respectful, positive, and productive learning environment for all students in its schools. To this end the Board’s policies provide for the legal and ethical expectations regarding student conduct within school, on field trips, and on all school-related/sponsored events. The Board expects and requires that students be treated in a respectful and judicious manner and that discipline be administered in a fair, impartial manner.

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Part 8 – Equipment, Supplies, Textbooks

The Board of Trustees commits to the provision of the equipment, supplies, and textbooks required by schools (teachers, support staff, administrators) in the implementation of the Manitoba curricula and Divisionally-initiated courses and learning activities. School Library books are included in this provision.

Part 9 - Transportation, Buildings and Grounds

The Board of Trustees commits to the stewardship of its public school and business buildings in an honest, ethical, effective, efficient, and prudent manner. This stewardship requires the Board to provide the resources necessary to maintain these buildings and grounds in a safe, clean, and healthy manner. The Board's duty is to ensure that a long range facilities plan is developed and implemented in a timely manner that addresses current and future enrollment and usage requirements.

This stewardship involves the safe and secure transportation of students to schools from areas within the division's overall boundaries where walking to school is not feasible. Board policy governs such.

/sb



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