



"Accepting the Challenge"

# Policy Review Committee Minutes

Tuesday, June 7, 2011 – 11:30 a.m.  
Conference Room, Administration Office

Present: P. Bartlette (Chairperson), K. Sumner, G. Kruck (exited 12:50)  
Dr. D. Michaels.

## 1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 11:40 a.m. by the Committee Chairperson, Trustee Bartlette.

## 2. APPROVAL OF AGENDA

The Policy Review Committee Agenda was approved. The Chairperson requested an update and/or from Senior Administration on the following items:

- Procedures regarding approval in principle regarding field trips;
- Bill 13 and the Division's presentation;
- Policy regarding private sponsorship;
- Procedures regarding a "sunset" clause;
- Alternative timetabling for disengaged students;
- Affordability procedures; and
- Review of Board Committees.

## 3. REVIEW OF COMMITTEE MINUTES

The Committee reviewed the Minutes of May 3, 2011.

## 4. COMMITTEE GOVERNANCE GOAL ITEMS

### a) **Continuation of Review of Board Policies using the Six Principles of Policy 1001.1 – "Equity".**

The Committee continued discussions and review of Part 4 – "School Program and Organization" as it relates to the six equity principles.

Policy 4025 – "Kindergarten Enrollment" – It was agreed to reaffirm this policy.

Policy 4026 – "Semester System" – The policy was referred to Senior Administration to provide an update for the next regular meeting of the Committee.

Policy 4027 – "Summer School" – It was agreed to reaffirm this policy.

Policy 4028 – "School Councils" – The policy was referred to Senior Administration to update or remove. Possible updating could include current practices, equity, legislation and monetary matters.

Policy 4029 – "Pilot Projects" – The policy was referred to Senior Administration to review and include an evaluation to determine effectiveness. Superintendent, Dr. Michaels, noted that a standard framework is currently in place under policies 3029 – "Capital Projects" and 4050 – "Evaluation of Instructional Programs".

Policy 4031 – “Lunch Program” – The policy was referred to Senior Administration to review with respect to equity and provide a report back in September. A possible consultation as per policy 1021 to receive feedback from stakeholders was also discussed.

Policy 4032 – “Student Safety Patrols” – Senior Administration to review policy and bring back to Committee in October.

Policy 4033 – “Catering by CPRSS Food Services” – Policy to be discussed with Crocus Plains Administration together with role of new production chef. To be reviewed by Senior Administration and brought back to the Committee in November.

Policy and Procedures - 4034 – “Home Programming” – It was agreed to reaffirm this policy and procedures.

Policy 4035 – “High School Crime Stoppers Program” – It was agreed to reaffirm this policy.

Policy 4036 – “Instructional Programs of Agencies Outside the School Division” – Senior Administration was asked to provide an update for the fall.

Policy 4037 – “United Referral and Intake Systems (URIS)” – Senior Administration was asked to provide an update for the fall.

Policy and Procedures 4038 – “Administering Medicines to Students” – It was agreed to reaffirm this policy and procedures.

Policy 4039 – “Blood Borne Infections” – It was noted the Associate Superintendent is reviewing this policy as it relates to Policy 4049 – “Prevention of Communicable Disease/Infection Transmission.”

Policy 4040 – “Fire Drills” – It was agreed to reaffirm this policy.

Policy 4041 – “Fundraising” – It was agreed this policy would be cross referenced with policy and procedures 4001 for further discussion and review.

Policy 4042 – “Risk Response” – It was agreed to reaffirm this policy.

Policy 4043 – “Health Services” – It was agreed to reaffirm this policy.

Policy 4044 – “Appropriate Educational Programming” – Superintendent, Dr. Michaels, noted Procedures 4044.4 regarding alternative programming for senior high students ages 16 to 18 as it relates to proposed Bill 13 was in the process of being developed.

Policy and Procedures 4045 – “Basic French” – It was agreed to reaffirm this policy and procedures.

Policy and Procedures 4046 – “French Immersion” – It was agreed to reaffirm this policy and procedures.

Policy and Procedures 4047 – “Nutrition Policy” – It was agreed to reaffirm this policy and procedures.

Policy 4048 – “Use of Certified Service Dogs in Branch School Division” - It was noted the procedures for this policy were being reviewed.

Policy 4049 – “Prevention of Communicable Disease/Infection Transmission” – It was noted the Associate Superintendent is reviewing this policy as it relates to Policy 4039 – “Blood Borne Infections”.

It was agreed the Committee would continue to review Part 4 of the Policy and Procedures manual.

**Recommendation:**

That the following policies and procedures be reaffirmed:

- Policy 4025 – “Kindergarten Enrollment”
- Policy 4027 – “Summer School”
- Policy and Procedures - 4034 – “Home Programming”
- Policy 4035 – “High School Crime Stoppers Program”
- Policy and Procedures 4038 – “Administering Medicines to Students”
- Policy 4040 – “Fire Drills”
- Policy 4042 – “Risk Response”
- Policy 4043 – “Health Services”
- Policy and Procedures 4045 – “Basic French”
- Policy and Procedures 4046 – “French Immersion
- Policy and Procedures 4047 – “Nutrition Policy”.

**5. OTHER COMMITTEE GOVERNANCE MATTERS:**

**a) Policy Regarding Private Sponsorship**

Due to time constraints, it was agreed this matter would be deferred.

**b) Policy Discussion and Clarification (Excerpt from Committee Minutes – February 1, 2011)**

Due to time constraints, it was agreed this matter would be differed.

**6. OPERATIONS INFORMATION**

NIL

**7. NEXT MEETING: Tuesday, September 6, 2011 – 11:30 am., Board Room.**

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

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P. Bartlette, Chair

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G. Kruck

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K. Sumner

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D. Karnes (Alternate)