



Policy Review Committee Minutes

Tuesday, May 8, 2012, 11:30 a.m.
Board Room, Administration Office

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

Principals: Bruce Shamray (Kirkcaldy Heights), Terry Osiowy (Crocus Plains Regional Secondary School), John Minshull (Riverheights), Angela Voutier (O'Kelly).

Regrets: Mathew Gustafson (Vincent Massey), Michael Adamski (Neelin)

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA

The Committee agenda was approved.

3. REVIEW OF COMMITTEE MINUTES

The Committee Minutes of April 2 and 4, 2012 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

a) **Policy and Procedures 4001 – “Off-Site Activities”**

The Committee met with school principal representatives to receive feedback on the proposed changes to Policy and Procedures 4001 – “Off-Site Activities” from a school-based administrative point of view. Four principals representing K-8 schools and 9-12 schools as well as in town and out of town schools were present.

Discussions were held regarding the following:

- Principals expressed concerns about the amount of paperwork required if all trips were to follow the same format. Principals requested the Committee review the paperwork which might be required for trips involved for league games versus trips involving international travel.
- Concerns were expressed regarding setting monetary cap limits in policy. The Principals asked that consideration be taken into account for inflation and cost of programming. It was noted for some families \$10.00 is too much. However, Administration is aware of which families this affects and attends to the matter internally.
- It was noted high schools in particular are losing considerable revenue with respect to policies currently in place regarding fundraising and nutrition. It was noted the policy revolving around nutrition and drink machines has caused some sponsors to pull out and this has had an effect on funding. It was recommended that these policies be supported with additional funding.
- It was also noted that school parent councils put a lot of money into fundraising for trips. Some schools also use grant money to help cover the costs of a trip.
- Costs for trips are also affected by the school's location. Out-of-town schools pay more for trips as travel into the City of Brandon must also be taken into account. The Division charges schools for buses used internally. Schools are charged for the driver's time and by the kilometer.

- Schools to what they can to reduce costs to the students. This raises concerns with respect to safety. For example, teacher/coaches will often do the driving to and event, coach, and then drive back from the event. Principals noted safety should come first over cost and felt this was a piece missing from the proposed policy. They noted there is not direction in policy as to what to do or how funds will be dealt with should there be a storm and a team must spend a night in a hotel somewhere. It was suggested an emergency fund be established to deal with such a situation should it arise.
- Principals requested a policy that is user friendly. They cautioned that heavy paper work and timelines may not make it worthwhile for a teacher to pursue an opportunity for students. They noted that should the policy become too specific and tries to cover all anticipated possibilities that is when something is missed. Safety and common sense need to prevail.
- An example package was requested for staff to access when completing the trip checklist.
- A preliminary approval process was recommended noting the Board would receive a final look at the trip outline through the Report of Senior Administration.
- It was noted athletic programs often require the selection of players; therefore, schools may need to apply for a preliminary approval before the selection of players has been made. This needs to be taken into consideration when discussing the preliminary approval.

Trustees noted team fees and equipment costs were outside of Policy and Procedures 4001. They spoke to why the votes on trips have not been unanimous at the Board Table. Trustee Kruck also expressed concern regarding students paying for coaches and chaperones to participate in trips.

The Chairperson thanked the Principals for their comments and concerns. He noted the Committee would be meeting with students on this Policy and Procedure on May 17, 2012 to receive their feedback.

5. OTHER COMMITTEE GOVERNANCE MATTERS

a) Policy Regarding Private Sponsorship

Due to time constraints this item was deferred to the next regular meeting of the Committee.

b) Policy and Procedures – 4041 – “Fundraising”

Due to time constraints this item was deferred to the next regular meeting of the Committee.

6. OPERATIONS INFORMATION

7. NEXT MEETING: 11:30 a.m. – Thursday, May 17, 2012, Board Room

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

K Sumner, Chair

P. Bartlette

G. Kruck

M. Sefton (Alternate)