



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Monday, February 10, 2014, 2:30 p.m.
Board Room, Administration Office

Present: G. Kruck (Chairperson), J. Murray, K. Sumner,
M. Sefton, (Alternate), Dr. D. Michaels, Mr. D. Labossiere.

1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 2:30 p.m. by Committee Chairperson, Glen Kruck.

2. APPROVAL OF AGENDA

The Chairperson requested discussions regarding the Division's Scent Policy be added to the agenda. The Committee agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of November 18, 2013 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS.

a) Scent Free Policy

Discussions were held regarding Policy 1023 – "Scent/Fragrance Free Facilities". Superintendent, Dr. Michaels, confirmed the policy provided direction and the next step in the process was to develop procedures. These procedures would result from a series of consultations. She confirmed the consultations would take place following the current budget deliberations. Discussions were held regarding conflicting rights and degree of intensity. Dr. Michaels confirmed she would be providing further information to the Board of Trustees both publicly and in-camera at the Board meeting to be held later in the evening with respect to the recent media focus on this matter.

b) Policy 4001 – Off-Site Activities

Policy 4001 had been referred back to the Policy Review Committee from the December 9, 2013 Board meeting. The Committee was asked to review and discuss fundraising timelines as they pertain to invitational tournaments for extra-curricular teams. Discussions were held relating to year round fundraising for a “tournament fund”; communicating the policy to parents and students; the length of time the policy has now been in place; the importance of administrators and staff adhering to policy. It was agreed that Senior Administration would remind school administrators of the policy procedures and guidelines with respect to fundraising and timelines, including for invitationals. This matter would be raised at the next LSS meeting. It was also agreed that no further extraneous trips will be brought forward to the Board of Trustees for approval. The Committee noted there is a judicial procedural process to be followed should anyone wish to challenge the policy and Senior Administration decisions regarding this matter.

c) Parent Request – Policy to ride bus.

This matter was referred to the Committee from the Board meeting held January 27, 2014. Superintendent, Dr. Michaels, reviewed the background and history of the request. The Committee discussed the matter noting other Divisions do not allow parents to ride the bus with their child for numerous reasons. It was noted that due to space issues on school buses and procedure issues for allowing a parent to ride the bus, this was not a viable request for the Brandon School Division. Senior Administration was directed to review Division transportation policies and add a statement stating parents are not allowed to ride the bus with their child. The Committee Chairperson would be addressing this matter at the Board meeting to be held later in the evening.

d) Trustee Request – Sponsorship Policy

The Committee reviewed a report which had been prepared regarding the timelines and various committees which had studied this matter previously. Discussions were held regarding the difference between recognizing a contribution by an organization which “does good work in the Community” versus a contribution which has been made in order to advertise a product. It was agreed a set of filters would need to be developed through which a contribution would be scrutinized before accepted. A possible consultation with members of the City of Brandon, the Chamber of Commerce and various Community Service organizations was also discussed. It was noted that a search of other Division policies on this matter had been previously conducted. Senior Administration was directed to develop a list of filters for acceptance of a contribution, together with the development of a policy, and report back to the Committee in due course.

e) Policy Review – Section 8

The Committee reviewed and discussed Policy and Procedures 8001 – “Disposal of Equipment and Materials” as well as Policy and Procedures 8002 – “Use of Expendable Equipment in Schools by Outside Organizations”. The Committee agreed to reaffirm both policies and procedures. (Appendix “A”).

Recommendation:

That Policy and Procedures 8001 – “Disposal of Equipment and Materials” is hereby reaffirmed. That Policy and Procedures 8002 – “Use of Expendable Equipment in Schools by Outside Organizations” is hereby reaffirmed.

7. **OPERATIONS INFORMATION**

- Trustee Kruck – from Committee Meeting October 21, 2013 requested follow-up discussions regarding student fundraising accounts.

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

8. **NEXT MEETING: Monday, March 17, 2014, 2:30 p.m., Board Room**

The meeting adjourned at 3:50 p.m.

Respectfully submitted,

G. Kruck, Chair

J. Murray

K. Sumner

M. Sefton (Alternate)



"Accepting the Challenge"

BRANDON SCHOOL DIVISION POLICY

Appendix "A"

POLICY 8001

DISPOSAL OF EQUIPMENT AND MATERIALS

Adopted: 162/95

The disposal of equipment, print material and supplies deemed surplus to the needs of The Brandon School Division shall be carried out under the authority and responsibility of the Secretary-Treasurer of the Division as directed by the Superintendent and shall be subject to this policy on disposal of equipment, and material, as well as the requirements of The Public Schools Act.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 8001

DISPOSAL OF EQUIPMENT AND MATERIALS

Adopted: 162/95

1. DEFINITIONS

- a) Disposal - the physical removal of surplus, obsolete and/or irreparable equipment, print materials, and/or supplies from the inventory of a School or Department by transfer, sale, donation or destruction.
- b) Surplus Equipment, Print Material and Supplies - Equipment, print material or supplies (not including land and fixed buildings) which is deemed to be obsolete, uneconomical to repair, or in excess of forecasted requirements.
- c) Stores Material Inventory - Item (s) of equipment, print material or supplies carried in central storage to meet anticipated demands of Schools/Departments.
- d) Moveable Equipment Inventory - A detailed record of moveable equipment that has been purchased by the Division for the use of Schools/Departments.
- e) Other Equipment, Print Material and Supplies - Those items of equipment, print material and supplies not controlled by a type of formal inventory system.

2. IDENTIFICATION OF SURPLUS EQUIPMENT, PRINT MATERIAL AND SUPPLIES

- 2.1 Stores Material Inventory - Inventory shall be reviewed not less than twice per year by administrative personnel to ensure the accuracy of the inventory and that material is not being held in excess of requirements.
- 2.2 Moveable Equipment Inventory - All Schools/Departments shall be required to verify inventory records not less than once a year and advise the Secretary-Treasurer's Department of the results of the verification.
- 2.3 Other Equipment, Print Material and Supplies - Equipment, Print Material and Supplies located in each School/Department (cleaning supplies, stationery, books, educational learning aids, small tools, etc.) not controlled by a type of formal inventory system shall be reviewed by the School/Department annually to determine whether or not items are being held in excess of requirements.

3. DISPOSAL OF EQUIPMENT AND MATERIAL

3.1 Identification of Surplus Equipment, Print Material and Supplies -

Schools/Departments shall report to the Secretary-Treasurer's Department annually any equipment, print material and/or supplies that is surplus to their needs.

3.2 The Secretary-Treasurer's Department shall:

- a) arrange pick up from Schools/Departments, where possible and economical, of all items declared surplus and deliver them to a central storage area;
- b) with assistance from Division personnel or outside consultants, determine which items are:
 - i) reassignable within the Division;
 - ii) of value for use as parts
 - iii) of practical and economical value for sale to the public;
 - iv) of scrap value.
- c) redistribute reassignable items;
- d) turn over to the proper personnel, those items deemed to have parts value;
- e) arrange a public sale where practical and economical for those items deemed to be of no further use to the Division;
- f) offer to non-profit charities, any items not deemed to be usable or saleable;
- g) dispose of in the most economical manner, those items deemed as having no further use to the Division and declared to be scrap.

LEGISLATIVE REQUIREMENTS: Public Schools Act



BRANDON SCHOOL DIVISION POLICY

POLICY 8002

USE OF EXPENDABLE EQUIPMENT IN SCHOOLS BY OUTSIDE ORGANIZATIONS

Adopted: Motion 67/2005 (May 9, 2005)

The use of expendable equipment in schools by outside organizations is approved on the following basis:

1. that school Principals be authorized to allow the use of expendable equipment free of charge to outside organizations affiliated with the school community, provided the group makes no charge for the activity undertaken in the school and the use of the equipment is on an infrequent basis; or
2. that if the outside organization bears no direct affiliation with the school community, or charges the persons participating in the activity at the school, or wishes to use the equipment regularly, the outside organization shall be required to provide its own expendable equipment; or the Principal shall be authorized, at his/her discretion, providing for rental of such equipment at rates in keeping with charges made by other institutions in the City of Brandon.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 8002

USE OF EXPENDABLE EQUIPMENT IN SCHOOLS BY OUTSIDE ORGANIZATIONS

Adopted: Motion 67/2005 (May 9, 2005)

BASIC PRINCIPLES

1. The requirements of school programs for the use of school equipment shall be priority over all other programs.
2. Items to be considered under this policy shall be those items normally purchased by the school through its instructional supply budget. Items such as chairs, coat racks and fixed equipment generally supplied to the school through a budget approved through discussions at the Administration Office shall not be regarded as "expendable" for purposes of this policy.
3. Requests for use of equipment in specially equipped classrooms or for specialized facilities (e.g. science labs, computer labs, industrial arts/home economics/vocational facilities, etc.) shall be referred to the Administration Office for consideration.

SCHOOL'S RESPONSIBILITY

1. It shall be the responsibility of the school principal to decide whether to provide equipment to an outside organization is in the school's best interest.
2. When a school allows an outside agency for the use of a particular piece of equipment which it subsequently finds has a priority use in the school, it will be the school's responsibility to notify the outside agency and reach agreement on the utilization of the equipment.
3. It shall be the school's responsibility to ensure that the charges levied are paid to the school. It is recommended that charges be payable in advance of the use of equipment.
4. It shall be the school's responsibility at all times to ensure that the community use of the facility is covered by an agreement with the City of Brandon.
5. Schools shall be responsible for arranging all repairs and regular maintenance of the equipment.

RESPONSIBILITIES OF THE OUTSIDE AGENCY

1. The outside agency shall assume total responsibility for the equipment during the time that it is in its possession.
2. Willful damage, damage resulting from accident while in the care of the agency, or misuse of the equipment shall be regarded as sufficient cause to discontinue use of the equipment.

3. Where damage to the equipment or facility is determined to be a responsibility of the outside agency, the agency shall assume costs for repair or replacement.
4. The outside agency is responsible to ensure the equipment does not leave the Division facility.