



Policy Review Committee Minutes

Monday, December 5, 2011 – 11:30 a.m.
Board Room, Administration Office

Present: K. Sumner (Chairperson), P. Bartlette, G. Kruck (exited at 1:00)
Dr. D. Michaels, G. Barnes, K. Zabowski.

Guest: David Swayze, Solicitor, Meighen, Haddad & Co. LLP

"Accepting the Challenge"

1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 11:55a.m. by the Chairperson Trustee Sumner.

2. APPROVAL OF AGENDA

The Secretary-Treasurer noted the addition of Policy and Procedures 9058 – "Naming and Renaming of Division Facilities" to be included in discussions regarding Private Sponsorship. Senior Administration was directed to flag for the Committee any policies that required immediate discussion as they relate to equity. The agenda was approved as amended.

4. REVIEW OF COMMITTEE MINUTES

The Committee reviewed the Minutes of November 1, 2011.

5. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

6. OTHER COMMITTEE GOVERNANCE MATTERS

a) Policy and Procedures 9038 – "Public Advertising on School Property"

Secretary-Treasurer, Mr. Barnes, spoke to this item. He noted there were two types of advertising taking place at the schools. External advertising revolved mainly around banners promoting community activities; while internal advertising related to logos on score clocks and sponsors for varsity teams. The Committee reviewed Policy and Procedures 9038 as it relates to external advertising. Several changes were made to the policy and procedures. (Appendix "A") It was agreed discussions regarding internal advertising and commercial advertising would be deferred to a future meeting when the Committee discussed private sponsorship.

Recommendation:

That Policy and Procedures 9038 – "Public Advertising on School Property" be rescinded and replaced with Policy and Procedures 9038 – "Restrictive Public Advertising on School Property".

b) Policy Regarding Private Sponsorship

This item was deferred to the next regular meeting of the Committee. The Committee Chairperson requested it be the first item on the next agenda for discussion.

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

Mr. David Swayze, Solicitor, Meighen Haddad & Co., entered the meeting and spoke to the Committee regarding “informed consent” as it relates to Policy and Procedures 4001 – “Off-Site Activities”. He noted in order for the Board to meet the definition of “informed consent” they need to ensure the following has taken place:

- 1) Person signing the consent form has the capacity to understand what they are signing;
- 2) The risks have been explained. He confirmed this should be done at a parent meeting where parents have the opportunity to ask questions.
- 3) The consent has been freely given.

Mr. Swayze confirmed written consent was the preferred form of consent. Discussions were held regarding the possible need for different forms for different levels of risk; a form that would be written at an appropriate grade level for all parents to understand; the need to translate a standard form into various languages for the Division's growing immigrant population; the possibility of including a line that consent can be revoked at any time by the parent/guardian, should the form be for a number of activities, such as sports tournaments; the risk involved in student “free time” and the appropriate chaperoning that would accompany that free time; and the risk involved when outside organizations are included in the activity. Mr. Swayze was also asked when a consent form does not work. Mr. Swayze noted consent forms are not to be considered a “blank cheque”. Incidents of gross negligence or should standard of care not be met would mean the Division was not covered by the consent form. The Committee Chairperson thanked Mr. Swayze for attending the Committee meeting and answering their questions with respect to informed consent.

7. OPERATIONS INFORMATION

NIL

8. NEXT MEETING: 11:30 a.m. - Tuesday, January 3, 2012, Board Room

The meeting adjourned at 1:10 p.m.

Respectfully submitted,

K Sumner, Chair

P. Bartlette

G. Kruck

M. Sefton (Alternate)



BRANDON SCHOOL DIVISION POLICY

Appendix A

POLICY 9038

RESTRICTIVE PUBLIC ADVERTISING ON SCHOOL PROPERTY

Adopted: 82.05.10

Revised: December 5, 2011

The placing of **temporary** banners or signs on Brandon School Division property in order to promote or advertise community ~~functions or activities~~ **events** is hereby authorized, subject to prior approval being received from the Senior Administration and to such rules and regulations as may be established from time to time.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 9038

RESTRICTED PUBLIC ADVERTISING ON SCHOOL PROPERTY

Adopted: 82.05.10

Revised: December 5, 2011

1. Approval must be received from the Superintendent of Schools/CEO or the Secretary-Treasurer prior to the erection or placement of **temporary** banners or **signs** on Brandon School Division property.
2. Only those banners or signs which promote or advertise community ~~functions or activities~~ **events** will be approved. ~~Commercial advertising will not be allowed.~~
3. ~~The banners or signs will be commercially prepared;~~ The content and message of the banner or sign shall be subject to the approval of the Division. ~~and, while displayed on Division property,~~ The banners or signs shall be kept in good repair **and affixed securely.**
4. The banners or signs must be removed from the Division property within forty-eight (48) hours of the function or activity and the Secretary-Treasurer shall be so advised.
5. **Banners or signs can be placed on Division property for a maximum of three consecutive weeks.**