



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Wednesday, January 18, 2017 – 12:00 p.m.
Boardroom, Administration Office

Present: S. Bambridge, P. Bartlette, K. Sumner
M. Casavant

1. CALL TO ORDER

The Policy Review Committee Meeting was called to order at 12:05 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of December 1, 2016 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) **Establish Criteria for Policy Review**

The Committee discussed the task of determining what policies are considered Administrative Policies. Trustees asked questions for clarification. For the criteria determination, the Committee agreed to:

- 1) Hire a verifiable consultant who has experience in the review of Board policy and is an expert in Board Governance;
- 2) Have the consultant assist in establishing what are Board Policies and what are Senior Administration Procedures.

Suggestion was made that the Committee establish dates for the Request for Proposal (RFP) to be advertised and, once a consultant is chosen, a date for a motion to go before the Board for approval.

The Committee tentatively chose the following dates:

- RFP will be sent out - February 15, 2017;
- Deadline for submissions - March 17, 2017;
- Board Meeting March 20, 2017 – Board Motion;
- Consultant to be formally engaged by April 1, 2017.

Trustee Sumner will contact Janis Arnold of the Manitoba School Boards' Association for samples of criteria contents for a request for proposal that can be presented to the Board as soon as possible.

B) Reorganization of Board's Committee Structure

The Committee reviewed the Committee Restructuring Proposal submitted by Trustee Sefton. Dr. Marc Casavant, Superintendent of Schools/CEO indicated he will present Trustee Sefton's proposal to Senior Administration and request feedback. Dr. Casavant will gather and provide the information to the Committee for review and discussion at the next Policy Review Committee Meeting.

C) Adopt an Annual Planning Cycle, with Key Dates and Events

The Committee referred this item to Senior Administration. It was noted that a motion will be brought forward at the next regular Board Meeting taking place on Monday, January 23, 2017.

Recommendation:

That the Policy Review Committee refer the Board's Annual Planning Cycle to Senior Administration, who will then present this information back to the Board of Trustees at the regular Board meeting of May 8, 2017.

D) Establish Process and Timing of Board, Superintendent, and Secretary-Treasurer Evaluations

The Committee discussed reviewing samples of Evaluation Processes from other Divisions. Dr. Casavant indicated he could provide a sample for the next Policy Review Committee meeting. Trustee Sumner was asked to make a similar request to Janis Arnold of MSBA. Dr. Casavant stressed the need for clarification of the connection of the Superintendent to the Secretary-Treasurer, and the connection of the Secretary-Treasurer to the Board of Trustees.

E) Amendment of Board Regular Meeting Agenda

Trial run of the 6:30 p.m. In-Camera portion of Regular Board meetings to take place on January 23, 2017. If the Board wishes to change the Board Meeting agenda format, a formal amendment to the current by-law regarding meeting structure will be brought forth at a future Board meeting.

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Tuesday, February 7, 2017, 11:30 a.m., Boardroom

The meeting adjourned at 1:01 p.m.

Respectfully submitted,

S. Bambridge, Chair

P. Bartlette

K. Sumner

G. Kruck (Alternate)