



"Accepting the Challenge"

# Policy Review Committee Minutes

Wednesday, April 4, 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.

## 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 March 7, 2012 were received as information.

## 4. COMMITTEE GOVERNANCE GOAL ITEMS

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

#### i) Policy and Procedures 4031 – "Lunch Program"

Superintendent, Dr. Michaels, provided background information regarding this policy. She noted the last time data had been collected from the schools, on this policy, had been in 2005. Discussions were held regarding the historical differences and inequities that take place across the Division. It was agreed by the Committee that current data was required from each school. Trustees requested the matter be discussed at the next principals' meeting. Principals are to be asked what is currently happening in their school and what they would like to see happen in their school. Principals were to be given advance notice that changes will be made in order to meet the six principles of equity as noted in Policy 1001.1.

It was agreed the data was to be collected by the end of June in order for Senior Administration to review over the summer. A report would be brought back to the Committee in September as there was the possibility of budget items resulting from any proposed changes.

#### ii) Policy and Procedures 4041 – "Fundraising"

The Committee reviewed Policy and Procedures 4041 – "Fundraising". Discussions were held regarding parent council fundraising; expectations and inequity; and ancillary funding.

It was agreed to reaffirm Policy 4041 – "Fundraising". (Appendix "A").

It was agreed to amend Procedures 4041 – "Fundraising" (Appendix "B") as follows:

- Add the words "school-wide" following the word "one" in point c) of the first paragraph.
- Add an additional bullet in point d) of the first paragraph which states "the capacity of the school and its community to meet fundraising targets".

The Committee agreed to begin reviewing Part 5 of the Division's Policy and Procedures as it relates to the principles of equity, at its next meeting.

**Recommendation:**

That Policy 4041 – “Fundraising” is hereby reaffirmed.

That Procedures 4041 – “Fundraising” be amended as follows:

- Add the words “school-wide” following the word “one” in point c) of the first paragraph.
- Add an additional bullet in point d) of the first paragraph which states “the capacity of the school and its community to meet fundraising targets”.

**5. OTHER COMMITTEE GOVERNANCE MATTERS**

**a) Policy Regarding Private Sponsorship**

Superintendent, Dr. Michaels, reviewed the legal opinion of the solicitor with respect to this proposed policy. Dr. Michaels noted, according to the solicitor, there appears to be no legal impediment to the Board in accepting money for capital projects. However, permission is to be obtained from the Ministry before proceeding. She also noted the solicitor suggested the establishment of a foundation for such donations/sponsorship as this would keep the Division, and its employees, at arm's length.

Discussions were held regarding the difference between the Friends of Education Committee and the proposed Foundation. The Committee inquired about the possibility of expanding the role of the Friends of Education Committee. The Secretary-Treasurer was directed to confer with both the Division's Auditor and Solicitor on this matter before the Committee proceeds any further. It was agreed the matter would be brought back to the Committee for further discussion in June after the Secretary-Treasurer has had the opportunity to meet with the Auditor and Solicitor.

**b) Policy Review**

The Committee reviewed Policy and Procedures 4032 – “Student Safety Patrols”. Dr. Michaels highlighted the role of the school principal in the policy. The Committee agreed to reaffirm Policy and Procedures 4032. (Appendix “C”)

**Recommendation:**

That Policy and Procedures 4032 – “Student Safety Patrols” is hereby reaffirmed.

**6. OPERATIONS INFORMATION**

**7. NEXT MEETING: 11:30 a.m. – Tuesday, May 1, 2012, Board Room**

The meeting adjourned at 1:10 p.m.

Respectfully submitted,

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K Sumner, Chair

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P. Bartlette

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G. Kruck

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M. Sefton (Alternate)



# BRANDON SCHOOL DIVISION POLICY

## Appendix "A"

### **POLICY 4041**

### **FUNDRAISING**

*Adopted: Motion 76/2003 (July 14, 2003)*

The Board of Trustees approves of school fundraising activities provided such events support useful educational needs and are undertaken with due consideration to the value of the activity for students and its effect on the school and school community.



# BRANDON SCHOOL DIVISION POLICY

## Appendix "B"

### PROCEDURES 4041

#### FUNDRAISING

*Adopted: Motion 76/2003 (July 14, 2003)*

The Principal shall:

- a. approve all fundraising activities undertaken by all school related groups prior to the group making any commitment;
- b. make the final decision;
- c. allow only one **school-wide** door-to-door fundraiser per year; and
- d. be sensitive to:
  - the frequency of fundraising events;
  - time of year;
  - other fundraising activities in the community;
  - the necessity of the fundraising event;
  - the possibility of alternative means of fundraising;
  - the opportunity for education value; **and**
  - the culture of the school and its community; **and**
  - **the capacity of the school and its community to meet fundraising targets.**

#### PLANNING PROCEDURES

1. When selecting fundraising activities, schools should attempt to avoid competition with local merchants and, when feasible, should patronize local merchants to obtain merchandise for fundraising resale.
2. All door-to-door sales must be registered with the Licensing Department of the City of Brandon and conducted in accordance with the requirements of any applicable City By-Law.
3. Major fundraising activities should be completed within a limited timeframe (i.e. two weeks). Students may not solicit funds on public premises unless approval has been granted to the school by the management.
4. The objects or forms carried by students must identify the school.
5. Funds should always be expended for the direct benefit of the school except for charities approved by the Board (i.e. Christmas Cheer, UNICEF, Jump Rope for Heart, Project Love, Read-a-Thon, Helping Hands).
6. Incentives, if utilized, shall be minor in value and emphasize group recognition.
7. By June 30 of each school year, a statement for all school funds shall be subject to a financial review and signed by two members of the teaching staff or other responsible adults, other than the treasurer of the account in question, and must be

submitted to the principal. The financial review shall be carried out in accordance with guidelines established by the Secretary-Treasurer's Department.

#### GUIDELINES FOR PARTICIPATION

1. The rules for the conduct of students participating in door-to-door solicitation or sales must be reviewed with all students by the activity organizers prior to the start of such projects.
2. K-3 students shall not sell products door-to-door; however, parents or guardians of K-3 students may participate on their child's behalf.
3. Expectations for multi-student families will be the same as those for single student families.
4. **Funds shall not be raised through the sale of alcohol.**



## BRANDON SCHOOL DIVISION POLICY

**UNDER REVIEW**

### **POLICY 4032**

### **STUDENT SAFETY PATROLS**

*Adopted: Motion 52/95*

## **Appendix C**

The Board of Trustees of the Brandon School Division approves the establishment of student safety patrols consisting of student volunteers.

Principals may establish safety patrols to assist students in crossing busy streets in reasonable proximity to the school, where, in the opinion of the Brandon Police Service member who is assigned to student safety patrols, a traffic hazard exists that can effectively be dealt with by means of such a patrol and where the establishment of such patrol can promote safety attitudes and habits in students.

Students shall obey the instructions of student safety patrols and conduct themselves in an orderly manner when under its direction.

The Brandon Police Service shall be responsible for assisting the school with the training, general supervision and deciding which crossings require the services of safety patrols.



## BRANDON SCHOOL DIVISION POLICY

**UNDER REVIEW**

### PROCEDURES 4032

#### STUDENT SAFETY PATROLS

*Adopted: Motion 115/2001*

1. Service on patrols by students shall be voluntary.
2. No student may serve as a patrol member without the written consent of a parent or guardian on the approved form which includes a clause relieving the Board of Trustees of liability in the event of the pupil's involvement in an accident while acting as a patrol member.
3. The Principal or designated staff member shall supervise the safety patrol program at the school and in cooperation with the City Police Service designate appropriate locations for the patrols.
4. The police officer and the school staff member in charge shall take all reasonable measures to ensure that patrol members are adequately instructed in their duties.
5. Patrol members shall control, direct and instruct students in crossing the streets at designated crossings. Only police officers have the right to stop, control and direct traffic.
6. Patrols shall not be required to be on duty when the wind chill reaches  $-27^{\circ}\text{C}$ .
7. Parents/guardians of students shall be reminded through the school newsletter during the cold winter months that patrols will not be on duty when the wind chill reaches  $-27^{\circ}\text{C}$ . The media shall be requested to remind the public to take extra caution when going to and from work on days patrols are not on duty.
8. The Board will maintain liability insurance coverage protecting the Board, its employees and students against liabilities arising from the operation of safety patrols.
9. The Brandon Police Service shall be responsible to secure sponsors to provide vests, flags and rewards for patrols.
10. One of the staff members in charge of safety patrols shall be elected as patrol coordinator for the Brandon School Division at a meeting of patrol representatives in June. This person shall serve as liaison between schools, Brandon Police Service and cooperating agencies and oversee the operation of the patrols in the Division.
11. Involvement by parents/guardians and community in an advisory role is encouraged.