



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Wednesday, September 18, 2013, 11:30 a.m.
Board Room, Administration Office

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

1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 11:30 a.m. by Trustee Glen Kruck.

2. ELECTION OF CHAIR/CONFIRM REGULAR MEETING DATES/REVIEW COMMITTEE RESPONSIBILITIES.

It was agreed that Mr. Glen Kruck would serve as Committee Chairperson for 2013-2014. It was further agreed that the Policy Review Committee meetings would be held on the third Monday of each month from 11:00 a.m. to 12:30 p.m. as follows:

Monday, October 21, 2013	11:00 a.m.
Monday, November 18, 2013	11:00 a.m.
Monday, December 16, 2013	11:00 a.m.
Monday, January 20, 2014	11:00 a.m.
Wednesday, February 19, 2014	11:00 a.m.
Monday, March 17, 2014	11:00 a.m.
Monday, April 21, 2014	11:00 a.m.
Tuesday, May 20, 2014	11:00 a.m.
Monday, June 16, 2014	11:00 a.m.

The Committee reviewed their responsibilities as noted on the agenda.

3. APPROVAL OF AGENDA

The Committee agenda was approved as circulated.

4. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of June 17, 2013 were received as information.

5. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

6. OTHER COMMITTEE GOVERNANCE MATTERS.

a) Policy 1003 – “Records Retention and Disposition”

The Committee reviewed the proposed amendment to Policy 1003. It was agreed to accept the proposed amendment to eliminate any reference to a date. The Committee agreed Policy 1003 be revised to remove the words “Revised June 2000” and replace them with the words “as revised by the Province of Manitoba”. (Appendix “A”)

Recommendation:

That Policy 1003 – “Records Retention and Disposition” is hereby amended to remove the words “Revised June 2000” in the second paragraph and replace with the words “as revised by the Province of Manitoba”.

7. OPERATIONS INFORMATION

- Meeting with School Principals re: Lunch Program: Superintendent, Dr. Michaels noted that the matter would be placed on the Learning Support Services Agenda for Monday, September 23, 2013. At that time the principals would be canvassed for volunteers to attend the October Policy Review Committee meeting.
- Policy Updates:
 - o Procedures to accompany Policy 5045 – “Commercial & Personnel Interests”: Superintendent, Dr. Michaels noted this item was currently with the Division Solicitor for development. It would be brought back to the Committee in due course.
 - o Report regarding Auditor General Recommendations: Acting Secretary-Treasurer, Mr. Labossiere noted he was currently reviewing information regarding this item and would be providing a report to the Finance Committee in due course.
- Trustee Murray raised concerns regarding the amount of advertising taking place on the fence at Earl Oxford School. It was noted the Division does have a policy regarding advertising on school property. The Director of Facilities and Transportation was following up with the school principal on this matter.

8. NEXT MEETING: Monday, October 21, 2013, 11:00 a.m., Board Room

The meeting adjourned at 11:45 a.m.

Respectfully submitted,

G. Kruck, Chair

J. Murray

K. Sumner

M. Sefton (Alternate)



BRANDON SCHOOL DIVISION POLICY

Appendix "A"

POLICY 1003

RECORDS RETENTION AND DISPOSITION

Adopted: Motion 74/2001

Reaffirmed: Motion 49/2008; March 24, 2008

The Division is responsible for the records and information in its custody and control. The Secretary-Treasurer is responsible for the implementation of the Division's records management policy, including the development of appropriate procedures and implementation of same, personally or through delegation.

The retention and disposition of records in the Division shall be conducted in accordance with the "Records Retention and Disposition Schedule" (Manitoba Education - *Guidelines on the Retention and Disposition of School Division/District Records*, as revised by the Province of Manitoba). The Schedule provides the minimum retention periods and disposition for records and the Division may retain certain records longer before destruction or archiving.

Permanent records are those identified by the Secretary-Treasurer as having enduring value or permanent significance because of their legal, fiscal or administrative value, or if of historical or cultural importance. Permanent records shall be archived in a clean, dry, secure location protected as best possible against water damage, mould or infestation, serviced by knowledgeable staff and made available to the public under access conditions determined by Provincial legislation and Division policies. A log shall be kept of records transferred to archives.

The Secretary-Treasurer may arrange for archived records to be permanently stored in:

- a) in-house archives; and/or
- b) local archives; and/or
- c) the Provincial Archives of Manitoba,

provided that the Secretary-Treasurer and/or his/her designate shall have access to all records so archived and authority to retrieve said records on behalf of the Division.

The destruction of records shall take place as soon as possible after the approved retention periods have lapsed, as an annual procedure, and under controlled and confidential conditions. A log shall be kept of all records destroyed.