



"Accepting the Challenge"

# Policy Review Committee Minutes

Wednesday, September 19, 2012, 11:30 a.m.  
Board Room, Administration Office

Present: G. Kruck (Chairperson), P. Bartlette, M. Sefton, K. Sumner (alternate)  
Dr. D. Michaels, Mr. K. Zabowski

## 1. CALL TO ORDER:

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

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

It was agreed that Mr. Glen Kruck would serve as Committee Chairperson for 2012-2013. It was further agreed that the Policy Review Committee meetings would be held on the third Wednesday of each month from 11:30 a.m. to 1:00 p.m. as follows:

Wednesday, October 17, 2012	11:30 a.m.
Wednesday, November 21, 2012	11:30 a.m.
Wednesday, December 19, 2012	11:30 a.m.
Wednesday, January 16, 2013	11:30 a.m.
Wednesday, February 13, 2013	11:30 a.m.
Wednesday, March 20, 2013	11:30 a.m.
Wednesday, April 17, 2013	11:30 a.m.
Wednesday, May 15, 2013	11:30 a.m.
Wednesday, June 19, 2013	11:30 a.m.

The Committee reviewed their responsibilities as noted on the agenda

## 3. APPROVAL OF AGENDA

The Committee agenda was approved.

## 4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

## 5. OTHER COMMITTEE GOVERNANCE MATTERS.

### a) Trustee Code of Ethics

Secretary-Treasurer, Mr. Zabowski, provided information comparing the sample Code of Ethics, provided by MSBA to the Brandon School Division Policy and Procedures. He noted the Division's policy and procedures on Trustee Code of Conduct meets the minimum provisions. He confirmed some of the items noted in the MSBA document were not specific in the Division's policy and procedures, but were implicit.

Discussions were held regarding whether or not the Division's code of conduct should be more prescriptive; include direct wording from the Public Schools Act; and the difference between code, policy and procedures. Superintendent, Dr. Michaels, provided a brief history on the development of the current policy and procedures. Discussions were also held regarding the difference between ethics and duties, noting that ethics are implicit in duties.

The Committee agreed the Division's policies on this item could be cleared regarding the Code of Conduct. Senior Administration was directed to include MSBA's suggestions to which the Brandon School Division's policy and procedures are silent and keep any procedures to which the MSBA template does

not address. A revised policy and procedures was to be presented to the Committee at their next meeting.

**b) Future Agenda Items**

It was noted the following items were to be brought forward to the Committee for the next meeting agenda, including:

- Revised Policy and Procedures 2005 – Trustee Code of Ethics;
- Final Draft of Policy and Procedures 4001 – Off-Site Activities;
- Draft Social Media Policy and Procedures;
- Draft Live Recording of Board Meetings;
- Private Sponsorship (brought forward from June 5, 2012 Committee Meeting).

Future agendas would also include the following items:

- Lunchrooms;
- Policy and Procedures 4041 – “Fundraising”;
- Policy regarding parents riding the bus with their students.

**6. NEXT MEETING: 11:30 a.m., Wednesday, October 17, 2012**

The meeting adjourned at 12:50 p.m.

Respectfully submitted,

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G. Kruck, Chair

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P. Bartlette

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M. Sefton

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K. Sumner (Alternate)