



"Accepting the Challenge"

# Policy Review Committee Minutes

Monday, May 3, 2010 – 7:00 p.m.  
Conference Room, Administration Office

Present: D. Karnes, J. Murray,  
Dr. D. Michaels, G. Barnes.  
Regrets: P. Bartlette (Chairperson), B. Jolly (alternate).

## 1. CALL TO ORDER:

Trustee Murray assumed the position of Chairperson in the absence of Trustee Bartlette. The Policy Review Committee Meeting was called to order at 7:00 p.m. by Acting Chairperson, Trustee Murray.

## 2. APPROVAL OF AGENDA

The Policy Review Committee Agenda was approved as circulated.

## 3. REVIEW OF February 23, 2010 MINUTES

The February 23, 2010 Committee Minutes were accepted as information.

## 4. COMMITTEE GOVERNANCE GOAL ITEMS

The Committee reviewed their Governance Goal Items. It was agreed to present the Committee's Governance Goals sheet together with a list of all policies reviewed by the various Board Committees from 2006 to 2010 at the Board's meeting in August.

## 5. OTHER COMMITTEE GOVERNANCE MATTERS:

### a) FORM 3013 – TRAVEL EXPENSE FORM

Secretary-Treasurer, Mr. Barnes, recommended Form 3013 – "Travel Expense Account" be removed from policy and become a Divisional document. He noted this would eliminate the need to amend Policy every time the mileage rate and meal allowance changed. He also suggested that line b) of Policy 3013 be removed and the following wording be used: "have been claimed on divisional forms provided for that purpose". Discussions were held and it was agreed to amend Policy 3013 as recommended and to rescind Form 3013 from policy to become a Divisional document.

#### Recommendation:

That Policy 3013 – "Travel Reimbursements" be amended and line b) reworded to read as follows: "have been claimed on divisional forms provided for that purpose".

That Form 3013 – Travel Expense Account be rescinded and become a "divisional form".

### b) TRUSTEE INQUIRIES – POLICY DEVELOPMENT

#### Request of Trustee Mayes – Compulsory Volunteer Credit to Graduate

Superintendent, Dr. Michaels, referenced Policy and Procedures 4018 – "Community Service Student Initiated Project Credit" noting students currently have the option in the Brandon School Division of obtaining a credit through volunteering. The Committee reviewed both the information they had received from the St. James-Assiniboina School Division regarding that Division's Community Activity Service Certificate and the Province's graduation requirements. It was noted that school divisions cannot add to a student's compulsory courses. School Divisions can offer an optional divisional diploma in addition to the Manitoba High School Graduation diploma. Discussions were held regarding the possibility of implementing a Brandon School Division Graduation Certificate in the future. Further discussions were held regarding the number of hours required to receive such a certificate; whether or not to offer it as a

full credit or half-credit course; whether or not the hours could be collected over a period of four years, or to be completed in one semester; whether or not the hours could be collected as a class project or only on an individual basis. It was agreed that Policy 4018 needed to be amended to include new documentation for a Brandon School Division Certificate and the procedures needed to be rewritten. Senior Administration was asked to have the revised policy presented to the Committee at their regular meeting in June for possible implementation in the 2010/2011 school year.

Request of Trustee Ross – Consultation Policy

The Committee reviewed and discussed Brandon School Division Policy 1008 – “Communications Protocol”. Discussions were held regarding when the Board should consult stakeholders and when the Board should exercise their representative rights. Further discussions were held regarding the benefit of holding public consultations both politically and with respect to gaining further information before making decisions. The Committee also reviewed the consultation policy of the Greater Victoria School District. It was agreed that Policy 1008 would be amended to include some of the information referenced in the consultation policy of Greater Victoria and brought back to the Committee at a later date.

**c) POLICY REVIEW – Cell Phone Use**

Discussions were held regarding current Policy 1019 – “Use of Cell Phones and Electronic Communication Devices by Staff, Trustees and Visitors”. It was noted the policy referred to school settings only and did not include Board Meetings or Committee Meetings. It was agreed the policy needed to be expanded to include Board Meetings and Committee Meetings. Senior Administration was directed to contact the City of Brandon and other school divisions to determine what their policies are regarding cell phone use during meetings. Senior Administration was further directed to revise the current policy to include Board Meetings and Committee Meetings and bring back to the Committee at a future date for review.

**6. OPERATIONS INFORMATION**

NIL

**7. NEXT REGULAR MEETING: Tuesday, May 25, 2010 – 10:00 a.m.**

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

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P. Bartlette, Chair

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D. Karnes

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J. Murray

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B. Jolly (Alternate)