



# BRANDON SCHOOL DIVISION

## Education Committee Minutes

Monday, October 7, 2013, 12:00 noon

Board Room, Administration Office

Present: P. Bartlette (Chairperson), G. Kruck, M. Snelling, K. Sumner  
(alternate) Dr. D. Michaels, Superintendent

### 1. CALL TO ORDER:

The Education Committee Meeting was called to order at 11:50 a.m. by Trustee, Peter Bartlette.

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

It was agreed that Mr. Peter Bartlette would serve as Committee Chairperson for 2013-2014. It was further agreed that the Education Committee meetings would be held on the first Monday of each month from 11:30 a.m. to 1:00 p.m. as follows:

Monday, October 7, 2013	11:30 a.m.
Monday, November 4, 2013	11:30 a.m.
Monday, December 2, 2013	11:30 a.m.
Monday, January 6, 2014	11:30 a.m.
Monday, February 3, 2014	11:30 a.m.
Monday, March 3, 2014	11:30 a.m.
Monday, April 7, 2014	11:30 a.m.
Monday, May 5, 2014	11:30 a.m.
Monday, June 2, 2014	11:30 a.m.

The Committee reviewed their responsibilities as noted on the agenda

### 3. APPROVAL OF AGENDA

The agenda was approved as circulated.

### 4. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Committee minutes from June 17, 2013 were received as information. Trustee Bartlette noted a number of items from the minutes which Committee members needed to consider and keep in mind as they moved forward during the 2013-2014 school year.

### 5. COMMITTEE GOVERNANCE GOAL ITEMS

### 6. OTHER COMMITTEE GOVERNANCE MATTERS

#### A) Policy and Procedures 3027 – “The Friends of Education Fund”.

The Committee reviewed the revised policy and procedures with respect to the Friends of Education Fund Committee and the administration of the fund. Superintendent, Dr. Michaels, confirmed the original policy had combined the policy and procedures of the Committee and the Fund. The revised policy and procedures separated the administration of the fund under “regulations” and the policy and procedures addressed the Committee and its structure. Trustees discussed the revised draft documentation in detail. The Education Committee recommended changes to the membership of the Friends of Education

Committee, including representation and term of service. It was agreed the revised Policy, Procedures and Regulations would be brought forward to the Board of Trustees for approval. (Appendix "A")

**Recommendation:**

That Policy and Procedures 3027 – "The Friends of Education Fund" be rescinded and replaced with Policy and Procedures 3027 – "The Friends of Education Fund Committee", together with Regulation 3027 – "The Friends of Education Fund".

**B) Grade 7 and 8 Elective Report**

The Committee agreed to postpone further discussions regarding this report to the next Committee meeting. The Committee would review the report prior to the November meeting.

**7. BRIEFINGS ON DEVELOPMENTS IN EDUCATION**

Superintendent, Dr. Michaels, noted she would add the Executive Summary from the Organization of Economic Co-Operation and Development (OECD) regarding global trends in education to the next Committee meeting for discussion and review.

**8. OPERATIONS INFORMATION**

a) Possible Future Meeting Agenda Discussions

It was agreed Mr. Blaine Aston, Vice-Principal, École New Era School would be attending the November 4, 2013 Committee meeting to make a presentation on the changes to the math curriculum.

Trustee Kruck requested discussions regarding the Division's future plans for in-service days be included in an upcoming meeting agenda.

Trustee Bartlette asked the Committee members to consider any programming discussions with stakeholders they would like to arranged for the 2013-2014 school year for the next Committee meeting.

**9. NEXT REGULAR MEETING: Monday, November 4, 2013, 11:30 a.m., Board Room.**

The meeting adjourned at 1:25 p.m.

Respectfully submitted,

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P. Bartlette, Chair

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G. Kruck

\_\_\_\_\_  
M. Snelling

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K. Sumner (Alternate)



## BRANDON SCHOOL DIVISION POLICY

Appendix "A"

### **POLICY 3027**

#### **THE FRIENDS OF EDUCATION FUND COMMITTEE**

The Brandon School Division Board of Trustees recognizes the need to establish a fund for the purpose of providing an opportunity for individuals, organizations or firms to make tax deductible and non-tax deductible donations to the Brandon School Division to support special items or purposes not included in the Division's annual budget.

The Friends of Education Fund Committee shall be established to oversee this fund to be known as "The Friends of Education Fund."



# BRANDON SCHOOL DIVISION POLICY

## PROCEDURES 3027

### THE FRIENDS OF EDUCATION FUND COMMITTEE

#### A. Goals of The Friends of Education Fund Committee

1. To promote and encourage contributions to “The Friends of Education Fund”.
2. Through the administration of “The Friends of Education Fund” the Committee shall
  - a. provide a mechanism by which requests from schools for funding can be received, evaluated and approved or denied.
  - b. provide for the advancement of education by providing financial support for projects in public education.
  - c. provide a mechanism by which fund raising projects may be authorized as charitable activities for tax receipts.

#### B. Membership

The Board of Trustees “The Friends of Education Fund Committee” shall be composed of at least one representative from each of the following:

- Brandon Teachers' Association Executive Representative;
- An Early Years Teacher;
- A Middle Years Teacher;
- A Senior Years Teacher;
- School Principal;
- The Canadian Union of Public Employees - Local 737;
- The Brandon Retired Teachers' Association;
- Three (3) representatives from the community;
- One (1) member of a school Parent Council;
- One (1) Trustee will be the Chairperson of the Committee; and
- Sitting in support of the committee but without a vote will be the Superintendent of Schools/CEO, the Assistant Secretary-Treasurer.

Quorum for scheduled meetings shall consist of at least four (4) of the above-noted Committee members, of which one must be the Trustee representative on the Committee. If there is no quorum, then the meeting shall be cancelled and rescheduled to meet the Committee's quorum requirement.

### **C. Term of Membership**

1. Membership shall be voluntary;
2. Positions will be one (1) year appointments with the possibility of renewal up to a maximum of three (3) consecutive years.

### **D. Responsibilities and Duties of Committee with respect to contributions and distributions of monies within “The Friends of Education Fund”:**

#### **1. CONTRIBUTIONS**

Contributions to “The Friends of Education Fund” may be made by bequest, outright gift, memorial gift or corporate donation. Contributions may be made in cash, by transfer of financial assets or through gifts-in-kind. The Committee reserves the right to convert goods into cash. Parent Advisory Councils and Parent Councils may contribute to “The Friends of Education Fund” for defined purposes in order to utilize the charitable status of the fund, i.e. playground funds.

Donors are responsible for all personal accounting or legal implications. Responsibility for the evaluation and appraisal of gifts in kind shall rest with the Secretary-Treasurer’s Department who shall provide an acceptable third party arms length appraisal if an income tax receipt is required. If a third party arms length appraisal is not available the Secretary-Treasurer’s Department will determine the amount of the donation. This amount is indisputable.

The responsibility for determining the acceptability of any donation shall reside with the Committee which may decline any donation it considers to be inconsistent with the principles of public education or the needs of the public schools within the Brandon School Division. Further, the Committee shall have the authority to determine whether a donation in kind qualifies for a charitable receipt.

#### **2. DISTRIBUTION OF FUNDS**

##### **a) Specified Donations:**

Donors may make donations in cash or gifts-in-kind for specified purposes or as general contributions which fulfill the purpose of “The Friends of Education Fund” as previously stated. Donations received for specific projects or purposes shall be reported to the Committee at each meeting.

Once projects are approved by the Committee and ratified by the Board the funds shall be disbursed as soon as possible in accordance with the specifications of the donor and in cooperation with the school, department or individual who is the recipient of the donation.

Donations for specific projects or purposes as identified by the donor and/or requests for specific projects or purposes from Division schools, departments, students or staff, should fulfill the purpose of the fund and are generally expected to meet the following guidelines:

- i. for capital equipment with an individual value greater than \$100 and an anticipated useful life greater than three years, for use by students or for administrative use anywhere within the Division;
- ii. for bursaries/scholarships for Division-wide allocation or for individual schools;
- iii. for special projects not normally or exceptionally provided through the annual budget or available from other Division funds.

b) Non-Specified Donations

For non-specified donations received by the fund, The Friends of Education Fund Committee will receive requests/proposals from Division schools, departments, students and staff throughout the year. Requests from individuals must be supported by a Division school or department. At each meeting the Committee shall review the requests received and allocate the available funds to the projects approved.

Time sensitive requests may be received and acted upon at any time provided there is agreement to do so as indicated by a 2/3 majority vote of the Committee which may be obtained by telephone poll where full disclosure of the request is provided. The funds will be disbursed as soon as possible after approval by the Committee and ratification by the Board and in cooperation with the receiving school, department or partner.

## **E. Meetings**

1. The Friends of Education Fund Committee shall meet twice during the school year: October and April. (On election years Board representatives will set a meeting as soon as possible).
2. Notification of a special meeting shall occur at least one week prior to the meeting date.
3. The Friends of Education Fund Committee meeting reports shall be posted on the Brandon School Division website for public information. The Committee shall report to the Board of Trustees through the submission of Committee Minutes as presented by the Trustee Representative and Chairperson of the Committee and by presentation of the annual reports stated in the Regulations to this policy and procedure.
4. The Assistant-Secretary Treasurer or designate shall initiate the organization of the first Friends of Education Fund Committee meeting of each school year.



## **BRANDON SCHOOL DIVISION POLICY**

### **REGULATIONS 3027**

#### **ADMINISTRATION OF THE FRIENDS OF EDUCATION FUND**

“The Friends of Education Fund” will be administered by Brandon School Division administration office staff with the guidance and direction of The Friends of Education Committee using the following guidelines:

- a) charitable donation receipts will be issued for contributions of cash or gifts-in-kind made to the fund in the amount of \$10 or greater;
- b) such receipts will be issued from the Division Administration Office or from individual schools with the Principal and Vice-Principal having signing authority;
- c) cash contributions will be deposited in a separate interest bearing bank account established for this fund;
- d) larger accumulations of funds will be invested in securities authorized under The Public Schools Act or invested cooperatively under certain circumstances with such organizations as the Brandon Area Foundation;
- e) the fund shall be maintained as a Trust Fund within the Division accounting records but as a distinct area separate from regular operations;
- f) as part of the Division accounting records the fund will be subject to the annual audit as applied to the Division’s overall operations;
- g) an accounting report summarizing receipts, disbursements and bank/investment balances shall be provided to the Committee and the Board of Trustees annually on or before October 31<sup>st</sup>;
- h) the means of recognition will be determined by the committee at a scheduled meeting of the year and will be administered through the Assistant Secretary-Treasurer or designate.
- i) the signing authorities for the bank account will be the Division’s authorized signing authorities;
- j) disbursements of the donations received shall be made as soon as possible after the Committee has approved, and the Board of Trustees has ratified, the projects.