



"Accepting the Challenge"

## **Divisional Futures & Community Relations Committee Minutes**

Tuesday, March 13, 2011 – 11:30 a.m.  
Board Room, Administration office

Present: P. Bowslaugh (Chairperson), J. Murray, M. Snelling (Alternate)  
Dr. D. Michaels.

Regrets: K. Sumner

### **1. CALL TO ORDER:**

The meeting was called to order at 11:22 a.m. by the Chairperson, Trustee Bowslaugh.

### **3. APPROVAL OF AGENDA**

The agenda was amended to include Trustee Sumner's email request to discuss items raised at the School Division/Parent/Advisory Committee. The agenda was approved as amended.

### **4. REVIEW OF COMMITTEE MINUTES**

The Committee reviewed the Minutes of the meeting held December 12, 2012.

### **5. COMMITTEE GOVERNANCE GOAL ITEMS**

NIL

### **6. OTHER COMMITTEE GOVERNANCE MATTERS**

#### **A) Joint City Task Force Ad-Hoc Committee**

The Minutes of the Joint City Task Force Ad-Hoc Committee meeting held January 31, 2011 were received as information. (Appendix "A").

Trustee Bowslaugh noted concerns had been raised by members of the Board of Trustees regarding the make-up of the Committee; the authority of the Committee; and the name of the Committee ("Sharks"). Trustee Murray provided background information regarding the Committee's original intent. He noted it was to be an informal discussion group between elected officials without any Senior Administration present. He confirmed minutes were not to be kept, however topics could be brought forward through the Divisional Futures and Community Relations Committee. He cited the implementation of transit bus passes for Grade 7 and 8 students as a result of the discussions which had taken place at this level. Mr. Murray also noted only one person from the Division Futures and Community Relations Committee must be on the discussion group. The rest of the discussion group can be represented by anyone on the Board of Trustees who is interested in participating. Further discussions were held regarding the current name of the Committee. It was agreed discussions regarding the name of the Committee would be referred back to the Joint City Task Force Ad-Hoc Committee for further discussions.

#### **B) Future Meetings with Stakeholders**

The Committee reviewed the list of stakeholder meetings until the end of the school year. It was noted the meeting with the Rural Municipalities for March 22, 2012 had been cancelled. The Committee requested the meeting be rescheduled for Tuesday, March 27, 2012.

The Committee also requested the following:

- Meeting with the students of Meadows School be rescheduled as soon as possible;
- Meeting with the Chief of Police of the Brandon City Police be confirmed;
- Meeting with the students of O'Kelly School be confirmed.

Trustee Bowslaugh noted she had been approached by Judge Shauna Hewitt-Mitcha regarding the possibility of the Committee meeting with representatives of Brandon's Judiciary Community. Discussions were held regarding who would be included in the meeting. It was agreed a representative from each of Probation Services, the Crown Attorney's Office, Legal Aid and a Provincial Court Judge would be invited to a meeting to be held on May 3, 2012. Items to be discussed would include: the impact of Bill 13, and students whom the Division has been court ordered to accept into the system. Superintendent, Dr. Michaels spoke about the work currently being undertaken by YARD (Youth at Risk Development).

#### **C) Policy 1008 – "Communications"**

Superintendent, Dr. Michaels noted that at the Committee Meeting December 12, 2012, it was agreed that should the budget proposal regarding a Communications Technology Specialist be approved in the 2012-2013 budget, the paragraph regarding this position which had been removed on December 12, 2012, was to be reinserted in the policy. The Committee discussed the addition of the Communications Technology Specialist in the policy and agreed to recommend adding a paragraph regarding this position to policy 1008. (Appendix "B")

#### **Recommendation:**

That Policy 1008 – "Communications Protocol" be amended by adding on page 3 as the last paragraph before "Protocol for Concerns and Complaints", the following paragraph:

"A Communications and Technology Specialist advances the Board's communications program by undertaking a variety of technological activities under the direction of the Superintendent of Schools/Chief Executive Officer."

#### **7. OPERATIONS INFORMATION**

- The Committee received a verbal update regarding a number of items which had been raised at the last School Division/Parent/Guardian Advisory Group as follows:
  - Private Sponsorship - It was noted this item is currently being reviewed by the Policy Review Committee. The Committee is waiting for a legal opinion before proceeding further.
  - Policy 4031 – This policy is still being discussed and reviewed by the Policy Review Committee.
  - Communication of funds available to parents – The Committee reviewed the memo provided by the Secretary-Treasurer. It was also noted Senior Administration is in the process of preparing a pamphlet which will communicate the availability of the funds to all parents and students.

#### **8. NEXT REGULAR MEETING: Tuesday, April 10, 2012, 11:30 a.m. to 1:00 p.m., Board Room.**

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

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P. Bowslaugh, Chair

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J. Murray

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K. Sumner

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M. Snelling (Alternate)

# Appendix A

## SHARK Committee Meeting January 31/12

BSD Conference Room  
5:00pm

Present: Mayor Shari Decter Hirst, Mark Sefton, Murray Blight, Jan Chaboyer, Marty Snelling, Kevan Sumner, Pat Bowslaugh

Regrets: Stephen Montague

1. Mayor Shari and Chairman Mark Sefton were welcomed to the meeting.
2. The purpose of the SHARK Committee was identified as the opportunity for the City and the School Division to mutually focus, share, cooperate and recommend to our respective governing bodies on items that are of mutual concern.
3. The following topics were discussed:
  - Proposed Youth Forum; Initially brought to the SHARKS Committee by Stephen Montague, it was suggested that this topic be forwarded to the next meeting when Stephen Montague could speak to it. Mark Sefton, who had also worked on the previous Forum planning committee suggested that a goal for Spring 2013 would be more realistic. It was suggested that this be a two day event with one day for Senior Years students and one for youth including A.C.C. and B.U. as well as school drop outs. Shari reported on the city's "ambitious youth strategy" and suggested Richard Greer and Corinne Baker as potential resource people. Kevan Sumner also volunteered.
  - Memorandum of Understanding between the City and School Division: There is a **social infrastructure** between the City and school Division that needs to be formalized. It would reflect Mayor Shari's "Pillars for Growth" concept and allow us to collectively recognize and organize items such as land use, seniors working with schools, volunteers, poverty issues, etc.
  - Shared use of facilities agreement: This could be part of the agreement noted in the above information. The draft agreement is at David Swayze's office with a pending wording change.
  - Playgrounds: This topic has moved forward to the point that we await the results of the finalized budgets for both the City and the School Division in which there is a proposal for each to designate \$30 000 towards school playgrounds at the rate of one per year as outlined in the document from Safety Officer, Keith Thomas following his research on the status of all of the school playgrounds. The balance of the cost for each school would then be the responsibility of the Parent Council. Parents have been apprised of this plan and express great appreciation and anticipation for this to come to fruition.

First Nations Committee: For the Division this is also a budget item. All preparations have been finalized with two proposals; one for an additional

- BSAAP worker and one for an Aboriginal Learning Specialist.
- Poverty Issues: It was recognized as a concern for all but due to the lateness of the meeting it was moved to the next meeting agenda.

4. Canada Games: It was brought to the table that a bid for the Canada Games is being considered by the City. It is a budget item for February 7 with the proposal needing to be submitted by early March. By May the Capital List would be needed if the proposal goes forward.



## **BRANDON SCHOOL DIVISION POLICY**

## **Appendix B**

### **POLICY 1008**

### **COMMUNICATIONS**

*Adopted: Motion 08/2012; January 23, 2012*

#### **Statement of Commitment**

The Board of Trustees is committed and obligated to imparting meaningful information to the general public, its constituents, staff, and students in an open, honest, transparent, and respectful manner. Similarly, the Board of Trustees is committed to providing for the exchange of ideas, information, suggestions, and advice regarding matters related to public education, school board and school division operations, the safety, security and well-being of students, and the scope and quality of programs and services within the Brandon School Division. Matters related to complaints and concerns regarding specific schools, personnel and to individual student situations are communicated through the appropriate protocols as established by the Board of Trustees.

In the process of communication individual Trustees and the Corporate Board represent the interests of the community, reflect the values of the community and serve as a significant communication bridge between the community and the Division. In doing so Trustees and the Board build positive relationships with all people.

#### **Principles of Communication**

The Board of Trustees recognizes that communication within the School Division is a multi-faceted process involving all staff, students, parents, community members. The Board believes that such communication promotes a system-wide culture of openness that supports these principles:

- an environment of trust, safety, and respect;
- student learning and achievement; and
- the Board's Foundational Statements of Mission, Vision and Policies/Procedures.

These principles are to ensure that all communications given and received are administered in a manner that promotes the use of a wide range of methodologies including person to person(s) discussion, written (internal and external) communiques, technological avenues.

The business of the Division (Board and employees) is conducted with honour and integrity in a climate of trust, openness, free from fear of reprisal. The communication of such business is to be characterized by:

1. respect for the confidentiality of information;
2. positive relationships amongst constituents;
3. Trustees and employees model respect and courtesy for all in their choice of words, body language, and actions;
4. Trustees and employees endeavour to keep the public well informed; and
5. Trustees model ideals of democracy by engaging fully in debate in which they are open to the ideas and opinions of others and present their own ideas as accurately as they are able.

### **Building Positive Relationships**

In building positive relationships individual Trustees, the corporate Board and all employees align practice within their respective roles, responsibilities, codes of conduct as outlined in legislation, policies/procedures.

### **Communicating with Constituents in a Timely, Accurate, Respectful Manner**

Each constituent within the community has different needs, expectations and priorities. Any communication plan endeavours to be aware of their individual and collective needs.

In an effort to be responsive to the needs and expectations of constituents and their groups the Board is committed to open, regular, two way communications. This includes groups within our organization and those from the community at large.

Constituents include:

Students: Students are a primary constituent group and the reason for the Division's existence.

Parent Councils: These Councils play an important role in the Brandon School Division. It is, therefore, essential that communication flow from the Board, the schools and the principals to the councils. It is essential that the Board take responsibility to continually develop procedures for receiving feedback from these councils.

Business and Industry: These constituents represent an opportunity for mutually beneficial relationships. The special interests and concerns regarding education from business and industry must be addressed.

Educational Institutions, Agencies and Organizations: The Board recognizes the benefits of maintaining liaisons and memberships in related educational institutions, organizations and agencies.

Government and Government Agencies: The Board recognizes the importance of developing, maintaining and enhancing positive relationships with all levels of government and government organizations.

Parents: This group, although represented through Parent Councils, needs to be informed by the Board, the senior administration, and schools about educational issues, programs and policies which directly affect them.

Staff/Employees: The Board recognizes that all staff are ambassadors for the Brandon School Division. By providing them with timely and correct information, they are able to communicate a clear, informed message about education in the Brandon School Division to our public.

General Electorate: The Board recognizes that the general electorate has a serious and ongoing interest in the purpose, processes, outcomes, costs, effectiveness, and efficiency of public education. Individual electorate constituents and groups of constituents have special interests, views, ideas, and concerns regarding education that must be addressed.

The staff are representatives of the Division and, therefore, have a front line role in communicating the image and state of the Division. Effective communications begin from inside the organization. Communication is a carefully planned and integral part of the successful management of its human resources. It is the responsibility of staff to be proactive in obtaining information regarding Board decisions. The Principal is a key person responsible for coordination of communications to staff, students, parents and parent councils at the school level.

**A Communications and Technology Specialist advances the Board's communications program by undertaking a variety of technological activities under the direction of the Superintendent of Schools/Chief Executive Officer.**

### **Protocol for Concerns and Complaints**

The Board of Trustees recognizes that concerns/complaints may arise regarding School Division personnel, programs, activities and/or operations. The Board has, therefore, established a formal protocol for resolving such concerns/complaints in a positive, honest and respectful manner which will address any misunderstandings and promote a healthy learning environment for its students.

Concerns/complaints are best handled and resolved as close to their origin as possible and in a timely manner with respect and dignity for all involved. All concerns/complaints shall be handled in confidence. Should a concern/complaint be brought directly to the Board as a whole, or to an individual Board member, the complainant will be advised of the proper channeling for their concern/complaint as follows:

- Teacher
- School Administrator
- Associate Superintendent
- Superintendent of Schools/Chief Executive Officer
- Board of Trustees

The Board of Trustees will only address a concern/complaint after all other appropriate channels have been accessed. Individual Board members will not go to the source of the problem by him/herself unless so directed by a quorum of the Board of Trustees in a legal session. Written response of the Board of Trustees' decision will be provided to all parties involved in the concern/complaint.

### **Media Relations**

The Board of Trustees recognizes that the media plays an important role in the dissemination of school policies, programs, procedures, achievement, decisions and critical issues. It is advantageous for both parties to develop an effective, continuous, long term and honest working relationship. All media must be treated equally.

- The Chairperson of the Board is the spokesperson on behalf of the Board of Trustees.
- The Superintendent of Schools/Chief Executive Officer is the official spokesperson on behalf of the School Division regarding instructional, administrative, and operations matters (including critical events and crisis communication).
- The Secretary-Treasurer is the official spokesperson on behalf of the Division regarding financial matters.