



# BRANDON SCHOOL DIVISION

## Policy Review Committee Minutes

Wednesday, January 23, 2013, 11:30 a.m.  
Board Room, Administration Office

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

Guest: G. Malazdrewicz

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### CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 11:45 a.m. by the Committee Chairperson, Mr. Glen Kruck.

### **2. APPROVAL OF AGENDA**

The Committee agenda was approved.

### **3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY**

The Minutes of the December 19, 2013 Board Meeting were received as information.

### **4. COMMITTEE GOVERNANCE GOAL ITEMS**

NIL

### **5. OTHER COMMITTEE GOVERNANCE MATTERS.**

#### **a) Registration of Students (Child in Care)**

Associate Superintendent, Mr. Malazdrewicz, attended the Committee meeting to speak to the policy and procedures. He noted he had worked closely with the Division solicitor to develop the procedures. He confirmed the revised policy and procedures was an expansion of the first draft as the revised policy and procedures were more inclusive and comprehensive and went beyond "child in care" students. Mr. Malazdrewicz reviewed the procedures which included various types of registration including: procedures for parents; procedures for custodial parents; and procedures for child welfare agencies. The Committee expressed concerns regarding the policy possibly conflicting with The Public Schools Act Section 58(4)(1). Mr. Malazdrewicz noted school of choice and other Division policy and procedures such as 7025 – "Admission of Non-Resident Students" addressed the concerns raised by the Committee. Further discussions were held regarding various legal wording; clarification regarding turnaround time for enrollment of students from other Manitoba divisions; and the need to provide further detail referencing policy and procedures 7025 in the Registration of Students policy. Senior Administration was directed to bring the revised policy and procedures to the next Committee meeting for a final review, prior to taking to the Board of Trustees for approval.

**b) Policy and Procedures 9039 – Public Relations: Student-Parent/Guardians Policy**

The Committee reviewed Policy and Procedures 9039 – Public Relations: Student-Parent/Guardians Policy (Appendix “A”). As the information contained in Policy and Procedures 9039 can now be found in Policy and Procedures 9002 – “Student Transportation Safety” and Policy and Procedures 9003 – “Student Conduct on School Buses”, it was agreed motion would be brought forward to rescind Policy and Procedures 9039.

**Recommendation:**

That Policy and Procedures 9039 – “Public Relations Student-Parent/Guardians Policy” is hereby rescinded.

**c) Lunchroom Survey Results**

Superintendent, Dr. Michaels, reviewed the lunchroom survey results noting the wide range of programs currently running in the Division. She noted the difficulty in hiring staff for lunchroom supervision and confirmed a budget request will be brought forward that would incorporate lunchroom supervision into the Education Assistant assignment. Discussions were held regarding allowing any student who wished to stay for lunch be allowed to stay. It was agreed the Superintendent would discuss the matter with school principals as to how this could be accomplished.

**6. OPERATIONS INFORMATION**

- Superintendent, Dr. Michaels, confirmed a draft of the Social Media policy would be brought forth at the next Committee meeting.

**NEXT MEETING: 11:30 a.m., Wednesday, February 13, 2013**

The meeting adjourned at 12:55 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)



## BRANDON SCHOOL DIVISION POLICY

**UNDER REVIEW**

### **POLICY 9039**

#### **PUBLIC RELATIONS: STUDENT–PARENT/GUARDIANS POLICY**

*Adopted: 85.06.24*

The Brandon School Division, in order to ensure that parents/guardians are knowledgeable about the transportation services, shall make every reasonable effort to inform parents/guardians of the policies and procedures pertaining to the transportation system.

At the time of registration for transportation and through the instructional programs provided by the schools, parents/guardians shall have access to information pertaining to such topics as ridership expectations, transportation service cancellations, routes and schedules. In addition, information will be provided to parents/guardians by the bus drivers of their children.



## BRANDON SCHOOL DIVISION POLICY

**UNDER REVIEW**

### PROCEDURES 9039

#### PUBLIC RELATIONS: STUDENT–PARENT/GUARDIAN POLICY

*Adopted: 85.06.24*

The following procedures have been established to ensure appropriate distribution of information to parents/guardians regarding the transportation services of the Brandon School Division.

1. Students shall receive materials regarding ridership and other topics related to the use of the Division transportation services from the educational programs at school.
2. The Principals, through their school newsletters, may disperse information relating to transportation, especially information relating to the schools expectations with regards to discipline.
3. Any policy or procedural guideline developed by the Division are available to parents/guardians upon request.
4. Prior to the conclusion of the first full week of classes, each parent/guardian shall be provided with, through the students riding buses, material relating to or stating:
  - a) the names, telephone numbers and times of pick-up and drop offs for each student on the route;
  - b) the procedures to be followed when transportation is cancelled because of inclement weather;
  - c) a description of the system used to monitor the drop off process during inclement weather;
  - d) an explanation of the expectations the Division has for parents/guardians; and
  - e) a brief description of the disciplinary process.