



REPORT

Policy Committee

- *Minutes of the Policy Committee meeting May 29, 2017.*

Resolutions:

- *That the Rainy River District School Board approve the following policies:
4.16 Safe Schools
8.22 Expense Claims
1.40 Policy Development and Reivew*

- *That the Rainy River District School Board approve the following policies for stakeholder consultation:
7.00 Occupational Health and Safety
1.06 Role of the Director of Education*



**Policy Committee Minutes
Education Centre
May 29, 2017 – 9:30 a.m.**

COMMITTEE MEMBERS PRESENT: Don McBride, David Kircher, Michael Lewis

STAFF: Heather Campbell, Director of Education; Ann Cox, Manager, Human Resources; Sandra Ward, Recording Secretary,

ABSENCE: Bill Daley, Principal Representative

ALSO IN ATTENDANCE: Dianne McCormack, Chair

1. Call to Order

Committee Chair, Don McBride, called the meeting to order at 9:30 a.m.

2. Approval of Agenda

The agenda was approved, as circulated.

3. Disclosure of Conflict of Interest

There was no conflict of interest declared.

4. Confirmation of Minutes

The minutes of the April 25, 2017 meeting were approved as circulated.

5. Business Arising from the Minutes

4.16 Safe Schools

There was no feedback received on Policy 4.16, Safe Schools.

The Committee discussed whether there needed to be any mention in the Policy regarding the principal conducting an investigation prior to a suspension. It was decided that the current language was sufficient.

The Director of Education explained that the three bullet points in item 5.8 are the main factors according to the *Education Act* when a principal considers imposing a suspension and the items in 5.9 are other factors. Section 5 items 5.11, 5.17 and 5.18 were combined and re-arranged.

The Code of Conduct and Bullying Prevention Plan were reviewed and the Committee made minor wording changes for clarification.



The Committee recommended that Policy 4.16, Safe Schools, be presented to the Board for approval.

8.22 Expense Policy

There was no feedback received on Policy 8.22 Expense Policy.

It was noted that the memo to stakeholders indicated that the changes to the policy will take effect September 1, 2017.

The Committee recommended that Policy 8.22 Expense Claims, be presented to the Board for approval.

1.40 Policy Development and Review

There was no feedback received on Policy 1.40, Policy Development and Review.

The Committee recommended that Policy 1.40, Policy Development and Review, be presented to the Board for approval.

6. New Business / Reports

a) Policy Review

7.00 Occupational Health and Safety

Director of Education, Heather Campbell, noted that Policy 7.00, Occupational Health and Safety is reviewed annually. The Occupational Health and Safety Committee will be reviewing this policy at the next meeting on June 1, 2017.

The Committee recommended that Policy 7.00 Occupational Health and Safety, be presented to the Board for stakeholder consultation.

1.06 The Role of the Director of Education

Heather Campbell, Director of Education, remarked that Policy 1.06, The Role of the Director of Education, is due for review. The current format is a template that was produced by Ontario Education Service Corporation and most school boards adopted it when developing their policy. It was noted that the majority of the content in the policy relates to items in the *Education Act* and Regulations.

The Policy and Rationale statements were revised to reflect the Rainy River District School Board's

Heather Campbell
Director of Education



Dianne McCormack
Chair

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format. The student achievement and student welfare pieces within the Guidelines were combined into a Student Achievement and Well-Being guidelines.

Section 2.0 Educational Leadership, section 6.0 Personnel Management and section 10.0 Leadership were combined into one guideline entitled Leadership and Personnel.

The Committee recommended that Policy 1.06 The Role of the Director of Education, be presented to the Board for stakeholder consultation.

7. The next Policy Committee meeting is scheduled for June 20, 2017 at 9:30 a.m.
8. The meeting adjourned at 11:32 p.m.

<i>Rainy River District School Board</i>	SECTION 7 <i>Health & Safety</i>
OCCUPATIONAL HEALTH & SAFETY	7.00

POLICY

The Rainy River District School Board will provide a safe and healthy workplace for Board employees and will take all reasonable precautions to protect employees from workplace injuries, accidents and illnesses.

RATIONALE

A commitment to health and safety is an integral part of the operations of the Rainy River District School Board. This commitment requires the ongoing cooperation of all parties in the exercise of their respective responsibilities.

IMPLEMENTATION

As per the *Occupational Health and Safety Act* and Regulations.

GUIDELINES

- 1.1 All parties employed by or contracted by the Board must act in compliance with the *Occupational Health and Safety Act* and its Regulations.
- 1.2 The Joint Health and Safety Committee (JHSC), as an advisory body, will work to
 - stimulate or raise awareness of health and safety issues in the workplace,
 - recognize and identify workplace risks, and
 - develop recommendations for the employer to address these risks.

The Committee holds regular meetings, conducts regular workplace inspections, and makes written recommendations to the employer for the improvement of the health and safety of workers as per the JHSC Terms of Reference.

- 1.3 Supervisors are accountable for the health and safety of employees under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that employees are in compliance with established safe work practices and procedures. Supervisors will ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- 1.4 Every employee has the responsibility to protect their own health and safety, as well as the health and safety of others, by working in compliance with the law and with safe work practices and procedures established by the Board. Every employee shall report to their supervisor the existence of any unsafe work practices or conditions.

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- 1.5 In compliance with the *Occupational Health and Safety Act* and Regulations, this policy shall be reviewed on an annual basis.

<u>CROSS REFERENCE</u>	<u>Date Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Policy 7.75 Workplace Harassment and Violence Prevention	<u>Board Motion</u>	<i>Education Act, Regulation 298</i>
Policy/Procedure 3.02 Progressive Discipline for Employees	<u>Review Prior to May, 2017</u>	<i>Occupational Health & Safety Act</i>
RRDSB Joint Health and Safety Committee Terms of Reference		

<i>Rainy River District School Board</i>	SECTION 1 <i>Governance</i>
THE ROLE OF THE DIRECTOR OF EDUCATION	1.06

POLICY

The Rainy River District School Board of Trustees will hold the Director of Education, as both the Chief Education Officer and the Chief Executive Officer, accountable for the organization and operation of the Rainy River District School Board.

RATIONALE

The Director is accountable to the Board of Trustees and, through Statute, the Minister of Education. The Director of Education is the sole employee who reports directly to the Corporate Board. Through the Director of Education, a school board holds the entire system accountable for results based on expectations set at the provincial and board levels.

IMPLEMENTATION

As per guidelines.

GUIDELINES

The Director of Education is responsible for the following:

1.0 Student Achievement and Well-Being

- Provides positive and proactive leadership in all matters relating to education in the Rainy River District School Board.
- Ensures that students in the Rainy River District School Board have the opportunity to meet the standards of education mandated by the Ministry of Education.
- Provides leadership to promote clear, consistent expectations that focus on successful outcomes for students.
- Takes the necessary steps to provide a safe and caring environment that fosters and maintains respectful and responsible behaviour for each student.
- Takes the necessary steps to provide for the safety and ~~welfare~~ **well-being** of students while participating in school programs or while being transported to or from school programs on transportation provided by Rainy River District ~~School Board~~ **Transportation Services Consortium.**
- Takes the necessary steps to provide facilities to accommodate Rainy River District School Board students.

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- Acts as, or designates, the local attendance counselor for the Rainy River District School Board.

2.0 Educational Leadership and Personnel Management

- Demonstrates positive and proactive leadership.
- Makes succession plans to ensure strong future leadership for the Rainy River District School Board.
- Develops and maintains positive and effective relationships within schools and the system, within school communities and at the regional and provincial levels.
- Ensures effective processes are in place for the selection, development, supervision, and performance review of all staff.
- Takes the necessary steps to provide a safe and caring environment that fosters and maintains respectful and responsible behavior.
- Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by Board policy, legislation or collective agreements.

3.0 Fiscal Responsibility

- Ensures that the fiscal management of the Rainy River District School Board is in accordance with the Ministry's Funding Model, other applicable grant regulations, and in accordance with the provisions of the *Education Act* and Regulations.

4.0 Organizational Management

- **Delegates Board authority to staff, where appropriate.**
- Demonstrates effective organizational skills that result in Rainy River District School Board compliance with all legal, Ministerial, Board and all other government mandates and timelines.
- Reports to the Minister with respect to matters identified in and required by the *Education Act* and Regulations.

5.0 System Planning

- Provides leadership for the development of an annual operational plan, reflecting the Board's priorities as outlined in the Rainy River District School Board multi-year **strategic** plan.

- Reports regularly on results achieved for the multi-year strategic plan.

6.0 Policy/Procedure

- Facilitates the planning, development, implementation, review and evaluation of Board policies.
- Provides leadership in the planning, development, implementation, review and evaluation of administrative procedures.

7.0 Director/Board Relations

- Establishes and maintains positive working relations with the Rainy River District School Board members.
- Supports the Rainy River District School Board in performing its **governance** role. ~~and facilitates the implementation of its role as outlined in Board policy.~~
- ~~• Communicates effectively with the Board and individual trustees.~~

8.0 Communications and Community Relations

- Establishes effective communication strategies to keep stakeholders informed. ~~of key monitoring reports, recognition programs for student, volunteer and staff successes, local issues and Board decisions.~~
- ~~• Ensures open, transparent and positive internal and external communications.~~
- Ensures that stakeholders have the opportunity to provide advice and support, as appropriate and as required in the regulations and/or Board policy.
- Works collaboratively with all stakeholders to enhance and support the Rainy River District School Board ~~and to~~ promote public education.

<p><u>CROSS REFERENCE</u></p>	<p><u>Date Approved</u></p> <p><u>Board Motion</u></p> <p><u>Review Prior to</u> 2016</p>	<p><u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u></p> <p><i>Education Act, Section 283 Chief Executive Officer; Section 286 Duties of Supervisory Officers</i></p> <p>Ontario Leadership Framework for Supervisory Officers</p>
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