



REPORT

Policy Committee

- *Minutes of the Policy Committee meeting November 25, 2014.*

Resolutions:

- *That the Rainy River District School Board approve the following policies:
5.76 Prior Learning Assessment and Recognition for Students
3.52 Criminal Background Check and Vulnerable Sector Screening*
- *That the Rainy River District School Board approve the following policies for stakeholder consultation:
1.20 Aboriginal Education Advisory Committee
2.70 Healthy School Food and Beverage
3.46 Performance Appraisal*
- *That the Rainy River District School Board rescind the following policies:
3.53 Service Providers
5.75 Prior Learning Assessment and Recognition for Mature Students*



**Policy Committee Minutes
Education Centre
November 25, 2014 – 9:30 a.m.**

COMMITTEE MEMBERS PRESENT: Dianne McCormack, Michael Lewis, David Kircher

REGRETS: Earl Klyne, Trustee; Ralph Hill, Trustee

STAFF: Heather Campbell, Director of Education; Ann Cox, Manager, Human Resources; Bill Daley, Principal Representative; Kathie Zatulsky, Recording Secretary

1. Call to Order

Trustee Dianne McCormack called the meeting to order at 9:30 a.m.

2. Approval of Agenda

Chair McCormack asked that the order of the agenda be changed. The agenda was approved, as amended.

3. Disclosure of Conflict of Interest

There was no conflict of interest declared.

4. Confirmation of Minutes

The minutes of the October 28, 2014 meeting were approved.

5. Business Arising from the Minutes

a) Policy Feedback

1.20 Aboriginal Education Advisory Committee

The Aboriginal Education Advisory Committee met on November 17, 2014 to review the draft policy. The Committee recommended that the name of the policy be changed to, *First Nation, Métis, and Inuit Education Advisory Committee*. In addition, feedback was received from Sunset Country Métis outlining recommended changes to the policy.

The Policy Committee reviewed the policy and changes were noted.



The Committee recommended that Policy 1.20, Aboriginal Education Advisory Committee be presented to the Board for further stakeholder feedback as changes have been made. The Aboriginal Education Advisory Committee will review the draft policy at the next Aboriginal Education Advisory Committee meeting prior to final approval.

5.76 Prior Learning Assessment and Recognition for Students

There was no feedback received from stakeholders on Policy 5.76, Prior Learning Assessment and Recognition for Students. The Committee reviewed the draft policy and revisions were noted.

As there were no content changes made, the Committee recommended that Policy 5.76, Prior Learning Assessment and Recognition for Students be approved.

3.52 Criminal Background Check with Vulnerable Sector Screening / 3.53 Service Providers

There was no feedback received from stakeholders on Policy 3.52, Criminal Background Check with Vulnerable Sector Screening. The Committee reviewed the policy and revisions were noted.

The Committee recommended that Policy 3.52, Criminal Background Check with Vulnerable Sector Screening be approved.

As Policy 3.53, Service Providers, has been combined with Policy 3.52, Criminal Background Check with Vulnerable Sector Screening, the Committee recommended that Policy 3.53, Service Providers be rescinded.

1.40 Policy Development

The Committee deferred the review of 1.40, Policy Development to the next Policy Committee meeting.

b) Policy Review

3.46 Performance Appraisal

It was agreed that a new Performance Appraisal Policy be developed to replace current Policy 3.45, Teacher Performance Appraisal, and Policy 3.46, Principal/Vice Principal Performance Appraisal.

The Committee reviewed Policy 3.46, Performance Appraisal, and further changes were noted.

The Committee recommended that Policy 3.46, Performance Appraisal be approved for stakeholder consultation. Upon final approval, Policy 3.45, Teacher Performance Appraisal and



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Policy 3.46, Principal/Vice Principal Performance Appraisal will be rescinded.

As the following policies are being reviewed by the Finance Committee, it was recommended that the review by the Policy Committee be deferred:

1.41 Trustee Expenditures

8.22 Expense Claims / 8.20 Travel

6. New Business / Reports

a) Policy Review

2.70 Healthy School Food and Beverage

Heather Campbell spoke about a meeting with two dietitians from the Northwestern Health Unit regarding the use of candy for students as a reward. It is recommended that a stronger statement be made in policy regarding this item. The Committee reviewed the policy and a guideline was added to address this concern. Other changes were noted as well.

The Committee recommended that Policy 2.70, Healthy School Food and Beverage be approved for stakeholder consultation.

1.07 Role of the Board Member / 3.14 Approval of Tentative Agreement / 1.23 Student Trustee / 1.21 Representative of First Nations Students

The review of these policies was deferred to the next Policy Committee meeting.

Recommendations:

“That the Rainy River District School Board approve the following policies”:

5.76 Prior Learning Assessment and Recognition for Students

3.52 Criminal Background Check with Vulnerable Sector Screening

“That the Rainy River District School Board approve the following policies for stakeholder consultation”:

1.20 Aboriginal Education Advisory Committee

2.70 Healthy School Food and Beverage

3.46 Performance Appraisal

“That the Rainy River District School Board rescind the following policies:

3.53 Service Providers

5.75 Prior Learning Assessment and Recognition for Mature Students

Heather Campbell
Director of Education



Michael Lewis
Chair

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7. The next Policy Committee meeting is scheduled for December 16, 2014 at 9:30 a.m.
8. The meeting adjourned at 12:10 p.m.

<i>Rainy River District School Board</i>	SECTION 1 <i>Governance</i>
FIRST NATION, MÉTIS, AND INUIT EDUCATION ADVISORY COMMITTEE	1.20

POLICY

The Rainy River District School Board will establish and maintain a First Nation, Métis, and Inuit Education Advisory Committee to make recommendations to the Board on matters related to the achievement and well-being of First Nation, Métis, and Inuit students enrolled in schools of the Board.

RATIONALE

The Board is committed to providing opportunities for First Nation, Metis, and Inuit learners to enhance engagement, to improve well-being, and to attain their highest potential.

GUIDELINES

1.0 Committee Composition

1.1 The Committee shall be comprised of the following:

- One trustee of the Board under Section 188 of the *Education Act*, RSO 1990 who is appointed by the Board to represent the interests of First Nation students. ~~At the beginning of the year,~~ A trustee alternate will be identified to attend when this person is unavailable;
- Director of Education/designate;
- Administrative representatives from elementary and secondary panels representing First Nation, Metis, and Inuit students in each of the geographic areas of the Board;
- ~~Participants representing First Nation, Metis, and Inuit students in each of the geographic areas of the Board.~~ One First Nation, Metis, or Inuit student from Fort Frances High School and one First Nation, Metis, or Inuit student, alternating annually between Rainy River High School and Atikokan High School, will serve a one year term. Membership will be by application to the Committee.
- One or more members at large appointed by the First Nation, Metis, and Inuit First Nation, Métis, and Inuit Education Advisory Committee. ~~At the beginning of the year,~~ An alternate will be identified to attend when a member is unavailable. Appointment to the Committee will occur through First Nation, Metis, and Inuit partner agencies or communities.
- Ex-Officio Member – the chair.

1.2 A Committee member missing three consecutive meetings may be removed for that term by the committee and a replacement will be appointed for the remainder of the term.

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- 1.3 Every vacancy on the Committee occasioned by the death or resignation of a member, or by any other cause, shall be filled by a qualified person and that person shall hold office for the remainder of the term of such member.
- 1.4 ~~The trustee shall chair the committee, and an appointment will be made for Director/ designate to the committee.~~ The Committee will elect a chair and alternate or co-chairs annually.
- 1.5 First Nation, Métis, and Inuit Education Advisory Committee will meet a minimum of three (3) times per year.
- 2.0 **Mandate**
- 2.1 The First Nation, Métis, and Inuit Education Advisory Committee will make recommendations to the Board regarding
 - **First Nation, Métis, and Inuit voluntary self-identification;**
 - **the appropriateness of the content of Board curriculum materials and programming;**
 - **the educational needs of First Nation, Métis and Inuit students;**
 - **the development and implementation of Native Language/Studies programs;**
 - **the Board budget.**
- 2.2 **The First Nation, Métis, and Inuit Education Advisory Committee will help to enhance the knowledge and understanding of all stakeholders regarding First Nation, Métis, and Inuit histories, cultures, languages, treaties, perspectives and governance.**
- 2.3 **The Committee will review annually student achievement data and provide input into targeted strategies.**

<u>CROSS REFERENCE</u>	<u>Date Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
	<u>Board Motion</u>	<i>Education Act, RSO 1990</i> Section 188
	<u>Review Prior to</u> 2019	

<i>Rainy River District School Board</i>	SECTION 2 <i>Organization & Administration</i>
HEALTHY SCHOOL FOOD AND BEVERAGE	2.70

POLICY

The Rainy River District School Board will support students in making healthy food and beverage choices.

RATIONALE

Healthy eating is essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being.

IMPLEMENTATION

As per Procedure 2.70 Healthy School Food and Beverage.

GUIDELINES

1.0 General Guidelines

- 1.1 It is the responsibility of all schools in the Rainy River District School Board to comply with provincial legislation relating to nutrition including Healthy Food for *Healthy Schools Act* (Bill 8), Healthy Food and Beverages in Elementary School Vending Machines (PPM 135), School Food and Beverage Standards (PPM 150) and other pertinent legislation.
- 1.2 This policy covers food and beverages sold or served to students **during school and at school or Board-sponsored sports and special events.**
- 1.3 Schools with nutrition programs shall follow the *Student Nutrition Program Nutrition Guidelines* developed by the Ministry of Children and Youth Services. In addition to the required nutrition education as outlined in the Ontario Curriculum, opportunities to promote healthy eating and safe food practices **should be considered** for planned events and classroom activities.

2.0 Exemptions

- 2.1 The standards do not apply to food and beverages that are:
 - Brought from home or purchased off school premises and are not for resale in schools;
 - Available for purchase during field trips off school premises;
 - Sold or served in schools for non-school purposes (e.g. sold by an outside organization that is using the gymnasium for a non-school-related event);

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- Sold or served for fundraising activities that occur off school premises provided these activities occur no more than two (2) times per term or semester in both elementary and secondary schools **for a total of four (4) times in each school year**;
- Sold or served in staff rooms.

~~2.2 Notwithstanding 2.1, the guidelines for food sold, served and brought to school as detailed in Board Policy 4.14 Allergies – Life Threatening (Anaphylaxis) apply to all schools.~~

3.0 Schools and Classrooms

- 3.1 If food is used as part of a celebration, all foods and beverages served must be from the Sell/Serve Most and Sell/Serve Less categories except on special event days.
- 3.2 Schools and board sites, including non -instructional sites, must ensure that all school hospitality programs, tuck shops, **vending machines** and canteens serve and/or sell foods that comply with the standards outlined in PPM 150 and this policy **that all food is prepared through safe food handling practices and in an allergy-safe environment.**
- 3.3 School administrators and board staff planning school or educational events, including but not limited to Meet the Teacher, Open House and Graduation, will model good nutrition by serving foods that comply with the nutrition standards as outlined in PPM 150 and this policy unless the day has been designated a special event day.
- 3.4 The Board recognizes that special event days take place periodically throughout the year. The principal of the school shall solicit the views of the school council and, where appropriate, students, including but not limited to secondary school student councils, with respect to the designation of special event days for the school.
- 3.5 The maximum number of days in the school year that may be designated as special event days for a school is ten (10). School administrators will communicate the dates of special event days to the school community.
- 3.6 On such a designated special event day, schools are encouraged to follow the nutrition policy, but may, if they so choose, serve or sell foods or beverages that do not comply with the standards in PPM 150 and the Healthy School Food and Beverage Policy (e.g., an ice cream sandwich day or birthday treat day).
- 3.7 Schools with student nutrition programs will follow the *Student Nutrition Program Nutrition Guidelines* developed by the Ministry of Children and Youth Services. School and Board staff will inform community partners to ensure that donations provide only foods that comply with the standards outlined by PPM 150 and this policy.
- 3.8 **Schools/classrooms shall not use candy or sugary treats as a reward for positive behavior or classroom success.**

4.0 Cafeterias

- 4.1 Cafeterias in all schools will sell or serve foods that comply with the nutrition standards contained in PPM 150 and the Healthy School Food and Beverage Policy. When negotiating food service contracts with food service providers for cafeterias or for schools (e.g. hot lunch providers), the Board will use the Request for Proposal (RFP) process and will include the following:
- use of locally grown and produced foods wherever possible;
 - use of whole foods;
 - healthy foods that reflect cultural diversity and provide options for vegetarians and vegans on a regular basis;
 - posting of nutritional information of all foods sold or served .
- 4.2 In addition, a copy of the Healthy School Food and Beverage Policy will be provided to and reviewed with food service providers.

5.0 Fundraising

- 5.1 It is recommended that the sale of **healthy (i.e., PPM 150 applicable) or** non-food items be selected for fundraising purposes. The sale of foods that do not comply with the standards as outlined in PPM 150 and the Healthy School Food and Beverage Policy for fundraising purposes is not permitted in the school.
- 5.2 A school may sell a non-compliant food for fundraising purposes in the community outside the school up to a maximum of two (2) times per school **term or** semester for a total of four (4) times in each school year.

6.0 Communication and Education

- 6.1 Schools will communicate the Ministry Policy (PPM 150) and the Healthy School Food and Beverage Policy annually to parents/guardians, students and the community and provide guidelines and suggestions for foods to be served to students for lunches, snacks and school celebrations.
- 6.2 Each school is encouraged to recognize, value and support parent/guardian and student involvement in making changes which reflect a healthy school environment, including the valuing of nutritional foods that represent cultural diversity.
- 6.3 Schools may choose to develop additional guidelines in a Healthy School Food and Beverage Policy in consultation with their school council.
- 6.4 **The Board and its schools will endeavor to provide annual professional development that outlines the impact of unhealthy food on student well-being and the importance of adult role modelling of healthy eating.**

Definitions:

Food – Includes both foods and beverages.

Healthy Eating – Eating the recommended types and amounts of food as per Canada’s *Food Guide*, which includes choosing foods from the Sell/Serve Most and Sell/Serve Less categories, as defined below, more often.

Nutrition Standards for Foods – Food is divided into “Vegetables and Fruit”, Grain products”, “Milk and Alternatives”, and “Meat and Alternatives”, following Canada’s Food Guide. There are also “Mixed Dishes” for products that contain more than one major ingredient (e.g. pizza, pasta, soup, salads, and sandwiches), and “Miscellaneous Items”, for items that are to be used in limited amounts (e.g. condiments, sauces, dips, oils and dressings) and for confectionary, which is not permitted for sale (e.g. candy, chocolate).

Sell/Serve Most (> 80%) – Products in this category are the healthiest options and generally have higher levels of essential nutrients and lower amounts of fat, sugar and/or sodium. They must make up *at least 80%* of all food choices that are available for sale or served in all venues, through all programs, and at all events. The same requirement applies to beverage choices. See PPM 150 Appendix Nutrition Standards for Ontario Schools (attached). Sell/Serve Less (< 20%) – Products in this category may have slightly higher amounts of fat, sugar, and/or sodium than foods and beverages in the “Sell Most” category. They must make up *no more than 20 %* of all food choices that are available for sale or served in all venues, through all programs, and at all events. The same requirement applies to beverage choices.

Not Permitted for Sale or to be Served – Products in this category generally contain few or no essential nutrients and/or contain high amounts of fat, sugar, and/or sodium (e.g. deep-fried and other fried foods, confectionery). Food and beverages in this category may not be sold or served in schools.

Student Nutrition Programs – A breakfast, early morning meal, snack or lunch program offered by the school for all students which is funded by a combination of financial resources, including parent/guardian contributions, local community fundraising, and provincial funding and which attempt to increase food availability, while also aiming to promote healthy eating and provide a positive social atmosphere for all students and staff.

School Tuck Shops and Canteens– Small retail operations within a school that sell food, beverages and other items, usually for fundraising purposes.

Special Event Days – A day designated by the principal of the school on which food and beverages sold or served in schools are exempt from the nutrition standards outlined in PPM 150 and this policy.

Food Service Provider – Private, for profit company that contracts to sell food and/or beverages to students and staff within a school or worksite.

Nutrition Education – As outlined in the Ontario Curriculum.

Fundraising – Any voluntary contribution, sale of goods or services, or event, which is organized and conducted for the purpose of generating funds. Fundraising may occur within the school or outside of the school.

<p style="text-align: center;"><u>CROSS REFERENCE</u></p> <p>4.14 Allergies – Life Threatening (Anaphylaxis) Policy</p>	<p style="text-align: center;"><u>Date Approved</u> June 7, 2011</p> <p style="text-align: center;"><u>Board Motion</u> 76</p> <p style="text-align: center;"><u>Review Prior to</u> 2017</p>	<p style="text-align: center;"><u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u></p> <p>Bill 8 – Healthy Food for Healthy Schools Act, 2008 Policy/Program Memorandum No. 150; School Food and Beverage Policy – Ontario Ministry of Education, 2010 Policy/Program Memorandum No. 135: Healthy Foods and Beverages in Elementary School Vending Machines – Ontario Ministry of Education, 2004 <i>Call to Action: Creating a Healthy School Nutrition Environment</i> – Ontario Society of Nutrition Professionals in Public Health, 2004 <i>Nutrition Tools for Schools: Action Guides for Implementation</i> <i>Eating Well with Canada’s Food Guide</i>, 2007. Ontario Curriculum (Health and Physical Education 1-8 and 9-12, Kindergarten Program 2006)</p>
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<i>Rainy River District School Board</i>	SECTION 3 <i>Personnel</i>
PERFORMANCE APPRAISAL	3.46

POLICY

The Rainy River District School Board will require regular performance appraisals of all staff.

RATIONALE

Regular performance appraisals support staff in developing the competencies they require to fulfil their roles to the highest standard.

IMPLEMENTATION

As per the *Education Act*, Part X.2 Teacher Performance Appraisal, Ontario Regulation 298 S. 11(3) Duties of Principals: Performance Appraisal, Procedure 3.96 Support Staff Performance Appraisal.

GUIDELINES

- 1.1 Performance appraisals are designed to:
- Align individual objectives and initiatives with the Board’s strategic direction;
 - Encourage meaningful communication between employees and supervisors;
 - Identify areas that require further professional development and personal growth;
 - Provide appropriate and timely feedback to employees regarding their performance;
 - Improve organizational effectiveness.

2.0 Conducting Performance Appraisals

- 2.1 The Board shall evaluate the performance of the Director of Education in accordance with criteria established and approved by the Board. The Board shall evaluate the Director’s performance based on Board Policy 3.40 Director’s Performance Review.
- 2.2 The Director of Education shall be responsible for the performance appraisal of the District’s supervisory officers as per the Ministry of Education’s Supervisory Officer Performance Appraisal system.
- 2.3 Supervisory Officers shall supervise and evaluate the performance of all principals, managers and other professional support staff for whom they are responsible.
- 2.4 Managers shall supervise and evaluate the performance of all support staff for whom they are responsible.

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 DECEMBER 19, 2014

- 2.5 School Administration shall be responsible for the supervision and evaluation of all employees who are assigned to a school, including teachers, Early Childhood Educators, caretakers, secretaries, educational assistants, and any other support staff, as applicable.
- 2.6 Upon completion of the appraisal process, the employee will be provided a signed copy of the appraisal and a copy will be forwarded to Human Resources to be placed in the employee’s personnel file.

<u>CROSS REFERENCE</u>	<u>Date Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Procedure 3.96 Support Staff Performance Appraisal	<u>Board Motion</u> <u>Review prior to 2019</u>	<i>Education Act, Part X.2</i> Teacher Performance Appraisal Ontario Regulation 298 S. 11(3) Duties of Principals: Performance Appraisal.