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# REPORT

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## ***Policy Committee***

§ *Minutes of the Policy Committee meeting May 27, 2014.*

**Resolutions:**

- § *That the Rainy River District School Board approve the following policies:*  
5.01 *Special Education*  
7.10 *Joint Transportation*
- § *That the Rainy River District School Board approve Policy 3.56, Accessible and Healthy Workplace Program for stakeholder consultation.*
- § *That the Rainy River District School Board rescind the following policies:*  
1.24 *Special Education Advisory Committee*  
3.10 *Interviews and Appointments*  
3.11 *Internal Exchange of Teachers*  
3.12 *Across Panel Teacher Transfer*  
3.21 *Payment to Employees in the Event of Death*  
3.50 *Course Subsidies for Teachers*  
3.55 *Student Insurance*



**Policy Committee Minutes  
Education Centre  
May 27, 2014 – 9:30 a.m.**

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**COMMITTEE MEMBERS PRESENT:** Dianne McCormack, Michael Lewis, David Kircher, Ralph Hill

**REGRETS:** Earl Klyne, Trustee

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

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**1. Call to Order**

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

**2. Approval of Agenda**

The agenda was approved.

**3. Disclosure of Conflict of Interest**

There was no conflict of interest declared.

**4. Confirmation of Minutes**

The minutes of the April 29, 2014 meeting were approved.

**5. Policy Governance – Proposed Schedule for Policy Review**

It was agreed by the Committee at the April 29 Policy Committee meeting that the following policies be converted to procedure:

- 3.10 Interviews and Appointments
- 3.11 Internal Exchange of Teachers
- 3.12 Across Panel Teacher Transfer
- 3.14 Approval of Tentative Agreement
- 3.21 Payment to Employees in the Event of Death
- 3.50 Course Subsidies for Teachers

It was recommended that the above policies be rescinded and become administrative procedures.

It was agreed that Policy 3.55, Student Insurance be added to the policies being converted to procedure. In researching other Boards, it was found that Student Insurance information exists only



in procedure or as information on the website. The Committee was in agreement with either option.

In regard to Policy 3.14, Approval of Tentative Agreement, it was recommended that guidelines relating to the responsibility of the Board member be included in Policy 1.07, Role of the Board Member. Heather Campbell will revise Policy 1.07, Role of the Board Member for review at the next meeting. Policy 3.14, Approval of Tentative Agreement will be rescinded upon approval of revised Policy 1.07, Role of the Board Member.

## 6. New Business / Reports

### a) Policy Feedback

#### 1.01 Special Education – Statement of Policy / 1.24 Special Education Advisory Committee

No feedback was received from stakeholders on Policy 1.01, Special Education – Statement of Policy. It was noted that this policy will be renamed and placed in the Curriculum section of Board policies as Policy 5.01, Special Education.

The Committee recommended that Policy 5.01, Special Education be presented to the Board for approval and Policy 1.24, Special Education Advisory Committee be rescinded.

#### 6.20 School Attendance Zones / 6.25 School Boundary Review

Laura Mills, Superintendent of Business, joined the Policy Committee meeting to provide information regarding transportation. There was discussion relating to transfers within the school attendance zone and outside the school attendance zones. It was agreed that the guideline regarding Transportation should be removed from the policy and a cross reference to Policy 7.10, Joint Transportation be noted. There was further discussion regarding transfers granted at the beginning of the year or semester, for academic programming, or during the school year. It was noted that more detailed information on best practice for transfers will be provided in the corresponding procedure. Changes were noted. It was agreed that Policy 6.20, School Attendance Zones should be tabled to the next Policy Committee meeting for further discussion.

#### 7.10 Joint Transportation Policy

Feedback was received from SCAP Parent Council and Christian Parents' Association regarding Policy 6.20, School Attendance Zones and Policy 7.10, Joint Transportation Policy. It was agreed by the Committee that the Joint Transportation Policy applies to all students within the Rainy River District School Board. It was further recommended that the transportation concerns related by SCAP Parent Council and Christian Parents' Association will be addressed in their partnership agreement with the Board.



There were no changes recommended by the Policy Committee in the Joint Transportation Policy. The Committee recommended that Policy 7.10, Joint Transportation be presented to the Board for approval, as received from the Joint Transportation Policy Committee.

#### b) Policy Review / Initiation

##### 3.56 Accessible and Healthy Workplace Program

Ann Cox, Manager of Human Resources, presented Policy 3.56, Accessible and Healthy Workplace Program. This is a policy governing the Accessible and Health Workplace Program. The three procedures developed under Policy 3.56, Accessible and Healthy Workplace Program are Confidentiality of Medical Records, Disability Management and Absence Reporting. Upon approval of the policy, it is recommended that Policy 3.00, Employee Attendance Support Program and Policy 3.95, Modified Work Program be rescinded as they will be included in Policy 3.56, Accessible and Healthy Workplace Program. The Committee reviewed the policy and changes were noted.

The Committee recommended that Policy 3.56, Accessible and Healthy Workplace Program be presented for stakeholder consultation.

##### 2.14 Student Leadership

The Committee reviewed Policy 2.14, Student Leadership and agreed that the policy should be titled, *Student Voice*.

There was discussion regarding implementation of the policy. It was noted that student voice is a focus of the Ministry of Education and the Board and is implemented through best practices, the School Effectiveness Framework and Student Leadership Councils and other student leadership opportunities.

Changes were noted in the policy and will be reviewed by the Student Leadership Committee at their meeting on June 3, and then brought back to the next Policy Committee meeting.

##### 2.05 Communication

The Committee discussed the possible development of a Communication Protocol and a Media Relations and Advertising Policy to replace the current Communication Policy. Heather Campbell will draft a Media Relations and Advertising Policy to present at the next Policy Committee meeting. The Communication Protocol will be developed as an operational procedure.

Heather Campbell  
Director of Education



Michael Lewis  
Chair

MAIN OFFICE : 522 SECOND ST. E., FORT FRANCES, ON, P9A 1N4 Telephone: (807) 274-9855 FAX (807) 274-5078 Toll Free 1-800-214-1753

***Recommendations:***

***"That the Rainy River District School Board approve the following policies":***

- 5.01 Special Education***
- 7.10 Joint Transportation***

***"That the Rainy River District School Board approve Policy 3.56, Accessible and Healthy Workplace Program" for stakeholder consultation.***

***"That the Rainy River District School Board rescind the following policies":***

- 1.24 Special Education Advisory Committee***
- 3.10 Interviews and Appointments***
- 3.11 Internal Exchange of Teachers***
- 3.12 Across Panel Teacher Transfer***
- 3.21 Payment to Employees in the Event of Death***
- 3.50 Course Subsidies for Teachers***
- 3.55 Student Insurance***

7. The next Policy Committee meeting is scheduled for June 17, 2014 at 9:30 a.m.
8. The meeting adjourned at 11:45 a.m.

<b><i>Rainy River District School Board</i></b>	<b>SECTION 3</b> <i>Personnel</i>
<b>ACCESSIBLE AND HEALTHY WORKPLACE PROGRAM</b>	<b>3.56</b>

**POLICY**

The Rainy River District School Board will implement an accessible and healthy workplace program.

**RATIONALE**

The Board believes that accessibility in employment, as well as individual and organizational health, are important factors affecting the ability of all employees to attend work and to contribute fully to its mission. The Accessible and Healthy Workplace Program is a comprehensive strategy which combines both prevention and intervention to achieve and support the goals of the employee and the Board.

**FEEDBACK TO BE RECEIVED  
BEFORE  
JUNE 20, 2014**

**IMPLEMENTATION**

As per Procedure 2.36 Accessibility Standards for Employment, Procedure 3.58 Disability Management, Procedure 3.57 Confidentiality of Medical Records, and Procedure 3.59 Absence Reporting.

**GUIDELINES**

- 1.1 The Accessible and Healthy Workplace Program includes three distinct yet overlapping programs:
  - a) Disability Management is a supportive program aimed at reducing the impact of disability on both the employee and the Board.
  - b) The Wellness Program will support the health and wellness of employees by taking into consideration the following three elements; psychosocial school/board environment, individual lifestyle practices and health, safety and prevention.
  - c) The Attendance Management program will support employees who are struggling to maintain regular attendance at work. It is a non-disciplinary and supportive program designed to collaboratively support an employee’s obligation to maintain reliable, regular attendance at work.

<u>CROSS REFERENCE</u>	<u>Date Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Procedure 2.36 Accessibility Standards for Employment	<u>Board Motion</u>	<i>Ontario Human Rights Code</i>
Procedure 3.58 Disability Management	<u>Review Prior to 2019</u>	<i>Occupational Health and Safety Act</i>
Procedure 3.57 Confidentiality of Medical Records		<i>Workplace Safety and Insurance (WSIB) Act</i>
Procedure 3.59 Absence Reporting		<i>Employment Standards Act</i>  <i>Municipal Freedom of Information and Protection of Privacy Act</i>  <i>Accessibility for Ontarians (AODA) Act</i>