



REPORT

Policy Committee

§ *Minutes of the Policy Committee meeting November 18, 2013.*

Resolutions:

§ *That the Rainy River District School Board approve the following policy for stakeholder consultation:*

6.10 Community Use of School Facilities and Grounds

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

2.64 Digital Citizenship

2.30 Accessibility Standards

§ *That the Rainy River District School Board rescind the following policy:*

2.61 Filtering Internet Sites



**Policy Committee Minutes
Education Centre
November 18, 2013 – 9:30 a.m.**

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

REGRETS: Ralph Hill

STAFF: Heather Campbell, Director of Education; Ann Cox, Manager of 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

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 October 21, 2013 meeting were approved.

5. Business Arising from the Minutes

6.10 Community Use of School Facilities and Grounds

It was reported that Policy 6.10, Community Use of School Facilities and Grounds, was reviewed by the Finance Committee on October 22, 2013. The Finance Committee reviewed the school usage by the community for 2012-13. As well, a survey of rates was completed and no changes to rates at other school boards in the last year were noted. As the Finance Committee found the current Board rates to be reasonable, the policy was referred to the Policy Committee with no changes. The Policy Committee reviewed changes that were made at the June 17, 2013 Policy Committee meeting. A change was noted in the language regarding the application to waive fees. User Groups A and B may complete an application to waive fees at the same time that the request for use application is submitted. The application to waive fees will be considered at that time. It was noted that all forms are available on the Board's Community Use webpage. A revision was made



regarding the deposit for use of equipment in order to clarify that this is required for all user groups.

The Committee recommended that Policy 6.10, Community Use of School Facilities and Grounds, be presented to the Board for stakeholder consultation.

3.86 Code of Conduct for Employees

The Committee brought Policy 3.86, Code of Conduct for Employees, forward to the November 21, 2013 meeting for further review of the policy. As requested at the October 21st Policy Committee meeting, the Director of Education was asked to research possible wording to expand on Section 1.1, specifically the bullet, "act in a way consistent with Board policy on public comment." It was noted in the report that Policy and Procedure 2.05, Communication, does not provide specific language with respect to expectations of staff communication. Two options were presented for consideration. One option would be to review and expand the Communication Policy. Another option would be to expand the Code of Conduct for Employees Policy to address expectations for staff and their communication within and outside of the Board. Following research of other boards, several options were presented for consideration regarding the responsibility of all employees. The recommendation was to include this language in Policy 3.86 rather than have staff refer to a different policy. As well, it was recommended that upon completion of the review of Policy 3.86, Code of Conduct for Employees, the Policy Committee review Policy 2.05, Communication, in order to enhance the policy and ensure alignment with other policies.

There was discussion by the Committee regarding the suggested use of wording, "be publicly supportive of the schools, of school programs and initiatives, of all staff members, and of the Board's mission and policies". The Committee agreed that although staff have a right to an opinion, their comments should be spoken in a respectful manner. If an employee has an issue, there are appropriate channels to follow. Revisions to the draft policy were noted under Section 2.0, Conflict of Interest. The Director of Education and Manager of Human Resources agreed to research additional wording under Section 2.0, Conflict of Interest, regarding possible next steps once the conflict is disclosed and whether this should be placed in policy or procedure. Further review of Policy 3.86, Code of Conduct for Employees, was deferred to the next Policy Committee meeting.

Recommendation:

"That the Rainy River District School Board approve the following policy for stakeholder consultation":

6.10 Community Use of School Facilities and Grounds



6. New Business / Reports

a) Policy Feedback

2.64 Digital Citizenship / 2.61 Filtering Internet Sites

The Policy Committee reviewed feedback received from the Manager of Information and Technology. The Committee agreed with the suggested changes as presented.

The Committee recommended that Policy 2.64 Digital Citizenship be presented to the Board for approval.

As language in the current Policy 2.61, Filtering Internet Sites, is now included in the Digital Citizenship Policy, a recommendation was made to rescind this policy. The Committee was in agreement.

2.30 Accessibility Standards for Customer Services

It was reported that no feedback has been received to date on this policy.

The Committee recommended that Policy 2.30 Accessibility Standards be presented to the Board for approval.

Recommendations:

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

2.64 Digital Citizenship

2.30 Accessibility Standards

"That the Rainy River District School Board rescind the following policy":

2.61 Filtering Internet Sites

b) Policy Review/Initiation

The following policies were deferred to the next Policy Committee meeting:

8.45 Fraud Management

1.19 Audit Committee

There was discussion regarding review of Policy 8.09, Purchasing, and the accompanying procedure. It was noted that significant language has been removed from the policy and moved to procedure. It was agreed that the changes in procedure should be reviewed and finalized by the Finance Committee as the Policy Committee reviews policy only and not procedure. The Policy

Heather Campbell
Director of Education



Michael Lewis
Chair

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Committee recommended that review of Policy and Procedure 8.09, Purchasing, be referred to the Finance Committee. Any changes made by the Finance Committee to the policy will then be presented to the Policy Committee for consideration before going to stakeholders for feedback.

7. The next Policy Committee meeting is scheduled for December 16, 2013 at 9:30 a.m.
8. The meeting adjourned at 12:30 p.m.

<i>Rainy River District School Board</i>	SECTION 6 <i>Facilities</i>
COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS	6.10

POLICY

The Rainy River District School Board will make school facilities and grounds available to the fullest possible extent, providing the use does not interfere with the regular school program or the implementation of programs, and that due regard is paid to the proper use and care of the property.

RATIONALE

The Rainy River District School Board values community partnerships and believes that the use of its school facilities and grounds by community groups will promote the school as being a vital part of the community.

**FEEDBACK TO BE RECEIVED
BEFORE
DECEMBER 20, 2013**

IMPLEMENTATION

As per Procedure 6.10 Community Use of School Facilities and Grounds.

GUIDELINES

- 1.1 Community Use of School Facilities and Grounds shall be granted under the following conditions.
 - i) Board and school functions take priority over use of the school by community groups. Groups under Group A take priority over Group B for the use of school facilities and grounds. If a conflict arises after a booking, the Coordinator is requested to offer an alternate facility or give adequate notice of cancellation of a permit to applicant. There will be no rental charges for the use of school facilities/property by the School Council or groups where the purpose and/or any funds raised are for the direct benefit of the students of the school.

Group A includes:

- Not-for-profit student focused groups that benefit the Board’s students and/or do not charge participation fees (specified by Ministry and limited to Girl Guides, Scouts, Before and After School programs etc.) and educational programs with key partners (e.g., Health Units, Fire/Police, parenting programs).

- Not-for-profit community oriented groups, including youth activities which charge a registration/participation fee, and adult programs (e.g. youth soccer, church groups, adult recreation, colleges, etc.).

Group B includes:

- For-profit ~~commercial~~ organizations **or for personal use**, including concert promoters, dance recitals, fund raising businesses, sports camps with paid instructors, private parties and other business enterprises.
- ii) An application to waive fees for ~~Group A~~ may be submitted by the applicant for consideration, with the request for use application.
 - iii) Activities must be confined to the facilities or grounds allotted to the organization.
 - iv) Groups will be responsible for any damage to facilities or equipment. In all instances any loss of or damage to school property or facilities must be reported immediately to the principal. The organization responsible for such loss or damage will be charged for replacement or repairs.
 - v) No smoking is allowed on school property (inside or outside the building).
 - vi) The sale or consumption of alcohol is not permitted on school property.
 - vii) Games of chance will be permitted on school premises in accordance with prevailing laws when all necessary licenses have been first obtained by the permit holder.
 - viii) Organizations or individuals using school facilities shall assume full responsibility for the proper supervision of all activities and persons. The Board will not be responsible for personal injury and the Board will not be responsible for any damage, loss or theft of any articles belonging to the applicant or anyone entering upon the premises as a result of the issuance of the permit.
 - ix) Organizations or individuals shall carry appropriate insurance based on the nature of activity of the group/organization, naming the Board as an insured party on applicant's own Liability Insurance.

1.2 Schedule of Fees

Classroom	Classroom	\$25/hour
	Equipment – Classroom	\$50/use
	Equipment – *Other	\$100/use
	(*not already named)	

Gymnasium	Facility	\$50/hour
	Equipment	\$100/use
Library	Facility	\$35/hour
	Equipment	\$50/use
Cafeteria/Kitchen	Facility	\$50/hour
	Equipment	\$100/use

- a) Equipment is defined in the classroom/library as: TVs, electronic players, ~~overheads~~, Smartboard.
- b) Equipment for gymnasium is defined as: athletic equipment, chairs, and/or tables.
- c) A \$100 deposit for equipment use is required **for all user groups**.

1.3 The establishment of community use agreements is encouraged (e.g. Community Use of School Rink Agreement) provided that all partnerships

- recognize that all costs associated with the use of school facilities must be recovered by the Rainy River District School Board;
- do not impede or compromise the educational programs offered in the Board’s schools;
- do not interfere with custodial and maintenance work programs;
- respect Board policy.

<u>CROSS REFERENCE</u>	<u>Date Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Procedure 6.10 Community Use of School Facilities and Grounds	<u>Board Motion</u>	<i>Education Act, Reg. 262 - 3(8) 169(1),150(22),149(8)</i>
Townshend Theatre Joint Use Agreement	<u>Review prior to Annually</u>	