



**Well-Being Committee Minutes
Education Centre
March 22, 2017 – 9:15 a.m.**

COMMITTEE MEMBERS PRESENT: Brooke Caul, Secretary, Atikokan High School; Greg McKay, Custodian, Robert Moore School; Marlys Morden, Teacher, North Star Community School; Cecilia Stewart, Teacher, Mine Centre School; Dana George, Educational Support Personnel, Robert Moore School; Mary Jarvis, Teacher, Fort Frances High School; Shari Reynolds, Teacher, Sturgeon Creek School; Heather Schram, Designated Early Childhood Educator, Crossroads School; Shane Bliss, Principal, Sturgeon Creek School; Rebecca Tolen, Educational Support Personnel-Library, Rainy River High School; Wendy Orchard, Teacher, Rainy River High School; Mike McInerney, Occasional Teacher; Sarah Irwin-Gardner, Mental Health Leader; Ann Cox, Human Resources Manager; Heather Campbell, Director of Education

REGRETS: Shawnee Guimond, Teacher/Long Term Occasional, Donald Young School; Brad Oster, Elementary/Numeracy Coordinator

STAFF PRESENT: Sandra Ward, Recording Secretary

GUEST: Julie Slack, Northwestern Health Unit

1. Call to order

The meeting was called to order by the Director of Education at 9:15 a.m.

2. Approval of agenda

A motion to approve the agenda as circulated was moved by Mary Jarvis and seconded by Shane Bliss.

3. Disclosure of Conflict of Interest

There was no conflict of interest disclosed.

4. Confirmation of Minutes

The minutes of the February 27, 2017 meeting were amended to include Brad Oster, Elementary/Numeracy Coordinator, under Committee Members Present. A motion to approve the minutes as amended was moved by Mary Jarvis and seconded by Wendy Orchard.

5. Business Arising from the Minutes

There was no business to report.



6. New Business

a) Healthy Lifestyles Presentation

Julie Slack, from the Northwestern Health Unit provided a presentation with the main topic focusing on healthy lifestyle practices which included various supports provide by the Northwestern Health Unit.

Julie provided ideas for small changes that can be made to meeting norms such as healthier food choices and introducing brief exercise breaks to help people re-energize during lengthy meetings and teleconferences.

The Northwestern Health Unit has a Healthy Meeting and Events Policy and Procedure and Julie Slack encouraged the School Board to develop one that could be followed for any event being held by the Board. A pamphlet for healthy meetings and events was provided as a reference.

Physical activity supports are also available from the Northwestern Health Unit and Julie Slack noted some of the initiatives and challenges they provide, as well as some National events. Julie suggested that on April 29, 2017, the National "On Your Feet Canada" event could be a potential kick-off event for the Committee to promote physical activity for staff. It was also noted that any type of healthy lifestyle programs or initiatives someone participates in or practices will also help with a person's mental health.

b) Healthy Workplace Survey Results and Action Planning

Director of Education, Heather Campbell, thanked everyone for completing the Healthy Workplace Survey.

The first portion of the survey focused on awareness of the various policies and procedures the School Board does or does not have in place. A list of policies and procedures the Board has in place that were referenced in the survey are as follows:

- 3.56 Accessible and Healthy Workplace Program Policy
- 3.58 Disability Management – Early Intervention, Accommodations and Return to Work Procedure
- 4.16 Safe Schools
- 7.75 Workplace Harassment and Violence Prevention
- 2.67 Equity and Inclusive Education
- 5.25 Environmental Education

There was discussion regarding pros and cons on environmental issues and how to change the norm. Staff shared ideas on blue box recycle and composting.



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Based on survey results, a number of items for consideration were noted such as:

- Develop a vision statement for staff wellness.
 - Promote a staff well-being day/team building to make all employees in one location feel a part of the bigger picture and understand everyone's role which would help to break down barriers.
 - Use Northwestern Health Unit Newsletter as a resource or create a well-being newsletter or possibly incorporate well-being into the new Health and Safety newsletter.
 - Communicate success stories.
 - Provide training for supervisors so they can better assist staff.
 - Look to make well-being part of staff meetings, PD days.
 - Consider supporting gym memberships and/or purchase fitbits.
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- How do we extend a healthy living culture to families?
 - How do we support home/work balance? (i.e. limited emails after 3:30 on Friday; no emails on weekends)

A copy of the Employee Family Assistance Program (EFAP), Utilization Report for the Rainy River District School Board was handed out. Ann Cox, Manager of Human Resources, spoke about the numbers provided in the report. Sarah Irwin-Gardner, Mental Health Leader, noted that the report is a snapshot of categories, and that a person's wellness is complex with assistance being provided by the EFAP falling into a number of the categories, not just one specifically per individual. The report provides a perception that we need to do more to promote awareness about the supports that are available, provide easily accessible contact information, and reinforce the confidentiality of the service.

Ann Cox, Manager of Human Resources will follow up to see if a workshop is available.

Director of Education, Heather Campbell, asked the Committee to consider items discussed at the meeting and bring forward items for an Action Plan. A template for an Action Plan was provided as a handout for reference.

The Director also asked the Committee to come up with ideas that might provide a "Quick Win" that would have an immediate effect and would promote well-being awareness, encouraging people to email ideas to her. Sarah Irwin-Gardner, Mental Health Leader, noted that a "Quick Win" before the end of the school year would be to help promote the "Be Well Together" mental health and well-being promotion campaign that is currently operating through the Mental Health Steering Committee.

Julie Slack, Northwestern Health Unit, will provide further reference material to Heather Campbell that can be forwarded to the Committee.

The Director of Education, Heather Campbell, also noted that the Kawartha Pine Ridge District School Board has a staff wellness page and the link to that is provided here for reference:

<http://kprschools.ca/en/staff/wellness/healthandwellbeing.html>

Heather Campbell
Director of Education



Dianne McCormack
Chair

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7. Future Meeting Dates

The next meeting will be held in April and an email will be sent with date and time.

8. The meeting adjourned at 11:20 a.m.