

UPPER GRAND DISTRICT SCHOOL BOARD

POLICY MANAGEMENT COMMITTEE

MINUTES

2010 02 02

The Policy Management Committee of the Upper Grand District School Board met on Tuesday, February 2, 2010 in the Boardroom at the Board Office, 500 Victoria Road North, Guelph, Ontario, commencing at 3:10 p.m.

SELECTION OF CHAIRPERSON

Communications Officer McFadzen called the meeting to order and asked for nominations for the position of Chairperson of the Policy Management Committee. Trustee Bailey nominated Trustee Gohn as Chairperson.

Trustee Borden moved that the nominations be closed.

The motion carried.

Trustee Bailey moved that Trustee Gohn be declared the Chairperson of the Policy Management Committee.

The motion carried.

The Chairperson, Trustee Gohn presided, and the following Trustees were present: Bailey, Borden, together with Director of Education, Dr. M.C. Rogers and Communications Officer McFadzen. Superintendent Wright and Manager of Purchasing Halyk were also in attendance.

APPROVAL OF AGENDA

Trustee Bailey moved that the Agenda be approved as printed.

The motion carried.

APPROVAL OF MINUTES

Trustee Borden moved that the Minutes of the meeting held December 1, 2009 be approved as printed.

The motion carried.

POLICIES FOR APPROVAL**POLICY 706 CORPORATE CREDIT CARD, and
POLICY 701 REIMBURSEMENT OF EMPLOYEE EXPENSES**

Superintendent Wright advised that policies 706, Corporate Credit Card and 701 Reimbursement of Employee Expenses needed minor revisions due to the approval and references in policy 707 Reimbursement of Trustee Expenses. The policies were discussed and approved.

RECOMMENDATION # 1

Trustee Borden moved that this Committee recommend to the Board that Policies 706 Corporate Credit Card, and 701 Reimbursement of Employee Expenses be approved.

The motion carried.

POLICY 302 PURCHASING POLICY

Superintendent Wright advised that the Ministry of Finance developed Broader Public Sector Mandatory Guidelines which necessitated a review of the Purchasing Policy. Superintendent Wright advised that a committee was struck to review the policy and make necessary changes. Changes will be implemented by March 2010 for compliance with the Broader Public Sector Mandatory Guidelines. A purchasing handbook was also revised to provide more specific detail and directions for staff. The policy was discussed and approved.

RECOMMENDATION # 2

Trustee Borden moved that this Committee recommend to the Board that Policy 302 Purchasing be approved.

The motion carried.

POLICY 202 COMMUNITY USE OF E. L. FOX

Superintendent Wright advised that the former E. L. Fox policy contained a lot of specific detail which was removed from the initial policy and placed in the Community Use Handbook. She noted that the policy was also revised to name the Principal of John F. Ross (authority on site) as the person responsible for the implementation of the policy. The policy was discussed and approved.

RECOMMENDATION # 3

Trustee Borden moved that this Committee recommend to the Board that Policy 202 Community Use of E. L. Fox be approved.

The motion carried.

PROTOCOL FOR COLLABORATIVE AGREEMENTS

Sandra Szpular, Co-ordinator of Special Education and Collaborative Projects Lead advised that in response to PPM (Policy Program Memorandum) 149 a Protocol for Collaborative Agreements needed to be developed and posted on the Board's website by the end of January 2010. The objective for the Protocol is to provide a framework for the Board to work in more collaborative ways with external service providers in the many areas of special education and support for students. The Protocol for Collaborative Agreements was vetted to Bob Keel, Keel Cottrell for legal advice. Minor changes were made. The Protocol includes sections on definitions, purpose, services provided by external providers, procedures for the development and review of individual Protocols with external providers, and defines areas of responsibilities. Staff were thanked for a job well done. The Protocol was discussed and received.

RECOMMENDATION # 4

Trustee Bailey moved that this Committee receive the Protocol for Collaborative Agreements.

The motion carried.

POLICY OBJECTIVES 2010 - 2011

Communications Officer McFadzen provided a schedule of upcoming policy reviews during the 2010-2011 school year, dated February 2010.

POLICY 503 STUDENT DISCIPLINE, PROGRESSIVE DISCIPLINE, SUSPENSION, EXPULSION

Trustee Borden requested that the presentation timelines outlined in the appeal process in the student discipline handbook be harmonized with the five minute presentation restriction in the appeal to the Board. It was agreed that Communications Officer McFadzen together with Director Rogers would address this issue, and include a timeline restriction with the revised policy, if warranted.

DATES OF FUTURE MEETINGS

The following dates were set for future Policy Management Committee Meetings;

March 2, April 6, May 4, and June 1, 2010.

ADJOURNMENT

Trustee Bailey moved that this Committee adjourn at 4:30 p.m. to report to the Board.

The motion carried.