

## **UPPER GRAND DISTRICT SCHOOL BOARD**

### **POLICY MANAGEMENT COMMITTEE**

#### **MINUTES**

2009 05 12

The Policy Management Committee of the Upper Grand District School Board met on Tuesday, May 12, 2009 in the Boardroom at the Board Office, 500 Victoria Road North, Guelph, Ontario, commencing at 3:00 p.m.

Trustee Edwards presided, and the following Trustees were present: Bailey, Borden, and Busuttil, together with Director of Education, Dr. M.C. Rogers and Communications Officer McFadzen.

#### **APPROVAL OF AGENDA**

Trustee Borden moved that the Agenda be approved as printed.

The motion carried.

#### **APPROVAL OF MINUTES**

Trustee Bailey moved that the Minutes of the meeting held February 10, 2009 be approved as printed.

The motion carried.

#### **POLICIES FOR APPROVAL**

##### **POLICY 205 VOLUNTEERS**

At the February 10, 2009 meeting, a recommendation was placed to review the Board's practices with respect to Police Record Checks for Volunteers, and specifically Police Record Checks for parents. Communications Officer McFadzen provided a summary of the Board's current policy, and an overview of the current practices of eight surrounding boards. It was reported that OSBIE has not provided formal direction, but all volunteers are covered under the Board's liability insurance if acting in a capacity of a school volunteer. The policy was amended to require that all community volunteers provide a current Police Record Check and that there will be no cost to the Board for the provision of this document. In addition, the policy will now direct Principals to use discretion when requesting a Police Record Check from a parent or close relative of a student based on the level of risk involved in the volunteer's assignment. The policy was approved with the following amendments:

**Item C Police Record Checks:**

1. All community volunteers will provide a current Police Record Check to the Principal.
2. The Principal will use his/her discretion when requesting a Police Record Check from a parent or other close relative (grandparents, etc.) of a student attending the school. The Principal will assess the risk involved based on the extent of interaction with, and responsibility for, students and the degree of direct supervision of the volunteer. If the risk is medium to high, the Principal will request a Police Record Check.
3. The Principal may seek assistance from Human Resources in adjudicating a Police Record Check.
4. The Board will not assume any cost involved in obtaining a Police Record Check.

**RECOMMENDATION # 1**

Trustee Borden moved that this Committee recommend to the Board that Policy 205 Volunteers be approved as amended.

The motion carried.

**POLICY 508 EDUCATIONAL FIELD TRIPS**

Communications Officer McFadzen advised that the wording of the Transportation section of the Field Trip policy needed to be changed to be more precise with respect to the requirement of a class E license. The policy was amended noting that drivers transporting students in a vehicle with a passenger capacity of 10 – 24 people must have a class E license. Another concern was raised regarding Field Trips and the use of the OSBIE and OSRA safety guidelines. The policy was changed to add a requirement that the OSBIE and OSRA guidelines must be consulted for downhill skiing and snowboarding trips. The policy was approved with the following amendments:

**Item G, items 7 – 10:**

7. All community volunteers will provide a current Police Record Check to the Principal.
8. The Principal will use his/her discretion when requesting a Police Record Check from a parent or other close relative (grandparents, etc.) of a student attending the school. The Principal will assess the risk involved based on the extent of interaction with, and responsibility for, students and the degree of direct supervision of the volunteer. If the risk is medium to high, the Principal will request a Police Record Check.

9. The Principal may seek assistance from Human Resources in adjudicating a Police Record Check.
10. The Board will not assume any cost involved in obtaining a Police Record Check.

Item E Health and Safety, section “n”:

- a) The following resources must be consulted to determine specific health and safety needs: OPHEA's Physical Education Safety Guidelines (Elementary and Secondary), and the OSBIE and OSRA School Board/Snow Resort Safety Guidelines for Out-of-School Trips for Winter Sports Education Programs.

Item Q Downhill Skiing and Snowboarding, number 1:

1. All ski facilities must be members of Ontario Ski Resorts Association (OSRA). The OSBIE and OSRA School Board/Snow Resort Safety Guidelines for Out-of-School Trips for Winter Sports Education Programs must be consulted.

## **RECOMMENDATION # 2**

Trustee Borden moved that this Committee recommend to the Board that Policy 508 Educational Field Trips be approved as amended.

The motion carried.

## **POLICY 201 SCHOOL COUNCILS**

The policy referred to a retention period for minutes and financial records which differed from the Board’s Records Management Manual and federal legislation regarding the retention of financial records. The policy was changed to agree with the Records Management Manual and legislation. The amended policy was with the following amendments:

Section N Records and Reporting, items 2 and 3:

2. Minutes shall be retained for a period of four years.
3. Financial records shall be retained for a period of seven years.

**RECOMMENDATION # 3**

Trustee Bailey moved that this Committee recommend to the Board that Policy 201 School Councils be approved as amended.

The motion carried.

**POLICY OBJECTIVES 2009 - 2010**

Communications Officer McFadzen provided a schedule of upcoming policy reviews scheduled for the 2009 -10 school year, dated May 2009.

**DATES OF FUTURE MEETINGS**

June 9, 2009 was set for the next Policy Management Committee Meeting.

**ADJOURNMENT**

Trustee Bailey moved that this Committee adjourn at 4:00 p.m. to report to the Board.

The motion carried.