



Board Policy Review Committee Meeting

MINUTES

Meeting #02

Wednesday, February 19, 2020, 6:00 pm

Present:	Trustee Janice Hutchison Committee Chair Peter Fracassi Trustee Catherine MacDonald Student Trustee Isaac McClelland Ex-Officio Joe Zerdin Trustee Maria Hardie
Regrets:	Laura Bateman, Student Trustee-elect
Resource:	Brian Beal - Director of Education Lonnie Bolton Allen Morrison Suzanne Oliner Darren Schmidt Andrew Sendzik Belinda Marcellus Kim Weishar

1. CALL TO ORDER

Committee Chair Fracassi called the meeting to order at 5:56 pm, in the boardroom at the Catholic Education Centre, 46 Alliance Boulevard, Barrie.

2. OPENING PRAYER

Committee Chair Fracassi led the opening prayer.

3. AGENDA APPROVAL

Consensus of the Board Policy Review Committee was obtained for approval of the agenda, as presented.

4. DECLARATION OF CONFLICTS OF INTEREST

There were no conflicts declared.

5. APPROVAL OF MINUTES - Meeting #01 - January 29, 2020

CONSENSUS of the Board Policy Review Committee was obtained for approval of the minutes as amended.

6. DELEGATIONS

There were no delegations.

7. PRESENTATIONS

There were no presentations.

8. ACTION ITEMS

There were no action items.

9. INFORMATION ITEMS

1. Legislated Annual Policy Review Renewal PS03 Health and Safety, PS04 Workplace Harassment, PS12 Violence-Free Workplace

Trustees received and read in advance Report 9. 1) BPR-02-2020 from Darrren Schmidt, Superintendent of Human Resources and Mark Littlewood, Health & Safety Officer. Director Beal advised of Superintendent Schmidt's regrets and invited Mark Littlewood to walk through the report and the policies with trustees.

Mark explained that the three policies presented, are required by legislation to be reviewed annually. No changes to the policies were recommended by the Joint Health & Safety Committee which meets nine times per year. However an edit to the procedural guidelines which support Board Policy PS-12 Violence Free Workplace was required and implemented to reflect the new online reporting tool and the requirement to perform risk re-assessments in accordance with the Occupational Health & Safety Act.

Mark took this opportunity to provide a status report on health and safety initiatives across the board:

- The Board purchased and is currently testing and implementing a web-based tool for reporting violence with the the board
 - integrates reporting and investigation of a wide variety of violence classifications
 - supports Safe Schools Incident Reporting

- the online tool was activated September 27, 2019 with 652 reports filed to date
- Development and implementation of a web-based chemical inventory and WHMIS-2015 compliant tool for managing all chemical information with the board
 - custodial
 - curriculum-based

Both of those initiatives require a considerable degree of administrative oversight with the following benefits:

- heightened compliance
- records generation capability

Mark responded to trustees' questions/comments:

- is the online reporting tool for staff or staff and students?
 - safe schools - students
 - violence reporting - staff
 - dual stream
 - engaged in process to delineate what data extractions needs to be
- are schools / worksites given advanced warning of the annual inspection?
 - the annual inspection with a members of the JHSC is planned with each JHSC rep responsible for 6-8 schools/sites per year that are preplanned through the principals and site-based health and safety reps
 - the monthly inspections are coordinated through the principal with the site-based rep
- which employee group has the highest number of violent incident reports?
 - educational assistants
- has there been an increase in incidents since the online reporting tool? - is it easier to report?
 - based on in-take volume staff have adapted very quickly

- reports are up
- mandatory for all school boards to capture this information; therefore all boards have seen an increase - whether increased incidents or increased reporting - it is unknown
- where do trustees fit into health and safety? - are there any mandatory requirements?
 - considerable debate at other board regarding the degree of instruction for trustees' awareness of health and safety and where they fit it
 - this board has not done defined training, but would undertake if desired by trustees
- how many people work with the Health & Safety Officer?
 - no direct reports
 - access admin support through the HR department to run the first aid program and leverage other assets where they can be found
 - liaison work with academic services for student based health and safety
 - disability management office has the expertise and undertakes ergonomic assessments
- how did staff find out about the new reporting tool?
 - utilized Leaders' Connect and Employee Connect to launch and roll out the system
 - created on-line video based instruction tool
 - uptake on reports would indicate a measure of success
 - on-line training at PD day with principals/vice-principals/managers and then the staff were provided with training through the video module

Committee Chair Fracassi thanked Mark for his work and conveyed the committee's appreciation to the Joint Health & Safety Committee for their collaborative efforts. Since there are no changes to the policies, they will be marked as reviewed by the Board Policy Review Committee on February 19th, signed by the Director; and a hard copy will be posted to each work site for staff information and compliance purposes.

2. Policy Review: LE-02.4 Concussion Management

Trustees received and read in advance Report 9. 2) BPR-02-2020 from Lonnie Bolton, Superintendent of Education.

Superintendent Bolton confirmed that Ministry of Education memorandum PPM 158 released in September 2019 and boards had until January 31st to be in compliance; and he confirmed that the board is in full compliance. The report is meant to signal the reconvening of the concussion management working group to conduct a review and consultation. An updated is expected to come back to the BPR committee in March or April.

Superintendent Bolton responded to trustees' questions/comments:

- who decides if the board is completely in compliance?
 - measure the policy and procedural guidelines against the PPM
 - policy and procedural guidelines are posted to the board website
 - staff do have to let the Ministry of Education know about the new policy approved the by the board LE-29 Student Use of Guide Dogs and Service Animals
- Staff Training - all staff?
 - geared to everyone from the Safe Schools portal
 - teachers, office & clerical, educational assistants, coaches and everyone in the organization outside of teaching
 - working group working on reaching out further
- Is there someone independent at a sports match to withdraw players?
 - two-fold: officiating organizations require their own officials to have training - go through protocol; and specific heightened training for board staff in high risk sports
 - never return player quickly
- explain why working group is fluid
 - promotion of staff on the working group
 - priorities in new roles, new schools, new community; labour disruption

- how do we monitor when smaller elementary schools have tournaments at one of our high schools - sometimes high school students are referees; how are two gyms monitored and how ensure all components in place?
 - school activity permission form goes home for every child
 - student has responsibilities as do parent and teacher - all sign off
 - in training modules coaches are called to supervise and communicate with students
 - documentation of medical examination - go through the protocol
 - form presented to parent to see medical practitioner and return completed form to school

The committee will look forward to further updates.

3. Board Procedural Bylaws Review

Trustees received and read in advance Report 9. 3) BPR-02-2020 and the current Board Procedural Bylaws. Director Beal reported that discussion is on-going with OCSTA regarding the election of the Chair and Vice-Chair especially when there is a tie vote; and further work continues to review the electronic meetings as there have been changes to the Education Act in that regard.

It was recognized in the proposed 2:08 to formalize the mechanism that trustees have enacted through two board elections, so that trustees participating via teleconference are able to cast their secret ballot vote. The committee also agreed to add texting as an option along with email.

The purpose of the additional clause of 8:11 is to provide an annual summary of the activities that board committees would report in their minutes which are provided to the board throughout the year. The summaries would form the basis of the Director's annual report in the fall. The committee discussed and agreed to annual reports in September.

The committee discussed other possible revisions:

- PCE-01 Media Relations - reference to spokesperson of the Board - should be list under Chair responsibilities in bylaw 5:00 Duties of Chair as 5:04-5:05 - mirror the language

A further update will be provided at the next committee meeting.

4. Policy Tracking Chart

Trustees received and read in advance the updated Policy Tracking Chart. Director Beal summarized a few updates:

- Flag Flying Protocol - current law that national flag to fly on one pole
 - a second pole can be added to fly the provincial flag
 - trustees determined that no policy required at this time
- PCE-05 Child Care - rates were changed but old rates still posted
- PCE-06 Fundraising and School Generated Funds - staff are reviewing since implementation of School Day
- LE-06 Safe Arrival - new way for parents to communicate with schools - make sure procedures follow along with technology
- Dating Violence - the committee determined that this and all matters of violence are best covered within the Safe Schools portfolio

As a result of the comments above, the chart will be further updated and provided at the next meeting.

10. NEXT MEETING

Meeting #03 - Wednesday, March 11th at 6 pm

Agenda Deadline Date: Wednesday, March 4th at 4:30 pm

11. ADJOURNMENT

Consensus of the Board Policy Review Committee as obtained to adjourn the meeting at 6:56 pm.

12. CLOSING PRAYER

Trustee Hardie led the closing prayer.

Peter Fracassi, Committee Chair