

# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

## Board Policy Committee

### Videoconference Meeting

Monday, September 22, 2008 @ 6:30 p.m.

## MINUTES

<u><b>Members</b></u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brown, Cindy						Mannisto, Mark (Ex-Officio)					
Fisher, Cindy						Sparrow, Julie					
Keenan, Darlene											

<u><b>Resource Members</b></u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)					
		OS	TC	VC	A	R
Patti Pella: <i>Director of Education</i>						
Colleen Kappel: <i>Superintendent of Education</i>						
Cathy Tsubouchi: <i>Manager of Accounting Services</i>						
RM. Joannette: <i>Recorder</i>						

Legend:	Policy = P	Management Guideline = MG	Procedural Guideline = PG
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### 1.0 Review and Approval of Minutes: May 26, 2008

Chair, J. Sparrow called the meeting to order at 6:39 p.m.

Moved by C. Brown and seconded by D. Keenan that the minutes be approved.

Note: The minutes of May 26, 2008 were acknowledged as received by the board per resolution No. 172/08 carried on June 23, 2008 due to the fact that BPRC does not meet in June.

### 2.0 Business Arising from Minutes

Nil

### 3.0 Reviews: New/Existing Policy (P) /Management Guidelines (MG) / Procedure Guideline (PG)

#### 3.1 Existing P-307 Travel Meals and Hospitality Expenses

(Elec.Attch.)

C. Tsubouchi noted that the Policy -307 is being revised to reflect an increase for the expenses for kilometrage rates. This increase is aligned to that set by Revenue Canada limits and is below the threshold that would require reporting reimbursement as a taxable benefit.

**Action:** Put forward for board approval – October 20, 2008

#### 3.2 Existing P 508 Administration of Medication to Students

(Elec.Attch.)

C. Kappel noted that Part 7.0 Procedures required a housekeeping changes only, i.e.,

- in part (a) the Board's Form number for parental request is now listed
- in part (b) the Board's Form number for parental authorization is now listed
- in part (c) wording is changed to reference part (a) and (b) as this policy does not have a management guideline aligned to it.

**Action:** Put forward for board approval – October 20, 2008

- 3.3 Existing P-515 School Community Council (Elec.Attch.)  
P. Pella reviewed this policy for which numerous comments were received from stakeholders. She noted that although some feedback offered can be incorporated as changes, the bulk of suggestions from the public cannot be acted upon as legislation, i.e., Education Act, Ontario Regulation 612/00 governs content. However, *Part 2.0 - Elections* requires updated to reflect changes to the regulations. The policy will be reworded in this section to reflect the regulation and put out for a final stakeholder review by School Councils in the system  
**Action:** Put forward for stakeholder (principals and school councils) review to conclude in November 2008.
- 4.0 Stakeholder Feedback: Re P's, MG's and/or PG's Concluded August 8, 2008
- 4.1 Existing P-302 Student Transportation by Staff or Other Volunteers (Elec.Attch.)  
No feedback was received.
- 4.2 Existing P-302 Form F21-003: Authority to Transport Students to School Events (Volunteer Drivers) (Elec.Attch.)  
No feedback was received
- 5.0 Future Agenda Items
- 5.1 Reviews: New / Existing P's, MG's and PG's
- 5.1.1 Existing P-717 Workplace Harassment
- 5.1.2 Existing MG-520 Safe Schools Code of Conduct
- 5.1.3 Existing MG-520 Police and Schools Protocol
- 5.1.4 Existing MG-525 Anti-Bullying (rename,Bullying Prevention & Intervention Strategies
- 5.1.5 New PG: School Field Trips / Medical Preparedness and First Aid
- 6.0 BPRC Direction: P's, MG's and/or PG's  
Submissions required for Stakeholder Review to Conclude Nov 14/08  
Moved by C. Brown / Seconded by D. Keenan that following policy be put forward for to stakeholders (principal and school council chairs) for review to conclude by November 14, 2008
- P-515: School Community Council
- 7.0 BPRC Direction: P's, MG's and/or PG's  
Recommendations for Board Approval required on October 20/08  
Moved by C. Brown / Seconded by D. Keenan that the following policies, be put forth for approval at the next regular meeting of the Board:
- P-307 Travel, Meal and Hospital Expenses (existing)
  - P-508 Administration of Medication to Students (existing)
  - P-302 Student Transportation by Staff or Other Volunteers (existing)
  - P-302 Form F21-003: Authority to Transport Students to School Events (Volunteer Drivers
- 8.0 Next Meeting Date:  
Monday, October 27/08
- 9.0 2008 Meeting Dates / Time: 6:30 p.m.
- |                            |                            |
|----------------------------|----------------------------|
| Monday, November 24, 2008  | June 2009 (No Meeting)     |
| December 2008 (No Meeting) | July 2009 (No Meeting)     |
| Monday, January 26, 2009   | August 2009 (No Meeting)   |
| Monday, February 23/09     | Monday, September 28/09    |
| Monday, March 23/09        | Monday, October 26/09      |
| Monday, April 27/09        | Monday, November 23/09     |
| Monday, May 25/09          | December 2009 (No Meeting) |

10.0 Adjournment

Moved by C. Brown / Seconded by D. Keenan that the meeting adjourn at 7:10 p.m.

### **P-307 Travel Meals and Hospitality**

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Section	BUSINESS AND TRANSPORTATION	
Policy Name	TRAVEL, MEALS, and HOSPITALITY EXPENDITURES	307
Board Approved: March 31, 2007		Review Prior To: December 2012

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#### **POLICY**

The Superior-Greenstone District School Board recognizes that trustees and employees may incur costs while traveling on Board business. When traveling outside the jurisdiction of the board, the most economical means of travel should be sought.

Trustees and employees traveling on board business do so under the expectation that any expenses incurred are associated with the person's duties, support the board's overall objectives and maximize the benefits to the organization.

Reasonable travel costs up to the maximums outlined below will be reimbursed by the board for trustees and employees while on approved Board business.

#### **PROCEDURES**

The Board will reimburse trustees and employees for expenses incurred in carrying out their duties as follows:

##### **USE OF PERSONAL VEHICLE**

The Board does not accept any responsibility for privately owned vehicles other than paying the appropriate kilometre rates when used for approved board business. The Board will not reimburse for insurance deductibles, parking violations, or driving infractions.

All costs for travel between home and the employee's work site are a personal expense which is the responsibility of the employee and are not eligible for reimbursement.

The allowance paid for the use of a personal automobile is deemed to cover all costs of operation including but not limited to fuel, oil, insurance, deductible, depreciation and repairs.

It is the responsibility of the individual to ensure their motor vehicle insurance coverage is appropriate for business use of the vehicle.

Where appropriate the board encourages car pooling.

The kilometrage rates are:

45 cents per kilometre for the first 5,000 km in a school year  
39 cents per kilometre for travel in excess of 5,000 km in a school year

**The kilometrage rates for travel commencing October 1, 2008 are:**

52 cents per kilometre for the first 5,000 km in a school year  
46 cents per kilometre for travel in excess of 5,000 km in a school year

## **MEAL REIMBURSEMENT**

The board will reimburse the actual meal costs incurred supported by original receipts (including taxes and gratuities) to the maximum limits as follows:

\$10.00 for breakfast  
\$15.00 for lunch  
\$40.00 for dinner

The meal allowances are not cumulative. For example, you cannot skip breakfast and submit a lunch expense of \$25.00.

The Board acknowledges that gratuities are a valid cost in some restaurants. Meals will be reimbursed based upon actual costs, including a gratuity not to exceed 15%, up to the maximum allowed for the specific meal.

## **HOSPITALITY**

The Board will reimburse the Director of Education, Superintendent of Education or Superintendent of Business for hospitality expenses incurred in carrying out their duties.

Hospitality is defined as the provision of food, beverages, accommodation, transportation or other amenities at board expense to persons not employed by the board.

Claims for hospitality expenses must outline the purpose of the hospitality and be accompanied by the names of the individuals entertained and their role.

## **EXPENSE ACCOUNT SUBMISSION**

Personal expense claims must be submitted using the Board Expense Form F01-003.

When submitting an expense claim, the purpose of the trip must clearly be stated.

Generally expense account submissions should only cover costs incurred by the person submitting the expense account. However on occasion it may be more efficient for one person to submit expenses for others. In these situations the names of all persons must be clearly identified on the receipt.

All claims must be signed by the person submitting the expenses and supported by original receipts (photocopies are not acceptable). Credit/Debit card receipts are not acceptable as they do not contain sufficient detail to meet audit requirements.

Claims must be submitted monthly.

Cash advances are available; however, they are to address unusual circumstances and must be approved by the Director of Education or designate.

## **APPROVAL PROCESS**

All expense accounts must be approved by the employee's immediate supervisor. This will typically be the person responsible for the budget code the expenses will be charged against.

Trustee expenses will be approved by the Chair of the Board or a designated senior official of the Board.

The Chair of the Board's expenses will be approved by a designated senior official of the board other than the Director of Education.

The Director of Education's expenses will be approved by the Chair of the Board.

All other employees will have their immediate supervisor approve expenses.

### ***EXPENSES NOT COVERED***

The following is a list of ineligible expenses the board would deem to be inappropriate:

- Movies (in room or theatre)
- Charges for use of recreational facilities
- Alcoholic beverages
- Gifts for staff
- Admission fees for social activities or events
- Traffic violation including parking tickets
- Mini-bar snacks
- Charges incurred by family members
- Travel between home and the employee's work site

### ***EXPENSES COVERED***

The following is a list of eligible expenses the board would deem to be appropriate:

- Hotel room charges (standard room)
- Meals including taxes and gratuities to the maximums outlined
- Business telephone calls
- Taxi costs
- Necessary parking fees
- Airline tickets
- Automobile kilometrage
- Supervisor approved car rentals
- Conference / workshop fees

### ***EXPENSE REVIEW PROCESS***

The person submitting the expense claim for approval is responsible for ensuring adherence to this policy.

Supervisors that sign off on an expense account are certifying the travel has taken place with the proper authorization. They should satisfy themselves that the receipts are valid and the expense account complies with this policy.

The Accounting Services Department will review the expense receipts prior to processing. Any expense claims that do not follow this policy will be returned in their entirety.

The Manager of Accounting Services or designate will review expense claims prior to payment.

The Superintendent of Business will conduct an annual audit of expense accounts paid. The results of this audit will be reported to the Director of Education.

### ***P-508 Administration of Medication to Students***

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<b>Section</b>	SCHOOLS AND STUDENTS
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**Board Approved: March 12, 1999****Reviewed: Sept. 7, 2004****Review Prior To: December 2009**

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**POLICY**

The Superior-Greystone District School Board is prepared to offer support and assistance, when practical, to administer to the health needs of individual students.

**PROCEDURES****1.0 Responsibility**

- 1.1 The administration of prescription and/or non-prescription medication to a student is the responsibility of the student and his/her parent(s).
- 1.2 It is the responsibility of the student and his/her parent(s) to ensure the medication is not expired.
- 1.3 It is the responsibility of the student and/or his/her parent(s) to pick up any unused medication at the end of the school year, or it will be properly disposed of by the school principal and/or his/her designate.

**2.0 School Assistance**

To assist in achieving as normal an educational experience as possible for students with medical needs, the Board will allow its schools to provide assistance with the administration of medication.

**3.0 Voluntary Participation**

It is the policy of the Board to support the voluntary participation of school staff within established guidelines and procedures.

**4.0 Emergencies**

This policy does not address emergency situations.

**5.0 On-going Need**

This policy does address the situation where medication is required on an on-going basis during school hours.

**6.0 Ultimate Goal**

The desired goal in all cases is to achieve a situation where the student assumes responsibility for his/her medical needs. With this goal in mind, it is anticipated that the need for assistance of this type will be limited to students in the elementary schools.

**7.0 Procedures**

Procedures for the administration of medication during school hours will only be adopted when all of the following requirements exist:

- a) A parent requests such assistance by submitting both:
  - Form S19-001 Parental Request for Administration of Oral Medication at School,
  - Form S19-002 Parent Authorization for Administration of Oral Medication,
- b) A licensed physician authorizes such measures, by submitting:
  - Form S19-003 Physician's Authorization for Administration of Oral Medication at School.
- c) The required medication is provided to the school within the requirements outlined in above named forms.

## 8.0 Duration

The procedures, when adopted, shall be of the shortest duration practical.

### **P-515 School Community Council**

<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Policy Name</i>	SCHOOL COMMUNITY COUNCIL	515
<i>Board Approved: December 11, 1998</i>		<i>Review Prior To: December 2003</i>

### ***POLICY***

It is the policy of the Superior-Greenstone District School Board that each school establish a school community council to act in an advisory capacity to the school's principal and the Board for the continued promotion of excellence throughout the system, and will place the overall interests of the school and students first.

### ***PROCEDURE***

#### **Regulations**

## 1.0 Mandate

The mandate of the school community council will be to make reports and recommendations to the school administration relating to matters affecting students of the school.

Although the school is the primary concern of the school community council, system issues as they affect the school may also be considered.

Every school community shall establish and maintain a school community council.

## 2.0 Terms of Office

- a) With the exception of the Principal, the community representative(s), and the student representative(s) a member is elected/appointed for a two-year term.
- b) Elected and appointed members may seek additional terms of office. A maximum of three consecutive terms is recommended.



### **3.0 School Community Council**

- a) One school community council may be formed to represent two schools in the same community.
- b) One school community council may be formed where schools are twinned.

### **Procedures**

#### **1.0 Structure and Composition of School Community Councils**

##### **1.1 Official Name**

The official name of a school community council for a school shall be "The \_\_\_\_\_ School Community Council" or "The School Community Council for the \_\_\_\_\_" (Insert the name of the school in the blank.)

##### **1.2 Membership**

Membership of a school community council shall include but not be limited to:

- Parents and guardians of students enrolled in the school;
- One to three community representatives;
- Two students (mandatory for secondary schools; optional for grade 7 and 8 students);
- The school principal;
- One teacher assigned to the school; and
- One non-teaching employee assigned to the school.

##### **1.3 Parent Members**

Parents/Guardians shall form the majority on the Council (refer to Appendix 1.)

##### **1.4 School Community**

It is expected that the membership of the Council will reflect the diversity of the school community. In defining a school community, considerations may include such aspects as geography, language, cultural, ethnic, economic, business, demographics, seniors or school boundaries.

##### **1.5 Selection of Membership**

Membership on the school community council shall be determined in the following manner:

Parents/Guardians shall be nominated and elected by parents and guardians of students enrolled in the school;

- It is recommended that no employee of the Superior-Greenstone District School Board may sit as a parent member of a school community council;
- Student representatives shall be nominated and elected by students enrolled in the school;
- Teacher representatives shall be nominated and elected by members of the teaching staff;
- Non-teaching employees shall be nominated and elected by non-teaching employees assigned to the school;
- The school principal shall be a designated member; and community representatives shall be appointed by the Council.

##### **1.6 Chair/Vice-Chair**

The Chair and the Vice-Chair will be a parent/guardian member elected by the Council at the first meeting following the elections by the Council as a whole. In the absence of the Chair, the Vice-Chair will assume the duties of the Chair.

The parent/guardian elected as chair may not be an employee of the school board assigned to that school.

##### **1.7 Recording Secretary**

The Council will elect a recording secretary.

### 1.8 Executive

The executive of the school council consists of Chair, Vice-Chair, secretary and treasurer (optional).

### 1.9 Number of Members

The membership of the school community council shall not exceed 21 (refer to Appendix 1.)

### 1.10 Honorarium

There will be no honorarium paid to members of the school community council.

### 1.11 Expenses

School community council funding is to be determined in accordance with the legislation. School community council finances are the responsibility of the school community council.

## **2.0 Elections**

### 2.1 Nominations

Persons shall be elected to the school community council by nomination and direct ballot voting. A School Community Council Nomination Form (see Appendix 2) must be completed and returned to the principal at least 14 days prior to the election period. If the number of nominees is equal to or fewer than the number of election positions, then the nominees fill those positions by acclamation.

### 2.2 Election

The election period for balloting may extend over ten consecutive school days. The ballot must indicate the number of positions to be filled.

Nominations and elections for council members will be completed by May 30 every year (See Election Protocol - Appendix 3.) Eligibility for positions and voting are based upon the coming school year.

Election of the school council executive will occur by June 30 for the coming school year.

### 2.3 Vacancies

If vacancies remain after the nomination process, the elected members of the Council may fill the vacancies by appointing eligible persons. A position vacated during a term may be filled by the school community council members selecting an eligible person to complete the vacating member's term of office. If a member does not attend three consecutive regular meetings, without a reason acceptable to the Executive and Principal, the position may be deemed to be vacant by the Council.

### 2.4 Roles and Responsibilities

As advisory bodies, school community councils will provide advice to the Board on any matter that has been identified as a priority by the school community council, as per the mandate of the school community council specified in Ministry of Education and Training Policy and Program Memorandum 122 and outlined in the following section.

School community councils may wish to provide advice to the principal, and where appropriate, to the Board on any of the following matters:

- School Year Calendar
- School Code of Behaviour
- Curriculum Planning and Program Development
- Provincial Assessment Programs
- Annual School Budget
- Capital Improvement Plans
- Preparation of the School Profile
- Criteria for Selection of Principals
- Communication Plans and Strategies
- Reporting Methodologies, including Reports of Student Progress
- Extracurricular Activities and Co-Curricular Programs

- Community Programs for Health, Social Service, Recreation and Nutrition
- School-Community Partnerships
- Community Use of the School Facilities
- Community Services for Children and Youth
- Field Trips
- School Policies
- Local Issues
- Development, implementation and review of Board policies at the local level.

Council members are to maintain a school-wide focus on all issues. Council meetings are not a forum for discussion about individual parents, students, staff, trustees or other council members.

### **3.0 Roles and Responsibilities of School Community Council Members**

#### **3.1 Chair**

The Chair of the school community council shall:

- Call school community council meetings;
- Ensure that all members are notified of their election/appointment to council;
- Ensure that the board office is notified of changes in executive positions;
- Prepare the agenda for school community council meetings in consultation with the principal;
- Chair school community council meetings;
- Ensure that the minutes of school community council meetings are recorded and maintained;
- Participate in information and training programs;
- Communicate with the school principal;
- Ensure that there is regular communication with the school community;
- Consult with senior Board staff and Trustees, as required.

#### **3.2 Vice Chair**

The Vice Chair of the school community council shall:

- Assume duties of Chair in his/her absence;
- Assist Chair as required by council and chair

#### **3.3 Council Members**

The member of the school community council shall:

- Seek to reach a consensus in decision making
- Maintain a school-wide perspective on issues;
- Participate in Council meetings;
- Participate in information and training programs;
- Act as a link between the school community council and the community; and
- Encourage the participation of parents from all groups and of other people within the school community.

#### **3.4 Recording Secretary**

The Recording Secretary of the school community council shall:

- Record the minutes of all council meetings.

#### **3.5 Treasurer (Optional)**

The Treasurer of the school community council shall:

- Be responsible for all financial records and be one of the two or three signing officers for the council.

#### **3.6 The Principal**

The principal of the school shall:

- Attend all meetings of the Council (or a designate)
- Approve all printed materials distributed through the school including all school council materials
- Facilitate the establishment of the School Council and assist in its operation;
- Support and promote the Council's activities;

- Seek input from the Council in areas for which it has been assigned advisory responsibility;
- Act as a resource of laws, regulations, Board policies, and collective agreements.
- Obtain and provide information required by the Council to enable it to make informed decisions;
- Communicate with the Chair of the Council, as required;
- Ensure that copies of the minutes of the Council's meetings are kept at the school;
- Assist the Council in communicating with the school community;
- Encourage the participation of parents from all groups and of other people within the school community; and
- Supervise elections for all representatives to the School Council.
- Provide feedback as required on how council advice was utilized.

### 3.7 Parent/Community Organizations

· Schools may continue to support or establish and maintain other parent/community organizations, such as the Home and School Association, if the function of the organization is separate and distinct from that of the school council.

## 4.0 **School Community Council Proceedings**

Committee meetings are not a forum for discussion about individual parents, students, staff, trustees, or other committee members.

### 4.1 Quorum Requirements

The quorum for a Council meeting is one half of the total parent membership of the Council (refer to Appendix 1.)

### 4.2 Number of Meetings

A council shall hold a minimum of five regular meetings per school year. All meetings shall be open to the public.

Meeting dates and times shall be posted.

### 4.3 Meeting Agenda

The Chair, in consultation with the Principal, may initiate matters for discussion and the agenda should conform to the matters for which the School Community Council has an advisory responsibility. The agenda should include an opportunity for public input (Check List - Appendix 4.)

Minutes and copies of the agenda shall be kept on file at the school.

### 4.4 Decision-Making

No decision may contravene the Education Act, its Regulations, Superior-Greenstone District School Board Collective Agreements, or Board By Laws, Policies and mandate.

Consensus decision-making will be used by the Council to resolve the matter being discussed. Consensus exists when all present can support or accept what is proposed with no one standing in opposition. If consensus cannot be reached by those present, the Council may wish to consider an alternate method of reaching a decision.

### 4.5 Special Meetings

A special meeting of the Council may be held -

- a) Upon a written request by three members being given to the Principal and Chair of the Council, who must subsequently convene a meeting with a minimum of 24-hours notice by advising the time, date, place and purpose of the meeting to all Council members to be convened within seven instructional teaching days.
- b) The business of any special meeting must be confined to the purpose for which it was convened.

#### 4.6 Annual Meeting

At least once in every school year, the Council shall hold an annual meeting and, at that meeting, must report in writing the proceedings of the Council for the period since the date of the previous annual meeting. The report will provide information on the operation and activities of the School Council for inclusion in the Director of Education's annual report to the Board.

### 5.0 Recommendation and Communication of School Community Councils

5.1 Recommendations and decisions of school community councils that are specifically related to the school should be referred to the school Principal.

5.2 Recommendations and decisions which are broader in scope than the local school shall be referred to the school principal for direction and to the appropriate Board official or Board committee.

### 6.0 Forum

The Board may hold an annual School Community Council Forum for representatives from each school community council.

### 7.0 Review

The policy and regulation concerning school community councils shall be reviewed every five years by a committee consisting of at least two Chairs of school community councils, one Principal, one Trustee and a member of Administration, with a report to the Board. The Chair of the Board and the Director of Education, or designate, are ex-officio members.

## APPENDIX 1

### SCHOOL COMMUNITY COUNCIL MEMBERSHIP SIZE AND CONFIGURATION CHART

<i>Designated</i>	(E) <i>Elected</i>	(E) <i>Elected</i>	(E) <i>Elected</i>	<i>Appointed</i>	(E) <i>Elected</i>	
Principal	Teachers	Non- Teaching	Students	Community Members	Minimum Parent Members	Total
1	1	1	4	3	*11	21
1	1	1	3	3	10	19
1	1	1	3	2	9	17
1	1	1	2	1	8	14
1	1	1	2	3	9	17
1	1	1	2	2	8	15
1	1	1	2	1	7	13
<b>(PARTICIPATION IS OPTIONAL FOR GRADE 7 AND 8 STUDENTS)</b>						
1	1	1	-	3	9	15

1	1	1	-	3	8	14
1	2	1	-	2	7	13
1	1	1	-	1	7	11
1	1	1	-	1	6	10
1	1	1	-	3	7	13
1	1	1	-	2	6	11
1	1	1	-	1	5	9

\* In this case, this is the maximum number of parents.

## APPENDIX 2

### SCHOOL COMMUNITY COUNCIL NOMINATION FORM

I, the undersigned do hereby nominate:

Name: \_\_\_\_\_  
*Print full name*

Residential Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_

for the position of \_\_\_\_\_ representative.  
*(Parent, teacher, student, non-teaching)*

\*\*\*\*\*  
 NOMINATOR

Name: \_\_\_\_\_  
*Print full name*

Residential address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_

\*\*\*\*\*  
 CANDIDATE TO COMPLETE

I accept the nomination and am prepared to serve as a member of the

School Community Council.

Signature of Nominee:

Date:

\*\*\*\*\*

### NOMINATION RECEIPT FORM

The nomination form for parent representative on the School Community Council for:

has been received  
(School Name)

(School Official) (Date)

Copy to be given to nominator and candidate.

### APPENDIX 3

#### Protocol

1. Elections for School Community Council shall be conducted the secret ballot.
2. Parents and legal guardians of a student enrolled at the school are for the coming school year eligible both to vote for and to run as a parent representative.  
  
It is recommended that no employee of the Superior-Greenstone District School Board may run for the position of parent member at the school to which they are assigned.
3. Nomination forms as prescribed by the Superior-Greenstone District School Board shall be filed by all candidates for elected positions on the School Community Council.
4. All eligible voters shall be entitled to cast one vote for up to a total of the number of candidate positions available in the specific category (teacher, parent, etc.) at their school. Casting more than the maximum number of votes permitted in the category spoils the ballot.
5. No individual campaign literature for School Community Council elections may be distributed or posted in the school.
6. School resources, both human and material, may not be used to support particular candidates or groups of candidates.
7. The elections proceedings shall be supervised by the school principal.

### APPENDIX 4

#### Meetings: Quick Check List

- ☐ Provide ample lead-time
- ☐ Start on time
- ☐ Agree to procedure in advance
- ☐ Develop an agenda and keep part of the agenda open

- ☐ Understand the task and stay on task
- ☐ Keep presentations short
- ☐ Make the meeting room ready for the meeting
- ☐ Get active participation
- ☐ Avoid ambiguities
- ☐ Learn to read silence
- ☐ Manage hostility
- ☐ Talk straight
- ☐ Respect differences
- ☐ Protect confidentiality
- ☐ Invite participant feedback

### **P-302 Student Transportation by Staff or Other Volunteers**

#### **Superior-Greenstone District School Board**

<i>Section</i>	BUSINESS AND TRANSPORTATION		
<i>Policy Name</i>	STUDENT TRANSPORTATION BY STAFF OR OTHER VOLUNTEERS		302
<i>Board Approved:</i>	March 12, 1999	<i>Reviewed:</i> October 28, 2002 March 21, 2006	<i>Review Prior To:</i> December 2011

*REVISED DRAFT: May 26-08*

#### **POLICY**

The Superior-Greenstone District School Board encourages staff to hire licensed carriers to transport students to school board approved functions such as co-curricular and extra curricular activities.

Where this is cost prohibitive due to the number of students to be transported or the distance involved, the use of volunteer drivers, rental vehicles or private vehicles may be considered.

#### **PROCEDURES**

##### **1.0 Principal's Responsibility**

When volunteer drivers (staff, parents or other volunteers – *volunteer is NOT a student registered in secondary school*) are utilized to provide transportation for students the school principal is responsible for ensuring the following:

1. The appropriate TRIP DRIVER FORM is completed prior to the commencement of the trip.
2. The driver(s) are in possession of a valid drivers license appropriate for the vehicle. See Section 3.0 - "Licensing Requirements For School Purpose Vehicles".
3. The owner of the vehicle being operated on school board business carry adequate limits of liability insurance. See Section 2.0 - "Insurance Coverage".
4. Vehicles being rented by school staff are contracted in the name of the school board.
5. The full insurance coverage offered by the rental company is to be purchased (liability, collision and comprehensive).
6. That if students are being transported in a private vehicle that such transport is in accordance with the legislation of *Bill 73: An Act to Enhance the Safety of Children and Youth on Ontario's Roads*, which requires pre-schoolers and primary grade-age children to be buckled up in the appropriate child car seat, including booster seats. A child can start using a seatbelt alone once *any one* of the following criteria is met:
  - i) the child turns eight years old;
  - ii) the child weighs 36 kg (80 lbs); or,



- iii) the child is 145 cm (4 feet 9 inches) tall

## **2.0 Insurance Coverage**

The owner of the vehicle is required by the board to provide a MINIMUM liability insurance of \$1,000,000.00.

If a personal vehicle is used regularly to transport students, then the vehicle owner is advised to notify his or her agent, broker or insurer and request a rider be added to the policy to extend coverage.

In addition to the owner's insurance the Board carries NON-OWNED AUTOMOBILE LIABILITY insurance, which is designed to provide coverage in excess of the vehicle owners' insurance carried on the vehicle while being used or operated on board business.

The INSURANCE ACT stipulates that the vehicle owner's insurance is primary to any non-owned automobile liability insurance policy.

## **3.0 Licensing Requirements for School Purpose Vehicles**

Seating capacity is the key determinant, not the number of passengers actually being carried.

Vehicles are divided into three categories based on the vehicle seating capacity:

### **Five (5) passenger seats plus the driver**

Driver is required to carry a valid driver's license with a "G" class.

### **Six (6) to Nine (9) passenger seats plus the driver**

Driver must carry a valid driver's license with a "G" class.

Vehicle must have safety inspection stickers, carry a logbook and conform to Regulation 611 of the Highway Traffic Act.

These requirements apply to vehicles owned, leased or rented in the name of the board or operated under contract with the board. A vehicle is considered under contract if compensation is paid for the service. Compensation is defined as any rate, remuneration, reimbursement or reward of any kind paid, payable or promised or received or demanded, directly or indirectly.

If no remuneration is paid Regulation 611 of the Highway Traffic Act does not apply.

### **Ten (10) to Twenty-four (24) passenger seats plus the driver**

Driver must carry a valid driver's license with an "E" class.

Vehicle must meet all of the "school purpose bus" regulations under the Highway Traffic Act.

These requirements apply to vehicles owned, leased or rented in the name of the board.

For vehicles provided with no payment for the occasional transportation of students a class "F" license is required if the vehicle has the capacity to carry more than 11 passengers and the vehicle need not meet the "school purpose bus" regulations under the Highway Traffic Act.

Highway Traffic Act Regulations are very stringent and violation of these regulations could result in a fine, license suspension or such other penalty as permitted by the Highway Traffic Act.

## **Declaration Form for Volunteer Drivers**

## SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

### AUTHORIZATION TO TRANSPORT STUDENTS PARTICIPATING IN SCHOOL EVENTS

#### VOLUNTEER DRIVERS

*REVISED DRAFT: May 26-08*

This will  
authorize: \_\_\_\_\_

(Name of teacher or other volunteer driver)

1. To transport students participating in the events listed on the attached school schedule.

or

2. To transport students participating in the following school activity:

\_\_\_\_\_  
\_\_\_\_\_

3. Vehicle Information: Make \_\_\_\_\_ Year \_\_\_\_\_ License No.: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Principal's Signature

All "Trip Drivers" including Volunteer Drivers are advised that, in order to bring into effect the Board's Excess Liability Insurance, they should:

- a) Use a licensed automobile which carries valid third-party liability insurance as required under legislation in the Province of Ontario.
- b) Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board.
- c) Be aware that the Board's Excess Liability Insurance comes into effect only aft the "Trip Drivers" insurance has been exhausted, to a combined total of \$15,000,000.

**Note:** A "Trip Driver" is defined as any person authorized by the Board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile; to include Trustees, employees, teachers, parents, volunteers and officials of the Board.

#### **Declaration to be signed by driver:**

I declare that I am licensed to drive in Ontario and my vehicle is insured by valid automobile liability insurance as required by Ontario Law.

That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

That the vehicle described above is provided to transport students with no remuneration of any kind from the school or school board and has a seating capacity of:

SIX (6) to NINE (9) passenger seats plus the driver ☐

or

TEN (10) to TWENTY-FOUR (24) passenger seats plus the driver ☐

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

**Declaration to be signed by the owner of the vehicle, if the volunteer driver does not own the vehicle:**

I declare that I have \_\_\_\_\_ to drive my vehicle to transport students  
authorized \_\_\_\_\_ participating  
in the school event(s) listed on this form.

He/She is licensed to carry passengers and is fully insured as a driver under the vehicle liability insurance as required by Ontario Legislation.

That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

That the vehicle described above is provided to transport students with no remuneration of any kind from the school or school board and has a seating capacity of:

SIX (6) to NINE (9) passenger seats plus the driver ☐

or

TEN (10) to TWENTY-FOUR (24) passenger seats plus the driver ☐

\_\_\_\_\_  
Vehicle Owner's Signature

\_\_\_\_\_  
Date

F21-003

2008-05 (Rev)