



OCASC January 2016 Meeting Minutes

chair@ocasc.ca

ocasc.ca

133 Greenback Road, Ottawa, ON K2H 6L3

Date: January 21, 2016

Location: Fisher Park School, 250 Holland Avenue, Library

Time: 7:00pm – 9:00pm

Total attendance (42); total schools represented (41)

Member Schools attending (33) based on SY 2015-2016

Adrienne Clarkson-Carrie McConnachie	Longfields-Davidson Hts SS-Michael Nied
Briargreen PS-Carlie Brown	Manordale PS-Cathy Babyak (Membership)
Bridlewood Community ES-Andrea Haas	Manotick PS-Sophie Paluck
Castlefrank ES-Stephanie Nasmith	Maple Ridge ES-Cynthia Allen
Colonel By SS-Gisell Delgado	Mary Honeywell ES-Elizabeth Conabree
Dunlop PS-Craig Tiberi	Meadowlands PS-Rula Worrall
Earl of March SS-Donna Garnons-Williams	Mutchmor PS-Adrienne Annan
Elgin Street PS-Tijen Karatas	North Gower-Marlborough PS-Tara Hawkins
Elmdale PS-Megan Richardson	Kavanagh
First Avenue Public School-Claire Sutton	Richmond PS-Fiona Sutherland
Forest Valley ES-Joel MacKinnon	South March PS-Christine Moulaison
Glashan PS-Gerry Nera	Stittsville PS-Coreen Tyers
Glen Cairn PS-Paul Warner (ViceChair)	Trillium ES-JP Grimes
Greenbank MS-Helen Norman (Note taker)	Vincent Massey PS-Gisell Delgado
Hopewell Avenue PS-Mike Stewart	WE Gowling PS-Marisa Moher
Jockvale ES-Sofia Atiyat	WO Mitchell ES-Tara Hall
Katimavik ES-Stephanie Nasmith	Woodroffe PS-Danna Campbel

Non-member School attending (8)

A Lorne Cassidy ES-Michelle Sabourin, and Jill Sheppard	Lakeview PS-Tracy Neufeld (Chair)
Canterbury HS-Louise Crawford	Rockcliffe Park PS-Hacene Oukacine
Goulbourn MS-Susanne Bowen	Stephen Leacock PS-Donna Garnons-Williams
Knoxdale PS-Geoff Pearce	Woodroffe HS-Karen Walker

Guests (4)

Sandra Lloyd, Manager of Risk and Supply Chain Management, OCDSB
Bill Tyers, Risk Management Analyst, OCDSB
Brent Brandham, Jones Brown Insurance Brokerage, Toronto
Tammy Hicks, Client Services and Business Development, Ontario School Boards Insurance Exchange (OBSIE) Guelph



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1. Welcome and Call to Order (7:05pm)

OCASC Chair Tracy Neufeld welcomed members and guests.

2. Approval of Agenda

The agenda was approved as presented.

3. Notes from December meeting

Vice-chair, Paul Warner, reviewed notes from the last meeting. Minutes will be approved at the February meeting, along with minutes from the January meeting.

4. Risk, liability, and insurance for School Councils with special guests

Chair Neufeld extended a warm welcome to special guests Tammy Hicks - OBSIE, Brent Brandham – Jones Brown Insurance Brokerage [holder of the School Council insurance policies] along with Sandra Lloyd and Bill Tyers from the OCDSB.

Tammy Hicks and Brent Brandham provided presentations (see attached) to the Assembly and participated in a Q & A session. Sandra Lloyd stated that the board will be preparing a FAQ document for School Councils based on the discussion tonight.

Questions and Answers:

Q: Are individual members of the school councils covered?

A: Yes

Q: If you hire someone (third party provider) and don't get a certificate of insurance, are they/you still covered?

A: Ask for a certificate of TSS insurance. Companies should give these certificates...if they don't, it should be a red flag.

Q: Are minors (high school volunteers) covered for child minding?

A: Yes. Minimum age if they have a babysitting course: 12; If they don't have a course, minimum age: 13. Minimum number of supervisors required at all times (even for 1 child): 2 Beyond the minimum 2 supervisor rule, ratio is 1 supervisor for every 5 children. It was noted that the policy does not cover allegations of abuse.

Q: Given the statement that cycling is one of the most dangerous activities, are bike rodeos in the school yard (on school property) covered?

A: Yes, but it should be discussed with insurance company.

Q: Is coverage just for liability, or are students covered? For example, identity theft of students - is it covered?

A: Cyber-insurance covers board computers. Board reps will get back to OCASC with a response.



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Q: Given the statement that skiing is one of the most dangerous activities, for ski trips, for example, are students covered?

A: OHIP covers injuries. OSBIE recommends organizers purchasing additional student accident insurance.

Q: What if something negative is said on a school council social media site, can you be sued and will the insurance cover it?

A: Yes, you could be sued. Board reps will get back to OCASC with a response.

Q: If two parents run a chess club that aren't on the council, are they covered under insurance?

A: If they are not members of council, school council insurance does not apply. If they are supervised/managed by school administration, then OBSIE would cover. An alternate option if neither applies, is to apply for User Group insurance coverage through Community Use of Schools – OCDSB.

Q: Snow Hawks ski program - Are they covered? Also, does the school's insurance cover the equipment that is held at the school?

A: When hiring any third party provider, always ask for proof of insurance. Some groups will even request to be added as an additional insured to the policy. Most programs have a waiver they use. The school council can use the same waiver. In terms of equipment held at the school, if the Board agrees to store and offers a secure location, it would be covered by OBSIE. If not, the individual's homeowners insurance (if any) would cover it.

Q: Approving volunteers for vulnerable populations...are you required to get police checks?

A: Depends on the risk level. Overnight trips would require the checks. Public events not necessary. This question will be added to the FAQ document being prepared by Board Staff.

Q: (Woodroffe) Allergies - Are the members of the council covered under the policy?

A: Yes. But using labels on food and caution would be wise

Chair Neufeld thanked the panel. The FAQ will be circulated when it is ready.

5. Chalk It Up

Q: Student Recognition Awards: What type of awards and where do you get them from?

A: \$100 donation in the name of the student to a charity.

Q: Family Dance fundraiser: Is this a good fundraiser and is a positive experience?

A: Briargreen - Valentine's dance - very well received (6 to 9 pm)

Cassidy - Canteen, photo booth, silent auction (7 to 9 pm)

Q: Communication with the community: What are the best way to communicate?

A: Glen Cairn - Synrevoice

Trillium - permission needed

Stittsville - Facebook page - moderated and monitored

Q: Class parties. Are parties still allowed?

A: Stittsville and Jockvale described still having parties.



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South March: Still parties - no baked goods – pencils as give-aways, etc. Cooking by teachers
- lists of foods

Q: Who are great speakers or talks to have (parent engagement evening)?

A: Trillium: taking ideas from principals - current topics

Mary Honeywell: Marian Small - Math

South March: speakers have never been terribly successful

Q: How involved are teachers in determining how your council spends its budget? Are teachers wish lists are most important?

A: Meadowlands: Teacher rep - teachers ask for things for whole school, not specific to classroom

Talk to the teachers and also survey the parents, through Facebook, Survey Monkey, etc.

Canterbury: Principal, teacher wishlist, teacher rep mediates, other

Manotick: budget meeting with specific requests

Trillium: also budget meeting - at the beginning of the year

6. The meeting was adjourned at 9:10 pm.