



Minutes

The Minutes of the Policy Development Committee Meeting held on Tuesday, April 18, 2023, at 6:30 p.m., in person at the Catholic Education Centre and virtually by Google Meet.

Present:

Trustees: Mike Ayotte, Loretta Durst (Committee Chairperson), Joshua Glover, Jenny Leahy, Kevin MacKenzie, Mary Ann Martin, and Kathleen Tanguay.

Administration: Jeannie Armstrong, Joan Carragher, Galen Eagle, Melissa Featherstone, Sean Heuchert, Stephen O'Sullivan, Sheila Piggott, Julie Selby.

Recorder: Michelle Kennedy.

Regrets: Student Trustee Madelyn Gaskell, Student Trustee Siobhan Marie.

A. Call to Order:

1. Opening Prayer.

Loretta Durst, Committee Chairperson, called the meeting to order at 6:30 p.m. and invited Trustee Joshua Glover to lead the committee in opening prayer.

2. Land Acknowledgement.

Loretta Durst respectfully acknowledged that the Policy Development Committee Meeting was taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

3. Approval of the Agenda.

MOTION: Moved by Kevin MacKenzie, seconded by Joshua Glover
that the agenda be approved.

Carried.

4. Declarations of Conflicts of Interest.

There were no conflicts of interest declared.

5. Approval of the Minutes of the Policy Development Committee Meeting, February 7, 2023.

There was discussion about the type of minutes that are recorded and recorded votes.

MOTION: Moved by Kevin MacKenzie, seconded by Mike Ayotte
that the minutes of the Policy Development Committee Meeting held on Tuesday, February 7, 2023, be approved.

Carried.

6. Business Arising from the Minutes.

There was no business arising out of the minutes.

B. Presentations/Recommended Actions:

1. Revised Administrative Procedure, #1102, Distribution of Communication Materials from External Groups to Schools.

Manager of Communications, Galen Eagle gave a presentation about the proposed administrative procedure that included the background, rationale for proposed changes including the change to the title.

MOTION: Moved by Kevin MacKenzie, seconded by Kathleen Tanguay
that the Policy Development Committee recommend to the Board that Administrative Procedure #1102, Distribution of Communication Materials from External Groups to Schools, be received and posted under Directional Policy #1100, Communications.

Carried.

2. New Administrative Procedure, #817, Confined Spaces Program.

Stephen O'Sullivan, Superintendent of Human Resource Services, provided background information about the Board's requirement by legislation to have an administrative procedure in place to address confined spaces. Melissa Featherstone, Health and

Safety Officer was introduced and explained the concept of confined spaces and the newly drafted administrative procedure.

MOTION: Moved by Mike Ayotte, seconded by Jenny Leahy
that the Policy Development Committee recommend to the Board that Administrative Procedure #817, Confined Spaces Program, be received and posted under Directional Policy #800, Healthy Schools and Workplaces.

Carried.

3. Revised Administrative Procedure, #809, Occupational Health and Safety.

Superintendent of Human Resources Stephen O'Sullivan reviewed Administrative Procedure #809, Occupational Health and Safety which was brought forward for its annual review. There were minor improvements made which included changes to the progress indicators making them more measurable and tangible.

MOTION: Moved by Kathleen Tanguay, seconded by Kevin MacKenzie
that the Policy Development Committee recommend to the Board that Administrative Procedure #809, Occupational Health and Safety, be received and posted under Directional Policy #800, Healthy Schools and Workplaces.

Carried.

4. Revised Administrative Procedure, #508, Workplace Harassment Prevention.

Stephen O'Sullivan, Superintendent of Human Resource Services introduced Administrative Procedure #508 noting proposed changes that align language under the responsibilities section to other administrative procedures. It was noted that this administrative procedure and AP #509 are reviewed annually. There was discussion about the incorporation of content from the appendix into the body of the administrative procedure document.

MOTION: Moved by Kathleen Tanguay, seconded by Mary Ann Martin
that the Policy Development Committee recommend to the Board that Administrative Procedure #508, Workplace Harassment Prevention, be received and posted under Directional Policy #500, Employee Relations.

Carried.

5. Revised Administrative Procedure, #509, Workplace Violence Prevention.

Stephen O'Sullivan, Superintendent of Human Resource Services presented Administrative Procedure #509 for its annual review and noted the proposed revisions. Suggestions were discussed regarding an employee's responsibility to complete an HR5 form.

MOTION: Moved by Mike Ayotte, seconded by Jenny Leahy

that the Policy Development Committee recommend to the Board that Administrative Procedure #509, Workplace Harassment Prevention, be received and posted as amended under Directional Policy #500, Employee Relations.

Carried.

6. Revised Directional Policy #300, Student Achievement and Well-being.

MOTION: Moved by Joshua Glover, seconded by Mary Ann Martin

that the Policy Development Committee table the approval of new directional policies until a new director of education has been hired and had the opportunity to review and revise the proposals in light of recent developments.

Motion Defeated.

Julie Selby, Superintendent of Learning delivered a slideshow presentation regarding the proposed Directional Policy #300, Student Achievement and Well-being, noting proposed changes. There was discussion about further suggested changes.

MOTION: Moved by Kathleen Tanguay, seconded by Jenny Leahy

that the Policy Development Committee recommend to the Board that Directional Policy 300, Student Achievement and Well-being, be received and posted.

Carried.

7. Revised Administrative Procedure – AP #301, Effective Instructional Practice.

Julie Selby, Superintendent of Learning delivered a slideshow presentation regarding the proposed Administrative Procedure #301, Effective Instructional Practice, noting and explaining the proposed changes.

MOTION: Moved by Mary Ann Martin, seconded by Jenny Leahy
that the Policy Development Committee recommend to the Board that Administrative Procedure #301, Effective Instructional Practice, be received and posted under directional Policy #300, Student Achievement and Well-being.

Carried.

8. Revised Administrative Procedure – AP #302, Assessment, Evaluation and Reporting.

In a slideshow presentation, Julie Selby, Superintendent of Learning, informed the trustees about the proposed changes to Administrative Procedure #302, which included updates to the connection of the procedure to updated multiyear strategic plan, inclusive assessment and evaluation practices, and the addition of triangulated evidence of learning.

MOTION: Moved by Kevin MacKenzie, seconded by Mary Ann Martin
that the Policy Development Committee recommend to the Board that Administrative Procedure #302, Assessment, Evaluation and Reporting, be received and posted under Directional Policy #300, Student Achievement and Well-being.

Carried.

9. Revised Administrative Procedure – AP #305, Out of School Activities.

MOTION: Moved by Kathleen Tanguay, seconded by Kevin MacKenzie
that the meeting be extended beyond curfew to 9:00 p.m.

Carried.

Julie Selby, Superintendent of Learning informed the trustees on the process and reasoning for the significant changes to Administrative Procedure #305. The changes were made with due diligence, risk management and risk mitigation in mind. In addition, new safety standards in education were incorporated with respect to outdoor, wilderness and activities involving water.

Additional amendments were suggested and incorporated into the administrative procedure, including language with respect to travel advisories.

MOTION: Moved by Mary Ann Martin, seconded by Jenny Leahy that the Policy Development Committee recommend to the board that Administrative Procedure #305, Out of School Activities, be received and posted as amended under Directional Policy #300, Student Achievement and Well-being.

Carried.

MOTION: Moved by Kathleen Tanguay, seconded by Mike Ayotte that the meeting be extended beyond curfew to 9:30 p.m.

Carried.

10. Revised Administrative Procedure #617, Trustee Expenses

Director of Education, Joan Carragher presented the revised Administrative Procedure #617, Trustee Expenses, and noted the proposed changes as outlined in the provided report.

MOTION: Moved by Joshua Glover, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Administrative Procedure #617, Trustee Expenses, be received and posted as amended under Directional Policy #600, Stewardship of Resources.

Carried.

C. Information Items:

D. Next Meeting:

1. Tuesday, May 30, 2023, 6:30 p.m.

E. Conclusion:

1. Closing Prayer:

The Committee Chairperson invited Trustee Jenny Leahy to conclude the meeting with prayer.

2. Adjournment:

MOTION: Moved by Kathleen Tanguay, seconded by Mary Ann Martin
that the meeting be adjourned at 9:12 p.m.

Carried.