



Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Tuesday, February 4, 2020 at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough.

PRESENT

Trustees: Mmes. Linda Ainsworth, Eveline Fisher (Senior Student Trustee), Helen McCarthy, Michelle Griepsma.

Messrs. David Bernier, Braden Leal, Kevin MacKenzie, Emmanuel Pinto (Committee Chairperson).

Administration: Mmes. Joan Carragher, Laurie Corrigan, Isabel Grace, Dawn Michie.
Messrs. Pepe Garieri, Timothy Moloney, Michael Nasello.

Guests: Mr. Sean Heuchert, Information Technology Services Manager.

Regrets: Mr. Josh Hill (Junior Student Trustee).

Recorder: Mrs. Andrea Bradley.

A. Call to Order:

Emmanuel Pinto called the meeting to order.

1. Opening Prayer.

The Committee Chairperson, Emmanuel Pinto, called the meeting to order at 6:30 p.m. and asked Michelle Griepsma to lead the Opening Prayer.

2. Emmanuel Pinto, Committee Chairperson, acknowledged that the Policy Development Committee Meeting was taking place on the traditional territory of the Mississauga Anishinaabe.

3. Approval of the Agenda.

MOTION: Moved by Braden Leal, seconded by Linda Ainsworth, that the Policy Development Committee Agenda be accepted.

Carried

4. Declarations of Conflicts of Interest.

5. Approval of the Minutes of the Policy Development Committee Meeting held on November 19, 2019.

MOTION: Moved by Michelle Griepsma, seconded by Braden Leal, that the Minutes of the Policy Development Committee Meeting held on November 19, 2019, be approved.

Carried.

6. Business Arising from the Minutes.

Dawn Michie, Superintendent of Learning / I/S Program / Faith and Equity, shared with Policy Development Committee, a letter announcing her retirement effective April 30, 2020 after 22 years of service in a variety of positions with the PVNCCDSB. Trustees congratulated Dawn on her retirement and wished her well in her future endeavours. Michael Nasello, Director of Education, also congratulated Dawn on behalf of the Senior Administration Team.

B. Recommended Actions/Presentations:

1. R.A.: Draft Administrative Procedure – New #322

Student Digital Privacy

Sean Heuchert, Information Technology Services Manager, presented new draft Administrative Procedure – **#322 – *Student Digital Privacy*** to the Policy Development Committee. Sean also shared a slide show presentation with the committee entitled ***“Learning Scope & Sequence: A Resource for Educators 2018-2020”***, and answered questions from Trustees. Sean expressed thanks to his writing team consisting of Laurie Corrigan - Superintendent of Learning, Alan Morin - St. Catherine CES, Joshua Charpentier - St. Martin CES, Carolyn Farrell - Supervisor of Learning Technologies, Peter Bagnall - Student Achievement Consultant, Lorayne Robertson - Ontario Tech University, Anthony Berardi - Learning Technologies Specialist, and Fr. Paul Massel - Faith Animator.

MOTION: Moved by Helen McCarthy, seconded by Braden Leal that the Policy Development Committee recommend to the Board that new draft Administrative Procedure – **#322 – *Student Digital Privacy*** be received and posted under Directional Policy – **#300 – *Student Achievement and Well-being***.

Carried

2. R.A.: Draft Administrative Procedure – New #505

Performance Appraisal of Employees

Joan Carragher, Superintendent of Learning / Leadership and Human Resource Services, presented new draft Administrative Procedure – **#505 – *Performance Appraisal of Employees*** to the Policy Development Committee and answered questions. Joan will be making minor changes to the Administrative Procedure prior to posting.

MOTION: Moved by David Bernier, seconded by Kevin MacKenzie that the Policy Development Committee recommend to the Board that new draft Administrative Procedure – **#505 – *Performance Appraisal of Employees*** be received and posted under Directional Policy – **#500 – *Employee Relations***.

Carried

3. R.A.: Amendment to Directional Policy

#200 – Catholic Education

Michael Nasello, Director of Education presented revised Directional Policy – **#200 – Catholic Education** to the Policy Development Committee and answered questions.

MOTION: Moved by Braden Leal, seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board that revised Directional Policy – **#200 – Catholic Education**, be received and posted as amended.

Carried.

4. R.A.: Remove Policies and Administrative Procedures

#203 – Role of Priests in the Schools and

#204 – School Liturgies

Michael Nasello, Director of Education, and Dawn Michie, Superintendent of Learning / I/S Program / Faith and Equity explained to the Policy Development Committee that upon the approval and posting of the **Pastoral Care in Schools: Diocesan Board Guidelines** on the Board website, Policies and Administrative Procedures **#203 – Role of Priests in the Schools** and **#204 – School Liturgies** will be deleted.

MOTION: Moved by David Bernier, seconded by Braden Leal, that the Policy Development Committee recommend to the Board that Board Policies and Administrative Procedures – **#203 – Role of Priests in the Schools** and – **#204 – School Liturgies** be deleted.

Carried

5. Annual review of Administrative Procedures:

#508 – Workplace Harassment Prevention

#509 – Workplace Violence Prevention

#809 – Occupational Health and Safety

Joan Carragher, Superintendent of Learning / Leadership and Human Resource Services, presented revised Administrative Procedures – **#508 – Workplace Harassment Prevention**, **#509 – Workplace Violence Prevention** and **#809 – Occupational Health and Safety** to the Policy Development Committee and answered questions. Joan will be making minor changes to the Administrative Procedures prior to posting.

MOTION: Moved by Michelle Griepsma, seconded by Braden Leal that the Policy Development Committee recommend to the Board that Administrative Procedures – **#508 – Workplace Harassment Prevention** and – **#509 – Workplace Violence Prevention** be received and posted under Directional Policy – **#500 – Employee Relations**; and that revised Administrative Procedure – **#809 – Occupational Health and Safety** be received and posted under Directional Policy – **#800 – Healthy Schools and Workplaces**.

Carried.

MOTION: Moved by Braden Leal, seconded by David Bernier that the Policy Development Committee Meeting be extended from 8:30 p.m. to 9:00 p.m.

Carried.

C. Information Item:1. ***Pastoral Care in Schools: Diocesan Board Guidelines***

Michael Nasello, Director of Education and Dawn Michie, Superintendent of Learning / I/S Program / Faith and Equity reviewed the ***Pastoral Care in Schools: Diocesan Board Guidelines*** document and appendices with the Policy Development Committee and answered questions. Michelle Griepsma, Board Chairperson, noted that Trustees do not have a role under Section #3 on page 7, ***ACCOMPANIMENT: Being Partners in Catholic School Communities***. Helen McCarthy stated that she did not support Section #3 quote on page 3 from *Educating Together in Catholic Schools, 2007, p26*. Michael will engage in further conversation with the Bishop regarding the document and will bring it back to the Policy Development Committee.

MOTION: Moved by Michelle Griepsma, seconded by Kevin MacKenzie that the Policy Development Committee receive draft document ***Pastoral Care in Schools: Diocesan Board Guidelines***.

Carried.

D. Next Meeting:

1. Monday, March 30, 2020 6:30 p.m. – 8:30 p.m.

E. Conclusion:1. Closing Prayer.

The Committee Chairperson, Emmanuel Pinto asked David Bernier to lead the Closing Prayer.

2. Adjournment.

MOTION: Moved by Braden Leal seconded by David Bernier, that the Policy Development Committee Meeting adjourn at 8:50 p.m.

Carried.

Emmanuel Pinto
Committee Chairperson
/ab

Michael Nasello
Director of Education