

**A.5**

Minutes

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

Present:

Trustees: Loretta Durst (Committee Chairperson), Madelyn Gaskell (Student Trustee), Joshua Glover, Jenny Leahy, Kevin MacKenzie, Siobhan Marie (Student Trustee), Mary Ann Martin, and Kathleen Tanguay.

Administration: Jeannie Armstrong, Joan Carragher, Melissa Featherstone, Sean Heuchert, Darren Kahler, Stephen O'Sullivan, Sheila Piggott, Julie Selby, and Benjamin Tenesia.

Recorder: Michelle Kennedy.

Regrets: Trustee Mike Ayotte

A. Call to Order:

1. Opening Prayer.

Loretta Durst, Committee Chairperson, called the meeting to order at 6:30 p.m. and invited Trustee Mary Ann Martin 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 Mary Ann Martin, seconded by Jenny Leahy
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, April 18, 2023.

MOTION: Moved by Jenny Leahy, seconded by Mary Ann Martin
that the minutes of the Policy Development Committee Meeting
held on Tuesday, April 18, 2023, be approved.

Carried.

6. Business Arising from the Minutes.

There was no business arising out of the minutes.

B. Presentations/Recommended Actions:

1. New Administrative Procedure, #823, Respiratory Protection Program.

Manager of Human Resource Services, Darren Kahler and Health and Safety Officer, Melissa Featherston gave a presentation about the proposed administrative procedure that included the background and rationale for implementing the new administrative procedure.

MOTION: Moved by Kevin MacKenzie, seconded by Mary Ann Martin
that the Policy Development Committee recommend to the Board
that Administrative Procedure #823, Respiratory Protection
Program, be received and posted under Directional Policy #800,
Healthy Schools and Workplaces.

Carried.

2. Revised Directional Policy, #500, Employee Relations.

Stephen O'Sullivan, Superintendent of Human Resource Services brought forward the proposed revised directional policy for review.

MOTION: Moved by Kathleen Tanguay, seconded by Jenny Leahy

that the Policy Development Committee recommend to the Board that the revised Directional Policy #500, Employee Relations, be received and posted.

Carried.

3. Revised Administrative Procedure, #501, Employee Charged with Criminal Offence or Under Investigation by a Third Party.

Superintendent of Human Resources Stephen O’Sullivan presented the revised administrative procedure and noted that it aligns with the newly revised Directional Policy 500. Mr. O’Sullivan reviewed a presentation which highlighted the proposed changes. Further suggested revisions were agreed upon for incorporation into the final version.

MOTION: Moved by Kathleen Tanguay, seconded by Kevin MacKenzie

that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #501, Employee Charged with a Criminal Offence or Under Investigation by a Third Party, be received and posted under Directional Policy #500, Employee Relations.

Carried.

4. Revised Administrative Procedure, #511, Employee Acceptable Use of Board Technology.

Sheila Piggott, Superintendent of Learning presented the proposed revisions to administrative procedure in a powerpoint presentation. The revision process of the administrative procedure included consultation with OECTA, Information Technology staff members, and Expanding Technology committee members. It was noted that many changes were made due changes in technology that have occurred since it the administrative procedure was last approved. There were suggested amendments from the trustees that will be incorporated into the final version.

MOTION: Moved by Kevin MacKenzie, seconded by Jenny Leahy

that the Policy Development Committee recommend to the Board that Administrative Procedure #511, Employee Acceptable Use of Board Technology, be received and posted under Directional Policy #500, Employee Relations.

Carried.

5. Revised Administrative Procedure, #615, Emergency Management.

Sean Heuchert, Superintendent of Business, Finance and Facilities Services gave a presentation on the proposed changes to the structure of Emergency Management for the PVNCCDSB that is reflected in the newly created administrative procedure and included rationale for the changes. It was noted that the new administrative procedure was a consolidation of documents to one place, i.e. the nuclear emergency procedures, and other emergency procedures were joined together.

MOTION: Moved by Joshua Glover, seconded by Kevin MacKenzie that the Policy Development Committee recommend to the Board that Policy #403, Emergency Management and Business Continuity Program and its corresponding administrative procedure and appendices be deleted, and that Administrative Procedure #615, Emergency Management and Business Continuity Program, be received and posted under Directional Policy #600, Stewardship of Resources.

Carried.

MOTION: Moved by Mary Ann Martin, seconded by Kathleen Tanguay that the meeting be extended to 9:00 p.m.

Carried.

6. Revised Administrative Procedure #701, Equity and Inclusive Education.

Superintendent of Special Education Jeannie Armstrong and Benjamin Tenesia, Board Equity Lead presented Administrative Procedure #701 which included revisions that are required by legislation. The trustees asked questions at the end of the presentation and suggested amendments.

MOTION: Moved by Kevin MacKenzie, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Policy #706, Valuing Diversity, and its corresponding Administrative Procedure be deleted, and that Administrative Procedure #701, Equity and Inclusive Education, be received and

posted under Directional Policy #700, Equity and Inclusive Education.

Carried.

7. New Administrative Procedure – AP #824, Student Injury Prevention.

Jonathan Di Ianni, Superintendent of Learning introduced the new administrative procedure that was several years in the making with the goal of mitigating student injury by encouraging staff and students to take responsibility for their own safety and the safety of others in the classroom.

MOTION: Moved by Kathleen Tanguay, seconded by Jenny Leahy

that the Policy Development Committee recommend to the Board that Administrative Procedure #824, with the amended title, Student Injury Prevention – Science, Technology, Creative Arts, and Physical Education, be received and posted under Directional Policy #800, Healthy Schools and Workplaces.

Carried.

MOTION: Moved by Kathleen Tanguay, seconded by Jenny Leahy

that the meeting be extended to 9:30 p.m.

Carried.

8. Revised Administrative Procedure – AP #307, Instruction Out of School.

Jonathan Di Ianni, Superintendent of Learning reviewed the proposed changes to Administrative Procedure #307, Instruction Out of School. There was discussion about the location of the instruction and changes to the listed parent responsibilities were suggested.

MOTION: Moved by Kathleen Tanguay, seconded by Kevin MacKenzie

that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #307, Instruction Out of School, be received and posted under Directional Policy #300, Student Achievement and Well-being.

Carried.

9. Revised Administrative Procedure – AP #804, Asthma: Reducing the Risks (Ryan’s Law).

Jonathan Di Ianni, Superintendent of Learning presented the revised administrative procedure and explained the proposed updates. Following his presentation, Jonathan Di Ianni answered questions from the trustees.

MOTION: Moved by Kathleen Tanguay, seconded by Mary Ann Martin that the Policy Development Committee recommend to the board that Administrative Procedure #825-002, Asthma: Reducing the Risks (Ryan’s Law), be deleted and that Administrative Procedure #804, Asthma: Reducing the Risks (Ryan’s Law), be received and posted under Directional Policy #800, Healthy Schools and Workplaces.

Carried.

10. Revised Administrative Procedure #805, Administration of Medication Procedures or Health Support Services and Emergency Response.

Jonathan Di Ianni, Superintendent of Learning reviewed the proposed revised administrative procedure which is directly related to the Ministry’s PPM161. After the presentation there was discussion about suggested amendments to the appendices.

MOTION: Moved by Jenny Leahy, seconded by Kathleen Tanguay that the meeting be extended to 9:40 p.m.

Carried.

MOTION: Moved by Kathleen Tanguay, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Administrative Procedure #825-005, Administration of Medication or Health Support Services, and Emergency Response be deleted and that Administrative Procedure #805, Administration of Medication or Health Support Services, and Emergency

Response, be received and posted under Directional Policy #800,
Healthy Schools and Workplaces.

Carried.

C. Information Items:

1. Policies and Administrative Procedures under review in 2023-2024.

Joan Carragher, Director of Education noted the list of directional policies and administrative procedures that have been scheduled for review at Policy Development Committee meetings in the 2023-2024 school year. It was noted that the review of Administrative Procedure 825, Anaphylaxis, had been omitted from the list to be reviewed.

D. Next Meeting:

1. Policy Development Committee meetings scheduled for 2023-2024.

The following dates were noted as scheduled times for the Policy Development Committee to meet during the 2023-2024 school year in compliance with the committee's terms of reference.

- a) Tuesday, October 17, 2023, 6:30 p.m.
- b) Tuesday, December 5, 2023, 6:30 p.m.
- c) Tuesday, February 6, 2024, 6:30 p.m.
- d) Tuesday, April 30, 2024, 6:30 p.m.
- e) Tuesday, June 4, 2023, 6:30 p.m.

E. Conclusion:

1. Closing Prayer:

The Committee Chairperson invited Trustee Kevin MacKenzie to conclude the meeting with prayer.

2. Adjournment:

MOTION: Moved by Kevin MacKenzie, seconded by Mary Ann Martin
that the meeting be adjourned at 9:47 p.m.

Carried.