

The Minutes of the Policy Development Committee meeting held on Tuesday, December 5, 2023 at 6:30 p.m. in the Large Boardroom.

## PRESENT

Trustees: Chair Glover (Committee Chairperson), Trustee MacKenzie (Board Chairperson), Trustee Durst, Trustee Martin, Trustee Tanguay, Trustee Leahy, Trustee Gaskell (Senior Student Trustee), Trustee Heitzner (Junior Student Trustee)\*.

Absent/Regards: Trustee Connolly

Administration: Director O’Sullivan, Superintendent Armstrong, Superintendent Di Ianni, Superintendent Heuchert, Superintendent Kahler, Superintendent Selby, Superintendent Piggott.

Guests: Mrs. Hamonic\*, Mr. Hamonic\*

Recorder: Mrs. McLeod.

## 1. **Call to Order**

Chair Glover called the meeting to order at 6:30 pm

### a. Opening Prayer

Trustee Leahy led the Policy Development Committee in Opening Prayer.

### b. Land Acknowledgment

Chair Glover provided a land acknowledgement that was representative of the first nation bands of Curve Lake, Hiawatha and Alderville. Chair Glover acknowledged the Treaty 20 Michi Saagiig territory and the traditional territory of the Michi Saagiig and Chippewa Nations, collectively known as the Williams Treaties First Nations.

c. Approval of Agenda

**Motion:** Moved by Trustee Martin, seconded by Trustee Durst, that the Policy Development Committee meeting Agenda be accepted.

Carried.

d. Declarations of Conflicts of Interest

There were no conflicts of interest.

e. Approval of the Minutes of the Policy Development Committee on Tuesday, October 17, 2023.

**Motion:** Moved by Trustee Martin, seconded by Trustee MacKenzie, that the Policy Development Committee minutes from Tuesday, October 17, 2023 be accepted.

Carried.

f. Business Arising from the Minutes

There was no business arising from the minutes.

## 2. Recommended Actions/Presentations:

Chair Glover reviewed various aspects of Robert's rules to ensure clarity amongst fellow trustees as to how he would be conducting the meeting.

1. R.A.: Revised Directional Policy– DP #1300, Student Transportation.  
Sean Heuchert, Superintendent of Business and Finance.

Superintendent Heuchert provided a thorough presentation on the proposed Directional Policy, Student Transportation, which highlighted three significant changes; implementation of an opt-in process, change of eligibility distances and incorporation of Active school travel. Superintendent Heuchert also proposed moving the general parameters from the Direction Policy to the administrative Procedure as he felt this was not directive in nature. Superintendent Heuchert discussed the rationale for each change, highlighting operational efficiencies as well as alignment with Ministry funding and coterminous boards. He also reviewed feedback received through the PVNC Engage consultation tool and a community Facebook group that heavily discussed the transportation policy proposals. Survey results, feedback themes and comparable data from other boards were presented. The trustees asked a few clarifying questions and also voiced their concerns specifically over the change of eligibility distances and the parent/community feedback consultation. There was also concern expressed over the removal of two trustee responsibilities which Superintendent Heuchert addressed.

**Motion:** Moved by Trustee Tanguay, seconded by Trustee Martin that anytime community input is sought into policy that we alert the Catholic School Council chairs and Catholic Parent Engagement Committee, specifically, with that information.

Carried

**Motion:** Moved by Trustee Martin and seconded by Trustee Tanguay to amend the proposed policy by reinstating the Trustee responsibilities that were struck out.

Lost

**Motion:** Moved by Trustee Tanguay, seconded by Trustee Martin that the Policy Development Committee recommend to the Board that the revised Directional Policy #1300, Student Transportation, omitting the changes to eligibility for grades 1-3, be received and posted and that the general parameters be moved to AP #1301, Student Eligibility.

Carried

2. R.A.: Revised Administrative Procedure – AP #1003, Catholic School Council.

Stephen O’Sullivan, Director of Education.

Director O’Sullivan presented to the Policy Development Committee the recommended changes to AP #1003, Catholic School Council. Questions from the trustees were asked which Director O’Sullivan and Trustee MacKenzie addressed.

**Motion:** Moved by Trustee Martin, seconded by Trustee Leahy that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #1003, Catholic School Councils, be received and posted under the Directional Policy #1000, Parent and Community Relations.

Carried

3. R.A.: Revised Administrative Procedure – AP #904, Lockdown.

Jonathan Di Ianni, Superintendent of Special Education.

Superintendent Di Ianni presented to the Policy Development Committee a review of proposed changes for AP #904, Lockdown, which were heavily focused around updated responsibilities of various roles. There was some discussion amongst the committee and a couple amendments proposed.

**Motion:** Moved by Trustee Tanguay, seconded by Trustee Martin to amend the proposed policy by adding “folders for occasional staff that come into the building be provided so they have a copy of the lockdown procedure” under the Principal/Vice Principal responsibilities.

Carried



**Motion:** Moved by Trustee Martin, seconded by Trustee MacKenzie to amend the proposed policy by adding “the Director is responsible for contacting the Chair of the Board first, then the trustee or trustees responsible for the school affected, then all of the other trustees for any lockdown, not a drill” under Director responsibilities.

Carried

**Motion:** Moved by Trustee Tanguay, seconded by Trustee Martin that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #904, Lockdown, be received and posted, with amendments, under Directional Policy #900, Safe and Accepting Schools.

Carried

4. R.A.: Revised Administrative Procedure – AP #206, Admission to Catholic Schools.

Julie Selby, Superintendent of Learning.

Superintendent Selby presented to the committee the proposed AP #206, Admission to Catholic schools. There was lengthy discussion around the removal of the appeal process and clarity around the decision and consideration given to families who appeal to the Superintendent of the Family of Schools.

**Motion:** Moved by Trustee Martin, seconded by Trustee Leahy to amend the proposed policy by removing the addition “If the request is denied, the decision is final; there is no appeal process.”

Lost

**Motion:** Moved by Trustee Martin, seconded by Trustee Leahy that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #206, Admission to Catholic Schools, be received and posted under Directional Policy #200, Catholic Education.

Carried

5. R.A.: Revised Administrative Procedure – AP #810, Confirmed Cases of Fifth Disease.

Darren Kahler, Superintendent of Human Resource Services.

Superintendent Kahler reviewed the proposed changes of AP #810, Confirmed Cases of Fifth disease. There was discussion amongst the committee around some of the wording and an amendment was proposed.

**Motion:** Moved by Trustee Tanguay, seconded by Trustee Leahy that the Policy Development Committee meeting be extended to 9:00 p.m.

Carried

**Motion:** Moved by Trustee Tanguay, seconded by Trustee Durst to amend the proposed policy by rewording section 2.5 of the policy; “The principal will advise all employees of a confirmed case of Fifth Disease at the work site. The principal will notify any employee known to be pregnant at the work site, of the need to be tested for immunity to Fifth Disease.”

Carried

**Motion:** Moved by Trustee MacKenzie, seconded by Trustee Durst that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #810, Confirmed Cases of Fifth Disease, be received and posted, with amendment, under Directional Policy #800, Healthy Schools and Workplaces.

Carried

6. R.A.: Revised Administrative Procedure – AP #507, Disability Management.

Darren Kahler, Superintendent of Human Resource Services.

Superintendent Kahler reviewed the revised AP #507. This policy was presented to the committee at the October Policy development meeting and deferred until further amendments had been made. As previously discussed, Superintendent Kahler had approached our union partners around some of the revised wording of the policy and a letter of understanding was requested. Due to some of the language in the policy, the union partners were not able to sign off on the terms. There was a lengthy discussion about the policy and concerns were expressed around specific wording and the role of the Wellness Coordinator in relation to the disability management policy.

**Motion:** Moved by Trustee Tanguay, seconded by Trustee Martin that AP #507, Disability Management be tabled until the role of the Wellness Coordinator is better defined and more transparent before it comes back to the Policy Development Committee meeting.

Lost

**Motion:** Moved by Trustee Durst, seconded by Trustee Tanguay to amend the proposed policy by adding the words, “if applicable”, to the second bullet under the Wellness Coordinator responsibilities.

Lost

**Motion:** Moved by Trustee Martin, seconded by Trustee Tanguay to amend the amendment of the proposed policy by adding the word “OECTA” to the second bullet under the Wellness Coordinator responsibilities.

Lost



The motion to amend and the motion to amend the amendment both failed, therefore the final wording of the second bullet of the Wellness Coordinator responsibilities in AP #507, Disability Management will remain and read as follows; “Copying the Canadian Union of Public Employees (CUPE) on the initial communication when an employee begins a disability management process.”

**Motion:** Moved by Trustee Martin, seconded by Trustee MacKenzie that the Policy Development Committee meeting be extended to 9:30 p.m.

Lost

There was continued discussion amongst committee members on the policy. Superintendent Kahler provided additional reasoning to the choice of wording and also clarified roles and aspects of the contractual agreements with our union partners. He acknowledged the pandemic caused higher than normal levels of sick leave which has been a priority focus for the Wellness Coordinator. He is hopeful that in the coming year more work on wellness initiatives can be done.

**Motion:** Moved by Trustee Martin, seconded by Trustee MacKenzie that the Policy Development Committee be extended to 9:29 p.m.

Carried

Trustee Tanguay had several amendments to the policy that were partially reviewed.

- Under section 2.0 Purpose of the Program reword paragraph three as follows; “The program will endeavour to minimize an employee's absence from work through providing accommodation where needed, ensuring employees are receiving appropriate care and treatment.”
- Under section 3.0 Confidential Medical Information paragraph two, strike out “as well as contact with Human Resources Services or the Wellness Coordinator”.
- Under section 3.0 Confidential Medical Information paragraph three add the following words after details of their treatment plan “diagnosis, symptoms and emotional impact.”



- Under Superintendents are responsible for, second bullet, amend word from “are aware” to “is aware”.

After continued discussion Superintendent Kahler confirmed he would be happy to defer the policy to the next meeting and send out a revised report with the feedback received from the discussion.

**Motion:** Moved by Trustee Durst, seconded by Trustee MacKenzie that the Policy Development Committee postpone the revised Administrative Procedure #507, Disability Management, to the next Policy Development Committee meeting.

Carried

### 3. Information Items:

There were no information items.

### 4. Old Business:

There was no old business.

### 5. New Business

There was no new business.

### 6. Next Meeting:

a) Policy Development Committee meetings for 2023-2024:

- Tuesday, February 6, 2024, 6:30 p.m.
- Tuesday, April 30, 2024, 6:30 p.m.
- Tuesday, June 4, 2024, 6:30 p.m.



## 7. Conclusion

### a) Closing Prayer

Trustee Tanguay led the committee in closing prayer.

### a) Adjournment

**Motion:** Moved by Trustee MacKenzie, seconded by Trustee Durst that the Policy Development Committee meeting adjourn at 9:25 p.m.

Carried