

The Minutes of the Policy Development Committee meeting held on Tuesday, February 6, 2024 at 6:30 p.m. in the Large Boardroom and by Google meet (\*)

## PRESENT

Trustees: Trustee Durst (Committee Chairperson), Board Chairperson MacKenzie, Trustee Martin, Trustee Tanguay, Trustee Leahy, Trustee Connolly.

Absent/Regrets: Trustee Gaskell (Senior Student Trustee), Trustee Heitzner (Junior Student Trustee).

Administration: Director O'Sullivan, Superintendent Armstrong, Superintendent Di Ianni (\*), Superintendent Heuchert, Superintendent Kahler, Superintendent Selby, Superintendent Piggott, Ms. Featherstone.

Guests:

Recorder: Mrs. Barker.

## **A. Call to Order**

Board Chairperson MacKenzie appointed Trustee Durst as Chair for this meeting.

Chair Durst called the meeting to order at 6:48 pm.

### 1. Opening Prayer

Trustee Connolly led the Policy Development Committee in Opening Prayer.

### 2. Land Acknowledgment

Trustee Durst provided a land acknowledgement that respectfully acknowledges that the land on which we gather and learn daily is the traditional and treaty territory of the Mississauga Anishinaabe and that we make this acknowledgement to honor our relationship with the Williams Treaty First Nations of Alderville, Curve Lake, Hiawatha and Scugog Island.

3. Approval of Agenda

**Motion:** Moved by Trustee Tanguay, seconded by Trustee Connolly, that the Policy Development Committee accept the Agenda with the amendment of moving up Agenda item C. 1d) to the top of the Agenda, following 1. f.

Carried.

4. Declarations of Conflicts of Interest

There were no conflicts of interest declared.

5. Approval of the Minutes of the Policy Development Committee on Tuesday, December 5, 2023.

There were discussions around errors from the December 5, 2023 Minutes.

**Motion:** Moved by Trustee Durst, seconded by Trustee Martin that, Agenda item C. 1d) be moved to the top of the Agenda, following 1. f.

Carried.

**Motion:** Moved by Trustee Tanguay, seconded by Trustee Martin that, the Policy Development Committee Minutes from Tuesday, December 5, 2023 be accepted with amendments discussed.

Carried.

6. Business Arising from the Minutes

There was no business arising from the minutes.

There was discussion that AP # 507, Disability Management, from the previous meeting still needs to be brought back to the Policy Development Committee.

## B. Recommended Actions/Presentations:

### C. 1a) Administrative Procedure #824, Student Injury Prevention

That the Policy Development Committee recommend to the Board that AP # 824, Student Injury Prevention be renamed to AP # 801, Student Injury Prevention.

**Motion:** Moved by Trustee Tanguay, seconded by Trustee Connolly that, the Policy Development Committee recommend to the Board that Administrative Procedure # 824: Asbestos Management Program, be received and posted under Directional Policies for PVNCCDSB.

Carried.

Ms. Featherstone left the meeting at 6:58 pm.

### 1. R.A.: Revised Policy Framework Document

Director O'Sullivan presented his report regarding updates to the Policy Framework Document. There was discussion regarding roles for the Trustees approving the Directional Policies, reviewing the Administrative Procedures, the timelines for reviewing, and the public consultation process.

**Motion:** Moved by Trustee Martin, seconded by Board Chairperson MacKenzie, that the Policy Development Committee recommend to the Board that the Revised Policy Framework Document be received with minor adjustments and posted under the Policy and Procedures for PVNCCDSB.

Carried.

### 2. Reviewed Committee Terms of Reference

Director O'Sullivan presented the current Terms of Reference for the Policy Development Committee. Discussions were had regarding updates to wording for the Trustees roles in reviewing Policies and Procedures, the guidelines for electing a Chair, and adding language for annual meetings.

**Motion:** Moved by Trustee Tanguay, seconded by Trustee Martin that, the Policy Development Committee recommends to the Board that the Policy Committee Terms of Reference be received with the recommended changes.

Carried.

3. R.A.: Revised Directional Policy– DP #1000, Parent and Community Relations.

Director O’Sullivan presented his report to the Policy Development Committee regarding draft DP #1000, Parent and Community Relations. It has been reviewed by CPEC, but has not gone out to the public for consultation. There were discussion regarding wording before it will be sent out for public consultation.

**Motion:** Moved by Trustee Martin, seconded by Board Chairperson MacKenzie, that the Policy Development Committee recommend to the Board that the revised draft Directional Policy #1000, Parent and Community Relations, be received and sent to the engaged platform for further consultation.

Carried.

4. R.A.: Revised Directional Policy – DP#100, Governance, Vision, and Strategic Priorities.

Director O’Sullivan presented his report to the Policy Development Committee regarding draft DP #100, Governance, Vision, and Strategic Priorities. There was discussion regarding changes received from the Trustees by email and the responsibility of staff reading and accessing the updated policies.

**Motion:** Moved by Trustee Connolly, seconded by Trustee Martin, that the Policy Development Committee recommend to the Board that the revised draft Directional Policy #100, Governance, Vision and Strategic Priorities, be received and sent to the engaged platform for further consultation.

Carried.

## C. Information Items:

1. That the Policy Development Committee recommend to the Board that items C.1 b) through C.1 e) be received and posted as presented:

C.1 b) Administrative Procedure #207, Opening and/or Closing Exercises in Catholic Schools

That Administrative Procedure #207, Opening and/or Closing Exercises in Catholic Schools, be received and posted as revised under Directional Policy #200, Catholic Education.

C.1c) Administrative Procedure #811, Fitness for Duty and Substance Use

That Administrative Procedure #811, Fitness for Duty and Substance Use, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

C.1 d) Administrative Procedure #824, Asbestos Management Program

That Administrative Procedure #824, Asbestos Management Program, be received and posted under Directional Policy #800, Healthy Schools and Workplaces.

C.1 e) Administrative Procedure #905, Bomb Threat Procedures

That Administrative Procedure #905, Bomb Threat Procedures be received and posted as revised under Directional Policy #900, Safe and Accepting Schools.

**Motion:** Moved by Trustee Tanguay, seconded by Trustee Leahy, that the Policy Development Committee recommend to the Board that the revised C.1 a) through C.1 e) be received and posted as presented.

Carried.

Chair Durst thanked all of the Superintendents and staff for their work in preparing these Administrative Procedures.

## D. Next Meeting:

Trustee Leahy gave notice for the April 30, 2024 meeting, she will not be available.

### 1. Policy Development Committee meetings for 2023-2024:

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

## E. Conclusion

### 1. Closing Prayer

Trustee Tanguay led the committee in closing prayer.

### 2. Adjournment

**Motion:** Moved by Trustee Tanguay, seconded by Trustee Leahy, that the Policy Development Committee meeting be adjourned at 8:15 p.m.

Carried.

Loretta Durst  
Committee Chairperson  
/sb

Sean Heuchert  
Superintendent of Business  
and Finance