

The Minutes of the Policy Development Committee meeting held on Tuesday, June 4, 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.
- Absent/Regrets: Superintendent Selby, Trustee Connolly, Trustee Gaskell (Senior Student Trustee), Trustee Heitzner (Junior Student Trustee).
- Administration: Director O’Sullivan, Superintendent Armstrong, Superintendent Di Ianni(*), Superintendent Heuchert, Superintendent Kahler, Superintendent Piggott, Galen Eagle (Communications Manager)(*).
- Guests:
- Recorder: Mrs. Barker.

A. Call to Order

Chair Durst called the meeting to order at 6:33 pm.

1. Opening Prayer

Trustee Leahy led the Policy Development Committee in Opening Prayer.

2. Land Acknowledgment

Board Chairperson MacKenzie 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.

Motion: Moved by Trustee Martin, seconded by Trustee Leahy, that the Policy Development Committee excuse Trustee Connolly from the June 4, 2024 meeting.

Carried.

3. Approval of Agenda

Motion: Moved by Trustee Martin, seconded by Board Chairperson MacKenzie, that the Policy Development Committee accept the Agenda.

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, April 30, 2024.

Motion: Moved by Trustee Tanguay, seconded by Trustee Martin, that the Policy Development Committee minutes from Tuesday, April 30, 2024 be accepted with amendments discussed.

Carried.

6. Business Arising from the Minutes

There was no business arising from the minutes.

Trustee Durst reminded the committee that AP 313 - Student Acceptable Use of Technology, was expected to be brought back to the committee for this meeting. It was deferred due to changes from PPM128 being sent to the school boards just before the committee's last meeting.

Director Stephen O'Sullivan advised this AP, and other Administrative Procedures and Directional Policies that will need to be reviewed due to the PPM128 announcement will be brought to the June 25, 2024 Board meeting.

B. Recommended Actions/Presentations:

1. R.A.: Revised Directional Policy - DP # 900 - Safe and Accepting Schools

Superintendent Di Ianni advised the committee DP 900 has just finished a 3 week consultation on the PVNC Engage Platform. He wanted to thank PVNC Communications Manager, Galen Eagle, for organizing the program. The Directional Policy received 140 views, and 9 comments.

There were minor changes made from the PVNC Engage Platform suggestions. The suggestions included wanting to include staff for professional development with support for safe and accepting schools. There was input around the bi-annual data from our school climate survey. It was discussed how these surveys are great tools and are great opportunities for PVNC Catholic to receive feedback from their school communities.

Motion: Moved by Trustee Leahy, seconded by Trustee Martin, that the Policy Development Committee recommend to the Board that the revised Directional Policy #900, Safe and Accepting Schools, be received and posted under the Policy and Procedures for PVNCCDSB.

Carried.

C. Information Items

1. Administrative Procedures:

- C. 1. a) Administrative Procedure #210 - Naming of Catholic Schools Board Facilities
- C. 1. b) Administrative Procedure #504 - Employee Attendance Support Program
- C. 1. c) Administrative Procedure #507 - Disability Management
- C. 1. d) Administrative Procedure #508 - Workplace Harassment Prevention
- C. 1. e) Administrative Procedure #509 - Workplace Violence Prevention
- C. 1. f) Administrative Procedure #609 - Investment Surplus Funds
- C. 1. g) Administrative Procedure #616 - Honoraria for Trustees

C. 1. h) Administrative Procedure #809 - Occupational Health and Safety

C. 1. i) Administrative Procedure #1202 - Protection of Privacy

C. 1. j) Administrative Procedure #1207 - Freedom of Information

There was discussions regarding moving item C.1.g) Administrative Procedure #616 - Honoraria for Trustees, till the next meeting due to new information received from the conference Trustee Martin recently attended.

There were questions regarding the Trustees role in the C. 1. a) Administrative Procedure #210 - Naming of Catholic Schools Board Facilities. Director Stephen O'Sullivan advised the Trustees still are involved in the final name chosen for a new school.

Motion: Moved by Trustee Martin, seconded by Board Chairperson MacKenzie, that the Policy Development Committee postpone item C. 1. g) Administrative Procedure #616 - Honoraria for Trustees, to the October 15, 2024 meeting.

Carried.

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

Carried.

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C. 1. a) Administrative Procedure #210 - Naming of Catholic Schools Board Facilities

That Administrative Procedure #210, Naming of Catholic Schools Board Facilities, be received and posted as revised under Directional Policy #200, Catholic Education.

C. 1 b) Administrative Procedure #504 - Employee Attendance Support Program

That Administrative Procedure #504, Employee Attendance Support Program, be received and posted as revised under Directional Policy #500, Employee Relations.

C. 1 c) Administrative Procedure #507 - Disability Management

That Administrative Procedure #507, Disability Management, be received and posted as revised under Directional Policy #500, Employee Relations.

C. 1 d) Administrative Procedure #508 - Workplace Harassment Prevention.

That Administrative Procedure #508, Workplace Harassment Prevention, be received and posted as revised under Directional Policy #500, Employee Relations.

C. 1 e) Administrative Procedure #509 - Workplace Violence Prevention

That Administrative Procedure #509, Workplace Violence Prevention, be received and posted as revised under Directional Policy #500, Employee Relations.

C. 1 f) Administrative Procedure #609 - Investment Surplus Funds

That Administrative Procedure #609, Investment Surplus Funds, be received and posted as revised under Directional Policy #600, Stewardship Resources.

C. 1. h) Administrative Procedure #809 - Occupational Health and Safety

That Administrative Procedure #809, Occupational Health and Safety, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

C. 1. i) Administrative Procedure #1202 - Protection of Privacy

That Administrative Procedure #1202, Protection of Privacy, be received and posted as revised under Directional Policy #1200, Records and Information.

C. 1. j) Administrative Procedure #1207 - Freedom of Information

That Administrative Procedure #1207, Freedom of Information, be received and posted as revised under Directional Policy #1200, Records and Information.

There were discussions regarding Administrative Procedure #504 - Employee Attendance Support Program. The Committee discussed that the Board needs to take a more compassionate approach to employees while on leave, and offer more support with care and concern.

The Administrative Procedure #509 - Workplace Violence Prevention was brought up for discussion. The Committee discussed how this issue has been raised at all levels. Staff have a right to go to work and feel safe and students have a right to education. When staff are injured by a student, or in the classroom, it is difficult for them to return to the same environment. Violence in schools is an issue in every school board. This issue is human rights against safety, and the committee discussed this as something that needs to be taken into consideration when staff are on a leave.

Communications Manager, Galen Eagle, left at 7:06 pm.

There were brief discussions regarding the Administrative Procedure #616 - Honoraria for Trustees. Once the honoraria has been set by a new panel of Trustees, it can only be voted to be decreased. PVNC Catholic does not implement attendance or the geographical locations of the Trustees for considerations for the honoraria.

Motion: Moved by Trustee Martin, seconded by Trustee Leahy that the Policy Development Committee recommend to the Board that item C.1.g) Administrative Procedure #616 - Honoraria for Trustees be received and posted as presented.

Carried.

C. 1. g) Administrative Procedure #616 - Honoraria for Trustees

That Administrative Procedure #616, Honoraria for Trustees, be received and posted as revised under Directional Policy #600, Stewardship Resources.

2. Policy/Program Memorandum 128 Administrative Procedures Discussion

Superintendent Sean Heuchert advised the Committee that the Board received notice of PPM 128 on April 28, 2024. The changes for this PPM are to be in effect for September 1, 2024. This will affect the Directional Policy and Administrative Procedure schedule that PVNC Catholic is currently following. This was the last scheduled Policy Development Committee meeting for the 2023-2024 school year, so this means there will be some Administrative Procedures and Directional Policies brought forward at the June 25, 2024, Board meeting to have them approved before the September 1, 2024 deadline. These AP's and DP's will still be made available in advance for the committee to review before being presented at the Board meeting.

Trustee Durst thanked the Committee for all of their work and preparation this year.

D. Next Meeting:

1. Policy Development Committee meetings for 2024-2025:

- Tuesday, October 15, 2024, 6:30 p.m.
- Tuesday, January 21, 2025, 6:30 p.m.
- Tuesday, April 8, 2025, 6:30 p.m.
- Tuesday, June 17, 2025, 6:30 p.m.

E. Conclusion

1. Closing Prayer

Trustee Tanguay led the committee in closing prayer.

2. Adjournment

Motion: Moved by Board Chairperson MacKenzie, seconded by Trustee Martin, that the Policy Development Committee meeting be adjourned at 7:12 p.m.

Carried.

Trustee Durst
Committee Chairperson
/sb

Sean Heuchert
Superintendent of Business
and Finance