



The Minutes of the Policy Development Committee meeting held on Tuesday, October 15, 2024 at 6:30 p.m. in the Large Boardroom and by Google meet (\*)

## PRESENT

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

Absent/Regrets:

Administration: Director O'Sullivan, Superintendent Di Ianni, Superintendent Heuchert, Superintendent Kahler, Superintendent Selby, Galen Eagle (Communications Manager)(\*).

Guests:

Recorder: Mrs. Sarah Barker.

## **A. Call to Order**

Trustee Durst attended the meeting online. The committee was in agreement that Trustee Leahy act as Chair for this meeting only.

Acting Chair Leahy called the meeting to order at 6:30 pm.

### 1. Opening Prayer

Board Chairperson MacKenzie led the Policy Development Committee in Opening Prayer.

### 2. Land Acknowledgment

Trustee Martin 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 Martin, that the Policy Development Committee accept the Agenda.

Carried.

4. Declarations of Conflicts of Interest

Board Chairperson MacKenzie declared a conflict arising from C.2.d) Administrative Procedure #909 - Code of Conduct.

Trustee Connolly declared his son is a teacher with PVNC Catholic.

5. Approval of the Minutes of the Policy Development Committee on Tuesday, June 4, 2024.

**Motion:** Moved by Trustee Martin, seconded by Trustee Durst, that the Policy Development Committee minutes from Tuesday, June 4, 2024 be accepted.

Carried.

6. Business Arising from the Minutes

Trustee Mary Ann Martin requested to change the name of Administrative Procedure 209 - Opening and Blessing of New Schools and New Additions. It was suggested to rename this AP to Administrative Procedure 209 - Blessing and Opening of New Schools and New Additions. This Administrative Procedure is on schedule to be reviewed in October 2026, but it has been requested to bring this change to the January 21, 2025 meeting.

**B. Recommended Actions/Presentations:**

1. R.A. Revised Directional Policy - DP #200 - Catholic Education

Julie Selby, Superintendent, discussed the changes made to Directional Policy #200 - Catholic Education. Some additions included updates to the promise to Catholic education, equity and the importance of the home-school-parish triad. These changes were made to align with the 2021-2025 Multi-Year Strategic Plan. Updates were made to the responsibilities sections to be consistent with other recent Directional Policy updates. There was a suggestion to make a change to the order of paragraphs for continuity, which was accepted.

**Motion:** Moved by Board Chairperson Mackenzie, seconded by Trustee Tanguay, that the Policy Development Committee recommend to the Board that the revised Directional Policy #200, Catholic Education, be received and posted under the Policy and Procedures for PVNCCDSB.

Carried.

## C. Information Items

### 1. Administrative Procedures:

- C.1.a) Administrative Procedure #208 - Catholic Family Life Education Program
- C.1.b) Administrative Procedure #514 - Reporting to Work on Inclement Weather Days
- C.1.c) Administrative Procedure #814 - Critical Injury/Fatality Reporting
- C.1.d) Administrative Procedure # 911 - Mandated Alternate Educational Settings
- C.1.e) Administrative Procedure #1001 - Addressing Parental and Public Concerns
- C.1.f) Administrative Procedure #1203 - Ontario Student Record (OSR) Management

There was a request to further discuss C.1.e) Administrative Procedure #1001 - Addressing Parental and Public Concerns, regarding adding information on how parents would make a delegation to the Board for unresolved issues at the school level.

**Motion:** Moved by Trustee Connolly, seconded by Board Chairperson MacKenzie, that the Policy Development Committee recommend to the Board that items C.1 a) through C.1 f), excluding C.1.e), be received and posted as presented.

Carried.

C.1.a) Administrative Procedure #208 - Catholic Family Life Education Program

That Administrative Procedure #208, Catholic Family Life Education Program, be received and posted as revised under Directional Policy #200, Catholic Education.

C.1.b) Administrative Procedure #514 - Reporting to Work on Inclement Weather Days

That Administrative Procedure #514, Reporting to Work on Inclement Weather Days be received and posted as revised under Directional Policy #500, Employee Relations.

C.1.c) Administrative Procedure #814 - Critical Injury/Fatality Reporting

That Administrative Procedure #814, Critical Injury/Fatality Reporting, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

C.1.d) Administrative Procedure # 911 - Mandated Alternate Educational Settings

That Administrative Procedure #911, Mandated Alternate Educational Settings, be received and posted as revised under Directional Policy #900, Safe and Accepting Schools.

## C.1.f) Administrative Procedure #1203 - Ontario Student Record (OSR) Management

That Administrative Procedure #1203, Ontario Student Record (OSR) Management, be received and posted as revised under Directional Policy #1200, Records and Information.

It was discussed that AP #1001 - Addressing Parental and Public Concerns, was geared towards parent steps for classroom issues. Delegations to the board are geared for governance issues that require to be brought forward to the Trustees. The committee was reminded that not all delegations are approved to go to the board, and parents should be aware of all their options. It was decided AP #106 - Delegation to the Board and/or Committee Meetings would be added as a link in AP #1001 - Addressing Parental and Public Concerns.

**Motion:** Moved by Trustee Tanguay, seconded by Trustee Connolly, that the Policy Development Committee recommend to the Board that item C.1.e) Administrative Procedure #1001 - Addressing Parental and Public Concerns, be received and posted as presented.

Carried.

## C.1.e) Administrative Procedure #1001 - Addressing Parental and Public Concerns

That Administrative Procedure #1001, Addressing Parental and Public Concerns, be received and posted as revised under Directional Policy #1000, Parent and Community Relations.

### 2. Review of Administrative Procedures affected by Policy/Program Memorandum (PPM) No.128. Provincial Code of Conduct and School Board Codes of Conduct to restrict cell phones and vapes in schools:

C.2.a) Administrative Procedure #313 - Student Acceptable Use of Technology

C.2.b) Administrative Procedure #314 - Personal Device Network Access

C.2.c) Administrative Procedure #516 - Use of Electronic Communications and Social Media

C.2.d) Administrative Procedure #909 - Code of Conduct

C.2.e) Administrative Procedure #912 - Supporting Positive Student Behaviour: Safety for All

These Administrative Procedures were listed as information items to be recorded in the minutes. They were reviewed on the June 25th, 2024 board meeting, to ensure they aligned with PPM 128 timeline.

#### **D. Next Meeting:**

1. Policy Development Committee meetings for 2024-2025:
  - 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 Durst led the committee in closing prayer.

2. Adjournment

**Motion:** Moved by Trustee Tanguay, seconded by Trustee Connolly, that the Policy Development Committee meeting be adjourned at 7:08 p.m.

Carried.

Trustee Leahy  
Acting Committee Chairperson  
/sb

Sean Heuchert  
Superintendent of Business  
and Finance