



Minutes

The Minutes of the Policy Development Committee Meeting held on Tuesday, May 17, 2022 at 6:30 p.m.

Present

* = (via video conference)

Trustees: Linda Ainsworth, David Bernier, Loretta Durst, Braden Leal (Board Chairperson)*, Kevin MacKenzie (Committee Chairperson)*, Siobhán Marie (Junior Student Trustee).

Administration: Jeannie Armstrong, Joan Carragher, Jonathan Di Ianni, Stephen O'Sullivan, Sheila Piggott*, Julie Selby*.

Guests: Galen Eagle, Communications Manager.
Laura Di Ianni, Vice Principal CTCC / ECPP of Special Education Services*.
Mante Molepo, Equity Advisor Consultant*.
Julianne Charette, Principal, St. Teresa Catholic Elementary School.

Regrets: Helen McCarthy, Isabel Grace.

Recorder: Andrea Bradley.

A. Call to Order:

Kevin Mackenzie, Committee Chairperson, called the meeting to order.

1. Opening Prayer.

Kevin MacKenzie, Committee Chairperson, called the meeting to order at 6:31 p.m. and asked Braden Leal to lead the Opening Prayer.

2. Kevin MacKenzie, Committee Chairperson, acknowledged that the Policy Development Committee Meeting was taking place on the traditional territory of the Mississauga Anishinaabeg.

3. Approval of Policy Development Committee Meeting Agenda.

Motion: Moved by Linda Ainsworth, seconded by Braden Leal, that the Policy Development Committee Agenda be accepted as amended, moving item B.4. Revised Directional Policy #700 – Equity and Inclusive Education to be the first presentation of the evening.

Carried.

4. Declarations of Conflicts of Interest.

There were no conflicts of interest.

5. Approval of the Draft Minutes of the Policy Development Committee Meeting held on Tuesday, March 29, 2022.

MOTION: Moved by Braden Leal, seconded by Loretta Durst, that the Minutes of the Policy Development Committee Meeting held on Tuesday, March 29, 2022, be approved.

Carried.

6. Business Arising from the Minutes.

There was no business arising from the minutes.

B. Recommended Actions / Presentations:

1. R.A. Draft Administrative Procedure – Revised AP #1203 (includes Old AP #1204)

Ontario Student Record (OSR) Management

Galen Eagle, Communications Manager

Galen Eagle, Communications Manager, made a presentation to the Policy Development Committee highlighting the updates to AP #1203. Galen also shared some of the most important questions he receives from Principals regarding access and answered questions from Trustees.

MOTION: Moved by David Bernier, seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board revised and newly formatted Administrative Procedure – **#1203 – Ontario Student Record (OSR) Management**, be received and posted as amended under Directional Policy – **#1200 – Records and Information**, and that old Policy and Administrative Procedure – **#1204 (#303) – Parental and Guardian Access to Student Information** be deleted.

Carried

2. R.A.: Draft Administrative Procedure – Revised AP #506

Reporting Absences from Work

Stephen O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services

Stephen O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services, made a presentation to the Policy Development Committee. Stephen informed the committee that AP #506 remains largely unchanged but there have been significant changes to reporting medical and dental appointments. Stephen also answered questions from Trustees.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal that the Policy Development Committee recommend to the Board revised and newly formatted Administrative Procedure – **#506 – Reporting Absences from Work**, be received and posted as amended under Directional Policy – **#500 – Employee Relations**.

Carried

3. R.A.: Draft Administrative Procedure – New AP #515

Disconnecting from Work

Stephen O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services

Stephen O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services, made a presentation to the Policy Development Committee. Disconnecting from Work requirements were added to the Employment Standards Act, 2000 (ESA) on December 2, 2021. There is a special rule that applies in the first year of the requirement. Employers that employ 25 or more employees on January 1, 2022 have until June 2, 2022 to have a written policy on Disconnecting from Work in place. Stephen answered a number of questions from Trustees.

MOTION: Moved by Braden Leal seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#515 – *Disconnecting from Work***, be received and posted under Directional Policy – **#500 – *Employee Relations***.

Carried

4. R.A.: Directional Policy – Revised DP #700

Equity and Inclusive Education

Jeannie Armstrong, Superintendent of Learning / Special Education Services
Mante Molepo, Equity Advisor Consultant

Jeannie Armstrong, Superintendent of Learning / Special Education Services, introduced Mante Molepo, Equity Advisor Consultant, to the Policy Development Committee. Mante proceeded to make a presentation to the committee highlighting the changes from the original Directional Policy and the key aspects featured in the new DP #700. Jeannie and Mante answered questions from Trustees.

Joan Carragher, Director of Education, thanked Mante on behalf of the Board and the Board of Trustees for her tireless commitment during her contract position as Equity Advisor Consultant with the Board, which will come to a close May 31, 2022.

MOTION: Moved by Loretta Durst, seconded by Braden Leal that the Policy Development Committee recommend to the Board revised and newly formatted Directional Policy – **#700 – Equity and Inclusive Education**, be received and posted as amended.

Carried

5. R.A.: Draft Administrative Procedure – Revised AP #912

Supporting Positive Student Behaviour: Safety for All

Jeannie Armstrong, Superintendent of Learning / Special Education Services

Laura Di Ianni, Vice Principal CTCC / ECPP of Special Education Services

Jeannie Armstrong, Superintendent of Learning / Special Education Services, introduced Laura Di Ianni, Vice Principal CTCC / ECPP of Special Education Services, to the Policy Development Committee. Laura proceeded to make a presentation to the committee highlighting the main changes to AP #912. Jeannie answered questions from Trustees.

MOTION: Moved by David Bernier, seconded by Braden Leal that the Policy Development Committee recommend to the Board revised and newly formatted Administrative Procedure – **#912 – Supporting Positive Student Behaviour: Safety for All**, be received and posted as amended under Directional Policy – **#900 – Safe and Accepting Schools**.

Carried

6. R.A.: Draft Administrative Procedure – New AP #907

Anti-sex Trafficking Protocol

Jonathan Di Ianni, Superintendent of Learning / Student Success

Julianne Charette, Principal, St. Teresa Catholic Elementary School, Peterborough

Jonathan Di Ianni, Superintendent of Learning / Student Success, and Julianne Charette, Principal, St. Teresa Catholic Elementary School, Peterborough, presented the new Anti-sex Trafficking Protocol to the Policy Development Committee and answered questions from Trustees. Jonathan thanked Julianne for taking the lead on this new administrative procedure.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#907 – Anti-sex Trafficking Protocol**, be received and posted under Directional Policy – **#900 – Safe and Accepting Schools**.

Carried

7. R.A.: Draft Administrative Procedure – New AP #906 (Old Policy and AP #803)

Bullying Prevention and Intervention

Jonathan Di Ianni, Superintendent of Learning / Student Success

Jonathan Di Ianni, Superintendent of Learning / Student Success, outlined the changes from old policy and administrative procedure in the creation of the New AP #906 and answered questions from Trustees.

MOTION: Moved by Loretta Durst, seconded by David Bernier that the Policy Development Committee recommend to the Board that old Policy and Administrative Procedure – **#803 – Safe Schools - Bullying Prevention and Intervention**, be deleted and the revised, newly formatted Administrative Procedure – **#906 – Bullying Prevention and Intervention**, be received and posted as amended under Directional Policy – **#900 – Safe and Accepting Schools**.

Carried

8. R.A.: Draft Administrative Procedure – New AP #908 (Old Policy and AP #802)

Progressive Discipline and Promoting Positive Student Behaviour

Jonathan Di Ianni, Superintendent of Learning / Student Success

Jonathan Di Ianni, Superintendent of Learning / Student Success, outlined the changes from old policy and administrative procedure in the creation of new AP #802 and answered questions from Trustees.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal that the Policy Development Committee recommend to the Board that old Policy and Administrative Procedure – **#802 – Safe Schools – Progressive Discipline and Promoting Positive Student Behaviour**, be deleted and the revised, newly formatted Administrative Procedure – **#908 – Progressive Discipline and Promoting Positive Student Behaviour**, be received and posted as amended under Directional Policy – **#900 – Safe and Accepting Schools**.

Carried

Braden Leal, Board Chairperson, thanked all involved for their work in putting together the Administrative Procedures and the Directional Policy presented to the Policy Development Committee this evening.

C. Information Items:

There were no information items.

D. Next Meeting:

1. Tuesday, October 4, 2022.
6:30 p.m. – 8:30 p.m.

E. Conclusion:

1. Closing Prayer:
Kevin MacKenzie, Committee Chairperson, asked Linda Ainsworth to lead the Closing Prayer.

2. Adjournment:

Motion: Moved by Braden Leal, seconded by Loretta Durst, that the Policy Development Committee Meeting adjourn at 8:17 p.m.

Carried

Kevin MacKenzie
Committee Chairperson
/ab

Joan Carragher
Director of Education