



# Minutes

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**The Minutes of the Policy Development Committee Meeting held on Tuesday, October 4, 2022, at 6:30 p.m., in person at the Catholic Education Centre and virtually by Google Meet.**

**Present:**

Trustees: Linda Ainsworth, Loretta Durst, Jenny Leahy, Braden Leal, Kevin MacKenzie (Committee Chairperson), Madelyn Gaskell (Student Trustee).

Administration: Jeannie Armstrong, Joan Carragher, Galen Eagle, Sean Heuchert.

Recorder: Michelle Kennedy.

**Regrets:** Siobhan Marie (Student Trustee) and Helen McCarthy.

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**A. Call to Order:**

1. Opening Prayer.

Kevin MacKenzie, Committee Chairperson, called the meeting to order at 6:30 and invited Trustee Braden Leal to lead the committee in opening prayer.

2. Land Acknowledgement.

Kevin MacKenzie respectfully acknowledged that the Policy Development Committee Meeting was taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

Following the Land Acknowledgment, the chairperson noted that October 4<sup>th</sup> was World Teachers' Day. He expressed his thanks and appreciation for all teachers in our board and their daily impact on our students.

3. Approval of the Agenda.

**MOTION:** Moved by Braden Leal, seconded by Jenny Leahy  
that the agenda be approved.

Carried.

4. Declarations of Conflicts of Interest.

There were no conflicts of interest declared.

5. Approval of the Minutes of the Policy Development Committee Meeting, May 17, 2022.

**MOTION:** Moved by Linda Ainsworth, seconded by Loretta Durst

that the minutes of the Policy Development Committee Meeting held on Tuesday, May 17, 2022, be approved.

Carried.

6. Business Arising from the Minutes.

There was no business arising out of the minutes.

**B. Presentations/Recommended Actions:**1. New Administrative Procedure – AP #512, Electronic Monitoring.

Sean Heuchert reviewed the key points of the new administrative procedure with a slide show presentation. New provincial legislation requires the board to put this administrative procedure in effect.

**MOTION:** Moved by Loretta Durst, seconded by Jenny Leahy

that the Policy Development Committee recommend to the Board that Administrative Procedure #512, Electronic Monitoring, be received and posted under Directional Policy #500, Employee Relations.

Carried.

2. Revised Administrative Procedure – AP #1204, Custody Access to Students.

Galen Eagle, Manager of Communications, reviewed the scope of applicable legislation relating to Administrative Procedure #1204 and highlighted the proposed revisions. Questions from the trustees were answered and suggested changes were noted.

**MOTION:** Moved by Braden Leal, seconded by Jenny Leahy

that the Policy Development Committee recommend to the Board that Administrative Procedure #1204, Custody Access to Students, be

received and posted as amended under Directional Policy #1200, Records and Information.

Carried.

3. Revised Administrative Procedure – AP #1205, Copyright Protected Acts.

Galen Eagle, Manager of Communications gave a presentation to review Administrative Procedure #1205 that is scheduled for renewal. A demonstration of the online tool that is used by educators to determine possible copyright infringement on a resource was given by Galen Eagle.

**MOTION:** Moved by Braden Leal, seconded by Loretta Durst

that the Policy Development Committee recommend to the Board that Administrative Procedure #1205, Copyright Protected Acts, be received and posted as amended under Directional Policy #1200, Records and Information.

Carried.

4. Remove Board Policy and Administrative Procedure –#309, Historical Archives.

Galen Eagle, Manager of communications gave background information and rationale for the proposal to delete Board Policy and Administrative Procedure #309, Historical Archives, citing that relevant content was incorporated into Administrative Procedure #1201 when it was last revised.

**MOTION:** Moved by Jenny Leahy, seconded by Loretta Durst

that the Policy Development Committee recommend to the Board that Board Policy #309, Historical Archives, and the corresponding Administrative Procedure and Appendices be deleted.

Carried.

5. New Administrative Procedure – AP #201, School/Parish Accompaniment.

Jeannie Armstrong, Superintendent of Special Education, Faith and Equity, explained the history and evolution of the new administrative procedure which encompasses process and direction from an older policy and administrative procedure.

**MOTION:** Moved by Linda Ainsworth, seconded by Loretta Durst

that the Policy Development Committee recommend to the Board that Administrative Procedure #201, School/Parish Accompaniment, be received and posted under Directional Policy #200, Catholic Education; and,  
that Board Policy #812, Role of the Priest in the School, and the corresponding Administrative Procedure, be deleted.

Carried.

6. New Administrative Procedure – AP #202, Board Diocesan Relations.

Jeannie Armstrong, Superintendent of Special Education, Faith and Equity, reviewed the components of the new administrative procedure and explained the background of the documents and the integration of Board Policy and Administrative Procedure #811, School Liturgies into the proposed administrative procedure. Jeannie Armstrong addressed questions from the trustees.

**MOTION:** Moved by Linda Ainsworth, seconded by Braden Leal

that the Policy Development Committee recommend to the Board that Administrative Procedure #202, School Liturgies, be received and posted as amended under Directional Policy #200, Catholic Education; and,  
that Board Policy #811, School Liturgies, and the corresponding Administrative Procedure, be deleted.

Carried.

**C. Information Items:**

1. St. Paul Catholic Elementary School, Norwood, 50<sup>th</sup> Anniversary. Saturday, November 5<sup>th</sup>, 2022. Doors open at 2 pm, Mass at 5 pm.

**D. Next Meeting:**

1. Tuesday, November 1, 2022, 6:30 p.m.

**E. Conclusion:**

1. Closing Prayer:

The Committee Chairperson asked Loretta Durst to lead the prayer to close the meeting.

2. Adjournment:

**MOTION:** Moved by Braden Leal, seconded by Jenny Leahy  
that the meeting be adjourned at 7:44 p.m.

Carried.

Kevin MacKenzie  
Committee Chairperson

/mk

Joan Carragher  
Director of Education