



Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE VIRTUAL MEETING held on
Tuesday, April 20, 2021 at 6:30 p.m.

PRESENT

Trustees: Linda Ainsworth, Helen McCarthy.

David Bernier, Kevin MacKenzie, Emmanuel Pinto (Committee Chairperson).

Administration: Jeannie Armstrong, Joan Carragher, Laurie Corrigan, Isabel Grace, Sheila Piggott.
Tim Moloney, Steve O'Sullivan.

Guests:

Regrets: Michelle Griepsma, Josh Hill (Senior Student Trustee), Braden Leal,
Eli McColl (Junior Student Trustee).

Recorder: Andrea Bradley.

A. Call to Order:

Emmanuel Pinto, Committee Chairperson, called the meeting to order.

1. Opening Prayer.

Emmanuel Pinto, Committee Chairperson, called the meeting to order at 6:34 p.m. and asked Helen McCarthy to lead the Opening Prayer.

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

3. Approval of the Agenda.

MOTION: Moved by Linda Ainsworth, seconded by David Bernier, that the Policy Development Committee Agenda be accepted.

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 February 2, 2021.

MOTION: Moved by David Bernier, seconded by Linda Ainsworth, that the Minutes of the Policy Development Committee Meeting held on February 2, 2021, be approved.

Carried.

6. Business Arising from the Minutes.

There was no business arising from the Minutes.

B. Recommended Actions/Presentations:

1. Draft Revised Directional Policy #400

Recruitment, Talent Development, Leadership, and Succession Planning

Steve O'Sullivan, Superintendent of Learning / Leadership and Human Resource Services, made a PowerPoint presentation to the Policy Development Committee and answered questions from Trustees. Steve informed the committee that only minor changes had been made to Directional Policy #400, many of them being grammatical.

MOTION: Moved by Helen McCarthy, seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board that Directional Policy – **#400 – Recruitment, Talent Development, Leadership and Succession Planning**, be deleted and the revised, newly formatted, Directional Policy – **#400 – Recruitment, Talent Development, Leadership and Succession Planning**, be received and posted as amended.

Carried

2. Draft Revised Administrative Procedure #401

Recruitment and Promotion

Steve O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services, presented the draft revised Administrative Procedure – **#401 – Recruitment and Promotion** to the Policy Development Committee and answered questions from Trustees. The revised administrative procedure represents non-teaching staff only.

MOTION: Moved by David Bernier, seconded by Helen McCarthy that the Policy Development Committee recommend to the Board that Administrative Procedure – **#401 – Recruitment and Promotion**, be deleted and the revised, newly formatted, Administrative Procedure – **#401 – Recruitment and Promotion**, be received and posted as amended under Directional Policy – **#400 – Recruitment, Talent Development, Leadership, and Succession Planning**.

Carried

3. Draft Administrative Procedure – New #403, Old #503

Criminal Record Checks / Police Reference Checks for Employment Candidates

Steve O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services, presented the draft Administrative Procedure – **#403 – Criminal Record Checks / Police Reference Checks for Employment Candidates** to the Policy Development Committee and answered questions from Trustees. Criminal Record Checks and Police Reference Checks are now done electronically.

MOTION: Moved by Linda Ainsworth, seconded by David Bernier that the Policy Development Committee recommend to the Board that Board Policy and Administrative Procedure – **#503 – Criminal Record Checks / Police Reference Checks for Employment Candidates**, be deleted and the revised, newly formatted, Administrative Procedure – **#403 – Criminal Record Checks / Police Reference Checks for Employment Candidates**, be received and posted as amended under Directional Policy – **#400 – Recruitment, Talent Development, Leadership, and Succession Planning**.

Carried

4. Draft Administrative Procedure – New #702

Religious Accommodation

Jeannie Armstrong, Superintendent of Learning / I/S Program / Faith and Equity, presented new draft Administrative Procedure – **#702 – Religious Accommodation** to the Policy Development Committee and answered questions from Trustees. The new administrative procedure replaces Appendix A of old Administrative Procedure #706.

MOTION: Moved by Helen McCarthy, seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#702 – Religious Accommodation**, be received and posted under Directional Policy – **#700 – Equity and Inclusive Education**.

Carried

5. Draft Administrative Procedure – New #607, Old #201

Fundraising in Schools

Isabel Grace, Superintendent of Business and Finance, presented draft Administrative Procedure – **#607 – Fundraising in Schools** to the Policy Development Committee and answered questions from Trustees. Isabel pointed out three subtle changes that have been made in the new administrative procedure.

MOTION: Moved by Kevin MacKenzie, seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board that Board Policy and Administrative Procedure – **#201 – Fundraising in Schools**, be deleted and the revised, newly formatted, Administrative Procedure – **#607 – Fundraising in Schools**, be received and posted as amended under Directional Policy – **#600 – Stewardship of Resources**.

Carried

6. Draft Administrative Procedure – New #818, Old #705

Accessibility and Barrier Free Learning and Work Environment: Employment

Laurie Corrigan, Superintendent of Learning / Special Education Services, presented new draft Administrative Procedure – **#818 – Accessibility and Barrier Free Learning and Work Environment: Employment** to the Policy Development Committee and answered questions from Trustees. Laurie made a PowerPoint presentation making references to Administrative Procedures #818, #819, #820, #821, and #822.

MOTION: Moved by Linda Ainsworth, seconded by David Bernier that the Policy Development Committee recommend to the Board that Administrative Procedure – **#705 – Accessibility and Barrier Free Learning and Work Environments**, be deleted and new Administrative Procedure – **#818 – Accessibility and Barrier Free Learning and Work Environment: Employment**, be received and posted under Directional Policy – **#800 – Healthy Schools and Workplaces**.

Carried.

7. Draft Administrative Procedure – New #819, Old #705

Accessibility and Barrier Free Learning and Work Environment: Information and Communication

Laurie Corrigan, Superintendent of Learning / Special Education Services, presented new draft Administrative Procedure – **#819 – Accessibility and Barrier Free Learning and Work Environment: Information and Communication** to the Policy Development Committee and answered questions from Trustees. Laurie highlighted the changes in the new administrative procedure.

MOTION: Moved by Kevin MacKenzie, seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#819 – Accessibility and Barrier Free Learning and Work Environment: Information and Communication**, be received and posted under Directional Policy – **#800 – Healthy Schools and Workplaces**.

Carried.

8. Draft Administrative Procedure – New #820, Old #705

Accessibility and Barrier Free Learning and Work Environment: Transportation

Laurie Corrigan, Superintendent of Learning / Special Education Services, presented new draft Administrative Procedure – **#820 – Accessibility and Barrier Free Learning and Work Environment: Transportation** to the Policy Development Committee and answered questions from Trustees. Laurie highlighted the changes in the new administrative procedure.

MOTION: Moved by Linda Ainsworth, seconded by Kevin MacKenzie that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#820 – Accessibility and Barrier Free Learning and Work Environment: Transportation**, be received and posted under Directional Policy – **#800 – Healthy Schools and Workplaces**.

Carried.

9. Draft Administrative Procedure – New #821, Old #705

***Accessibility and Barrier Free Learning and Work Environment:
Design of Public Spaces***

Laurie Corrigan, Superintendent of Learning / Special Education Services, presented new draft Administrative Procedure – **#821 – Accessibility and Barrier Free Learning and Work Environment: Design of Public Spaces** to the Policy Development Committee and answered questions from Trustees. Laurie and Isabel Grace, Superintendent of Business and Finance, highlighted the changes in the new administrative procedure.

MOTION: Moved by David Bernier, seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#821 – Accessibility and Barrier Free Learning and Work Environment: Design of Public Spaces**, be received and posted under Directional Policy – **#800 – Healthy Schools and Workplaces**.

Carried.

10. Draft Administrative Procedure – New #822, Old #705

Accessibility and Barrier Free Learning and Work Environment: Customer Service

Laurie Corrigan, Superintendent of Learning / Special Education Services, presented new draft Administrative Procedure – **#822 – Accessibility and Barrier Free Learning and Work Environment: Customer Service** to the Policy Development Committee and answered questions from Trustees. Laurie highlighted the changes in the new administrative procedure.

MOTION: Moved by Linda Ainsworth, seconded by Helen McCarthy that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#822 – Accessibility and Barrier Free Learning and Work Environment: Customer Service**, be received and posted under Directional Policy – **#800 – Healthy Schools and Workplaces**.

Carried.

C. Information Items:

There were no information items.

D. Next Meeting:

1. Wednesday, May 12, 2021
6:30 p.m. – 8:30 p.m.

E. Conclusion:

1. Closing Prayer.

Emmanuel Pinto, Committee Chairperson, lead the Closing Prayer.

2. Adjournment.

MOTION: Moved by David Bernier, seconded by Linda Ainsworth, that the Policy Development Committee Meeting adjourn at 7:58 p.m.

Carried.

Emmanuel Pinto
Committee Chairperson
/ab

Joan Carragher
Director of Education