
POLICY DEVELOPMENT COMMITTEE MEETING

MONDAY, FEBRUARY 13, 2017

6:00 – 6:30 P.M.

CATHOLIC EDUCATION CENTRE – BOARDROOM

Chairperson: Linda Ainsworth

Trustees who are unable to attend the meeting are asked to please notify Pam Smith.

A. Call to Order:

1. Opening Prayer, Mrs. Linda Ainsworth.
2. Approval of Agenda.
3. Declarations of Conflicts of Interest.
4. Approval of the Minutes of the Open Meeting of Tuesday, January 17, 2017. PG 2
5. Business Arising from the Minutes.

B. Presentations/Recommended Actions:

1. R.A. Stewardship of Resources Directional Policy (New #600) DRAFT. Document PG 5
Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services RA PG 9
2. RA: Student Trustee Administrative Procedure (New # 105/Old# 1110) DRAFT. Document PG 10
Mr. Michael Nasello, Director of Education RA PG 18

C. Information Items:

D. Next Meeting:

1. Tuesday, February 21, 2017 6:30 p.m. – 8:30 p.m.
2. Selection of Member for Opening Prayer.
3. Selection of Member for Closing Prayer.

E. Conclusion:

1. Closing Prayer, Ruth Ciraulo.
2. Adjournment.



Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Tuesday, January 17, 2017 at 6:00 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough

Due to inclement weather the Policy Development Committee Meeting was held electronically through Uber Conferencing. All participants were requested to identify themselves prior to speaking. Michael Nasello, Director of Education, acted as Site Monitor, ensuring compliance with meeting regulations and procedures.

MOTION: Moved by Linda Ainsworth, seconded by Dan Demers, that Trustee, Helen McCarthy, stand as temporary Chairperson for the January 17, 2017 Policy Committee Meeting.

None Opposed - Carried.

PRESENT

Trustee Present at Board:

Mme. Helen McCarthy (Temporary Chairperson).

Trustees via Uber Conferencing:

Mmes. Linda Ainsworth, Ruth Ciraulo (Chairperson),
Christine Dunn, Michelle Griepsma.
Messrs. David Bernier, Daniel Demers.

Administration Present at Board:

Mmes. Laurie Corrigan, Anne Marie Duncan,
Isabel Grace.
Messrs. Michael Nasello, Timothy Moloney.

Administration via Uber Conferencing:

Mmes. Joan Carragher, Dawn Michie.

Regrets:

Recorder Present at Board:

Mrs. Pamela Smith.

A. **Call to Order:**

1. Opening Prayer.

The Committee Temporary Chairperson, Helen McCarthy, called the meeting to order at 6:03 p.m. and asked Mr. Dan Demers to lead the Opening Prayer.

2. Approval of the Agenda.

MOTION: Moved by Michelle Griepsma, seconded by Dave Bernier,

that the agenda be approved with the amendments that items B3-Safe Schools, B4-Stewardship and B5-Student Trustee be deferred.

None Opposed - Carried.

3. Declarations of Conflicts of Interest.
There were no declarations of conflicts of interest.
4. Approval of the Minutes of the Policy Development Committee Meeting of Monday, December 12, 2016.

MOTION: Moved by Linda Ainsworth, seconded by Dave Bernier,

that the minutes of the Monday, December 12, 2016 Policy Development Committee Meeting be approved as presented.

None Opposed - Carried.

5. Business Arising from the Minutes.
There was no business arising from the minutes.

B. Presentations/Recommended Actions:

1. RA: DRAFT Employee Relations Directional Policy New #500.
Mrs. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services shared with Trustees that Draft Employee Relations Directional Policy New #500 was posted on the Board web site. The web site Google feedback was shared and no changes have been made to the Draft Directional Policy #500.

MOTION: Moved by Linda Ainsworth, seconded by Michelle Griepsma,

that the Draft Directional Policy 500-Employee Relations be approved.

None Opposed - Carried.

2. RA: DRAFT Parent and Community Relations Directional Policy New #1000.
Mrs. Anne Marie Duncan, Superintendent of Learning/Special Education Services shared with Trustees that Draft Parent and Community Relations Directional Policy #1000 was posted on the Board web site. The web site Google feedback was shared with Trustees.

The Trustees reviewed the draft policy and requested below changes:

- a) Page One – Paragraph Three:
 - i. replace specific Board Committees with central Board committees.
 - ii. Add agencies after working groups
 - iii. Add including community experiential learning program partnerships prior to which are important components of the Board's operations.
- b. Page Five, Bullet One:
 - i. Change Catholic Parent Engagement School Leadership profiles to Catholic School Community Profiles.

MOTION: Moved by Linda Ainsworth, seconded by Michelle Griepsma,

that the Draft Directional Policy #1000-Parent and Community Relations reflecting requested changes be approved.

None Opposed - Carried.

3. R.A. Safe and Accepting Schools Directional Policy (New # 900) DRAFT.

Item deferred.

4. R.A. Stewardship of Resources Directional Policy (New #600) DRAFT.

Item deferred.

5. R.A. Student Trustee Administrative Procedure (New #105/Old# 1110) DRAFT.

Item deferred.

C. Information Items: No Items.

D. Next Meeting:

1. Monday, February 13, 2017 6:00-6:30 p.m.
2. Selection of Member for Opening Prayer – Mrs. Linda Ainsworth
3. Selection of Member for Closing Prayer – Mrs. Ruth Ciraulo

* An additional Policy Committee Meeting has been scheduled for February 21, 2017 (6:30 - 8:30 p.m.)

E. Conclusion:

1. Closing Prayer.

The Temporary Chairperson, Mrs. Helen McCarthy asked Mr. Dave Bernier to lead the Closing Prayer.

2. Adjournment.

MOTION: Moved by Dave Bernier, seconded by Linda Ainsworth,

that the meeting adjourn 6:30 p.m.

None Opposed - Carried.

Helen McCarthy
Temporary Committee Chairperson
pls

Michael Nasello
Director of Education

BOARD DIRECTIONAL POLICY	
DIRECTIONAL POLICY TITLE	DIRECTIONAL POLICY NUMBER
STEWARDSHIP OF RESOURCES	600

DRAFT AS OF 2017-1-06

TITLE OF DIRECTIONAL POLICY:

STEWARDSHIP OF RESOURCES

DATE APPROVED:

X

PROJECTED REVIEW DATE:

X

POLICY:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will demonstrate fiscal accountability by effectively using the resources entrusted to it for the purposes of delivering effective and appropriate Catholic education in a manner that is in keeping with Catholic values and upholds public confidence.

PURPOSE:

The purpose of the *Stewardship of Resources* policy is to support the Board's decision making structures and processes, maximize its human and operational resources and make strategic fiscal decisions. An outcome of the policy is the establishment of administrative procedures that reflect responsive and responsible allocation of resources that adhere to relevant legislation and regulations, and ensures the effective and efficient delivery of services to students, parents, staff and other stakeholders.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The *Stewardship of Resources Policy* supports our Vision for Achieving Excellence in Catholic Education through Learning, Leadership and Service.

This Vision calls the Board to these Strategic Priorities:

- Ensure our structures, processes, relationships, and actions reflect our Gospel values and Catholic Social Teachings.
- Implement the most effective, evidenced-based instructional and assessment practices to help all students meet the Catholic School Graduate Expectations.
- Embed technology to support digital literacy, creativity, innovation, collaboration, and the learning needs of all students.
- Develop the intellectual, spiritual, mental, physical, and emotional well-being of students in safe, diverse, respectful, and faith-filled learning environments.
- Implement fair and transparent processes in recruitment, leadership, talent development, and succession planning to ensure our employees have the necessary knowledge, skills and attributes to support our Vision.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- defining, articulating and directing the PVNC Catholic District School Board mandate to support student achievement and well-being in a Catholic community supported by the Multi-Year Strategic Plan
- setting direction and policy that governs the PVNC Catholic District School Board
- assigning responsibility to the Director of Education for operationalizing and managing the *Stewardship of Resources Policy* and associated administrative procedures.
- monitoring and holding the Director of Education accountable respecting the adherence, implementation and operational details of the *Stewardship of Resources Policy*.
- establishing informed, accountable and ethical decision-making for resource management.

The Director of Education is responsible for:

- providing leadership regarding adherence, implementation and operational details in the *Stewardship of Resources Policy* and associated administrative procedures.
- providing direction to staff in the development of administrative procedures and practices in ensure implementation of the *Stewardship of Resources Policy*.

- aligning human and financial resources with the Board priorities and by demonstrating professionalism and accountability for high standards of practice in all Board operations
- bringing to the attention of the Board of Trustees any act or omission by the Board of Trustees that in the opinion of the Director may result in, or has resulted in, a contravention of the Act or any policy, guideline, or regulation made under the Act; and
- if the Board of Trustees does not respond in a timely and satisfactory manner to an act or omission brought to its attention, advising the Deputy Minister or Minister of the act or omission.

Superintendent of Business and Finance is responsible for:

- collaboratively leading the development of the administrative procedures and practices aligned with the *Stewardship of Resources Policy*.
- managing and providing leadership in developing the supports and resources to ensure the implementation of the *Stewardship of Resources Policy*.
- work collaboratively with the Director and Superintendents, Managers, Principals and Vice-Principals, Federations, Unions, and Non-aligned groups to build capacity of all staff in their knowledge and understanding of the *Stewardship of Resources Policy* and associated administrative procedures.

Superintendents are responsible for:

- providing leadership and supports for Principal/Vice-Principals, Managers, Executive/Administrative Assistants and all departmental staff in their knowledge, understanding, implementation and adherence to the *Stewardship of Resources Policy* and associated administrative procedures.

Principals, Vice-Principals and Managers are responsible for:

- providing leadership, management and support for the members of their schools and departments in the knowledge, understanding, implementation and adherence of the *Stewardship of Resources Policy* and associated administrative procedures.

Staff are responsible for:

- working collaboratively with colleagues to successfully implement *Stewardship of Resources Policy*.
- adhering to the administrative procedures that support the *Stewardship of Resources Policy*.
- being proactive and self-directed in building their knowledge and understanding.

PROGRESS INDICATORS:

- achieving compliance with the Education Act and various regulations with respect to accountability measures
- approval of annual budgets in compliance with the Education Act
- sound application and management of financial systems and internal controls
- meeting regular timelines for financial and operational reporting

DEFINITIONS:

REFERENCES:

- Education Act and Regulations

DRAFT

That the Policy Development Committee recommend to the Board:

R.A.: that the DRAFT Directional Policy 600 – Stewardship of Resources be distributed to the system for feedback.

AND

that the final DRAFT Directional Policy 600– Stewardship of Resources, reflecting changes if made from the feedback process be brought back to the Board for approval.

February 9, 2017

Administration



BOARD ADMINISTRATIVE PROCEDURE	
ADMINISTRATIVE PROCEDURE STUDENT TRUSTEES	ADMINISTRATIVE PROCEDURE NUMBER 1101 (OLD) 105 (NEW)
Directional Policy 100 Governance, Vision and Strategic Priorities	

DRAFT as of 2017-02-09

TITLE OF ADMINISTRATIVE PROCEDURE:

Student Trustees

DATE APPROVED:

January 20, 2017

PROJECTED REVIEW DATE:

January 20, 2022

DIRECTIONAL POLICY ALIGNMENT: 100 Governance, Vision and Strategic Priorities:

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Governance, Vision and Strategic Priorities Policy supports our Vision for Achieving Excellence in Catholic Education through Learning, Leadership and Service. This Vision calls the Board to these Strategic Priorities:

- Ensure our structures, processes, relationships, and actions reflect our Gospel and Catholic Social Teachings.
- Implement the most effective, evidenced-based instructional and assessment practices to help all students meet the Catholic School Graduate Expectations.
- Embed technology to support digital literacy, creativity, innovation, collaboration, and the learning needs of all students.
- Develop the intellectual, spiritual, mental, physical, and emotional well-being of students in safe, diverse, respectful, and faith-filled learning environments.
- Implement fair and transparent processes in recruitment, leadership, talent development, and succession planning to ensure our employees have the necessary knowledge, skills, and attributes to support our Vision.

ACTION REQUIRED:

The board and senior administration recognize the importance of student trustees and their role in bringing forward the student voice of the system. In the spring of each year, a new student trustee from Gr. 11 will be elected for the following year.

A student trustee's term of office shall run from August 1 of the year in which he or she is elected and shall end the following July 31.

The student trustee does not have a vote on any matter and shall not affect quorum. The student trustee shall otherwise participate as a regular trustee to examine and debate issues leading up to a vote, with their position on the matter being recorded in the minutes.

The Vice-chairperson of the board shall be designated as mentor to the student trustee. The Director of Education shall designate a member of the Board administration for ongoing support and contact.

1. SELECTION

- a) The election of a student trustee candidate from each school shall be by a direct or indirect peer election process. The Secondary Administration team at each secondary school will determine which process they will follow. The student trustee candidates, as a group, shall be known as the Student Council Liaison Committee. The existing and future Student Council Liaison Committees shall elect from among the group a member to recommend to the Board as student trustee by April 30 each year.
- b) Secondary school principals will ensure that a direct or indirect election process is in place prior to the end of March to allow eligible and interested individuals to be nominated as student trustee candidates.
- c) The Director of Education or his or her designate will meet with the students elected by each school, as well as members of the current Student Council Liaison Committee, to review the student trustee role and expectations, and assist with the election of a candidate to the Board as student trustee.
- d) The nominees from each secondary school will present their information packages and, following the presentations, all those in attendance will elect the individual to serve as student trustee.
- e) The information packages will consist of a résumé and cover letter including:
 - (i) reasons for seeking the position;
 - (ii) educational background;

- (iii) achievements and interests;
- (iv) other pertinent information; and
- (v) references from parish priest/pastoral care worker; secondary school principal/vice-principal; guidance counsellor/student council staff advisor.

2. ELIGIBILITY

The student trustee will:

- (a) be Roman Catholic;
- (b) be a full-time pupil of the Board in the senior division as of August 1 after the election;
- (c) shall meet the eligibility requirements within the Education Act and Municipal Elections Act related to Catholic School Board Trustees, excluding those related to age;
- (d) be maintaining a grade average of 70% or better at the time he or she becomes a candidate for the position, and must maintain that average throughout his or her term of office;
- (e) receive written approval of his or her parent/guardian, if under 18 years old;
- (f) receive the written recommendations of the principal or vice-principal, parish priest or school pastoral care worker, and his or her guidance counsellor or student council staff advisor of the Catholic secondary school he or she attends;
- (g) have displayed proven leadership experience, parish and community involvement, and an acceptable academic achievement.

4. ATTENDANCE

The student trustee is expected to attend public sessions of regular meetings of the Board and its standing committees. A member of the Student Council Liaison Committee may be designated to attend a meeting when the student trustee is unable to attend. Absence from three consecutive Board meetings, regardless of replacement, will result in disqualification of the student trustee in accordance with the Education Act.

5. VACANCY

The Student Trustee Liaison Committee will be called upon to elect from among its members a new student trustee upon the resignation or disqualification of the student trustee.

6. EXPENSES

The student trustee will be afforded expenses according to Board policy.

7. ADMINISTRATIVE SUPPORT

The student trustee will receive orientation and in-service by the Board Chairperson, or designate, and Board administration, prior to the beginning of his or her term of office. Orientation will include an introduction to the Board Mission and Vision, as well as issues of confidentiality and conflict of interest. The student trustee will be provided with normal support services afforded to trustees. The Board will make arrangements to provide the student trustee access to computer, phone, fax, voice mail, and photocopy services.

8. MATERIALS

Appropriate agendas and supporting materials pertaining to Board and committee meetings will be provided to the student trustee. Business cards will be provided by Communication Services.

9. COMMISSIONING SERVICE

A commissioning service will be organized in September of each year to welcome the new student trustee into his or her position. Such a service will be celebrated at a Board meeting and will include the family and guests of the student trustee.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- ensuring there is a process in place for the encouragement, election and support of student trustees
- ensuring that the student trustees are welcome and that they are given opportunities to voice their opinions and views on matters being discussed, and to give a student trustee report at each board meeting
- assigning the Vice Chair to mentor the student trustees

Student Trustees are responsible for:

- attending public sessions of regular meetings of the Board and its standing committees; normally, the student trustee will not attend the in-camera portion of a board meeting.

- upholding and promoting the Board's Mission and Vision in the performance of his or her duties;
- demonstrating confidentiality and discretion, where required, and act in accordance with Board Policies, By-laws, and Rules of Order;
- participating fully with other trustees in discussions, giving voice to the interests of all students and reporting regularly to the Board, and to act on behalf of the well-being of the student population within the Board;
- taking the lead, as Co-Chair of the Student Council Liaison Committee, in planning the annual leadership event for secondary student council members;
- liaising with the student population through local school student councils by means of the Student Council Liaison Committee, and communicate with them on Board matters;
- following the normal process of dealing with complaints, questions, or suggestions regarding a school or service by advising the appropriate Board personnel;
- representing the Board at various functions when specifically designated to do so by the Chairperson of the Board or the Director of Education;
- maintaining a 70% average and conduct himself or herself with proper demeanor at all times in accordance with the Catholic School Graduate Expectations for students of Catholic secondary schools;
- wearing appropriate attire when in attendance at Board or Board committee meetings (following his or her school dress code, or casual business attire);
- completing the Student Trustee Profile Form and return to the Communication Services for media purposes;
- having a photograph taken for use in publications and media documents produced by the Communication Services.

The Director of Education is responsible for:

- facilitating the election of student trustees each year
- orienting and mentoring the student trustees in their role
- facilitating the leadership of the student trustees at the student liaison committee

Superintendents are responsible for:

- supporting the secondary administration team in preparing for the election of their student trustee candidates
- working with the director of education in facilitating and supporting the work of Student Trustees and the Student Liaison Committee

Secondary Principals are responsible for:

- ensuring that candidates for student trustee are encouraged and brought forward, properly screened, and given appropriate support for their candidacy in the student trustee election
- establishing an election process within their schools for the election of their school candidate
- conducting an election for student trustee candidate before March 30th of each school year

Teachers and Staff are responsible for:

- supporting and encouraging appropriate candidates for the role of student trustee

Parents are responsible for:

- ensuring that their students who have chosen to run for election have their written consent
- supporting their children's decision and ensuring transportation to and from meetings and other special events that require the participation of the student trustee

Students are responsible for:

- voting for appropriate student trustee candidates in their schools
- supporting their student trustees elected by the Student Liaison Committee
- communicating with their student trustees or Student Liaison Committee their ideas, concerns, and vision to be help form part of the student trustees monthly reports

PROGRESS INDICATORS:

- Student trustees are in place for the commencement of each school year, and are ready to participate in the first and subsequent board meetings of the year.

- The transition from one to two students has effectively taken place.
- The student liaison committee gives positive feedback to the Director as to the process for election and that their voices are being effectively raised at the board table.

DEFINITIONS:

STUDENT TRUSTEE: Student trustee is a contributing, non-voting student member on the Board of Trustees who represents the voice of the students served by the Board, and play a key role in Board issues through active participation in the decision-making process at the Board level.

STUDENT COUNCIL LIAISON COMMITTEE: Student Council Liaison Committee members include the student trustee candidates from each secondary school. Members of the Student Council Liaison Committee will be called on to attend Board and Committee meetings with the Student Trustee on a rotational basis to give support and to broaden the representative student voice as needed.

IN-CAMERA: In-camera is a meeting of a committee of the Board, including a committee of the whole Board, and may be closed to the public when the subject under consideration involves:

- (a) the security of the property of the Board;
- (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the Board; or
- (e) litigation affecting the Board.

Education Act, Section 207

VOTING: Student trustees are not Board members and are, therefore, not entitled to a binding vote - that is, their vote doesn't "count". However, a student trustee does have the right to have his or her vote recorded in the Board minutes if they request it. In addition, a student trustee may request that a matter before a Board or any of its committees be put to a vote, in which case there must be two votes:

- (a) a non-binding vote that includes the student trustee's vote, and

- (b) a recorded binding vote that does not include the student trustee's vote.

A student trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board or of one of its committees on which the student trustee sits. If no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

DIRECT ELECTION PROCESS: Once eligibility is established, student trustee candidates will be given the opportunity to present themselves to the student body and a school-wide election will be held. The student elected will become that school's representative on the Student Council Liaison Committee.

INDIRECT ELECTION PROCESS: Once eligibility is established, student trustee candidates will be given the opportunity to present themselves to the sitting Student Council. An election by members of the Student Council will be held. The student elected will become that school's representative on the Student Council Liaison Committee.

REFERENCES:

Municipal Elections Act, 1996, Section 17 (2) and 29.1

Education Act, Section 1 (1) Education Act,
Section 55

Education Act, Section 58.9 (3) Education Act,
Section 67

Education Act, Section 207 (2) Education Act,
Section 219.1

Peterborough Victoria Northumberland and Clarington Catholic District School
Board By-Laws

Peterborough Victoria Northumberland and Clarington Catholic District School
Board Policies and Administrative Procedures Manual

That the Policy Development Committee recommend:

R.A.: that the current Policy and Administrative procedure, *P-1110 and AP-1110 – Student Trustee* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – 105 Student Trustee and will be under Directional Policy-Governance, Vision, Strategic Priorities.

February 9, 2017

Administration