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## POLICY DEVELOPMENT COMMITTEE MEETING

Monday, May 8, 2017

6:00 – 6:30 P.M.

CATHOLIC EDUCATION CENTRE – BOARDROOM

Chairperson: Linda Ainsworth

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

**A. Call to Order:**

1. Opening Prayer, Mrs. Michelle Griepsma.
2. Approval of Agenda.
3. Declarations of Conflicts of Interest.
4. Approval of the Minutes of the Policy Committee Meeting held on March 21, 2017. **PG 2**
5. Business Arising from the Minutes.

**B. Presentations/Recommended Actions:**

1. RA: Draft Administrative Procedure Reporting Absences (New # 506/Old 529). **AP PG 7**  
Ms. Joan Carragher, Superintendent of Learning, Leadership and Human Resource Services.  
Mr. Darren Kahler, Manager of Human Resource Services. **RA PG 13**

**C. Information Items:**

1. Review of the PVNCCDSB Policy Tracking Chart (will be shared at the meeting).

**D. Next Meeting:**

1. Tuesday, May 16, 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, Mr. Dan Demers.
2. Adjournment.



# Minutes

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THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Tuesday, March 21, 2017 at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough

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## PRESENT

Trustees: Mmes. Linda Ainsworth (Chairperson), Ruth Ciraulo, Michelle Griepsma.  
Messrs. Dave Bernier, Dan Demers, Zachary Smith (Student Trustee).

Administration: Mmes. Joan Carragher, Laurie Corrigan, Anne Marie Duncan, Isabel Grace, Dawn Michie.  
Messrs. Michael Nasello, Timothy Moloney.

Regrets: Mme. Christine Dunn, Helen McCarthy.  
Messr.

Recorder: Mrs. Pamela Smith.

### 1. **Call to Order:**

#### 1. Opening Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, called the meeting to order at 6:30 p.m. and asked Mr. Zachary Smith, to lead the Opening Prayer.

#### 2. Approval of the Agenda.

**MOTION:** Moved by Mr. Dan Demers, seconded by Mrs. Ruth Ciraulo, that the Policy Committee Agenda dated March 21, 2017 be approved as presented.

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 held on, March 6, 2017.

**MOTION:** Moved by Mrs. Ruth Ciraulo, seconded by Mr. Dave Bernier, that the minutes of the March 6, 2017, Policy Development Committee Meeting be approved with the below amendment.

C.4. "A request for consideration of a topic for future Policy Development Committee meeting was raised - the inclusion of the importance of curriculum resources reflecting our vision of Achieving Excellence in Catholic Education through Learning, Leadership and Service."

Carried.

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

**B. Presentations/Recommended Actions:**

- a) Draft Administrative Procedure-Student Trustees (New #105/Old # 1110).  
Mr. Michael Nasello, Director of Education, presented the draft Student Trustees Administrative Procedure that will be under Directional Policy #100 Governance, Vision and Strategic Priorities.

The Student Trustees Administrative Procedure will include one senior student trustee and one junior student trustee. Mr. Nasello noted that the Board budget will need to be increased to support both student trustees.

The Trustees reviewed the document and requested the below amendments:

2. Eligibility (pg.3)

(e) receive written approval of his or her parent/guardian, if under 18 years old **by the date of the commencement of office;**

6. Expenses (pg.4)

~~Student trustees will be afforded expenses according to Board policy.~~

**Each student trustee will be paid an honorarium as set out in section 55(8) of the Education Act. The honorarium is \$2500 per school year paid on a bi-monthly basis.**

Responsibilities (pg.5)

The Director of Education is responsible for: add additional bullet.

- **Providing an orientation to the student trustee at the time of the commencement of office.**

**MOTION:** Moved by Mr. Dave Bernier, seconded by Mr. Dan Demers,

that the current Policy and Administrative Procedure, P-1110 and AP-1110, Student Trustee be deleted and the relevant information and above amendments be captured and incorporated into the new format as Administrative Procedure – #105 Student Trustees, and will be under Directional Policy #100 – Governance, Vision and Strategic Priorities.

Carried.

- b) Draft Administrative Procedure-Exclusion from School (#312).  
Mrs. Anne Marie Duncan, Superintendent of Learning/Special Education Services, shared the draft Administrative Procedure Exclusion from School #312 as an information item.

Mrs. Duncan discussed the draft administrative procedure and answered questions. Procedures for this administrative procedure come from the Education Act section 265.

After discussion with the Trustees Mrs. Duncan will proceed moving forward with this as an administrative procedure. The Trustees requested that the word, "Exclusion", be added to the definitions section of the administrative procedure and that the definition be taken directly from the Education Act. Mrs. Duncan will bring this draft administrative procedure back to the Policy Committee at a later date for review.

- c) Draft Administrative Procedure-Pediculosis in Schools (New# 812/Old 815).  
Mrs. Anne Marie Duncan, Superintendent of Learning/Special Education Services, reviewed the draft administrative procedure with the Trustees. Mrs. Duncan noted that pediculosis is not considered a medical condition and that the reference to exclusion has been removed.

The Trustees requested the below amendments:

Appendix B-Paragraph two and Appendix D-Paragraph two.  
Head lice are not a medical concern, but they are a ~~costly~~ **significant** nuisance **for families**, and need to be treated to control the spread to others.

**MOTION:** Moved by Mr. Dan Demers, seconded by Mrs. Michelle Griepsma,

that the current Policy and Administrative procedure, P-815 and AP-815 – Pediculosis in Schools be deleted and the relevant information and above amendment be captured and incorporated into the new format as Administrative Procedure – 812 Pediculosis in Schools and will be under Directional Policy-Learning and Work Environments.

Carried.

- d) Draft Peterborough Victoria Northumberland and Clarington Catholic District School Board By-Laws.

Mr. Michael Nasello, Director of Education, reviewed the Draft PVNCCDS Board By-Laws with the Trustees. The tracked changes to the document were indicated to show what had been added and removed from the document.

The Trustees requested the below amendments to the By-Laws:

- a) 3.10 add reference to equity perspective in addition to family life.

and to recommend to the Board regarding the implementation of the Ministry's Equity and Inclusive Education Strategy and related PVNCCDSB initiatives.

- b) Remove Meetings of the Human Resources Committee will not be open to the public.(PG 16 3.21)

3.21 Committee Meetings – Open to the Public. Meetings of committees, except in-camera sessions, shall be open to the public and news media and no person shall be excluded except for improper conduct. The committees retain the right to hold in-camera sessions when dealing with the security of the property of the Board; the disclosure of intimate, personal, or financial information in respect of a trustee or a member of a committee, an employee or prospective employee of the Board, or a pupil or his or her parent or guardian; the acquisition or disposal of a school site; decisions in respect of negotiations with employees of the Board; or litigation affecting the Board. (Section 207(1) and (2) Education Act) ~~Meetings of the Human Resources Committee will not be open to the public.~~

- c) Replace? with the letter e (PG 17 4.1 fourth line)

(b) The Chief Executive Officer of the Board shall preside until a Chair is elected as per the procedure set out in Section 5.1, or if there is no Chief Executive Officer or in his or her absence, the trustees present shall designate who shall preside at the election of the Chair and if a trustee is so designated, ~~he~~? or she may vote at the election of the Chair. (Section 208(4) Education Act)

- d) 4.8 Open Question period. Currently not a practice but will be considered to add to the Agenda as a Standing item in section 4.21.
- e) 4.21 Order of Business at Board Meetings. The order of business at a Board meeting shall be as follows:

**4.21 Order of Business at Board Meetings.** The order of business at a Board meeting shall be as follows:

**A.** Call to Order of the Open Meeting:

1. Opening Prayer
2. Acknowledgement of Traditional Lands and Singing of the National Anthem
3. Approval of Agenda
4. Declarations of Conflicts of Interest
5. Approval of the Minutes of the ~~previous~~ Regular Meeting
6. Business Arising Out of the Minutes

**B.** Reports from the Director of Education and Students Trustee(s)

**C.** Presentations

**D.** Programs and Services

**E.** Business, Finance and Governance

**F.** Human Resources

**G.** Old Business

**H.** New Business

**I.** Bring Forward

**J.** Information Items:

1. Chairperson's Report
2. Trustees' Committee Reports
3. Highlights of System Achievements

**K.** Open Question Period

**L.** Future Meetings

**M.** Conclusion:

1. Report from the In-camera Meeting
2. Closing Prayer
3. Adjournment

**MOTION:** Moved by Mrs. Michelle Griepsma, seconded by Mr. Dave Bernier,

that the shared Peterborough Victoria Northumberland and Clarington Catholic District School Board, Board By-Laws be updated to reflect the above amendments and then be brought to the March, 2017 Board Meeting for approval.

Carried.

**C. Information Items:**

1. Review of the PVNCCDSB Policy Tracking Chart.  
This item has been deferred to a later meeting.

**D. Next Meeting:**

1. Monday, April 3, 2017 6:00-6:30 p.m. CANCELLED  
Monday, May 8, 2017 6:00-6:30 p.m.  
Tuesday, May 16, 2017 6:30-8:30 p.m.
2. Selection of Member for Opening Prayer – Mrs. Michelle Griepsma
2. Selection of Member for Closing Prayer – Mr. Dan Demers

**E. Conclusion:**

1. Closing Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, asked Mrs. Ruth Ciraulo to lead the Closing Prayer.

2. Adjournment.

**MOTION:** Moved by Mr. Dan Demers, seconded by Mr. Dave Bernier,

that the meeting adjourn 8:01 p.m.

Carried.

Linda Ainsworth  
Committee Chairperson  
pls

Michael Nasello  
Director of Education

ADMINISTRATIVE PROCEDURE	
Administrative Procedure Section <b>Reporting Absences from Work</b>	Administrative Procedure Number <b>AP- 529 (old) AP- 506 (new)</b>
Directional Policy <b>Employee Relations - 500</b>	

### **TITLE OF ADMINISTRATIVE PROCEDURE:**

Reporting Absences from Work

### **DATE APPROVED:**

TBD

### **PROJECTED REVIEW DATE:**

TBD

### **DIRECTIONAL POLICY ALIGNMENT:**

Employee Relations

### **ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Reporting Absences from Work Administrative Procedure supports our Vision for achieving Excellence in Catholic Education by ensuring employees report their absence properly and in a timely manner. This helps ensure that appropriate coverage can be provided and that student learning and operations continue during the employee's absence. 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 promote our Vision.

**ACTION REQUIRED:**

- 1.0 All employees of the Board are required to communicate a known absence to their immediate supervisor and enter their absence into SmartFind Express as soon as they become aware they will not be at work.
- 2.0 Absences of **less than five (5) consecutive working days** related to personal illness or injury:
  - 2.1 As outlined below, an eligible employee may access sick leave benefits for reasons of personal illness or injury.
  - 2.2 To be eligible for sick leave benefits, an employee must follow the Board's procedures for reporting absences related to illness or injury as outlined in this Administrative Procedure.
  - 2.3 When an employee becomes aware they are ill or injured and cannot report to work, the absence must be immediately entered into SmartFind Express. When reporting an absence, employees should attempt to provide as much notice as possible, while still allowing for the possibility that they may be well enough to attend work if they wait to report an absence. An absence can be cancelled in SmartFind Express up to one (1) hour before the scheduled start time.
  - 2.4 In addition to entering an absence into SmartFind Express, an employee reporting an absence due to personal illness or injury is required to contact their immediate supervisor or designate via telephone to report their absence, discuss any planning needs, and if appropriate, discuss accommodation options. When and how said contact will be made will be per the supervisor's direction.
  - 2.5 Should the absence extend into the next work day, steps outlined in 2.3 and 2.4 are to be repeated. An employee is not required to enter the absence again if their supervisor agrees to extend the absence for them.
- 3.0 Absences of **greater than five (5) or more consecutive working days** related to personal illness or injury:
  - 3.1 As outlined below, an eligible employee may access sick leave benefits for reasons of personal illness or injury.
  - 3.2 To be eligible for sick leave benefits, an employee must follow the Board's procedures for reporting absences related to illness or injury as outlined in this Administrative Procedure.



- 3.3 Employees are required to immediately advise their immediate supervisor or designate following any personal illness or injury that prevents them from working in order to discuss a return to work date.
- 3.4 The employee shall discuss with their supervisor if the absence should be entered into SmartFind Express and for how many days. Once receiving this direction from his/her supervisor, they shall immediately enter the absence in SmartFind Express.
- 3.5 Documentation from the appropriate treating medical practitioner is required and must be submitted in the form of the appropriate Medical Certificate. The completed Medical Certificate is to be submitted to the Wellness Coordinator or designate.
- 3.6 At the time the employee reports their absence, the supervisor may discuss whether the employee can perform work with accommodation. If the employee feels they can do so, the matter will be referred to the Wellness Coordinator and the appropriate Union, if applicable, for further discussion.
- 3.7 Unless otherwise arranged, the Medical Certificate must be submitted by the employee or appropriate treating medical practitioner to the Wellness Coordinator, or designate, within ten (10) working days from the first date of absence.
- 3.8 Access to sick leave benefits may be suspended or denied for failure to provide all requested appropriate medical documentation (as maybe outlined in relevant Collective Agreements or terms and conditions). It is the employee's responsibility to submit the appropriate Medical Certificate to the Wellness Coordinator, or designate, when an absence of five (5) consecutive days or greater occurs.
- 3.9 If restrictions and/or limitations have been identified by the employee's appropriate treating medical practitioner, discussion of a potential accommodation will occur between the Wellness Coordinator, the supervisor, the employee, and the union (if applicable).
- 3.10 Should the employee remain off work, the Board shall require reasonable follow-up and seek reasonable periodic updates.

#### 4.0 Absences Related to Personal Medical / Dental Appointments:

- 4.1 To be eligible for payment for personal medical/dental appointments through deduction from sick leave, where applicable, the employee must follow the Board's procedures for reporting absences related to medical/dental appointments as outlined in this Administrative Procedure.

4.2 Employees shall make every effort to schedule medical/dental appointments outside scheduled work hours.

4.3 The Board recognizes that attending medical/dental appointments during work hours may be unavoidable. However, all employees must attempt to schedule personal medical/dental appointments in the following manner:

4.3.1 Wherever possible, schedule the medical/dental appointment outside of working hours. In most cases treatment providers are open outside of work hours;

4.3.2 Where a treatment provider does not provide such options, an employee must schedule the appointment either at the beginning of the day or the end of the day to minimize their absence from work;

4.3.3 Where neither of the above options are possible, the employee must follow the proceeding steps to report their absence.

4.4 When it is necessary for an employee to schedule a medical/dental appointment during work hours, they shall immediately inform their supervisor so options for coverage can be discussed.

4.5 The supervisor may inquire what time the appointment is, if the treatment provider offers appointments outside of regular work hours, and if it was possible to schedule the appointment to minimize the absence from work. The Board reserves the right to request confirmation of attendance at a medical/dental appointment.

4.6 Once the step outlined in section 4.4 has taken place, the employee must then immediately enter the absence into SmartFind Express.

4.7 If the supervisor is not satisfied the employee has met the criteria outlined in section 4.2, they may decline to approve the medical/dental appointment and the employee's absence will not be approved.

#### 5.0 Absences Related to Professional Development:

5.1 When an employee is going to be absent from their regular duties because of Professional Development (PD), the absence must be immediately reported in SmartFind Express so appropriate coverage, where applicable, can be obtained.

5.2 Not immediately entering an absence for PD into SmartFind Express may result in no coverage being available. In such instances, the employee's attendance at the PD may be cancelled and the employee may be required to return to their regular duties.

**6.0 Vacation / Personal Leaves / Earned Leave:**

- 6.1 Employees who require and qualify for paid personal leave, unpaid personal leave, earned leave, or vacation time must first request the time off using the appropriate form. This form is submitted digitally to the direct supervisor and/or Human Resource Services.
- 6.2 The employee will receive an e-mail indicating when the request has been approved or denied. If the request is approved, the employee must immediately enter the absence into SmartFind Express. If the request is denied, the employee is required to attend work.
- 6.3 Personal leave requests, paid or unpaid, are granted for urgent personal business. Leave requests for other reasons such as vacation, attendance at sporting events, etc. will not be considered.
- 6.4 Other leaves may be available. Employees should reference their applicable Collective Agreement or Terms and Conditions.

**RESPONSIBILITIES:****The Board of Trustees is responsible for:**

- Reviewing the Reporting Absences from Work Administrative Procedure as part of its regular policy and procedures review cycle.

**The Director of Education is responsible for:**

- Including the Reporting Absences from Work Administrative Procedure in the Board policies and procedures posted on the Board web site.

**Superintendents are responsible for:**

- Ensuring principals are consistent with the application of this Administrative Procedure;
- Ensuring that any employee for whom they have supervisory responsibility are aware of the requirements under this Administrative Procedure and that employees follow the requirement for reporting absences from work.

**Principals, Vice-Principals, Managers and Supervisors are responsible for:**

- Ensuring staff who they supervise are aware of the requirements under this Administrative Procedure and that employees follow the requirement for reporting absences from work.
- Maintaining regular contact with employees while they are absent from work to help ensure safe and timely return to work occurs.

- Approving leave requests and verifying absences in SmartFind Express in a timely fashion.

**Employees are responsible for:**

- Ensuring they are familiar with the appropriate software programs so leaves can be reported and requested (i.e. SmartFind Express, the Hub).
- Attempt to have regular attendance at work.
- Schedule appointments outside of regular work hours wherever possible.
- Report absences as outlined.

**PROGRESS INDICATORS:**

All employees of the Board are reporting their absences in a timely fashion and wherever possible minimizing absences from work.

**REFERENCES:**

[PVNC Catholic District School Board Vision and Strategic Priorities 2014-2017](#)  
Employee Relations Directional Policy – 500

That the Policy Development Committee recommend:

**R.A.:** that the current Policy and Administrative procedure, *P-529 and AP-529 – Substitution for a Teacher* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – #506 Reporting Absences and will be under Directional Policy-#500 Employee Relations.

May 3, 2017

Administration