



# Minutes

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THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Tuesday, October 3, 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, Helen McCarthy.  
Messrs.

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

Regrets: Mmes. Christine Dunn.  
Messr. Dave Bernier, Dan Demers.

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 Mrs. Helen McCarthy, to lead the Opening Prayer.

#### 2. Approval of the Agenda.

**MOTION:** Moved by Mrs. Ruth Ciraulo, seconded by Mrs. Helen McCarthy, that the Policy Committee Agenda dated October 3, 2017 be approved with additional item # B6 Removal of Directional Policy Learning and Work Environments #800.

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, June 12, 2017.

**MOTION:** Moved by Mrs. Helen McCarthy, seconded by Mrs. Michelle Griepsma, that the minutes of the June 12, 2017, Policy Development Committee Meeting be approved as presented.

Carried.

5. Business Arising from the Minutes.

There was no business arising from the minutes.

**B. Presentations/Recommended Actions:**

1. Draft updated Administrative Procedure – Community Use of School Facilities (New #601).

Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services, and Mr. Kevin Hickey, Purchasing Manager, presented the updated Administrative Procedure #601 – Community Use of School Facilities and answered questions. Trustees were informed of the changes to the updated Administrative Procedure.

Trustees requested the below amendments to the draft document: (red indicates added)

Community Use of School Facilities will fall under Directional Policy #600 Stewardship of Facilities Resources.

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

In alignment with the Ontario Ministry of Education, Community Use of Schools, Ontario Catholic school facilities are an integral part of the community and, as such, add to the spiritual, educational, recreational, and social development of all who share them. The Board is committed to providing all communities access to school facilities when not being used for school activities- **with emphasis on local parish and not-for profit youth groups**. This Administrative Procedure establishes the criteria, procedures, and cost recovery strategies with respect to the use of facilities leased, owned, and operated by the Board.

The Community Use of Board Facilities Administrative Procedure supports our Vision for Achieving Excellence in Catholic Education:

- ~~➤ Learn – Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.~~
- ~~➤ Lead – Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.~~
- ~~➤ Serve – Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.~~

**If approved, a picture will link to the most current Strategic Priorities, Vision and Mission.**

**Under ACTION REQUIRED:**

1.1 GENERAL

(b) functions of the Catholic School Council, such as meetings and fund-raising activities that are under the direction of the principal or delegate(s). ~~(Refer to Board Policy 601.)~~

1.2 APPLICATION

(g) The Board will make every effort to accommodate the needs of users groups. For ~~incumbent~~ groups **with current permits**, it cannot guarantee existing time allotments will be available in a succeeding school year. It is the responsibility of ~~the incumbent~~ **all groups** to submit applications for the succeeding school year in accordance with the notifications from the Central Booking Office.

(k) If an application is approved, the specific costs (including applicable taxes), conditions of use, and the payment arrangements, will be established by the Central Booking Office. User groups will be charged a "No Show" fee when groups do not show for their permitted time. Repeated "No Shows" (**three consecutive times**) by a user group will result in cancellation of remaining permits.

### 1.3 Group Classification

#### a) GROUP A

Special agreements exist between the Board and the parishes in the following locations:

- Lindsay - St. Mary CES
- Campbellford - St. Mary CES

~~These parishes have varying degrees of investment in the various Board facilities. The parishes' right to utilize the Board facilities as outlined in the specific agreements is recognized, as is the duty of the Board to maintain the high standards of those facilities and assess a fair maintenance cost.~~

### 1.4 REVIEW AND APPROVAL OF PERMITS

As stated in 1.2(g) above, The Board will make every effort to accommodate the needs of users groups. For ~~incumbent~~ **groups with current permits**, it cannot guarantee existing time allotments will be available in a succeeding school year. It is the responsibility of the ~~incumbent~~ **all groups** to submit applications for the succeeding school year in accordance with the notifications from the Central Booking Office. Applications will be received in three (3) rounds:

### 1.5 RENTAL RATES

Fees for the use of facilities are based on the type of organization, as listed in 1.3. Fee structures will be maintained by the Central Booking Office and updated annually. The rates will be posted on the Board's web site. ~~and as an appendix to this Policy.~~

#### **Under DEFINITIONS:**

~~**Season** – For the purposes of this Policy, "Season" shall be the period between September 1 of the current year and June 30th of the following year.~~

**MOTION:** Moved by Mrs. Michelle Griepsma, seconded by Mrs. Helen McCarthy, that the amended #601 Community Use of Board Facilities Administrative Procedure that will fall under Directional Policy Stewardship of Resources #600 be received and posted.

Carried.

## 2. Request for Yearly Review Dates for Administrative Procedure #509 Workplace Violence Prevention and Administrative Procedure #508 Workplace Harassment Prevention.

- a. Administrative Procedure Workplace Violence Prevention (New #509/Old #413). This Administrative Procedure will need to be reviewed on an annual basis.

Trustees requested the below amendments to the Administrative Procedure:

- That all references in the document to Workplace Violence Policy be changed to Workplace Violence **Administrative Procedure**.
  - **Under Section 4.4**  
Prior to initiating any complaint and throughout the complaint process, complainants have a right to assistance and support. Individuals who are named as respondents in a complaint, as well as witnesses, also have a right to assistance and support throughout the complaint process. The following people may provide support:
    - parent/guardian/family member
    - professional support staff
    - **employee or colleague**
    - trained resource person
    - union/federation/association representative
    - **religious advisor**
    - translator/interpreter (if necessary)
  - **Under RESPONSIBILITIES:**  
**The Board of Trustees is responsible for:**
    - Ensuring alignment with the Employee Relations Directional Policy.
    - Reviewing risk assessment reports **periodically**.**Joint Health and Safety Committee is responsible for:**
    - Completing periodic risk assessments, reviewing the results and provide input to administration to support mitigation of risks.
    - Submitting a summary report of risk assessments **periodically** to the Board of Trustees.
- b. Administrative Procedure Workplace Harassment Prevention (New #508/Old #402). This Administrative Procedure will need to be reviewed on an annual basis.

Trustees requested the below amendments to the Administrative Procedure:

- That all references in the document to Workplace Harassment Policy be changed to Workplace Harassment **Administrative Procedure**.

**MOTION:** Moved by Mrs. Michelle Griepsma, seconded by Mrs. Helen McCarthy, that the Policy Development Committee recommend to the Board, that the amended Administrative Procedure, # 509, *Workplace Violence Prevention and Administrative Procedure #508 Workplace Harassment Prevention* be updated to reflect a yearly review date.

Carried.

3. Request to link all Directional Policies and Administrative Procedures to the Board Strategic Priorities, Vision and Mission.

Mr. Michael Nasello, Director of Education, requested to have all Directional Policies and Administrative Procedures have a picture that will link to the current Strategic Priorities, Vision and Mission and shared a sample.

**MOTION:** Moved by Mrs. Ruth Ciraulo, seconded by Mrs. Michelle Griepsma, that all Directional Policies and Administrative Procedures will have a link that connects to the Board Strategic Priorities, Vision and Mission.

Carried.

4. Draft Directional Policy #1300 Transportation.

Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services, shared the Draft Directional Policy #1300 Transportation with Trustees and answered questions.

**MOTION:** Mrs. Helen McCarthy, seconded by Mrs. Ruth Ciraulo, that the policy Development Committee recommend to the Board,

that the DRAFT Directional Policy #1300 be renamed Student Transportation and that the Policy Register and Policy Framework Document be updated to reflect this change.

Carried.

Trustees requested the below amendments to Draft Directional Policy #1300 Student Transportation:

**Under POLICY:**

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to the safe, efficient and effective transportation of eligible students to and from school. ~~and places the highest priority on the transportation of students in a safe and courteous manner.~~

**Under PURPOSE:**

~~The Education Act states that a Board may provide transportation services for students to and from the school the student attends; therefore such service is not the right of every student, but rather a privilege to be accorded to those students who qualify based on the parameters of this Policy. The Board of Trustees is responsible for setting the parameters for eligibility of transportation and other transportation related matters.~~ **Parents are responsible for ensuring their children attend school, and transportation to school is ultimately the responsibility of parents. Under the Education Act, transportation services may be provided by a school board and in those circumstances, the Board of Trustees is responsible for setting the parameters for providing transportation services, including determining the eligibility criteria and establishing other transportation related parameters.** The directional policy will be supported by the establishment of administrative procedures that

reflect responsive and responsible allocation of transportation services that adhere to relevant legislation and regulations, and ensures the safe, efficient and effective transportation of eligible students.

**Under RESPONSIBILITIES:**

**Director of Education is responsible for:**

Add new bullet

- **Adhering to the transportation consortium joint agreement outlining Director of Education responsibilities and membership on the Governance Committee of Student Transportation Services of Central Ontario (STSCO).**

**Superintendent of Business and Finance is responsible for:**

Add new bullet

- **Adhering to the transportation consortium joint agreement outlining responsibilities and membership on the Governance Committee of Student Transportation Services of Central Ontario (STSCO)**
- **Working collaboratively with co-terminous school boards, the Transportation Authority, and parents with respect to resolving issues and concerns related to transportation services and agreements, and implementation of associated transportation procedures.**

**Principals and Vice-Principals are responsible for:**

Add new bullet

- **Working collaboratively with parents, the Transportation Authority and Board administration in implementing the administrative procedures.**

**Staff are responsible for:**

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

**Under PROGRESS INDICATORS:**

Add new bullet

- **regular monitoring of service provider performance, including safety data.**

**Under DEFINITIONS:**

Transportation Authority: for the jurisdictions of the Board in Peterborough, Northumberland and Clarington, the transportation authority is Student Transportation Services of Central Ontario, through its Chief Administrative Office. **Additional information is available at [www.stsco.ca](http://www.stsco.ca)**

For City of Kawartha Lakes, the transportation authority is Trillium Lakelands District School Board through its Transportation Supervisor. **Additional information is available at [www.tlds.on.ca](http://www.tlds.on.ca)**

**MOTION:** Moved by Mrs. Michelle Griepsma, seconded by Mrs. Helen McCarthy, that the Policy Development Committee recommend to the Board, that the DRAFT Directional Policy #1300 – Student Transportation, be distributed to the system for feedback.

**AND**

that the final DRAFT Directional Policy #1300– Student Transportation, reflecting changes if made from the feedback process be brought back to the Board for approval.

Carried.

5. Draft Administrative Procedures Student Eligibility and Route Operation.

- a. Student Eligibility Draft Administrative Procedure (New 1301/Old #1001).  
This item will be deferred to the next meeting.
- b. Route Operation Draft Administrative Procedure (New 1303/Old #1003).  
This item will be deferred to the next meeting.

6. Removal of Directional Policy Learning and Work Environments #800.

Mr. Michael Nasello, Director of Education, requested the removal of Directional Policy Learning and Work Environments #800. All current administrative procedures under this Directional Policy will be realigned to other Directional Policies and the Framework for Policy Development and the Policy Register will need to be updated.

**MOTION:** Moved by Mrs. Michelle Griepsma, seconded by Mrs. Helen McCarthy, that the Policy Development Committee recommend to the Board that the listed Directional Policy #800 – Learning and Work Environments be removed from the Policy Register and Framework for Policy Development and all Administrative Procedures (801-816) be reallocated to fall under other Directional Policies as per the proposed Policy Register.

Carried.

**C. Information Items:**

1. Tentative 2017-2018 Policy Schedule.

Mr. Michael Nasello, Director of Education, shared the tentative 2017-2018 Policy Schedule with Trustees.

**D. Next Meeting:**

1. Tuesday, November 21, 2017 6:30-8:30 p.m.
2. Selection of Member for Opening Prayer – Mrs. Michelle Griepsma.
3. Selection of Member for Closing Prayer – Mrs. Helen McCarthy.

**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 Mrs. Helen McCarthy, seconded by Mrs. Ruth Ciraulo, that the meeting adjourn at 8:46 p.m.

Carried.

Linda Ainsworth  
Committee Chairperson  
pls

Michael Nasello  
Director of Education