
POLICY DEVELOPMENT COMMITTEE MEETING

Monday, March 6, 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. Ruth Ciraulo.
2. Approval of Agenda.
3. Declarations of Conflicts of Interest.
4. Approval of the Minutes of the Open Meeting of Monday, February 21, 2017.
5. Business Arising from the Minutes.

B. Presentations/Recommended Actions: No Items

C. Information Items:

Below items have been previously approved in the new framework but they required the new formatting and the new number.

1. Review of Directional Policy (Old # 825, New # 300) Student Achievement and Well-Being.
 - a. Review of Administrative Procedure (Old # 825-003, New # 301) Effective Instructional Practice.
 - b. Review of Administrative Procedure (Old # 825-007, New # 302) Assessment Evaluation and Reporting.
2. Review of Directional Policy (Old # 501, New 400) Recruitment, Talent Development, Leadership and Succession Planning.
 - a. Review of Administrative Procedure (Old # 501-001, New # 401) Recruitment and Promotion.
3. Review of Directional Policy (Old # 826, New # 700) Equity and Inclusive Education.

D. Next Meeting:

1. Tuesday, March 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, Ms. Christine Dunn.
2. Adjournment.



Minutes

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

PRESENT

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

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

Regrets: Zachary Smith (Student Trustee).

Recorder: Mrs. Pamela Smith.

A. **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. Dave Bernier to lead the Opening Prayer.

2. Approval of the Agenda.

MOTION: Moved by Dan Demers, seconded by Helen McCarthy, that the Policy Committee Agenda dated Tuesday, February 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 of Monday, February 13, 2017.

MOTION: Moved by Dave Bernier, seconded by Ruth Ciraulo,

that the minutes of the Monday, February 13, 2017 Policy Development Committee Meeting be approved with the amendment that item B.1.b. Stewardship of Resources Directional Policy – remove the “s” on the word “ensures” to read as below:

The policy will be supported by the establishment of administrative procedures that reflect responsive and responsible allocation of resources that adhere to relevant legislation and regulations, and ensure the effective and efficient delivery of services to students, parents, staff and other stakeholders.

Carried.

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

B. Presentations/Recommended Actions:

1. RA: DRAFT Safe and Accepting Schools Directional Policy (New #900).

Mr. Tim Moloney, Superintendent of Learning/Student Success, reviewed Safe and Accepting Schools Draft Directional Policy, #900 with Trustees and presented a Power Point.

The Trustees reviewed the draft directional policy #900 and requested the below changes:

- a) Page One – Policy Section
Add the word “equitable” between the words, “respectful and inclusive” per below:

Through the Gospel values, Catholic Social Teachings, and the Catholic Graduate Expectations, the Peterborough Victoria Northumberland and Clarington Catholic District School Board believes that every school must create a welcoming, safe, respectful, **equitable**, inclusive and accepting learning and teaching environment. We believe that these attributes are essential for student achievement and well-being.

- b) Trustees requested a bullet be added regarding progress indicators and the monitoring of the quantitative data.

No motion was made regarding Directional Policy #900 which has been deferred to the March 21, 2017, Policy Committee Meeting for further discussion.

2. DRAFT Administrative Procedure – Workplace Harassment Prevention (New #508/Old #402).

Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services, shared the draft Workplace Harassment Prevention Administrative Procedure #508 and identified that this was an existing policy and administrative procedure which has been combined and will fall under “Directional Policy - Employee Relations”.

Areas that were added to meet new legislation included:

- Commitment from the Board to ensure safe environments
- Domestic violence
- Language around reasonable management
- Reference to Bill 132

Trustees requested the below amendment to Appendix “B” – Formal Resolution Process:

- a) In paragraph two add the word **“is”** prior to the word “engaged” per below:

Other user complainants should report the complaint to the appropriate supervisory or managerial personnel at the Board or, if they require assistance in reporting. [If the appropriate supervisory or managerial personnel is engaged in the workplace harassment, the employee may contact the Superintendent of Schools/Human Resources Services.](#)

MOTION: Moved by Michelle Griepsma, seconded by Dan Demers,
that the current Policy and Administrative procedure, *P-402 and AP-402 – Workplace Harassment Prevention and Appendixes* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – 508 Workplace Harassment Prevention and Appendixes and will be under Directional Policy-Employee Relations.

Carried.

3. DRAFT Administrative Procedure – Workplace Violence Prevention (New #509/Old #413).

Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services, shared the draft Workplace Violence Prevention Administrative Procedure #509 and identified that this was an existing policy and administrative procedure which has been combined and will fall under “Directional Policy - Employee Relations”.

Areas added to the administrative procedure to meet the new legislation included:

- Domestic Violence 5.0
- Definition of “Workplace Violence”

Ms. Carragher discussed that the “Board Joint Health and Safety Committee” will review the administrative procedure annually. Principals, Vice-Principals, Managers and Supervisors received training around this administrative procedure last summer and in the early fall of 2016.

MOTION: Moved by Dave Bernier, Seconded by Dan Demers,
that the current Policy and Administrative procedure, *P-509 and AP-509 – Workplace Violence Prevention and Appendixes* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – 509 Workplace Violence Prevention and Appendixes and will be under Directional Policy-Employee Relations.

Carried.

C. Information Items: No Items.

D. Next Meeting:

1. Monday, March 6, 2017 6:00-6:30 p.m.
Mr. Dan Demers and Mrs. Helen McCarthy indicated they will not be present for the March 6, 2017 meeting.
2. Selection of Member for Opening Prayer – Mrs. Ruth Ciraulo
3. Selection of Member for Closing Prayer – Ms. Christine Dunn

E. Conclusion:

1. Closing Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, asked Mrs. Helen McCarthy to lead the Closing Prayer.

2. Adjournment.

MOTION: Moved by Ruth Ciraulo, seconded by Dan Demers,

that the meeting adjourn 7:38 p.m.

Carried.

Linda Ainsworth
Committee Chairperson
pls

Michael Nasello
Director of Education

DRAFT