



Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Tuesday, May 16, 2017 at 6:00 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough

PRESENT

Trustees: Mmes. Linda Ainsworth (Chairperson), Michelle Griepsma, Helen McCarthy.
Messrs. Dave Bernier, Dan Demers.

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

Regrets: Mmes. Ruth Ciraulo, Christine Dunn.
Messr. Zachary Smith (Student Trustee).

Recorder: Mrs. Pamela Smith.

1. **Call to Order:**

1. Opening Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, called the meeting to order at 6:00 p.m. and asked Mrs. Helen McCarthy, to lead the Opening Prayer.

2. Approval of the Agenda.

MOTION: Moved by Mrs. Michelle Griepsma, seconded by Mr. Dan Demers, that the Policy Committee Agenda dated May 16, 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, May 8, 2017.

MOTION: Moved by Mrs. Michelle Griepsma, seconded by Mrs. Helen McCarthy, that the minutes of the May 8, 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 Directional Policy-Catholic Education (New #200).

Mrs. Laurie Corrigan, Superintendent of Learning/Innovation Technologies, presented the draft Directional Policy-Catholic Education #200 which is a new Directional Policy.

The Trustees found this to be an excellent draft Directional Policy and appreciated the connection to various documents, italicized language and the common good and diversity of all partners being engaged in this document.

Trustees suggested the below amendments to the document:

1. Page Two – The Director is responsible for: ADD bullet.
 - Promoting collaborative relationships with the Bishop of the Diocese of Peterborough and all of the stakeholders in Catholic Education.
2. Page Four – Priests are responsible for:
 - *meeting the pastoral and spiritual needs of both staff and students in Catholic schools through faith development, social outreach and liturgical celebrations that will benefit both the parish and the school under the diocesan oversight of the Bishop of the Diocese of Peterborough.*
3. Page Four – Parents are responsible for:
 - as the primary educators of ~~your~~ **their** children, developing the faith and well-being of children that is extended and complemented by our Catholic schools.
4. Page Five – Students are responsible for:
 - bringing *the best of themselves to the society* in which they ~~will be living~~ **live, in fulfillment of the Catholic Graduate Expectations.**

Trustees also discussed the possibility of adding that the Director will meet on an annual basis, after discussion this could be considered within the Director's job description.

MOTION: Moved by Mrs. Michelle Griepsma, seconded by Mrs. Helen McCarthy,

that the DRAFT Directional Policy #200 – Catholic Education, be distributed to the system for feedback.

AND

that the final DRAFT Directional Policy #200 – Catholic Education, reflecting changes if made from the feedback process be brought back to the Board for approval.

Carried.

2. Draft Administrative Procedure - Employee Charged with Criminal Offence or Under Investigation by a Third Party (New #501/Old #502).

Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services and Mr. Darren Kahler, Manager of Human Resource Services, presented the draft administrative procedure and reviewed the document with Trustees.

Ms. Carragher noted that this policy is for all employees whereas the previous administrative procedure was limited to teachers and this is why the title of the administrative procedure has been changed from, *Employee Charged with Criminal Offence or Under Investigation by the Ontario College of Teachers to Employee Charged with Criminal Offence under investigation by a Third Party.*

Trustees suggested the below amendments to the document:

1. 1.0 correct Investigatoin to investigation.
2. Add a reference to third party supports for employees.
3. Under Trustees responsibility include reviewing the Employee Charged with Criminal Offence or Under Investigation by a Third Party Administrative Procedure #501 to ensure its alignment to the Employee Relations Directional Policy #500.
4. Ensure Director responsibilities are consistent – and add notation that the Director is accountable to Trustees on the implementation of the Administrative Procedure.
5. Add - ensure all employees are aware and follow required reporting processes to appropriate section of the administrative procedure.
6. PG Three correct - Trustee reviews the administrative procedure, not *policy*.

MOTION: Moved by Mr. Dave Bernier, seconded by Mrs. Helen McCarthy,

that the current Policy and Administrative procedure, *P-502 and AP-502 – Employee Charged with Criminal Offence or Under Investigation by the Ontario College of Teachers* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – #501 Employee Charged with Criminal Offence *under investigation by a Third Party* and will be under Directional Policy-#500 Employee Relations.

Carried.

3. RA: Draft Administrative Procedure - Out of School Activities (New #305/Old #810).

Mrs. Dawn Michie, Superintendent of Learning/K-12 Program, presented the draft Out of School Activities Administrative Procedure #305, under Directional Policy #300 Student Achievement and Well-Being #300 and shared the changes.

Trustees reviewed the document and requested the below amendments:

***Red wording indicates new text that has been added.**

1. Page 3, Action Required 3(c) draft referred to as 1.3(c)

The Board shall be responsible for the approval of Out of School Activities that involve travel outside of Canada, travel during vacation periods, and those with risk managed activities. Medium and Medium-High Risk Managed activities will be brought to the Board for approval. High Risk Managed activities will not **normally** be supported by the Board **unless there are mitigating circumstances. All High Risk Management activities must be brought to the Board, for considerations, even if they are repeat trips.** Information on Risk Managed Activities can be found at the OSBIE's Field Trip Risk Management Guidelines.

2. Page 3, Action Required 4(b) draft referred to as 1.4(b)

Costs associated with Out of School Activities **which are an extension of the curriculum and not an optional trip** may be subsidized by school budget, Catholic School Council funds, or fund-raising efforts. Principals must be sensitive to the capabilities of families to pay prior to supporting Out of School Activities. In cases where financial hardship is suspected, staff will make whatever accommodation is required to support participation of all students.

3. Page 4, Action Required 1.6 removed

~~1.6 All students are eligible for Out of School Activities as long as they do not represent a safety threat to other students or the activity is deemed to be unsafe for the student. The principal shall make the final decision on which students will be permitted to participate in Out of School Activities.~~

4. Page 4, 6(d) Category 4 – Travel Outside of Canada, Travel During Vacation Periods, or Risk Managed Activities.

Category 4 - Travel Outside of Canada, Travel During Vacation Periods, or Risk Managed Activities

The Board shall be responsible for the approval of Category 4 Out of School Activities. A Category 4 Approval Form must be submitted to the Family of Schools

Superintendent **before the trip is booked**. For first time trips, or trips in which the itinerary has changed significantly **or where there is an increased risk**, at least one trip supervisor and a member of the school administration team must attend the Board meeting to provide further details as requested by the trustees before booking the trip. Repeat trips, previously approved by the Board, will be presented to the Trustees by the Family of Schools Superintendent at least ~~two months~~ **three Board meetings** prior to the trip taking place. **All excursions listed as High Risk Managed Activities will be brought to the Board for consideration prior to the trip being booked.**

Category 4 excursions requiring travel services such as hotel accommodations or air/bus transportation must be arranged through a registered Travel Agent as per the Travel Industry Act (2002).

5. Page 10-11, Principals are Responsible for:

- ensuring staff whom they supervise are aware of the requirements under this Administrative Procedure;
- maintain a file of each field trip taken by any group in the school, for a minimum of two calendar years. Each file shall contain the details of the trip, including copies of consent forms, and be available for review by the appropriate superintendent.
- maintaining emergency contact information for all staff and students participating in Category 2, 3 or 4 excursions;
- reviewing and approving Out of School Activity Applications, ensuring that all elements of this Administrative Procedure have been addressed and that activity is in compliance with the OPHEA Safety Guidelines.
- ensuring all students have an equal opportunity to participate in class excursions which are an extension of the curriculum, and, will not be denied such opportunity because of monetary factors or issues of accessibility. ~~In cases where financial hardship is suspected, the principal will make whatever accommodation is required to support participation of all students.~~
- ~~shortening, cancelling or terminating at any time if, in the opinion of the school Principal or Superintendent, the activity cannot proceed or be completed in a safe or satisfactory manner, including, but not limited to, when Board transportation is suspended due to inclement weather;~~
- when appropriate, subsidizing costs associated with Out of School Activities by school budget, Catholic School Council funds, or fund-raising efforts. Principals are responsible for ensuring fund-raising to defray costs incurred shall be consistent with the Board Policy on Fundraising;

- shortening, cancelling or terminating at any time if, in the opinion of the school Principal or Superintendent, the activity cannot proceed or be completed in a safe or satisfactory manner, including, but not limited to, when Board transportation is suspended due to inclement weather;
 - Collaborate with other schools to combine trips and itineraries, where appropriate,
 - Ensuring a process is in place so that students participating in Out of School activities have opportunities to catch up on any missed work or assignments.
 - ensuring that Category 4 trips, requiring travel services such as hotel accommodations or air/bus transportation are coordinated through a registered Travel Agent, as per the Travel Industry Act (2002) – Travel Industry Guidelines for School Trips.
 - Submitting all Category 4 applications to the Family of Schools superintendent at least three weeks prior to the Board meeting in which the trip will be presented to the Board.
6. Page 11, Add New - Curriculum Chairs are responsible for:
Ensuring that Out of School activities initiated within their departments articulate the alignment with the curriculum expectations and the Ontario Graduate Expectations;
- Coordinating trips with other Secondary schools, where possible and appropriate.
7. Page 12, Teachers and Staff are responsible for:
Change bullet four:
- ensuring all supervisors, and volunteers and participating students have a common understanding of what is expected during the excursion; in alignment with the school's Code of Conduct;
8. Page 12 (old) revised Page 13, Students are responsible for:
- following all school rules and, expectations and the school's Code of Conduct while participating in Out of School Activities;
 - representing their school in a positive manner while on an excursion;
 - listening to and following the directions of their teacher or supervisor;
 - Ensuring that any missed assignments are submitted after returning from an Out of School activity.

MOTION: Moved by Mr. Dan Demers, seconded by Mrs. Helen McCarthy, that the current Policy and Administrative procedure, *P-810 and AP-810 – Out of School Activities* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – #305 Out of School Activities and will be under Directional Policy - #300 Student Achievement and Well-Being.

Carried.

4. RA: Draft Administrative Procedure - Lockdown (New #904/Old #412).

Mr. Tim Moloney, Superintendent of Learning/Student Success shared a presentation and reviewed the document with Trustees.

Mr. Moloney showed the alignment to the Directional policy and shared the Ministry Mandate and Police School Board Protocol. All publically funded school boards in Ontario must establish a lockdown policy to ensure the development and implementation of individual school plans. Schools have two lockdown drills per year.

Trustees reviewed the document and requested the below amendments:

1. Ensure that under lockdown drills that a secondary statement is added that would reference “in the action required or guidelines”.
2. Suggestion to add a plan for the duty of responsibility for staff members regarding the police protocol.

Trustees also inquired if financial obligations are in place to support clear identification is on all sides of buildings and portables? (i.e. portable #1).

MOTION: Moved by Mr. Dan Demers, seconded by Mrs. Helen McCarthy, that the current Policy and Administrative procedure, *P-412 and AP-412 – Lockdown* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – #904 Lockdown and will be under Directional Policy - #900 Safe and Accepting Schools.

Carried.

C. Information Items:

Mr. Michael Nasello, Director of Education, reviewed the below excursion insurance updates and will be following up on them.

1. If it is not a safety issue there is no cancellation insurance – an example would be if a student in the group was denied entry into the country.
2. Student Exchange – longer duration of stay – an example if a decision to bring student home earlier would not be covered.

D. Next Meeting:

1. Monday, June 12, 2017 6:00-6:30 p.m.
2. Selection of Member for Opening Prayer – Mr. Dave Bernier.
2. Selection of Member for Closing Prayer – Mrs. Michelle Griepsma.

E. Conclusion:

1. Closing Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, lead the Closing Prayer.

2. Adjournment.

MOTION: Moved by Mr. Dan Demers, seconded by Mrs. Helen McCarthy,

that the meeting adjourn 8:21 p.m.

Carried.

Linda Ainsworth
Committee Chairperson
pls

Michael Nasello
Director of Education