



Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Monday, May 8, 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. 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: Mmes. Ruth Ciraulo, Christine Dunn.
Messr. Dave Bernier

Recorder: Mrs. Pamela Smith.

1. **Call to Order:**

1. Opening Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, called the meeting to order at 6:06 p.m. and asked Mrs. Michelle Griepsma, to lead the Opening Prayer.

2. Approval of the Agenda.

MOTION: Moved by Michelle Griepsma, seconded by Helen McCarthy, that the Policy Committee Agenda dated May 8, 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 21, 2017.

MOTION: Moved by Michelle Griepsma, seconded by Dan Demers, that the amended minutes of the March 21, 2017, Policy Development Committee Meeting be approved.

Carried.

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

B. Presentations/Recommended Actions:

- a) Draft Administrative Procedure-Reporting Absences from Work (New #506/Old #529).

Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services and Mr. Darren Kahler, Manager of Human Resource Services, presented the draft Reporting Absences from Work Administrative Procedure that will be under Directional Policy #500 Employee Relations.

Ms. Carragher shared that the name for the new administrative procedure #506 has been renamed from “Substitution of a Teacher” to “Reporting Absences from Work” in order to encompass all employees. Ms. Carragher shared that this document has been reviewed with many stakeholders. This administrative procedure will assist in ensuring all employees report their absence properly and in a timely manner.

The Trustees reviewed the document and requested the below amendments:

1. That sub sections be organized to keep as much consistency as possible where topic matter is similar.
2. That instances of the word “so” be replaced with alternate text.
3. That “appropriate Medical Certificate” be identified.
4. That the wording “may be” be corrected in section 3.8.
5. That “Wellness Coordinator” be included in the Responsibilities.
6. That the Trustees and Director’s responsibilities align with the Policy Development and Review Administrative Procedure #101.
7. That section 4.2 and 4.3 be amalgamated.
8. That the word, “timely” be clarified.

MOTION: Moved by Dan Demers, seconded by Helen McCarthy,

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

Carried.

C. Information Items:

1. Review of the PVNCCDSB Policy Tracking Chart.

Mr. Michael Nasello, Director of Education, shared two charts with the Committee.

1. *Directional Policy Update Chart* identifies what is completed and what is pending.

2. *Summary Chart* that was originally shared with the Committee in November 2016 shows the status of what was scheduled and what has been completed or is pending.

D. Next Meeting:

1. Tuesday, May 16, 2017 6:30-8:30 p.m.
2. Selection of Member for Opening Prayer – Helen McCarthy.
2. Selection of Member for Closing Prayer – Linda Ainsworth.

E. Conclusion:

1. Closing Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, asked Mr. Dan Demers to lead the Closing Prayer.

2. Adjournment.

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

that the meeting adjourn 6:42 p.m.

Carried.

Linda Ainsworth
Committee Chairperson
pls

Michael Nasello
Director of Education