



Minutes

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

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 Section D add reference to equity perspective in addition to family life.**

The Family Life and Religious Education Committee and the Equity and Inclusive Education Committee were amalgamated and will now be known as the Faith and Equity Advisory Committee.

- 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.~~All references to the Human Resources Committee shall be removed from this document as the Committee was disbanded.

- 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^e 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:

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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. Policy Development

~~H~~. Old Business

~~I~~. New Business

~~J~~. Bring Forward

~~K~~. Information Items:

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

~~L~~. Open Question Period

M. Future Meetings

~~N~~. 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