



# Minutes

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

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## PRESENT

Trustees: Mmes. Linda Ainsworth (Chairperson), Ruth Ciraulo, Michelle Griepsma.  
Messrs. Dave Bernier, 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. Daniel Demers.

Recorder: Mrs. Pamela Smith.

### 1. **Call to Order:**

#### 1. Opening Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, called the meeting to order at 6:05 p.m. and asked Mrs. Ruth Ciraulo to lead the Opening Prayer.

#### 2. Approval of the Agenda.

**MOTION:** Moved by Mrs. Michelle Griepsma, seconded by Mr. Dave Bernier, that the Policy Committee Agenda dated Tuesday, February 21, 2017 be approved with the amendment that under item "A5" Business Arising from the Minutes that Draft Directional Policy #900 Safe and Accepting Schools be added.

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 Tuesday, February 21, 2017.

**MOTION:** Moved by Mrs. Ruth Ciraulo, seconded by Mr. Dave Bernier,

that the minutes of the Tuesday, February 21, 2017 Policy Development Committee Meeting be approved as presented.

Carried.

5. Business Arising from the Minutes.

Trustees requested that the below revision be made to the Draft Safe and Accepting Schools Directional Policy (New #900)

Page One – Policy Section

**Replace the word “should” with “shall strive to”** to reflect the below:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board believes that all students need to feel safe and secure to benefit from the advantages of being part of a Catholic education community. To that end, every school ~~should~~ **shall strive to** be a welcoming, safe, respectful, equitable, inclusive and accepting learning and teaching environment, rooted in the Gospel values.

**B. Presentations/Recommended Actions:** No Items.

**C. Information Items:**

Mr. Nasello, Director of Education, shared that the below Directional Policies and Administrative Procedures were previously approved with the new framework. These items were brought forward to be in alignment with the new numbering system and formatting.

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.

**MOTION:** Moved by Mrs. Michelle Griepsma, seconded by Mrs. Ruth Ciraulo,

that the below Directional Policies and Administrative procedures be approved in the new format with new numbering.

1. Directional Policy Student Achievement and Well-Being #300
2. Administrative Procedure Effective Instructional Practice #301
3. Administrative Procedure Assessment and Evaluation #302
4. Directional Policy Recruitment, Talent Development, Leadership and Succession Planning # 400
5. Administrative Procedure Recruitment and Promotion #401
6. Directional Policy Equity and Inclusive Education #700

Carried.

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."

**D. Next Meeting:**

1. Tuesday, March 21, 2017 6:30-8:30 p.m.
2. Selection of Member for Opening Prayer – Mr. Zachary Smith
2. Selection of Member for Closing Prayer – Mrs. Ruth Cirualo

**E. Conclusion:**

1. Closing Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, asked Mr. Dave Bernier to lead the Closing Prayer.

***The Policy Committee Meeting was not adjourned and moved into the Governance Committee Meeting at 6:30 p.m.***

***Following the Governance Meeting the Policy Committee reconvened at 7:25 p.m. and Mrs. Andrea Bradley recorded the minutes.***

Draft Administrative Procedure Instruction Out of School and Appendices (New 307/Old 824) were shared with the Policy Committee. Mrs. Anne Marie Duncan, Superintendent of Learning/Special Education Services, answered questions and made revisions to the Draft Administrative Procedure.

**MOTION:** Moved by Mrs. Ruth Cirualo, seconded by Mr. Dave Bernier,

that the current Policy and Administrative procedure, *P-824 and AP-824 – Instruction Out of School and Appendixes* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – 307 Instruction Out of School and Appendixes and will be under Directional Policy-Student Achievement and Well-Being.

Carried

2. Adjournment.

**MOTION:** Moved by Mr. Dave Bernier, seconded by Mrs. Michelle Griepsma,

that the meeting adjourn 8:15 p.m.

Carried.

Linda Ainsworth  
Committee Chairperson  
pls

Michael Nasello  
Director of Education