



Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Tuesday, November 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. Dave Bernier, Dan Demers.

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

Regrets: Mmes. Isabel Grace.
Messr. Michael Nasello.

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 Mrs. Michelle Griepsma, to lead the Opening Prayer.

2. Approval of the Agenda.

MOTION: Moved by Mrs. Ruth Ciraulo, seconded by Mrs. Helen McCarthy, that the Policy Committee Agenda dated November 21, 2017 be approved with the amendment that B1 Draft Updated Administrative Procedures Occupational Health and Safety be identified as new # 512.

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, October 3, 2017.

MOTION: Moved by Mrs. Ruth Ciraulo, seconded by Mrs. Helen McCarthy, that the minutes of the October 3, 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 updated Administrative Procedure – Occupational Health and Safety (New #512).

Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services, presented the updated Administrative Procedure #512 – Occupational Health and Safety and answered questions. Trustees were informed of the changes to the updated Administrative Procedure.

The Occupational Health and Safety Administrative Procedure is very aligned with current legislation and the Occupational Health and Safety Act. This administrative procedure relates to our employees not our students. An annual review of this administrative procedure is required. A Health and Safety report from the Board Joint Health and Safety Committee will be shared biannually with the Board. Ms. Carragher identified the Joint Health and Safety Committee membership and noted that all schools have their own Site Inspection Committee.

Trustees requested the below amendments to the draft document: (red indicates added)

The Board of Trustees is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Employee Relations Directional Policy.
- ADD under Trustee Responsibility
Reviewing the Occupational Health and Safety Administrative Procedure as part of its regular policy and procedures review cycle.

MOTION: Moved by Ms. Christine Dunn, seconded by Mr. Dan Demers, that the current Policy and Administrative Procedure, *P-405 and AP-405 – Occupational Health and Safety* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – #512 Occupational Health and Safety and will be under Directional Policy-#500 Employee Relations.

AND

will be reviewed yearly.

Carried.

2. New Draft Administrative Procedure #320 Supporting Positive Student Behaviour: Safety for All.

This will combine Policy/Administrative Procedure #407 Staff Safety with Student with Special Needs AND Policy/Administrative Procedure #804 Physical Intervention with Students.

Mrs. Anne Marie Duncan, Superintendent of Learning/Special Education Services, and Mr. Tim Moloney, Superintendent of Learning/Student Success, shared the rationale for combining both policies and administrative procedures. Mrs. Duncan and Mr. Moloney reviewed the Draft Administrative Procedure #320 Supporting Positive Student Behaviour: Safety for All, and answered questions. Appendixes and forms were attached for review and still require some adjustments.

Trustees requested the below amendments to the draft document:

- Under Action Required –request to condense this section as some repetitive language.
- Page Four – #1 Staff and Student Safety: Positive Behaviour Supports, section “C” Safety Plan request to define the period of time. If time would not be consistent depending on the type of incident then it may be better to reference who holds the final determination of how long the time will be, such as the school holds the final decision on time. This change may also impact the Safety Plan Template form that would need updating.

Safety plans are no longer required where the school team has evidence that the unsafe behaviours no longer exist. The evidence would show a period of time without any incident of unsafe behaviour with the potential to cause a risk of injury to self and/or others. This decision is supported by the behaviour data tracking. Parents/Guardians must be consulted regarding the removal of a safety plan. When a safety plan is no longer required, school personnel should update the information in SEOS on Form 32b.

- Page Eight – Section 4 Admission of students with a Current Pattern of Unsafe Behaviour, section B-From Outside the Board, bullet three sub bullet 6 the acronym FBA needs to be identified as – Functional Behaviour Assessment.
 - An FBA;
- Page Ten – Staff Absences - Add Teacher in Charge (TIC). The Teacher in Charge should have knowledge and resources when in that position. Principals should leave plans/expectations for TICs.
- Page Seventeen – Responsibilities – Under Principals are Responsible for:
 - Establishing and communicating clear processes for the development, review and communication of safety plans;

ADD reference providing parents with timely information and ensure parents that supports are in place or add as new bullet.

ADD reference to inform and collaborate with parents on behavior supports.

- On HR 5 appendix g should there be a reference to employment other than our Board and should there be a reference to workman compensation.

- Add Bill 168 to references

MOTION: Moved by Mr. Dan Demers, seconded by Mrs. Helen McCarthy, that the current Policy and Administrative procedure, *P-407 and AP-407 – Staff Safety with Students with Special Needs* **AND** *P-804 and AP-804 Physical Intervention with Students* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – **#320 Supporting Positive Student Behaviour: Safety for All** and will be under Directional Policy-#300 Student Achievement and Well-Being.

Carried.

C. Information Items: No Items.

D. Next Meeting:

1. Tuesday, January 30, 2018 6:30-8:30 p.m.
2. Selection of Member for Opening Prayer – Mr. Dave Bernier
3. Selection of Member for Closing Prayer – Mrs. Ruth Ciraulo

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 Mr. Dan Demers, seconded by Mr. Dave Bernier, that the meeting adjourn at 7:43 p.m.

Carried.

Linda Ainsworth
Committee Chairperson
pls

Michael Nasello
Director of Education