



Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Tuesday, January 30, 2018 at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough

PRESENT

Trustees: Mmes. Linda Ainsworth (Chairperson), Michelle Griepsma.

Messrs. Dave Bernier, Dan Demers.

Administration: Mmes. Joan Carragher, Laurie Corrigan, Anne Marie Duncan, Isabel Grace, Dawn Michie.

Messrs. Darren Kahler, Michael Nasello, Timothy Moloney, Winston Steward (Student Trustee).

Regrets: Mmes. Ruth Ciraulo, Christine Dunn, Helen McCarthy, Cali Brake (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 6:37 p.m. and asked Mr. Dave Bernier, to lead the Opening Prayer.

2. Approval of the Agenda.

MOTION: Moved by Mr. Dan Demers, seconded by Mr. Dave Bernier, that the Policy Committee Agenda dated January 30, 2018 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, November 21, 2017.

MOTION: Moved by Mr. Dave Bernier, seconded by Mr. Dan Demers, that the minutes of the November 21, 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. RA.: Draft Directional Policy # 1300 Student Transportation (Feedback from Website).
Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services.

Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services, reviewed the feedback received from the Board website input form for the Draft Directional Policy #1300 Student Transportation with Trustees and answered questions.

Mrs. Grace indicated that there were 546 visitors to website with 75 comments. Some respondents chose to review but make no comments.

The change to the walk distance was the main concern. One concern noted was the impact on existing congestion of cars and that this may increase. Mrs. Grace will follow up on the congestion concern.

Mrs. Grace reviewed that a parent had done a survey in Northumberland with a petition to request grades 1-3 remain on the bus.

Trustees inquired what the financial implications would be regarding childcare and Mrs. Grace advised Trustees that they would balance and the Board would not see much of an increase or decrease in costs versus savings.

Mrs. Grace will review the communication process to allow parents time to make arrangements regarding childcare. A notice would be sent to parents in early spring.

Mrs. Grace informed Trustees that Administration would not be recommending changes to the Draft Directional Policy based on the feedback process relating to this Draft Directional Policy but did indicate that the terminology for JK/SK would be adjusted to reflect Year One and Year Two.

MOTION: Moved by Mr. Dan Demers, seconded by Mrs. Michelle Griepsma, that the system feedback collected regarding the DRAFT Directional Policy #1300 – Student Transportation, be received.

AND

that the final DRAFT Directional Policy #1300– Student Transportation, reflecting changes if made from the feedback process be brought back to the Board for approval.

Carried.

2. R.A.: New Draft Administrative Procedure #905 Bomb Threat.

Mr. Tim Moloney, Superintendent of Learning/Student Success, presented the Draft Administrative Procedure #905 Bomb Threat and Appendixes and answered questions.

Mr. Moloney shared a powerpoint with Trustees and explained the Ministry and Police/School Board Protocol connections.

Trustees requested that the language and responsibilities be kept clear and concise and align with the School/Board Protocol. After discussion, it was requested that appendixes be referenced in the Administrative Procedures but will only be available to schools to assist with emergency safe school plans.

Trustees also made inquiries regarding the communication process to parents. Mr. Moloney advised the Trustees that he will work with Mr. Galen Eagle, Communications Manager, on this process.

Trustees reviewed Draft Administrative Procedure #905 Bomb Threat, and made the below recommendations, (~~strikeout in red~~ –remove from document, red no ~~strikeout~~ is ~~added wording~~):

1. The Principal/Manager is responsible for:

- Developing a site specific Bomb Threat Plan (~~Appendix A~~);

Sub Section –Bomb Threat Intake Procedures

(bulleted checklists were removed under below areas)

- ~~Ensuring those staff members identified as most likely to receive a bomb threat, receive training to properly record precise information during a bomb threat call. Information to record should include as much of the following detail as possible:~~
- ~~Providing a checklist of information to assist with recording the information (Bomb Threat Intake Checklist – Appendix B).~~
- Ensuring those staff members identified as most likely to receive a bomb threat, receive training and are provided with a checklist to assist with recording information.
- ~~Conducting initial assessment. To assist with the assessment, consider:~~
- Conducting initial assessment;

MOTION: Moved by Mr. Dave Bernier, seconded by Mr. Dan Demers,

that the new Administrative Procedure – Bomb Threat #905 that will fall under Directional Policy Safe and Accepting Schools #900 be received and posted as deemed appropriate.

Carried.

3. R.A.: New Draft Administrative Procedure # 507 Disability Management.

Ms. Joan Carragher, Superintendent of Learning, Leadership and Human Resource Services and Mr. Darren Kahler, Manager of Human Resource Services, reviewed the Draft AP #507 Disability Management with Trustees and answered questions. Mr. Kahler noted to Trustees that this draft AP has been shared and reviewed with unions.

Trustees reviewed Draft Administrative Procedure #507 Disability Management, and made the below recommendations, (~~strikeout in red~~ –remove from document, red no ~~strikeout is added wording~~):

1. Under Action Required:

1.0 Background

All employees will be treated with fairness, consistency, respect and compassion. The Board's Disability Management Procedure is an integrated partnership among employees, supervisors/administrators, union representatives, and health care providers that support employees who cannot remain at work or return to work. The Procedure provides direction for the management of long-term absences from work. ~~A long-term absence is defined as an absence of five (5) consecutive days or greater.~~

Employees ~~are expected~~ ~~have a responsibility~~ to take an active ~~and responsible~~ role in their own medical care ~~so that well-being can be maintained and absences from work minimized to maintain their health and well-being and minimize absences from work.~~

The Board will make every reasonable effort to keep employees in the workplace and to return employees to work safely and quickly. This will be accomplished through communicating before, during, and after an employee's absence and offering suitable modified work (see ~~pending~~ AP - ~~530~~ 503 Workplace Accommodation).

Participation in the Disability Management ~~Administrative~~ Procedure is a requirement for all employees of the Board.

2.0 Purpose of the Program

Paragraph one (see ~~pending~~ AP ~~530~~ 503-Workplace Accommodation)

3.0 Confidential Medical Information

Inquiry as to function and further assessment, ~~as well as~~ contact with Human Resource Services or the Wellness Coordinator or designate is not considered private medical information.

It is not appropriate for any employee to ask for confidential medical information, nor is it required that the employee reveal or discuss confidential information / details of their treatment plan. However, some medical issues (e.g. the effects of medications, medical conditions) can impact an employee's fitness to perform various tasks, their safety, the safety of students, or others. The employee, Wellness Coordinator ~~or designate~~ and/or the Supervisor, ~~and~~ need to be aware of this issue and manage it responsibly to avoid placing the employee, or others in the workplace, at risk.

The completed medical documentation will be sent directly to the Board's Wellness Coordinator or designate within the agreed upon time frame. The medical ~~documentation~~ can be provided via e-mail or fax machine.

4.0 Planned Absences from Work

~~Often~~ **On occasion** an employee may know in advance of an absence from work and/or may know approximately how long he/she may be absent from work. In a case such as this, the following steps will take place.

When an employee is expected to be absent from work for five (5) **consecutive** days or greater and he/she is aware of said absence (i.e. a pre-planned procedure/surgery), he/she will immediately call his/her supervisor and call the Board's Wellness Coordinator or designate to advise him/her of the anticipated first date of absence and advise his/her supervisor.

5.0 Ongoing Absences from Work

When an employee is off work **(5) consecutive days or greater**, reasonable follow up requests and reasonable periodic updates, may be required. Regular and ongoing communication with the Board's Wellness Coordinator or designate is required. The Wellness Coordinator or designate determines the frequency of communication with the employee and obtains further clarification, as needed.

6.0 Return to Work

Should accommodation be required **during** to facilitate a return to work, **accommodation procedures will be followed** (see ~~pending Administrative Procedure 530 AP – 503 Workplace Accommodation~~) **for further details.**

Responsibilities

Principals, Vice-Principals, Managers and Supervisors are responsible for:

- Informing the Wellness Coordinator or designate by phone and/or e-mail of employees who are absent for **five (5) consecutive days or greater days consecutively.**

References:

AP ~~530 503- Accommodated Work Workplace Accommodation~~ (pending)

MOTION: Moved by Mrs. Michelle Griepsma, seconded by Mr. Dan Demers,

that the new Administrative Procedure – Disability Management #507 that will fall under Directional Policy Employee Relations #500 be received and posted with suggested revisions.

4. R.A: Draft Administrative Procedure #319 (New) Anaphylaxis – Reducing the Risks. (This will combine Policy/Administrative Procedure #404).

Mrs. Anne Marie Duncan, Superintendent of Learning/Special Education Services, presented the Draft Administrative Procedure #319 Anaphylaxis-Reducing the Risks and answered questions.

Mrs. Duncan reviewed this administrative procedure and brought forward changes stemming from PPM 161 which include new wording around medical conditions and plan of care terminology. Mrs. Duncan noted that Maplewood is being developed to populate forms and that transportation will also be able to pull data from Maplewood regarding the plan of care.

Trustees reviewed Draft Administrative Procedure #319 Anaphylaxis and made the below recommendations.

(~~strikeout in red~~ –remove from document, ~~red no strikeout~~ is added wording):

1. Section-Action Required:

PPM 161: *Supporting Children and Students with Prevalent Medical Conditions (~~Anaphylaxis, Asthma, Diabetes, and/or Epilepsy~~) in Schools*, states that any policy developed to support students with life-threatening allergies should have as its goals:

2. Section-The Superintendent with responsibility for Transportation and for Purchasing is responsible for:

2. ensuring that school principals are aware that a Plan of Care for Prevalent Medical Conditions - ~~Health Form 5, Appendix A (see Appendix A)~~ is completed ~~in the Maplewood database~~ for each student with a life-threatening medical condition, and that a copy of this form must be provided to the student's transportation provider;

3. Section-The Superintendent of Schools are responsible for:

1. ensuring each school has developed a school-wide Anaphylaxis Prevention and Management Plan (see Appendix ~~F E~~), as well as a Plan of Care for each student and staff member with life-threatening allergies.

4. Section-Principals and Vice-Principals are responsible for:

3. communicating to parents and appropriate staff the process for parents to notify the school of their child's medical condition(s), as well as the expectation for parents to co-create, review, and update a Plan of Care ~~for Prevalent Medical Conditions form in the Maplewood database~~ with the principal. This process should be communicated to parents, at a minimum:
 - a. during the time of registration;
 - b. each year during the first week of school, by providing an updated Authorization for Administration of Medication ~~Health Form 5~~ (see Appendix ~~B A~~) to be completed and returned;
 - c. when a child is diagnosed and/or returns to school following a diagnosis;

Remove Section 4 sub section 5 below and renumber remaining accordingly.

- ~~5. co-creating, reviewing, or updating the Plan of Care for students with life-threatening allergies at a minimum annually with the parent(s), in consultation with school staff (as appropriate) and with the student (as appropriate), using Plan of Care for Prevalent Medical Conditions -- Health Form 5, Appendix A; --~~
7. providing relevant information from the student's Plan of Care to school staff, and others who are identified in the Plan of Care, as well as to occasional staff, volunteers, co-operative education students, student teachers, and other service providers, as appropriate, ~~using Plan of Care for Prevalent Medical Conditions -- Health Form 5, Appendix A,~~ including when there are any revisions made to the plan
8. providing relevant information from the student's Plan of Care to the student's transportation provider ~~using Plan of Care for Prevalent Medical Conditions -- Health Form 5, Appendix A,~~ including updates when the plan is revised;

- 10.c. providing anaphylaxis information through distribution of the PVNC brochure, 'Keeping Schools Safe - Protecting ~~Anaphylactic~~ Students with Life-threatening Allergies" (see Appendix ~~GB~~), ~~in~~ through student agenda books, ~~on~~ the school website, and ~~via~~ social media;
 13. informing parents of students with life-threatening allergies in writing (see sample letter in Appendix ~~DC~~) that the school requires 2 EpiPens®: one which is to be worn on the student's person at all times, and one which is to be kept at a central location in the school, accessible to staff if needed for that student;
 15. requesting the cooperation of parents and students of the school community in creating an allergy-safe environment (see sample letter Appendix ~~ED~~);
5. Section-School Staff are responsible for:
2. being aware of all students with life-threatening allergies in the school via the Plan of Care for Prevalent Medical Conditions - ~~Health Form 5, Appendix A forms~~ provided by the school administration;
 4. reviewing the contents of the Plan of Care, ~~specifically information outlined in Plan of Care for Prevalent Medical Conditions – Health Form 5, Appendix A~~, for any student with whom they have direct contact;
 11. leaving appropriate student ~~medical needs Plan of Care~~ information for occasional staff replacing them, in a prominent and accessible format;
6. Section-Parents are responsible for:
4. ~~co-creating the Plan of Care for their child with the principal and completing the Authorization for Administration of Medication form, in conjunction with~~ the child's health care professional on an annual basis;
 5. supplying their child and the school with ~~2~~ two current EpiPens® (one which is worn on the student's person, and one which is kept in a central, accessible location in the school) in their original, clearly labelled containers, as prescribed by a health care professional and as outlined in the Plan of Care, and tracking the expiration dates;
 6. completing the Plan of Care for Prevalent Medical Conditions ~~-Health Form 5, Appendix A form~~ in conjunction with the school administration;
 9. providing their child with safe foods, including for special occasions ~~celebrated at school events~~;
 11. encouraging their children to respect ~~anaphylactic students and~~ school prevention plans.
7. Students are responsible for:
5. wearing medical alert identification ~~that they and/or their parent(s) deem appropriate; as provided by their parents~~;

MOTION: Moved by Mr. Dan Demers, seconded by Mr. Dave Bernier,

that the current Policy and Administrative procedure, *P-404 and AP-404 – Anaphylaxis-Reducing the Risks* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – #319 Anaphylaxis-Reducing the Risks and will be under Directional Policy-#300 Student Achievement and Well-Being.

Carried.

5. R.A.: Draft Administrative Procedure # 206 (New) Admission to Catholic Schools. Mrs. Laurie Corrigan, Superintendent of Learning/Information Technologies and Mrs. Dawn Michie, Superintendent of Learning/Program K-12 reviewed the Draft Administrative Procedure #206 Admission to Catholic Schools with Trustees and answered questions including inquiries into taxes and guardianship.

Trustees reviewed Draft Administrative Procedure #507 Disability Management, and made the below recommendations, (~~strikeout in red~~ –remove from document, red no ~~strikeout~~ is added wording):

Definitions (add):

GUARDIAN

- A person who has lawful custody of a child, other than the parent of the child; includes anyone who has received into his or her home a person, other than his or her own child, of compulsory school age and that person resides with him or her or is in his or her care. Education Act 2006, c. 28, s. 4.

MOTION: Moved by Mr. Dan Demers, seconded by Mrs. Michelle Griepsma,

that the current Policy and Administrative procedure, *P-813 and AP-813 – Admission to Catholic Schools* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – #206 Admission to Catholic Schools and will be under Directional Policy-#200 Catholic Education.

Carried.

C. Information Items: No Items.

D. Next Meeting:

1. Tuesday, April 3, 2018 6:30 p.m. – 8:30 p.m.
1. Selection of Member for Opening Prayer – Mr. Dan Demers
2. Selection of Member for Closing Prayer – Mr. Dave Bernier

E. Conclusion:

1. Closing Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, asked Mrs. Michelle Griepsma to lead the Closing Prayer.

2. Adjournment.

MOTION: Moved by Mr. Dave Bernier, seconded by Mr. Dan Demers, that the meeting adjourn at 8:43 p.m.

Carried.

Linda Ainsworth
Committee Chairperson
pls

Michael Nasello
Director of Education