



Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Tuesday, April 3, 2018 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.

Administration: Mmes. Joan Carragher, Laurie Corrigan, Isabel Grace, Dawn Michie.
Messrs. Galen Eagle, Darren Kahler, Timothy Moloney.

Regrets: Mmes. Cali Brake (Student Trustee), Anne Marie Duncan.
Messr. Dan Demers, Michael Nasello, Winston Steward (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 6:30 p.m. and asked Mrs. Helen McCarthy to lead the Opening Prayer.

2. Approval of the Agenda.

MOTION: Moved by Mr. Dave Bernier, seconded by Ms. Christine Dunn, that the Policy Development Committee Meeting Agenda dated April 3, 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 January 30, 2018.

MOTION: Moved by Mr. Dave Bernier, seconded by Mrs. Michelle Griepsma, that the minutes of the January 30, 2018, Policy Development Committee Meeting be approved as amended.

Carried.

5. Business Arising from the Minutes.

There was no business arising from the minutes.

B. Presentations/Recommended Actions:

1. R.A.: Draft Administrative Procedure #313 (New) Student Acceptable Use of Technology. (This will combine Policy/Administrative Procedure # 902).

Mrs. Laurie Corrigan, Superintendent of Learning/Innovation Technologies, and Mr. Sean Heuchert, Manager of Information Technology, presented the draft administrative procedure #313 and answered questions. This administrative procedure will be shared yearly with students and parents. Mr. Heuchert noted that this Administrative Procedure is separate from AP #904 Personal Network Devices.

Trustees reviewed Draft Administrative Procedure #313 Student Acceptable Use of Technology, and made the below recommendations:

1. Alignment with the Multi-Year Strategic Plan: **Include a statement describing how this procedure aligns with the current multi-year strategic plan.**
2. Action Required:
 - a. (Paragraph two) The Board will, from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems. Principals will be informed of any serious infraction of the Student Acceptable Use of Technology Policy. Disciplinary actions of a student will be handled in accordance with the discipline policies of the Board and the school. **(Review wording regarding disciplinary action and reference applicable policies/administrative procedures).**
 - b. (Paragraph three) In our digital world it is imperative our students are well equipped to meet our Catholic Graduate Expectations and become effective communicators. This includes having the knowledge and skills to navigate social media and the internet in a safe, ethical and affirming manner. We know that access to technology can significantly deepen and enrich the learning opportunities for our students. The board is committed to providing digital citizenship resources for both staff and students that support the safe and responsible use of technology. **(Provide clarity on digital citizenship and suggestion to add to definitions).**
 - c. (Paragraph four) Students will abide by the terms of the applicable Student Acceptable Use of Technology Agreement and refrain from unlawful activity. Failure to comply with the Student Acceptable Use of Technology Agreement may result in the loss of computer/network privileges, financial compensation to the Board, pursuance of criminal charges, and/or other disciplinary action consistent with the School Code of Behaviour, Board Code of Conduct, Board Policy, and/or the Education Act. Inappropriate use of technology that impacts on the school community may fall under the purview of this policy even if not on school property. **(Identify meaning of property and provide example (i.e. bus)).**
3. Responsibilities sections should have consistent grammar either all with suffix "ing" for the first word at the beginning of each bullet or all without suffix "ing".

4. Principals and Vice-Principals are responsible for: **Review below language to ensure legal requirements for acceptance of electronic acknowledgement/signature are met.**
 - Securing on an annual basis the signatures of each student and their parent/guardian on the appropriate Acceptable Use of Technology Agreement for their grade. An electronic acknowledgement of the agreement may also serve as the official record in lieu of a paper copy.

MOTION: Moved by Ms. Christine Dunn, seconded by Mrs. Helen McCarthy,

that the current Policy and Administrative procedure, *P-902 and AP-902 – Student Acceptable Use of Technology* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – #313 Student Acceptable Use of Technology and will be under Directional Policy-#300 Student Achievement and Well Being.

Carried.

2. R.A.: Draft Administrative Procedure #511 (New) Employee Acceptable Use of Technology. (This will combine Policy/Administrative Procedure # 903).
Mrs. Laurie Corrigan, Superintendent of Learning/Innovation Technologies and Mr. Sean Heuchert, Manager of Information Technology, presented administrative procedure #511 and answered questions. This administrative procedure will be shared yearly with staff.

Trustees reviewed Draft Administrative Procedure #511 Employee Acceptable Use of Technology, and made the below recommendations:

1. Alignment with the Multi-Year Strategic Plan: **Include a statement describing how this procedure aligns with the current multi-year strategic plan.**
2. Responsibilities Section:
 - a. Have consistent grammar either all with suffix “ing” for the first word at the beginning of each bullet or all without suffix “ing”.
 - b. The Board of Trustees is responsible for:
 - Ensuring alignment with the Employee Relations **Directional** Policy.
2. Principals and Vice-Principals are responsible for: Review below language to ensure legal requirements for acceptance of electronic acknowledgement/signature are met.
 - Ensuring that on an annual basis each of their staff complete the Employee Acceptable Use of Technology Agreement. **With An** electronic acknowledgement of the **policy administrative procedure** may also serve as the official record in lieu of a paper copy.

MOTION: Moved by Mrs. Ruth Ciraulo, seconded by Mrs. Helen McCarthy,

that the current Policy and Administrative procedure, *P-903 and AP-903 – Employee Acceptable Use of Technology* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – #511 Employee Acceptable Use of Technology and will be under Directional Policy-#500 Employee Relations.

Carried.

3. R.A: Draft Administrative Procedure #1203 (New) Ontario Student Record (OSR) Management. (This will combine Policy/Administrative Procedure #307).

Mr. Galen Eagle, Manager of Communications, presented administrative procedure #1203 and answered questions. Mr. Eagle indicated that a content directory and retention schedule will be available soon and these will assist personnel regarding processes and timelines. Mr. Eagle recognized Nancy Massie, Records and Information Management Coordinator, for her work on this administrative procedure and associated documents. Mr. Eagle will follow up on the Trustee inquiry regarding who will be the acting authority in the case of a school closure.

Trustees reviewed Draft Administrative Procedure #1203 Ontario Student Record (OSR) Management, and made the below recommendations, (~~strikeout in red~~ –remove from document, red no ~~strikeout~~ is added wording):

1. Under Section 4.0 Access

Right of access to OSRs is established in Ontario acts of legislature, Board procedure and Ministry directives.

Right of access:

In the school:

1. Student.
2. Parents/guardians, unless access rights have been revoked by a court.
3. Principals, teachers, secretaries, early childhood educators, and special education consultants and safe schools teachers assigned to the school-, if required in the performance of their job.

Within the Board:

1. Superintendents.
2. Board staff with responsibilities associated with the management of student information such as information technology, records and information management, freedom of information and protection of privacy and administrative assistants-, if required in the performance of their job.

2. Under Responsibilities sections have consistent grammar to either show suffix “ing” for the first word at the beginning of each bullet or all without suffix “ing”.

MOTION: Moved by Mr. Dave Bernier, seconded by Mrs. Helen McCarthy,

that the Draft Policy and Administrative procedure, *P-307 and AP-307 – Ontario Student Record* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure –new Administrative Procedure #1203 Ontario Student Record Management and will be under Directional Policy-#1200 Records and Information.

Carried.

4. R.A.: New Draft Administrative Procedure # 503 (New) Workplace Accommodation.

Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resources, and Mr. Darren Kahler, Manager of Human Resource Services, presented the draft administrative procedure #503 and answered questions.

Trustees reviewed Draft Administrative Procedure #503 (New) Workplace Accommodation, and made the below recommendations, (~~strikeout in red~~ –remove from document, red no ~~strikeout~~ is **added wording**):

1. Under Section Phase 1-Recognize the Need for Accommodation- paragraph two:

Employees or prospective employees may request the participation of a support person if required. Employees may request the participation of their Union Representative in the process, if applicable. In some cases, a Union Representative is required:
 - When an employee requests the union’s involvement;
 - When the union has participated in creating a **discriminatory** policy or rule; **which results in a barrier to accommodation;**
 - When the union’s agreement is necessary to facilitate accommodation (by alleviating the application of a term of the collective agreement).

2. Under Responsibilities sections have consistent grammar to either show suffix “ing” for the first word at the beginning of each bullet or all without suffix “ing”.

MOTION: Moved by Mrs. Michelle Greipsma, seconded by Mrs. Ruth Ciraulo, that that the new Administrative Procedure – Workplace Accommodation # 503 that will fall under Directional Policy Employee Relations #500 be received and posted.

Carried.

C. Information Items: No Items.

D. Next Meeting:

1. Tuesday, May 29, 2018 6:30 p.m. – 8:30 p.m.
(per April 24, 2018 Board Meeting New Policy Development Committee Meeting date is **May 28, 2018**)
2. Selection of Member for Opening Prayer – Ms. Christine Dunn
3. Selection of Member for Closing Prayer – Mrs. Ruth Ciraulo

E. Conclusion:

1. Closing Prayer.

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

2. Adjournment.

MOTION: Moved by Mrs. Helen McCarthy, seconded by Mr. Dave Bernier,
that the meeting adjourn at 7:58 p.m.

Carried.

Linda Ainsworth
Committee Chairperson

Joan Carragher
Superintendent of Learning/
Leadership and Human Resource
Services

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