



# Minutes

## The Minutes of the Policy Development Committee Meeting held on Tuesday, March 29, 2022 at 6:30 p.m.

### Present

\* = (via video conference)

Trustees: Linda Ainsworth, David Bernier, Loretta Durst, Braden Leal (Board Chairperson), Kevin MacKenzie\*, Siobhán Marie\* (Junior Student Trustee), Helen McCarthy\*.

Administration: Jeannie Armstrong, Joan Carragher, Jonathan Di Ianni, Isabel Grace, Stephen O'Sullivan, Sheila Piggott\*, Julie Selby\*,

Guests: Darren Kahler, Human Resource Services Manager.

Regrets:

Recorder: Andrea Bradley.

***Kevin MacKenzie, Board Vice-Chairperson, volunteered as acting Policy Development Committee Chairperson for this meeting.***

### A. Call to Order:

Kevin Mackenzie, acting Committee Chairperson, called the meeting to order.

#### 1. Opening Prayer.

Kevin MacKenzie, acting Committee Chairperson, called the meeting to order at 6:31 p.m. and asked Loretta Durst to lead the Opening Prayer.

2. Kevin MacKenzie, acting Committee Chairperson, acknowledged that the Policy Development Committee Meeting was taking place on the traditional territory of the Mississauga Anishinaabeg.

3. Approval of Policy Development Committee Meeting Agenda.

**Motion:** Moved by David Bernier, seconded by Braden Leal, that the Policy Development Committee Agenda be accepted.

Carried.

4. Declarations of Conflicts of Interest.

There were no conflicts of interest.

5. Approval of the Draft Minutes of the Policy Development Committee Meeting held on Tuesday, February 1, 2022.

**MOTION:** Moved by Helen McCarthy, seconded by Braden Leal, that the Minutes of the Policy Development Committee Meeting held on Tuesday, February 1, 2022, be approved.

Carried.

6. Business Arising from the Minutes.

There was no business arising from the minutes.

**B. Recommended Actions / Presentations:**

1. Draft Administrative Procedure – New #404

***Recruitment and Promotion – Teachers***

Stephen O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services

Darren Kahler, Human Resource Services Manager

Stephen O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services and Darren Kahler, Human Resource Services Manager, shared a presentation with the Policy Development Committee highlighting the changes between the old AP #404 and the new AP #404 and answered questions from Trustees. Minor changes will be made to AP #404 before going to the Board for approval.

**MOTION:** Moved by Loretta Durst, seconded by Helen McCarthy that the Policy Development Committee recommend to the Board revised Administrative Procedure – **#404 – Recruitment and Promotion – Teachers**, be received and posted as amended under Directional Policy **#400 – Recruitment, Talent Development, Leadership and Succession Planning**.

Carried

2. R.A.: Annual Review of Administrative Procedure – #509

***Workplace Violence Prevention***

Stephen O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services  
Darren Kahler, Human Resource Services Manager

Stephen O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services and Darren Kahler, Human Resource Services Manager, shared a presentation with the Policy Development Committee highlighting the changes made to AP #509, and answered questions from Trustees. Minor changes will be made to AP #509 before going to the Board for approval.

**MOTION:** Moved by Linda Ainsworth, seconded by Helen McCarthy that the Policy Development Committee recommend to the Board revised Administrative Procedure – **#509 – Workplace Violence Prevention**, be received and posted as amended under Directional Policy – **#500 – Employee Relations**.

Carried

3. R.A.: Draft Administrative Procedure – New #1105, Old #708

***Advocacy***

Isabel Grace, Superintendent of Business and Finance

Isabel Grace, Superintendent of Business and Finance, explained to the Policy Development Committee that there have not been any changes to AP #1105 since 2006, just newly formatted.

**MOTION:** Moved by David Bernier seconded by Braden Leal that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#708 – Advocacy**, be deleted and the newly formatted Administrative Procedure – **#1105 – Advocacy**, be received and posted under Directional Policy – **#1100 – Communications**.

Carried

4. R.A.: Draft Administrative Procedure – New #1304, Old #1004

***Safety and Conduct on School Buses***

Isabel Grace, Superintendent of Business and Finance

Isabel Grace, Superintendent of Business and Finance, explained to the Policy Development Committee that there have not been any changes to AP #1304, just newly formatted.

**MOTION:** Moved by Helen McCarthy, seconded by Braden Leal that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#1004 – Safety and Conduct on School Buses**, be deleted and the newly formatted Administrative Procedure – **#1304 – Safety and Conduct on School Buses** be received and posted under Directional Policy – **#1300 – Student Transportation**.

Carried

5. R.A.: Draft Administrative Procedure – New #605

***Election Activities and Use of Corporate Resources***

Isabel Grace, Superintendent of Business and Finance

Isabel Grace, Superintendent of Business and Finance, presented new AP #605 to the Policy Development Committee and answered questions from Trustees. Minor changes will be made to AP #605 before going to the Board for approval.

**MOTION:** Moved by Helen McCarthy, seconded by Braden Leal that the Policy Development Committee recommend to the Board that Administrative Procedure – **#605 – Election Activities and Use of Corporate Resources**, be received and posted under Directional Policy – **#600 – Stewardship of Resources**.

Carried

6. R.A.: Remove Administrative Procedure – #817

***Students Wearing Masks***

Joan Carragher, Director of Education

Joan Carragher, Director of Education, explained to the Policy Development Committee that AP #817 will be removed as per Ministry direction.

**MOTION:** Moved by David Bernier, seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board that Administrative Procedure – #817 – ***Students Wearing Masks***, under Directional Policy #800 – ***Healthy Schools and Workplaces***, be deleted.

Carried

7. R.A.: Remove Administrative Procedure – #823

***COVID-19 Vaccination Disclosure***

Jonathan Di Ianni, Superintendent of Learning / Student Success

Jonathan Di Ianni, Superintendent of Learning / Student Success, explained to the Policy Development Committee that AP #823 will be removed as per Ministry direction.

**MOTION:** Moved by Helen McCarthy, seconded by Loretta Durst that the Policy Development Committee recommend to the Board that Administrative Procedure – #823 – ***COVID-19 Vaccination Disclosure***, under Directional Policy #800 – ***Healthy Schools and Workplaces***, be deleted.

Carried

8. R.A.: Revised Administrative Procedure – #1005

***Volunteers in Our Schools***

Stephen O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services

Stephen O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services, shared with Trustees that AP #1005 – Volunteers in Ours Schools has been amended to remove reference to AP #823 – COVID-19 Vaccination Disclosure.

**MOTION:** Moved by David Bernier, seconded by Loretta Durst that the Policy Development Committee recommend to the Board revised Administrative Procedure – **#1005 – *Volunteers in Our Schools***, be received and posted as amended under Directional Policy **#1000 – *Parent and Community Relations***.

Carried

**C. Information Items:**

There were no information items.

**D. Next Meeting:**

1. Tuesday, May 17, 2022.  
6:30 p.m. – 8:30 p.m.

**E. Conclusion:**

1. Closing Prayer:

Kevin MacKenzie, acting Committee Chairperson, asked Helen McCarthy to lead the Closing Prayer.

2. Adjournment:

**Motion:** Moved by Braden Leal, seconded by Linda Ainsworth, that the Policy Development Committee Meeting adjourn at 7:45 p.m.

Carried

Kevin MacKenzie  
Acting Committee Chairperson  
/ab

Joan Carragher  
Director of Education