



# Minutes

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THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Monday, May 28, 2018 at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough

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## PRESENT

Trustees: Mmes. Linda Ainsworth (Chairperson), Ruth Ciraulo, Christine Dunn, Michelle Griepsma, Cali Brake (Student Trustee)

Messrs. Dave Bernier, Dan Demers

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

Messrs. Michael Nasello, Timothy Moloney.

Regrets: Mme. Helen McCarthy

Messr. 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 6:32 p.m. and asked Ms. Christine Dunn to lead the Opening Prayer.

#### 2. Approval of the Agenda.

**MOTION:** Moved by Mrs. Ruth Ciraulo, seconded by Ms. Christine Dunn, that the Policy Development Committee Meeting Agenda dated May 28, 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 April 3, 2018.

**MOTION:** Moved by Mrs. Ruth Ciraulo, seconded by Mrs. Michelle Griepsma, that the minutes of the April 3, 2018, Policy Development Committee Meeting be approved as presented.

Carried.

5. Business Arising from the Minutes.

There was no business arising from the minutes.

The Committee Chairperson, Mrs. Linda Ainsworth, recognized Ms. Cali Brake, Student Trustee on her recent election as Vice-President of the Ontario Student Trustee Association (OSTA-AECO).

Mrs. Michelle Griepsma shared questions and recommendations with Trustees regarding the May 28, 2018 Policy Committee Meeting that she received from Mrs. Helen McCarthy in her absence.

**B. Presentations/Recommended Actions:**

1. R.A.: Draft Administrative Procedure #504 (New) Employee Attendance Support Program.

Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services, presented the draft administrative procedure #504 Employee Attendance Support Program and answered questions. Ms. Carragher discussed the importance of timely communication and implementation of this administrative procedure is September 2018.

Trustees reviewed Draft Administrative Procedure #504 Employee Attendance Support Program, and made the below recommendations (~~strikeout-in-red~~ – remove from document, red and no ~~strikeout~~ is **added wording**):

1. That **sick leave** be changed to **non-culpable absenteeism** throughout administrative procedure #504.

2. Under Action Required:

1.0 Background

**When an** Employee advances through to the final step of the EASP, the Board will make a determination as to whether the Employee is likely to maintain regular attendance in the future.

3. Under 2.0 Employee Attendance Support Program – Process

The following steps outline the process by which the Board will engage in non-disciplinary discussion with those Employees whose non-culpable absenteeism (including medical appointments) usage is above the predetermined threshold, **which is twenty (20) days with fifteen (15) occurrences.**

4. Under 2.9 Employment Viability Review:  
Paragraph one replace the word **thre** with **the**.

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

that the new Administrative Procedure – Employee Attendance Support Program #504 that will fall under Directional Policy Employee Relations #500 be received and posted.

Carried.

2. R.A.: Draft Administrative Procedure #515 (New) Confirmed Cases of Fifth Disease.

Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services, presented the draft administrative procedure #515 (New) Confirmed Cases of Fifth Disease and answered questions.

Trustees reviewed Draft Administrative Procedure #515 Confirmed Cases of Fifth Disease, and made the below recommendations (~~strikeout-in-red~~ – remove from document, red and no ~~strikeout~~ is **added wording**):

1. Under 2.0 Procedures: **Include a statement describing how this procedure aligns with the current multi-year strategic plan.**

The following procedures are to be followed when a **confirmed (not suspected)** case of Fifth Disease ~~has been confirmed by a doctor and~~ is reported to the Principal of the school:

2. The Director of Education is responsible for:

**Designating resources for** ~~E~~nsuring the implementation of and compliance with this Administrative Procedure, ~~including the designation of required resources.~~

**MOTION:** Moved by Mr. Dan Demers, seconded by Ms. Christine Dunn,

that the new Administrative Procedure – Confirmed Cases of Fifth Disease #515 that will fall under Directional Policy Employee Relations #500 be received and posted.

Carried.

3. R.A.: Revised Draft Administrative Procedure #321 First Nation, Métis and Inuit Voluntary Self-Identification.

Mr. Tim Moloney, Superintendent of Learning/Student Success and Mrs. Sharon Lajoie, Indigenous Education Lead presented the Revised draft administrative procedure #321 First Nation, Métis and Inuit Voluntary Self-Identification and answered questions.

Trustees reviewed Revised Draft Administrative Procedure #321 First Nation, Métis and Inuit Voluntary Self-Identification. No changes were recommended.

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

that the Draft Policy and Administrative procedure, *P-304 and AP-304* – First Nation, Métis and Inuit Voluntary Self-Identification be deleted and the Revised newly formatted Administrative Procedure #321 First Nation, Métis and Inuit Voluntary Self-Identification be received and posted under Directional Policy #300 Student Achievement and Well-Being.

Carried.

4. R.A.: Updated Administrative Procedure # 305 Out of School Activities.

Mrs. Dawn Michie, Superintendent of Learning/K-12 Program, presented the updated administrative procedure #305 (previously approved May 16, 2017) Out of School Activities and answered questions.

Trustees reviewed the updated Administrative Procedure #305 Out of School Activities, and made the below recommendations, (~~strikeout in red~~ –remove from document, red no ~~strikeout~~ is ~~added wording~~):

1. Under Action Required Section 1 Out of school activities shall:
  - a. 1.(c) will be changed to 1. (d)  
~~1.(c)~~ **1. (d)** Include appropriate accommodations for students with special needs, **including** which may require an educational assistant in some circumstances, **as required**;
  - b. 1. (d) will now be changed to 1.(c)  
~~1.(d)~~ **1. (c)** Ensure that **attendance participation at** in Sunday Eucharist is part of the planned activity when students are away from home on Sundays, and ~~shall~~ include a **other** faith development experiences (i.e. liturgical celebration or prayer reflection) where appropriate;
2. Under Action Required Section 3 High Care Activities involving water:
  - a. Section 3 High Care Activities involving water  
3(a) Day Excursions (Category 1/Category 2) paragraph 2  
For day excursions where water activities are the primary focus of the activity, including pools and water parks, a swim test is required on site. If a swim test cannot be conducted at the excursion site, then arrangements must be made by the school to conduct the swim test prior to arrival at the site. Swimming in unsupervised bodies of waters (lakes, rivers, streams) is not allowed ~~except for secondary outdoor education courses and co-curricular clubs~~. Exceptions for secondary outdoor education courses and co-curricular clubs must be approved by the principal.
3. Under Action Required section 5
  - a. add **5.(d) Where appropriate, schools can coordinate Out of School Activities to reduce costs and to support the participation of smaller schools. In multi-school trips, each school must submit their own application package.**

4. Under Responsibilities:
  - a. The Board of Trustees is responsible for: add new bullet • reviewing the list of pre-approved excursion providers every 5 years.
  - b. Principals are responsible for: change bullet #7 • ensuring that the Family of Schools superintendent is provided the list of students and adults participating in trips over holiday periods ~~March Break~~, including emergency contact information, prior to the excursion;
  - c. Principals are responsible for: add new bullet at the end • ensuring that in multiple-school trips, all schools submit a separate application package.

**MOTION:** Moved by Mr. Dan Demers, seconded by Mrs. Ruth Ciraulo, that the updated Administrative Procedure – Out of School Activities # 305 be received and posted under Directional Policy #300 Student Achievement and Well-Being.

Carried.

**C. Information Items:**

1. Revisions to Approved Administrative Procedures
  - a. 507-AP-Disability Management Revised (posted on website)
  - b. 302-AP-Assessment, Evaluation and Reporting Revised (posted on website)

Trustees were advised of the slight changes made to the above 507 and 302 Administrative Procedures that were adjusted and re-posted on the website.

**D. Next Meeting:**

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

**E. Conclusion:**

1. Closing Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, asked Mrs. Ruth Ciraulo to lead the Closing Prayer.

2. Adjournment.

**MOTION:** Moved by Mr. Dan Demers, seconded by Ms. Christine Dunn, that the meeting adjourn at 8:34 p.m.

Carried.

Linda Ainsworth  
Committee Chairperson

Michael Nasello  
Director of Education