



# Minutes

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THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Tuesday, November 19, 2019 at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough.

## PRESENT

- Trustees: Mmes. Linda Ainsworth, Eveline Fisher (Senior Student Trustee),  
Michelle Griepsma.  
Messrs. David Bernier (Committee Chairperson), Braden Leal, Kevin MacKenzie,  
Emmanuel Pinto.
- Administration: Mmes. Joan Carragher, Laurie Corrigan, Isabel Grace, Dawn Michie.  
Messrs. Timothy Moloney, Michael Nasello.
- Guests: Ms. Lisa De Vries, Social Worker.  
Mr. Darren Kahler, Human Resource Services Manager.
- Regrets: Mrs. Helen McCarthy.  
Messrs. Pepe Garieri, Josh Hill (Junior Student Trustee).
- Recorder: Mrs. Andrea Bradley.

## A. Call to Order:

David Bernier called the meeting to order.

### 1. Opening Prayer.

The Committee Chairperson, David Bernier, called the meeting to order at 6:30 p.m. and asked Linda Ainsworth to lead the Opening Prayer.

2. David Bernier, Committee Chairperson, acknowledged that the Policy Development Committee Meeting was taking place on the traditional territory of the Mississauga Anishinaabe.

3. Approval of the Agenda.

**MOTION:** Moved by Braden Leal, seconded by Linda Ainsworth, that the Policy Development Committee Agenda be accepted as amended, moving **C4 to B1, B1 to B4, and B4 to B5.**

Carried

4. Declarations of Conflicts of Interest.

5. Approval of the Minutes of the Policy Development Committee Meeting held on October 1, 2019.

**MOTION:** Moved by Linda Ainsworth, seconded by Braden Leal, that the Minutes of the Policy Development Committee Meeting held on October 1, 2019, be approved.

Carried.

6. Business Arising from the Minutes.

**B. Recommended Actions/Presentations:**

1. Presentation on ***Board Bullying – Prevention and Intervention Programs***

Tim Moloney, Superintendent of Learning / Student Success

Michael Nasello, Director of Education

Lisa De Vries, Social Worker

Tim Moloney, Superintendent of Learning / Student Success, Michael Nasello, Director of Education, and Lisa De Vries, Social Worker, made a presentation to the Policy Development Committee titled ***Caring and Safe Schools @PVNC***. Tim and Lisa reviewed the data collected in detail and answered questions from the committee.

2. R.A.: Draft Administrative Procedure – New #816

***Extreme Weather Response***

Joan Carragher, Superintendent of Learning / Leadership and Human Resource Services presented new draft Administrative Procedure – **#816 – *Extreme Weather Response*** to the Policy Development Committee and answered questions.

**MOTION:** Moved by Emmanuel Pinto, seconded by Braden Leal that the Policy Development Committee recommend to the Board that new draft Administrative Procedure – **#816 – *Extreme Weather Response*** be received and posted under Directional Policy – **#800 – *Healthy Schools and Workplaces***.

Carried

3. R.A.: Revised Administrative Procedure – #514

***Reporting to Work on Inclement Weather Days***

Joan Carragher, Superintendent of Learning / Leadership and Human Resource Services presented revised draft Administrative Procedure – **#514 – *Reporting to Work on Inclement Weather Days*** to the Policy Development Committee and answered questions. Joan thanked Darren Kahler, Manager of Human Resource Services, for his help in writing **AP #816** and **AP #514**.

**MOTION:** Moved by Michelle Griepsma, seconded by Braden Leal that the Policy Development Committee recommend to the Board that revised draft Administrative Procedure – **#514 – *Reporting to Work on Inclement Weather Days***, be received and posted as amended under Directional Policy – **#500 – *Employee Relations***.

Carried.

## 4. R.A.: Draft Administrative Procedure – New #706

***Service Animals in Schools***

Laurie Corrigan, Superintendent of Learning / Special Education Services presented new draft Administrative Procedure – **#706 – *Service Animals in Schools*** to the Policy Development Committee and answered questions. Laurie will be making minor amendments to the draft Administrative Procedure. The PVNCCDSB does not have any service animals in schools at this time.

**MOTION:** Moved by Kevin MacKenzie, seconded by Linda Ainsworth, that the Policy Development Committee recommend to the Board that new draft Administrative Procedure – **#706 – *Service Animals in Schools*** be received and posted under Directional Policy – **#700 – *Equity and Inclusive Education***.

Carried

## 5. R.A.: Draft Administrative Procedure – New #208

***Catholic Family Life Education Program***

Dawn Michie, Superintendent of Learning / I/S Program / Faith and Equity presented new Administrative Procedure – **#208 – *Catholic Family Life Education Program*** to the Policy Development Committee and answered questions.

**MOTION:** Moved by Linda Ainsworth seconded by Michelle Griepsma, that the Policy Development Committee recommend to the Board that the new draft Administrative Procedure – **#208 – *Catholic Family Life Education Program***, be received and posted under Directional Policy – **#200 – *Catholic Education***.

Carried.

**C. Information Items:**

1. Revised Administrative Procedure – #305

***Out of School Activities***

Dawn Michie, Superintendent of Learning / I/S Program / Faith and Equity presented revised Administrative Procedure – **#305 – Out of School Activities** to the Policy Development Committee and answered questions. Dawn will be making minor amendments to the Administrative Procedure.

2. Revised Administrative Procedure – Old #204, New #610

***Purchasing***

Isabel Grace, Superintendent of Business and Finance presented revised Administrative Procedure – **#610 – Purchasing** to the Policy Development Committee and answered questions. Isabel will be adding one sentence under **2.0 Approval Authorities** stating: ***All property purchase matters will come before the Board of Trustees for approval.***

**MOTION:** Moved by Kevin MacKenzie, seconded by Emmanuel Pinto, that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#204 – Purchasing** be deleted and the revised, newly formatted, Administrative Procedure – **#610 – Purchasing**, be received and posted under Directional Policy – **#600 – Stewardship of Resources**.

Carried

3. Revised Administrative Procedure – #516

***Use of Electronic Communication and Social Media***

Laurie Corrigan, Superintendent of Learning / Special Education Services presented revised Administrative Procedure – **#516 – Use of Electronic Communication and Social Media** to the Policy Development Committee and answered questions. Laurie added a point under Responsibilities: ***Parents are Responsible for:***, also adding in the ***Social Media Guidelines for Employees*** document a section: ***Guidelines For Parents***.

**D. Next Meeting:**

1. Tuesday, February 4, 2020 6:30 – 8:30 p.m.

**E. Conclusion:**

1. Closing Prayer.

The Committee Chairperson, David Bernier, asked Braden Leal to lead the Closing Prayer.

2. Adjournment.

**MOTION:** Moved by Braden Leal seconded by Emmanuel Pinto,  
that the Policy Development Committee Meeting adjourn at 8:23 p.m.

Carried.

David Bernier  
Committee Chairperson  
/ab

Michael Nasello  
Director of Education