



Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Tuesday, November 20, 2018 at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough.

PRESENT

Trustees: Mmes. Linda Ainsworth (Chairperson), Calahndra Brake (Senior Student Trustee), Ruth Ciraulo, Michelle Griepsma, Helen McCarthy.
Messrs. David Bernier, Daniel Demers.

Administration: Mmes. Joan Carragher, Laurie Corrigan, Anne Marie Duncan, Isabel Grace, Dawn Michie.
Messrs. Darren Kahler, Timothy Moloney, Michael Nasello.

Guests:

Regrets: Mmes. Christine Dunn, Eveline Fisher (Junior Student Trustee).

Recorder: Mrs. Andrea Bradley.

A. Call to Order:

Mrs. Linda Ainsworth called the meeting 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. Mrs. Linda Ainsworth, 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 Mr. David Bernier, seconded by Mrs. Ruth Ciraulo, that the Policy Development Committee Agenda be accepted.

Carried

4. Declarations of Conflicts of Interest.

5. Approval of the Minutes of the Policy Development Committee Meeting held on October 2, 2018.

MOTION: Moved by Mrs. Ruth Ciraulo, seconded by Mr. Daniel Demers, that the Minutes of the Policy Development Committee Meeting held on October 2, 2018, be approved.

Carried.

6. Business Arising from the Minutes.

B. Recommended Actions/Presentations:

1. R.A.: Add New Directional Policy #800

Healthy Schools and Workplaces

Mrs. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services, presented the new Draft Directional Policy – ***#800 – Healthy Schools and Workplaces*** to the Policy Development Committee and answered questions. Superintendents highlighted a number of Administrative Procedures that would be better aligned under the new Directional Policy. A list of these Administrative Procedures will be shared at the February 5, 2019 Policy Development Committee Meeting.

MOTION: Moved by Mr. Daniel Demers, seconded by Mrs. Helen McCarthy, that the Policy Development Committee recommend to the Board to approve the creation of a new Directional Policy – ***#800 – Healthy Schools and Workplaces*** to be included in the Framework for Policy Development and the Policy Register. This will include the creation / re-assignment of a number of Administrative Procedures which will flow from the new policy.

Carried.

2. R.A.: Draft Administrative Procedure – New #517

Fitness for Duty and Substance Use

Mrs. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services, presented the new Draft Administrative Procedure – ***#517 – Fitness for Duty and Substance Use*** to the Policy Development Committee and answered questions. Mrs. Carragher is clarifying some wording under “Staff are responsible for:”.

MOTION: Moved by Mr. David Bernier, seconded by Mr. Daniel Demers, that the Policy Development Committee recommend to the Board that new Administrative Procedure – ***#517 – Fitness for Duty and Substance Use***, be received and posted under New Directional Policy – ***#500 – Employee Relations***.

Carried.

3. R.A.: Draft Administrative Procedure – Old #710 / New #106

Delegations to Board and/or Committee Meetings

Mr. Michael Nasello, Director of Education, presented new Draft Administrative Procedure – ***#106 – Delegations to Board and/or Committee Meetings*** to the Policy Development Committee and answered questions. Mr. Nasello will be changing “one week” to “two weeks” in Action Required #1.

MOTION: Moved by Mrs. Michelle Griepsma, seconded by Mrs. Helen McCarthy, that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – ***#710 – Delegations to Board and/or Committee Meetings*** be deleted and the revised, newly formatted, Administrative Procedure – ***#106 – Delegations to Board and/or Committee Meetings***, be received and posted as amended under Directional Policy – ***#100 – Governance, Vision, and Strategic Priorities***.

Carried.

4. R.A.: Draft Administrative Procedure – Old #823 / New #306

Home Schooling

Mrs. Anne Marie Duncan, Superintendent of Learning/Special Education Services, presented new Draft Administrative Procedure – **#306 – *Home Schooling***, to the Policy Development Committee and answered questions. Mrs. Duncan and Mr. Nasello will make minor alterations to the wording under heading “Alignment with Multi-Year Strategic Plan”.

MOTION: Moved by Mrs. Helen McCarthy, seconded by Mr. David Bernier, that the Policy Development Committee recommend to the Board that Administrative Procedure – **#823 – *Home Schooling***, be deleted and the revised, newly formatted Administrative Procedure – **#306 – *Home Schooling*** be received and posted as amended under Directional Policy – **#300 – *Student Achievement and Well-being***.

Carried.

5. R.A.: Draft Administrative Procedure – Old #806 / New #207

Opening and/or Closing Exercises in Catholic Schools

Mrs. Laurie Corrigan, Superintendent of Learning/Innovation Technologies, presented the new Draft Administrative Procedure – **#207 – *Opening and/or Closing Exercises in Catholic Schools*** to the Policy Development Committee and answered questions.

MOTION: Moved by Mrs. Ruth Ciraulo, seconded by Mr. Daniel Demers, that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#806 – *Opening and/or Closing Exercises in Catholic Schools***, be deleted and the revised, newly formatted, Administrative Procedure – **#207 – *Opening and/or Closing Exercises*** be received and posted as amended under Directional Policy – **#200 – *Catholic Education***.

Carried.

6. R.A.: Draft Administrative Procedure – Old #203 / New #609

Investment of Surplus Funds

Mrs. Isabel Grace, Superintendent of Business and Finance, presented the new Draft Administrative Procedure – **#609 – *Investment of Surplus Funds*** to the Policy Development Committee and answered questions. No surplus funds are being invested at this time.

MOTION: Moved by Mrs. Ruth Ciraulo, seconded by Mr. Daniel Demers, that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#203 – *Investment of Surplus Funds***, be deleted and the revised, newly formatted, Administrative Procedure – **#609 – *Investment of Surplus Funds***, be received and posted as amended under Directional Policy – **#600 – *Stewardship of Resources***.

Carried.

7. R.A.: Directional Policy – New #1300

Student Transportation

Mrs. Isabel Grace, Superintendent of Business and Finance, presented new Draft Directional Policy – **#1300 – *Student Transportation*** to the Policy Development Committee and answered questions.

MOTION: Moved by Mr. Daniel Demers, seconded by Mr. David Bernier, that new Directional Policy – **#1300 – *Student Transportation***, be received and posted as amended.

Carried.

C. Information Items:

D. Next Meeting:

1. Tuesday, February 5, 2019 6:30 – 8:30 p.m.
2. Selection of Member for Opening Prayer – Mrs. Helen McCarthy.
3. Selection of Member for Closing Prayer – Mr. David 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. Daniel Demers, seconded by Mrs. Ruth Ciraulo, that the Policy Development Committee Meeting adjourn at 7:35 p.m.

Carried.

Linda Ainsworth
Committee Chairperson
/ab

Michael Nasello
Director of Education