



Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Tuesday, October 1, 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, Helen McCarthy.

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: Melissa Featherstone, Health and Safety Officer.

Regrets: 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 Emmanuel Pinto 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 Linda Ainsworth, seconded by Braden Leal, 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 March 25, 2019.

MOTION: Moved by Linda Ainsworth, seconded by Emmanuel Pinto, that the Minutes of the Policy Development Committee Meeting held on March 25, 2019, be approved.

Carried.

6. Business Arising from the Minutes.

B. Recommended Actions/Presentations:

1. R.A.: Draft Administrative Procedure – New #814

Critical Injury / Fatality Reporting

Joan Carragher, Superintendent of Learning / Leadership and Human Resource Services and Melissa Featherstone, Health and Safety Officer presented new draft Administrative Procedure – **#814 – Critical Injury / Fatality Reporting** to the Policy Development Committee and answered questions.

MOTION: Moved by Michelle Griepsma, seconded by Helen McCarthy, that the Policy Development Committee recommend to the Board that new draft Administrative Procedure – **#814 – Critical Injury / Fatality Reporting** be received and posted under Directional Policy – **#800 – Healthy Schools and Workplaces.**

Carried

2. R.A.: Draft Administrative Procedure – New #815

Safe Work Procedure: Lock-out / Tag-out of Energy Sources

Joan Carragher, Superintendent of Learning / Leadership and Human Resource Services and Melissa Featherstone, Health and Safety Officer presented new draft Administrative Procedure – **#815 – *Safe Work Procedure: Lock-out / Tag-out of Energy Sources*** to the Policy Development Committee and answered questions.

MOTION: Moved by Braden Leal, seconded by Helen McCarthy that the Policy Development Committee recommend to the Board that new draft Administrative Procedure – **#815 – *Safe Work Procedure: Lock-out / Tag-out of Energy Sources*** be received and posted under Directional Policy – **#800 – *Healthy Schools and Workplaces***.

Carried

3. R.A.: Revised Administrative Procedure – #206

Admission to Catholic Schools

to include Administrative Procedure – #618

Transfer of Students out of Designated Boundary

Isabel Grace, Superintendent Business, Finance and Facility Services, presented revised draft Administrative Procedure – **#206 – *Admission to Catholic Schools***, to the Policy Development Committee and answered questions.

MOTION: Moved by Kevin MacKenzie, seconded by Emmanuel Pinto, that the Policy Development Committee recommend to the Board that revised draft Administrative Procedure – **#206 – *Admission to Catholic Schools***, be received and posted as amended under Directional Policy – **#200 – *Catholic Education***.

Carried.

4. R.A.: Remove Administrative Procedure – #618

Transfer of Students out of Designated Boundary

Michael Nasello, Director of Education recommended to the Policy Development Committee that Administrative Procedure – **#618 – *Transfer of Students out of Designated Boundary*** be deleted as it is now included in Administrative Procedure – **#206 – *Admission to Catholic Schools***.

MOTION: Moved by Linda Ainsworth seconded by Braden Leal, that the Policy Development Committee recommend to the Board that Administrative Procedure – **#618 – *Transfer of Students out of Designated Boundary***, be deleted.

Carried.

5. R.A.: Revised Administrative Procedure to include Cell Phones – #909

Code of Conduct

Tim Moloney, Superintendent of Learning / Student Success, presented revised draft Administrative Procedure – **#909 – *Code of Conduct***, to the Policy Development Committee and answered questions. Tim also shared a slide show with the committee highlighting changes in the Code of Conduct.

MOTION: Moved by Linda Ainsworth, seconded by Helen McCarthy, that the Policy Development Committee recommend to the Board that revised draft Administrative Procedure – **#909 – *Code of Conduct***, be received and posted as amended under Directional Policy – **#900 – *Safe and Accepting Schools***.

Carried.

C. Information Items:

1. Revised Administrative Procedure – #504

Employee Attendance Support Program

Joan Carragher, Superintendent of Learning / Leadership and Human Resource Services presented revised Administrative Procedure – **#504 – *Employee Attendance Support*** to the Policy Development Committee and answered questions.

2. 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. It was decided that senior administration would have further discussion regarding item 11. (e) Gender-based Supervision.

D. Next Meeting:

1. Tuesday, November 19, 2019 6:30 – 8:30 p.m.

E. Conclusion:

1. Closing Prayer.

The Committee Chairperson, David Bernier, asked Kevin MacKenzie to lead the Closing Prayer.

2. Adjournment.

MOTION: Moved by Emmanuel Pinto, seconded by Kevin MacKenzie,
that the Policy Development Committee Meeting adjourn at 8:13 p.m.

Carried.

David Bernier
Committee Chairperson
/ab

Michael Nasello
Director of Education