



Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Tuesday, October 2, 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. Laurie Corrigan, Anne Marie Duncan, Isabel Grace.
Messrs. Sean Heuchert, Timothy Moloney, Michael Nasello.

Guests:

Regrets: Mmes. Joan Carragher, Christine Dunn, Eveline Fisher (Junior Student Trustee), Dawn Michie.

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 Mr. Daniel Demers 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. Helen McCarthy, that the Policy Development Committee Agenda be accepted as amended, moving B5 to B1 and moving B6 to B2.

Carried

4. Declarations of Conflicts of Interest.

5. Approval of the Minutes of the Policy Development Committee Meeting held on May 28, 2018.

MOTION: Moved by Mr. David Bernier, seconded by Mr. Daniel Demers, that the Minutes of the Policy Development Committee Meeting held on May 28, 2018, be approved.

Carried.

6. Business Arising from the Minutes.

Mrs. Helen McCarthy, City of Peterborough Trustee, expressed concern with the wording from May 28, 2018 minutes, B1.1. concerned that “**sick leave** had been changed to **non-culpable** absenteeism throughout Administrative Procedure #504”. It was pointed out the **non-culpable** is standard contract wording meaning absenteeism that is not within the worker’s control.

Mr. Michael Nasello, Director of Education, took this opportunity to introduce Trustees to the new PVNCCDSB website. Mr. Nasello demonstrated ease of movement throughout the website, focusing on the Policy area. Trustees were impressed and Mr. Nasello answered a number of questions.

B. Recommended Actions/Presentations:

1. R.A.: Draft Administrative Procedure – Old #1101 / New #616

Honoraria for Trustees

Mrs. Isabel Grace, Superintendent of Business and Finance, presented the new Draft Administrative Procedure – **#616 - Honoraria for Trustees** to the Policy Development Committee and answered questions.

Changes include:

- a) Change Governance, Vision and Strategic Priorities Directional Policy #100 to Stewardship of Resources #600 throughout.
- b) Add Hyperlinks to regulation.

MOTION: Moved by Mrs. Michelle Griepsma, seconded by Mr. David Bernier, that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#1101 - Honoraria for Trustees**, be deleted and the revised, newly formatted, Administrative Procedure – **#616 - Honoraria for Trustees** be received and posted as amended under Directional Policy – **#600 - Stewardship of Resources**.

Carried.

2. R.A.: Draft Administrative Procedure – Old #1102 / New #617

Trustee Expenses

Mrs. Isabel Grace, Superintendent of Business and Finance, presented new Draft Administrative Procedure – **#617 - Trustee Expenses** to the Policy Development Committee and answered questions.

Changes include:

- a) Remove “shredders” from list of Board provided equipment and services. (pg. 15)
- b) Add “printers” to services Trustees have access to throughout their term of office. (pg. 15)
- c) Remove “or” after (a) A rate per kilometer. (pg. 15)
- d) Change “of” to “by” the Director of Education or designate, etc. (pg. 17)
- e) Change “be” to “been” – Where the expense claim has not “been” duly completed, etc. (pg. 17)
- f) Revise policy numbers under References. (pg. 18)

MOTION: Moved by Mr. Daniel Demers, seconded by Mrs. Helen McCarthy, that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#1102 - Trustee Expenses**, be deleted and the revised, newly formatted, Administrative Procedure – **#617 - Trustee Expenses** be received and posted as amended under Directional Policy – **#600 - Stewardship of Resources**.

Carried.

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

Student Transportation

Mrs. Isabel Grace, Superintendent of Business and Finance, informed Trustees that the Board is waiting for provincial consultation on any recommended action. It has been delayed. Mrs. Grace will bring the ***Student Transportation*** Directional Policy to the November 20, 2018 Policy Development Committee Meeting. Recommendations from that meeting will go to the November 27, 2018 Board Meeting. Mrs. Grace is making adjustments to the wording under “Parameters”.

4. R.A.: Draft Administrative Procedure – Old #817 / New #304

Supervised Alternative Learning and Other Excusals from Attendance at School

Mr. Tim Moloney, Superintendent of Learning/Student Success, presented new Draft Administrative Procedure – ***#304 - Supervised Alternative Learning and Other Excusals from Attendance at School*** to the Policy Development Committee and answered questions. Mr. Moloney stated that there are currently six students in the SAL program.

Changes include:

- a) Change “section” number to “paragraph” number, to avoid confusion re: “Section 23”.
- b) Mr. Moloney will add information under “Progress Indicators”.
- c) Add hyperlinks to “Related Forms”.
- d) Include examples of plans that have worked.

MOTION: Moved by Mr. Daniel Demers, seconded by Mrs. Michelle Griepsma, that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – ***#817 - Supervised Alternative Learning and Other Excusals from Attendance at School*** be deleted and the revised, newly formatted, Administrative Procedure – ***#304 - Supervised Alternative Learning and Other Excusals from Attendance at School***, be received and posted as amended under Directional Policy – ***#300 - Student Achievement and Well-Being***.

Carried.

MOTION: Moved by Mrs. Michelle Griepsma, seconded by Mr. David Bernier, that the Policy Development Committee Meeting be extended from 8:30 p.m. to 8:45 p.m.
Carried.

5. R.A.: Draft Administrative Procedure – New #323

Supporting Students with Epilepsy in Schools

Mrs. Anne Marie Duncan, Superintendent of Learning/Special Education Services, presented new Draft Administrative Procedure – ***#323 - Supporting Students with Epilepsy in Schools***, to the Policy Development Committee and answered questions.

MOTION: Moved by Mrs. Michelle Griepsma, seconded by Mr. Daniel Demers, that the Policy Development Committee recommend to the Board that new Administrative Procedure – ***#323 - Supporting Students with Epilepsy in Schools***, be received and posted under Directional Policy – ***#300 - Student Achievement and Well-Being***.

Carried.

6. R.A.: Draft Administrative Procedure – New #516

Use of Electronic Communication and Social Media

Mrs. Laurie Corrigan, Superintendent of Learning/Innovation Technologies and Mr. Sean Heuchert, Information Technology Services Manager, presented the new Draft Administrative Procedure – ***#516 - Use of Electronic Communication and Social Media*** to the Policy Development Committee and answered questions. Mr. Heuchert explained the different types of accounts and how they can be managed. Mr. Heuchert reviewed the “Social Media Guidelines for Employees” document with Trustees and thanked Mr. Galen Eagle, Communications Manager, for producing the document. A copy will be given to Principals at the Director’s Meeting on October 3, 2018.

Changes include:

- a) Remove “of” in Pope Francis 2018 quote. (pg. 50)
- b) Add link to “Employee Acceptable Use of Technology AP #511”. (pg. 51)
- c) Under “References” change “Personal Network Device Policy #904 to AP#314”. (pg. 51)

MOTION: Moved by Mrs. Helen McCarthy, seconded by Mr. Daniel Demers, that the Policy Development Committee recommend to the Board that the new Administrative Procedure – **#516 - Use of Electronic Communication and Social Media**, be received and posted as amended under Directional Policy – **#500 - Employee Relations**.

Carried.

7. R.A.: Draft Administrative Procedure – Old #711 / New #107

Electronic Meetings

Mr. Michael Nasello, Director of Education, explained to Trustees that he had tightened up some of the wording in new Administrative Procedure – **#107 - Electronic Meetings**.

Changes include:

- a) Under “Action Required” #8.a. change “two members” to “one member as long as there is quorum online”. (pg. 54)
- b) Under “Action Required” #11 change “may be present” to “shall be present”. (pg. 54)

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 – **#711 - Electronic Meetings** be deleted and the revised, newly formatted, Administrative Procedure – **#107 - Electronic Meetings**, be received and posted as amended under Directional Policy – **#100 - Governance, Vision, and Strategic Priorities**.

Carried.

8. R.A.: Draft Administrative Procedure – Old #1110 / New #105

Student Trustees

Mr. Michael Nasello, Director of Education, presented the new Draft Administrative Procedure – **#105 - *Student Trustees***, to the Policy Development Committee. Mr. Nasello reviewed the changes, highlighted in red in the Policy Development Committee Agenda, with Trustees and answered questions.

MOTION: Moved by Mr. David Bernier, seconded by Mrs. Ruth Ciraulo, that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#1110 - *Student Trustees*** be deleted and the revised, newly formatted, Administrative Procedure – **#105 - *Student Trustees***, be received and posted as amended under Directional Policy – **#100 - *Governance, Vision, and Strategic Priorities***.

Carried.

9. R.A.: Draft Administrative Procedure – New #102

Governance By-Laws and Standing Rules

MOTION: Moved by Mrs. Michelle Griepsma, seconded by Mrs. Helen McCarthy, that the new Administrative Procedure – **#102 - *Governance By-Laws and Standing Rules***, be referred to the October 9, 2018 Chairperson's Committee Meeting.

Carried.

C. Information Items:

D. Next Meeting:

1. Tuesday, November 20, 2018 6:30 – 8:30 p.m.
2. Selection of Member for Opening Prayer – Mrs. Helen McCarthy.
3. Selection of Member for Closing Prayer – Mrs. Ruth Ciraulo.

E. Conclusion:

1. Closing Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, asked Mr. David Bernier to lead the Closing Prayer.

2. Adjournment.

MOTION: Moved by Mr. Daniel Demers, seconded by Mrs. Helen McCarthy, that the Policy Development Committee Meeting adjourn at 8:45 p.m.

Carried.

Linda Ainsworth
Committee Chairperson
/ab

Michael Nasello
Director of Education