

Minutes

The Minutes of the Policy Development Committee Meeting held on Tuesday, October 17, 2023, at 6:30 p.m., in person at the Catholic Education Centre.

Present:

Trustees: John Connolly, Loretta Durst (Committee Chairperson), Madelyn Gaskell (Senior Student Trustee), Joshua Glover, Claire Heitzner (Junior Student Trustee), Jenny Leahy, Kevin MacKenzie (Board Chairperson), Mary Ann Martin, and Kathleen Tanguay.

Administration: Jeannie Armstrong, Jonathan Di Ianni, Darren Kahler, Sheila Piggott, Julie Selby, Stephen O'Sullivan, Galen Eagle, Kevin Hickey and Teri Smith.

Recorder: Amy McLeod

Regrets: Sean Heuchert

A. Call to Order:

1. Opening Prayer.

Loretta Durst, Committee Chairperson, called the meeting to order at 6:30 p.m. Loretta acknowledged that Director Stephen O'Sullivan would be stepping in for Superintendent Sean Heuchert who was unable to attend. Loretta then invited Trustee Mary Ann Martin to lead the committee in opening prayer.

2. Land Acknowledgement.

Loretta Durst respectfully acknowledged that the Policy Development Committee Meeting was taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

3. Approval of the Agenda.

MOTION: Moved by Kevin MacKenzie, seconded by Jenny Leahy that the agenda be approved.

Carried.

4. Declarations of Conflicts of Interest.

There were no conflicts of interest declared.

5. Approval of the Minutes of the Policy Development Committee Meeting, May 30, 2023.

MOTION: Moved by Mary Ann Martin, seconded by Jenny Leahy that the minutes of the Policy Development Committee Meeting held on Tuesday, May 30, 2023, be approved.

Carried.

6. Business Arising from the Minutes.

There was no business arising out of the minutes.

B. Presentations/Recommended Actions:

1. Revised Administrative Procedure – AP #503, Workplace Accommodation

Superintendent of Human Resource Services, Darren Kahler, gave a presentation about the revised administrative procedure which was up for annual review. After some prior trustee consultation, Darren had made some minor amendments to the proposed procedure which was discussed.

MOTION: Moved by Kathleen Tanguay, seconded by Mary Ann Martin that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #503, Workplace Accommodation, with minor amendments, be received and posted under Directional Policy #500, Employee Relations.

Carried.

2. Revised Administrative Procedure – AP #507, Disability Management.

Darren Kahler, Superintendent of Human Resource Services, brought forward the revised administrative procedure for review. There was extensive discussion amongst the committee on various points of the administrative procedure including proposed timelines, clarification of roles as well as some suggested verbiage changes and amendments.

MOTION: Moved by Kathleen Tanguay, seconded by Mary Ann Martin that the proposed motion regarding Administrative Procedure – AP #507, Disability Management be deferred until Superintendent Darren Kahler makes an attempt to obtain a letter of understanding from OECTA and CUPE unions, which will be discussed/reviewed at the next policy meeting.

Carried

3. Revised Directional Policy – DP #1200, Records and Information.

Manager of Communications, Galen Eagle provided a slide show presentation to the committee on the revised directional policy. Galen outlined the minimal changes to the policy. A few questions were asked and an amendment to include environmentally friendly practices was suggested.

MOTION: Moved by Joshua Glover, seconded by Kevin MacKenzie that the Policy Development Committee recommend to the Board that the revised Directional Policy #1200, Records and Information Management, with minor amendments, be received and posted.

Carried.

4. Revised Administrative Procedure – AP #825, Anaphylaxis.

Darren Kahler, Superintendent of Human Resources presented the proposed revisions for the administrative procedure #825, Anaphylaxis. Darren highlighted much of the policy is driven by PPM 161. There was discussion around having extra epipens on hand at each school for emergency purposes. Darren is going to look into the cost and feasibility of this suggestion.

MOTION: Moved by Mary Ann Martin, seconded by Kevin Mackenzie that the Policy Development Committee recommend to the Board that Administrative Procedure #319, Anaphylaxis - Reducing the Risks be deleted and that the revised Administrative Procedure #825 Anaphylaxis - Reducing the Risk, be received and posted under Directional Policy #800, Healthy Schools and Workplaces.

Carried.

5. R.A.: Revised Directional Policy – DP #600, Stewardship of Resources.

Teri Smith, Chief Financial Officer gave a presentation on the minimal proposed changes for the directional policy #600, Stewardship of Resources which was up for its annual review.

MOTION: Moved by Mary Ann Martin, seconded by Kathleen Tanguay that the Policy Development Committee recommend to the Board that the revised Directional Policy #600, Stewardship of Resources, be received and posted.

Carried.

6. Revised Administrative Procedure – AP #601, Community Use of Board Facilities.

Manager of Purchasing, Planning and Facility Administration, Kevin Hickey, reviewed the proposed changes to the administrative procedure #601. There were a couple clarifying questions around the administrative procedure which Kevin answered.

MOTION: Moved by Jenny Leahy, seconded by Joshua Glover that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #601, Community Use of Board Facilities, be received and posted under Directional Policy #600, Stewardship of Resources.

Carried.

7. Revised Administrative Procedure – AP #306, Home Schooling.

Julie Selby, Superintendent of Learning introduced the administrative procedure #306, Home Schooling and reviewed proposed changes. Additional information was added to the AP to provide greater clarity on the home schooling process for administrators and parents. Principal responsibilities were also expanded on to ensure relevant legislative requirements were captured. The response form of the home schooling process, previously listed as one of the appendices, was also removed. The committee asked a few process related and funding questions around the revised AP which Julie answered. It was noted that secondary students have been advised in the past that a signed response form was required from the Superintendent in order for students to register for Independent Learning Centre courses. Julie advised she will reach out to the local ILC's to ensure this practise, which the centres would have instituted, does not interfere with students' access to this learning option.

MOTION: Moved by Jenny Leahy, seconded by John Connolly that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #306, Home Schooling, be received and posted, with minor amendments, under Directional Policy #300, Student Achievement and Well-Being.

Carried.

8. Revised Administrative Procedure – AP #807, Supporting Students with Epilepsy in Schools.

Darren Kahler, Superintendent of Human Resources, provided an overview of changes to AP #807 which was up for its regular review. Similar to other AP's he presented this evening, a lot of the procedure is derived from the relevant PPM. There was discussion and a couple of questions raised about the AP which Darren answered.

MOTION: Moved by Kevin Mackenzie, seconded by John Connolly that the Policy Development Committee recommend to the Board that Administrative Procedure #323, Supporting Students with Epilepsy in Schools be deleted and that the revised Administrative Procedure #807, Supporting Students

with Epilepsy in Schools, with minor updates, be received and posted under Directional Policy #800, Healthy Schools and Workplaces.

Carried.

C. Information Items:

D. Next Meeting:

1. Policy Development Committee meetings scheduled for 2023-2024.

The following dates were noted as scheduled times for the Policy Development Committee to meet during the 2023-2024 school year in compliance with the committee's terms of reference.

- a) Tuesday, December 5, 2023, 6:30 p.m.
- b) Tuesday, February 6, 2024, 6:30 p.m.
- c) Tuesday, April 30, 2024, 6:30 p.m.
- d) Tuesday, June 4, 2023, 6:30 p.m.

E. Conclusion:

1. Closing Prayer:

The Committee Chairperson invited Trustee Kevin MacKenzie to conclude the meeting with prayer.

2. Adjournment:

MOTION: Moved by Kathleen Tanguay, seconded by John Connolly that the meeting be adjourned at 8:22 p.m.

Carried.