

The Minutes of the Policy Development Committee meeting held on Tuesday, January 21, 2025 at 6:30 p.m. in the Large Boardroom and by Google meet (*)

PRESENT

Trustees: Trustee Leahy, Trustee Durst, Board Chairperson MacKenzie, Trustee Martin, Trustee Tanguay (Committee Chairperson), Trustee Heitzner (Senior Student Trustee)(*), Trustee Peios (Junior Student Trustee)(*).

Absent/Regrets: Trustee Connolly.

Administration: Director O'Sullivan, Superintendent Di Ianni (*), Superintendent Heuchert, Superintendent Kahler, Superintendent Selby (*), Superintendent Armstrong, Superintendent Piggott (*).

Guests:

Recorder: Mrs. Sarah Barker.

A. Call to Order

Chair Tanguay called the meeting to order at 6:30 pm.

1. Opening Prayer

Trustee Leahy led the Policy Development Committee in Opening Prayer.

2. Land Acknowledgment

Trustee Durst provided a land acknowledgement that respectfully acknowledges that the land on which we gather and learn daily is the traditional and treaty territory of the Mississauga Anishinaabe and that we make this acknowledgement to honor our relationship with the Williams Treaty First Nations of Alderville, Curve Lake, Hiawatha and Scugog Island.

3. Approval of Agenda

Motion: Moved by Board Chairperson MacKenzie, seconded by Trustee Martin, that the Policy Development Committee accept the Agenda for the Tuesday, January 21, 2025 meeting.

Carried.

Motion: Moved by Trustee Leahy, seconded by Trustee Durst, that the Policy Development Committee excuse Trustee John Connolly for the Tuesday, January 21, 2025 meeting.

Carried.

4. Declarations of Conflicts of Interest

There were no conflicts of interest.

5. Approval of the Minutes of the Policy Development Committee on Tuesday, October 15, 2024.

Motion: Moved by Board Chairperson MacKenzie, seconded by Trustee Martin, that the Policy Development Committee minutes from Tuesday, October 15, 2024 be accepted.

Carried.

6. Business Arising from the Minutes

There was no business arising from the minutes.

B. Recommended Actions/Presentations:

1. R.A. Revised Directional Policy - DP #500 - Employee Relations

Darren Kahler, Superintendent, presented his report on the changes made to Directional Policy #500, Employee Relations. This was part of the regular review cycle. Consultation of this Directional Policy was conducted through the PVNC

Catholic Engage platform and with our Union partners. Key changes included revised responsibilities, and updated collaborative language.

Motion: Moved by Trustee Durst, seconded by Trustee Leahy, that the Policy Development Committee recommend to the Board that the revised Directional Policy #500, Employee Relations, be received and posted under the Policy and Procedures for PVNCCDSB.

Carried.

2. R.A. Revised Directional Policy - DP #800 - Healthy Schools

Darren Kahler, Superintendent, presented his report on the changes made to Directional Policy #800, Healthy Schools. This was part of the regular review cycle. Consultation of this Directional Policy was conducted through the PVNC Catholic Engage platform and with our Union partners. Key changes included wording and responsibilities, as well as updating links.

Motion: Moved by Board Chairperson MacKenzie, seconded by Trustee Martin, that the Policy Development Committee recommend to the Board that the revised Directional Policy #800, Healthy Schools, be received and posted under the Policy and Procedures for PVNCCDSB.

Carried.

3. R.A. Revised Directional Policy - DP #1000 - Parent/Guardian and Community Relations

Jeannie Armstrong, Superintendent, presented her report on the changes made to Directional Policy #1000, Parent/Guardian and Community Relations. This was not part of the regular review cycle, but as a result of requirements arising from PPM 170. This was effective at the start of the 2024-25 school year, to support increased transparency for parents and guardians, the Ministry will require schools to provide detailed notice in advance to parents and guardians whenever guest speakers are invited into their schools, along with sharing details of any handout materials, give-aways, or literature.

There were discussions regarding how schools will communicate to the community, and making Catholic faith a priority when inviting guest speakers to our schools.

Motion: Moved by Trustee Martin, seconded by Trustee Durst, that the Policy Development Committee recommend to the Board that the revised Directional Policy #1000, Parent/Guardian and Community Relations, be received and posted under the Policy and Procedures for PVNCCDSB, with the addition that any guest speakers invited into our schools be in line with the Catholic faith.

Carried.

4. Administrative Procedure #1301 Student Eligibility Presentation

Sean Heuchert, Superintendent, advised that Administrative Procedure 1301 - Student Eligibility outlines the criteria and distances required for PVNC Catholic students to qualify for transportation. The criteria has been requested to be reviewed for discussion, to compare with other neighbouring school board eligibility criteria.

There were discussions regarding aligning the eligibility distances with other boards that share the transportation consortiums with PVNC Catholic, and what impact this would have financially.

Motion: Moved by Trustee Martin, seconded by Board Chairperson MacKenzie, that the Policy Development Committee request a report regarding the impact that changes to the student eligibility (walk to stop 1 km) would have if it was aligned with the Trillium Lakeland School Board distance of .08 km.

Carried.

C. Information Items

1. Administrative Procedures:

C.1.a) Administrative Procedure #305 - Out of School Activities

C.1.b) Administrative Procedure #610 - Purchasing

C.1.c) Administrative Procedure #815 - Safe Work Procedure:
Lock-out/Tag-out of Energy Sources

C.1.d) Administrative Procedure #816 - Extreme Weather Response

C.1.e) Administrative Procedure #1306 - Student Safety

There were questions regarding: C.1.a) Administrative Procedure #305 - Out of School Activities and C.1.b) Administrative Procedure #610 - Purchasing.

Motion:Moved by Trustee Martin, seconded by Trustee Durst, that the Policy Development Committee recommend to the Board that items C.1 c) through C.1 e), be received and posted as presented.

Carried.

C.1.c) Administrative Procedure #815 - Safe Work Procedure:
Lock-out/Tag-out of Energy Sources

That Administrative Procedure #815, Safe Work Procedure: Lock-out/Tag-out of Energy Sources, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

C.1.d) Administrative Procedure #816 - Extreme Weather Response

That Administrative Procedure #816, Extreme Weather Response, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

C.1.e) Administrative Procedure #1306 - Student Safety

That Administrative Procedure #1306, Student Safety, be received and posted as revised under Directional Policy #1300, Student Transportation.

There were discussions regarding the language in the Administrative Procedure that had been updated for student eligibility and supervisors who can attend the trips.

Motion:Moved by Trustee Martin, seconded by Board Chairperson MacKenzie, that the Policy Development Committee recommend to the Board that Administrative Procedure #305 - Out of School Activities, be received and posted as presented.

Carried.

C.1.a) Administrative Procedure #305 - Out of School Activities

That Administrative Procedure #305, Out of School Activities, be received and posted as revised under Directional Policy #300, Student Achievement and Well-Being.

There were discussions regarding the changes to the authorization amounts, and the procedures for approval of funding for school improvement projects and construction.

Motion: Moved by Trustee Leahy, seconded by Board Chairperson MacKenzie, that the Policy Development Committee recommend to the Board that Administrative Procedure #610 - Purchasing, be received and posted as presented.

Carried.

C.1.b) Administrative Procedure #610 - Purchasing

That Administrative Procedure #610, Purchasing, be received and posted as revised under Directional Policy #600, Stewardship of Resources.

D. Next Meeting:

1. Policy Development Committee meetings for 2024-2025:
 - Tuesday, April 8, 2025, 6:30 p.m.
 - Tuesday, June 17, 2025, 6:30 p.m.

E. Conclusion

1. Closing Prayer

Trustee MacKenzie led the committee in closing prayer.

2. Adjournment

Motion: Moved by Trustee Martin, seconded by Trustee Leahy, that the Policy Development Committee meeting be adjourned at 7:30 p.m.

Carried.

Kathleen Tanguay
Committee Chairperson
/sb

Sean Heuchert
Superintendent of Business
and Finance