

Minutes

The Minutes of the Policy Development Committee Meeting held on Tuesday, April 21st, 2026 at 6:30 p.m. in the Boardroom and by Google meet (*).

Present

Trustees/Members: Trustee Kathleen Tanguay (Committee Chairperson), Trustee Jenny Leahy, Trustee Loretta Durst, Board Chairperson Kevin MacKenzie, Trustee Mary Ann Martin.

Absent/Regrets: Trustee John Connolly, Trustee Joshua Glover, Trustee Carter Peios (Senior Student Trustee), Trustee Vivica Muinde (Junior Student Trustee).

Administration: Director Stephen O'Sullivan, Superintendent Jonathan Di Ianni, Superintendent Sean Heuchert, Superintendent Darren Kahler, Superintendent Julie Selby(*), Superintendent Sheila Piggott, Superintendent Wayne Clark, Mark Giunta (Manager of Communications).

Guests:

Recorder: Mrs. Sarah Barker

A. Call to Order

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

1. Opening Prayer

Board Chairperson MacKenzie led the Policy Development Committee in Opening Prayer.

2. Land Acknowledgement

Trustee Martin 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.

MOTION:

Moved by: Trustee Leahy, seconded by Trustee Durst, that the Policy Development Committee excuse Trustee John Connolly and Trustee Joshua Glover for the Tuesday, April 21st, 2026, meeting.

Carried.

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3. Approval of Agenda

Trustee Tanguay advised the committee that Administrative Procedure 613 - Fees for Learning Materials and Activities, will be separated for discussion from the presented list of Administrative Procedures that are to be received as per the Agenda.

Trustee Tanguay advised that the Notice of Motion received from the Policy Development Committee meeting on January 20, 2026, will be removed from the Agenda.

MOTION:

Moved by: Trustee Martin, seconded by Board Chairperson MacKenzie, that the Policy Development Committee accept the Agenda for Tuesday, April 21st, 2026, with the following amendments;

That Administrative Procedure 613 - Fees for Learning Materials and Activities be separated from the presented list, for discussion; and;

That the Notice of Motion received from the Policy Development Committee meeting on January 20, 2026, will be removed from the Agenda.

Carried.

4. Declarations of Conflicts of Interest

There were no conflicts of interest.

5. Approval of the Minutes of the Meeting of the Policy Development Committee on Tuesday, January 20th, 2026.

MOTION:

Moved by: Trustee Durst, seconded by Trustee Martin, that the Policy Development Committee minutes from Tuesday, January 20th, 2026, be accepted.

Carried.

6. Business Arising from the Minutes

There was no business arising from the minutes.

B. Recommended Actions/Presentations:

1. Directional Policy 400 - Recruitment, Talent Development, Leadership and Succession Planning

Darren Kahler, Superintendent

Superintendent Darren Kahler answered questions regarding PVNC Catholic's hiring process.

MOTION:

Moved by: Trustee Martin, seconded by Trustee Leahy, that the Policy Development Committee recommend to the Board that Directional Policy 400 - Recruitment, Talent Development, Leadership and Succession Planning, be received and posted as presented.

Carried.

C. Information Items:

1. Administrative Procedures

C.1.a) Administrative Procedure 403 - Police Record Checks (moving to 518)

That Administrative Procedure #518, Police Record Checks, be received and posted as revised under Directional Policy #500, Employee Relations.

C.1.b) Administrative Procedure 504 - Employee Attendance Support Program

That Administrative Procedure #504, Employee Attendance Support Program, be received and posted as revised under Directional Policy #500, Employee Relations.

C.1.c) Administrative Procedure 611 - Expenditure Guidelines: Hospitality/Honorariums/ Recognition/Meeting Costs

That Administrative Procedure #611, Expenditure Guidelines: Hospitality/Honorariums/ Recognition/Meeting Costs, be received and posted as revised under Directional Policy #600, Stewardship of Resources.

C.1.e) Administrative Procedure 818 - Accessibility and Barrier Free Learning and Work Environments: Employment

That Administrative Procedure #818, Accessibility and Barrier Free Learning and Work Environments: Employment, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

C.1.f) Administrative Procedure 819 - Accessibility and Barrier Free Learning and Work Environments: Information and Communication

That Administrative Procedure #819, Accessibility and Barrier Free Learning and Work Environments: Information and Communication, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

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- C.1.g) Administrative Procedure 820 - Accessibility and Barrier Free Learning and Work Environments: Transportation
That Administrative Procedure #820, Accessibility and Barrier Free Learning and Work Environments: Transportation, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.
- C.1.h) Administrative Procedure 821 - Accessibility and Barrier Free Learning and Work Environments: Design of Public Spaces
That Administrative Procedure #821, Accessibility and Barrier Free Learning and Work Environments: Design of Public Spaces, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.
- C.1.i) Administrative Procedure 822 - Accessibility and Barrier Free Learning and Work Environments: Customer Service
That Administrative Procedure #822, Accessibility and Barrier Free Learning and Work Environments: Customer Service, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.
- C.1.j) Administrative Procedure 1005 - Volunteers in Our Schools
That Administrative Procedure #1005, Volunteers in Our Schools, be received and posted as revised under Directional Policy #1000, Parent and Community Relations.

MOTION:

Moved by: Trustee Leahy, seconded by Board Chairperson MacKenzie, that the Policy Development Committee recommend to the Board that items C.1.a) through C.1.c) and C.1.e) through C.1.j), be received and posted as presented.

Carried.

- C.1.a) Administrative Procedure 403 - Police Record Checks (moving to 518)
That Administrative Procedure #518, Police Record Checks, be received and posted as revised under Directional Policy #500, Employee Relations.
- C.1.b) Administrative Procedure 504 - Employee Attendance Support Program

That Administrative Procedure #504, Employee Attendance Support Program, be received and posted as revised under Directional Policy #500, Employee Relations.
- C.1.c) Administrative Procedure 611 - Expenditure Guidelines: Hospitality/Honorariums/ Recognition/Meeting Costs

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That Administrative Procedure #611, Expenditure Guidelines: Hospitality/Honorariums/ Recognition/Meeting Costs, be received and posted as revised under Directional Policy #600, Stewardship of Resources.

C.1.e) Administrative Procedure 818 - Accessibility and Barrier Free Learning and Work Environments: Employment

That Administrative Procedure #818, Accessibility and Barrier Free Learning and Work Environments: Employment, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

C.1.f) Administrative Procedure 819 - Accessibility and Barrier Free Learning and Work Environments: Information and Communication

That Administrative Procedure #819, Accessibility and Barrier Free Learning and Work Environments: Information and Communication, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

C.1.g) Administrative Procedure 820 - Accessibility and Barrier Free Learning and Work Environments: Transportation

That Administrative Procedure #820, Accessibility and Barrier Free Learning and Work Environments: Transportation, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

C.1.h) Administrative Procedure 821 - Accessibility and Barrier Free Learning and Work Environments: Design of Public Spaces

That Administrative Procedure #821, Accessibility and Barrier Free Learning and Work Environments: Design of Public Spaces, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

C.1.i) Administrative Procedure 822 - Accessibility and Barrier Free Learning and Work Environments: Customer Service

That Administrative Procedure #822, Accessibility and Barrier Free Learning and Work Environments: Customer Service, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

C.1.j) Administrative Procedure 1005 - Volunteers in Our Schools

That Administrative Procedure #1005, Volunteers in Our Schools, be received and posted as revised under Directional Policy #1000, Parent and Community Relations.

Trustee Tanguay addressed the committee regarding the process for replacement of student Chromebooks.

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C.1.d) Administrative Procedure 613 - Fees for Learning Materials and Activities

That Administrative Procedure #613, Fees for Learning Materials and Activities, be received and posted as revised under Directional Policy #600, Stewardship of Resources.

MOTION:

Moved by: Trustee Martin, seconded by Trustee Durst,
that the Policy Development Committee recommend to the Board that item C.1.d) be received and posted as presented.

Carried.

C.1.d) Administrative Procedure 613 - Fees for Learning Materials and Activities

That Administrative Procedure #613, Fees for Learning Materials and Activities, be received and posted as revised under Directional Policy #600, Stewardship of Resources.

There was a brief discussion regarding the new police record check requirements.

D. Old Business:

There was no old business.

E. Next Meeting:

1. Policy Development Committee Meetings for 2025-2026:

- Tuesday, June 16, 2026, 6:30 p.m.

F. Conclusion

1. Closing Prayer

Trustee Durst led the Policy Development Committee in closing Prayer.

2. Adjournment

MOTION:

Moved by: Trustee Martin, seconded by Board Chairperson MacKenzie,
that the Policy Development Committee be adjourned at 6:49 pm.

Carried.

Kathleen Tanguay
Committee Chairperson
/sb

Sean Heuchert
Superintendent of Business
and Finance

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