

## **Minutes of the Policy Committee Meeting Held on Tuesday, March 5, 2024**

Greg McNally Boardroom, Kemptville

### **PUBLIC SESSION**

#### **ATTENDANCE**

##### Board Members

Present: Karen McAllister, Chair (Vice-Chair of the Board)  
Jennifer Cooney  
Brent Laton  
Donna Nielsen (via Teams)  
Karen Torrie-Racine  
Sue Wilson (Chair of the Board)  
Brooke Guindon, Associate Student Trustee (via Teams)

Absent: Christopher Cummings  
Chloe Finner, Student Trustee

##### Administration:

Present: Laurie Corrigan, Director of Education  
Dawn Finnegan, Superintendent of School Effectiveness  
Norma McDonald, Superintendent of School Effectiveness  
Tracy O'Brien, Superintendent of School Effectiveness

Recorder: Judith Bériault, Executive Assistant to the Director

Others: Amber LaBerge, Communications Lead  
Steve Payne, Chief Information Officer  
Jaime Moore, Human Resources Manager

#### **A. OPENING PRAYER:**

The meeting opened at 5:37 p.m. with the reciting of a prayer.

**B. AMENDMENT TO AND APPROVAL OF AGENDA:**

**WILSON**

"That the Policy Committee approve the agenda of the Policy Committee Meeting of March 5, 2024, as presented."

Carried.

**C. APPROVAL OF MINUTES:**

**C.1** Minutes of the Policy Committee Meeting held on February 6, 2024

**LATON**

"That the Policy Committee approve the minutes of the Policy Committee Meeting held on February 6, 2024, as presented."

Carried.

**D. ADMINISTRATIVE PROCEDURES:**

**D.1** Administrative Procedure ***B9:2 Process for Religious Education Exemptions*** was amended based on an internal review of the procedure by Executive Council.

Superintendent McDonald highlighted the important areas in the new administrative procedure. Collaboration is key when religious accommodations and/or exemptions are requested.

**WILSON**

"That the amended Administrative Procedure ***306 Religious Accommodations*** be received."

Carried.

**D.2** Administrative Procedure ***703 Occupational Health and Safety*** was amended based on the policy review schedule.

Superintendent Finnegan reviewed the updates in the revised administrative procedure.

**COONEY**

"That the amended Administrative Procedure **703 Occupational Health and Safety** be received." [OBJ]

Carried.

**D.3** Administrative Procedure **802 Workplace Violence Prevention** was amended based on the policy review schedule.

Superintendent Finnegan reviewed the updates in the revised administrative procedure.

**TORRIE-RACINE**

"That the amended Administrative Procedure **802 Workplace Violence Prevention** be received."

Carried.

**D.4** Administrative Procedure **F1:1 Acceptable Use Guideline for Internet Access by Students** was amended based on an internal review of the procedure by Executive Council.

Superintendent O'Brien introduced Chief Information Officer, Steve Payne, who reviewed the updates in the revised administrative procedure. The procedure sets out clear expectations for students, with age-appropriate student responsible use agreements.

**LATON**

"That the amended Administrative Procedure **1015 Digital Discipleship – Student Responsible Use of Technology** be received."

Carried.

**E. DIRECTIONAL POLICIES AND BY-LAWS** – Nil

**F. FUTURE AGENDA ITEMS:**

**F.1** Video Surveillance

- F.2** Workplace Harassment Prevention
- F.3** Critical Injury/Fatality Reporting
- F.4** Progressive Discipline
- F.5** Injuries to Student and Non-Employee
- F.6** Purchasing Requirements
- F.7** Committee Terms of Reference

**G. CLOSING PRAYER**

**H. ADJOURNMENT**

**COONEY**

"That the Policy Committee Meeting of March 5, 2024, be adjourned."

Carried

Adjourned at 6:03 p.m.