

Minutes of the Policy Committee Meeting Held on Tuesday, December 3, 2024

Greg McNally Boardroom, Kemptville

PUBLIC SESSION

ATTENDANCE

Board Members

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

Administration:

Present: Laurie Corrigan, Director of Education
Ashley Hutchinson, Superintendent of Business & Treasurer
Brent Bovaird, Superintendent of School Effectiveness

Recorder: Judith Bériault, Executive Assistant to the Director

Others: Amber LaBerge, Communications Lead

A. OPENING PRAYER:

The meeting opened at 6:17 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 December 3, 2024, as presented."

Carried.

C. APPROVAL OF MINUTES:

C.1 Minutes of the Policy Committee Meeting held on November 5, 2024

NIELSEN

"That the Policy Committee approve the minutes of the Policy Committee Meeting held on November 5, 2024, as presented."

Carried.

D. ADMINISTRATIVE PROCEDURES:

D.1 Administrative Procedure 103 – Trustee Honorarium was revised based on O. Reg. 357/06: Honoraria for Board Members.

No changes were requested.

TORRIE-RACINE

"That the revised Administrative Procedure 103 – Trustee Honorarium be received."

Carried.

- D.2** Administrative Procedure A:5 Trustee Code of Conduct was revised based on O. Reg. 312/24: Members of School Boards – Code of Conduct.

Director Corrigan presented the Ontario Regulation 312/24: Members of School Boards – Code of Conduct, effective January 1, 2025.

TORRIE-RACINE

“That the revised Administrative Procedure 106 – Trustee Code of Conduct be received, and an ad hoc committee be created to review the revisions, in consideration of legislative requirements.”

Carried.

- D.3** Administrative Procedure 218 – Early Reading Screening was developed based on PPM 168 – Reading Instruction and Early Screening.

CUMMINGS

“That the new Administrative Procedure 218 – Early Reading Screening be received.”

Carried.

- D.4** Administrative Procedure 1202- Protocol for Partnerships with External Agencies was revised based on an internal review of the procedure by Executive Council.

NIELSEN

“That the revised Administrative Procedure 1202- Protocol for Partnerships with External Agencies be received.”

Carried.

E. DIRECTIONAL POLICIES AND BY-LAWS

- E.5** Directional Policy 900 – Parent Support & Relations was developed based on PPM 170 – School Board Communication with Parents.

Amber LaBerge, Communications Lead, reviewed the new directional policy based on PPM 170, ensuring effective communication between the school board and parents.

WILSON

"That the new Directional Policy 900 – Parent Support & Relations be received."

Carried.

F. FUTURE AGENDA ITEMS:

- F.1** Purchasing Requirements
- F.2** Workplace Violence Prevention
- F.3** Occupational Health and Safety
- F.4** Substance Abuse
- F.5** Communications Guideline

G. CLOSING PRAYER

H. ADJOURNMENT

TORRIE-RACINE

"That the Policy Committee Meeting of December 3, 2024, be adjourned."

Carried

Adjourned at 6:55 p.m.