

Minutes of the Policy Committee Meeting Held on Tuesday, March 4, 2025

Greg McNally Boardroom, Kemptville

PUBLIC SESSION

ATTENDANCE

Board Members

Present: Brent Laton, Chair
Jennifer Cooney
Christopher Cummings (Chair of the Board)
Donna Nielsen
Karen Torrie-Racine
Sue Wilson

Absent: Karen McAllister (Vice-Chair of the Board)
Brooke Guindon, Student Trustee
Junior Malunda, Associate Student Trustee

Administration:

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

Recorder: Judith Bériault, Executive Assistant to the Director

Others: Amber LaBerge, Communications Lead

A. OPENING PRAYER:

The meeting opened at 4:30 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 4, 2025, as presented."

Carried.

C. APPROVAL OF MINUTES:

C.1 Minutes of the Policy Committee Meeting held on February 4, 2025

TORRIE-RACINE

"That the Policy Committee approve the minutes of the Policy Committee Meeting held on February 4, 2025, as presented."

Carried.

D. ADMINISTRATIVE PROCEDURES:

D.1 Administrative Procedure 106 – Trustee Code of Conduct was reviewed based on O. Reg. 312/24: Members of School Boards – Code of Conduct.

Director Corrigan presented the Trustee Code of Conduct which will be approved at the next board meeting.

CUMMINGS

"That the reviewed Administrative Procedure 106 – Trustee Code of Conduct be received."

Carried.

- D.2** Administrative Procedure A6 – Communication Guidelines was revised based on an internal review of the procedure by Executive Council.

Amber LaBerge presented the updated Communication Guidelines administrative procedure, based on PPM170 - School board communication with parents.

NIELSEN

“That the revised Administrative Procedure 107 – Communication Guidelines be received.”

Carried.

- D.3** Administrative Procedure B2:6 – Substance Use & Prevention was revised based on an internal review of the procedure by Executive Council.

Superintendent Bovaird presented the updated Substance Use & Prevention administrative procedure, revised in accordance with Ontario’s Cannabis Act and the Smoke-Free Ontario Act (SFOA).

NIELSEN

“That the revised Administrative Procedure 415 – Substance Use & Prevention be received.”

Carried.

- D.4** Administrative Procedure C1- Charitable Donations was rescinded based on an internal review of the procedure by Executive Council.

Superintendent O’Brien brought forward the Charitable Donations administrative procedure to be rescinded, as per sections 16-19 of the new administrative procedure Fundraising in Schools.

TORRIE-RACINE

“That the Administrative Procedure C1- Charitable Donations be rescinded.”

Carried.

- D.5** Administrative Procedure 428 – Principal Initiated Alternative Learning Program was developed based on Section 265(1)(m) of the Education Act R.S.O. 1990 and Program and Policy Memorandum 145 - Progressive discipline and promoting positive student behaviour.

Superintendent O'Brien presented the new Principal Initiated Alternative Learning Program administrative procedure, ensuring all schools of the Board are a safe and caring environment in which students may maximize their potential.

NIELSEN

"That the new Administrative Procedure 428 – Principal Initiated Alternative Learning Program be received."

Carried.

- D.6** Administrative Procedure 803 – Workplace Harassment Prevention was revised based on the policy review schedule.

Superintendent Finnegan presented the updated Workplace Harassment Prevention administrative procedure, revised to include the updated definition of workplace harassment, including comments or conduct against a worker done virtually through the use of information and communications technology.

COONEY

"That the revised Administrative Procedure 803 – Workplace Harassment Prevention be received."

Carried.

E. DIRECTIONAL POLICIES AND BY-LAWS – Nil

F. FUTURE AGENDA ITEMS:

- F.1** Nurturing and Developing Human Resources DP
- F.2** Suspension, Expulsion and Appeal Programs
- F.3** Concussions
- F.4** Safe Schools

F.5 Community Planning & Partnerships

G. CLOSING PRAYER

H. ADJOURNMENT

CUMMINGS

“That the Policy Committee Meeting of March 4, 2025, be adjourned.”

Carried

Adjourned at 4:50 p.m.