

## **Minutes of the Policy Committee Meeting Held on Tuesday, October 1, 2024**

Greg McNally Boardroom, Kemptville

### **PUBLIC SESSION**

#### **ATTENDANCE**

##### Board Members

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

##### Administration:

Present: Laurie Corrigan, Director of Education  
Ashley Hutchinson, Superintendent of Business & Treasurer  
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 4:55 p.m. with the reciting of a prayer.

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

**LATON**

"That the Policy Committee approve the agenda of the Policy Committee Meeting of October 1, 2024, as presented."

Carried.

**C. APPROVAL OF MINUTES:**

**C.1** Minutes of the Policy Committee Meeting held on August 27, 2024

**TORRIE-RACINE**

"That the Policy Committee approve the minutes of the Policy Committee Meeting held on August 27, 2024, as presented."

Carried.

**D. ADMINISTRATIVE PROCEDURES:**

**D.1** Administrative Procedure 738 – Student and Visitor Injury Reporting was created to provide staff, working in direct contact with students, with expectations about reporting requirements following an injury that occurs while at school, on school property, on a school excursion, or while participating in a co-curricular activity.

**NIELSEN**

"That the amended Administrative Procedure 738 – Student and Visitor Injury Reporting be received."

Carried.

**D.2** Administrative Procedure B1:3 Voluntary Accident Insurance was rescinded based on an internal review of the procedure by Executive Council.

**LATON**

"That the Administrative Procedure B1:3 Voluntary Accident Insurance be rescinded."

Carried.

- D.3** Administrative Procedure 740 – Critical Injury and Fatality Reporting was created to outline the requirements and expectations for the timely and accurate reporting of critical injuries and fatalities as applicable and required under the Occupational Health and Safety legislation.

**CUMMINGS**

"That the new Administrative Procedure 740 – Critical Injury and Fatality Reporting be received."

Carried.

- D.4** Administrative Procedure B7:1 Catholic School Council was revised based on an internal review of the procedure by Executive Council.

**NIELSEN**

"That the amended Administrative Procedure 901 – Catholic School Council be received."

Carried.

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

**F. FUTURE AGENDA ITEMS:**

- F.1** Attendance
- F.2** Access & Trespassing
- F.3** Contractor H&S Requirements
- F.4** Performance Appraisal of Employees

**G. CLOSING PRAYER**

**H. ADJOURNMENT**

**COONEY**

"That the Policy Committee Meeting of October 1, 2024, be adjourned."

Carried

Adjourned at 5:16 p.m.