

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

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
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 5:50 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 February 4, 2025, as presented."

Carried.

C. APPROVAL OF MINUTES:

C.1 Minutes of the Policy Committee Meeting held on January 14, 2025

CUMMINGS

"That the Policy Committee approve the minutes of the Policy Committee Meeting held on January 14, 2025, as presented."

Carried.

D. ADMINISTRATIVE PROCEDURES:

D.1 Administrative Procedure 103 – Trustee Honorarium was revised based on O. Reg. 312/24: Members of School Boards – Code of Conduct, effective January 2025.

NIELSEN

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

Carried.

D.2 Administrative Procedure 703 Occupational Health and Safety was amended based on the policy review schedule and an internal review by Executive Council.

Superintendent Finnegan reviewed a summary of the changes, including a new subsection to capture the third-party contractor requirements.

TORRIE-RACINE

"That the amended Administrative Procedure 703 Occupational Health and Safety be received."

Carried.

- D.3** Administrative Procedure D1:16 Contractor Health and Safety Requirements was rescinded based on an internal review of the procedure by Executive Council.

LATON

"That the Administrative Procedure D1:16 Contractor Health and Safety Requirements be rescinded."

Carried.

- D.4** Administrative Procedure 802 Workplace Violence Prevention was amended based on the policy review schedule.

CUMMINGS

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

Carried.

- D.5** Administrative Procedure F4:3 School Blessing, Official Opening and Anniversaries was revised based on an internal review of the procedure by Executive Council.

COONEY

"That the revised Administrative Procedure 208 – School Blessings, Official Opening, School Name Change and School Anniversaries be received."

Carried.

- D.6** Administrative Procedure 1104 – Fundraising in Schools was created based on an internal review of procedures B16:1 Fundraising in Schools, C1:6 School Generated Funds and C1:7 Corporate Sponsorship by Executive Council and upon recommendation from the Audit Committee.

Superintendent Hutchinson provided a summary of the new procedure, which includes elements from procedures B16:1 Fundraising in Schools, C1:6 School Generated Funds and C1:7 Corporate Sponsorship, and provides clarity for staff.

TORRIE-RACINE

"That the new Administrative Procedure 1104 – Fundraising in Schools be received."

Carried.

- D.7** Administrative Procedure B16:1 School Fundraising was rescinded based on an internal review of the procedure by Executive Council.

NIELSEN

"That the Administrative Procedure B16:1 School Fundraising be rescinded."

Carried.

- D.8** Administrative Procedure C1:6 School Generated Funds was rescinded based on an internal review of the procedure by Executive Council.

COONEY

"That the Administrative Procedure C1:6 School Generated Funds be rescinded."

Carried.

- D.9** Administrative Procedure C1:7 Corporate Sponsorship was rescinded based on an internal review of the procedure by Executive Council.

LATON

"That the Administrative Procedure C1:7 Corporate Sponsorship be rescinded."

Carried.

- D.10** Administrative Procedure 1115 – Fraud Awareness and Prevention was created based on the recommendation from the Audit Committee and a review by Executive Council.

TORRIE-RACINE

“That the new Administrative Procedure 1115 – Fraud Awareness and Prevention be received.”

Carried.

E. DIRECTIONAL POLICIES AND BY-LAWS – Nil

F. FUTURE AGENDA ITEMS:

- F.1** Communications Guideline
- F.2** Mandated Alternative Learning
- F.3** Performance Appraisal of Employees
- F.4** Substance Abuse
- F.5** Workplace Harassment Prevention

G. CLOSING PRAYER

H. ADJOURNMENT

COONEY

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

Carried

Adjourned at 6:30 p.m.