

Minutes of the Policy Committee Meeting Held on Tuesday, March 7, 2023

Greg McNally Boardroom, Kemptville and Remotely – via Teams

PUBLIC SESSION

ATTENDANCE

Board Members

Present: Karen McAllister, Chair
Jennifer Cooney
Christopher Cummings
Brent Laton (via Teams)
Donna Nielsen
Karen Torrie-Racine
Sue Wilson

Absent: Ella Scott, Catholic Student Trustee
Chloe Finner, Associate Catholic Student Trustee

Administration:

Present: Laurie Corrigan, Director of Education
Ashley Hutchinson, Superintendent of Business/Treasurer
Norma McDonald, Superintendent of School Effectiveness

Recorder: Judith Bériault, Executive Secretary to the Director

A. OPENING PRAYER:

The meeting opened at 7:50 p.m. with the reciting of a prayer.

B. APPROVAL OF THE AGENDA:

TORRIE-RACINE

"That the agenda of the Policy Committee Meeting of March 7, 2023, be approved as presented."

Carried

C. DIRECTIONAL POLICIES: Nil

D. ADMINISTRATIVE PROCEDURES:

- a) Administrative Procedure **B4:1 Field Trips** was amended based on an internal review of the procedure by the Executive Council and School Administration.

Superintendent McDonald highlighted some of the changes and revisions in the updated procedure. Out of school activities are now categorized in one of 5 different categories. Trustee Nielsen mentioned that when referencing Criminal Check or Vulnerable Sector Check, the term should be consistent. The title on page 1 will need to be revised.

WILSON

"That the amended Administrative Procedure **201 – Out of School Activities** be received."

Carried

- b) Administrative Procedure **F2:4 Research Initiated by External Agencies** was amended based on an internal review of the procedure by Executive Council.

Director Corrigan reviewed the new procedure and the expanded guidelines for research requests. Trustee Laton mentioned there is no mention of fees that should not be incurred by staff or students.

COONEY

"That the amended Administrative Procedure **202 – Research Initiated by External Agencies** be received."

Carried

- c) Administrative Procedure **C3:1 Travel & Expense Claim Reimbursement, Hospitality and Use of Corporate Credit Cards** was amended based on an internal review of the procedure by Executive Council.

Superintendent Hutchinson highlighted the changes and revisions in the updated procedure. The mileage reimbursement is to align with CRA.

CUMMINGS

"That the amended Administrative Procedure **1101 – Travel & Expense Claim Reimbursement, Hospitality and Use of Corporate Credit Cards** be received."

Carried

E. CURRENTLY UNDER REVIEW:

- a) Workplace Violence Prevention
- b) Video Surveillance
- c) Harassment and Discrimination in the Workplace

F. CLOSING PRAYER

G. ADJOURNMENT

TORRIE-RACINE

"That the Policy Committee Meeting of March 7, 2023, be adjourned."

Carried

Adjourned at 8:39 p.m.