

## **Minutes of the Policy Committee Meeting Held on Tuesday, December 5, 2023**

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)  
Chloe Finner, Student Trustee  
Brooke Guindon, Associate Student Trustee (via Teams)

##### Administration:

Present: Laurie Corrigan, Director of Education  
Heather Gerber, Superintendent of School Effectiveness  
Tracy O'Brien, Superintendent of School Effectiveness

Recorder: Judith Bériault, Executive Assistant to the Director

#### **A. OPENING PRAYER:**

The meeting opened at 6:55 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 5, 2023, as presented."

Carried.

**C. APPROVAL OF MINUTES:**

**C.1** Minutes of the Policy Committee Meeting held on November 7, 2023

**TORRIE-RACINE**

"That the Policy Committee approve the minutes of the Policy Committee Meeting held on November 7, 2023, as presented."

Carried.

**D. ADMINISTRATIVE PROCEDURES:**

**D.1** Administrative Procedure 204 ***Prior Learning Assessment and Recognition of Mature Students*** was amended based on the revised mandatory requirements in PPM132.

Superintendent O'Brien reviewed the changes to the procedure, as per the amendments to PPM 132.

**LATON**

"That the amended Administrative Procedure 204 ***Prior Learning Assessment and Recognition of Mature Students*** be received."

Carried.

**D.2** Administrative Procedure B5:5 ***Coop Education*** was amended based on an internal review of the procedure by Executive Council.

Superintendent O'Brien reviewed the updated procedure, adapted to the new template, and included Ministry of Education and Ministry of Labour requirements.

**CUMMINGS**

"That the amended Administrative Procedure 209 **Cooperative Education** be received."

Carried.

**D.3** Administrative Procedure B1:1 **Administration of Medication** was amended based on an internal review of the procedure by Executive Council.

Superintendent Gerber reviewed the updated procedure, which was adapted to the new template, and includes all Plans of Care.

**TORRIE-RACINE**

"That the amended Administrative Procedure 702 **Administration of Medication** be received."

Carried.

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

**F. FUTURE AGENDA ITEMS:**

**F.1** Use of Service Animals in Schools

**F.2** Animals in Schools

**F.3** Contractor H&S Requirements

**F.4** Fall Prevention

**F.5** Working Alone

**G. CLOSING PRAYER**

**H. ADJOURNMENT**

**LATON**

"That the Policy Committee Meeting of December 5, 2023, be adjourned."

Carried

Adjourned at 7:05 p.m.