

Policy Vetting Committee Meeting Minutes



St. Clair Catholic
District School Board



Date: Tuesday, April 19, 2022 – 4:00 p.m.

Via: Teams/Ursuline Boardroom, Catholic Education Centre, 420 Creek Street, Wallaceburg

A. Call to Order – S. Johnson called the meeting to order at 4:00 p.m.

1. Welcome & Opening Prayer – B. Rumble
2. Recording of Attendance – Trustee Brenda Rumble attended virtually.

Trustee: Brenda Rumble, Carol Bryden, Mat Roop
Resource: Scott Johnson
Administration: Chris Kehoe, James Duff, Lisa Demers
Recording Secretary: Morgan Brown

3. Confirmation of Agenda

Motion: (Mat Roop and Carol Bryden) That the Agenda for the Committee Meeting of Tuesday, April 19, 2022, be approved as presented. Carried.

4. Confirmation of Minutes

Motion: (Carol Bryden and Mat Roop) That the Minutes for the Committee Meeting of Tuesday, April 8, 2022, be approved as presented. Carried.

5. Declaration of Conflict of Interest – Nil.

6. Policies to be Reviewed/Revised

- 1) Sec. C Policy – Attendance and Safe Arrival – L. Demers
 - 4.1b – doesn't start with a verb and all the other points start with a verb.
 - Committee has reviewed and approved the revisions to the policy and procedure. The policy will be brought to the Board for final approval. (Mat Roop and Carol Bryden).
- 2) Sec. C Policy – Tobacco, Alcohol and Drug Abuse – C. Kehoe
 - In the policy reinclude section d) under *illicit drugs*.

- Committee has reviewed and approved the revisions to the policy and procedure. The policy will be brought to the Board for final approval. (Mat Roop and Carol Bryden).
- 3) Sec. D Policy – Attendance Support – J. Duff
 - Duplication of 1.4.4. change the numbering accordingly in the 1. 1.1 in the procedural guidelines.
 - 2.1, 2.2, 2.3, 2.5, 2.7 – double check consistency with capitals and lowercase letters.
 - In procedure, ‘Step 7’ needs to be changed to say, ‘Step 6’.
 - Committee has reviewed and approved the policy and procedure to be brought to the Board for final approval. (Mat Roop and Carol Bryden)
 - 4) Sec. D Policy – Criminal Background Checks for Employees and Volunteers– J. Duff
 - Committee has reviewed and approved the policy and procedure to be brought to the Board for final approval. (Carol Bryden and Mat Roop)
 - 5) Sec. D Policy – Tobacco, Cannabis and Smoke-Free Environment – J. Duff
 - In policy, 3. use the word ‘encourage’ rather than ‘prevent’.
 - In procedure, in 1.3.3 start sentence with ‘to report’.
 - Committee has reviewed and approved the policy and procedure to be brought to the Board for final approval. (Carol Bryden and Mat Roop)
 - 6) Sec. D Policy – Assaults Against Board Employees – J. Duff
 - Policy has been deferred to the next Policy Vetting Committee meeting.
7. Next Meeting Date – May 9, 2022 at 1:00 p.m.
8. Adjournment - Tuesday, April 19, 2022 at 5:23 p.m.