



## POLICY VETTING COMMITTEE MEETING MINUTES

*April 25, 2023 at 3:30 p.m.*

*Executive Meeting Room, Catholic Education Centre*

### A. CALL TO ORDER – M. Roop

1. Welcome & Opening Prayer – M. Roop

2. Recording of Attendance – Trustee Brenda Rumble sent regrets.

Trustee: Brenda Rumble, Jennifer McCann, Mat Roop  
Administration: Scott Johnson, James Duff, Laura Callaghan, Lisa Demers  
Recording Secretary: Morgan Brown

3. Confirmation of Agenda

**Motion: (Mat Roop and Jennifer McCann) That the Agenda for the Committee Meeting of Tuesday, April 25, 2023 be approved as presented. Carried.**

4. Confirmation of Minutes

**Motion: (Mat Roop and Jennifer McCann) That the Minutes for the Committee Meeting of Tuesday, March 28, 2023 be approved as presented. Carried.**

5. Declaration of Conflict of Interest – Nil.

6. Policies to be Reviewed/Revised

1) Sec. A Policy – Policy Development and Review – S. Johnson (encl.)

- Remove the word 'from' in 1.3 of procedure.
- **Motion: (Mat Roop and Jennifer McCann) That the Committee has reviewed and approved the policy and procedure revisions and to be brought to the Board for final approval.**

2) Sec. B Policy – Assessment, Evaluation and Reporting of Student Achievement – L. Callaghan (encl.)

- **Motion: (Jennifer McCann and Mat Roop) That the Committee has reviewed and approved the policy and procedure revisions and to be brought to the Board for final approval.**

3) Sec. C Policy – Child Abuse and Neglect – L. Demers (encl.)

- Add to Policy Goals – 3 "All employees support..."
- Change 'should' to 'will' to 4.1.19 in the procedure

- **Motion: (Mat Roop and Jennifer McCann) That the Committee has reviewed and approved the policy and procedure revisions and to be brought to the Board for final approval.**
- 4) Sec. C Policy – Education, Programs in Care, Treatment and Custodial Facilities – L. Demers (encl.)
- Add 's' to make the word 'Program' plural in the policy statement referring to ECPP.
  - Reword Policy Goals (1) to 'that recognize the importance of care and/or treatment of students...'
  - Under Policy Goals (2) add '/' to 'and/or'.
  - **Motion: (Mat Roop and Jennifer McCann) That the Committee has reviewed and approved the policy and procedure revisions and to be brought to the Board for final approval.**
- 5) Sec. C Policy – Voluntary and Confidential Aboriginal Self Identification – L. Demers (encl.)
- **Motion: (Mat Roop and Jennifer McCann) That the Committee has reviewed and approved the policy and procedure revisions and to be brought to the Board for final approval.**
- 6) Sec. C Policy – Physical Intervention of Students – L. Demers (encl.)
- **Motion: (Mat Roop and Jennifer McCann) That the Committee has reviewed and approved the policy and procedure revisions and to be brought to the Board for final approval.**
- 7) Sec. D Policy – Concussion – L. Demers (encl.)
- Policy Goals – number each goal.
  - **Motion: (Mat Roop and Jennifer McCann) That the Committee has reviewed and approved the policy and procedure revisions and to be brought to the Board for final approval.**
- 8) Sec. D Policy – Criminal Background Checks for Service Providers – J. Duff (encl.)
- **Motion: (Jennifer McCann and Mat Roop) That the Committee has reviewed and approved the policy and procedure revisions and to be brought to the Board for final approval.**
- 9) Sec. D Policy – Staff Supervision and Performance Appraisal – J. Duff (encl.)
- In 2.4 of procedure, remove the capital 'e' from 'employee'.
  - Replace the word 'promote' to 'establish' for Policy Goals, item 4.
  - Change of policy title to 'Employee Development and Performance Appraisal'



- **Motion: (Mat Roop and Jennifer McCann) That the Committee has reviewed and approved the policy and procedure revisions and to be brought to the Board for final approval.**

10) Sec. D Policy – Workplace Health and Safety – J. Duff (encl.)

- **Motion: (Mat Roop and Jennifer McCann) That the Committee has reviewed and approved the policy and procedure revisions and to be brought to the Board for final approval.**

11) Sec. D Policy – Use of Mobile Wireless Communication Device While Driving for Work Purposes – J. Duff (encl.)

- To rescind and create it as an internal process/administrative procedure.
- **Motion: (Mat Roop and Jennifer McCann) That the Committee has reviewed and approved the policy and procedure revisions and to be brought to the Board to be rescinded.**

7. Next Meeting Date – May 30, 2023 at 4:15 p.m.

8. Adjournment

**Motion: (Jennifer McCann and Mat Roop) That the Committee Meeting of Tuesday, April 25, 2023 adjourn at 4:59 p.m.**