

## HALTON CATHOLIC DISTRICT SCHOOL BOARD

### Minutes of the Policy Committee Meeting

**Date:** Wednesday, March 9, 2011  
**Time:** 5:30 p.m.  
**Location:** Board Room, 802 Drury Lane, Burlington  
**Chair:** A.A. LeMay  
**In Attendance - Trustees:** A. Iantomasi, P. Marai, J. Michael, J. Morrison, D. Rabenda, , E. Viana  
**In Attendance – Staff** M. W. Pautler, J. Langill, M. Tessari, L. Naar  
**In Attendance – Guests** C. McGillicuddy, K. Lowicki, J. Susi, D. DeSantis  
**Regrets:** A. Danko, J. M. Rowe  
**Recording Secretary:** T. Stocco

	Agenda Items	Summary	Action	Follow-up / Resp.
1.	<b>Opening Prayer/Welcome</b>	The meeting opened at 5:35 p.m. with a prayer led by the Chair A. A. LeMay.		
2.	<b>Approval of Agenda</b>	The agenda was accepted as amended.		
3.	<b>Approval of Minutes</b>	The minutes of the February 8, 2011 meeting were approved as presented.		
4.	<b>Policy Action Items</b>	<p><b>4.1</b>  <b>I-7 Protection of Privacy</b></p> <p>J. Langill noted that there was positive feedback from the responses received from stakeholders. A Board committee, comprised of several staff members will develop the administrative procedure in support of the policy. The administrative procedure will address specific issues regarding shredding of documents, retention of documents, etc. All boards are currently in the process of developing policies and procedures regarding this issue.</p>	<p><i>That the Policy Committee recommends to the Board that revisions to Policy I-7 Protection of Privacy be submitted to the Board at the March 22<sup>nd</sup> Regular Meeting for approval in 2<sup>nd</sup> and 3<sup>rd</sup> readings. Moved by E. Viana, Seconded by A. Iantomasi.</i>  <b>CARRIED.</b></p>	
		<p><b>4.2</b>  <b>II-19 Educational Field Trips</b></p> <p>J. Langill addressed the specific changes made to the policy regarding expectations of staff, students and volunteers while on overnight trips. The language used is consistent with that used by site providers in their behavioural expectations/Code of Conduct while schools are attending, i.e. camps.</p> <p>There was discussion and clarification around various issues addressed in the policy. A reminder to trustees that all trips, have prescribed staff to student ratios and are strictly</p>	<p><i>That the Policy Committee recommends that the amendments to Policy II-19 Educational Field Trips be submitted to the Board at the March 22<sup>nd</sup> Regular Board Meeting for approval. Moved by D. Rabenda, Seconded by J. Morrison.</i>  <b>CARRIED.</b></p>	

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		<p>adhered to. M. Pautler noted that, when schools attend camps, the practice is that camps provide supervising staff during overnight hours, but the responsibility for the students still resides with school staff. There is a teacher-in-charge on each trip for medical/behavioural issues.</p> <p>Lengthy discussion, various scenarios were raised and clarification was provided.</p>		
		<p><b>4.3</b></p> <p>M. Pautler gave an overview of the report and the recommendations contained therein. The intent is to respond to a series of specific requirements brought about by recent amendments to the Education Act, the operational review recently conducted by the Ministry of Education, and to align processes and procedures related to hiring and promotion.</p> <p>The Education Act clearly identifies the Director of Education as the sole employee of the Board and requires that trustees entrust the day to day management of the Board to its staff, through the Director. Trustees hire the Director and all other hiring decisions, including positions of responsibility, are operational matters, and the responsibility of the Director or designate.</p> <p><b>III-11 Hiring and Promotion Policy</b></p> <p>M. Pautler spoke to each of the revisions to the policy, which applies to all employees, and reiterated that some of the language comes directly from the changes to the Education Act.</p> <p>It was agreed that a change would be made to the policy regarding the annual reporting process to the Board, and that the Director, as the sole employee of the Board, would be the author of the report. There was further discussion on the accountability of the Director to report to the Board on the implementation of this policy.</p> <p><b>III-12 Promotion</b></p> <p>M. Pautler spoke to the rationale of the changes/amendments to this policy which deals with promotion on the academic side of operations. Inserted in the policy was to place a requirement that the Director's decisions will be guided by Administrative Procedure VI-28 Selection and Appointment of Positions of Academic Administrative Responsibilities.</p>	<p><i>That the Policy Committee recommends that the revisions to Policies III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel and III-12 Promotion be forwarded to the March 22, 2011 Regular Board Meeting for approval was moved by E. Viana, Seconded by J. Morrison. It <b>CARRIED.</b></i></p> <p><i>That the Policy Committee recommends that the proposal to rescind the previously adopted motion #77/05 be forwarded to the March 22, 2011 Regular Board Meeting for approval was moved by D. Rabenda, Seconded by A. Iantomasi. It <b>CARRIED.</b></i></p> <p><i>That the Policy Committee recommends that the proposal to rescind the previously adopted motion #80/08 be forwarded to the March 22, 2011 Regular Board Meeting for approval was moved by E. Viana, Seconded by J. Morrison. It <b>CARRIED.</b></i></p> <p><i>That the Policy Committee recommends that the Board discontinue the practice of requiring all new leadership candidates, as a condition of appointment to a position of added responsibility/leadership, to complete the BarOn EQ for</i></p>	

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		<p><b>VI-28 Selection and Appointment of Positions of Academic Administrative Responsibilities</b>  M. Pautler referred the trustees to the procedure brought forward to them as information. He outlined the changes/revisions and gave the rationale for same. Some of the language is self-evident and is also reflected in senior staff contracts.</p> <p>M. Pautler took trustees through the changes of the selection process which is now a multi-step process, which is in keeping with the HCDSB document <i>Profile for Effective Catholic Leadership</i>.</p> <p>This selection process would eliminate the need to administer the BarON EQ screening mechanism.</p> <p>There was a brief question and answer period regarding the rationale of eliminating the BarON EQ. It was noted that the new process is more comprehensive with more discernment based on the six competencies as addressed in the Leadership document.</p>	<p><i>professional/growth purposes and that motion #14/06 be amended accordingly and be forwarded to the March 22<sup>nd</sup> 2011 Regular Board Meeting for approval was moved by D. Rabenda, Seconded by A. Iantomasi. <b>CARRIED.</b></i></p>	
5.	<b>Information/Discussion Items</b>	<p><b>a) I-4 Cross Boundary School Attendance</b></p> <p>J. Langill spoke to the policy and the Community Update #5 which addressed motion #56/11, in particular the last two bullets.</p> <p>Policy I-4 Cross Boundary Attendance states that cross boundary status is reviewed annually. This requirement has been removed from the motion affecting Ascension Catholic Elementary/Corpus Christi Catholic Secondary schools and is contrary to the policy. J. Langill will present a motion at the next Board meeting for an exemption to the policy as made by the Boundary Review Committee.</p> <p>There was a brief discussion, and there was consensus that J. Langill draft a motion.</p>	<p><b>**Post note:</b>  <i>The following motion will be forwarded to the Board for consideration: that the Halton Catholic District School Board provide an exemption to Board Policy I-4 Cross Boundary School Attendance in that all cross boundary students mentioned above be exempt from the annual cross boundary review process while attending Corpus Christi Catholic Secondary School.</i></p>	J. Langill
		<p><b>b) II-41 School Uniform Dress Code/School Dress Code</b>  Due to time constraints, this item has been deferred to the next Policy Committee Meeting.</p>	<p>J. Michael will send an email to the Committee for discussion purposes on the policy.</p>	J. Michael
6.	<b>Adjournment</b>	<p>The meeting adjourned at 7:02 p.m.</p>		
7.	<b>Next Meeting</b>	<p>Tuesday, March 22, 2011 – 5:30 p.m.</p>		