

**HALTON CATHOLIC DISTRICT SCHOOL BOARD**

**Minutes of the Policy Committee Meeting**

**Date:** Tuesday, May 10, 2011  
**Time:** 5:30 p.m.  
**Location:** Board Room, 802 Drury Lane, Burlington  
**Chair:** A.A. LeMay  
**In Attendance - Trustees:** A. Danko, A. Iantomasi, P. Marai, J. Michael, J. Morrison, D. Rabenda, J. M. Rowe  
**In Attendance - Student Trustees**  
**In Attendance – Staff** M. W. Pautler, J. Langill, M. Tessari  
**In Attendance – Guests**  
**Regrets:** E. Viana  
**Recording Secretary:** T. Stocco

	<b>Agenda Items</b>	<b>Summary</b>	<b>Action</b>	<b>Follow-up / Resp.</b>
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 following items were added to the agenda as Information/Discussion items.  5.2 <i>Board By-Laws</i> 5.3 <i>Policy I-22 Admissions</i>  There were no perceived conflicts of interest noted.		
3.	<b>Approval of Minutes</b>	The minutes of the April 12, 2011 meeting were approved as presented.		
4.	<b>Policy Action Items</b>	<b>4.1</b> <b><i>III-3 Teacher Performance Appraisal</i></b>  J. Langill and M. Tessari noted that revisions to Policy III-3 Teacher Performance Appraisal emanate from changes to existing Ministry documents. The revisions reflect the requirements in the <i>2010 Teacher Performance Appraisal Technical Requirements Manual</i> . The NTIP process has been combined with the TPA.  The Director also clarified some issues for the Committee, such as TPAs are typically done by principals and/or vice principals except in a handful of exceptions, e.g. acting vice principals cannot do performance appraisals, as they are still members of OECTA.	<i>That the Policy Committee recommends that Board Policy III-3 Teacher Performance Appraisal be forwarded to the May 17<sup>th</sup>, 2011 Regular Board Meeting for approval as amended.</i> <i>Moved by J. Morrison</i> <i>Seconded by A. Iantomasi</i> <b>CARRIED</b>	

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		<p><b>4.2</b> <b><i>II-46 Growing Success – Academic Dishonesty, Late and Missed Assignments</i></b></p> <p>J. Langill informed the committee that this new policy (and accompanying procedures) is derived from the Ministry new 2010 <i>Growing Success</i> document. The <i>Growing Success</i> document was developed as a foundational piece in order to bring consistency to all schools in the province in terms of assessment, academic dishonesty and late and missed assignments.</p> <p>These expectations are clearly defined in the <i>Growing Success</i> document and are translated into both Board policy and procedures.</p>	<p><i>That the Policy Committee recommends that Board Policy II-46 Growing Success – Academic Dishonesty, Late and Missed Assignments be forwarded to the May 17<sup>th</sup>, 2011 Regular Board Meeting for approval in First Reading.</i>  <i>Moved by: P. Marai</i>  <i>Seconded by: D. Rabenda</i>  <b>CARRIED</b></p>	
5.	Information/Discussion Items	<p><b>5.1</b> <b><i>II-41 School Uniform Dress Code/School Dress Code Follow-Up Evaluation Survey Results</i></b></p> <p>The information report was generated as a result of discussions emanating from the March 22, 2011 Policy Committee Meeting.</p> <p>As requested, E. van Roosmalen, the Board's Chief Officer of Research and Development, distributed a follow-up evaluation survey to the four (4) schools that have implemented the policy. This survey was to assess the views of parents, teaching staff and students on the impact of the school uniform program. The participation rate for the survey was very low and therefore, solid conclusions could not be made.</p> <p>There was a general discussion around the low participation rate among teachers and parents, and the possible reasons for same. The rationale can be inferred that the participating schools have already dealt with the issue of uniforms and did not feel the need for further comment.</p> <p><b>5.2</b> <b><i>Board By-Laws</i></b></p> <p>Trustee Rowe brought forward a recommendation for the consideration by the Committee to amend the by-laws in order to advance the start time of Board meetings to 7:30 p.m. and in-camera to 7:00 p.m. An earlier start time would allow additional time for debate on issues without rushing the</p>	<p>Recommendation is to bring the by-laws to the June 14<sup>th</sup> Policy Committee meeting for further discussion and bring forward the revised by-laws to the June</p>	M. Pautler/J. Langill

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		<p>agenda. If approved, the change would be effective September 1, 2011.</p> <p><b>5.3</b> <b><i>I-22 Admissions to Schools, Elementary and Secondary</i></b></p> <p>Trustee Rowe addressed the amendment to the policy which was approved at the May 3<sup>rd</sup> Board meeting. The question was raised whether the Halton Deanery was on the email circulation list to receive the agenda for Board meetings, as some pastors were unaware of the amendment. <b>**Post note:</b> <i>The Halton Deanery will be included in the distribution list from this point forward.</i></p> <p>It was noted that past practice has been to circulate <u>new</u> policies for the pastors' input, and the Board has routinely received feedback and/or recommendations from pastors on new policies.</p>	21 <sup>st</sup> Regular Board meeting.	
6.	<b>Upcoming Items</b>	<p>J. Langill listed the policies that will be brought forth for discussion at the June 14<sup>th</sup> meeting:</p> <p>a) VI-54 Equity and Inclusive Education Procedure – to be developed</p> <p>b) Code of Conduct/Ethics for Trustees – to be developed (a draft version from another board was distributed)</p>		
6.	<b>Adjournment</b>	The meeting adjourned at 6:55 p.m.		
7.	<b>Next Meeting</b>	Tuesday, June 14, 2011 – 5:30 p.m.		