

HALTON CATHOLIC DISTRICT SCHOOL BOARD

Minutes of the Policy Committee Meeting

Date: Tuesday, June 14, 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, D. Rabenda, J. M. Rowe
In Attendance - Student Trustees
In Attendance – Staff M. W. Pautler, J. Langill, M. Tessari
In Attendance – Guests
Regrets: J. Morrison, E. Viana
Recording Secretary: T. Stocco

	Agenda Items	Summary	Action	Follow-up / Resp.
1.	Opening Prayer/Welcome	The meeting opened at 5:45 p.m. with a prayer led by A.A. LeMay.		
2.	Approval of Agenda	The agenda was accepted as amended.		
3.	Approval of Minutes	The minutes of the May 10, 2011 meeting were approved as presented.		
4.	Policy Action Items	<p>4.1 <i>I-26 Student Trustees on the Halton Catholic District School Board</i> J. Langill indicated that this policy has undergone frequent revisions in the last few years due to changes in legislation. The policy is being presented today for amendment as a result of a legislation change. The regulation redefines how a student is qualified to act as a student trustee.</p> <p>The Director noted that the policy provides for the election of up to three (3) student trustees. The intent for the three was to have representation from the three geographical areas of the Board. The HCDSB is the only board with this practice – the more typical practice is one or two student trustees.</p> <p>4.2 <i>II-46 Growing Success</i> J. Langill noted that the policy received 1st Reading and was sent to stakeholders for review. He gave an overview of the responses received from the stakeholders which were more in opinion in nature with no suggestions re changes. The</p>	<p><i>That the Policy Committee recommends that Board Policy I-26 Student Trustees on the Halton Catholic District School Board be forwarded to the June 21st, 2011 Regular Board Meeting for approval as amended. Moved by D. Rabenda Seconded by J. Michael CARRIED</i></p> <p><i>That the Policy Committee recommends that Board Policy II-46 Growing Success – Academic Dishonest, Late and Missed Assignments be forwarded to the</i></p>	

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		<p>procedures, which trustees had an opportunity to peruse, address some of the rationale and opinion as to why and how the policy was written.</p> <p>The Director noted that OECTA has voiced various concerns around the process of late assignments, plagiarism, etc.</p> <p>4.3 <i>II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities</i> J. Langill informed the committee, that in order to be in compliance with the Ministry, a policy must be in place by September 1st. The recommendation is to approve the policy in first reading at the June 21st Board meeting. The development of this policy is the first stage in a three-stage process from the Ministry which identifies Fees, Fundraising and Corporate Partnerships.</p> <p>This issue is causing much discussion among parents, schools and boards and will be discussed at length at the upcoming principals' meeting (June 16th). An extensive procedure will be developed and will clearly identify such topics as reporting methods and timelines, how funds can be spent, etc.</p> <p>There was a lengthy discussion around the policy with respect to the fact that student activity fees are considered voluntary. This will present future challenges as the majority of the commodities that are supported by the fee are scaled by the quantity.</p> <p>There was further discussion around the development of a communication plan which will ensure accurate information is being relayed to the general population and school communities. In September 2011, the committee will develop a Q & A for parents and school councils. Information will be posted on school websites, further discussed at Catholic School Councils, Council of Chair and CPIC meetings.</p> <p>Over the next couple of years, fewer monies will be available for school curricular and co-curricular activities. This presents challenges to the Board's budget process, and strategies will have to be implemented to augment schools' budgets to help offset the elimination of course fees.</p> <p>J. Langill further reassured the committee that Faith initiatives such as youth rallies, vocation fairs, etc. will continue, as well as the funds allocated to schools for student retreats and Adult Faith Formation (\$500.00 per school).</p>	<p><i>June 21st, 2011 Regular Board Meeting for second and third readings.</i> <i>Moved by J. Michael</i> <i>Seconded by J. M. Rowe</i> CARRIED</p> <p><i>That the Policy Committee recommends that Board Policy II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities be forwarded to the June 21st, 2011 Regular Board Meeting for first reading and that it be forwarded to stakeholder groups for their input and comment in September 2011.</i> <i>Moved by A. Iantomasi</i> <i>Seconded by J. Michael</i> CARRIED</p>	

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		<p>The Director clarified that schools can still levy a fee for field trips as per past practice, with the proviso that a student who elects not to attend a field trip will not suffer academically because the student has missed an academic component of the trip.</p> <p>It was noted that it will be incumbent upon principals and school councils to prioritize the needs of their schools.</p> <p>M. Pautler indicated that, if the policy is approved in first reading, stakeholder input will be deferred until September when schools are back in attendance. This will allow for a greater response from all groups. The policy will be compliant once it receives first reading approval.</p>		
5.	Information/Discussion Items	<p>5.1 <i>I-36 Trustee Code of Conduct</i> The Chair, A.A. LeMay presented the policy and invited comments from the committee.</p> <p>It was noted that the policy echoes the various presentations and information derived from the working sessions with H. Kelly. The Director stated that H. Kelly provided a thorough presentation on the framework and the requirements of the <i>Education Act</i>. This draft policy would satisfy the requirements to enact the policy and is consistent with the <i>Education Act</i> and H. Kelly's presentations.</p> <p>Trustee Rabenda requested clarification regarding the language in Section 7: Avoidance of Conflict of Interest, point e) which reads: "<i>leave the meeting or the part of the meeting during which the matter is under consideration</i>". H. Kelly had previously indicated that a trustee does not have to leave a public meeting when a matter under consideration is or can be perceived as a conflict of interest.</p> <p>There was discussion and a general consensus that the trustees take time to reflect upon the draft policy and bring it forward for further discussion at the September 13th Policy Committee Meeting.</p> <p>5.2 By-Laws The Chair A. A. LeMay brought the by-laws forward for discussion. The suggested revisions to the bylaws emanate from Trustee Rowe's recommendation, from the May 10th Policy Committee, to advance the meeting times of Board meetings. Also identified were some housekeeping items.</p>	<p>Amend the language to read as follows: "<i>leave the in-camera meeting or the part of the in-camera meeting during which the matter is under consideration.</i></p> <p><i>That the Policy Committee recommends that Board Policy I-36 Trustee Code of Conduct be forwarded to the June 21st, 2011 Regular Board Meeting for first reading and that it be forwarded to stakeholder groups for their input and comment in September 2011.</i></p> <p><i>Moved by J. Michael</i> <i>Seconded by D. Rabenda</i></p> <p><i>The motion was withdrawn by J. Michael and seconder D. Rabenda.</i></p>	J. Langill

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		<p>The Director stated that the understanding is to advance the in-camera, regular start time and curfew by ½ hour. It is procedurally cleaner to keep meeting times consistent and not make exceptions for certain meetings, i.e. when Mass is celebrated prior to a meeting.</p> <p>M. Pautler addressed the articles which reference the method of delivery of Board meeting agendas and related items. Can initiate electronic practice starting in September 2011. A general discussion ensued which covered topics such as additional training if required, option for trustees of paper/electronic, etc. Part of the Code of Conduct could address protocol for use of computers during Board meetings.</p> <p>The following housekeeping items were identified:</p> <p>Article 2.23 Statutory Committee. Change the wording from Supervised Alternative Learning for Excused Pupils (SALEP) to Supervised Alternative Learning (SAL). This is a result of a Ministry directive.</p> <p>Article 7.2.4 Initial Meeting. The article which currently states that a first meeting be held within two weeks can be a challenging time line – suggestion is to change the language to read four weeks.</p> <p>Article 7.2.12 Chair. The article currently states that the Chair shall not serve as Chair of an Ad Hoc or Standing Committee. Consensus was to change the language to read "may serve as Chair....."</p>	<p><i>That the Policy Committee recommends that Board Policy I-36 Trustee Code of Conduct be considered at the September 13th Policy Committee Meeting and brought forward for first reading at the September 20th Board Meeting for first reading.</i> <i>Moved by: A. Danko</i> <i>Seconded by: P. Marai</i> CARRIED</p> <p><i>That the Policy Committee recommends that the amendments to the By-Laws be forwarded to the June 21st, 2011 Regular Board Meeting for approval.</i> <i>Moved by: D. Rabenda</i> <i>Seconded by: J. Michael</i> CARRIED</p>	
6.	Upcoming Items	J. Langill will provide forthcoming items to the Chair and Director.		J. Langill
6.	Adjournment	The meeting adjourned at 7:25 p.m.		
7.	Next Meeting	Tuesday, September 13 – 5:30 p.m.		