

HALTON CATHOLIC DISTRICT SCHOOL BOARD

Policy Committee Meeting

Tuesday, January 10, 2012 – 7:00 p.m.
Board Room, 802 Drury Lane,
Burlington, ON

Members present: J. Morrison (Chair) J. Michael
A. Danko D. Rabenda
A. Iantomasi J. M. Rowe
A.A. LeMay E. Viana
P. Marai

Excused: E. Bradley
E. Harper
C. Schneider

Staff Present: M. W. Pautler, Director of Education (Staff Resource)
M. Tessari, Superintendent of Education

Recording Secretary: A. Swinden

1. CALL TO ORDER

1.1 Opening Prayer

The meeting opened at 7:03 p.m. with a prayer led by J. Morrison.

2. APPROVALS

- 2.1 The agenda was reviewed.
The following motion was presented:

*Moved by: P. Marai
Seconded by: E. Viana*

RECOMMENDED, that the agenda be approved as presented.

CARRIED

- 2.2 The minutes of the December 13, 2011 Policy Committee Meeting were reviewed.
The following motion was presented:

*Moved by: A. Iantomasi
Seconded by: E. Viana*

RECOMMENDED, that the minutes of the Policy Committee Meeting held on December 13, 2011 be approved as presented.

CARRIED

3. ACTION ITEMS

3.1 Policy I-36 Trustee Code of Conduct (Third Reading)

The Policy Committee reviewed Policy I-36, Trustee Code of Conduct. M. Pautler noted that no amendments or modifications had been made to the policy since it was approved at second reading by the Board of Trustees.

D. Rabenda noted a spelling correction in the first paragraph under 'Principles', suggesting that *modeled* should be changed to ***modelled***.

E. Viana commented that the Trustee Code of Conduct should include language that prohibits individual trustees from gathering to discuss Board-related matters outside of a Board Meeting.

D. Rabenda and A. Iantomasi addressed potential challenges with enforcing this type of rule or regulation.

M. Pautler noted that the Code of Conduct is self-governing, and therefore the ultimate enforceability of the Code of Conduct rests with the Trustees. He suggested that the reference in Section 6 of the policy, *Upholding Decisions*, provides sufficient clarity around the expectations on trustees. He also noted that the Board's By-Laws will be up for annual review in May/June, 2012, and that the concern raised by Trustee Viana may be best addressed by revisiting the language in the By-Laws.

The following recommendation was put forth:

<p>Moved by: A. Iantomasi Secoded by: E. Viana</p>
<p>RECOMMENDED, that Policy I-36, Trustee Code of Conduct, be forwarded to the January 17, 2012 Regular Board Meeting, for approval at Third Reading. CARRIED</p>

3.2 Policy I-10 Financial Stewardship

M. Pautler explained that one of the recommendations in the Operational Review Report was that the Board should establish a policy statement with respect to banking. He noted that the Board's practice has been to provide information related to investing and borrowing to trustees at the Inaugural Meeting of the Board. This information has typically been included in the first order of business of each newly elected board, which also requires the approval of the Board for cheque signing authorities, and the selection and retention of the Board Banker of Record. He noted that the newly developed policy encompasses the Board's requirements with regards to selection and retention of a banker, signing authorities, and investing and borrowing. He invited the members of the committee to review the draft policy, offering that any questions related to the technical elements in the policy would be addressed by P. McMahon or S. Zucker (both present at the meeting).

P. McMahon put forth some minor revisions to the policy:

- o He suggested renaming the policy to **Banking**
- o He noted that Regulation 41/10, referenced under Section 3 of the policy, is actually titled, **Board Borrowing, Investing, and other Financial Matters**
- o He suggested a minor revision to the wording in bullet b) under Section 3 to read as follows: *Ensure compliance **with** the investment policy and goals.*

E. Viana addressed a concern with respect to Signing Authorities, commenting that cheques under \$100,000 should also require the signature of either the Chair or the Vice Chair of the Board.

S. Zucker responded that over the past several years the Signing Authorities have been set up in the manner presented within the policy. She expressed some concern with meeting potential time constraints if all cheques that fall under this threshold were to require the signature of either the Chair or the Vice Chair.

M. Pautler added that the current practice is consistent with the requirements of the Education Act to trust the day to day business of the Board to staff.

P. McMahon also noted that an additional recommendation in the Operational Review Report was to move towards electronic signatures, rather than manual signatures.

In response to a question raised by D. Rabenda, P. McMahon confirmed that all cheque requisitions are verified and approved in advance of signing.

The following recommendation was put before the Committee:

*Moved by: A. A. LeMay
Seconded by: P. Marai*

RECOMMENDED, that Policy I-10, Banking, as amended, be forwarded to the January 17, 2012 Regular Board Meeting, with a recommendation for approval at First Reading.

CARRIED

3.3 **Exception to Policy V-1, Community Use of School Facilities**

The Policy Committee reviewed a request for an exception to Policy V-1, Community Use of School Facilities, submitted by the Halton Hills Sports Museum for a function to be held at Christ the King Catholic Secondary School on June 14, 2012. M. Rowe provided the rationale for the request, noting that the only other venue able to accommodate the function in Halton Hills is currently undergoing renovations.

It was noted that a $\frac{3}{4}$ majority is required to approve an exception to policy.

The following recommendation was put forth:

*Moved by: M. Rowe
Seconded by: D. Rabenda*

RECOMMENDED, that the request from Halton Hills Sports Museum be forwarded to the January 17, 2012 Board Meeting with a recommendation to approve an exception to Policy V-1, Community Use of School Facilities, and accommodate the request to serve alcohol on Board premises at the function held on June 14, 2012.

CARRIED

4. **DISCUSSION ITEMS**

4.1 **Alignment of Board Policies with Policy II-45, Equity and Inclusive Education**

M. Pautler provided the Policy Committee with information regarding the ongoing review of the Board's policies to ensure alignment and compliance with Policy II-45, Equity and Inclusive Education. He indicated that staff have begun the process, identifying a list of 22 policies that will likely require revision to be aligned with Policy II-45. He noted that in most cases, the changes will be relatively modest in scope. Staff will begin bringing forward the revised policies for the review and consideration of the Policy Committee at the February 14, 2012 Policy Committee Meeting.

4.2 **Governance of Policy**

The Policy Committee resumed discussions on the merits of the Carver Policy Governance model, first introduced to the December 13, 2011 Policy Committee Meeting. The members of the committee expressed an interest in exploring the model more thoroughly.

It was determined that the first course of action should be to explore relevant source documents that would provide trustees with a fundamental understanding of the Carver Policy Governance model.

M. Pautler added that in addition to the source documents, the committee may also wish to explore the possibility of inviting a Board member and/or staff member from the Calgary Catholic School District to present their experiences with the implementation of the Carver Policy Governance model. He added that should trustees decide to pursue the implementation of this governance of policy model, he would strongly recommend that senior staff should be included in the discussions and exploration.

It was suggested that the members of the Policy Committee should bring their Calgary School Policy binders to the next meeting for a more comprehensive review of the model.

5. INFORMATION ITEMS**5.1 Policy Committee Work Plan**

The chart was provided as information.

6. MISCELLANEOUS INFORMATION

There were no items under miscellaneous information.

7. CORRESPONDENCE

There was no correspondence.

8. MOTION TO MOVE IN CAMERA

Moved by: E. Viana
Seconded by: A. Iantomasi

RECOMMENDED, that the Policy Committee move in camera.

CARRIED

The Policy Committee moved in camera at 8:33 p.m.

The Policy Committee moved out of camera at 8:35 p.m.

9. MOTION TO ADJOURN

Moved by: A.A. LeMay
Seconded by: E. Viana

RECOMMENDED, that the meeting adjourn.

CARRIED

The meeting closed with a prayer led by D. Rabenda at 8:35 p.m.