



**2. APPROVAL OF AGENDA**

The following item was added to the agenda:  
10.6 – Bill 177: P. Houlahan

<b># 168/09</b>	<i>Moved by: S Koso</i> <i>Seconded by: E. Viana</i>
<b>RESOLVED</b> , that the agenda be approved as amended.	<b>CARRIED</b>

**3. DECLARATION OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**4. PRESENTATIONS**

There were no presentations.

**5. DELEGATIONS**

There were no delegations.

**6. APPROVAL OF MINUTES****6.1 Regular Board Meeting – September 15, 2009**

<b># 169/09</b>	<i>Moved by: E. Viana</i> <i>Seconded by: B. Van de Vrande</i>
<b>RESOLVED</b> , that the minutes of the September 15, 2009 Regular Board Meeting be approved as amended.	

Under Item 10.6, R. Palmieri clarified that she, rather than P. Houlahan, had raised the question of developing a policy regarding school budgets. The minutes will be amended accordingly. The Chair called for a vote and the motion **CARRIED**.

**7. BUSINESS ARISING FROM PREVIOUS MEETINGS****7.1 Summary of Outstanding Items from Previous Meetings**

<b># 170/09</b>	<i>Moved by: P. Houlahan</i> <i>Seconded by: A. Iantomasi</i>
<b>RESOLVED</b> , that the summary of outstanding items from previous meetings be received as information.	
	<b>CARRIED</b>

M. Tessari acknowledged that the report from the Conference of Catholic Bishops is due by the end of October or early November. She will obtain an update from T. Hartnett regarding the status of the report. A copy of the report will be made available to trustees upon its release.

**8. ACTION ITEMS****8.1 Revised Board Policies Minor Changes – Section IV – Facility and Maintenance**

- **Policy IV-3 Playground Equipment**
- **Policy IV-4 Loss or Damage to Personal Items**
- **Policy IV-7 Alternative Arrangements for School Facilities**
- **Policy IV-8 School Sites and Operating Budget**

J. Langill provided trustees with an update regarding minor revisions to Section IV of Board Operating Policies. He indicated that the revisions are generally cosmetic in nature, defined as those that affect format or updated titles of individuals, departments and/or the Board.

Some typographical errors were noted. The policies will be amended accordingly.

In response to a concern raised by P. Houlahan, specifically in terms of the fact that employees are not reimbursed for loss/damage of personal property left on Board premises, P. McMahon commented that the language is recommended by OSBIE and that in general, personal insurance covers those types of losses. M. Pautler further commented on the issue and explained that the language provides a certain level of protection for the Board and is consistent with many other boards across the province. There is generally recognition that the Board endeavours to be responsive to individual situations and needs.

# 171/09

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

**RESOLVED**, that the Halton Catholic District School Board approve the amendments to Board Policies IV-3 Playground Equipment; IV-4 Loss or Damage to Personal Items; IV-7 Alternative Arrangements for School Facilities and IV-8 School Sites and Operating Budget.

**CARRIED**

## 8.2 Revised Board Policies Minor Changes – Section V

# 172/09

Moved by: B. Van de Vrande  
Seconded by: P. Houlahan

**RESOLVED**, that the Halton Catholic District School Board approve the amendments to Board Policies under Section V-Public Relations.

A number of revisions were made to the policies, some of which were typographical and others involved additional wording to clarify to the Application & Scope or Requirements.

The following is a brief summary of the issues that generated some discussion:

**V-1 – Community Use of School Facilities:** P. Houlahan raised a concern with the fact that the Board reserves the right to cancel a permit at any time. In response, G. Corbacio presented examples of situations where the Board might have to cancel an event, such as a snow storm or power outage. M. Pautler explained that Requirement # 8 covers the Board in the event the permit holder breaches the agreement and Requirement # 6 protects the Board against those contingencies indicated by G. Corbacio.

**V-4 – School Fundraising Activities:** Trustee Houlahan suggested that a clause be added indicating that *10% of the annual proceeds of fundraising for each school year be donated to a school of need in any part of the word or to a non-profit organization that reflects the values of our Catholic Christian Faith in all of their operations, with Board approval.* Under Requirement # 1, J. Matters suggested that the following clause be added: *the organizations should be congruent with the Board's mission and vision.* Staff explained that a Committee, consisting of elementary and secondary representation, has been established to review in more detail this policy as well as others around reporting and transparency at the school and board levels. A new policy incorporating all these elements will be created.

P. Houlahan suggested that the School Council, as elected representatives of the parents, be given the lead on the disbursement of funds, in consultation with the principal and parents. J. Langill clarified that the Catholic School Council is an advisory body to the principal. The funds raised by the School Council or any other groups are the responsibility of the principal and should be disbursed in consultation with the School Council.

P. McMahon referenced the School Generated Funds guidelines, a comprehensive document that addresses the issues raised and reiterated that there is ample procedural support under the policy through the document.

**V-5 School Accidents – Safety:** In response to a request made by R. Palmieri to include a requirement indicating that all head impact incidences be immediately reported to the parent/guardian, R. MacDonald noted that the suggested information is contained within the Risk Management Guideline.

**V-7 Cash Donation/Bequests to a School or to the Board:** P. McMahon noted that under the Operation Review, a number of policies will be in need of revisions, including V-7. B. Van de Vrande referenced Requirement # 6 which indicates that an information report for donations should be tabled with the Board. He questioned whether this report could be generated for the last two years. P. McMahon acknowledged that this was not done in the past and that he would follow-up on B. Van de Vrande's request. It was noted that this matter would also be addressed by the Audit Committee once it's established.

**V-12: Blessing and Official Opening of a New School:** B. Van de Vrande suggested that a protocol be put in place to ensure that senior staff or trustees, in attendance, be acknowledged and recognized. The Chair commented that it's imperative that trustees inform the appropriate organizers of an event if they plan on attending.

The Chair called for a vote and the motion **CARRIED**.

### 8.3 Amendment to Policy II-8 – Teacher Supervision Duties

J. Langill explained that the changes to the policy were necessitated by the amalgamation of the Halton Student Transportation Services (HSTS) and the requirements of the collective agreement. HSTS has confirmed that school buses will arrive no earlier than twenty (20) minutes prior to the start of the school day.

**# 173/09**

Moved by: J. Matters

Seconded by: E. Viana

**RESOLVED**, that the Halton Catholic District School Board approve the amendment to Board Policy II-8 Teacher Supervision Duties.

S. Koso questioned whether or not it might be more prudent to keep supervision requirements at 30 minutes rather than 20 minutes. In response, M. Pautler explained that the obligation of the Board is to provide supervision to ensure the safety of students, and traditionally this has been tied to the arrival time of the buses. Furthermore, the Provincial Framework negotiations process has introduced new restrictions into the collective agreement that limits the amount of supervision that a teacher is expected to provide. That total amount of supervision available for us to draw upon as a resource, continues to reduce over the life of the current collective agreement, where traditionally staff had 100 minutes a week, that amount of time has been reduced to 90 minutes and will be further reduced to 80 minutes, which is entirely beyond our control. The Board is increasingly relying on lunch room supervisors to assist with our obligations or duties to provide appropriate supervision during lunch hour.

The Chair called for a vote and the motion **CARRIED**.

### 8.4 Amendment to Policy II-19 – Educational Field Trips

**# 174/09**

Moved by: A. Iantomasi

Seconded by: E. Viana

**RESOLVED**, that the Halton Catholic District School Board approve the amendment to Board Policy II-19 Educational Field Trips.

J. Langill explained that the revisions to this policy are brought about by a recommendation from the Halton Health Region Health Department in regards to student international trips, specifically regarding trip advisories for any high incidences of diseases in the area such as H1N1. A revision to clarify the age and/grade of the student volunteer driver was also incorporated to the policy.

Staff acknowledged that the statement regarding student international trips provided by the Halton Region Health Department was verbatim. Staff also acknowledged that the issue of wearing helmets and qualified instructors are embedded in the Risk Management guidelines.

The Chair called for a vote and the motion **CARRIED**.

## 8.5 Amendment to Policy Iv-6 – School Sites and Facilities Criteria

**# 175/09**

*Moved by: B. Van de Vrande*

*Seconded by: S. Koso*

**RESOLVED**, that the Halton Catholic District School Board approve the amendment to Board Policy IV-6 School Sites and Facilities Criteria.

J. Langill explained that the changes were generated by Facility Management Services in order to address housekeeping items and add clarity to the policy.

The Chair called for a vote and the motion **CARRIED**.

## 8.6 Recommendation to Rescind V-10 (Bomb Threats) & V-11 (Cooperation with Police Investigation(s))

J. Langill clarified that the Police Protocol developed in conjunction with the co-terminous board and the Halton Regional Police, contains all detailed and pertinent information regarding the above-mentioned policies. The protocol is being updated this fall.

**# 176/09**

*Moved by: E. Viana*

*Seconded by: P. Houlahan*

**RESOLVED**, that the Halton Catholic District School Board rescind Board Policy V-10 (c) Bomb Threats. **CARRIED**

**# 177/09**

*Moved by: A. Iantomasi*

*Seconded by: J. Matters*

**RESOLVED**, that the Halton Catholic District School Board rescind Board Policy V-11 (c) Co-operation with Police Investigation (s). **CARRIED**

## 8.7 Appointment of SEAC Member – Autism Society of Ontario

S. Rossini informed trustees that Lorraine Cipparrone is replacing Mr. C. Learn, a long standing member of SEAC who worked tirelessly on behalf of the Autism Society of Ontario and children with autism.

**# 178/09**

*Moved by: J. Matters*

*Seconded by: P. Houlahan*

**RESOLVED**, that the Halton Catholic District School Board accept the nomination of Lorraine Cipparrone as representative for the Autism Society Ontario, Halton Chapter effective October 26, 2009 until November 2010.

In response to a question, A.A. LeMay acknowledged that members of SEAC must be Catholic ratepayers.

The Chair called for a vote and the motion **CARRIED**.

## 9. STAFF REPORTS

### 9.1 Strategic Planning Renewal

M. Pautler addressed the Strategic Planning and Renewal Process tied to the development of the vision statement that involved trustees and that was subsequently endorsed and affirmed by Board resolution at the October 6<sup>th</sup> meeting. M. Pautler indicated that the purpose of the staff report is to share with trustees the plans that are being developed and rolled out throughout the system to begin to operationalize the vision and to engage the system in a participatory process that will allow staff to develop the detailed action plans. This process will yield very detailed plans of action and clearly identified indicators that will allow staff to measure its success and its progress toward reaching those goals.

J. Langill addressed the practical planning process that will facilitate the engagement effort that the Board is undertaking. He outlined the structures and opportunities trustees will have, to be participants in the process and the ways in which it will come back before them at intervals, as information, and with requests for further advice and approval. Trustees were made aware that the first priority is to communicate the new vision statement to all stakeholders groups, including employees, parent community and student community. He explained how that process would take place and provided information of the Board's intent to initiate, develop and implement a five (5) year Strategic Planning Renewal Process. He also reviewed the chart listing the sequence of events for the upcoming year related to the development phase framework.

J. Langill addressed the content of the bulletin and the flyer that have been prepared in order to promote the Vision Statement and the Strategic Planning and Renewal Process to the system. The Steering Committee will consist of the Director, the Chair of the Board, the Vice Chair of the Board, J. Langill, E. Van Roosmalen and the superintendents who will lead the four priorities.

When asked by B. Culbert how students would be made aware of this poster, J. Langill explained that principals will be going through the previously described activity with their School Council, Staff and Student Council. Student Councils will have to discuss ways in which the information can be disseminated to their peers.

M. Pautler briefly commented on some of the strategies staff is considering to ensure the involvement of stakeholders with no children in the school system in the process. He also noted that some version of the chart presented and exercise described will be made available in an electronic format with a dedicated link. That will be communicated through the system and opportunities will be provided for participatory input on a consistent basis.

## 10. INFORMATION

### 10.1 Student Trustee Update

C. Gray reported that the students will be attending the OSTA Fall General meeting in Toronto from October 15<sup>th</sup> to the 18<sup>th</sup>. She provided an update regarding the issues addressed at the first Senate Meeting on September 29<sup>th</sup> that was attended by forty-five (45) senators. At the meeting, the student senators discussed the concept of shifting the focus from a Leadership Conference to a World Issue and Social Justice Conference and established a Fundraising Committee. The next meeting will take place at Christ the King on October 29<sup>th</sup>.

### 10.2 Approved School Education Trips

### 10.3 Summary of Policies and Procedures review and Implementation 2009-2010

### 10.4 2010 AGM & Conference Resolutions & Trustee Award of Merit

Trustees were asked to submit any proposed resolutions for the upcoming conference.

### 10.5 Catholic Parent Conference

J. Rowles invited trustees to the 2<sup>nd</sup> Annual Parent Conference that will be held on October 17<sup>th</sup> at Holy Trinity Catholic Secondary School. A.A. LeMay asked that those planning on attending register online.

R. Palmieri noted that only two workshops were faith-related and suggested adding more when planning next year's conference. J. Rowles will take that suggestion back to the organizing committee.

### 10.6 Bill 177

P. Houlahan reminded trustees that Bill 177 would be discussed at the next trustee working session. She referenced several publications that trustees might want to peruse as resources prior to the meeting. Any proposed recommendations will be brought back for discussion at the October 20<sup>th</sup> Board meeting.

**# 179/09**

*Moved by: E. Viana*

*Seconded by: P. Houlahan*

**RESOLVED**, that the information items 10.1 to 10.6 be received.

**CARRIED**

11. **CORRESPONDENCE**  
There was no correspondence.

12. **OPEN QUESTION PERIOD**  
There were no questions.

13. **IN CAMERA**

<b># 180/09</b>	<i>Moved by: E. Viana</i> <i>Seconded by: J. Matters</i>
<b>RESOLVED, that the move in-camera.</b>	<b>CARRIED</b>

The meeting moved in camera at 10:15 p.m. and resumed into regular session at 10:30 p.m.

14. **RESOLUTION re ABSENTEES**  
S. Slowka was absent for personal reasons.

<b># 181/09</b>	<i>Moved by: J. Matters</i> <i>Seconded by: R. Palmieri</i>
<b>RESOLVED, that S. Slowka be excused.</b>	<b>CARRIED</b>

15. **ADJOURNMENT/CLOSING PRAYER**

<b># 182/09</b>	<i>Moved by: P. Houlahan</i> <i>Seconded by: A. Danko</i>
<b>RESOLVED, that the meeting adjourn.</b>	<b>CARRIED</b>

The meeting adjourned at 10:30 p.m. with a closing prayer led by P. Houlahan.

CERTIFIED CORRECT:

APPROVED:

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Secretary of the Board

.....  
Chair