

MINUTES POLICY COMMITTEE MEETING

Date: November 8, 2016
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Members Present: A. Danko – by Teleconference D. Rabenda
A. Iantomasi J. M. Rowe
P. Marai – Chair of the Committee S. Trites
J. Michael

Members Excused: H. Karabela
A. Quinn

Staff Present: P. Dawson, Director of Education
T. Overholt, Superintendent of Education
T. Pinelli, Superintendent of Education
A. Swinden, Administrator, Strategic Communications

Recording Secretary: J. Neuman

1. Call to Order

The Chair called the meeting to order

1.1 Opening Prayer (H. Karabela)

The meeting opened at 7:05 pm with a prayer led by P. Dawson

2. Approvals

2.1 Approval of Agenda

The Chair asked for a motion to approve the agenda.

#P16/16

Moved by: M. Rowe

Seconded by: A. Iantomasi

THAT, the agenda be approved.

CARRIED

2.2 Approval of Minutes

The Chair asked for a motion to approve the minutes from the October 11, 2016 Policy Committee Meeting.

#P17/16

Moved by: S. Trites

Seconded by: D. Rabenda

THAT, the minutes of the Policy Committee Meeting held on October 11, 2016 be approved, as submitted.

CARRIED

3. Action Items

3.1 Policy I-08 Staff Allocation Elementary; Policy I-17 Secondary Staff Allocation Committee; and Policy I-17(a) Secondary Staff Allocation Committee Factors (T. Overholt)

T. Overholt spoke to all three policies and noted they originated back in 1981 and 1991 to address board staffing ratios based on the board's financial ability and availability of acceptable staff and classrooms. It was noted that Reg.132-12 in the Education Act specifies appropriate staffing levels for all grade levels. T. Overholt pointed out that the Board collaborates with unions to make process transparent and accountable, and that the new Central Terms and Conditions of both the Elementary and Secondary Teachers unions have a specific clause about Board Level Joint Staffing Committee; the current policies are both no longer relevant nor required.

It is the recommendation of Policy Working Committee to rescind Policy I-08 Staff Allocation Elementary, Policy I-17 Secondary Staff Allocation Committee, and Policy I-17 (a) Secondary Staff Allocation Committee Factors

#P18/16

Moved by: J. Michael

Seconded by: D. Rabenda

THAT, the Policy Committee recommends that Policy I-08 Staff Allocation Elementary, Policy I-17 Secondary Staff Allocation Committee, and Policy I-17 (a) Secondary Staff Allocation Committee Factors be forwarded to the November 15, 2016 Board Meeting to be rescinded. **CARRIED**

3.2 Policy II-18 Bicycle Safety - T. Overholt

T. Overholt indicated that Policy II-18 was written at a time when use of a bicycle was the most common mode of student transportation; with the ever increasing modes of non-motorized transportation available to students, revisions to address the use of these types of transportation on a school site are required. It was noted that the need to work with the home to ensure the safety of our students remains as part of the policy along with the requirement of school administrators to communicate rules and expectations to students and parents.

#P19/16

Moved by: J. M. Rowe

Seconded by: S. Trites

THAT, the Policy Committee recommends that Policy II-18 Bicycle Safety name be changed to Policy II-18 Non-Motorized Transportation Safety, and along with amendments, be forwarded to the November 15, 2016 Regular Meeting of the Board for approval.

Discussion ensued. It was noted that use of safety helmets is included in the policy.

Questions were regarding motorized transportation. It was noted that there is currently no policy that speaks to individual motorized transportation (e.g. hover boards, Vespas, etc.). T. Overholt will investigate and have information available at the November 15, Board meeting.

The Chair called for a vote. Recommendation **#P19/16 CARRIED**.

4. Discussion Items

4.1 Policy I-12 Emergency Response Plans for Fire and Evacuation Procedures (T. Pinelli)

T. Pinelli brought Policy I-12 which includes revisions based on the 2015 Provincial Model for Local Police/School Board Protocol and Ministry of Community Safety and Correctional Services mandate that outlines mandatory expectations for fire, lockdown and bomb threat response plans. It was noted that safety drills will be required and this information has been communicated to schools, parents, and students

Discussion ensued. It was noted that Lock Down and Bomb Threat drills have to be coordinated with the Halton Region Police. Questions arose regarding use of mobile phones/devices play during an emergency. A recent incident was referred to, in response, and it was noted that Police asked that the Board not stop phones being used. T. Pinelli indicated that during any emergency situation Board and School staff will take direction from the Police regarding use of mobile devices.

5. Information Items

5.1 Administrative Procedure VI-20 Emergency Response Plans for Fire, Evacuation, Lock Down, Bomb Threat (T. Pinelli)

5.2 Administrative Procedure VI-81 Privacy Procedure (T. Overholt)

5.3 Administrative Procedure VI-82 Records and Information Management (T. Overholt)

5.4 Administrative Procedure VI-83 Video Surveillance Procedure (T. Overholt)

T. Overholt noted that Procedures VI-81, VI-82 and VI-83 were approved by Senior Staff in June 2016 and are being presented to the Policy Committee as information. P. Dawson indicated that the procedures have outlined specific details regarding Privacy, Records and Information Management and Video Surveillance.

5.5 Upcoming Agenda Items (T. Overholt)

5.5.1 Policy IV-03 Playground Equipment

5.5.2 Policy II-17 Pastoral Reference

5.5.3 Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee

5.5.4 Policy I-06 Delegations to the Board

5.5.5 Policy III-04 Employee Assistance Program

It was noted the Policy I-12 Emergency Response Plans will be added for final reading. The Employee Assistance Program was explained, in response to questions.

6. Miscellaneous Information

7. Correspondence

8. In Camera

9. New Business

10. Motion to Excuse Absent Committee Members

#P20/16

Moved by: J. M. Rowe

Seconded by: S. Trites

THAT Trustees Karabela and Quinn be excused

CARRIED

11. Motion to Adjourn/ Closing Prayer

#P21/16

Moved by: S. Trites

Seconded by: D. Rabenda

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 7:35 p.m. with a prayer led by P. Marai.