

## MINUTES OF THE POLICY COMMITTEE MEETING

Date: January 10, 2017  
Time: 7:00 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

Members Present      A. Danko                      A. Quinn  
                                 A. Iantomasi                D. Rabenda  
                                 H. Karabela                J. M. Rowe  
                                 P. Marai                      S. Trites  
                                 J. Michael

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

Recording Secretary:   J. Neuman

### 1. CALL TO ORDER

#### 1.1 Opening Prayer (P. Marai)

The meeting began at 7:05 p.m. with a prayer led by P. Marai.

### 2. APPROVALS

#### 2.1 Approval of Agenda

**P#12/17**

**Moved by:** S. Trites

**Seconded by:** P. Marai

**That,** the agenda be approved

**CARRIED**

#### 2.2 Approval of Minutes

**P#13/17**

**Moved by:** J. Michael

**Seconded by:** J. M. Rowe

**That,** the minutes of the Policy Committee Meeting held on December 13, 2016 be approved, as submitted.

**UNANIMOUSLY CARRIED**

### 3. ACTION ITEMS

#### 3.1 I-06 Delegation to the Board (P. Dawson, T. Overholt)

**P#14/17**

**Moved by:** P. Marai

**Seconded by:** S. Trites

**That,** the Policy Committee recommends that Policy I-06, as amended, be forwarded to the January 17, 2017 Regular Board Meeting for approval.

T. Overholt shared information regarding the recent amendments to the policy, as clarification. Chair A. Danko reviewed the Governance of Policy (Policy I) – regarding stakeholder consultation if required.

Discussion ensued regarding student participation; Board bylaws; Trustee awareness of submitted delegations that were declined; clarification for the addition of “Ad Hoc” delegations.

It was suggested to include a phrase that clarifies students, or others, under the age of 18 to have written permission/consent to present a delegation.

P. Dawson clarified how delegations are approved or declined. It was noted that most delegations are rarely denied, and generally the reason is because they don't meet time lines.

Discussion followed regarding questions for clarification during the delegation(s). T. Overholt responded that Senior Staff can be asked for clarification. It was noted that the policy could include the phrase: Trustees may ask questions of delegates and/or senior staff.

**P#14/17 (amendment)**

**Moved by:** P. Marai

**Seconded by:** J. Michael

**That,** Policy I-06 Delegation to the Board be forwarded for stakeholder consultation and brought back to the February policy committee meeting for review or approval.

Discussion followed. P. Dawson clarified the list of stakeholders that typically received a policy through the process

The Chair called for vote: Recommendation **#P14/17 (amendment) CARRIED** with one opposed

Approved	Opposed	Abstained
H. Karabela	A. Quinn	
J. Michael		
P. Marai		
D. Rabenda		
S. Trites		
J. M. Rowe		
A. Iantomasi		

**3.2 II-03 Principal Designate in Schools Without Vice-Principals (T. Overholt)**

**P#15/17**

**Moved By:** D. Rabenda

**Seconded By:** J. Michael

**That,** the Policy Committee recommends that Policy II-03, Principal Designate in Schools Without Vice-Principals name be changed to Policy II-03, Principal Designate in Schools and along with amendments, be forwarded to the January 17, 2017 Regular Board Meeting for approval.

T. Overholt informed the Policy Committee of the recent amendments to the policy, for clarification.

Discussion ensued, and T. Overholt responded to questions regarding principal absences.

The Chair called for a vote. Recommendation **#P15/17 UNANIMOUSLY CARRIED**

Approved	Opposed	Abstained
H. Karabela		
J. Michael		
P. Marai		
D. Rabenda		
S. Trites		
J. M. Rowe		
A. Quinn		

A. lantomasi		
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**3.3 III-12 Promotion (T. Overholt)**

**P#16/17**

**Moved by:** J. M. Rowe

**Seconded by:** D. Rabenda

**That,** the Policy Committee recommends that Policy III-12 Promotion name be changed to Policy III-12 Academic Promotion and be forwarded to the January 17, 2017 Regular Board Meeting for approval.

Discussion followed regarding the Administrative Procedures referenced in policies and that they be included for review by the Trustees. T. Overholt indicated that Administrative Procedure VI-28 may have some connection to this policy, and that references to procedures will be included in the policies.

It was determined that further amendments discussed could be included and available at the upcoming board meeting.

**P#16/17 (amendment)**

**Moved by:** P. Marai

**Seconded by:** J. Michael

**That,** the Policy Committee recommends that Policy III-12 Promotion name be changed to Policy III-12 Academic Promotion and be forwarded with discussed changes made to the January 17, 2017 Regular Board Meeting for approval.

The Chair called for a vote. Recommendation **#P16/17 CARRIED** with one abstained.

Approved	Opposed	Abstained
H. Karabela		A. Quinn
J. Michael		
P. Marai		
D. Rabenda		
S. Trites		
J. M. Rowe		
A. lantomasi		

**3.4 IV-3 Playground Equipment (T. Overholt)**

**P#17/17**

**Moved by:** P. Marai

**Seconded by:** J. Michael

**That,** the Policy Committee recommends that Policy IV-03 Playground Equipment be forwarded to the January 17, 2017 Regular Meeting of the Board to be rescinded, and an Administrative Procedure be developed in its place.

Discussion followed regarding the timing of rescinding the policy and the creation of an Administrative Procedure, and the liability issues that could arise in the interim.

T. Overholt clarified that all information in the Policy would be included in the proposed Administrative Procedure and an overarching Facilities Maintenance Policy would include consistent expectations for school property and playground equipment/installations care and management, to which the new Administrative Procedure could be linked.

T. Overholt also asked that the Policy Committee consider not forwarding Policy IV-01 Fencing at School Sites, for stakeholder input, at the January 17th Board Meeting, as it could also be rewritten as an Administrative Procedure and would fall under the newly written policy previously mentioned.

J. M. Rowe requested that all the policies that would come under the new facility policy be identified at the next Policy Committee Meeting.

T. Overholt further clarified the creation of a facility maintenance policy in response to questions.

**P#17/17 (Amendment)**

**Moved by:** P. Marai

**Seconded by:** J. Michael

**That,** the Policy Committee recommends that Policy IV-03 Playground Equipment be deferred and returned as an agenda item at the February 14, 2017 Policy Committee meeting.

The Chair called for a vote. Recommendation P#17/17 (amended) **CARRIED** with three opposed.

Approved	Opposed	Abstained
H. Karabela	D, Rabenda	
J. Michael	S. Trites	
P. Marai	A. Quinn	
J. M. Rowe		
A. Iantomasi		

It was noted that Policy IV-01 Fencing at School Sites, will continue to follow the new policy implementation process.

**4. DISCUSSION ITEMS**

There were no Discussion Items.

**5. INFORMATION ITEMS**

**5.1 Upcoming Agenda Items (February 14, 2017) (T. Overholt)**

T. Overholt reviewed the list of upcoming policies for the next meeting; and shared a chart that indicates the work the Policy Committee has completed in the first term of the policy review cycle.

**5.1.1 I-18 Accessibility Standards for Customer Services**

**5.1.2 I-20 Integrated Accessibility Standards**

**5.1.3 I-23 Catholic School Councils and Catholic Parent Involvement Committee**

**5.1.4 I-21 Corporate Investment in Education**

**5.1.5 I-25 Purchasing Policy**

**5.1.6 I-29 School Boundary Review Process**

**5.1.7 III-13 Corporate Purchasing Card Distribution Usage**

**5.1.8 IV-01 Fencing at School Sites**

**5.1.9 III-03 Employee Assistance Program (as discussion)**

**5.2 2016-2017 Policy Committee Work Plan (Cycle 1) (T. Overholt)**

**6. MISCELLANEOUS INFORMATION**

There was no miscellaneous information.

**7. CORRESPONDENCE**

There was no correspondence.

**8. IN CAMERA**

There was no in-camera session.

**9. NEW BUSINESS**

There was no new business.

**10. MOTION TO EXCUSE COMMITTEE MEMBERS**

There were no Trustees absent.

**11. MOTION TO ADJOURN / CLOSING PRAYER (J. MICHAEL)**

**P#18/17** – Motion to adjourn

**Moved by:** P. Marai

**Seconded by:** J. M. Rowe

**CARRIED**

The meeting closed at 8:10 pm with a prayer led by J. Michael.