

POLICY COMMITTEE MEETING MINUTES

Date: February 27, 2018
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

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

Regrets:

Staff Present: P. Dawson, Director of Education
T. Overholt, Superintendent of Education, School Services
J. O'Hara, Executive Officer, Human Resources
C. McGillicuddy, Superintendent of Education, School Services

Recording Secretary: J. Neuman

1. Call to Order

1.1 Opening Prayer (S. Trites)

The meeting began at 7:02 p.m. with a prayer led by S. Trites.

2. Approvals

2.1 Approval of Agenda

P#24/18

Moved by: A. Iantomasi

Seconded by: S. Trites

THAT, the agenda be approved.

UNANIMOUSLY CARRIED

2.2 Approval of Minutes (January 23, 2018 Policy Committee Meeting)

P#25/18

Moved by: J. M. Rowe

Seconded by: J. Michael

THAT, the minutes of the Policy Committee Meeting held on January 23, 2018 be approved, as submitted.

UNANIMOUSLY CARRIED

3. Action Items

3.1 Policy II-26 Managing Student Risk in Interschool Sports (T. Overholt)

Revisions to Policy II-26 were reviewed. Changes were made to include current practices; as well the new Halton Catholic Athletic Association (HCAA) replaced the Halton Secondary School Athletic Association (HSSAA).

P#26/18

Moved by: J. M. Rowe

Seconded by: S. Trites

THAT, the Policy Committee recommends that Policy II-26 Managing Student Risk in Interschool Sports, be forwarded to the March 6, 2018 Regular Board Meeting for approval.

Questions for clarification were asked and answered.

A. Quinn arrived at 7:05 pm

The Chair called for a vote. Recommendation **P#26/18 CARRIED**

In Favor	Abstained
H. Karabela	A. Quinn
A. Iantomasi	
J. Michael	
S. Trites	
D. Rabenda	
A. Danko	
J. M. Rowe	

3.2 Policy II-28 Alcohol, Tobacco and Drug Abuse in Schools (T. Overholt)

Policy II-28 was reviewed. Minor amendments were suggested for the policy which include the addition of references and the use of electronic cigarettes.

P#27/18

Moved by: A. Iantomasi

Seconded by: D. Rabenda

THAT, the Policy Committee recommends that Policy II-28 Alcohol, Tobacco and drug Education in Schools, be forwarded, along with amendments, to the March 6, 2018 Regular Board Meeting for approval.

Questions regarding the Board's drug awareness program and drug overdose kits in schools were asked and answered.

The Chair called for a vote. Recommendation **P#27/18 UNANIMOUSLY CARRIED**

3.3 Policy III-01 Grievance Procedures - Non-Unionized Group Members (J. O'Hara, T. Overholt)

Policy III-01 was reviewed. Minor changes were made for grammatical reasons; and some formatting changes were included.

P#28/18

Moved by: A. Quinn

Seconded by: S. Trites

THAT, the Policy Committee recommends that Policy III-01 Grievance Procedures Non-Unionized Employee Group Members be forwarded to the March 6, 2018 Regular Board Meeting for approval.

A typographical error will be corrected before the policy is presented at the upcoming Board Meeting.

The Chair called for a vote. Recommendation **P#28/18 UNANIMOUSLY CARRIED**

3.4 Rescind - Policy III-09 Human Immunodeficiency Virus (HIV) (T. Overholt)

Policy III-09 was reviewed and recommended to be rescinded. It was noted that the policy was created in 1994 and has not been reviewed since. Of note: a protocol is in place with the Health Department regarding reportable diseases; as well as Legislation regarding privacy of information of staff and students must be followed for health information..

P#29/18

Moved by: J. M. Rowe

Seconded by: A. Danko

THAT, the Policy Committee recommends that Policy III-09 Human Immunodeficiency Virus (HIV) be forwarded to the March 6, 2018, Regular Board Meeting to be rescinded.

The Chair called for a vote. Recommendation **P#29/18 UNANIMOUSLY CARRIED**

4. Discussion Items

4.1 Executive Compensation Policy

The chair introduced the discussion of the Executive Compensation Policy; and the framework of the policy was shared with Trustees for further review.

The following was discussed:

- Trustees made suggestions for additions and deletions.
- It was recommended to seek legal council to ensure no violation of common law.
- Current hiring structure was noted.
- Contradictions were noted

The Chair will make revisions and bring back to the April Policy Committee Meeting as discussion. It was noted that a Working Group meeting may be proposed in the future.

It was suggested that Trustees seek Legal/HR advice as part of process following next discussion.

4.2 Policy I-40 Performance Appraisal of Director of Education

The chair opened the floor for discussion. The current director’s opinion was solicited. The Director will bring revision suggestions to the April Policy Committee Meeting.

J. M. Rowe thanked the Director and J. O’Hara for offering to assist with the policy writing process for the Executive Compensation Policy and the Performance Appraisal Policy.

5. Information Items

5.1 Tentative Upcoming Agenda Items (April 10, 2018)

5.1.1 Policy II-15 International Languages Elementary Program (A. Prkacin, C. McGillicuddy)

5.1.2 Policy II-31 Risk Management - First Aid (T. Overholt, K. George)

5.1.3 Policy II-33 Safe Arrival at School Program (School Services)

5.1.4 Policy II-38 Educational Research - Surveys and Pilot Projects (L. Collimore)

5.1.5 Policy II-43 Voluntary, Confidential, Self-Identification of First Nation, Metis and Inuit Students (A. Prkacin)

5.1.6 Discussion Items (possible Action Items)

5.1.6.1 Executive Compensation Policy

5.1.6.2 Policy I-40 Performance Appraisal of Director of Education

5.1.7 Information Items

5.1.7.1 Administrative Procedure VI-25 Educational Research (L. Collimore)

5.1.7.2 Administrative Procedure VI-58 Parent Notification System (A. Swinden)

T. Overholt reviewed the upcoming agenda items and asked Trustees to consider adding Policy V-04 to be brought forward to the next Policy Committee Meeting to include the recent Board Resolution #61/18.

Discussion ensued.

The chair took a poll

In Favor	Opposed
A. Iantomasi	H. Karabela
J. Michael	S. Trites
D. Rabenda	A. Danko
J. M. Rowe	A. Quinn
	P. Marai

It was decided that the policy would not be brought forward to the next Policy Committee Meeting for review.

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 Absent Committee Members

All trustees were present

11. Motion to Adjourn/ Closing Prayer (A. Danko)

P#30/18

Moved by: A. Quinn

Seconded by: S. Trites

THAT the meeting adjourn

UNANIMOUSLY CARRIED

A. Danko closed meeting with prayer at 8:33 pm.