

POLICY COMMITTEE MEETING MINUTES

Date: May 8, 2018
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Members Present: A. Danko A. Quinn (by telephone)
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
L. Collimore, Chief Officer, Research and Development
R. Merrick, Superintendent, Facility Management Services
C. McGillicuddy, Superintendent of Education, School Services
R. Negoï, Superintendent, Business Services
J. O'Hara, Executive Officer, Human Resources

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#41/18

Moved by: A. Iantomasi

Seconded by: S. Trites

THAT, the agenda be approved.

CARRIED

2.2 Approval of Minutes

P#42/18

Moved by: J. Michael

Seconded by: A. Quinn

THAT, the minutes of the Policy Committee Meeting held on April 10, 2018 be approved, as submitted.

CARRIED

3. Action Items

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

P#43/18

Moved by: A. Quinn

Seconded by: A. Danko

THAT, the Policy Committee recommends that Policy II-38 Educational Research – Surveys and Pilot Projects name be changed to Policy II -38 – Educational Research, and be forwarded, along with amendments, to the May 15, 2018 Regular Board Meeting for approval.

Policy II-38 Educational Research Surveys and Pilot Projects was returned to the Policy Committee Meeting for further review. Questions regarding including consent for surveys were asked and answered. Definitions of Active and Passive Consent was clarified as being voluntary with the right to withdraw without penalty. The entire consent process was explained. Risks and benefits were described.

Additions to the policy were recommended including: informed consent for students under 18; a summary of the Tri-Council Policy statement; pertinent information from Administrative Procedure VI-25 Educational Research; distinction between consent for ministry and external surveys.

P#43/18 (Amendment)

Moved by: A. Danko

Seconded by: H. Karabela

THAT, the Policy Committee recommends that Policy II-38 Educational Research – Surveys and Pilot Projects be deferred to the June 12, 2018 Policy Committee Meeting, for further review.

The Chair called for vote. Recommendation **P#43/18 (Amendment) CARRIED.**

3.2 Policy II-48 Violent Threat Risk Assessment (C. Cipriano, T. Overholt)

P#44/18

Moved by: A. Danko

Seconded by: S. Trites

THAT, the Policy Committee recommends that Policy II-48 Violent Threat Risk Assessment, be forwarded, along with amendments, to the May 15, 2018, Regular Board Meeting for approval.

Policy II-48 Violent Threat Risk Assessment was explained. Minor amendments were addressed.

Questions regarding student behaviour and types of escalating behaviours were asked and answered.

The Chair called for vote. Recommendation **P#44/18 CARRIED**

3.3 Policy V-08 School Anniversary Celebrations (T. Overholt, P. Dawson)

P#45/18

Moved by: A. Iantomasi

Seconded by: S. Trites

THAT, the Policy Committee recommends that Policy V-08 School Anniversary Celebrations, be forwarded, along with amendments, to the May 15, 2018, Regular Board Meeting for approval.

Policy V-08 School Anniversary Celebrations was reviewed. Minor amendments were noted.

Discussion ensued.

The Chair called for vote. Recommendation ***P#45/18 CARRIED***

4. Discussion Items

4.1 Policy I-40 Performance Appraisal of Director of Education (A. Danko, P. Dawson)

P. Dawson shared an addition to the policy that was added as a recommended that the Board of Trustees also provide feedback on leadership style and strategic plan.

It was recommended that Appendix A be referred to in the policy so that it can be approved by Trustees.

It was determined that the Policy will be brought as an action item to the June 12, 2018 Policy Committee Meeting

Time lines of the performance appraisal and data collection from multi-year strategic plan were noted and discussed.

4.2 Executive Compensation Policy (P. Marai)

Revisions that were discussed at the April 10, 2018 Policy Committee Meeting were incorporated into the draft of the Executive Compensation Policy and reviewed.

Discussion ensued.

It is intended that the policy will be brought as an action item at the June 12, 2018, following feedback from the lawyers; and be sent for Stakeholder Feedback to be reviewed and approved in the Fall.

Further discussion ensued.

5. Information Items

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

Administrative Procedure VI-25 Educational Research was discussed above

5.2 Tentative Upcoming Agenda Items (June 12, 2018) (T. Overholt)

5.2.1 Policy I-43 Use of Technology and Digital Citizenship

5.2.2 Policy IV-04 Loss or Damage to Personal Items

5.2.3 Policy V-03 Photographs, Advertising and Sales Representatives

5.2.4 Policy V-16 Copyright, Visual Identity, and Intellectual Property

5.2.5 Information Items

5.2.5.1 Administrative Procedure VI-36 Police Record Check - Goods and Services Providers

5.2.5.2 Administrative Procedure VI-48 Protocol with External Agencies for the Provision of Services by Regulated Health Professionals, Social Service Professionals, and Paraprofessionals (PPM 149)

5.2.5.3 Administrative Procedure VI-50 Technological Education Service

5.2.5.4 Administrative Procedure VI-58 Parent Notification System

5.3 Policy Committee Meeting Work Plan - Policy Review (January - April 2018) (T. Overholt)

T. Overholt noted the items above.

6. Miscellaneous Information

There was no miscellaneous information.

7. Correspondence

7.1 J. O'Hearn

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 (J. Michael)

P#46/18

Moved by: H. Karabela

Seconded by: A. Quinn

That the meeting adjourn.

J. Michael closed meeting with prayer at 8:20 pm.