

MINUTES OF THE POLICY COMMITTEE MEETING

Tuesday, January 12, 2016

7:00 p.m.

Catholic Education Centre - Board Room
802 Drury Lane, Burlington, ON

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

Staff Present: P. Dawson, Director of Education
 C. Cipriano, Superintendent of Education
 T. Pinelli, Superintendent of Education
 G. Corbacio, Superintendent of Facilities
 F. Thibeault, Administrator, Planning Services
 A. Swinden, Administrator, Strategic Communications

Recording Secretary: E. Trolio

1. **CALL TO ORDER**

1.1 **Opening Prayer**

The meeting opened at 7:00 p.m. with a prayer led by J. Michael.

2. **APPROVALS**

2.1 **Agenda**

The agenda was approved as submitted.

The following motion was presented:

#P11/16

Moved by: A. Iantomasi

Seconded by: H. Karabela

RECOMMENDED, that the agenda be approved, as submitted.

CARRIED

2.2 **Approval of Minutes**

The minutes of the December 1, 2015 Policy Committee Meeting were reviewed.

The following motion was presented:

#P12/16

Moved by: A. Quinn

Seconded by: S. Trites

RECOMMENDED, that the minutes of the Policy Committee Meeting held on December 1, 2015 be approved as submitted.

CARRIED

3. ACTION ITEMS

3.1 Policy II-50 Prior Learning Assessment and Recognition (PLAR) for Day School Students (T. Pinelli)

T. Pinelli briefly reviewed the Policy and reminded the Trustees that the Policy was a required by the Ministry through a PPM memorandum number 129. She noted that it is a requirement for our board to have a policy regarding this. She offered to answer any questions.

Trustees inquired about what the situation regarding if a student wanted a course that isn't offered? Ms. Pinelli confirmed that if a specialty course is offered at the board through one of our schools and not at another, the student may obtain this credit. She also noted that if none of our schools offer the course, than the student cannot challenge for that course.

Trustees also asked about whether a principal can decide what is offered at school. Ms. Pinelli stated that this policy tightens this up and provides consistency.

The following resolution was put before the Policy Committee:

#P13/16	Moved by: J. M. Rowe
	Seconded by: J. Michael
RECOMMENDED , by the Policy Committee that Board Policy II-50 Prior Learning Assessment and Recognition (PLAR) for Day Students be forwarded to the January 19, 2016 Regular Board Meeting for approval at First Reading. CARRIED	

3.2 Policy II-10 Releasing Pupils from School (C. Cipriano)

C. Cipriano provided a brief overview of this policy. Policy II-10 was originally written in 1973 and updated in 2008. He noted that some of the changes are due to formatting all policies to be uniform and consistent. A definition, "Withdrawal from Parent Control", was added. The policy name has been changed to reflect a more accurate overview of the policy; "pupil" was removed and "student" was added. He noted that "custodial guardian" was changed to "guardian".

Discussion ensued advising what acceptable forms of written consent consist of; namely, is email considered an acceptable form of written consent. Email has been accepted as written consent as it is now a common understanding.

Clarification was given regarding the point that a student aged 16-18 has the right and can withdraw from parental control and make own decisions.

P. Dawson noted that any information regarding students is kept in the secure Trillium Data base.

Further discussion followed regarding procedures at school level.

The following was put before the Policy Committee:

#P14/16	Moved by: A. Iantomasi
	Seconded by: D. Rabenda
RESOLVED , that the Policy Committee recommends that Board Policy II-10 Releasing Pupils from School be forwarded to the January 19, 2016 Regular Board Meeting for approval. CARRIED	

3.3 Policy II-14 Class Size Loading Ratios Elementary Panel (C. Cipriano)

C. Cipriano reviewed the policy which was created in 1991 and updated in 2003. He noted the fact that this old policy doesn't reflect the present class sizes mandated by the Ministry. He read the Education Act to note that the changes of class sizes can change yearly. The Policy Working Group has brought this forward that this policy to be rescinded because the classes are clearly outlined in the Education Act. The Act also outlines the procedure to determine how class sizes are composed.

Trustee Karabela asked where the information regarding class sizes. C. Cipriano pointed out that the school principals know this information and parents are welcome to contact the school. C. Cipriano also noted that he submits the class size numbers to the Ministry on behalf of the Director and the Ministry grants approval. P. Dawson noted that the information is online.

The following motion was put before the Policy Committee:

#P15/16	Moved by:	A. Danko
	Seconded by:	A. Quinn
Resolved , that the Policy Committee recommends that the Board post current regulations on the Board website in lieu of the rescinded Policy II-14 Class Loading Ratios Elementary Panel.		
CARRIED		

The following motion was put before the Policy Committee:

#P16/16	Moved by:	J. M. Rowe
	Seconded by:	A. Iantomasi
Resolved , that the Policy Committee recommends that Policy II-14 Class Size Loading Ratios Elementary Panel be forwarded to the January 19, 2016 Regular Board meeting to be rescinded as presented.		
CARRIED		

3.4 Policy II-09 Opening and Closing Exercises (C. Cipriano)

C. Cipriano presented the minor revisions surrounding the language that encourages the singing of the national anthem and the Pledge of Citizenship. It was noted that all of our schools play the national anthem every morning over the P.A. system.

Trustees suggested the word "pupil" be changed to "student" and the wording "Pledge of Allegiance" be changed to "Pledge of Citizenship".

It was suggested that the language surrounding the encouragement of students to participate in opening exercises should be specific using the wording "shall" instead of "encouraged". C. Cipriano stated that the language shows what the Education Act uses. Trustee Danko noted that the Toronto Board uses the language "shall". It was agreed that our language will reflect "shall" and "are encouraged" will be removed.

A. Iantomasi recommended that it might be good to have the words to the national anthem posted in the classrooms (especially for the immigrant population's benefit).

The following motion was put before the Policy Committee:

#P17/16

Moved by: A. Quinn

Seconded by: A. Iantomasi

Resolved, that the Policy Committee recommends that Board Policy II-09 Opening and Closing Exercises be forwarded to the January 19, 2016 Regular Board Meeting for approval as presented. **CARRIED**

3.5 Policy II-19 Educational Field Trips (C. Cipriano)

C. Cipriano introduced this policy providing an overview and the minimal changes that were done. He noted that the previously requested language was now incorporated into the policy.

Discussion ensued regarding secondary students who aren't Catholic. Trustees inquired whether these students are they required to go to mass. C. Cipriano stated that they are required to attend mass on a trip like they do in the school setting. He also noted that it is often a cultural and religious experience for the trip.

Trustees asked about specifying "Sunday Mass", but it was noted that mass can be offered on Saturdays as well; therefore, the language in the policy reflects this.

Outdoor Education trips were brought forward as an example of not being able to attend a formal mass, but it was explained that a liturgy was usually done in its place. Spoke about arrangements for students to attend mass on the return trip back.

The following motion was put before the Policy Committee:

#P18/16

Moved by: A. Iantomasi

Seconded by: J. M. Rowe

Resolved, that the Policy Committee recommends that Board Policy II-19 Educational Field Trips be forwarded to the January 19, 2016 Regular Board Meeting for approval as presented. **CARRIED**

3.6 Policy V-17 Permission to Distribute (C. Cipriano)

C. Cipriano presented this policy noting that this passed first reading on October 10th and went to stakeholder consultation on November 18th to December 9th. We received one submission from one of our former approved groups that distributed information, Conquest Milton. We have incorporated some of their comments into this policy. They suggested that we had the incorrect language regarding materials from levels of government. We changed the language from "must be material from..." to "may be material from..." C. Cipriano noted that Ministry provides the wording for Curriculum based items.

Discussion followed concerning the process of distribution of information when it is a requirement from the Ministry of Education to distribute a pamphlet. C. Cipriano noted that when we receive something from the Ministry and it is a requirement to distribute, we do not go through this process as the Board doesn't have latitude of wording and we must deliver it. At times we may find that some brochures are not in compliance with our values and we aren't required to deliver that documentation.

Trustee Rowe noted that additional wording for bullet at bottom of page 1 "materials ... political parties or groups" be expanded to include "candidates".

Trustee Quinn suggested that fundraising and financial opportunities through the students might be addressed in this policy. C. Cipriano responded that legislation is in effect regarding unwanted emails and advertising through children thus addressing this concern.

Trustee lantomasi inquired about a timely return of requests and follow through. C. Cipriano provided how the requests are processed and noted the turnaround time is usually about 1 week or so.

The following motion was put before the Policy Committee:

#P19/16

Moved by: A. lantomasi

Seconded by: J. M. Rowe

Resolved, that the Policy Committee recommends that Board Policy V-17 Permission to Distributed be forwarded to the January 19, 2016 Regular Board Meeting for approval at Second Reading and Third Reading.

CARRIED

3.7 **Policy V-09 Public Concerns Complaints Process (C. Cipriano)**

C. Cipriano presented the history of this policy progression from first reading through third. C. Cipriano noted that the policy was made more wholesome and transparent for parents, stakeholders and students. It was noted that it was made clear what the complaint process is and how they are responded to.

The following was put before the Policy Committee:

#P20/16

Moved by: J. Michael

Seconded by: J. M. Rowe

Resolved, that the Policy Committee recommends that Board Policy V-09 Public Concerns Complaints Process be forwarded to the January 19, 2016 Regular Board Meeting for approval at Third Reading.

CARRIED

4. **DISCUSSION ITEMS**

4.1 **School Accommodation Review Policy/Process Q & A (F. Thibeault)**

F. Thibeault explained that the Ministry of Education required the board to review school accommodations. He provided the historical time that on Nov. 17, the policy and administrative procedures were presented and passed. He noted that the policy and procedure has a few amendments and this will be presented at the January 19th board meeting. He did note that not much has changed.

It was noted that the information to meet the criteria to allow a modified process is found in the policy/procedure. F. Thibeault noted that this is applicable to all schools.

F. Thibeault provided the process of a School Accommodation Review. After obtaining approval to proceed at board meeting, the School Accommodation Review would be posted to website and a community consultation would be next. Once that is completed, an interim report would be provided. A final report would be submitted at the end of all consultations with a review of all input. This process is similar to a boundary review.

Trustee Danko inquired about the modified process and how it works. F. Thibeault responded noting that parents would be informed via syner mail bringing to the attention of parents of the community

consultation. At the community consultation, parents would sit at tables and after a presentation, their input is documented and reviewed to compile their feedback and comments. A report is produced from this information. This would be presented a board meeting.

Trustee Quinn questioned if the modified process being quicker, would there be cost savings? F. Thibeault noted that the accelerated process could potentially save costs but that isn't the main reason for the modified process. The main component would be to address the item more speedily.

Trustee Danko commented on the media component. F. Thibeault noted that notification would be through syner mail, communication via website, social media and a news release through the local media and local parishes with links to our website. This informs the public to attend the community consultations.

A. Swinden injected we haven't paid for adverts in the newspapers lately because the media tends to publish our news release word verbatim. HCDSB tweets the information.

5. **INFORMATION ITEMS**

5.1 **Administrative Procedure VI-40 Distribution of Promotional Material (C. Cipriano)**

Reviewed earlier with policy.

5.2 **Administrative Procedure VI-70 Educational Field Trips (C. Cipriano)**

Reviewed earlier with policy.

5.3 **Video Surveillance – Cost Analysis (C. Cipriano)**

Reviewed.

5.4 **Upcoming Agenda Items Chart**

The chart was provided as information.

6. **MISCELLANEOUS INFORMATION**

7. **CORRESPONDENCE**

There was no correspondence.

8. **IN CAMERA**

9. **NEW BUSINESS**

10. **MOTION TO EXCUSE COMMITTEE MEMBERS**

11. **MOTION TO ADJOURN (C. Cipriano)**

#P21/16

Moved by: A. Quinn

Seconded by: J. M. Rowe

RECOMMENDED, that the meeting adjourn.

CARRIED

The meeting closed with a prayer led by C. Cipriano at 8:17 p.m.