

MINUTES OF THE POLICY COMMITTEE MEETING

Tuesday, September 13, 2016

7:00 p.m.

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

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

Regrets: P. Marai
A. Quinn

Staff Present: P. Dawson, Director of Education
A. Swinden, Administrator, Strategic Communications
T. Overholt, Superintendent of Education
J. O'Hara, Executive Officer, Human Resources
L. Frees, Senior Administrator, Human Resources
F. Thibeault, Administrator, Planning Services, Planning & Assessment Services
R. Negoj, Superintendent Business Services
S. Morgan, HSTS

Recording Secretary: M. Zammit

1. **CALL TO ORDER**

1.1 **Opening Prayer**

The meeting opened at 7:00 p.m. with a prayer led by A. Danko.

2. **APPROVALS**

2.1 **Agenda**

The agenda was approved as submitted.

The following motion was presented:

<p>#P01/16</p> <p>Moved by: S. Trites Seconded by: D. Rabenda</p> <p>RECOMMENDED, that the agenda be approved, as submitted. CARRIED</p>

2.2 **Approval of Minutes**

The minutes of the June 14, 2016 Policy Committee Meeting were reviewed.

The following motion was presented:

<p>#P02/16</p> <p>Moved by: M. Rowe Seconded by: A. Iantomasi</p> <p>RECOMMENDED, that the minutes of the Policy Committee Meeting held on June 14, 2016 be approved, as submitted. CARRIED</p>
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3. ACTION ITEMS

3.1 Policy II-24 Home to School Student Transportation (F. Thibeault/R. Negoj)

R. Negoj provided an overview and history of Policy II-24 Home to School Student Transportation.

Brief discussion ensued in regards to supply bus drivers and kindergarten protocol.

It was noted that Policy II-24 Home to School Student Transportation is a guiding principle to set distance parameters and how to determine eligibility. HSTS operating procedures cover the content of the current policy and can be found on their website www.haltonbus.ca.

In response to questions asked regarding efficiency and effectiveness of school bus operators and providers, F. Thibeault responded stating HSTS monitors and surveys service providers on an ongoing basis to ensure efficiency. It was noted if parameters are not met, HSTS will discuss what areas need to be improved to ensure the highest level of quality services to the transported students. S. Morgan stated delayed buses are monitored closely throughout the HSTS website, if a certain pattern occurs on a specific route, discussions will be made for improvements and other repercussions will be made if improvement is not seen in the given timeframe.

Discussion proceeded regarding the jurisdiction the board has over the performance of operators and providers. It was noted that the board has 50% representation in the HSTS consortium.

#P03/16

Moved by: A. Iantomasi

Seconded by: H. Karabela

Resolved, that the Policy Committee recommends that Policy II-24 Home to School Student Transportation, be forwarded to the September 20, 2016 Regular Board Meeting for approval.

CARRIED

3.2 Policy I-19 Occupational Health and Safety – annual review (J. O'Hara)

J. O'Hara spoke to Policy I-19 Occupational Health and Safety and noted that as per legislated requirements, the policy is reviewed within a twelve (12) month period. The Board's Health and Safety Officer as well as the Superintendent of Human Resources recommend no changes to Policy I-19 Occupational Health and Safety for the 2016-2017 school year.

The following was put before the Policy Committee:

#P04/16

Moved by: S. Trites

Seconded by: M. Rowe

Resolved, that the Policy Committee recommends that Policy I-19 Occupational Health and Safety be forwarded to the September 20, 2016 Regular Board Meeting for approval.

CARRIED

3.3 Policy III-15 Workplace Violence – annual review (J. O'Hara)

J. O'Hara spoke to Policy III-15 Workplace Violence and stated current legislation in the Occupational Health and Safety Act (Bill 168) states that school boards are required to review the policy annually. Policy III-15 Work Place Violence was reviewed by the Board's Health and Safety Office as well as the Superintendent of Human Resources and no changes to the policy are recommended for the 2016-2017 school year.

The following motion was put before the Policy Committee:

#P04/16

Moved by: D. Rabenda

Seconded by: A. Iantomasi

Resolved, that the Policy Committee recommends that Policy III-15 Workplace Violence be forwarded to the September 20, 2016 Regular Board Meeting for approval.

CARRIED

4. **DISCUSSION ITEMS**

4.1 **Policy III-16 Workplace Harassment (J. O'Hara)**

J. O'Hara presented Policy III-16 Workplace Harassment and stated Bill 132 "Sexual Violence and Harassment Action Plan Act" received Royal Assent on March 8, 2016 and will be in force September 8, 2016. He noted the main change is the definition of workplace harassment to include workplace sexual harassment. The definition of workplace sexual harassment has also been added to Policy III-16 Workplace Harassment. The procedure has been reviewed and is in compliance with the legislation and only minor changes were made.

5. **INFORMATION ITEMS**

5.1 **Upcoming Agenda Items (T. Overholt)**

The upcoming agenda was presented as information. T. Overholt provided the group with a proposed policy review schedule and requested feedback from the Trustees.

6. **MISCELLANEOUS INFORMATION**

6.1 **Policy Working Committee (T. Overholt)**

The policy working group chart was presented as information.

7. **CORRESPONDENCE**

8. **IN CAMERA**

8.1 In-camera minutes of the May 10, 2016 Policy Committee Meeting were approved as submitted.

9. **NEW BUSINESS**

10. **MOTION TO EXCUSE COMMITTEE MEMBERS**

#P05/16

*Moved by: D. Rabenda
Seconded by: M. Rowe*

RECOMMENDED, that Trustee Marai and Quinn be excused.

CARRIED

11. **MOTION TO ADJOURN**

#P06/16

*Moved by: A. Iantomasi
Seconded by: H. Karabela*

RECOMMENDED, that the meeting adjourn.

CARRIED

The meeting closed with a prayer led by J. Michael at 7:52 p.m.