

MINUTES OF THE POLICY COMMITTEE MEETING

Tuesday, May 10, 2016

7:00 p.m.

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

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

Regrets: A. Danko
D. Rabenda
A. Quinn

Staff Present: P. Dawson, Director of Education
C. Cipriano, Superintendent of Education
A. Swinden, Administrator, Strategic Communications
T. Pinelli, Superintendent of Education
B. Browne, Superintendent of Education
T. Overholt, Superintendent of Education
L. Naar, Superintendent of Education
J. O'Hara, Executive Officer, Human Resources
F. Thibeault, Administrator, Planning Services, Planning & Assessment Services
A. Jones, Manager of Educational Assistants
O. Foese, Chief of Psychological Services
J. Riesberry, Principal, St. Bernadette
V. Chininea, Vice Principal St. Bernadette

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 J. Michael.

2. **APPROVALS**

2.1 **Agenda**

The agenda was approved as submitted.

The following motion was presented:

#P49/16

Moved by: S. Trites

Seconded by: A. Iantomasi

RECOMMENDED, that the agenda be approved, as submitted.

CARRIED

2.2 **Approval of Minutes**

The minutes of the April 12, 2016 Policy Committee Meeting were reviewed.

The following motion was presented:

#P50/16

Moved by: M. Rowe

Seconded by: J. Michael

RECOMMENDED, that the minutes of the Policy Committee Meeting held on April 12, 2016 be approved, as submitted. **CARRIED**

3. ACTION ITEMS

3.1 Policy II-50 Prior Learning Assessment and Recognition (PLAR) For Day School Students Second and third reading (T. Pinelli)

T. Pinelli provided an overview of Policy II-50 Prior Learning Assessment and Recognition (PLAR) For Day School Students. She noted that this policy was first presented and approved at first reading at the January 19, 2016 Regular Board Meeting, and was released for stakeholder consultation from January 21, 2016 to February 11, 2016. The changes include information provided from stakeholder input. Brief discussion followed regarding requirements.

#P51/16

Moved by: J. Michael

Seconded by: A. Iantomasi

Resolved, that the Policy Committee recommends that Policy II-50 Prior Learning Assessment and Recognition (PLAR) For Day School Students, be forwarded to the May 17, 2016 Regular Board Meeting for approval as presented at Second and Third Reading. **CARRIED**

3.2 Policy II-39 Progressive Discipline (T. Pinelli)

T. Pinelli provided background on Policy II-39 Progressive Discipline. She stated the policy and procedure have been rewritten in collaboration with legal counsel Keel Cottrelle. The revisions made are in accordance with the *Education Act* and the *Human Rights Code*.

Brief discussion took place regarding how Policy II-39 Progressive Discipline is addressed in schools to ensure students are aware of the policy and consequences. P. Dawson stated principals go over code of conduct with students during assemblies. T. Pinelli noted that the communication and sharing with parents is the critical piece, and if the student agendas will be eliminated there will have to be several ways to communicate this to parents and students.

Trustee H. Karabela inquired about changes made on page 3 under “requirements”, she wanted clarification on how legal counsel defined “homophobia and “gender based violence”. T. Pinelli responded to Trustee Karabela’s concern stating that the language must be incorporated in Policy II-39 Progressive Discipline.

The following was put before the Policy Committee:

#P52/16

Moved by: A. Iantomasi

Seconded by: M. Rowe

Resolved, that the Policy Committee recommends that Policy II-39 Progressive Discipline be forwarded to the May 17 2016 Regular Board Meeting for approval as presented. **CARRIED**

3.3 Policy II-12 Corporal Punishment – first reading (B. Browne)

B. Browne spoke to Policy II-12 Corporal Punishment, noting the term “corporal punishment” is no longer used in education in any way and the re-naming of this policy to “Management of Aggressive Student

Behaviour within our Schools” reflects current and best practices. He noted that currently the Halton Catholic District School Board employs five trainers who are qualified and accredited to provide training to intervene safely and effectively in order to keep all staff and students safe, and to maintain the dignity of all students.

B. Browne stated that all Educational Assistants at Halton Catholic District School Board have been trained. He introduced A. Jones Manager of Educational Assistants, and noted that A. Jones is a safe management trainer and was involved in reworking this policy. B. Browne explained that Policy II-12 Corporal Punishment had outdated language, and since the Halton Catholic District School Board currently and effectively utilizes strategies to support students whose behaviours pose imminent risk to themselves or others, this policy was revised to reflect existing best practices.

Brief discussion ensued regarding what is done for the children in the classroom who witness such behaviour.

The following motion was put before the Policy Committee:

#P53/16

Moved by: A. Iantomasi

Seconded by: J. Michael

Resolved, that the Policy Committee recommends that Policy II-12 Corporal Punishment be forwarded to the May 17, 2016 Regular Board Meeting for approval as presented. **CARRIED**

3.4 **Policy II-2 Educational Assistants (B. Browne)**

B. Browne presented the minor revisions brought forth which are in alignment with the collective agreement and reflect the Halton Catholic District School Boards current and best practices. He noted that the only change is the title from “Supervisor” of Educational Assistants to “Manager”.

Brief discussion ensued regarding assisting students in a spiritual way.

The following motion was put before the Policy Committee:

#P54/16

Moved by: H. Karabela

Seconded by: J. Michael

Resolved, that the Policy Committee recommends that Policy II-2 Educational Assistants be forwarded to the May 17, 2016 Regular Board Meeting for approval as presented. **CARRIED**

3.5 **Policy I-33 Classroom Observations by External Third Party Professionals (B. Browne)**

B. Browne presented Policy I-33 Classroom Observations by External Third Party Professionals and welcomed O. Foese, Chief of Psychological Services. He noted the following changes are suggested: an updated list of professionals; specification of the required documentation; language to reflect custody arrangements; and revision of timelines to reflect realistic expectations for reports.

Question was asked on how frequent classroom observations by external third party professionals occur. B. Browne responded, noting it does not happen often, but it is not uncommon.

The following motion was put before the Policy Committee:

#P55/16

Moved by: S. Trites

Seconded by: A. Iantomasi

Resolved, that the Policy Committee recommends that Policy I-33 Classroom Observations by External Third Party Professionals be forwarded to the May 17, 2016 Regular Board Meeting for approval as presented. **CARRIED**

3.6 **Policy II-35 Access to School Premises (C. Cipriano)**

C. Cipriano presented Policy II-35 which was reviewed by the Policy Working Group. He noted the suggested changes included minor revisions and updates to the current language. It was requested by Trustee Marai that "Trustees" be included as persons who are permitted to be on school premises.

The following motion was put before the Policy Committee:

#P56/16

Moved by: M. Rowe

Seconded by: S. Trites

Resolved, that the Policy Committee recommends that Policy II-35 Access to School Premises be forwarded to the May 17, 2016 Regular Board Meeting for approval as presented.

CARRIED

3.7 **Policy II-11 Daily Teacher Plans (C. Cipriano)**

C. Cipriano presented Policy II-11 Daily Teacher Plans which was reviewed by the Policy Working Group and stated the suggested changes are a reflection of the *Education Act*. He welcomed J. Riesberry and V. Chininea who are members of the Policy Working Group.

The following motion was put before the Policy Committee:

#P57/16

Moved by: H. Karabela

Seconded by: S. Trites

Resolved, that the Policy Committee recommends that Policy II-11 Daily Teacher Plans be forwarded to the May 17, 2016 Regular Board Meeting for approval as presented. **CARRIED**

4. **DISCUSSION ITEMS**

4.1 **Policy I-14 Smoking Ban (C. Cipriano)**

C. Cipriano presented the revised Policy I-14 Smoking Ban, which includes the most up to date changes in legislation with respect to e-cigarettes and medical marijuana. He noted that the Ministry of Health and Long Term Care has made recent updates and amendments to the *Making Healthier Choices Act*, *Smoke-Free Ontario Act*, and the *Electronic Cigarettes Act*. The suggested changes reflect the updates and amendments to these Acts. C. Cipriano explained that there will be further changes and amendments made to these Acts in the future, and the Halton Catholic District School Board will make those same changes when they occur.

Brief discussion took place regarding the definition of smoking.

4.2 **Policy II-24 Home to School Student Transportation (F. Thibeault)**

F. Thibeault provided an overview of the revised Policy II-24 Home to School Student Transportation, and noted the minor amendment includes removing bullet 16 from page 3. He noted the Halton Student Transportation Services advised staff of growing safety concerns surrounding the provision of "late bus" services to rural students who attend regional schools (Bishop Reding Secondary School and Christ the

King Secondary School) and participate in extra-curricular activities. Currently students using this service are dropped off at the concession corner that is closest to their home. During winter months, these areas can be very dark with low visibility and safety is a concern.

Discussion ensued regarding inequity within the policy, and other action plans that the board is looking into for students and parents. It was decided Policy II-24 Home to School Student Transportation should return to the Policy Committee for further discussion and review.

4.3 Draft Policy Committee Meeting dates for 2016-2017 (C. Cipriano)

C. Cipriano presented the draft Policy Committee Meeting dates for 2016-2017, and noted that for the next calendar school year the policy meeting dates land during March break and Holy week. In order not to lose two months of the Policy Committee Meetings, he suggested a new date **March 28, 2017**.

4.4 Policy III-17 Attendance Support Program (J. O'Hara)

J. O'Hara provided history on Policy III-17 Attendance Support Program. He noted human resources has had a long standing practice of monitoring employee attendance. In 2009 the Attendance Support Program was expanded and is in accordance with legislation requirements under the *Ontario Human Rights Code* and the *Workplace Safety and Insurance Act*. He further explained that in 2011-2012 The Regional Internal Audit Committee conducted an audit of Attendance Management Support and recommended that there should be an overarching policy statement for the Attendance Management Program that the procedure would be tied to. J. O'Hara also stated that in 2013 the Board hired an Attendance Management Officer to assist and facilitate the program.

J. O'Hara noted the Policy III-17 Attendance Support Program was presented and approved at first reading in May 2015 at the Policy Committee Meeting. Later in September 2015 the policy was defeated at second reading.

Discussion ensued regarding the suggested changes made to Policy III-17 Attendance Support Program and stakeholder comments received in 2015.

5. INFORMATION ITEMS

5.1 Administrative Procedure VI-80 Prior Learning Assessment and Recognition (PLAR) For Day School Students

The Administrative Procedure was presented as information.

5.2 Administrative Procedure VI-44 Progressive Discipline and Safety in Schools (T. Pinelli)

The Administrative Procedure was presented as information.

5.3 Administrative Procedure VI-30 Access to School Premises (C. Cipriano)

The Administrative Procedure was presented as information.

5.4 Draft upcoming June Policy Committee Meeting Agenda

The draft agenda was presented as information.

6. MISCELLANEOUS INFORMATION

7. CORRESPONDENCE

8. IN CAMERA

9. **NEW BUSINESS**10. **MOTION TO EXCUSE COMMITTEE MEMBERS****#P58/16***Moved by: S. Trites**Seconded by: H. Karabela****RECOMMENDED***, that Trustee Danko, Rabenda and Quinn be excused.***CARRIED***11. **MOTION TO ADJOURN****#P59/16***Moved by: S. Trites**Seconded by: H. Karabela****RECOMMENDED***, that the meeting adjourn.***CARRIED***

The meeting closed with a prayer led by P. Marai at 8:38 p.m.