

MINUTES OF THE POLICY COMMITTEE MEETING

Tuesday, June 14, 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
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

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 P. Marai.

2. **APPROVALS**

2.1 **Agenda**

The agenda was approved as submitted.

Several Point of orders were raised by Trustee Danko with respect to Action Item 3.1 Policy 11-39 Progressive Discipline and Safety in Schools – Code of Conduct– Suspensions and Expulsions. He noted since Policy 11-39 differs in no way from the item previously approved by the Policy Committee, he moves that the policy be referred to a canon lawyer for review. Chair P. Marai stated the policy was defeated at the Regular Board Meeting on May 17, 2016, and it was stated then that Policy 11-39 Progressive Discipline and Safety in Schools – Code of Conduct – Suspensions and Expulsions should return for further discussion, and therefore it is in order.

The following motion was presented:

#P60/16

Moved by: A. Iantomasi

Seconded by: J. Michael

RECOMMENDED, that the agenda be approved, as submitted.

CARRIED

2.2 Approval of Minutes

The minutes of the May 10, 2016 Policy Committee Meeting were reviewed.

The following motion was presented:

#P61/16

Moved by: J. Michael

Seconded by: M. Rowe

RECOMMENDED, that the minutes of the Policy Committee Meeting held on May 10, 2016 be approved, as submitted. **CARRIED**

3. ACTION ITEMS

3.1 Policy II-39 Progressive Discipline and Safety in Schools – Code of Conduct – Suspensions and Expulsions (T. Pinelli)

Discussion ensued with respect to Policy II-39 Progressive Discipline and Safety in Schools – Code of Conduct – Suspensions and Expulsions and whether it is in order to be discussed again. As a point of order, Trustee Danko stated Policy II-39 Progressive Discipline and Safety in Schools – Code of Conduct – Suspensions and Expulsions has been previously reviewed and reviewing it again is redundant. He noted that Policy II-39 should be referred to a canon lawyer for review. T. Pinelli stated summer school continues therefore the policy applies to day school students as well as the summer school students. She provided the group with copies of requirements from the Education Act that apply to Policy II-39 Progressive Discipline and Safety in Schools – Code of Conduct – Suspensions and Expulsions.

It was moved by A. Danko, seconded by A. Quinn that Policy II-39 Progressive Discipline and Safety in Schools – Code of Conduct – Suspensions and Expulsions be referred to a canon lawyer for review. The Chair called for a vote and the motion was defeated.

#P62/16

Moved by: A. Iantomasi

Seconded by: D. Rabenda

Resolved, that the Policy Committee recommends that Policy II-39 Progressive Discipline, be forwarded to the June 21, 2016 Regular Board Meeting for approval as presented. **CARRIED**

3.2 Policy II-12 Management of Aggressive Student Behaviour Within Our Schools – Second and Third Reading (B. Browne)

B. Browne provided an overview on Policy II-12 Management of Aggressive Student Behaviour Within Our Schools. He noted that this policy was first presented and approved at first reading at the May 17, 2016 Regular Board Meeting, and was released for stakeholder consultation from May 18, 2016 to June 8, 2016. He noted minor revisions were made as a result of the stakeholder input received.

The following was put before the Policy Committee:

#P63/16

Moved by: J. Michael

Seconded by: M. Rowe

Resolved, that the Policy Committee recommends that Policy II-12 Management of Aggressive Student Behaviour Within Our Schools be forwarded to the June 21, 2016 Regular Board Meeting for approval as presented at Second and Third Reading. **CARRIED**

3.3 Policy III-17 Attendance Support Program first reading (J. O'Hara)

J. O'Hara provided background on Policy III-17 Attendance Support Program. It was noted that after the May 10, 2016 Policy Committee Meeting both the Director and Human Resources have reviewed Policy III-17 Attendance Support Program and have made some additional changes. Some of the added information was gathered from the Administrative Procedure.

Trustee A. Danko requested to have more elements of the operating procedure included into the policy. J. O'Hara responded to Trustee Danko's comment noting staff will review Policy III-17 Attendance Support Program again with the Director and any revisions made will appear at second and third reading.

Director P. Dawson commented to Trustee Danko nothing that the added requirements were taken directly from the procedure and clarified that Trustee Danko is looking for a summary of what the steps incorporate from the operating procedure. Trustee Danko responded stating that is correct.

The following motion was put before the Policy Committee:

<p>#P64/16</p> <p style="text-align: right;"><i>Moved by: J. Michael</i> <i>Seconded by: A. Iantomasi</i></p> <p>Resolved, that the Policy Committee recommends that Policy III-17 Attendance Support Program be forwarded to the June 21, 2016 Regular Board Meeting for approval as presented at first reading.</p> <p>CARRIED</p>

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

C. Cipriano presented 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 this policy was first presented at the May 10th, 2016 Policy Committee Meeting as a discussion item. C. Cipriano stated 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* all in 2015. The suggested changes to Policy I-14 Smoking Ban reflect the updates and amendments.

Trustee Danko requested to have the harmful usage of recreational marijuana inserted into Policy I-14 Smoking Ban, through links or existing websites.

Discussion followed on Trustee Danko's request to have the harmful effects inserted into Policy I-14 Smoking Ban. A. Danko also noted that he would like a commitment to circulate memos or to hold seminars, information sessions with students on the harmful effects of recreational usage of marijuana. C. Cipriano noted that Policy I-14 Smoking Ban is not for the students, students are covered under Policy II-39 Progressive Discipline and Safety in Schools – Code of Conduct – Suspensions and Expulsions with regard to smoking and drug usage. This policy is for employees, visitors and volunteers.

It was moved by Trustee Danko, seconded by Trustee Karabela that Policy I-14 Smoking Ban be expanded to incorporate the unhealthy effects of recreational marijuana. The Chair called a vote and Trustees voted in favor.

Chair P. Marai noted that if it is the will of the group that any other policies that have a reference to smoking should return to the Policy Committee for updating. .

The following motion was put before the Policy Committee:

<p>#P65/16</p> <p style="text-align: right;"><i>Moved by: A. Iantomasi</i> <i>Seconded by: J. Michael</i></p> <p>Resolved, that the Policy Committee recommends that Policy I-14 Smoking Ban be forwarded to the June 21, 2016 Regular Board Meeting for approval as presented.</p> <p style="text-align: right;">CARRIED</p>

3.5 **Policy V-04 School Fundraising Activities (R. Negoj/J. Chanthavong)**

R. Negoj spoke to Policy V-04 School Fundraising Activities, noting that the policy was up for review as part of the Board's 3-year cycle. She indicated that minor changes were made to Policy V-04 School Fundraising Activities as well as the Administrative Procedure VI-59 School Fundraising Activities.

Discussion ensued regarding which charities are supported by schools. Director P. Dawson stated that at the beginning of the school year principals meet with the school council to decide which charities will be supported.

The following motion was put before the Policy Committee:

#P66/16

Moved by: M. Rowe

Seconded by: J. Michael

Resolved, that the Policy Committee recommends that Policy V-04 School Fundraising Activities be forwarded to the June 21, 2016 Regular Board Meeting for approval as presented.

CARRIED

3.6 **Amendment to Board By-Laws (P. Dawson)**

Director P. Dawson explained the Board's By-Laws are reviewed every four years. She noted that at the March 29th 2016 Policy Committee Meeting, Trustees were invited to submit any suggested changes to D. Ross, no proposed changes were received. The Board's By-Laws were reviewed by the Board's solicitors in order to ensure that they reflect the requirements of the Education Act.

Discussion followed regarding a proposed change under item 2.12 in-camera and whether or not an ongoing investigation under the *Ombudsmand Act* respecting the board should be kept in-camera or not. It was moved by Trustee Danko, seconded by Trustee Karabela to remove the proposed change under section **2.12 In-Camera (vii)** and section 4.3.8 **In-Camera Topics** of the Board By- Laws. The Chair called a vote and Trustees voted in favor.

It was moved by Trustee Rabenda, seconded by Trustee Michael that section **4.2.1 Authority to Convene** with respect to the written request of three (3) members –be changed to five (5) members since five is the number for a quorum. She noted it relates to section **4.2.3 Notice of Meeting** with respect to “in the case of emergencies, the requirement for 24 hours’ notice may be waived by the Chair” she stated five trustees would be needed to make a quorum. Discussion followed. The Chair called for a vote and Trustees voted in favor.

It was moved by Trustee Danko, seconded by Trustee Quinn to strikeout the proposed amendment **4.2.3 Notice of Meeting** “in the case of emergencies, the requirement for 24 hours’ notice may be waived by the Chair. The Chair called for a vote and all trustees voted in favor.

The following motion was put before the Policy Committee:

#P67/16

Moved by: J. Michael

Seconded by: A. Quinn

Resolved, that the Policy Committee recommends that Amendment to Board By-Laws be forwarded to the June 21, 2016 Regular Board Meeting for approval as presented.

CARRIED

3.7 **Policy II-47 Fees for Learning Material, Programs, Curricular and Co-Curricular Activities (R. Negoi/J. Chanthavong)**

General discussion proceeded with respect to policies that are on the 3rd year cycle to be reviewed and whether the policy should be presented to the board as an action item when there are no amendments made.

It was moved by Trustee Rowe, and seconded by Trustee Rabenda that Policy II-47 Fees for Learning Material, Programs, Curricular and Co-Curricular Activates be approved as it stands. The Chair called a vote and Trustees voted in favor.

Discussion ensued regarding student fees and what the fees are used for. Trustee Quinn inquired if parents are aware that student fees are voluntary?

It was moved by Trustee Quinn, seconded by Trustee Trites that an amendment be made to Policy II-47 Fees for Learning Material, Programs, Curricular and Co-Curricular Activities stating “*School Principals will endeavor to ensure that all families and students are explicitly aware that student activity fees are voluntary*”. The Chair called a vote and Trustees voted in favor of the amendment.

The following motion was put before the Policy Committee:

<p>#P68/16</p> <p>Moved by: M. Rowe Seconded by: D. Rabenda</p> <p>Resolved, that the Policy Committee recommends that Policy II-47 Fees for Learning Material, Programs, Curricular and Co-Curricular Activities be forwarded to the June 21, 2016 Regular Board Meeting for approval as presented.</p> <p style="text-align: right;">CARRIED</p>

4. **DISCUSSION ITEMS**

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

F. Thibeault provided history on Policy 11-24 and stated it was a discussion item at the May 10, 2016 Policy Committee Meeting. He noted it was requested for staff to inquire about the possibility of utilizing the Town of Halton Hills' Youth Taxi Scrip Program as an alternative to bussing for those students participating in co-curricular activities. F. Thibeault advised the Trustees that staff did their research regarding the possibility of using the Youth Taxi Scrip Program and found that students would be required to meet at a central location and to car pool. He noted the board would not have much control or supervision and safety still remains a concern. He stated staff also contacted Halton Student Transportation Services (HSTS) and it was determined that a shuttle service could be provided that would run from Christ the King Secondary School all the way to Acton and use the St. Joseph Elementary School site as a safe drop off point for parents to pick up their children. He reported that this is an option to possibly pursue. F. Thibeault informed the Trustees that Policy 11-24 Home to School Student Transportation is scheduled for review in May 2017, however it is intended to bring the policy forward for review at the September 13, 2016 Policy Committee Meeting.

Trustees inquired about this status at the public board. F. Thibeault responded stating currently the public board has only one late bus run in the City of Burlington and they are also looking at removing the service.

4.2 **Policy I-31 Apparel Purchases and Fair Labour Practices (D. Tkalcic)**

D. Tkalcic spoke to Policy 1-31 Apparel Purchases and Fair Labour Practices stating the proposed amendments suggested by staff are minor in nature.

General discussion proceeded regarding the history of Policy I-31 Apparel Purchases and Fair Labour Practices and the different items this policy applies to. D. Tkalcic stated the board goes through an RFP process and by doing so any apparel suppliers that are interested in providing a uniform to a school can submit proposals, which are evaluated by an evaluation committee. The board would execute a contract with the highest ranking vendor. Trustee Karabela asked what the outcome would be if Policy I-31 would be removed. Director P. Dawson answered stating there would be no list of approved vendors that have gone through the RFP process and any school can use any vendor for apparel purchases.

5. **INFORMATION ITEMS**

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

The Administrative Procedure was presented as information.

5.2 Administrative Procedure VI-57 Fees for Learning Materials, Program, Curricular and Co-Curricular Activities and School Fundraising Activities (R. Negoi/J. Chanthavong)

The Administrative Procedure was presented as information.

5.3 Administrative Procedure VI-59 School Fundraising Activities (R. Negoi/J. Chanthavong)

The Administrative Procedure was presented as information.

6. MISCELLANEOUS INFORMATION

7. CORRESPONDENCE

8. IN CAMERA

- 8.1 Approval of In Camera Minutes of the May 10, 2016 Policy Committee Meeting.
Will return for approval at the September 13, 2016 Policy Committee Meeting.

9. NEW BUSINESS

10. MOTION TO EXCUSE COMMITTEE MEMBERS

11. MOTION TO ADJOURN

#P69/16

*Moved by: A. Iantomasi
Seconded by: M. Rowe*

RECOMMENDED, that the meeting adjourn.

CARRIED

The meeting closed with a prayer led by D. Rabenda at 8:54 p.m.