

## **MINUTES OF THE POLICY COMMITTEE MEETING**

Date: October 11, 2016  
Time: 7:00 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

Members Present: J. M. Rowe A. Danko  
A. Iantomasi D. Rabenda – by Teleconference  
H. Karabela P. Marai  
J. Michael A. Quinn  
S. Trites

Staff Present: P. Dawson, Director of Education  
L. Frees, Senior Administrator, Human Resources  
A. Lofts, Senior Administrator Financial Services, Business Services  
R. Negoï, Superintendent Business Services  
J. O'Hara, Executive Officer, Human Resources  
T. Overholt, Superintendent of Education  
F. Thibeault, Administrator, Planning Services, Planning & Assessment Services  
D. Tkalcic, Manager, Purchasing Services  
A. Swinden, Administrator, Strategic Communications

Recording Secretary: J. Neuman

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1. **CALL TO ORDER**

1.1 **Opening Prayer**

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

2. **APPROVALS**

2.1 **Agenda**

**#P07/16**

**Moved by:** D. Rabenda

**Seconded by:** J.M. Rowe

**THAT**, the agenda be approved.

A. Quinn recommended that item 3.6 be addressed after the scheduled trip to Israel. Discussion ensued regarding the motion to amend the agenda, and clarification of the motion.

**#P07/16 (amendment)**

**Moved by:** A. Quinn

**Seconded by:** H. Karabela

**THAT**, the agenda be amended to defer Item 3.6 to a later meeting.

**DEFEATED**

The Chair called for a vote. Recommendation **#P07/16 CARRIED**.

2.2 **Approval of Minutes – September 13, 2016**

**#P08/16**

**Moved by:** J.M. Rowe

**Seconded by:** A. Iantomasi

**THAT**, the minutes of the Policy Committee Meeting held on September 13, 2016 be approved, as submitted.

**CARRIED**

### 3. ACTION ITEMS

#### 3.1 Policy III-16 Workplace Harassment (J. O'Hara)

J. O'Hara reviewed the final version of Policy III-16 Workplace Harassment and referenced the two significant changes in keeping with Bill 132 "Sexual Violence and Harassment Action Plan Act (Supporting Survivors and Challenging Sexual Violence and Harassment), 2015", which became Law in September 2016.

##### **#P09/16**

**Moved by:** J.M. Rowe

**Seconded by:** A. Iantomasi

**THAT**, the Policy Committee recommends that Policy III-16 Workplace Harassment be forwarded to the October 18, 2016 Regular Board Meeting for approval.

In response to questions, J. O'Hara clarified the requirements of the annual review of the policy under the Occupational Health and safety Act. It was noted that the definition of Sexual Harassment has been taken directly from legislation, and that Denominational rights will be protected under the Human Rights Act.

The Chair called for a vote. Recommendation **#P09/16** and it **CARRIED**.

#### 3.2 Policy III-17 Attendance Support Program Second and Third Reading (J. O'Hara)

J. O'Hara noted that Policy III-17 had been presented previously to the Policy committee and forwarded to stakeholders for input. It was also noted that stakeholder feedback is included in the report. An explanation was given regarding the OECTA Elementary feedback. Feedback from the Secondary President was provided but not submitted through the stakeholder response venue.

##### **#P10/16**

**Moved by:** A. Quinn

**Seconded by:** A. Iantomasi

**THAT**, the Policy Committee recommends that Policy III-17 Attendance Support Program be forwarded to the October 18, 2016 Regular Board Meeting for approval.

Regarding a question determining the supervisor's role in assessing medical situations, J. O'Hara noted that the normal course of management is to ensure people are recording absences properly and to address staffing concerns as part of normal conversation that should be happening.

A. Danko indicated that he was opposed to the policy as written and that it should include more wording from the operational procedure.

Discussion ensued regarding clarification of the stakeholder feedback. It was noted that the policy is not in violation of the collective agreement.

Questions were raised regarding the OECTA incentive program. J. O'Hara responded that an opportunity was offered during central bargaining to bank some sick days, in order to curb some of the increase of absenteeism. It was noted that data has indicated that there is not much improvement in staff absences; only a slight positive change has been noted in the Secondary panel and no improvement in the Elementary panel.

A. Danko provided clarification in terms of the wording that he would like incorporated to the policy.

The Chair called for a vote. Recommendation **#P10/16 CARRIED**.

#### 3.3 Policy I-31 Apparel Purchases and Fair Labour Practices (D. Tkalcic)

D. Tkalcic reviewed the modifications made to Policy I-31 Apparel Purchases and Fair Labour Practices as a follow-up to the Policy as discussed at the June Policy Committee Meeting.

**#P11/16****Moved by:** S. Trites**Seconded by:** J. Michael

**THAT**, the Policy Committee recommends that Policy I-31 Apparel Purchases and Fair Labour Practices be forwarded to the October 18, 2016 Regular Board Meeting for approval.

A. Quinn objected to the Policy as it dictates to parents how they must spend their money regarding uniform purchases. He presented the following amendment.

**#P11/16 (amendment)****Moved by:** A. Quinn**Seconded by:** H. Karabela

That the wording “using tax payer money” be added to the Application and Scope section of Policy I-31 Apparel Purchases and Fair Labour Practices.

**DEFEATED**

Discussion ensued regarding clarification of the request to amend. A. Quinn noted that because school uniforms are not a Board purchase, or a school generated funds purchase, it is not the duty of the Board to dictate to parents how to spend their money. Clarification regarding vendors being in compliance with the School Board’s standards was given. R. Negoï noted that the revisions already included in the Policy addressed concerns raised by A. Quinn.

It was noted that unlike elementary schools, secondary schools do not have a choice regarding students wearing uniforms.

The Chair called for a vote on recommendation **#P11/16**. A. Quinn requested a recorded vote.

In Favour	Opposed
A. Danko	H. Karabela
A. Iantomasi	A. Quinn
J. Michael	
D. Rabenda	
M. Rowe	
S. Trites	

Recommendation **#P11/16 CARRIED**.

### 3.4 **Policy I-01 Catholic School Support (R. Negoï)**

R. Negoï presented revisions to Policy I-01 Catholic School Support, in order to better align with current practices. She noted that a full review of the Administrative Procedure will be completed and revisions will be brought back as information to the Policy Committee at a future meeting.

**#P12/16****Moved by:** J. Michael**Seconded by:** H. Karabela

**THAT**, the Policy Committee recommends that Policy I-01 Catholic School Support be forwarded to the October 18, 2016 Regular Board Meeting for approval.

In response to a question, R. Negoï provided clarification between “attendance” and “support”. She explained that the funding that comes from the province is based on actual student enrollment, while support assists in enrollment forecasts, number of trustees on the Board, etc.

A. Iantomasi acknowledged that the Policy aligns with OCSTA’s information regarding voting for trustees in each municipality.

T. Overholt noted that as families move to new homes, they may not be aware that they need to ensure that their support is continued to be directed to Catholic Schools. F. Thibeault noted that the direction of school support form is attached to the report and that it is common school practice, as part of the Administrative Procedure, to forward this form to parents at registration or if they are notified of a change of address.

A. Iantomasi asked if the information is consistently made available on the public website, and suggested that the information be forwarded to the local parishes to request regular publication in their bulletins.

It was noted that the information is only available on the website at election time, but will be moved to a more prominent place, perhaps the enrollment tab, so that it is always accessible.

Final revisions, based on the discussion will be brought to the Board meeting for approval.

The Chair called for a vote. Recommendation **#P12/16 CARRIED.**

### 3.5 **Policy V-07 Cash Donations Requests to a School or to the Board (R. Negoï)**

R. Negoï provided changes to Policy V-07 Cash Donations Requests to a School or to the Board and indicated that the policy relates to donations that require a separate bank account or a trust fund, that are spent in a pre-determined way. It was noted that minor changes have been made.

#### **#P13/16**

**Moved by:** M. Rowe

**Seconded by:** A. Iantomasi

**THAT,** the Policy Committee recommends that Policy V-07 Cash Donations Requests to a School or to the Board be forwarded to the October 18, 2016 Regular Board Meeting for approval.

Discussion ensued and questions regarding a philanthropic policy were asked and answered.

R. Negoï indicated that a Donation button is available on the website; however, any monies that are donated through the website are generally allocated for school fundraising use, as chosen by the donor, generally as a holding account for transfer of funds to the designated donation.

The Chair called for a vote. Recommendation **#P13/16 CARRIED.**

### 3.6 **Policy I-34(b) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees**

P. Marai indicated that this item was brought forward following discussion of Trustee Travel and Expenses at the last Board meeting

#### **#P14/16**

**Moved by:** A. Danko

**Seconded by:** J. Michael

**THAT,** the Policy Committee recommends that Policy I-34(b) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees be forwarded to the October 18, 2016 Regular Board Meeting for approval.

A. Quinn read a letter from the CEO of the Simon Wiesenthal Centre, Toronto; and indicated that the purpose of this discussion should be about all trustee expenses.

A. Iantomasi indicated that she spoke with the president of OCSTA and cautioned that rather than rule out all international travel, it may be wiser to consider reviewing each request on a case by case basis which would allow a 30 to 60 day information, action, approval process.

Discussion ensued regarding trustees invitations to events within the GTA and expenses that occur as a result; the benefit of international travel to the Board; proper use of funds and the review of all expenses.

The following amendment to the Policy was presented:

**#P14/16 (amendment)**

**Moved by:** A. Quinn

**Seconded by:** H. Karabela

**THAT**, Items 11 and 12 in Policy I-34(b) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees, be amended to change the maximum expense amount from \$3000.00 to \$300.00.

**DEFEATED**

The following amendment to the Policy was presented:

**#P14/16 (amendment)**

**Moved by:** J.M. Rowe

**Seconded by:** A. Danko

**THAT**, Item 12 in Policy I-34(b) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees be amended to say "Expenses for any travel outside of Canada and the United States will not be reimbursed."

**CARRIED**

The following amendment to the Policy was presented:

**#P14/16 (amendment)**

**Moved by:** A. Quinn

**Seconded by:** H. Karabela

**THAT**, that item 12 in Policy I-34(b) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees, be amended to include "a report brought back to the board for an action item and approval".

**DEFEATED**

A. Quinn noted that all events and conferences attended should include reports and accounting of expenses in order to broaden accountability to all expenses not just travel.

Discussion followed regarding Trustee attendance at events.

The following amendment to the Policy was presented:

**#P14/16 (amendment)**

**Moved by:** A. Quinn

**Seconded by:** H. Karabela

**THAT**, Item 14 in Policy I-34(b) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees, be amended and that Item 12, point 2, be amended to include "all costs must be pre-approved".

**DEFEATED**

The following amendment to the Policy was presented:

**#P14/16 (amendment)**

**Moved by:** H. Karabela

**Seconded by:** A. Quinn

**THAT**, Policy I-34(b) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees, be amended to include "Trustees attending educational seminars/conferences briefly report highlights as an information item at a board meeting, for which the trustee has used their expense account for".

**DEFEATED**

It was noted that trustee reporting is already covered in the Policy and doesn't require this amendment.

**#P14/16****Moved by:** A. Danko**Seconded by:** J. Michael

**THAT**, the Policy Committee recommends that Policy I-34(b) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees, **as amended**, be forwarded to the October 18, 2016 Regular Board Meeting for approval.

A. Quinn requested a recorded vote:

In Favour	Opposed
A. Danko	H. Karabela
A. Iantomasi	A. Quinn
J. Michael	
D. Rabenda	
M. Rowe	
S. Trites	

Recommendation **#P14/16 CARRIED** as amended.

It was noted that Trustee expenses are posted on the Public website in November/December.

D. Rabenda excused herself from the meeting at 8:30 p.m.

#### 4. **DISCUSSION ITEMS**

There were no discussion items.

#### 5. **INFORMATION ITEMS**

5.1 **Administrative Procedure VI-05 Secondary School Cafeteria Commissions**

5.2 **Administrative Procedure VI-06 Charitable Receipts**

5.3 **Administrative Procedure VI-16 Student Retreat Funds**

Staff responded to questions regarding the student retreat funds.

5.4 **Administrative Procedure VI-26 Cheque Requisitions**

5.5 **Administrative Procedure VI-31 Trust Funds**

5.6 **Policy Review Schedule - Three Year Cycle**

T. Overholt acknowledged that the Policy Review Schedule has been finalized.

#### 6. **MISCELLANEOUS INFORMATION**

There was no miscellaneous information.

#### 7. **CORRESPONDENCE**

There was no correspondence.

#### 8. **IN CAMERA**

There was no in-camera session.

#### 9. **NEW BUSINESS**

There was no new business.

#### 10. **MOTION TO EXCUSE COMMITTEE MEMBERS**

There were no trustees absent.

11. **MOTION TO ADJOURN**

**#P15/16**

**Moved by:** J. Michael

**Seconded by** J.M. Rowe

**THAT**, the meeting adjourn.

**CARRIED**

The meeting closed with a prayer led by P. Marai at 8:40 p.m.