

## MINUTES OF THE POLICY COMMITTEE MEETING

Date: December 13, 2016  
Time: 7:00 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

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

Staff Present              P. Dawson, Director of Education  
                                 G. Corbacio, Superintendent of Education  
                                 L. Frees, Senior Administrator, Human Resources  
                                 J. O'Hara, Executive Officer, Human Resources  
                                 T. Overholt, Superintendent of Education  
                                 T. Pinelli, Superintendent of Education  
                                 A. Swinden, Administrator, Strategic Communications

Recording Secretary:    J. Neuman

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### 1. CALL TO ORDER

#### 1.1 Opening Prayer (H. Karabela)

The meeting began at 7:05 p.m. with a prayer led by H. Karabela.

### 2. APPROVALS

#### 2.1 Approval of Agenda

Acting Chair, P. Dawson, asked for a motion to approve the agenda

A. Quinn requested an addition to the agenda under Discussion: **Item 4.3** Opening Exercises Policy II-09

**P#01/17**

**Moved by:** J. Michael

**Seconded by:** P. Marai

That, the agenda be approved as amended.

**CARRIED**

#### 2.2 Approval of Minutes

Acting Chair, P. Dawson, asked for a motion to approve the minutes from the November 8, 2016 Policy Committee meeting.

**#P02/17**

**Moved by:** J. Michael

**Seconded by:** S. Trites

That, the minutes of the Policy Committee Meeting held on November 8, 2016 be approved, as submitted.

**CARRIED**

### 3. ACTION ITEMS

#### 3.1 Election of the Chair of the Policy Committee (December 13, 2016 - December 2017) (P. Dawson)

Acting Chair, P. Dawson, reviewed the election process and called for nominations for the position of Chair of the Policy Committee for the period of December 13, 2016 until the first Policy Committee meeting in December 2017.

A. Danko was nominated by P. Marai, seconded by S. Trites for the position of Chair of the Policy Committee. A. Danko accepted the nomination. There were no other nominations.

**P#04/17**

**Moved by:** A. Iantomasi

**Seconded by:** J. Michael

That, the nominations be closed.

**CARRIED**

A Danko was acclaimed as the Chair of the Policy Committee.

**P#03/17**

**Moved by:** P. Marai

**Seconded by:** S. Trites

That, A. Danko be appointed to the position of Chair of the Policy Committee for the period of December 13, 2016 until the first Policy Committee Meeting in December 2017.

**CARRIED**

A. Danko thanked the committee for their nomination and support.

P. Dawson declared A. Danko as Chair of the Policy Committee.

A. Danko assumed the responsibility as Chair of the Policy Committee.

### **3.2 Policy I-12 Emergency Plans - Fire & Evacuation Procedures (T. Pinelli)**

T. Pinelli shared the revisions to Policy I-12 and referred to the Halton Regional Police protocol and the ministry mandate to revise current policy and procedure. It was noted that the documents now reflect all aspects of emergency preparedness. It was also noted that the title needs to change to reflect ministry regulation.

**#P05-17**

**Moved by:** P. Marai

**Seconded by:** A. Iantomasi

That, the Policy Committee recommends that Policy I-12 Emergency Plans - Fire & Evacuation Procedures name be changed to Policy I-12 Emergency Response Plans for Fire, Evacuation, Lockdown, And Bomb Threat Response and along with amendments, be forwarded to the December 20, 2016 Regular Board Meeting for approval.

Discussion followed regarding the title of the policy. T. Pinelli responded that in order to reduce confusion in communication between emergency responders, schools, parents, students and the community, the name reflects the language of the text as mandated by the Ministry of Education.

T. Pinelli indicated that the schools must hold two Bomb Threat and Lockdown Practice Drills each school year and the data will be collected and forwarded to the Ministry.

**#P05-17 (amendment)**

**Moved by:** A. Quinn

**Seconded by:** P. Marai

That, the policy be named Policy I-12 Emergency Response Plans and remove Fire & Evacuation, Lockdown and Bomb Threat.

Discussion ensued. T. Overholt recommended that the policy name remain as recommended. By keeping it specific to the cause of the emergency response it will help reduce confusion as the Board has other policies in place for other types of emergency responses (e.g. medical conditions, etc.). T. Pinelli commented that other emergency plan policies will be coming to the Board and by being specific in the title it will alleviate confusion.

P. Marai requested that Policy I-12 be delayed to the next meeting so follow-up could be taken regarding the requirement of the information included in the title. T. Pinelli responded that the Policy should have been in place in September 2016, and that in-servicing with staff has already begun.

D. Rabenda encouraged the committee to keep the title as recommended as it is specific and will assist staff in understanding its use.

The amended motion was withdrawn.

The Chair called for a vote. Recommendation **#P05-17 UNANIMOUSLY CARRIED**

### 3.3 Policy II-17 Pastoral Reference (J. O'Hara)

**#P06/17**

**Moved by:** J. Michael

**Seconded by:** S. Trites

That, the Policy Committee recommends that Board Policy II-17- Pastoral Reference be forwarded, with amendments, to the December 20, 2016 Regular Board Meeting for approval

Discussion followed. J. O'Hara responded with clarification regarding wording and content of the policy. It was noted that Educational Assistants (EA) do not deliver curriculum to students, and are therefore not required to be practicing Catholics.

**#P06/17 (amendment)**

**Moved by:** A. Quinn

**Seconded by:** H. Karabela

That, the policy committee accept the recommendation with language to be provided by the Director, to include the phrase, "must be practicing Catholics" and be brought to the upcoming Board meeting, for approval.

The Chair called for vote. Recommendation **#P06/17 (amendment)** was **UNANIMOUSLY CARRIED**

### 3.4 Policy IV-3 Playground Equipment (T. Overholt)

**#P07/17**

**Moved by:** A. Quinn

**Seconded by:** S. Trites

THAT, the Policy Committee recommends that Policy IV-03 Playground Equipment name be changed to Policy IV-03 Playground Installation and along with amendments, be forwarded to the December 20, 2016 Regular Board Meeting for approval.

P. Marai began the discussion by suggesting that the policy is no longer required and be established as an Administrative Procedure.

T. Overholt responded with the historical purpose of the Policy.

Concerns were raised regarding insurance and liability.

T. Overholt summarized the changes to the policy under review.

**Moved by** P. Marai

**Seconded by** J. Michael

That, the language be moved out of this policy and put it into a procedure.

Discussion followed. P. Dawson responded regarding schools' responsibilities regarding playground equipment and installations. T. Overholt will investigate with the finance department regarding OSBIE regulations.

P. Marai withdrew his motion of amendment and further moved to refer this item to the first policy meeting in January

**#P07/17 (Amendment)**

**Moved by** P. Marai

**Seconded by** J. Michael

That, this item be referred to the first policy meeting in January.

The Chair call for a vote. Recommendation **#P07/17 (Amendment) CARRIED** with one opposed.

### **3.5 Policy IV-01 Fencing at School Sites - First Reading (G. Corbacio)**

**P#08/17**

**Moved by:** A. Quinn

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

That, the Policy Committee recommend that Policy IV-01 Fencing at School Sites be forwarded, to the December 20, 2016 Regular Board Meeting for approval, at first reading.

G. Corbacio introduced Policy IV-01 Fencing at School Sites, noted the reasoning for the creation of the policy, and responded to questions.

**P#08/17 (amendment)**

**Moved by:** P. Marai

**Seconded by:** J. Michael

That, this policy be moved into a procedure.

Discussion regarding property neighbours and student and staff safety followed. G. Corbacio indicated that having this policy adds weight when fencing concerns need to be addressed with neighbouring property owners. T. Overholt indicated that the statements in the policy are overarching and the procedure will be more specific regarding building specifications.

The Chair called for a vote on the amended motion. Recommendation **P#08/17 (amendment) was DEFEATED.**

The Chair returned to the original motion. At this time, it was noted that the policy will be sent out to stakeholders. Further discussion regarding cost of fencing, gating and properties backing on to parks followed.

The Chair call for a vote. Recommendation **P#08/17 CARRIED** with one opposed.

It was noted that the policy will be discussed at a future Policy Committee meeting.

#### 4. DISCUSSION ITEMS

##### 4.1 Policy III-04 Employee Assistance Program (J. O'Hara)

A. Danko indicated that he has been the Chair of the HCDSB Employee Assistance Program (EAP) committee.

J. O'Hara provided a history of the EAP in HCDSB and informed the committee that the Policy is being brought forward as discussion in response to staff request for changes and for the opportunity to add wording to the policy to include Request for Proposal (RFP) options to EAP service providers.

A chart of expenses to the board was explained. It was noted that the current Wellness program will be ending with the upcoming changes to benefits, and the service providers being considered can include a wellness program as an add-on not an extra cost.

Questions regarding current collective agreements, and bargaining; cost savings; current employee use of the program; spiritual advisors; concerns regarding current local providers no longer being available; and timeline for revision and implementation were asked and answered.

##### **P#09/17**

**Moved by:** A. Quinn

**Seconded by:** H. Karabela

That, Trustees allow staff to conduct an RFP without changing the policy.

Discussion followed regarding the RFP process. T. Overholt and J. O'Hara will review the process with the Purchasing Department for advice on how to proceed. It was suggested that the Board pursues a Request for Quote (RFQ) to begin the process.

The Chair asked A. Quinn to reconsider motion.

A. Quinn revoked the motion and proposed a second motion.

##### **P#10/17**

**Moved by:** A. Quinn

**Seconded by:** H. Karabela

That, Trustees allow Senior Staff to survey the market for equivalent Employee Assistance programs to determine what services are available at what cost.

Concerns were raised about delaying the policy revision process. It was noted that this motion allows Senior Staff the opportunity to begin the process in preparation for the next Policy committee meeting.

The Chair called for a vote. Recommendation **P#10/17 CARRIED** with one opposed.

##### 4.2 Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee (T. Overholt)

T. Overholt brought Policy I-23 forward for discussion. The revisions required were noted. Ministry Regulations regarding school councils and parent involvement committees were reviewed.

It was noted that the document referred to in the policy should be considered a resource and that a procedure will be developed.

Discussion followed regarding Catholic School Council (CSC) by-laws; consistent communication to parents from CSC and the Catholic Parent Involvement Committee (CPIC). As well CPIC members were encouraged

to communicate with Trustees, if so inclined. T. Overholt noted that parents are encouraged to attend Board meetings at any time, and cautioned that topics go through the proper channels before being brought to the Board.

A request was made to send the policy out for Stakeholder input.

#### **4.3 Policy II-09 - Opening and closing Exercises (A. Quinn)**

A. Quinn asked the Director of Education for clarification on how policies of the Board are upheld. He referred to Policy II-09 Opening and Closing Exercises that was approved and implemented in February 2016, and indicated that following a personal survey of some Elementary schools he noted that several schools are not including the Oath of Citizenship in their opening exercises.

P. Dawson responded that Principals have been notified on numerous occasions that they are to ensure that the Oath of Citizenship is included in their opening exercises and will remind the Family of Schools Superintendents to ensure this practice is being followed.

At this time A. Quinn also noted that Policy II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities which indicated that the student activity fee is voluntary is not being correctly communicated by some schools.

P. Dawson responded that a letter would be forwarded sent to principals to forward to parents as a point of clarification.

### **5. INFORMATION ITEMS**

#### **5.1 Upcoming Agenda Items (January 10, 2017) (T. Overholt)**

T. Overholt indicated that the list of policies as upcoming agenda items has been revised. In response to questions it was noted that Policy I-23 would have to be deferred to the February Policy Committee Meeting as it was recommended to go to stakeholders.

- 5.1.1 Policy I-06 Delegation to Board**
- 5.1.2 Policy I-18 Accessibility Standards for Customer Service**
- 5.1.3 Policy I-20 Integrated Accessibility Standards**
- 5.1.4 Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee**
- 5.1.5 Policy II-03 Principal Designate in Schools Without Vice-Principals**
- 5.1.6 Policy II-40 Bullying Prevention and Intervention**

### **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/ Closing Prayer**

**P#11/17** - Motion to adjourn

**Moved by:** J. Michael

**Seconded by:** A. Iantomasi

**CARRIED**

The meeting closed at 9:30 pm with a prayer led by J. M. Rowe.