

**POLICY COMMITTEE MEETING
REVISED AGENDA**

Date: Tuesday, January 10, 2017
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

	Pages
1. Opening Prayer (P. Marai)	
2. Approvals	
2.1 Approval of Agenda	
2.2 Approval of Minutes	1 - 7
3. Action Items	
3.1 I-06 Delegation to the Board (P. Dawson, T. Overholt)	8 - 18
3.2 II-03 Principal Designate in Schools Without Vice-Principals (T. Overholt)	19 - 22
3.3 III-12 Promotion (T. Overholt)	23 - 25
3.4 <i>IV-3 Playground Equipment (T. Overholt)</i>	26 - 29
4. Discussion Items	
5. Information Items	
5.1 Upcoming Agenda Items (February 14, 2017) (T. Overholt)	
5.1.1 I-18 Accessibility Standards for Customer Services	
5.1.2 I-20 Integrated Accessibilty Standards	
5.1.3 I-23 Catholic School Councils and Catholic Parent Involvement Committee	
5.1.4 I-21 Corporate Investment in Education	
5.1.5 I-25 Purchasing Policy	
5.1.6 I-29 School Boundary Reveiw Process	
5.1.7 III-13 Corporate Purchasing Card Distribution Usage	
5.1.8 IV-01 Fencing at School Sites	
5.1.9 III-03 Employee Assistance Program (as discussion)	
5.2 2016-2017 Policy Committee Work Plan (Cycle 1) (T. Overholt)	30 - 31
6. Miscellaneous Information	

7. **Correspondence**
8. **In Camera**
9. **New Business**
10. **Motion to Excuse Absent Committee Members**
11. **Motion to Adjourn / Closing Prayer (J. Michael)**

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

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. Maria

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.

POLICY I-06 DELEGATION TO THE BOARD

PURPOSE:

To provide for the consideration of the Policy Committee revisions to *Policy I-06, Delegation to the Board* as recommended by staff.

BACKGROUND/COMMENTARY:

Policy I-06 Delegation to the Board, first established in 1995, was created to guide the process whereby individuals, or groups, may present or delegate to the Board of Trustees on matters related to education that fall within the Board's jurisdiction. The policy was last amended in 2013, and was scheduled for review this school year, in accordance with the current three-year review cycle.

Staff have revised Policy I-06, making modest modifications throughout the policy for clarity and ease of understanding. In addition to these modifications, the following amendments were made:

- Language was added to articulate that the names and content of delegation submissions are subject to disclosure by way of publication of the agenda on the Board's website, and through video and audio recording of Board Meetings. This revision was made in light of legislated requirements within the *Municipal Freedom of Information of Privacy Act (MFIPPA)*, the *Education Act* and the *Municipal Act*.
- Amendments were made to identify two distinct categories for delegations: *Ad Hoc Delegations*, and *Process Review Delegations*. The revised policy now stipulates timelines for consideration and response to Process Review Delegations. The intent is to allow sufficient time for Trustee consideration of delegations that are connected to process reviews (e.g. Boundary Reviews, Pupil Accommodation Reviews).
- Criteria was included to allow students to delegate to the Board of Trustees. Delegations by minors was not previously addressed within Policy I-06.

The revised Policy I-06, Delegation to the Board, is attached for review and consideration by the Policy Committee.

RECOMMENDATION:

Moved by:
Seconded by:

RECOMMENDED, that Policy I-06, Delegation to the Board, be forwarded as amended to the January 17, 2017 Regular Board Meeting for approval.

**REPORT PREPARED &
SUBMITTED BY:**

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

DELEGATION TO THE BOARD

Policy No.:	I-06
Date:	February 28, 1995
Amended:	June 5, 2001
Amended:	February 18, 2003
Amended:	November 19, 2013
Scheduled for Review:	November 2016

PURPOSE

To provide an opportunity for individuals or groups to delegate or /make a presentation to the Board of Trustees on matters relating to educational issues and/or other matters within the Board's jurisdiction.

APPLICATION & SCOPE

I. Ad Hoc Delegations

This policy applies to any individual or group wishing to delegate or /make a presentation to the Board of Trustees on an ad hoc matter that falls within the Board's jurisdiction. Delegations or presentations related to School Boundary issues shall only be addressed under the terms of Operating Policy I-29 (Boundary Review Process).

II. Process Review Delegations

This policy applies to delegations on matters pertaining to a review process (e.g. School Boundary Review, School Accommodation Review)

PRINCIPLES

- The Halton Catholic District School Board welcomes opportunities to receive public input on issues of concern to individuals or groups. Values relationships and partnerships and is committed to providing meaningful feedback mechanisms that encourage and support two-way communications
- The Board recognizes individuals or groups affected by a decisions of should have the opportunity to provide direct input to the Board should have the opportunity to or to present a their position or concern to the of information to the Board of Trustees.
- The delegation process is not intended to be interactive or a two-way conversation but trustees can ask questions for clarification purposes.
- All requests to delegate to the Board will be subject to the approval of the Chair, which will not be unreasonably withheld.

REQUIREMENTS

- An individual or group wishing to delegate to the Board, shall submit the request in writing to the office of the Director of Education and Secretary of the Board at least no later than (7) days prior to the meeting of the Board.
- A student under 18 years of age, who wishes to make a delegation to the Board must do so with a parent/guardian.
- Any one delegation or individual shall be permitted to make only one presentation to the Board on an issue. Any additional presentation on the same issue is permitted provided that the significant difference(s) are outlined and presented in writing to the Chair of the Board and/ Secretary of the Board seven (7) days prior to the Board meeting.
- The Chair of the Board, in consultation with the Secretary of the Board, shall determine whether there are significant differences in the written request for an additional presentation

DELEGATION TO THE BOARD

Policy No.: I-06

Date: February 28, 1995

Amended: June 5, 2001

Amended: February 18, 2003

Amended: November 19, 2013

Scheduled for Review: November 2016

and grant or deny the request to delegate to the Board. Appeals to this decision must be made by a trustee and shall come before the Board for decision. Should the appeal be successful, the delegation or individual will be allowed to appear at the request of meeting.

- Employees of the Board or representatives of employee groups shall not delegate to the Board to express their views relative to their employment or professional interests.
- The request shall outline in some detail the subject matter(s) to be presented and indicate who the spokesperson/presenters(s) will be for the group or organization. A maximum of three (3) spokespersons/presenters and no other person may address the Board unless approval is given by the Chair of the Board. Delegations with similar rationales will be grouped together.
- ~~▪ There may be up to a maximum of five (5) delegations. At the discretion of the Chair of the Board, more delegations may be added as deemed appropriate. Each delegation as a whole, shall be allowed a maximum of ten (10) minutes to present their issue of concern to the Board.~~
- ~~▪ Employees of the Board or representatives of employee groups shall not delegate to the Board to express their views relative to their employment or professional interests.~~
- ~~▪ The complete and detailed presentation and A complete script script and presentation must be delivered or sent electronically to the Office of the Director of Education and Secretary of the Board at least four (4) business days prior to the Regular Board meeting. At the Board Meeting, the presenter(s) will highlight the pertinent points in their presentation.~~
- At the Board Meeting, the presenter(s) will use the script that they provided in their package
- Personal information as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Education Act and the Municipal Act, in accordance with the provisions of MFIPPA. The name and the contents of the submission are subject to disclosure by way of publication of the agenda on the Board's website. As well, all Board Meetings are video and audio recorded.
- ~~▪ There may be up to a maximum of five (5) delegations. At the discretion of the Chair of the Board, more additional delegations may be added as deemed appropriate. Each delegation as a whole, shall be allowed a maximum of ten (10) minutes to present their issue of concern to the Board.~~
- Trustees may ask questions for clarification purposes.
- The complete presentation by any delegation shall not exceed ten (10) minutes, exclusive of trustee questions.
- ~~▪ The individual or spokesperson(s) for a delegation shall limit their presentation to the subject matter(s) outlined in their request to delegate to the Board.~~
- To allow for equitable time allocated to each delegation, the Chair shall act as the moderator for each delegation presentation and will govern the questions from The Board of Trustees, preserving the intent of the questions to be strictly for clarification purposes.
- Presenters and guests in the gallery are expected to maintain a level of decorum, which will allow meetings to proceed without interruptions, and free of abusive or derogatory language

DELEGATION TO THE BOARD

Policy No.:	I-06
Date:	February 28, 1995
Amended:	June 5, 2001
Amended:	February 18, 2003
Amended:	November 19, 2013
Scheduled for Review:	November 2016

~~at all times. Individuals and delegations are advised that placards and disruptive demonstrations are not permitted at the Board's Catholic Education Centre or at any other location where a Board meeting is held. The Chair may expel or exclude from the meeting any person(s) who engages in this or any other form of improper conduct-~~

- ~~▪ In the event an individual or spokesperson for a delegation begins to use, the name/title/position of any person in a derogatory fashion the Chair shall advise the individual or delegation representative(s) to limit comments to non-personal references. If the spokesperson persists, the Chair shall rule the delegation out of order and the presentation shall cease immediately.~~
- ~~▪ The individual or spokesperson(s) for a delegation is (are) expected to refrain from the use of abusive or derogatory language at all times and the Chair may expel or exclude from the meeting any person(s) who engages in this or any other form of improper conduct.~~
- ~~▪ Individuals and delegations are requested to maintain a level of decorum, which will allow meetings to proceed without interruptions. Individuals and delegations are advised that placards and disruptive demonstrations are not permitted at the Board's Catholic Education Centre or at any other location where a Board meeting is held.~~
- ~~▪ Any one delegation or individual shall be permitted to make only one presentation to the Board on an issue. Any additional presentation on the same issue is permitted provided that the significant difference(s) are outlined and presented in writing to the Chair of the Board and/ Secretary of the Board seven (7) days prior to the Board meeting.~~
- ~~▪ The Chair of the Board, in consultation with the Secretary of the Board, shall determine whether there are significant differences in the written request for an additional presentation and grant or deny the request to delegate to the Board. Appeals to this decision must be made by a trustee and shall come before the Board for decision. Should the appeal be successful, the delegation or individual will be allowed to appear at the request of meeting.~~

Response to Delegation(s)

I. Ad Hoc Delegations

- The Board's agenda shall include, an action item, entitled Board Response to the Delegation(s) at the same meeting. Trustees in attendance may move and approve a motion for:
 - a decision on the matter at the same meeting;
 - referral of the matter to a future meeting;
 - a staff report on the matter to be considered at a future meeting.
 - to receive for information

II. Process Review Delegations

~~For delegations on matters under review by a committee of the Board with recommendation(s) for action, the Board of Trustees shall make a decision on the matter no fewer than ten (10) business days from the public delegation(s).~~

OPERATING POLICY

HALTON CATHOLIC DISTRICT SCHOOL BOARD

DELEGATION TO THE BOARD

Policy No.:	I-06
Date:	February 28, 1995
Amended:	June 5, 2001
Amended:	February 18, 2003
Amended:	November 19, 2013
Scheduled for Review:	November 2016

- Once the Board makes a decision on a presentation, the Secretary of the Board shall communicate the Board’s decision in writing to the spokesperson for the group or organization.

The Director of Education shall develop administrative procedures to support the implementation, compliance and enforcement of this Policy.

APPROVED: Regular Meeting of the Board

DISTRIBUTION: Board Members, Administration, Principals & Staff

Authorized by:

Chair of the Board

DELEGATION TO THE BOARD

Policy No.:	I-06
Date:	February 28, 1995
Amended:	June 5, 2001
Amended:	February 18, 2003
Amended:	November 19, 2013
Scheduled for Review:	November 2016

PURPOSE

To provide an opportunity for individuals or groups to delegate/make a presentation to the Board on matters relating to educational issues and/or other matters within the Board’s jurisdiction.

APPLICATION & SCOPE

This policy applies to any individual or group wishing to delegate/make a presentation to the Board. Delegations or presentations related to School Boundary issues shall only be addressed under the terms of Operating Policy I-29 (Boundary Review Process).

PRINCIPLES

- The Board welcomes opportunities to receive public input on issues of concern to individuals or groups.
- Individuals or groups should have the opportunity to provide direct input to the Board or to present a position of information to the Board.
- The delegation process is not intended to be interactive or a two-way conversation but trustees can ask questions for clarification purposes.
- All requests to delegate to the Board will be subject to the approval of the Chair, which will not be unreasonably withheld.

REQUIREMENTS

- An individual or group wishing to delegate to the Board, shall submit the request in writing to the office of the Director of Education and Secretary of the Board at least (7) days prior to the meeting of the Board.

The request shall outline in some detail the subject matter(s) to be presented and indicate who the spokesperson(s) will be for the group or organization. A maximum of three (3) spokespersons and no other person may address the Board unless approval is given by the Chair of the Board.

4

- There may be up to a maximum of five (5) delegations. At the discretion of the Chair of the Board, more delegations may be added as deemed appropriate. [Each delegation as a whole, shall be allowed a maximum of ten (10) minutes to present their issue of concern to the Board.]

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- Employees of the Board or representatives of employee groups shall not delegate to the Board to express their views relative to their employment or professional interests.

3

DELEGATION TO THE BOARD

Policy No.:	I-06
Date:	February 28, 1995
Amended:	June 5, 2001
Amended:	February 18, 2003
Amended:	November 19, 2013
Scheduled for Review:	November 2016

- The complete and detailed presentation must be *delivered or sent electronically* to the Office of the Director of Education and Secretary of the Board at least four (4) business days prior to the Regular Board meeting. At the Board Meeting, the presenter(s) will highlight the pertinent points in their presentation.
- The complete presentation by any delegation shall not exceed ten (10) minutes, exclusive of trustee questions.
- The individual or spokesperson(s) for a delegation shall limit their presentation to the subject matter(s) outlined in their request to delegate to the Board.
- To allow for equitable time allocated to each delegation, the Chair shall act as the moderator for each delegation presentation and will govern the questions from The Board of Trustees, preserving the intent of the questions to be strictly for clarification purposes.
- In the event an individual or spokesperson for a delegation begins to use, the name/title/position of any person in a derogatory fashion the Chair shall advise the individual or delegation representative(s) to limit comments to non-personal references. If the spokesperson persists, the Chair shall rule the delegation out of order and the presentation shall cease immediately.
- The individual or spokesperson(s) for a delegation is (are) expected to refrain from the use of abusive or derogatory language at all times and the Chair may expel or exclude from the meeting any person(s) who engages in this or any other form of improper conduct. 7
- Individuals and delegations are requested to maintain a level of decorum, which will allow meetings to proceed without interruptions. Individuals and delegations are advised that placards and disruptive demonstrations are not permitted at the Board's Catholic Education Centre or at any other location where a Board meeting is held. 8
- Any one delegation or individual shall be permitted to make only one presentation to the Board on an issue. Any additional presentation on the same issue is permitted provided that the significant difference(s) are outlined and presented in writing to the Chair of the Board and/ Secretary of the Board seven (7) days prior to the Board meeting. 1
- The Chair of the Board, in consultation with the Secretary of the Board, shall determine whether there are significant differences in the written request for an additional presentation and grant or deny the request to delegate to the Board. Appeals to this decision must be made by a trustee and shall come before the Board for decision. Should the appeal be successful, the delegation or individual will be allowed to appear at the request of meeting. 2
- The Board's agenda shall include, an action item, entitled Board Response to the Delegation(s) at the same meeting. Trustees in attendance may move and approve a motion for:
 - a decision on the matter at the same meeting;
 - referral of the matter to a future meeting;
 - a staff report on the matter to be considered at a future meeting.
 - to receive for information

OPERATING POLICY

HALTON CATHOLIC DISTRICT SCHOOL BOARD

DELEGATION TO THE BOARD

Policy No.: I-06
Date: February 28, 1995
Amended: June 5, 2001
Amended: February 18, 2003
Amended: November 19, 2013
Scheduled for Review: November 2016

- Once the Board makes a decision on a presentation, the Secretary of the Board shall communicate the Board’s decision in writing to the spokesperson for the group or organization.

The Director of Education shall develop administrative procedures to support the implementation, compliance and enforcement of this Policy.

APPROVED: Regular Meeting of the Board

DISTRIBUTION: Board Members, Administration, Principals & Staff

Authorized by: _____
Chair of the Board

DELEGATION TO THE BOARD

Policy No.: I-06
 Date: February 28, 1995
 Amended: June 5, 2001
 Amended: February 18, 2003
 Amended: November 19, 2013
 Scheduled for Review: November 2016

PURPOSE

To provide an opportunity for individuals or groups to delegate or make a presentation to the Board of Trustees on matters relating to educational issues and/or other matters within the Board’s jurisdiction.

APPLICATION & SCOPE

I. Ad Hoc Delegations

This policy applies to any individual or group wishing to delegate or make a presentation to the Board of Trustees on an ad hoc matter that falls within the Board’s jurisdiction

II. Process Review Delegations

This policy applies to delegations on matters pertaining to a review process (e.g. School Boundary Review, School Accommodation Review)

PRINCIPLES

- The Halton Catholic District School Board values relationships and partnerships and is committed to providing meaningful feedback mechanisms that encourage and support two-way communications
- The Board recognizes individuals or groups affected by a decision of the Board should have the opportunity to present their position or concern to the Board of Trustees.
- All requests to delegate to the Board will be subject to the approval of the Chair, which will not be unreasonably withheld.

REQUIREMENTS

- An individual or group wishing to delegate to the Board, shall submit the request in writing to the office of the Director of Education and Secretary of the Board no later than (7) days prior to the meeting of the Board.
- A student under 18 years of age, who wishes to make a delegation to the Board must do so with a parent/guardian.
- Any one delegation or individual shall be permitted to make only one presentation to the Board on an issue. Any additional presentation on the same issue is permitted provided that the significant difference(s) are outlined and presented in writing to the Chair of the Board and/ Secretary of the Board seven (7) days prior to the Board meeting. 1
- The Chair of the Board, in consultation with the Secretary of the Board, shall determine whether there are significant differences in the written request for an additional presentation and grant or deny the request to delegate to the Board. Appeals to this decision must be made by a trustee and shall come before the Board for decision. Should the appeal be successful, the delegation or individual will be allowed to appear at the request of meeting. 2
- Employees of the Board or representatives of employee groups shall not delegate to the Board to express their views relative to their employment or professional interests 3

DELEGATION TO THE BOARD

Policy No.:	I-06
Date:	February 28, 1995
Amended:	June 5, 2001
Amended:	February 18, 2003
Amended:	November 19, 2013
Scheduled for Review:	November 2016

- Commercial enterprises are prohibited from appearing before the Board as a delegation for purposes of promoting their products/services.
- The request shall outline in some detail the subject matter(s) to be presented and indicate who the presenters(s) will be for the group or organization. A maximum of three (3) presenters and no other person may address the Board unless approval is given by the Chair of the Board. At the discretion of the Chair, delegations with similar rationales will be grouped together (for a total of a 10 minute presentation) . 4
- A complete script and presentation must be delivered or sent electronically to the Office of the Director of Education and Secretary of the Board at least four (4) business days prior to the Regular Board meeting (by 1:00 pm).
- At the Board Meeting, the presenter(s) will use the script that they provided in their package
- Personal information as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Education Act and the Municipal Act, in accordance with the provisions of MFIPPA. The name and the contents of the submission are subject to disclosure by way of publication of the agenda on the Board's website. As well, all Board Meetings are video and audio recorded.
- There may be up to a maximum of five (5) delegations. At the discretion of the Chair of the Board, additional delegations may be added as deemed appropriate. 5
- Trustees may ask questions for clarification purposes.
- The complete presentation by any delegation shall not exceed ten (10) minutes, exclusive of trustee questions. 6
- To allow for equitable time allocated to each delegation, the Chair shall act as the moderator for each delegation presentation and will govern the questions from The Board of Trustees, preserving the intent of the questions to be strictly for clarification purposes.
- Presenters and guests in the gallery are expected to maintain a level of decorum, which will allow meetings to proceed without interruptions, and free of abusive or derogatory language at all times. Individuals and delegations are advised that placards and disruptive demonstrations are not permitted at the Board's Catholic Education Centre or at any other location where a Board meeting is held. The Chair may expel or exclude from the meeting any person(s) who engages in this or any other form of improper conduct. 7
8

Response to Delegation(s)

I. Ad Hoc Delegations

- The Board's agenda shall include, an action item, entitled Board Response to the Delegation(s) at the same meeting. Trustees in attendance may move and approve a motion for:
 - a decision on the matter at the same meeting;
 - referral of the matter to a future meeting;
 - a staff report on the matter to be considered at a future meeting.
 - to receive for information

II. Process Review Delegations

DELEGATION TO THE BOARD

Policy No.:	I-06
Date:	February 28, 1995
Amended:	June 5, 2001
Amended:	February 18, 2003
Amended:	November 19, 2013
Scheduled for Review:	November 2016

For delegations on matters under review by a committee of the Board with recommendation(s) for action, the Board of Trustees shall make a decision on the matter no fewer than ten (10) business days from the public delegation(s).

- Once the Board makes a decision on a presentation, the Secretary of the Board shall communicate the Board’s decision in writing to the spokesperson for the group or organization.

The Director of Education shall develop administrative procedures to support the implementation, compliance and enforcement of this Policy.

APPROVED: Regular Meeting of the Board

DISTRIBUTION: Board Members, Administration, Principals & Staff

Authorized by: _____
Chair of the Board

<p>LEGEND</p> <p>BLUE – new statement addition to policy</p> <p>RED – Modified language for clarity</p> <p>GREEN – text not changed, but moved within document for flow and clarity</p>

POLICY II-03 PRINCIPAL DESIGNATE IN SCHOOLS WITHOUT VICE-PRINCIPALS

PURPOSE:

To provide for the consideration of the Policy Committee revisions to *Policy II-03, Principal Designate in Schools Without Vice-Principals* as recommended by staff.

COMMENTARY:

The following policy is in place to ensure that, in the absence of the administration at a school, appropriately trained staff are in place to ensure the safe operation of the school.

The following changes/revisions have been made: a name change eliminating “without Vice Principals”, as any school could require a Principal designate; a reorganization of content; addition of references and definitions to match the terminology in the two collective agreements; as well as outlining the requirements as to how a Principal designate is selected, their training and consent to act as a designate.

RECOMMENDATION:

Moved by:

Seconded by:

THAT, the Policy Committee recommends that *Policy II-03, Principal Designate in Schools Without Vice-Principals* name be changed to *Policy II-03, Principal Designate in Schools* and along with amendments, be forwarded to the January 17, 2017 Regular Board Meeting for approval.

REPORT PREPARED BY:

T. OVERHOLT
SUPERINTENDENT OF EDUCATION, SCHOOL SERVICES

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**PRINCIPAL DESIGNATE IN SCHOOLS
WITHOUT VICE-PRINCIPALS**

**Operating Policy: II-3
Date: October 17, 1972
Amended: July 30, 1991
Amended: June 5, 2007**

PURPOSE

In order that someone be in charge of the school during the principal's absence, the following procedure is established:

At the beginning of every school year, the principal in consultation with the Director shall select one teacher to act as "Principal Designate" in the absence of the principal. During any period of absence, the principal will appoint an individual as "Principal Designate" and will so advise staff, pupils, caretaker and the superintendent of this appointment.

It is recognized that a teacher acting in this capacity will do so for short periods of time, one week or less.

The principal "designate" will receive an allowance as stated in the collective agreement.

For an absence longer than a week's duration, alternate arrangements will be made by the school superintendent.

APPROVED: Regular Meeting of the Board
DISTRIBUTION: Board Members, Administration, Principals & Staff
Authorized by:
Chair of the Board

PRINCIPAL DESIGNATE

IN SCHOOLS

OPERATING POLICY: _____ II-3

WITHOUT VICE PRINCIPALS

DATE: _____

OCTOBER 17, 1972

AMENDED: _____

JULY 30, 1991

AMENDED: _____

JUNE 5, 2007

PURPOSE

To outline details about the appointment, role description and requirements for the Principal Designate in all elementary and secondary schools within the Halton Catholic District School Board.

APPLICATION AND SCOPE

This policy applies to all schools under the jurisdiction of the Halton Catholic District School Board, where there is no School Administrator present at the school, during the school day.

REFERENCES

- Education Act Reg. 298,
- HCDSB Elementary and Secondary Collective Agreements
- PPM 145 – Progressive Discipline and Promoting Positive Student Behaviour
- Admin Procedure VI-44 (Progressive Discipline and Safety in Schools)
- HCDSB “Teacher in Charge/Assistant to the Principal Handbook”.

DEFINITIONS

Throughout this policy the terms "Teacher in Charge" and "Assistant to the Principal" are used to describe a teacher that is delegated authority in the absence of the school administration for a short period of time and will be referred to as “Principal DelegateDesignate”.

- Assistant to the Principal – teacher delegated authority by the Principals in eElementary schools without VP(s)
- Teacher in Charge - teacher delegated authority by the Principals in Eelementary and Ssecondary schools with a VP

PRINCIPLES

Whenever possible, The Board will attempt to have an administrator present on school property.

The Principal of a school is in charge of the instruction, safety, and discipline of pupils in the school organization and the management of the school.

Teachers assist in developing cooperation and co-ordination of effort among the members of the staff of the school and maintain, under the direction of the principals, proper order and discipline in the teacher’s classroom and while on duty in the school and on the school grounds.

PRINCIPAL DESIGNATE

IN SCHOOLS

OPERATING POLICY: _____ II-3

~~WITHOUT VICE PRINCIPALS~~

DATE: _____ OCTOBER 17, 1972

_____ AMENDED: _____ JULY 30, 1991

_____ AMENDED: _____ JUNE 5, 2007

The Principal of a school has the authority to delegate his or her powers, duties, and responsibilities to a teacher in accordance with the Education Act, Part XIII, Section 300.1. The delegation of authority to a teacher is limited to the Education Act, Part XIII, Behaviour, Discipline, and Safety.

REQUIREMENTS

At the beginning of every school year, the Principal, in consultation with his or her Superintendent of Schools, shall select at least one teacher to act as Principal Designate in the absence of the Principal or Vice Principal.

The Principal Designate will receive an allowance as stated in their Collective Agreement.

The Principal Designate(s) will participate in annual training for the role of Principal Designate.

The Principal of a school will delegate authority in writing to the Principal Designate with the written consent of the Principal Designate. The written consent will be filed at the school with the Principal and a copy provided to the Principal Designate.

When the Principal has delegated authority to the Principal Designate, the Principal will communicate with staff the time frame and to whom the administrative responsibilities have been delegated.

APPROVED: Regular Meeting of the Board

Authorized by:
Chair of the Board

POLICY III-12 PROMOTION

PURPOSE:

To provide for the consideration of the Policy Committee revisions to *Policy III-12 Promotion* as recommended by staff

COMMENTARY:

The following policy is up for review as per the 3-year cycle and after review, only a minor change in the name of the policy is being recommended. The addition of Academic to the title in order to clearly delineate the staff in which the policies applies. No other changes are recommended to the policy by staff.

RECOMMENDATION:

Moved by:

Seconded by:

THAT, the Policy Committee recommends that *Policy III-12 Promotion* name be changed to *Policy III-12 Academic Promotion* and be forwarded to the January 17, 2017 Regular Board Meeting for approval.

REPORT PREPARED BY:

T. OVERHOLT
SUPERINTENDENT OF EDUCATION, SCHOOL SERVICES

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

ACADEMIC PROMOTION**POLICY No:** III-12

DATE: MARCH 17, 1998

AMENDED: FEBRUARY 5, 2008

AMENDED: MARCH 22, 2011

AMENDED: FEBRUARY 21, 2012

PURPOSE

To provide equal opportunity for all qualified Catholic applicants for positions of academic responsibility with the Halton Catholic District School Board.

APPLICATION AND SCOPE

This policy applies to all employees and applicants who apply for positions of academic responsibility with the Halton Catholic District School Board. It is understood that academic positions of responsibility include: Superintendent, Principal, Coordinator, Vice-Principal, Consultant, Department Head, and any other position of responsibility, either permanent or on an acting basis that is created from time to time.

PRINCIPLES

- The Halton Catholic District School Board recognizes that our school community exists to foster and exemplify Catholic values centred on the person of Jesus Christ.
- The Halton Catholic District School Board will appoint qualified Catholic candidates to positions of responsibility who have demonstrated a commitment to promoting Catholic education as outlined in the Board's Mission Statement and Goals.
- Promotion will be based on demonstrated ability, skill, knowledge and the expertise required to perform the duties of the position, and recognized system needs and priorities.
- Within the context of the denominational rights of Catholic school boards, every effort will be made to identify and remove discriminatory biases and systemic barriers that may limit an individual's candidacy for promotion.

REQUIREMENTS

- Candidates must have the necessary qualifications as determined by the Board.
- Candidates will be required to submit a Pastoral Letter of Reference, dated within the last year.
- The Director of Education shall establish administrative procedures to implement this policy.
- The Director of Education shall have the discretion to waive or amend the qualifications and requirements, in individual situations, in order to ensure that only the best candidates are appointed.
- The Director of Education will adhere to Administrative Procedure VI-28 *Selection and Appointment of Positions of Academic Administrative Responsibilities* to implement this policy and will report on an annual basis regarding the implementation of this policy including any instances where qualifications and requirements have been waived or amended.
- The Executive Officer, Human Resources Services shall be responsible for implementing and monitoring this policy and administrative procedures.

POLICY No: **III-12**
DATE: MARCH 17, 1998
AMENDED: FEBRUARY 5, 2008
AMENDED: MARCH 22, 2011
AMENDED: FEBRUARY 21, 2012

APPROVED: Regular Meeting of the Board

Authorized by:
[A. A. LeMay](#), Chair of the Board

ACTION REPORT

ITEM

POLICY IV-03 PLAYGROUND EQUIPMENT

PURPOSE:

To rescind Policy IV-03 Playground Equipment.

COMMENTS:

The following policy has been in place to deal primarily with playground structures that has previously been used on school playgrounds outside of the Kindergarten play area. Over time, various other types of playground installations have become more common practice (e.g. basketball nets, outdoor classrooms, etc.).

Upon review of the policy, it has been determined that a new Administrative Procedure will better address the requirements and process for the installation of playground equipment and structures. Therefore, it is recommended that *Policy IV-03 Playground Equipment* be rescinded.

Trustees will be informed when the new procedure has been finalized.

RECOMMENDATION:

Moved by:
Seconded by:

THAT, the Policy Committee recommends that *Policy IV-03 Playground Equipment* be forwarded to the January 17, 2017 Regular Meeting of the Board to be rescinded, and an Administrative Procedure be developed in it's place.

REPORT PREPARED BY:

T. OVERHOLT
SUPERINTENDENT OF EDUCATION

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

PLAYGROUND EQUIPMENT

POLICY No.: IV - 3
DATE : NOVEMBER 29, 1977
AMENDED : FEBRUARY 25, 1986
AMENDED : MARCH 7, 2000
AMENDED : OCTOBER 6, 2009

PURPOSE

The Halton Catholic District School Board supports school-based projects that provide for the installation of playground equipment on school sites.

APPLICATION & SCOPE

This policy applies to all Board sites where playground equipment is to be installed. The project shall be a community effort involving school staff, school council and parents and may involve the participation of other community partners.

PRINCIPLE

The Halton Catholic District School Board acknowledges that part of a child's development occurs during periods of play. Accordingly, the Board endorses the concept of playground equipment as a means of enhancing a child's creative, social, and physical development.

REQUIREMENTS

The Board will approve the construction of playground equipment on school property provided all the requirements listed in this section have been met.

1. The School Principal, in consultation with staff, supports the project.
2. The School Principal, who has secured a commitment from the Catholic School Council in support of playground equipment, will submit an initial request to proceed with the development of the project proposal to the Staff Planning Committee through the School Superintendent. No site development is to be undertaken without the approval of the Staff Planning Committee.

The Staff Planning Committee will comprise the following membership and will meet at the call of the Chair:

- i. School Superintendent - Chair
 - ii. Superintendent of Facility Management Services or designate
 - iii. Facility Supervisor
 - iv. School Principal
 - v. Catholic School Council Representative
 - vi. Health & Physical Education Consultant
2. The Staff Planning Committee will advise the Principal of the Board's expectations with respect to community involvement, financing, construction standards, supervision during construction and maintenance.
 3. On receipt of approval by the Staff Planning Committee to proceed with the development of the proposal, the Principal or designate will serve as chair of a school/community committee responsible for the design and implementation of the proposed playground equipment project, using the resources and assistance of the school community and, as appropriate, other community partners.

PLAYGROUND EQUIPMENT

POLICY No.: IV - 3
 DATE : NOVEMBER 29, 1977
 AMENDED : FEBRUARY 25, 1986
 AMENDED : MARCH 7, 2000
 AMENDED : OCTOBER 6, 2009

REQUIREMENTS cont'd...

4. The design of the proposed playground equipment will be in accordance with the directions and expectations of the Staff Planning Committee and the Canadian Standards Association (CSA) document entitled (*Children's Play Spaces and Equipment [CAN/CAS – Z614-98]*) in the matter of site location and standards of construction.
5. The school's playground equipment project proposal must include:
 - a detailed drawing appended to the proposal or a model, identifying the apparatus to be constructed, materials to be used, and location of the playground on the school site.
 - a detailed budget specifically outlining the finances required and the methods of fund raising in support of the construction of the playground equipment and the ongoing financial commitment to its maintenance and ground cover replacement.
 - plans for construction and starting date/completion date.
 - arrangements for regular on-site inspection during construction.
6. The Principal will submit the final proposal to the Staff Planning Committee and following final approval by the Staff Planning Committee, the Principal will proceed with the implementation of the plan for the proposed construction of the playground equipment.
7. The Principal and the appropriate Facility Supervisor will assume the responsibility for arranging on-site inspection of the playground equipment during the construction phase of the project.
- 8(a) The Principal and the appropriate Facility Supervisor shall assume the responsibility to establish an inspection schedule which shall be in accordance with the provisions of CSA's "Children's Play Spaces and Equipment" document. An accredited playground inspection company will carry out the specified inspections in accordance with CSA's standards. The Facility Supervisor, in consultation with the Principal, will be responsible for arranging any repair work as well as the scheduling of the inspection by the accredited playground inspection company.
- 8(b) The Board will assume the costs for the inspections of the playground equipment in accordance with CSA Standards by an accredited playground equipment company.
9. Funding for the ongoing maintenance and upkeep of the playground equipment shall be the responsibility of the school community. Furthermore, the school community shall ensure that sufficient funds are available to provide for the first year of maintenance and upkeep costs prior to implementing the construction phase of the playground equipment project.
10. In the event the school community cannot provide sufficient funds for the required repairs and maintenance of the playground equipment, the Board will reserve the right to decommission the structure.
11. It will be the responsibility of the Principal to ensure that each staff member is briefed on the use and safety procedures for the playground equipment in accordance with the Board's document *Safety Guidelines for Playground Equipment*. The teachers will in turn instruct the pupils on the appropriate use and safety measures related to the playground equipment.

PLAYGROUND EQUIPMENT

POLICY No.: IV - 3
 DATE : NOVEMBER 29, 1977
 AMENDED : FEBRUARY 25, 1986
 AMENDED : MARCH 7, 2000
 AMENDED : OCTOBER 6, 2009

REQUIREMENTS cont'd...

- 12. It will be the responsibility of the Principal or designate to provide during the regular school day for the supervision, regular general inspection/safety checks and advise the Board's appropriate Facility Supervisor of maintenance requirements for the playground equipment.

APPROVED: Regular Meeting of the Board

Authorized by: _____
 Chair of the Board

**Policy Committee Work Plan
2016-2017 (Cycle 1)**

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 nd & 3 rd Reading	Website Updated	Next Review (School Year)	Administrative Procedure	Admin. Procedure changes complete
	Establish	Review	Revise	Rescind	Approved at 1 st Reading	Approved/ Approved as Amended	Rescinded								
September 13, 2016															
I-19 Occupational Health and Safety		✓	✓			2016/09/20						2016/09/21	annually	N/A	
II-24 Home to School Transportation		✓	✓			2016/09/20						2016/09/21	2019-2020	VI-07(a)	
III-15 Workplace Violence		✓	✓			2016/09/20						2016/09/21	annually	N/A	
October 11, 2016															
I-01 Catholic School Support		✓	✓			2016/10/18						2016/10/19	2019-2020	VI-19	
I-31 Apparel Purchases and Fair Labour Practices		✓	✓			2016/10/18						2016/10/19	2019-2020		
V-07 Cash Donations Bequests to a School or to the Board		✓	✓			2016/10/18						2016/10/19	2019-2020		
III-16 Workplace Harassment		✓	✓			2016/10/18						2016/10/19	2019-2020	VI-04	
~NEW POLICY ~ III-17 Attendance Support Program	✓				2016/06/21	2016/10/18		2016/09/07	2016/09/28	2016/10/11	2016/10/18	2016/10/19	2019-2020	VI-76	
I-34(b) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees		✓				2016/10/18						2016/10/19	2019-2020		
November 8, 2016															
I-08 Staff Allocation Elementary				✓				2016/11/15				2016/11/16	2019-2020		

**Policy Committee Work Plan
2016-2017 (Cycle 1)**

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 nd & 3 rd Reading	Website Updated	Next Review (School Year)	Administrative Procedure	Admin. Procedure changes complete
	Establish	Review	Revise	Rescind	Approved at 1 st Reading	Approved/ Approved as Amended	Rescinded								
I-17 Secondary Staff Allocation Committee				✓			2016/11/15					2016/11/16	2019-2020	VI-03	
I-17(a) Secondary Staff Allocation Committee Factors				✓			2016/11/15					2016/11/16	2019-2020	VI-03	
II-18 Bicycle Safety			✓			2016/11/15						2016/11/16	2019-2020		
I-12 Emergency Plans – Fire & Evacuation Procedures		As discussion											2019-2020	VI-01 VI-02I	
December 13, 2016															
I-12 Emergency Plans – Fire & Evacuation Procedures			✓			Pending 2017/01/17							2019-2020	VI-20 established	
I-23 Catholic School Councils and Catholic Parent Involvement Committee		As discussion											2019-2020		
II-17 Pastoral Reference			✓			Pending 2017/01/17							2019-2020		
~NEW POLICY ~ IV-01 Fencing at School Sites					✓			Pending 2017/01/17					2019-2020		
IV-03 Playground Equipment			✓				Pending 2017/01/17						2019-2020		
III-04 Employee Assistance Program		As discussion											2019-2020		