

## POLICY COMMITTEE MEETING MINUTES

Date: April 10, 2018  
Time: 7:00 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

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

Regrets:

Staff Present: P. Dawson, Director of Education  
T. Overholt, Superintendent of Education, School Services  
C. Cipriano, Superintendent of Education, School Services  
L. Collimore, Chief Officer, Research and Development  
R. Merrick, Superintendent, Facility Management Services  
C. McGillicuddy, Superintendent of Education, School Services  
R. Negoï, Superintendent, Business Services  
J. O'Hara, Executive Officer, Human Resources  
T. Pinelli, Superintendent of Education, School Services  
A. Prkacin, Superintendent of Education, Curriculum Services  
A. Swinden, Administrator, Strategic Communications  
S. Saevil, Indigenous Education Advisor

Also Present:

Recording Secretary: J. Neuman

### 1. Call to Order

#### 1.1 Opening Prayer (A. Iantomasi)

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

### 2. Approvals

#### 2.1 Approval of Agenda

**P#31/18**

**Moved by:** J. Michael

**Seconded by:** S. Trites

**THAT,** the agenda be approved

**CARRIED**

#### 2.2 Approval of Minutes

**P#32/18**

**Moved by:** A. Iantomasi

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

**THAT,** the minutes of the Policy Committee Meeting held on Feb 27, 2018 be approved, as submitted.

**CARRIED**

### 3. Action Items

#### 3.1 Policy V-04 School Fundraising Activities (T. Overholt)

**P#33/18**

**Moved by:** S. Trites

**Seconded by:** A. Iantomasi

**THAT,** the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and that the solicited views be presented in a staff report for discussion at a future board meeting.

Policy V-04 was reviewed. Amendments were made specific to Resolution #61/18 and Resolution #91/18 As Amended. Language and definitions were added to clarify the intent of the policy to ensure the resolution is clearly defined within.

Changes to Administrative Procedure VI-59 School Fundraising Activities were also noted.

The following amendment to the policy was moved by A. Iantomasi and seconded by D. Rabenda, that the words “abortion related” be inserted prior to every reference of embryonic stem cell research in the policy

Chair called for a vote and the amendment was *DEFEATED*.

In Favor	Opposed
A. Iantomasi	H. Karabela
J. Michael	S. Trites
D. Rabenda	A. Danko
J. M. Rowe	A. Quinn
	P. Marai (Chair)

Discussion ensued regarding the Stakeholder consultation process.

The following references will be added to the policy: Resolution #61/18; Education Act; Education Act Fundraising Regulation 612 Guidelines.

Discussion ensued, and the following amendment to the policy was moved by H. Karabela and seconded by A. Quinn, that, in the first bullet of the Principles section, the words “sanctity of life as a Catholic value embraced the school community” be replaced with “the truth that human life is sacred from the moment of conception until natural death as a principle tenet of the Catholic faith”.

The Chair called for a vote and the amendment *UNANIMOUSLY CARRIED*.

The following amendment to the policy was moved by H. Karabela and seconded by S. Trites that the following changes be made in the first bullet of the Requirements section:

School and/or board fundraising efforts shall not be ~~directed to~~ *provided or facilitated* for any registered charity and non profit (including subsidiaries, affiliates and associates ) ~~where the donation will~~ whose activities support advocacy, programs, financing or material support for abortion, contraception, sterilization, euthanasia, or human embryonic stem cell research.

The Chair called for a vote and the amendment *CARRIED*.

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

It was noted that the wording in the recommendation was updated to include Resolution #91/18 As Amended.

**P#33/18 (Amendment - 1)**

**Moved by:** D. Rabenda

**Seconded by:** J. Michael

**THAT**, the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and requesting that stakeholders, parents, and staff return their feedback to Senior Staff by June 1, 2018 and that the solicited views be presented in a staff report for discussion at a future board meeting.

Discussion ensued regarding stakeholder feedback submission date.

The Chair called for a vote. Recommendation **P#33/18 (Amendment - 1) UNANIMOUSLY CARRIED.**

**P#33/18 (Amendment - 2)**

**Moved by:** A. Iantomasi

**Seconded by:** D. Rabenda

**THAT**, the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and requesting that stakeholders, parents, and staff return their feedback to Senior Staff by June 1, 2018, and that the solicited views be presented in a staff report to then go back to a newly created ad hoc committee comprised of trustees, stakeholders and staff for discussion at a future board meeting.

The Chair called for a vote. Recommendation **#33/18 (Amendment -2) was DEFEATED**

In Favor	Opposed
A. Iantomasi	H. Karabela
J. Michael	S. Trites
D. Rabenda	A. Danko
J. M. Rowe	A. Quinn
	P. Marai (Chair)

Discussion ensued and the following amendment to the policy was moved by A. Danko and seconded by S. Trites, that a section be added to the Policy titled Transparency and Public Participation and include:

1. The Director of Education will publish a list of approved charities and non-profits on the HCDSB website as a sign of the school board's commitment to the social good and charitable activities by June 1, 2018;
2. The Director of Education will publish on the HCDSB website, in a clear and organized fashion, all documents discovered during research by staff which prove the charity's or non-profit's compliance with Resolution #61/18.
3. The Director of Education will publish on the HCDSB website, in a clear and organized fashion, all documents discovered by staff in relation to Resolution #61/18 which may undermine the approval of any approved charities or non-profits;
4. The staff doing the research must not simply rely on written statements of a charity's or non-profit's compliance with Resolution #61/18 mentioned above, but must make an effort to find, review and publish on the HCDSB website all materials associated with the charity or non-profit on their website or any other website which relates to the charity's or non-profit's support for or against the organization's commitment to any funding or public support for abortion, euthanasia, sterilization, contraception or embryonic stem cell research.
5. The Director of Education must have an open, public and transparent process for the public to submit new research which may contradict or support the position of any approved or non-approved charity or non-profit.
6. The Director of Education will immediately encourage and ensure all approved charities are fully supported by the rest of the administration, and in no way shall students or staff be dissuaded from on-going or new fundraising activities for charities or non-profits which have been approved.

7. After June 1, 2018 all additional charities and non-profits will be approved within 60 days of application for approval. Any delay in approval must be due to on-going investigation of documents found during research but must be resolved within 90 days of application for approval. A non-approved organization cannot be fundraised for using the resources of the HCDSB.
8. Any charity or non-profit which continues to directly or indirectly support the activities mentioned in Resolution #61/18 may never, under any circumstances, be entered into a financial relationship with the HCDSB;
9. Any charity or non-profit which in the past has directly or indirectly publicly supported the activities mentioned in Resolution #61/18, but pledges to not do so again, must not have done so for at least 5 years before it is approved; further, it must prove it has not done so for at least 5 years before it is approved.
10. The Director of Education will publish on the HCDSB website:
  - A) a list of all charities which the HCDSB has fundraised for in the last 3 years (2015, 2016, 2017), by June 1, 2018;
  - B) the amounts raised for each charity, by year, over the last 3 years by June 1, 2018;
  - C) every year, starting in 2018, a list of all charities and non-profits, and the total amount raised for each organization, on or by June 29.

Discussion ensued regarding the amendment, implementation and Reg. 612/00 sec. 21.

The Chair called for a vote and the amendment *CARRIED*.

In Favor	Opposed
H. Karabela	A. Iantomasi
S. Trites	J. Michael
A. Danko	D. Rabenda
A. Quinn	J. M. Rowe
P. Marai (Chair)	

**Recommendation P#33/18 (Amendment - 3)**

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

**Seconded by:** A. Iantomasi

**THAT**, the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and requesting that stakeholders, parents, and staff return their feedback to Senior Staff by June 1, 2018 and that the solicited views be presented in a staff report for discussion at a future board meeting, and that these changes will take effect on Sept. 1, 2018.

Questions regarding the amendment were asked and answered.

The Chair called for a vote. Recommendation **P#33/18 (Amendment - 3) CARRIED**

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

Questions regarding charities and non-profit organizations definitions were asked and answered. It was noted that the definitions were included to ensure there is no confusion.

**P#34/18 Motion to Reconsider****Moved by:** S. Trites**Seconded by:** H. Karabela**THAT**, the committee reconsider the amendment to Recommendation **P#33/18 (Amendment - 3)**.The Chair called for a vote. **P#34/18 Motion to Reconsider CARRIED.**

In Favor	Opposed
H. Karabela	A. Iantomasi
S. Trites	J. Michael
A. Danko	D. Rabenda
A. Quinn	J. M. Rowe
P. Marai (Chair)	

**Recommendation P#33/18 (Amendment - 3)****Moved by:** J. M. Rowe**Seconded by:** A. Iantomasi

**THAT**, the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and requesting that stakeholders, parents, and staff return their feedback to Senior Staff by June 1, 2018 and that the solicited views be presented in a staff report for discussion at a future board meeting, and that these changes will take effect on Sept. 1, 2018.

The Chair called for a vote. Recommendation **P#33/18 (Amendment - 3)** was **DEFEATED**.

In Favor	Opposed
A. Iantomasi	H. Karabela
J. Michael	S. Trites
D. Rabenda	A. Danko
J. M. Rowe	A. Quinn
	P. Marai (Chair)

The Chair returned to the Main Motion as amended.

**P#33/18 As Amended****Moved by:** D. Rabenda**Seconded by:** J. Michael

**THAT**, the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and requesting that stakeholders, parents, and staff return their feedback to Senior Staff by June 1, 2018 and that the solicited views be presented in a staff report for discussion at a future board meeting.

The Chair called for a vote and Recommendation **P#33/18 As Amended CARRIED.**

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

**3.2 Policy II-38 Educational Research Surveys and Pilot Projects (L. Collimore)**

L. Collimore shared the amendments to the policy which include changed to the purpose and application and scope. References were added and the definitions section was updated.

**P#35/18**

**Moved by:** A. Iantomasi

**Seconded by:** J. Michael

*THAT, the Policy Committee recommends that Policy II-38 Educational Research – Surveys and Pilot Projects name be changed to Policy II -38 – Educational Research, and be forwarded, along with amendments, to the April 17, 2018 Regular Board Meeting for approval.*

There was no discussion.

The Chair call for a vote. Recommendation **P#35/18 UNANIMOUSLY CARRIED.**

**3.3 Policy II-43 Voluntary, Confidential, Self-Identification of First Nation, Metis and Inuit Students (S. Saevil, A. Prkacin, T. Overholt)**

**P#36/18**

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

**Seconded by:** S. Trites

*THAT, the Policy Committee recommends that Policy II-43 Voluntary, Confidential, Self-Identification of First Nation, Metis and Inuit Students, be forwarded to the April 17, 2018 Regular Board Meeting for approval.*

S. Saevil shared the changes to the policy, which include refining the purpose, and application and scope sections of the policy, clarification of definitions, and implementation of requirements.

Questions regarding number of self-identified students were asked and answered.

D. Rabenda left the meeting.

The Chair call for a vote. Recommendation **P#36/18 UNANIMOUSLY CARRIED.**

D. Rabenda returned to the meeting.

**3.4 Policy II-15 - International Languages Elementary Program (C. McGillicuddy, T. Overholt)**

Minor changes to Policy II-15 were reviewed. It was noted that pertinent information from the Administrative Procedure VI-75 has been added and Administrative Procedure VI-75 will be rescinded.

**P#37/18**

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

**Seconded by:** D. Rabenda

*THAT, the Policy Committee recommends that Policy II-15 International Languages Elementary Program, be forwarded to the April 17, 2018 Regular Board Meeting for approval.*

There was no discussion.

The Chair call for a vote. Recommendation **P#37/18 UNANIMOUSLY CARRIED.**

**3.5 Policy II-31 Risk Management/First Aid (T. Overholt)**

Minor amendments have been made to Policy II-31, which include an addition in the reference section to Workplace Safety Insurance Board (WSIB) Regulation 1101, which addresses first aid requirements such as equipment, facilities and training.

**P#38/18**

**Moved by:** A. Iantomasi

**Seconded by:** S. Trites

***THAT, the Policy Committee recommends that Policy II-31 Risk Management – First Aid, be forwarded to the April 17, 2018 Regular Board Meeting for approval.***

There was no discussion.

The Chair call for a vote. Recommendation **P#38/18 UNANIMOUSLY CARRIED.**

### **3.6 Policy II-33 Safe Arrival at School Program (T. Overholt)**

Changes to Policy II-33 were required to make it consistent with current practices, which include amendments to the purpose to recognize the need to maintain and review rather than to develop. It was noted that additional requirements have been included to indicate the schools process of following the safe arrival program.

**P#39/18**

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

**Seconded by:** A. Danko

***THAT, the Policy Committee recommends that Policy II-33 Safe Arrival as School Program, be forwarded to the April 17, 2018 Regular Board Meeting for approval.***

Questions regarding email communication from parents regarding student safe arrival and verification of validity of email address(es) were asked and answered. It was noted that verification of the email on file in the Board's database would be used. Schools will be asked to request parents confirm verified email address.

The Chair call for a vote. Recommendation **P#39/18 UNANIMOUSLY CARRIED.**

## **4. Discussion Items**

### **4.1 Policy I-40 Performance Appraisal of Director of Education (P. Marai, P. Dawson)**

P. Dawson shared her suggested feedback to amendments to the process and the form: Appendix A.

It was suggested to add language of strategic priorities to the Policy.

A. Danko will review and return to future policy meeting.

Feedback on Appendix A can be directed to the Director.

### **4.2 Executive Compensation Policy (P. Marai)**

The following items were discussed:

- Changes and additions to the draft of the policy
- Clarification of merit based pay and grid advancement
- Reference to Education Act - Approval of Contracts
- Clarification of pensionable earnings
- Recommendation to take policy under legal advisement
- Definition of compensation and benefits needs clarification
- Allocation clause be included

The draft policy will be brought to the next Policy Committee Meeting as an action item.

## **5. Information Items**

### **5.1 Administrative Procedure VI-59 School Fundraising Activities (T. Overholt)**

### **5.2 Administrative Procedure VI-25 Educational Research (L. Collimore)**

### **5.3 RESCIND: Administrative Procedure VI-75 International Languages Elementary Program (C. McGillicuddy, T. Overholt)**

### **5.4 Administrative Procedure VI-74 Risk Management - First Aid (T. Overholt)**

### **5.5 Administrative Procedure VI-18 Safe Arrival at School Program (T. Overholt)**

Proposed changes to Administrative Procedure VI-59 were suggested. It was noted that the changes agreed to in this meeting will be added to the Administrative Procedure and will be sent out for Stakeholder Feedback. Motion #91/18 As Amended will be included in the communication when stakeholders are invited to participate.

**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 Absent Committee Members**

All trustees were present.

**11. Motion to Adjourn/ Closing Prayer (H. Karabela)**

***P#40/18***

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

***Seconded by:*** J. Michael

***That the meeting adjourn.***

***UNANIMOUSLY CARRIED***

H. Karabela closed meeting with prayer, at 9:03 pm.