

## POLICY COMMITTEE MEETING MINUTES

Date:	November 13, 2018	
Time:	7:00 pm	
Location:	Catholic Education Centre - Board Room 802 Drury Lane Burlington, Ontario	
Members Present	A. Danko H. Karabela P. Marai A. Iantomasi J. Michael	D. Rabenda J. M. Rowe S. Trites
Members Absent	A. Quinn A. Danko	
Staff Present	P. Daly, Director of Education S. Balogh, Superintendent of Education, School Services R. Merrick, Superintendent, Facilities Management Services A. Prkacin, Superintendent of Education, Curriculum Services C. Cipriano, Superintendent of Education, Special Education Services A. Swinden, Manager, Strategic Communications S. Vieira, Manager, Manager, Privacy and Information Management	
Recording Secretary	J. Neuman	

### 1. Call to Order

#### 1.1 Opening Prayer (J. Michael)

The meeting began at 7:03 p.m. with a prayer led by J. Michael.

### 2. Approvals

#### 2.1 Approval of Agenda

**P#76/18**

**Moved by:** D. Rabenda

**Seconded by:** J. Michael

**That,** the agenda be approved.

**CARRIED**

#### 2.2 Approval of Minutes

##### 2.2.1 Policy Committee Meeting - October 9, 2018

**P#77/18**

**Moved by:** S. Trites

**Seconded by:** A. Iantomasi

**That,** the minutes of the Policy Committee Meeting held on October 9, 2018 be approved, as submitted.

**CARRIED**

**2.2.2 Special Policy Committee Meeting - October 11, 2018**

**P#78/18**

**Moved by:** H. Karabela

**Seconded by:** S. Trites

**That**, the minutes of the Special Policy Committee Meeting held on October 11, 2018 be approved, as submitted.

**CARRIED**

**2.2.3 Special Policy Committee Meeting - October 30, 2018**

**P#79/18**

**Moved by:** D. Rabenda

**Seconded by:** H. Karabela

**That**, the minutes of the Special Policy Committee Meeting held on October 30, 2018 be approved, as submitted.

**CARRIED**

**3. Action Items**

**3.1 Policy II-11 Daily Teacher Plans (A. Prkacin)**

**P#80/18**

**Moved by:** A. Iantomasi

**Seconded by:** S. Trites

**That**, the Policy Committee recommends that Policy II-11 Daily Teacher Plans, be forwarded, along with amendments, to the November 20<sup>th</sup>, 2018 Regular Board Meeting for approval.

A. Prkacin noted the revisions to the policy.

Questions regarding ministry regulations were asked and answered

The Chair called for a vote. Recommendation **P#80/18 CARRIED**

**3.2 Policy II-23 Child Care Facilities (R. Merrick)**

**P#81/18**

**Moved by:** S. Trites

**Seconded by:** H. Karabela

**That**, the Policy Committee recommends that Policy II-23 Child Care Facilities, be forwarded, along with amendments, to the November 20, 2018, Regular Board Meeting for approval.

R. Merrick noted the changes to the policy

Questions regarding information from the Ministry funding and number of buildings affected were asked and answered.

The Chair called for a vote. Recommendation **P#81/18 UNANIMOUSLY CARRIED**

### **3.3 Policy II-37 Volunteers in Catholic Schools (S. Balogh) P#82/18**

**Moved by:** D. Rabenda

**Seconded by:** A. Iantomasi

**That,** the Policy Committee recommends that Policy II-37 Volunteers in Catholic Schools, be forwarded, along with amendments, to the November 20, 2018 Regular Board Meeting for approval.

S. Balogh shared the revisions to the policy. The Volunteers in Schools document is in process and will be released as a resource to administrators.

Discussion followed. Questions regarding location of document; school volunteer lists and volunteer prerequisites were asked and answered.

The Chair called for a vote. Recommendation **P#82/18 UNANIMOUSLY CARRIED**

### **3.4 Policy II-44 Student Mental Health (C. Cipriano) P#83/18**

**Moved by:** S. Trites

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

**That,** the Policy Committee recommends that Policy II-44 Student Mental Health name be changed to Policy II-44 Student Mental Health and Well-being, and be forwarded, along with amendments, to the November 20, 2018 Regular Board Meeting for approval.

C. Cipriano indicated the changes to the policy reflect current best practices and Ministry regulations. Recommended that the name of the Policy be changed.

Discussion followed. Questions regarding current practice and data collection; capacity building strategies and use of outside agencies were asked and answered. It was noted that the Mental Health Strategy comes to the Board as a report on a regular basis.

The Chair called for a vote. Recommendation **P#83/18 UNANIMOUSLY CARRIED**

### **3.5 Policy II-46 Assessment and Evaluation (A. Prkacin) P#84/18**

**Moved by:** D. Rabenda

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

**That,** the Policy Committee recommends that Policy II-46 Assessment and Evaluation, be forwarded, along with amendments, to the November 20, 2018 Regular Board Meeting for approval.

A. Prkacin noted that there were no changes to the intrinsic nature of the policy, the reference that was previously included was updated to include a hyperlink.

Discussion followed. Clarification was given regarding late and missed assignments, and the purpose of the report card and communicating student progress with parents.

The Chair called for a vote. Recommendation **P#84/18 UNANIMOUSLY CARRIED**

#### 4. Discussion Items

- 4.1 Policy I-07 Protection of Privacy**
- 4.2 Procedure VI-81 Privacy Procedure**
- 4.3 Policy I-43 Use of Technology and Digital Citizenship**

Recent concerns were brought forward to the committee for discussion. It was noted that parents should be aware of implications of use of Office 365 for HCDSB students. A request was made for parental consent and awareness for student participation.

Discussion followed. S. Balogh responded and noted that the policies and procedures are up for review in coming months. S. Vieira noted Ministry regulations, and what upcoming requirements will look like. It was also noted parents will be further notified of the use of Office 365, and it will become routine notification of collection, use, and disclosure, not consent. The information will be included in the annual information forms that are sent to parents for each school year.

School websites will be updated to include 21<sup>st</sup> Century Learning awareness. Discussion followed regarding about opting out of certain apps, and the feasibility of such.

P. Daly commented on the discussion and curriculum expectations from the Ministry of Education.

#### 5. Information Items

- 5.1 Procedure VI-55 Assessment and Evaluation - Academic Dishonesty and Plagiarism (A. Prkacin)**
- 5.2 Procedure VI-56 Assessment and Evaluation - Late and Missed Assignments (A. Prkacin)**
- 5.3 Procedure VI-29 Supervised Alternative Learning (C. McGillicuddy)**
- 5.4 Procedure VI-43 Home Instruction (A. Prkacin, S. Balogh)**

The procedures were included for information

- 5.5 Upcoming Agenda Items (December 11, 2018 Inaugural Policy Committee Meeting)**
  - 5.5.1 Policy I-14 Smoking Ban (S. Balogh)**
  - 5.5.2 Policy I-26 Student Trustees of the Halton Catholic District School Board (C. McGillicuddy)**
  - 5.5.3 Policy II-19 Educational Field Trips (S. Balogh)**
  - 5.5.4 Policy II-20 Child Abuse and Protection of Students (C. Cipriano)**
  - 5.5.5 Policy V-01 Use of School Grounds and Community Use of School Facilities (R. Merrick)**
  - 5.5.6 Policy V-09 Public Concerns Complaints Process (P. Daly, S. Balogh)**
  - 5.5.7 Information Items**
    - 5.5.7.1 Procedure VI-15 Student Trustees (C. McGillicuddy)**
    - 5.5.7.2 Procedure VI-70 Educational Field Trips (S. Balogh)**
    - 5.5.7.3 Procedure VI-07 Transportation of Students in Private Vehicles Driven by Other Students (S. Balogh, R. Negoj)**
    - 5.5.7.4 Procedure VI-07 (a) School Bus Accident Procedure (S. Balogh, R. Negoj)**
    - 5.5.7.5 Procedure VI-14 Transportation of Students in Private Vehicles Driven by Volunteer Drivers (S. Balogh, R. Negoj)**
    - 5.5.7.6 Procedure VI-32 Child Abuse and Protection of Students (C. Cipriano)**
    - 5.5.7.7 Procedure VI-49 Use of School Facilities Election Day (R. Merrick)**

**6. Miscellaneous Information**

**6.1 Policy Committee Work Plan 2018-2019 (S. Balogh)**

The Policy Committee Work Plan was included as 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**

***P#85/18***

***Moved by:*** A. Iantomasi

***Seconded by:*** H. Karabela

***That*** Trustee Quinn and Trustee Danko be excused.

***CARRIED***

**11. Motion to Adjourn/ Closing Prayer (A. Quinn)**

***P#86/18***

***Moved by:*** J. Michael

***Seconded by:*** H. Karabela

***That*** the meeting adjourn.

***CARRIED***

P. Marai closed meeting with prayer at 8:09 p.m.