Approved

# POLICY COMMITTEE MEETING MINUTES

Date: April 9, 2019
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

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|---|---|---|
| Members Present | P. DeRosa | H. Karabela |
| | M. Duarte | P. Murphy |
| | N. Guzzo | T. O'Brien |
| | V. Iantomasi | J. O'Hearn-Czarnota |
| | | William Charlebois, Oakville Student Trustee |
| Staff Present | P. Daly, Director of Education | |
| | C. Cipriano, Superintendent of Education, Special Education Services | |
| | J. Crowell, Superintendent of Education, School Services | |
| | A. Lofts, Superintendent, Financial Services | |
| | R. Merrick, Superintendent Facilities Services | |
| | D. Tkalcic, Manager, Purchasing Services | |
| | A. Swinden, Manager, Strategic Communications | |
| | S. Vieira, Manager, Privacy and Records Information Mgmt. | |
| Regrets | B. Agnew | |
| | S. Balogh, Superintendent of Education, School Services | |
| Recording Secretary | J. Neuman | |

## 1. Call to Order

### 1.1 Opening Prayer (N. Guzzo)

The meeting began at 7:10 p.m. with a prayer led by Nancy Guzzo.

## 2. Approvals

### 2.1 Approval of Agenda

The following amendments were made to the agenda:
Item 4.4 – deferred to May 14, 2109 Policy Committee Meeting
Item 4.5 – deferred to May 14, 2019 Policy Committee Meeting
Item 8.1 – to be discussed as an Information Item

***P#27/19***
***Moved by:*** T. O'Brien
***Seconded by:*** M. Duarte
***That****, the agenda be approved as amended.*

***CARRIED***

### 2.2 Approval of Minutes (February 26, 2019)

***P#28/19***
***Moved by:*** P. DeRosa
***Seconded by:*** M. Duarte

***That**, the minutes of the Policy Committee Meeting held on February 26, 2019 be approved, as submitted.*
***CARRIED***

**3. Declarations of Conflict of Interest**
There were no Conflicts of Interest declared.

**4. Action Items**

**4.1 RESCIND - Policy I-13 Appointment of Architect (R. Merrick)**
R. Merrick shared rationale for rescinding Policy I-13 Appointment of Architect.

***P#29/19***
***Moved by:*** P. Murphy
***Seconded by:*** T. O'Brien
***That,*** the Policy Committee recommends that Policy I-13 Appointment of Architect be forwarded to the May 7, 2019, Regular Meeting of the Board to be rescinded.

Discussion ensued. Questions regarding architectural selection committee, and the procurement act were asked and answered. Policy I-25 Purchasing and Administrative Procedure VI-11 Purchasing were referenced. Staff committees were noted.

The Chair returned to main motion. ***P#29/19 CARRIED.***

| In Favour | Opposed | Abstain | Absent |
|---|---|---|---|
| T. O'Brien | V. Iantomasi | | B. Agnew |
| P. Murphy | H. Karabela | | |
| J. O'Hearn-Czarnota | | | |
| W. Charlebois (non-binding) | | | |
| M. Duarte | | | |
| P. De Rosa | | | |
| | | | |

**4.2 Policy I-43 Use of Technology and Digital Citizenship (A. Prkacin)**
A. Prkacin shared rationale for amendments to the policy and creating Administrative Procedure VI-62 Use of Technology and Digital Citizenship.

***P#30/19***
***Moved by:*** M. Duarte
***Seconded by:*** P. Murphy
***That,*** the Policy Committee recommends that Policy I-43 Use of Technology and Digital Citizenship be forwarded, along with amendments, to the May 7, 2019 Regular Board Meeting for approval.

Discussion ensued. Questions regarding parental consent in the elementary level were asked and answered. Notification to parents will be shared as part of the annual family consent form. It was noted that the option to opt out is available through a conversation with the school principal.

***P#31/19***
***Moved by:*** H. Karabela
***Seconded by:*** T. O'Brien
***That***, the policy be amended to include the following wording: parents shall give active consent annually and at the beginning of the school year, in elementary schools, to the technology and email accounts for elementary students to participate in technology/emails

Discussion ensued.

The Chair called for a vote. ***P#31/19 was DEFEATED.***

| In Favour | Opposed | Abstain | Absent |
|---|---|---|---|
| T. O'Brien | P. Murphy | | B. Agnew |
| V. Iantomasi | J. O'Hearn-Czarnota | | |
| H. Karabela | W. Charlebois (non-binding) | | |
| | M. Duarte | | |
| | P. De Rosa | | |
| | | | |

The Chair returned to main motion. ***P#30/19 CARRIED***

| In favour | Opposed | Abstain | Absent |
|---|---|---|---|
| P. Murphy | T. O'Brien | | B. Agnew |
| J. O'Hearn-Czarnota | V. Iantomasi | | |
| W. Charlebois (non-binding) | H. Karabela | | |
| M. Duarte | | | |
| P. De Rosa | | | |
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**4.3 Policy II-07 The School Day-Teaching Day-Elementary & Secondary (A. Prkacin)**

A. Prkacin noted minor changes to the policy.

***P#32/19***

***Moved by:*** P. Murphy

***Seconded by:*** T. O'Brien

***That,*** the Policy Committee recommends that Policy II-07 The School Day (Daily Sessions) - Elementary and Secondary, be forwarded, along with amendments, to the May 7, 2019 Regular Board Meeting for approval.

Discussion ensued. Questions regarding elementary balanced school day; and school closure due to inclement weather were asked and answered.

The Chair returned to main motion. ***P#32/19 UNANIMOUSLY CARRIED***

| In favour | Opposed | Abstain | Absent |
|---|---|---|---|
| T. O'Brien | | | B. Agnew |
| V. Iantomasi | | | |
| H. Karabela | | | |
| P. Murphy | | | |
| P. De Rosa | | | |
| M. Duarte | | | |
| W. Charlebois (non-binding) | | | |
| J. O'Hearn-Czarnota | | | |
| | | | |

**4.4 Policy II-12 Management of Aggressive Student Behaviour within Our Schools (C. Cipriano)**

Deferred to May 14, 2019 Policy Committee Meeting

**4.5 Policy V-01 Use of School Grounds and Community Use of School Facilities (R. Merrick)**

Deferred to May 14, 2019 Policy Committee Meeting

## 5. Discussion Items

### 5.1 ~NEW~ Policy V-18 Community Engagement & Public Consultation (A. Swinden, P. Daly)

A. Swinden shared the information included in in the new policy.

Discussion ensued. Comments were made regarding content. Definition of "consult" will be adjusted to remove the word reaction. Policy will be returned to next meeting as an Action item.

### 5.2 Transportation to Specialized Programs (N. Guzzo)

N. Guzzo asked trustees to consider requesting staff to review Transportation to Specialized Programs for three specific factors:

1. Equity among gifted students to attend AP programs
2. Meeting Ministry requirements for gifted students needs
3. Financial – does it fit in budget

The current Special Education Plan was noted. Discussion ensued regarding creating a policy based on the plan.
Ministry requirements were noted.

It was suggested to return to the resolution on Nov 18, 2018; and rescind based on affordability and ministry funding at an upcoming Board Meeting.

***P#33/19***
***Moved by:*** V. Iantomasi
***Seconded by:*** M. Duarte
***That,*** Resolution#28/19 be returned to the regular board meeting of May 21, 2019 for deliberation contingent on staff reports that include transportation equity; ministry guidelines/requirements for gifted students programming and meeting their needs; and funding being provided in advance of that Board Meeting.

Discussion ensued. A Special Education survey was noted.

The chair called a vote. ***P#33/19 UNANIMOUSLY CARRIED***

| In favour | Opposed | Abstain | Absent |
|---|---|---|---|
| J. O'Hearn-Czarnota | | | B. Agnew |
| W. Charlebois (non-binding) | | | |
| M. Duarte | | | |
| P. De Rosa | | | |
| P. Murphy | | | |
| H. Karabela | | | |
| V. Iantomasi | | | |
| T. O'Brien | | | |
| | | | |

### 5.3 Policy II-41 School Uniform Dress Code - School Dress Code (J. O'Hearn-Czarnota)

J. O'Hearn-Czarnota recommended that two suppliers be offered to parents as an option when purchasing uniforms for students.

Discussion ensued. The Competitive Bid Process was explained. Previous staff reports and delegations information was requested for review by trustees. It was noted that the current uniform provider contract expires Dec. 31, 2019. The timeline and requirements for the Request for Proposal (RFP) process were explained. It was recommended that a Request for Information (RFI) be issued first to determine interest and then launch RFP process accordingly. It was determined that further discussion is required. Stakeholder input was discussed.

***P#34/19***
***Moved by:*** J. O'Hearn-Czarnota
***Seconded by:*** T. O'Brien
***That,*** the Policy Committee recommends to the next Board Meeting, May 7, 2019, that Trustees extend current contract with uniform supplier for one year (to December 31, 2020), to allow for further review of Policy II-41 School Uniform Dress Code - School Dress Code.

The chair called for a vote. ***P#34/19 CARRIED***

| In favour | Opposed | Abstain | Absent |
|---|---|---|---|
| T. O'Brien | V. Iantomasi | | B. Agnew |
| H. Karabela | | | |
| P. Murphy | | | |
| P. De Rosa | | | |
| M. Duarte | | | |
| W. Charlebois (non-binding) | | | |
| J. O'Hearn-Czarnota | | | |
| | | | |

## 6. Information Items

**6.1 ~New~ Procedure VI-62 Use of Technology and Digital Citizenship (A. Prkacin)**
**6.2 ~New~ Procedure VI-63 Social Media (A. Swinden)**
**6.3 Procedure VI-49 Use of School Facilities Election Day (R. Merrick)**
**6.4 ~New~ Procedure VI-64 Community Use of School Facilities (R. Merrick)**

Procedures were presented as information and discussed.

***P#35/19***
***Moved by:*** V. Iantomasi
***Seconded by:*** H. Karabela
***That,*** the meeting be extended by 30 minutes.

***UNANIMOUSLY CARRIED***

Items 6.3 & 6.4 were deferred to May Policy Committee Meeting

**6.5 2018-2019 Policy Committee Work Plan (P. Daly)**
P. Daly shared the Policy Committee Work Plan, and noted that the work plan will be revised and returned to the next Policy Committee Meeting.

**6.6 Policy Development - Optional Programs (H. Karabela)**
H. Karabela shared the rationale for developing the policy. It was noted that while HCDSB has several optional programs the policy is specific to Early and Extended French Immersion.

Discussion ensued. Amendments were recommended. Staff were asked to report back on current enrollment data, waitlists, number of hours students do not have qualified French Immersion instruction due to teacher absence, etc.

It was noted that there is currently a staff shortage for French programming. Functional proficiency in French and Bilingual French teaching were clarified.

***P#36/19***
***Moved by:*** T. O'Brien
***Seconded by:*** H. Karabela
***That,*** the meeting be extended by 30 minutes.

The chair called for a vote. ***P#36/19 UNANIMOUSLY CARRIED***

| In favour | Opposed | Abstain | Absent |
|---|---|---|---|
| J. O'Hearn-Czarnota | | | B. Agnew |
| W. Charlebois (non-binding) | | | |
| M. Duarte | | | |
| P. De Rosa | | | |
| P. Murphy | | | |
| H. Karabela | | | |
| V. Iantomasi | | | |
| T. O'Brien | | | |
| | | | |

Suggested to include in policy one year notice to parents of any changes to programming.

It was determined that staff write the policy based on the framework presented and return to trustees at the May 14, 2019 Policy Committee Meeting as a discussion item.

**6.7 Upcoming Agenda Items (May 14, 2019)**
**6.7.1 Policy I-30 Video Surveillance (F. Thibeault, S. Vieira, R. Merrick)**
**6.7.2 Policy I-33 Classroom Observations by External Third Party Professionals (C. Cipriano)**
**6.7.3 Policy II-02 Educational Assistants (C. Cipriano)**
**6.7.4 Policy II-10 Releasing Pupils from School (J. Crowell)**
**6.7.5 Policy II-19 Educational Field Trips (S. Balogh)**
**6.7.6 Policy II-35 Access to School Premises (S. Balogh, R. Merrick, C. Cipriano)**
**6.7.7 Policy V-15 Environmental Stewardship (S. Allum, R. Merrick, A. Prkacin)**
**6.7.8 Information Items**
**6.7.8.1 Procedure VI-83 Video Surveillance Procedure (F. Thibeault, S. Vieira, R. Merrick)**
**6.7.8.2 Procedure VI-48 Protocol with External Agencies for the Provision of Services by Regulated Health Professionals, Social Service Professionals, and Paraprofessionals (PPM 149) (C. Cipriano)**
**6.7.8.3 Procedure VI-70 Educational Field Trips (S. Balogh)**
**6.7.8.4 Procedure VI-07 Transportation of Students in Private Vehicles Driven by Other Students (S. Balogh, Business Services)**
**6.7.8.5 Procedure VI-07(a) School Bus Accident Procedure (S. Balogh, Business Services)**
**6.7.8.6 Procedure VI-14 Transportation of Students in Private Vehicles Driven by Volunteer Drivers (S. Balogh, Business Services)**
**6.7.8.7 Procedure VI-30 Access to School Premises (S. Balogh, R. Merrick, C. Cipriano)**

**7. Miscellaneous Information**
There were no miscellaneous items.

**8. In Camera**

**8.1 Policy Development - Optional Programs (H. Karabela)**

Discussed as Information Item 6.6 above.

**9. Motion to Excuse Absent Committee Members**

***P#37/19***

***Moved by:*** M. Duarte

***Seconded by:*** J. O'Hearn-Czarnota

***That,*** *Trustee B. Agnew be excused.*

***CARRIED***

**10. Motion to Adjourn/ Closing Prayer (V. Iantomasi)**

***P#38/19***

***Moved by:*** H. Karabela

***Seconded by:*** T. O'Brien

***That*** *the meeting adjourn.*

***CARRIED***

V. Iantomasi closed meeting with prayer at 11:00 pm