

POLICY COMMITTEE MEETING MINUTES

Date: January 14, 2020
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Members Present	B. Agnew	H. Karabela
	P. DeRosa	P. Murphy
	M. Duarte	T. O'Brien
	N. Guzzo	D. Caratao (Student Trustee)
	V. Iantomasi	

Staff Present

- P. Daly, Director of Education
- S. Balogh, Superintendent of Education, School Services
- A. Lofts, Superintendent, Business Services
- J. O' Hara, Executive Officer, Human Resources Services
- L. Collimore, Chief Officer, Research and Development Services
- A. Swinden, Manager, Strategic Communications
- F. Thibeault, Senior Manager, Planning Services

Regrets J. O'Hearn-Czarnota

Recording Secretary J. Neuman

1. Call to Order

1.1 Opening Prayer (P. DeRosa)

The meeting began at 7:00 p.m. with a prayer led by P. DeRosa.

2. Approvals

2.1 Approval of Agenda

#P12/20

Moved by: V. lantomasi

Seconded by: T. O'Brien

That, the agenda be approved.

CARRIED

2.2 Approval of Minutes (December 10, 2019)

#P13/20

Moved by: V. lantomasi

Seconded by: M. Duarte

That, the minutes of the Policy Committee Meeting held on December 10, 2019 be approved, as submitted.

CARRIED

3. Declarations of Conflict of Interest

There were no Conflicts of Interest declared.

4. Action Items

4.1 Policy II-38 Educational Research (L. Collimore)

P#14/20

Moved by: V. lantomasi

Seconded by: M. Duarte

That, the Policy Committee recommends that Policy II-38 Educational Research, be forwarded, along with amendments, to the January 21, 2020 Regular Board Meeting for approval.

Dr. L. Collimore shared the amendments to the policy.

Questions regarding the Student Climate Survey; permission forms; results; and response rates were asked and answered.

Discussion ensued regarding the content of the survey.

The chair asked Trustees to indicate if they would prefer to view the specific questions or the themes of the survey once it is developed.

Themes	Questions
P. DeRosa	H. Karabela
T. O'Brien	
V. Iantomasi	
M. Duarte	
B. Agnew	
P. Murphy	

It was determined that the Trustees will have the themes of the survey shared with them.

It was noted that parents have the opportunity to opt out of having their students participate in the survey.

The chair called for a vote. Recommendation **P#14/20 CARRIED.**

In favour	Opposed	Abstain	Absent
V. Iantomasi	H. Karabela		J. O'Hearn-Czarota
T. O'Brien			
D. Caratao (non-binding)			
P. DeRosa			
M. Duarte			
B. Agnew			
P. Murphy			

4.2 Policy III-17 Attendance Support Program (J. O'Hara)

P#15/20

Moved by: M. Duarte

Seconded by: V. Iantomasi

That, the Policy Committee recommends that Policy III-17 Attendance Support Program, be forwarded to the January 21, 2020 Regular Board Meeting for approval.

J. O'Hara shared the changes to the policy.

Questions for clarification were asked and answered.

The chair called for a vote. Recommendation **P#15/20 CARRIED.**

In favour	Opposed	Abstain	Absent
P. DeRosa			J. O'Hearn-Czarota
D. Caratao (non-binding)			
T. O'Brien			
H. Karabela			
V. Iantomasi			
M. Duarte			
B. Agnew			
P. Murphy			

4.3 Policy I-01 Catholic School Support (A. Lofts, F. Thibeault)**P#16/20****Moved by:** V. Iantomasi**Seconded by:** M. Duarte**That,** the Policy Committee recommends that Policy I-01 Catholic School Support, be forwarded to the January 21, 2020 Regular Board Meeting for approval.

A. Lofts noted there were no amendments to the policy.

Discussion ensued regarding communication to Catholic ratepayers regarding directing their school tax support to the Catholic School system. It was noted that the board website, school websites, and the Trustee newsletters contain the information; as well when parents register their children, a DOSS (Direction of School Support) form is provided.

The chair called for a vote. Recommendation **P#16/20 CARRIED.**

In favour	Opposed	Abstain	Absent
P. Murphy			J. O'Hearn-Czarnota
B. Agnew			
M. Duarte			
V. Iantomasi			
H. Karabela			
T. O'Brien			
D. Caratao (non-binding)			
P. DeRosa			

4.4 Policy I-21 Corporate and Community Investment in Education (A. Lofts)**P#17/20****Moved by:** V. Iantomasi**Seconded by:** H. Karabela**That,** the Policy Committee recommends that Policy I-21 Corporate and Community Investment in Education, be forwarded, to the January 21, 2020 Regular Board Meeting for approval.

A. Lofts noted there were minor changes to the policy.

There was no discussion.

The chair called for a vote. Recommendation **P#17/20 CARRIED.**

In favour	Opposed	Abstain	Absent
P. DeRosa			J. O'Hearn-Czarnota
D. Caratao (non-binding)			
T. O'Brien			
H. Karabela			
V. Iantomasi			
M. Duarte			
B. Agnew			
P. Murphy			

4.5 Policy II-24 Home to School Transportation (A. Lofts, F. Thibeault)**P#18/20****Moved by:** T. O'Brien**Seconded by:** P. Murphy**That,** the Policy Committee recommends that Policy II-24 Home-to-School Student Transportation, be forwarded, along with amendments to the January 21, 2020 Regular Board Meeting for approval.

F. Thibeault shared the changes to the policy.

Questions for clarification were asked and answered.

It was determined by Trustees that the word “pupils” in Requirement 1 be changed to “students”.

The chair called for a vote. Recommendation **P#18/20 CARRIED.**

In favour	Opposed	Abstain	Absent
P. Murphy			J. O'Hearn-Czarnota
B. Agnew			
M. Duarte			
P. DeRosa			
D. Caratao (non-binding)			
T. O'Brien			
H. Karabela			
V. Iantomasi			

4.6 Policy II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities (A. Lofts, A. Prkacin)

P#19/20

Moved by: V. Iantomasi

Seconded by: M. Duarte

That, the Policy Committee recommends that Policy II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities, be forwarded, to the January 21, 2020 Regular Board Meeting for approval.

A. Lofts noted there were minor changes to the policy.

Questions for clarification were asked and answered.

The chair called for a vote. Recommendation **P#19/20 CARRIED.**

In favour	Opposed	Abstain	Absent
P. DeRosa	T. O'Brien		J. O'Hearn-Czarnota
D. Caratao (non-binding)			
H. Karabela			
V. Iantomasi			
M. Duarte			
B. Agnew			
P. Murphy			

4.7 Policy V-07 Donations Bequests to a School or to the Board (A. Lofts)

P#20/20

Moved by: B. Agnew

Seconded by: V. Iantomasi

That, the Policy Committee recommends that Policy V-07 Donations Bequests to a School or to the Board, name be changed to Policy V-07 Bequests to a School or to the Board, and be forwarded along with amendments to the January 21, 2020 Regular Board Meeting for approval.

A. Lofts shared the amendments to the policy and clarified the recommended policy name change.

Questions for clarification were asked and answered.

It was determined by Trustees that the last bullet of the Principles be changed to an action item instead of an information item and to remove Policy V-04 and Procedure VI-59 School Fundraising Activities from the Associated Policies and Procedures.

The chair called for a vote. Recommendation **P#20/20 CARRIED.**

In favour	Opposed	Abstain	Absent
P. Murphy			J. O'Hearn-Czarnota
B. Agnew			

In favour	Opposed	Abstain	Absent
M. Duarte			
V. Iantomasi			
H. Karabela			
T. O'Brien			
D. Caratao (non-binding)			
P. DeRosa			

4.8 By-law Working Committee (N. Guzzo)

N. Guzzo passed the gavel to M. Duarte at 8:07 pm.

N. Guzzo proposed that a by-law working group be established to work through the by-laws that are scheduled to be updated in June 2020.

Trustees recommended creating a committee of the whole.

Discussion ensued regarding inviting a parliamentarian and/or legal counsel for suggestions/advice.

It was suggested that trustees will meet half an hour prior to the upcoming policy committee meetings to review the bylaws. A suggestion to invite a parliamentarian to assist with following Roberts Rules of Order was also made.

P#21/20

Moved by: N. Guzzo

Seconded by: P. DeRosa

That, a bylaw working committee be struck involving all trustees, the director of the board, and other superintendents as resources to meet a half hour prior to every policy meeting prior to the June 9, 2020 review of the bylaws. A third party may be brought, at the agreement of the trustees, in to advise, as required.

P#21/20 (Amendment)

Moved by: T. O'Brien

Seconded by: P. DeRosa

That, the motion be amended to say:

That, a bylaw working committee be struck involving all trustees, the director of the board, and other superintendents as resources to meet a half hour prior to every policy meeting prior to the June 9, 2020 review of the bylaws. A third party will be brought, at the agreement of the trustees, in to advise, as required.

Discussion ensued.

The chair called for a vote. Recommendation **P#21/20 (Amendment) CARRIED.**

In favour	Opposed	Abstain	Absent
P. Murphy	N. Guzzo		J. O'Hearn-Czarnota
B. Agnew	V. Iantomasi		
H. Karabela			
T. O'Brien			
D. Caratao (non-binding)			
P. DeRosa			
M. Duarte			

M. Duarte passed the gavel back to N. Guzzo at 8:29 p.m.

5. Discussion Items

There were no Discussion Items

6. Information Items

6.1 Administrative Procedure VI-76 Attendance Support Program (J. O'Hara)

Administrative Procedure VI-76 Attendance Support Program were presented as information.

P#22/20

Moved by: V. Iantomasi

Seconded by: P. DeRosa

THAT, the meeting move to meeting in camera

The Chair called for a vote, Motion **P#22/20 UNANIMOUSLY CARRIED**

The meeting moved to in camera at 8:35 p.m.

The meeting moved out of camera at 9:00 p.m.

The Chair called for a 5 minute recess at 9:00 p.m.

The meeting resumed at 9:07 p.m.

- 6.2 Administrative Procedure VI-85 Corporate and Community Investment in Education (A. Lofts)
- 6.3 Administrative Procedure VI-07(a) School Bus Accident Procedure (A. Lofts, F. Thibeault)
- 6.4 Administrative Procedure VI-47 Inclement Weather - Transportation Cancellations and Emergency School Closures (A. Lofts, F. Thibeault, A. Swinden, P. Daly)
- 6.5 Administrative Procedure VI-57 Fees for Learning Materials, Program, Curricular and Co-Curricular Activities (A. Lofts, A. Prkacin)
- 6.6 Administrative Procedure VI-05 Secondary School Cafeteria Commissions (A. Lofts)
- 6.7 Administrative Procedure VI-06 Charitable Receipts (A. Lofts)
- 6.8 Administrative Procedure VI-31 Trust Funds (A. Lofts)
- 6.9 Administrative Procedure VI-28 Selection and Appointment of Positions of Academic Administrative Responsibilities (J. O'Hara)
- 6.10 ~NEW~ Procedure VI-96 Exemption from Instruction Related To the Human Development and Sexual Health Expectations (A. Prkacin)

The Administrative Procedures in items 6.2 to 6.10 were reviewed as information.

Questions for clarification were asked and answered.

Administrative Procedure VI-28 Selection and Appointment of Positions of Academic Administrative Responsibilities will be revised to include components of the policy and will be returned to the February 25, 2020 Policy Committee Meeting.

6.11 Upcoming Agenda Items (February 25, 2019)

6.11.1 Policy II-41 School Uniform Dress Code-School Dress Code (J. Crowell, A. Lofts, D. Tkalcic)

6.11.2 Policy I-31 Apparel Purchases and Fair Labour Practices (A. Lofts, D. Tkalcic)

6.11.3 Policy I-10 Banking, Investment and Borrowing (A. Lofts)

6.11.4 Policy I-25 Purchasing (A. Lofts)

6.11.5 Policy I-34 (A) Reimbursement of Board Business Expenses (A. Lofts)

6.11.6 Policy III-13 Corporate Purchasing Card Distribution Usage (A. Lofts)

6.11.7 Policy V-14 Alcohol at Board School Sanctioned Events-Off Premises (A. Lofts)

6.11.8 Discussion Items

6.11.9 Information Items

6.11.9.1 Administrative Procedure VI-91 Banking, Investment and Borrowing (A. Lofts)

6.11.9.2 Administrative Procedure VI-11 Purchasing (A. Lofts)

6.11.9.3 Administrative Procedure VI-26 Cheque Requisition (A. Lofts)

6.11.9.4 Administrative Procedure VI-90 Reimbursement of Board Business Expenses for Employees (A. Lofts)

6.11.9.5 Administrative Procedure VI-73 Meal Expenses for Employees at Board Sanctioned Events (A. Lofts)

6.11.9.6 Administrative Procedure VI-86 Corporate Purchasing Card (A. Lofts)

6.11.9.7 Administrative Procedure VI-33 Redistribution and Disposal of Surplus Furniture and Equipment (A. Lofts)

7. Miscellaneous Information

There were no Miscellaneous Items

8. In Camera

Item 6.1 was discussed in camera, above.

9. Motion to Excuse Absent Committee Members

P#23/20

Moved by: V. Iantomasi

Seconded by: H. Karabela

That Trustee(s) J. O'Hearn-Czarnota be excused.

CARRIED

10. Motion to Adjourn/ Closing Prayer (M. Duarte)

P#24/20

Moved by: P. DeRosa

Seconded by: B. Agnew

That the meeting adjourn.

CARRIED

M. Duarte closed the meeting with prayer at 9:22 p.m.