

## POLICY COMMITTEE MEETING MINUTES

Date: November 10, 2020  
Time: 7:00 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

Trustee Present B. Agnew  
P. DeRosa (Electronically)  
M. Duarte (Electronically)  
N. Guzzo, Chair  
V. Iantomasi (Electronically)  
H. Karabela (Electronically)  
P. Murphy (Electronically)  
T. O'Brien (Electronically)  
J. O'Hearn-Czarnota (Electronically)

Student Trustees Present N. Gubert (Electronically)

Staff Present P. Daly, Director of Education  
E. Bakaic, Superintendent of Education, School Services (Electronically)  
N. Dinolfo, Superintendent of Education, School Services (Electronically)  
A. Cordeiro, Superintendent of Education, School Services (Electronically)  
A. Lofts, Superintendent of Education, Business Services (Electronically)  
R. Merrick, Superintendent Facilities Services (Electronically)  
L. Naar, Superintendent of Education, School Services (Electronically)  
J. O'Hara, Executive Officer, Human Resources Services (Electronically)  
M. Grysiuk, Manager, Privacy and Records Information (Electronically)  
A. Swinden, Manager, Strategic Communications (Electronically)  
B. Vidovic, Senior Manager, Planning Services (Electronically)

Recording Secretary M. Zammit/R. Di Pietro

### 1. Call to Order

#### 1.1 Opening Prayer (N. Guzzo)

The meeting opened at 7:00 p.m. with a prayer led by Trustee Guzzo.

### 2. Approvals

#### 2.1 Approval of Agenda

**P#89/20**

**Moved by:** B. Agnew

**Seconded by:** M. Duarte

**That,** the agenda be approved.

The Chair called for a vote. **P#89/20 UNANIMOUSLY CARRIED**

**2.2 Approval of Minutes (October 13, 2020)**

**P#90/20**

**Moved by:** M. Duarte

**Seconded by:** B. Agnew

**That,** the minutes of the October 13, 2020 Policy Committee be approved.

The Chair called for a vote. **P#90/20 UNANIMOUSLY CARRIED.**

**3. Declarations of Conflict of Interest**

There were no Conflicts of Interest.

**4. Action Items**

**4.1 Policy I-04 Cross Boundary School Attendance (E. Bakaic/A. Lofts)**

**P#91/20**

**Moved by:** B. Agnew

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

**That,** the Policy Committee recommends that Policy I-04 Cross Boundary School Attendance, be forwarded, along with amendments, to the November 17, 2020 Regular Board Meeting for approval.

The Chair called for a vote. Recommendation **P#91/20 UNANIMOUSLY CARRIED**

**4.2 Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee (N. Dinolfo)**

**P#92/20**

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

**Seconded by:** B. Agnew

**That,** Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee along with Administrative Procedure VI-84 Catholic School Councils and Catholic Parent Involvement be deferred until feedback is received from all CPIC members and Catholic School Councils.

The Chair called for a vote. Recommendation **P#92/20 UNANIMOUSLY CARRIED**

Staff to consider including the definition of a CPIC community representative in the policy/procedure.

**4.3 Policy I-29 School Boundary Review Process (A. Lofts/R. Merrick)**

**P#93/20**

**Moved by:** B. Agnew

**Seconded by:** M. Duarte

**That,** the Policy Committee recommends that Policy I-29 School Boundary Review Process be forwarded, to the November 17, 2020 Regular Board Meeting for approval.

The Chair called for a vote. Recommendation **P#93/20 UNANIMOUSLY CARRIED**

**5. Discussion Items****5.1 Trustee Code of Conduct (P. Daly)**

For information purposes P. Daly provided Trustees with a number of other boards' policies/procedures that are used.

P. Daly to provide a comparison chart at the December 8, 2020 Policy Committee meeting that will identify some of the key areas that HCDSB differs.

**5.2 Terms of Reference (N. Guzzo)**

N. Guzzo advised that the Policy Committee does not currently have a set terms of reference and follows the same rules as Board meetings. Trustees in agreement that similar to Board meetings, HCDSB procedural by-laws will be followed.

**5.3 Online Forms – New Policy & Procedure (P. Daly)**

At the October Policy meeting it was suggested that a policy and procedure be developed to support the completion and submission of paper forms to online forms.

Additions can be made to the existing policy and procedure to address online forms that are problematic. P. Daly suggested a staff report be presented at an upcoming board meeting outlining which problematic forms should be changed over to online. This will allow an opportunity for discussion to determine which forms should be transferred to online along with the appropriate timeframes.

**5.4 Update on Committee – Policy II-40 Bullying Prevention and Intervention (N. Guzzo)**

It was noted this is a working group and not a committee. Information was provided on the working group and the first upcoming meeting taking place on November 11, 2020. N. Guzzo to address the timeframe of upcoming meetings to determine if a later start time can be accommodated. Policy recommendations will be brought back to the Policy Committee for consideration.

**6. Information Items****6.1 Administrative Procedure VI-42 School Staff Meetings (J. O'Hara)****6.2 Administrative Procedure VI-84 Catholic School Councils and Catholic Parent Involvement Committee (N. Dinolfo)**

Procedure is deferred along with the policy.

**6.3 Administrative Procedure VI-88 School Boundary Review Process (A. Lofts, R. Merrick)****6.4 Policy III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel – Draft PPM (P. Daly)**

Ontario Regulation 274/12 (Hiring Practices) has been revoked. A draft PPM was shared with Trustees first week of November. School boards will be expected to have their own hiring policies that meet the expectations in the PPM no later than December 31, 2020.

**6.5 Upcoming Agenda Items (December 8, 2020)****6.5.1 Election of the Chair of the Policy Committee (December 8, 2020 – December, 2021)**

- 6.5.2 Policy II- 17 Pastoral Reference (J. O'Hara)
- 6.5.3 Policy III-04 Employee Assistance Program (J. O'Hara)
- 6.5.4 Policy III- 10 Criminal Reference Check Applicants for Employment (J. O'Hara)
- 6.5.5 Policy II-45 Equity and Inclusion (S. Jayaraman)
- 6.5.6 Board Correspondence – New Policy (N. Guzzo)

List of upcoming policies and procedures was provided as information.

**7. Miscellaneous Information**

There was no miscellaneous information.

**8. In-Camera**

**8.1 Approval of In-Camera Meeting Minutes (October 13, 2020)**

***P#94/20***

***Moved by:*** B. Agnew

***Seconded by:*** P. DeRosa

***That,*** the meeting move to meeting in camera

**CARRIED**

The meeting moved in to in-camera at 8:43 p.m.

The meeting moved out of in camera at 8:44 p.m.

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

There were no absentees.

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

***P#95/20***

***Moved by:*** P. DeRosa

***Seconded by:*** M. Duarte

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

The Chair called for a vote. ***P#95/20 UNANIMOUSLY CARRIED***

M. Duarte closed the meeting with prayer at 8:45 p.m.