

York Catholic District School Board

**MINUTES
POLICY REVIEW COMMITTEE**

February 27, 2017

Attending:

Committee Members:

T. Ciaravella, C. Cotton, E. Crowe, C. Ferlisi, D. Giuliani
M. Marchese, D. Mazzotta, M. Mogado, A. Stong
Student Trustees N. Bottger, B. Smith

Absent with Notice:

T. McNicol

Administration:

F. Bagley, A. Chan, L. Coulter, D. Murgaski, J. Porter

Other Guests:

S. Baker, S. Gallo, S. Homatidis, G. Rogers, G. Sorge,
S. Ulgiati, M. WaySkinner

Presiding:

C. Ferlisi

Recording:

J. Di Bratto

1. Opening Prayer

2. Election of Officers for 2016-2017:

C. Ferlisi Chair

T. Ciaravella Vice Chair

Presiding: C. Ferlisi, Newly elected Committee Chair

3. Terms of Reference for the Policy Review Committee

The committee reviewed the Terms of Reference and with a minor revision was approved.

The Terms of Reference was included with the Policy Review Committee report PART A at the Regular Meeting of the Board held on Tuesday, February 28, 2017.

4. Approval of the Agenda

MOTION Stong/Marchese

CARRIED

5. Approval of the Previous Minutes – January 23, 2017

THAT the minutes be approved.

MOTION Crowe/Cotton

CARRIED

6. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING

Further to the January 23, 2017 Policy Review Committee meeting, the committee had requested further information to be presented relating to the 3 charities previously removed from the Board's Supported Charity List, specifically, WE Charity, Kids Help Phone and the Canadian Rights Action Foundation. F. Bagley advised the Committee that G. Rogers was present in the audience and was prepared to address any questions/concerns from Trustees related to WE Charity. F. Bagley thanked G. Rogers for providing the detailed information package for Trustee review prior to the Feb. 27th meeting. S. Baker, Development and Peace was also present in the audience to address any questions from Trustees with regards to WE Charity's affiliation with Development and Peace. A. Stong directed that the WE Charity be reinstated on the Board's Supported Charity List. The Committee supported A. Stong's direction. C. Cotton thanked G. Rogers for doing a wonderful job in responding to the concerns.

F. Bagley continued by introducing Dr. S. Homatidis and Dr. G. Sorge to speak about Kids Help Phone being reinstated to the Board's Supported Charity List. Dr. Homatidis and Dr. Sorge provided a letter to Trustees with regards to Kids Help Phone and the concerns that arose at the previous meeting. Dr. Homatidis shared that she has reflected extensively on the concerns and that given the mental health needs of our student population, the

numerous barriers to securing professional support for mental health needs in a timely fashion, as well as our Board's support for the Ministry's Mental Health Initiative to support our students' well-being, she believes that Kids Help Phone is a crucial and valuable resource for students who may be experiencing a mental health issue or a crisis. Dr. Sorge shared that Kids Help Phone does not promote abortion in any way, but in fact, advises youth to consider their "values, beliefs, culture" and to also seek support from people they trust. Fundraising for the Kids Help Phone will assist this institution with their ability to continue with the support offered to young persons. M. Marchese directed that Kids Help Phone be reinstated on the Board Approved Charity List. The Committee supported M. Marchese's direction.

F. Bagley introduced S. Gallo to speak about the allocation of fundraising dollars, operational vs. direct support to the fundraising initiative. S. Gallo presented the information with regards to *Understanding the CRA (Canada Revenue Agency) Charities Listings*. S. Gallo advised that Communications has put this guide together as a teaching resource specifically to assist school administration; the goal is to "teach" staff to use this as an important tool when deciding which charity to support. C. Cotton would like to see a communication prepared to go out via Superintendents to have our Principals, in conjunction with their Catholic School Council, conduct a review before the end of the school year of the charities that their school has chosen to support throughout the last few of years. This information will be provided to the incoming Catholic School Council to assist them when making decisions about charity fundraising. It would also be a great learning opportunity for student research and investigation.

7:20 p.m. J. Porter excused herself from the Policy Review Committee meeting.

F. Bagley introduced S. Ulgiati and M. WaySkinner to speak of Next Steps Re: YCDSB Supported Charities. S. Ulgiati shared that managing the charities list is quite a task and that all of the charities on the list presently have been vetted, but that's not to say that those on this list do not change management, their vision or their goals. M. WaySkinner introduced and reviewed the information provided for the committee members regarding St. Tabitha's Gift: A Guideline for Charitable Supports. The resource is intended to guide school communities as they initiate or review charities that will benefit from fundraising efforts.

E. Crowe requested further clarification on the direction this committee would like to proceed with regards to the policy and the supported charities list. C. Cotton suggested that if the committee wishes to formalize this information the Committee can bring the policy back for review and at that time include a copy of the completed St. Tabitha's Gift draft document and how to incorporate this document as an appendix to the Policy.

The committee directed that Policy 603B Fundraising for External Charitable Purpose be reviewed at a future Policy Review Committee meeting with the inclusion of possible changes to the parameters and the addition of a flowchart related to the review process of charitable institutions when making local decisions about fundraising initiatives, the updated YCDSB Supported Charity List and the completed St. Tabitha's Gift resource document.

7:40 p.m. G. Rogers and S. Baker excused themselves from the Policy Review Committee Meeting.

7:45 p.m. Upon completing their presentation, S. Ulgiati and M. WaySkinner excused themselves from the Policy Review Meeting.

7. OUTSIDE PRESENTATIONS: N/A

8. STAFF PRESENTATIONS: N/A

9. ACTION ITEMS

Policy 404 Teacher Recruitment and Selection

Further to the October 12, 2017 Policy Review Committee meeting, and as stated in her memo, L. Coulter updated the Committee on the prior proposed termination of Policies 405A *Appointments to Academic Administrative Position: Supervisory Officers, Principals and Vice Principals*) and 405B *Appointments to Academic Positions of Responsibility* to be collapsed into a revised Policy 404 *Teacher Recruitment*. After careful consideration and recognition that both policies are not scheduled to be reviewed during the current school year, administration have now refocused on reformatting and revising the existing Policy 404 *Teacher Recruitment* in keeping with the Board's Meta policy and prior recommendations from the Policy Review Committee.

E. Crowe congratulated L. Coulter on the revised policy. With minor revisions, Policy 404 was moved and approved and will be presented at the March 28, 2017 Regular Board Meeting for final approval.

MOTION Cotton/Crowe

CARRIED

Policy 409 Occupational Health & Safety

Further to the October 12, 2017 Policy Review Committee Meeting, L. Coulter presented the revised policy. With minor revisions, Policy 409 was moved and approved and will be presented at the March 28, 2017 Regular Board Meeting for final approval.

MOTION Crowe/Mazzotta

CARRIED

Policy 425 Respectful Workplace renamed Workplace Harassment

Further to the October 12, 2016 Policy Review Committee Meeting, L. Coulter updated the committee that this policy has been revised and renamed *Workplace Harassment* due to significant reforms to the *Occupational Health and Safety Act (OHSA)*, placing additional duties on employers with respect to the prevention of workplace harassment. With minor revisions, Policy 425 was moved and approved and will be presented at the March 28, 2017 Regular Board Meeting for final approval.

MOTION Crowe/Mazzotta

CARRIED

Policy 426 Sexual Harassment

Further to the October 12, 2016 Policy Review Committee Meeting, L. Coulter included a termination memo for this policy due to the reforms of the *Occupational Health and Safety Act (OHSA)*, a major change being that the OHSA definition of “workplace harassment” now includes “sexual harassment” and is incorporated within the revised Policy 425 *Workplace Harassment*.

This will be presented at the March 28, 2017 Regular Board Meeting for final approval of termination.

MOTION Crowe/Cotton

CARRIED

Policy 427 Workplace Violence

Further to the October 12, 2016 Policy Review Committee Meeting, L. Coulter presented the revised policy. With minor revisions, Policy 427 was moved and approved and will be presented at the March 28, 2017 Regular Board Meeting for final approval.

MOTION Mazzotta/Marchese

CARRIED

8:35 p.m. Upon completing the review of the HR Policies, L. Coulter excused herself from the Policy Review Committee Meeting.

DISCUSSION

Policy 309 Assessment and Evaluation of Student Achievement

F. Bagley apologized to the committee for inserting the incorrect version of Policy 309 in the Regular Board agenda of January 31st and continued to present the revised policy based on feedback from committee members. The committee reviewed the revisions and the suggested inclusions from C. Cotton. Upon reviewing all suggestions, the committee requested that a clean copy of the policy be forwarded within the next month (March) for Trustee review, but prior to inclusion in the March 28th Regular Board Meeting agenda. With the revisions as indicated, Policy 309, was moved and approved and will be presented at the March 28th, 2017 Regular Board Meeting for final approval.

E. Crowe added that she appreciated to see the inclusion of Superintendent R. Crocco’s report related to the work of the working committee related to the revisions of the Board’s Guidelines and Procedures for the Implementation of the Ministry Policy: Growing Success – Assessment, Evaluation, and Reporting in Ontario Schools, 2011.

MOTION Cotton/ Marchese

CARRIED

Communications (E. Crowe)

Policy 103 Communication: Public Relations

Policy 110 Communication: Trustee/Administration

Policy 317 Electronic Communications & Social Media

Policy 606 Catholic School Councils

C. Cotton introduced E. Crowe, as there was a request at Executive to discuss the above noted communication policies.

E. Crowe expressed some concerns that have arisen most recently with regards to outdated information on school websites, inconsistencies with the application of communication procedures/processes outlined in each of the policies, requesting to have a discussion regarding the communication policies listed above.

The committee reviewed and discussed the policies in detail and shared suggestions related to the alignment and cross referencing of and between policies. The committee directed F. Bagley and S. Gallo to review and revise the above policies accordingly based on the Committee's suggested revisions and present at a future Policy Review Committee Meeting.

9:15 p.m. RECESS TO CONVENE IN-CAMERA SESSION

9: 40 p.m. There was one in-camera session. The item is on the agenda in the Committee Board report for March 28, 2017.

10. INFORMATION ITEMS

11. Notices of Motion: N/A

12. Future Discussion Items

Policies to be brought to future Policy Committee Meetings

Policy 111 Trustee Services and Expenditures

Policy 119 Disposition of Complaints against Trustees

Policy 217 Sexual Harassment (Students)

Policy 406 Performance Appraisal of Academic Staff

Policy 407 Criminal Background Checks

Policy 410 Principal & Vice Principal Performance Appraisal

Policy 411 Workplace Accommodation

Policy 423 Conflict of Interest for Employees

Policy 424 Disposition of Complaints about Board Employees

Policy 428 Racial & Ethnocultural Harassment

Policy 703 Community Use of Schools

Police School Board Protocol

13. Future Meeting Dates: April 4, 2017 and June 13, 2017

14. Adjournment

That, the Policy Review Committee meeting adjourned at 9:45 p.m.

MOTION Mazzotta/Marchese

CARRIED