

York Catholic District School Board

**MINUTES
POLICY REVIEW COMMITTEE**

January 23, 2017

Attending:

Committee Members:

T. Ciaravella, C. Cotton, M. Marchese, D. Mazzotta

Absent with Notice:

C. Ferlisi

Other Trustees:

E. Crowe, D. Giuliani

Administration:

F. Bagley, L. Coulter, J. Porter

Other Guests:

C. Recine, C. Rosenberger

Presiding:

T. Ciaravella

Recording:

J. Di Bratto

1. Opening Prayer

2. Approval of the Agenda

MOTION Crowe/Marchese

CARRIED

3. Approval of the Previous Minutes – November 14, 2016

MOTION Crowe/Cotton

CARRIED

4. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING: N/A

5. OUTSIDE PRESENTATIONS: N/A

6. STAFF PRESENTATIONS:

Report: Approved Speakers: Follow up to Trustee Ferlisi's "Business Arising" items presented at the November 29th, 2016 Regular Meeting of the Board

F. Bagley presented this report with the intent to provide more detailed information to the Policy Review Committee related to Trustee Ferlisi's comments and questions presented in the 'Business Arising' segment of the November 29, 2016 Regular Meeting of the Board relating to a Board-approved list of speakers. Details contained within this report provided Trustees with information, processes and procedures that Board employees apply when determining a suitable speaker, facilitator or organization for presentations and/or student participation in retreats (Independent Procedures, 2015). The YCDSB *Chaplaincy Team Guidelines and Services* document, contains 2-pages outlining Facilitators and Retreat Location/Centres reviewed by the Board's Religious Education Department and supported by the Archdiocese of Toronto was also provided. Finally, the YCDSB Supported Charities list, a resource for teachers and/or Administrators to secure a speaker or organization for presentation to students or staff was also provided.

The committee discussed the information and suggested revisions to the appendices. F. Bagley appreciated the feedback and will present the requested information at a future Policy Committee Meeting.

The committee expressed concern with the Charities List and requested confirmation that all organizations currently reflected on the list adhere to Catholic teachings. F. Bagley continued to explain to the committee that the Religious Education department continues to update the list on an annual basis. However, most recently three organizations are presently in need of further review – 2 for having information related to abortion available on their websites and the 3rd as the organization highlights that an extremely high percentage of the funds raised go towards the charities of the organization's choice, not necessarily those selected by the school, while the remaining percentage of funds supports the operational costs of the organization. Trustees expressed their concern, and requested that these 3 organizations be removed from the Charity list immediately. The committee requested further information to be presented at the next meeting relating to the 3 charities along with detailed CEO salaries for these organizations and any other administration costs that fundraising money is used for.

F. Bagley advised that the three particular organizations would be removed from the list on January 24th until researched fully. A report back to the Committee at a future meeting regarding the charities on the list, specifically the breakdown of administration costs; CEO salaries; and, the allocation of fundraising dollars submitted from schools would be provided. Religious Education Consultants and the Communications will work together to gather this information and present their findings at the next Policy Review Committee meeting.

Policy 320 DRAFT French Immersion Program NEW

F. Bagley presented this new policy and requested feedback from the committee. The committee reviewed and discussed revisions to be included for clarification purposes within the guidelines and procedures. The committee requested that this policy not be sent out for consultation until policy; guidelines and procedures have been finalized and reviewed by the committee. The committee also requested that this draft policy be shared with the International Language Advisory Committee as well as the Student Success & Pathways Committee for additional feedback. M. Marchese opposed the inclusion, in this draft, of programming changes calling for the elimination of ILE in the FI single track schools, and that this change had no place in a draft policy in the absence of any approved Board motion to eliminate ILE from single track FI. F. Bagley will revise accordingly, consolidate the feedback and input from the ILE Advisory Committee and the Student Success & Pathways Committee and present at a future Policy Review Committee meeting.

7. ACTION ITEMS

Policy 615 Educational Partnerships

Further to the November 14, 2016 Policy Review Committee meeting, F. Bagley introduced C. Rosenberger, Vice-Principal, Cardinal Carter CHS to present the revised policy. With minor revisions Policy 615 Educational Partnerships was moved and approved.

MOTION Cotton/Marchese CARRIED

As a separate recommendation it was suggested by the committee, that the development of a tracking system or chart identifying the number of reports along with the specific timeline for reporting to Board would be beneficial. F. Bagley will develop the tracking chart and report back to the committee at a future Policy Review Committee Meeting.

7:40 p.m. Upon completing her presentation, C. Rosenberger excused herself from the Policy Review Committee Meeting.

Policy 611 Criminal Background Checks for Service Providers

Further to the November 14, 2016 Policy Review Committee meeting, F. Bagley welcomed C. Recine to present the updated policy to the committee. With minor revisions, Policy 611 Criminal Background Checks for Service Providers was moved and approved.

MOTION Crowe/Cotton CARRIED

7:50 p.m. Upon completing her presentation, C. Recine excused herself from the Policy Review Committee Meeting.

HR Policies

Policy 425 Respectful Workplace – (Former) Workplace Harassment

Policy 426 Sexual Harassment (Workplace) (Terminate due to inclusion in Policy 425)

Further to the October 12, 2016 Policy Review Committee Meeting, L. Coulter presented the revised policy explaining that there have been significant reforms to the Occupational Health & Safety Act, placing additional duties on employers with respect to the prevention of workplace harassment. These changes have been incorporated within the policy. The committee reviewed and discussed the policy, processes, guidelines and procedures and requested further revisions. L. Coulter will revise accordingly and present the revised policy at the February 27, 2017 Policy Review Committee Meeting.

8:30 p.m. Upon completing her presentation, L. Coulter excused herself from the Policy Review Committee meeting.

Policy 106 Delegations to the Board and Input to Agenda Items

F. Bagley presented this policy and forms with the intent of providing further clarification as to when PAR delegations would be received by the Board. The committee discussed and suggested additional revisions. With the suggested revisions Policy 106 Delegations to the Board and Input to Agenda Items was moved and approved.

MOTION Crowe/Marchese

CARRIED

Policy 226A Admission to Elementary School

The committee reviewed the policy and with minor revisions Policy 226A Admission to Elementary School was moved and approved.

MOTION Crowe/Cotton

CARRIED

Policy 226B Admission to Secondary Schools

The committee reviewed and discussed the policy. Trustee Mazzotta requested that this policy be deferred and included as an in-camera item at the February 27, 2017 Policy Review Committee Meeting for further discussion.

YCDSB Office Consolidation of By-Law No. 1 Operational By-Law

F. Bagley presented the report for the Committee's input with revisions to the following sections of the by-law:

1. Section 4.0: Committee Structure – The purpose of the revision is to align the Board's current committee structure with the Board's Multi-Year Strategic Plan. A draft template for the Terms of Reference for all committees was also presented for consideration. The revisions support the intent of Trustee Ciaravella's motion approved at the Regular Meeting of the Board on October 25, 2016.

E. Crowe made a motion to incorporate the revisions into the YCDSB Operational By-Law No. 1 and with minor revisions to the Terms of Reference template, the committee approved the template.

MOTION Crowe/Cotton

CARRIED

DISCUSSION

Policy 219A Elementary Dress Code (Policy & Procedures)

F. Bagley presented the revised policy and the voting procedures that will be implemented in YCDSB Elementary schools. The committee discussed, reviewed and suggested revisions to the policy and voting procedures for further clarification. F. Bagley will present the revised policy and procedures at a future Policy Review Committee Meeting.

9:50 p.m. Trustee Ciaravella received an emergency phone call and excused herself from Chairing the Policy Review Committee meeting.

Since neither Chair nor Vice-Chair of the Policy Review Committee were present to preside over the Policy Review Committee meeting, the meeting was adjourned.

8. INFORMATION ITEMS

9. Notices of Motion: N/A

10. Future Discussion Items

Policies to be brought to future Policy Committee Meetings

Policy 119	Disposition of Complaints against Trustees
Policy 217	Sexual Harassment (Students)
Policy 403	Support Services Recruitment and Promotion
Policy 404	Academic Services Recruitment and Promotion
Policy 406	Performance Appraisal of Academic Staff
Policy 407	Criminal Background Checks
Policy 409	Occupational Health & Safety
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 427 Workplace Violence
Policy 428 Racial & Ethnocultural Harassment
Policy 703 Community Use of Schools
Police School Board Protocol

11. Proposed Future Meeting Dates: Monday, February 27, 2017, 6: 30 p.m.

12. Adjournment

That, the Policy Review Committee meeting adjourned at 9:50 p.m.

MOTION Crowe/Mazzotta

CARRIED

APPROVED