

York Catholic District School Board

**MINUTES**  
**POLICY REVIEW COMMITTEE**

June 6, 2023  
(Hybrid)

**In Attendance**

**Committee Members:** F. Alexander, M. Barbieri, C. Cotton, J. DiMeo, M. Iafrate, A. Saggese  
**Other Trustees:** T. McNicol (Virtual)  
**Regrets:** A. Grella  
**Administration:** D. Scuglia, J.Sarna, C. Allegranza, M. Brosens, D. Candido, K. Elgharbawy, M. Farrell, C. Gastis, M. Gray, S. Morrow  
**Recording:** S. Greco  
**Presiding:** M. Iafrate, Committee Chair

**1. CALL TO ORDER/OPENING PRAYER/LAND ACKNOWLEDGEMENT**

Commencing at 6:30 p.m. by Trustee Iafrate/Associate Director, Sarna

**2. ROLL CALL**

Trustee Angela Grella - Absent with Notice

**3. APPROVAL OF NEW MATERIAL: NIL**

**4. APPROVAL OF THE AGENDA**

THAT the agenda of June 6, 2023, be approved as presented.

**MOTION: Cotton/DiMeo**

**CARRIED**

**5. APPROVAL OF THE PREVIOUS MINUTES**

THAT the minutes of March 21, 2023 be approved.

**MOTION: Saggese/Barbieri**

**CARRIED**

**6. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING: NIL**

**7. OUTSIDE PRESENTATION: NIL**

**8. STAFF PRESENTATIONS: NIL**

**9. ACTION ITEMS**

**a) Policy 109 Records and Information Management**

**Procedure 109 Records and Information Management (NEW)**

J. Sarna and R. de Soysa Martin presented the revised policy and new procedures. The policy was revised to incorporate parameters that speak to the retention and disposition of records within YCDSB. The new procedure was created as a manual for the creation, receipt, maintenance, use and disposition of records through its lifecycle. The Policy Review Committee had the opportunity to provide their changes and comments. This policy was moved and approved.

**MOTION: Barbieri/Crowe**

**CARRIED**

**b) Policy 606 Catholic School Councils**

J.Sarna presented the draft policy which received consultation from stakeholders with minimal changes. The policy was moved and approved.

**MOTION: Crowe/Saggese**

**CARRIED**

**c) Policy 206 Supporting Students with Prevalent Medical Conditions: Asthma  
Policy 209 Supporting Students with Prevalent Medical Conditions: Anaphylaxis  
Policy 213 Supporting Students with Prevalent Medical Conditions: Diabetes  
Policy 224 Supporting Students with Prevalent Medical Conditions: Epilepsy**

J.Sarna presented these policies to be terminated as a new policy was created to reflect PPM 161. The intention was to create four new individual procedures for supporting students with anaphylaxis, asthma, diabetes and epilepsy.

**THAT** Policies 206, 209, 213, 224 Supporting Students with Prevalent Medical Conditions: Asthma, Anaphylaxis, Diabetes, Epilepsy be terminated.

**MOTION: Crowe/Cotton**

**CARRIED**

**d) Policy 206 Supporting Students with Prevalent Medical Conditions: Anaphylaxis, Asthma, Diabetes and/or Epilepsy**

J. Sarna presented the new policy to encompass the old Policy 206, 209, 213, 224. The policy was moved and approved.

**MOTION: Cotton/DiMeo**

**CARRIED**

**e) Procedures for 206A, 206B, 206C, 206D**

J. Sarna presented the new procedures that were created as an addendum to Policy 206. The procedures were moved and approved.

**Procedure 206A Supporting Students with Prevalent Medical Conditions: Anaphylaxis**

**Procedure 206B Supporting Students with Prevalent Medical Conditions: Asthma**

**Procedure 206C Supporting Students with Prevalent Medical Conditions: Diabetes**

**Procedure 206D Supporting Students with Prevalent Medical Conditions: Epilepsy**

**MOTION: Barbieri/ DiMeo**

**CARRIED**

**f) Policy 207A Administration of Oral Prescription Medication to Elementary & Secondary Students  
Policy 207B Administration of Oral Non-Prescription Medication to Elementary Students**

D. Candido presented these policies to be terminated as one new policy was created to amalgamate both Policy 207A and 207B. The new policy was moved and approved

**MOTION: Barbieri/ DiMeo**

**CARRIED**

**g) Policy 212 Concussions**

J. Sarna presented the policy as it was up for review. The policy reflected adherence to PPM 158 and other legislation. This policy was moved and approved.

**MOTION: Saggese/Barbieri**

**CARRIED**

**h) Policy 317 Electronic Communications and Social Media**

S. Morrow presented this policy which was up for review. The policy had input from Human Resources as well as Marketing & Communications. A new procedure was created as an addendum which outlined the ethical use of electronic communications and social media for staff and students. Further revisions were necessary to both the policy and procedure and will be brought back to the September 12, 2023 PRC meeting.

**i) Policy 703 Community Use of Schools**

**Procedures 703 Community Use of Schools**

K. Elgharbawy presented the revised policy and procedures. Further revisions were required. This policy was moved and approved.

**MOTION: Cotton/DiMeo**

**CARRIED**

**DISCUSSION ITEM(S):**

**a) Policy 106 Delegations to the Board**

J. Sarna presented the policy to includes changes to the process for submitting delegations and parameters reinforcing the standards of ethical conduct for delegations. Further changes were necessary and this policy will be brought back to the September 12, 2023 PRC meeting.

**INFORMATION ITEM(S): NIL**

**NOTICES OF MOTION: NIL**

**FUTURE ITEMS:**

- a) Policy 101 Meta Policy
- b) Policy 115 Prerequisites
- c) Policy 211 Indigenous Student Self-Identification
- d) Report - Truth and Reconciliation
- e) Procedure 304A Research
- f) Policy 304B Internal School Surveys
- g) Procedure 304B Internal School Surveys
- h) Policy 402 Accommodations for Students with Moderate to Severe Learning Needs
- i) Policy 603A School Fundraising
- j) Policy 603B Fundraising for External Charitable Purposes
- k) Policy 707 Acquisition and Development of School Sites

**FUTURE MEETING DATE(S):**

September 12, 2023

January 23, 2024

March 5, 2024

June 4, 2024

**ADJOURNMENT:**

**THAT** the Policy Review Committee meeting adjourned at 8:34 p.m.

**MOTION: DiMeo/Crowe**

**CARRIED**