

York Catholic District School Board

**MINUTES
POLICY REVIEW COMMITTEE**

September 19, 2017

Attending:

Committee Members:

T. Ciaravella, E. Crowe, D. Giuliani, T. McNicol
M. Marchese, D. Mazzotta, M. Mogado,
Student Trustees, B. Smith, S. Trozzo

Absent with Notice:

Administration:

C. Cotton, C. Ferlisi, A. Stong
F. Bagley, M. Battista, A. Chan, L. Coulter, T. D'Acunto, N. Di Nardo, M. Fedrigoni,
J. McLoughlin, O. Oloya, T. Pechkovsky, J. Porter, J. Sarna
Patricia Chiarella, OECTA

Other Guests:

Presiding:

T. Ciaravella

Recording:

J. Di Bratto

1. Opening Prayer, 7:10 p.m.

2. ROLL CALL

3. Approval of the Agenda

T. Ciaravella updated the following changes to the agenda;

1. That discussion item (#8 Action Item/Discussion) "Admissions Process" to be moved to the first item before action items due to D. Giuliani having to excuse himself from the Policy Review Committee Meeting.
2. Secondly, to remove Discussion item (#8 Action Item/Discussion) "Leaves of Absences/Secondments" from the agenda.

With these revisions the agenda was approved.

**MOTION Marchese/McNicol
CARRIED**

4. Approval of the Previous Minutes – June 6, 2017

THAT the minutes be approved.

**MOTION Mogado/Mazzotta
CARRIED**

5. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING: NIL

6. OUTSIDE PRESENTATIONS: NIL

7. STAFF PRESENTATIONS:

D. Giuliani apologized and requested to present prior to action items due to having to excuse himself for a prior commitment.

D. Giuliani shared with the committee that he has noticed more so this year than other years that it has become a challenge to register students through the summer months. In an effort to keep all York Catholic District School Board student registrations within our board, D. Giuliani requested that a system process for summer registration, particularly for Secondary, be developed in collaboration with all employees who are directly involved with student registration and presented at a future Policy Review Committee meeting for implementation in July 2018.

7:20 p.m. Upon completing his presentation, D. Giuliani excused himself from the Policy Review Committee meeting.

ACTION ITEMS

Policy 103 Communication: Public Relations

Further to the February 27, 2017 Policy Review Committee meeting S. Gallo shared the revised policy with the suggested revisions from the committee. The committee discussed and suggested additional revisions. With minor revisions the policy was moved and approved.

MOTION Crowe/Mazzotta

CARRIED

Policy 110 Communication: Trustee/Administration

Further to the February 27, 2017 Policy Review Committee meeting S. Gallo shared the revised policy. The committee discussed and shared further considerations to be incorporated with the policy.

S. Gallo appreciated the feedback and will present a revised version of the policy at the November 23, 2017 Policy Committee Meeting.

Policy 606 Catholic School Councils

Further to the February 27, 2017 Policy Review Committee meeting S. Gallo shared the revised policy. The committee discussed and shared further considerations to be incorporated with the policy.

D. Mazzotta motioned that a letter be forwarded to the Ministry of Education requesting revisions to the Ministry of Education, *School Councils - A Guide for Members* to reflect current times. T. McNicol seconded the motion.

S. Gallo appreciated the feedback and will present a revised version of the policy at the November 23, 2017 Policy Committee Meeting.

Policy 303 Educational Out-of-Classroom Activities

F. Bagley shared that due to the unfortunate accident that occurred in the Toronto District School Board with regards to a student's drowning while on a school sanctioned excursion, it has caused us to review our policy and procedures through a different lens. F. Bagley explained that a new form has been created and included in this agenda package pertaining to the mandatory assessment/evaluation of a student's swimming level as well as their participation in water activities. The new form has been reviewed by OSBIE. F. Bagley continued that the onus is on Principals and teachers to ensure that all venues considered for excursions swimming level assessment procedures are in place and that safety procedures related to water activities are offered at the venue. These safety procedures must be communicated to parents and students prior to consent and permission of participation and reviewed with students and supervisors when arriving to the venue.

The committee discussed and suggested further considerations to be incorporated in the policy and procedures, i.e.: cancellation and interruption insurance.

With the inclusion of the revisions, the policy was moved and approved.

MOTION Crowe/Marchese

CARRIED

Policy 412 Progressive Discipline

Further to the June 6, 2017 Policy Review Committee meeting L. Coulter updated the committee with the suggested revisions of the policy. The committee thanked and appreciated the revisions and inclusion of comments from the committee. The committee continued to discuss the policy in detail and shared further considerations to be incorporated. With the inclusion of the discussed revisions, the policy was moved and approved.

MOTION Crowe/Marchese

CARRIED

Post Meeting: Upon further consideration, the committee requested that Policy 412 Progressive Discipline be referred to the next HR Committee Agenda on October 18, 2017 for further review. Upon review from the HR Committee, this revised policy will be presented at a future Policy Review Committee meeting.

Policy 424 Disposition of Complaints Against Employees

Further to the June 6, 2017 Policy Review Committee meeting L. Coulter reviewed and shared further revisions that have been incorporated in the policy and procedures. The committee appreciated the revised policy, procedures and flowchart and continued to suggest additional revisions. With the minor revisions, the policy was moved and approved.

MOTION Mazzotta/Crowe

CARRIED

T.McNicol indicated that she had to leave the meeting. The Chair noted that quorum would be lost. Staff was directed to present the remaining items of the agenda, as noted below, at the September 26, 2017 Board meeting.

MOTION to Adjourn Crowe/Mogado

CARRIED

Policy 701 Access to School and Board Premises

Policy 219A Elementary Dress Code

Procedures for Policy 208 Student Disability Accommodation

8. INFORMATION ITEMS

9. Notices of Motion: NIL

10. Future Discussion Items

Policies to be brought to future Policy Committee Meetings

Policy 105	Trustee Professional Development
Policy 107	Student Trustees
Policy 111	Trustee Services and Expenditures
Policy 119	Disposition of Complaints against Trustees
Policy 312A	Pupil Texts, School Supplies & Supplementary Student Fees - Elementary
Policy 312B	Pupil Texts, School Supplies & Supplementary Student Fees – Secondary
Policy 406	Performance Appraisal of Academic Staff
Policy 410	Principal & Vice Principal Performance Appraisal
Policy 411	Workplace Accommodation
Policy 703	Community Use of Schools
Policy 801	Use of Board Funds for Recognition/Acknowledgement Purposes

11. Future Meeting Dates:

November 23, 2017, 6:30 p.m.

January 16, 2018, 6:30 p.m.

April 10, 2018, 6:30 p.m.

12. Adjournment

That, the Policy Review Committee meeting adjourned at 9:10 p.m.

MOTION Crowe/Mogado

CARRIED