



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## **Policy Meeting Minutes (Open)**

Durham Catholic District School Board

February 5, 2024 at 7:30 PM EST

650 Rossland Road West, Oshawa, North Boardroom

### **Attendance**

#### **Trustees Present**

M. Forster (Chair), R. Damianopoulos (Vice Chair)

K. Beatty, R. De Souza, J. Emanuel\*, M. Hall, J. McCafferty\*, M. Ste. Marie

### **Regrets**

#### **Student Trustees Present**

M. Esan, A. Walsh

#### **Director of Education Present**

T. Barill

#### **Senior Administration Present**

K. Akomolafe, S. Grieve, M. Hammond, M. O'Neill\*, R. Rodriguez, P. Sorhaitz, D. Stargratt\*, K. Stevenson, J. Wilson, G. Winn

### **Regrets**

\*Attended electronically

#### 1. Opening

Chair Forster opened the meeting at 7:20 p.m.

##### 1.1 Call to Order

Chair Forster called the meeting to order.

##### 1.2 Motion to Move In Camera

#### **Motion:**

P2024-02-05-01 – Motion to Move In Camera

"THAT the Durham Catholic District School Board meeting move into In Camera session."

Motion moved by M. Ste. Marie and motion seconded by M. Hall. CARRIED

**Resumption of the Open Session 7:30 p.m.**

1.3 Memorials and Prayer - Student Trustees

Student Trustee Esan offered the opening prayer.

1.4 Land Acknowledgement

Chair Forster acknowledged Traditional Lands and Territory.

1.5 Canadian Anthem

Performance by Notre Dame Catholic Secondary School (pre-recorded).

1.6 Roll Call and Apologies

All Trustees were in attendance. Trustees Emanuel and McCafferty attended electronically.

1.7 Approval of Agenda

**Motion:**

P2024-02-05-02 - Approval of Agenda

"THAT the Durham Catholic District School Board approve the agenda of the February 5, 2024 Policy Meeting."

Motion moved by K. Beatty and seconded by J. McCafferty. CARRIED

1.8 Declarations of Interest

None

2. Items of Information

2.1 Announcements

None

2.2 Notices of Motions

None

2.3 Presentations

None

2.4 Delegations

None

2.5 Order Paper: Resolutions Approved for Implementation

None

## 2.6 Staff Reports

Trustees were provided with an opportunity to ask questions.

### 2.6.1 Current Roster of Policies

Trustees were provided with the current roster of policies detailing the status of each policy in the policy update process.

### 2.6.2 Input Received

Trustees were provided with a listing of the policies that were posted for input following the November 6, 2023, policy meeting and a summary of the stakeholder input received to date.

### 2.6.3 Administrative Procedures to be Rescinded

Trustees were apprised of two administrative procedures that have become redundant due to policy framework updates.

### 2.6.4 Annual Reviews

PO318 Occupational Health and Safety, PO320 Workplace Harassment and Workplace Sexual Harassment, PO324 Workplace Violence and PO613 Student Attendance are identified as policies requiring annual review by appropriate staff. No changes were made to the policies following review.

## 3. Items for Decision

### 3.1 Consideration of Motions For Which Previous Notice Has Been Given

None

### 3.2 Business Arising from Previous Meetings

None

### 3.3 Staff Reports

#### 3.3.1 First Reading

##### 3.3.1.1 PO201 Freedom of Information and Protection of Privacy Policy

**Motion:**

P2024-02-05-03 – Freedom of Information and Protection of Privacy Policy (PO201)

"THAT the Durham Catholic District School Board approve the First Reading of the revised Freedom of Information and Protection of Privacy Policy (PO201)."

Motion moved by R. De Souza and seconded by M. Ste. Marie.  
CARRIED

Trustee Ste. Marie inquired about including language in the policy around requests/disclosure of information. Director Barill and Chief Information Officer Rodriguez advised that the policy would be reviewed prior to second reading to ensure it includes the FOI process.

3.3.2.2 PO210 Policy Development and Implementation Policy

**Motion:**

P2024-02-05-04 – Policy Development and Implementation Policy (PO210)

"THAT the Durham Catholic District School Board approve the First Reading of the revised Policy Development and Implementation Policy (PO210)."

Motion moved by M. Hall and seconded by K. Beatty. CARRIED

Trustee Ste. Marie requested that section 5.1.2 around stakeholder rights and responsibilities be expanded on to increase clarity.

3.3.2.3 PO445 Student Fees for Learning Materials and Activities Policy

**Motion:**

P2024-02-05-05 – Student Fees for Learning Materials and Activities Policy (PO445)

"THAT the Durham Catholic District School Board approve the First Reading of the revised Student Fees for Learning Materials and Activities Policy (PO445)."

Motion moved by M. Hall and seconded by K. Beatty. CARRIED

Senior administrative staff responded to questions as they arose.

3.3.2 Second Reading

3.3.2.1 PO205 Trustee Meeting Attendance – Electronic Means and In-Person Policy

**Motion:**

P2024-02-05-06 – Trustee Meeting Attendance – Electronic Means and In-Person Policy (PO205)

"THAT the Durham Catholic District School Board approve the Second Reading of the revised Trustee Meeting Attendance – Electronic Means and In-Person Policy (PO205)."

Motion moved by M. Hall and seconded by M. Ste. Marie. CARRIED

Trustee Hall inquired about Trustee attendance and complete technology failure expectations. Director Barill advised that she would investigate and make necessary amendments if required.

3.3.2.2 PO312 Disability Management Policy

**Motion:**

P2024-02-05-07 – Disability Management Policy (PO312)

"THAT the Durham Catholic District School Board approve the Second Reading of the revised Disability Management Policy (PO312)."

Motion moved by M. Hall and seconded by R. De Souza.  
CARRIED

3.3.2.3 PO400 Cybersecurity Policy

**Motion:**

P2024-02-05-08 – Cybersecurity Policy (PO400)

"THAT the Durham Catholic District School Board approve the Second Reading of the Cybersecurity Policy (PO400)."

Motion moved by M. Hall and seconded by R. De Souza.  
CARRIED

3.3.2.4 PO523 Environmental Education Policy

**Motion:**

P2024-02-05-09 – Environmental Education Policy (PO523)

"THAT the Durham Catholic District School Board approve the Second Reading of the revised Environmental Education Policy (PO523)."

Motion moved by M. Ste. Marie and seconded by R. De Souza.  
CARRIED

Trustee Ste. Marie inquired as to whether a resource could be added to section 6.2.1 around Indigenous Ways of Knowing. Director Barill advised that the respective administrative procedure (AP523-1) could expand on this particular requirement.

3.3.2.5 PO614 Concussion Management Policy

**Motion:**

P2024-02-05-10 – Concussion Management Policy (PO614)

"THAT the Durham Catholic District School Board approve the Second Reading of the revised Concussion Management Policy (PO614)."

Motion moved by M. Hall and seconded by R. De Souza.  
CARRIED

### 3.3.3 Third and Final Reading

#### 3.3.3.1 PO327 Director of Education Performance Appraisal Policy

**Motion:**

P2024-02-05-11 – Director of Education Performance Appraisal Policy (PO327)

"THAT the Durham Catholic District School Board approve the Third and Final Reading of the revised Director of Education Performance Appraisal Policy (PO327)."

Motion moved by M. Ste. Marie and seconded by K. Beatty.  
CARRIED

#### 3.3.3.2 PO610 Code of Conduct Policy

**Motion:**

P2024-02-05-12 – Code of Conduct Policy (PO610)

"THAT the Durham Catholic District School Board approve the Third and Final Reading of the revised School Code of Conduct Policy (PO610)."

Motion moved by M. Ste. Marie and seconded by R. De Souza.  
CARRIED

Trustee Ste. Marie inquired about the code of conduct and student use of cell phones during instructional time. Superintendent Sorhaitz advised that there are brochures that are sent to parents that the senior staff would endeavour to review again. Director Barill advised that staff would review relevant policies, procedures and resources and provide Trustees with an update at the next policy meeting.

### 3.3.4 Policies to be Rescinded

#### 3.3.4.1 PO411 Alternative Arrangements for School Facilities Policy

**Motion:**

P2024-02-05-13 – Alternative Arrangements for School Facilities Policy (PO411)

"THAT the Durham Catholic District School Board approve the Third and Final Reading of the revised Alternative Arrangements for School Facilities Policy (PO411)."

Motion moved by R. De Souza and seconded by M. Ste. Marie.  
CARRIED

3.3.4.2 PO442 Mobile Devices Acceptable Use Policy

**Motion:**

P2024-02-05-14 – Mobile Devices Acceptable Use Policy (PO442)

"THAT the Durham Catholic District School Board approve the Third and Final Reading of the revised Mobile Devices Acceptable Use Policy (PO442)."

Motion moved by R. De Souza and seconded by M. Ste. Marie.  
CARRIED

4. Other Business

4.1 Board Communications

None

4.2 Trustee Questions

None

4.3 Motion to Adjourn

**Motion:**

P2024-02-05-15- Motion to Adjourn

"THAT the Durham Catholic District School Board adjourn the Policy Meeting of February 5, 2024."

Motion moved by R. Damianopoulos and seconded by K. Beatty. CARRIED

4.4 Closing Prayer

A. Walsh offered a closing prayer.

The meeting adjourned at 8:24 p.m.

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Monique Forster, Chair of the Board  
Durham Catholic District School Board

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Tracy Barill, Director of Education  
Durham Catholic District School Board

Recording Secretary: C. Cavalier