



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, SEPTEMBER 24, 2013

Minutes of the Policy Committee Meeting held on Tuesday, September 24, 2013 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:37 p.m. by Policy Committee Chairperson Burkholder.

1. **Opening Prayer**

Policy Committee Chairperson Burkholder led the meeting with a prayer.

2. **Attendance**

Committee Members	Present	Absent	Excused
Rhianon Burkholder (Committee Chair)	✓		
Kathy Burtnik	✓		
Dino Sicoli			✓

Trustees:
Nil

Student Trustees:
Vincent Atallah, Trustee
Dallas McMahon, Trustee

Staff:
John Crocco, Director of Education
Lee Ann Forsyth-Sells, Superintendent of Education
Frank Iannantuono, Superintendent of Education
Giancarlo Vetrone, Superintendent of Business & Financial Services
Jennifer Brailey, Manager of Corporate Services & Communications Department
Sherry Morena, Administrative Assistant, Corporate Services & Communications Department /Recording Secretary

3. **Approval of Agenda**

Moved by Trustee Burtnik

THAT the September 24, 2013, Policy Committee Agenda be approved, as presented.

APPROVED

4. **Disclosure of Interest**

No Disclosures of Interest were declared with any items on the agenda.

5. **Minutes of the Policy Committee Meeting of May 28, 2013**

Moved by Trustee Burtnik

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of May 28, 2013, as presented.

APPROVED

6. **Policies**

ACTION REQUIRED

POLICIES - PRIOR TO VETTING

6.1 **Adult and Continuing Education Policy (400.1)**

Frank Iannantuono, Superintendent of Education, presented the amendments to the Adult and Continuing Education Policy.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Amend paragraph 3 to read:
Staff will continue to actively pursue “local, national and international” continuing education initiatives, in collaboration with “its” ~~government agencies and community~~ partners to provide quality Catholic Continuing education courses and programs for all students “and staff”.
- Insert as paragraphs 4 & 5:
 - *The Niagara Catholic Continuing Education Department is mandated to be self-funded and self-sustaining and will endeavor to provide a wide variety of Catholic Continuing Education courses and programs subject to funding and viability.*
 - *In order for the Niagara Catholic District School Board to be recognized as an international destination for students and staff, Catholic educational experiences and educational partnerships will continue to be developed through International Education partnership agreements which in turn will facilitate international experiences and opportunities for students and staff.*

ADMINISTRATIVE GUIDELINES

- Delete the following Administrative Guidelines.

The Policy Committee requested that the Adult and Continuing Education Policy (400.1) be vetted from October 4, 2013 to November 11, 2013 with a recommended deadline for presentation to the Policy Committee in November 2013, for consideration to the Committee of the Whole and Board in December 2013.

6.2 Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the amendments to the Corporate Cards, Purchasing Cards & Petty Cash Policy.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Add Reference: Broader Public Sector Accountability Act (BPSAA), 2010

ADMINISTRATIVE GUIDELINES

- **Corporate Card**
 - replace the word “Company” with “Niagara Catholic”
“Niagara Catholic” ~~Company~~ credit card that is issued Amendments ...
- **Purchase Card**
 - paragraph 2 – replace “their organization’s” with “Niagara Catholic’s”
All cards are issued to employees who are expected to follow ~~their organization’s~~ Niagara Catholic’s policies ...
 - paragraph 3 - delete
~~The liability for abuse of both Corporate/Purchasing cards rests with the company and not with the employee.~~
- 3. Insert the word “deemed”
Corporate Cards and/or Purchasing Cards may be provided with the approval of the Director of Education to other board employees, if it is “deemed” necessary for them to carry out their responsibilities.
- 5. Insert the word “in”
Approved Corporate Cards and Purchasing Cards will be issued by the bank responsible for the Board’s Banking Services and they shall be issued “in” the name of the Board and the Employee.
- 6. Insert the word “solely”
Corporate Cards, Purchasing Cards and Petty Cash Funds are to be used “solely” for expenses related to Board Business.
- 8. Delete the words “as soon as possible” at the end of the sentence.
- 12. Delete the last sentence
~~The expenses of the Trustees shall be approved by the Chair of the Board and Director of Education.~~

The Policy Committee requested that the Corporate Cards, Purchasing Cards & Petty Cash Policy be vetted from October 4, 2013 to November 11, 2013 with a recommended deadline for presentation to the Policy Committee in November 2013, for consideration to the Committee of the Whole and Board in December 2013.

6.3 Access to School Premises Policy - Safe Schools (302.6.3)

Lee Ann Forsyth-Sells, Superintendent of Education, presented the amendments to the Access to School Premises Policy - Safe Schools.

The Policy Committee suggested the following amendments:

POLICY NAME

- Access to “School” ~~Board~~ Premises Policy

POLICY STATEMENT

- Replace all instances of “school premises” with “Board premises”
- Paragraph 2 – insert the word “authorized” and replace “school” with “Board”
The Niagara Catholic District School Board authorizes its staff to utilize the provision of the regulation and the Criminal Code in efforts to ensure the safety of all “authorized” persons on school “Board” premises...

ADMINISTRATIVE GUIDELINES

- Replace all instances of “school premises” with “Board premises”
- Delete references to appendix A and appendix B along with appendices

1. Delete the word “individual”

4. Insert the word “or”
A Principal “or” Vice-Principal...

Replace the word “yourself” with “themselves”
If possible, confront the “trespasser” and identify ~~yourself~~ “themselves”.

5. Insert the word “or”
A Principal “or” Vice-Principal...

The Policy Committee requested that the Access to School Premises Policy - Safe Schools (302.6.3) be vetted from October 4, 2013 to November 11, 2013 with a recommended deadline for presentation to the Policy Committee in November 2013, for consideration to the Committee of the Whole and Board in December 2013.

6.4 School Generated Funds Policy (301.6)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the amendments to the School Generated Funds Policy.

Following a lengthy discussion, the Policy Committee agreed that due to the complexities of the School Generated Funds Policy would be reviewed and presented at the October Policy Committee Meeting for further discussion.

INFORMATION

6.5 Policies Being Vetted

Due date – October 11, 2013

- Acceleration/Retention Policy (400.5)
- Opening or Closing Exercises Policy - Safe Schools (302.6.1)
- Employee Leaves of Absence Policy (201.1)

Due date – November 11, 2013

- Employee Meals & Hospitality Policy (201.14)
- Employee Conferences, Workshops & Meetings Policy (201.15)

6.6 Policy and Guideline Review 2013-2014 Schedule

Director Crocco presented the Policy and Guideline Review 2013-2014 Schedule.

7. Date of Next Meeting

Tuesday, October 22, 2013– 4:30 p.m.

8. Adjournment

The meeting adjourned at 6:40 p.m.