



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, OCTOBER 22, 2013

Minutes of the Policy Committee Meeting held on Tuesday, October 22, 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 4:35 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
Mark Lefebvre, 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 October 22, 2013, Policy Committee Agenda be approved, as amended to defer item 6.7 Ontario Student Record (OSR) Policy (301.7).

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 September 24, 2013**

Moved by Trustee Burtnik

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of September 24, 2013, as presented.

APPROVED

6. **Policies**

ACTION REQUIRED

POLICIES – FOR RECOMMENDATION TO NOVEMBER 12, 2013 COMMITTEE OF THE WHOLE

6.1 **Acceleration Retention Policy (400.5)**

Mark Lefebvre, Superintendent of Education, presented the amendments to the Acceleration Retention Policy.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Paragraph 2
 - delete the words “is to be”

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Acceleration Retention Policy (400.5), as amended.

APPROVED

6.2 **Employee Leaves of Absence Policy (201.1)**

Frank Iannantuono, Superintendent of Education, presented the amendments to the Employee Leaves of Absence Policy.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- amend the 1st paragraph to read:
In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes that an employee may ~~require~~ request a leave of absence to

participate or attend to personal and/or educational obligations. ~~Notwithstanding any provisions of any Collective Agreement or Terms and conditions,~~ The Director of Education may approve Leaves of Absence requests to an employee.

ADMINISTRATIVE GUIDELINES

- amend 3rd bullet to read:
 - To participate in an exchange program with the Ontario Ministry of Education, or Department of National Defence or other Board approved initiatives.
- **1. Leaves of Absence with Pay**

Applications for Leaves of Absence of any duration with pay shall only be granted by the Superintendent of Human Resources following consultation with the Director of Education, if they are covered contractually or through Board Policies. ~~The Senior Administrator Superintendent of Human Resources and/or designate shall may grant such leaves after consultation with the Director and/or other Supervisory Officers Superintendent of Education members of Senior Administrative Council.~~

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Leaves of Absence Policy (201.1), as amended.

APPROVED

6.3 Opening or Closing Exercises Policy - Safe Schools (302.6.1)

Superintendent Iannantuono presented the amendments to the Opening or Closing Exercises Policy - Safe Schools (302.6.1).

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Opening or Closing Exercises Policy - Safe Schools (302.6.1), as presented.

APPROVED

6.4 Employee Workplace Harassment Policy (201.7)

Superintendent Iannantuono informed the Policy Committee that the Ministry of Labour requires that the Employee Workplace Harassment Policy be reviewed and vetted annually.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Add the following statement as the 2nd to the last paragraph:
The Board will review this policy with respect to workplace violence, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Workplace Harassment Policy (201.7), as amended.

APPROVED

6.5 Employee Workplace Violence Policy (201.11)

Superintendent Iannantuono informed the Policy Committee that the Ministry of Labour requires that the Employee Workplace Violence Policy be reviewed and vetted annually.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Workplace Violence Policy (201.11), as amended.

APPROVED

6.6 Occupational Health & Safety Policy (201.6)

Superintendent Iannantuono informed the Policy Committee that the Ministry of Labour requires that the Occupational Health & Safety Policy be reviewed and vetted annually.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Add the following statement as the 2nd to the last paragraph:
The Board will review this policy with respect to workplace violence, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Occupational Health & Safety Policy (201.6), as amended.

APPROVED

POLICIES - PRIOR TO VETTING

6.7 Religious Education Courses for Staff Policy (201.3)

Frank Iannantuono, Superintendent of Education, presented the amendments to the Religious Education Courses for Staff Policy.

POLICY STATEMENT

- Reword the 2nd paragraph to read:
The Board will subsidize staff successfully completing the OECTA/OCSTA and other Board-approved Religion Courses as outlined in the Administrative Guidelines.
- Reword the 3rd paragraph to read:
The Board will ~~annually approve~~ allocate funds ~~will~~ in the Annual Board Budget to support this policy.
- Delete reference

ADMINISTRATIVE GUIDELINES

- Reword the 1st paragraph to read:
A subsidy of ~~\$100.00~~ \$200.00 per course will be paid to staff upon successful completion of the OECTA/OCSTA and other Board-approved Religion Courses. ~~a Board-approved OECTA/OCSTA Religious Education Course or a course in Religion or Theology such as those offered by OCSTA/OECTA Course.~~
- Reword the 2nd paragraph to read:
Staff must send evidence of successful completion of courses to the ~~Director of Education or Superintendent of Education/Human Resources Services.~~

The Policy Committee requested that the Religious Education Courses for Staff Policy (201.3) be vetted from October 25, 2013 to January 7, 2014 with a recommended deadline for presentation to the Policy Committee in January 2014, for consideration to the Committee of the Whole and Board in February 2014.

6.8 School Generated Funds Policy (301.6)

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

ADMINISTRATIVE GUIDELINES

- Delete Student Councils section 15
- Delete Changes in Principals section 16

The Policy Committee requested that the School Generated Funds Policy (301.6) be vetted from October 25, 2013 to January 7, 2014 with a recommended deadline for presentation to the Policy Committee in January 2014, for consideration to the Committee of the Whole and Board in February 2014.

INFORMATION

6.2 Policies Being Vetted

Due date – November 11, 2013

- Access to School Premises Policy (302.6.3)
- Continuing Education Courses and Programs Policy (400.1)
- Corporate Cards Purchasing Cards and Petty Cash Policy (600.4)
- Employee Conferences, Workshops & Meetings Policy (201.15)
- Employee Meals & Hospitality Policy (201.14)

6.3 Policy and Guideline Review 2013-2014 Schedule

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

7. Date of Next Meeting

Tuesday, November 26, 2013– 4:30 p.m.

8. Adjournment

The meeting adjourned at 6:15 p.m.