



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, SEPTEMBER 29, 2015

Minutes of the Policy Committee Meeting held on Tuesday, September, 2015 at 4:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:09 p.m. by Policy Committee Chairperson Burtnik.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Burtnik

2. Attendance

Committee Members	Present	Absent	Excused
Kathy Burtnik (Committee Chair)	✓		
Frank Fera	✓		
Dino Sicoli	✓		

Trustees:

Fr. Paul MacNeil
Pat Vernal

Student Trustees:

Michaela Bodis, Trustee
Aidan Harold, Trustee

Staff:

John Crocco, Director of Education
Frank Iannantuono, Superintendent of Education/Human Resources
Lee Ann Forsyth-Sells, Superintendent of Education
Anna Pisano, Administrative Assistant, Corporate Services & Communications Department
/Recording Secretary

3. Approval of Agenda

Moved by Trustee Fera

THAT the September 29, 2015, Policy Committee Agenda be approved, as presented.

APPROVED

4. Declaration of Conflict of Interest

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

5. Minutes of the Policy Committee Meeting of May 26, 2015

Moved by Trustee Fera

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of May 26, 2015, as presented.

APPROVED

6. Policies

ACTION REQUIRED

POLICIES – UNDER REVIEW

6.1 Attendance Support Program Policy (201.16)

John Crocco, Director of Education and Frank Iannantuono, Superintendent of Education presented draft revisions to the Administrative Guidelines.

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- Page 3 Paragraph 1 remove the word *disease* and the sentence *The reason for the absence is not the concern...*
- Page 3 Paragraph 3 change the word *Responsible* to *Unaccountable*.
- Page 4 Paragraph 2 add the word *immediate*.
- Page 5 Stage 2 bullet 1 after *a meeting will occur with* insert *the Superintendent of Human Resources* and change *union/association representative* to *non-union or union or association representative*.
- Page 5 Stage 2 bullet 3 change the word *will* to *may* and add the words *if so*.
- Page 5 Stage 2 bullet 4 after *The Superintendent of Human Resources* add the words *will determine if absences will be deemed disciplinary and*.
- Page 6 add confidentiality section.
- Page 7 Paragraph 3 after *his/her* add the word *direct*.

Moved by Trustee Sicoli

THAT the Policy Committee recommend the Attendance Support Program Policy (201.16) be vetted from September 30, 2015 to November 12, 2015 with a recommended deadline for presentation to the Policy Committee in November, 2015, for consideration to the Committee of the Whole and Board in December 2015.

APPROVED

Director Crocco recommended to the Policy Committee that until the Board considers and approves the recommended revisions to the Attendance Support Program Policy and Administrative Guidelines following the vetting process that Human Resource Services will continue to track staff absences but no employee will move through any of the current phases in the Administrative Guidelines.

The Policy Committee supported the recommendation.

POLICIES - PRIOR TO VETTING

6.2 Asthma

Lee Ann Forsyth-Sells, Superintendent of Education presented the Asthma Policy.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Page 1 Paragraph 2 after *asthma* insert *and be*.

ADMINISTRATIVE GUIDELINES

- Page 5 add *and provide training for bus drivers* to the Responsibility of Executive Director, Niagara Student Transportation Services bullet and remove Responsibilities of Bus Operations and Bus Drivers heading and all bullets.

Moved by Trustee Sicoli

THAT the Policy Committee recommend the Asthma Policy be vetted from September 30, 2015 to November 12, 2015 with a recommended deadline for presentation to the Policy Committee in November, 2015, for consideration to the Committee of the Whole and Board in December, 2015.

APPROVED

INFORMATION

6.3 Policy and Guideline Review 2015-2016 Schedule

Director Crocco presented the Policy and Guideline Review 2015-2016 Schedule.

7. Date of Next Meeting

October 27, 2015 at 4:30 p.m.

8. Adjournment

The meeting adjourned at 6:00 p.m.