



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, MARCH 28, 2017

Minutes of the Policy Committee Meeting held on Tuesday, March 28, 2017 at 5:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 5:00 p.m. by Policy Committee Chair Vernal.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Vernal.

**2. Attendance**

Committee Members	Present	Present Electronically	Absent	Excused
Pat Vernal (Committee Chair)	✓			
Kathy Burtnik	✓			
Dino Sicoli	✓			

**Student Trustees:**

*Kira Petriello*

*Nico Tripodi*

**Staff:**

*John Crocco*, Director of Education

*Mark Lefebvre*, Superintendent of Education

*Sherry Morena*, Coordinator of Information Management

*Anna Pisano*, Administrative Assistant, Corporate Services & Communications Department  
/Recording Secretary

**3. Approval of Agenda**

Moved by Trustee Sicoli

**THAT** the March 28, 2017 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 February 28, 2017**

Moved by Trustee Burtnik

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of February 28, 2017, as presented.

**APPROVED**

6. **Policies**

**ACTION REQUIRED**

**POLICIES – DEFERRED FROM FEBRUARY POLICY COMMITTEE MEETING**

**6.1 Educational Field Trips Policy (400.2)**

Mark Lefebvre, Superintendent of Education, presented the Educational Field Trips Policy (400.2) with additional revisions from Senior Administrative Council.

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- No amendments

**ADMINISTRATIVE PROCEDURES**

- Remove “*supervision, support for special needs and any special requests*” from Bullet #2 of Part III
- Remove “*taking into consideration that some students may have limited financial resources*” from Bullet #4 of Part III
- Remove Bullet #6 of Part III

The Policy Committee requested that Educational Field Trips Policy, be vetted from March 29, 2017 to May 10, 2017 with a recommended deadline for presentation to the Policy Committee in May 23, 2017, for consideration to the Committee of the Whole and Board in June 2017.

**POLICIES - FOR RECOMMENDATION TO APRIL 4, 2017 COMMITTEE OF THE WHOLE MEETING**

**6.2 Trustee Honorarium Policy (100.11)**

John Crocco, Director of Education/Secretary-Treasurer, presented feedback received from the vetting process and highlighted amendments to the Trustee Honorarium Policy (100.11) following the vetting process.

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

#### **POLICY STATEMENT**

- Paragraph 5 remove “*for the consideration of the Board*” and add “*and then all amounts shall be posted*”

#### **ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee

**THAT** the Policy Committee recommend to the April 4, 2017 Committee of the Whole Meeting to approve the revisions to the Trustee Honorarium Policy, as amended.

#### **APPROVED**

### **POLICIES - PRIOR TO VETTING**

#### **6.3 Privacy Policy (NEW)**

Director Crocco and Sherry Morena, Coordinator of Information Management, presented the Privacy Policy (NEW).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE PROCEDURES**

- Change “*Guidelines Policy*” to “*Procedures*”
- Change “*his/her*” to “*their*”

The Policy Committee requested that the Privacy Policy, be vetted from March 29, 2017 to May 10, 2017 with a recommended deadline for presentation to the Policy Committee in May, 2017, for consideration to the Committee of the Whole and Board in June 2017.

### ***INFORMATION***

#### **6.4 Policies Currently Being Vetted to April 19, 2017**

- Monthly Financial Reports Policy (600.3)
- Employee Workplace Harassment Policy (201.7)
- Employee Workplace Violence Policy (201.11)
- Occupational Health & Safety Policy (201.6)

**6.5 Policy and Guideline Review 2016-2017 Schedule**

Director Crocco presented the Policy and Guideline Review 2017-2017 Schedule.

**7. Date of Next Meeting**

April 25, 2017 – Start time to be determined and posted on the Board website and agenda cover.

**8. Adjournment**

The meeting adjourned at 5:45 p.m.