



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, APRIL 25, 2017

Minutes of the Policy Committee Meeting held on Tuesday, April 25, 2017 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 4:00 p.m. by Policy Committee Chair Vernal.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Burtnik.

2. Attendance

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

Trustees:

Fr. Paul MacNeil

Student Trustees:

Kira Petriello

Nico Tripodi

Staff:

John Crocco, Director of Education

Frank Iannantuono, Superintendent of Education/Human Resources

Lee Ann Forsyth-Sells, Superintendent of Education

Giancarlo Vetrone, Superintendent of Business & Finance

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

3. Approval of Agenda

Moved by Trustee Sicoli

THAT the April 25, 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 March 28, 2017

Moved by Trustee Burtnik

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

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO MAY 9, 2017 COMMITTEE OF THE WHOLE MEETING

6.1 Monthly Financial Reports Policy (600.3)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented feedback received from the vetting process and highlighted amendments to the Monthly Financial Reports Policy (600.3) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the May 9, 2017 Committee of the Whole Meeting to approve the revisions to the Monthly Financial Reports Policy (600.3), as presented.

APPROVED

6.2 Employee Workplace Harassment Policy (201.7)

Frank Iannantuono, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Employee Workplace Harassment Policy (201.7) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the May 9, 2017 Committee of the Whole Meeting to approve the revisions to the Employee Workplace Harassment Policy (201.7), as presented.

APPROVED

6.3 Employee Workplace Violence Policy (201.11)

Superintendent Iannantuono presented feedback received from the vetting process and highlighted amendments to the Employee Workplace Violence Policy (201.11) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Page 2 remove bullet 6
- Page 2 change bullet 7 to “*worker means any of the following;*”
- Page 2 remove “*travailleur*” from last bullet

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the May 9, 2017 Committee of the Whole Meeting to approve the revisions to the Employee Workplace Violence Policy (201.11), as amended.

APPROVED

6.4 Occupational Health & Safety Policy (201.6)

Superintendent Iannantuono, presented feedback received from the vetting process and highlighted amendments to the Occupational Health & Safety Policy (201.6) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the May 9, 2017 Committee of the Whole Meeting to approve the revisions to the Occupational Health & Safety Policy (201.6), as presented.

APPROVED

POLICIES - PRIOR TO VETTING

6.5 Complaint Resolution Policy (800.3)

John Crocco, Director of Education/Secretary-Treasurer, presented the Complaint Resolution Policy (800.3).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- Page 2 remove “*or a Niagara Catholic Trustee*” from 1st paragraph
- Page 3 change 4th paragraph to “*A complaint involving a Trustee will be pursued under the Trustee Code of Conduct Policy 100.12.*” and moved to page 4.
- Page 4 remove 7th paragraph
- Page 5 bullet 5 change 1st sentence to “*A written complaint may be submitted to the Chair of the Board by the complainant to delegate to the In-Camera Meeting of the Board if not satisfied with the decision of the Director of Education. This request shall be made in writing.*”

The Policy Committee requested that the Complaint Resolution Policy, be vetted from April 26, 2017 to September 16, 2017 with a recommended deadline for presentation to the Policy Committee in September 2017, for consideration to the Committee of the Whole and Board in October 2017.

6.6 Trustee Code of Conduct Policy (100.12)

Director Crocco presented the Trustee Code of Conduct Policy (100.12).

Following a discussion and recommended edits the Policy Committee requested that the Trustee Code of Conduct Policy be brought back to the May 23, 2017 Policy Committee with amendments and an opportunity for further discussion.

6.7 Student Fees Policy (301.11)

Superintendent Vetrone presented the Student Fees Policy (301.11).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Student Fees Policy, be vetted from April 26, 2017 to September 16, 2017 with a recommended deadline for presentation to the Policy Committee in September 2017, for consideration to the Committee of the Whole and Board in October 2017.

6.8 Education-Based Research Policy (800.5)

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Education-Based Research Policy (800.5).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Education-Based Research Policy, be vetted from April 26, 2017 to September 16, 2017 with a recommended deadline for presentation to the Policy Committee in September 2017, for consideration to the Committee of the Whole and Board in October 2017.

INFORMATION

6.9 Policies Currently Being Vetted to May 10, 2017

- Educational Field Trips Policy (400.2)
- Privacy Policy (NEW)

6.10 Policy and Guideline Review 2016-2017 Schedule

Director Crocco presented the Policy and Guideline Review 2016-2017 Schedule.

7. Date of Next Meeting

May 23, 2017 – Start time to be determined and posted on the Board website and agenda cover.

8. Adjournment

The meeting adjourned at 6:15 p.m.