



MINUTES OF THE POLICY COMMITTEE MEETING

THURSDAY, DECEMBER 14, 2017

Minutes of the Policy Committee Meeting held on Thursday, December 14, 2017 at 1:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 1:00 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	✓			

Staff:

John Crocco, Director of Education

Linda Marconi, Executive Assistant, Director of Education /Recording Secretary

3. Approval of Agenda

Moved by Trustee Burtnik

THAT the December 14, 2017, Policy Committee Agenda be approved, as presented.

APPROVED

4. Approval of Minutes of November 21, 2017

Moved by Trustee Burtnik

THAT November 21, 2017, Policy Committee Minutes be approved, as presented.

APPROVED

5. **Declaration of Conflict of Interest**

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

6. **Policies**

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO JANUARY 16, 2018 COMMITTEE OF THE WHOLE MEETING

5.1 **Trustee Code of Conduct Policy (100.12)**

John Crocco, Director of Education presented amendments to the Trustee Code of Conduct Policy (100.12) following the November 21, 2017 Policy Committee Meeting.

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

POLICY STATEMENT

Page 1

- Remove “*Governance*” from title: “*Governance Integrity and Dignity of Office*”
- Paragraph 5: “*In compliance with subsection 218.1...*” include from page 2 “*...as outlined in section 218.1 of the Education Act, no individual or group of Trustees has the authority to give direction to staff.*”
- New paragraph 3: include “*Individual trustees are committed to an open and transparent communication ...*” from complaint resolution policy.
- Paragraph 6: include “*Trustees who are contacted by an employee of the Board, with respect to an issue of employment, may listen to the concern...*”

Page 2

- Paragraph 6 and 7: change “*provide no decision*” to “*offer no judgement*”; change “*assist*” to “*facilitate*”.
- Paragraph 6 and 7: change “*Trustees will bring the concern, if required, to the attention of the appropriate board staff*” to “*Trustees will bring the information regarding the concern to the attention of the Director of Education*”.
- Under Civil Behaviour & Communication section:
 - Paragraph 5: remove “*under subsection 218.1 of the Education Act*”; and remove “*with students, staff..... supporters of the Board*”.

Page 3

- Delete 2nd paragraph “*Trustees who are contacted by a student....*”.

- Paragraph 4, move *To minimize risk and legal exposure to the Board and to protect a Trustee's personal liability...* to page 1, paragraph 2, before *...the Education Act and Regulations.*

The committee will continue to review the remainder of the policy at the January 30, 2018 Policy Committee meeting.

ADMINISTRATIVE PROCEDURES

- No amendment

INFORMATION

6.1 Policies Currently Being Vetted to January 12, 2018 and February 8, 2018

- Assignment of Principals & Vice-Principals Policy (202.1)
- Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9)
- Niagara Catholic Education Award of Distinction Policy (100.7)
- Nutrition Policy (302.7)
- Records and Information Management Policy (600.2)
- Student Trustees Policy (100.4)

6.2 Policy and Guideline Review 2017-2018 Schedule

Director Crocco presented the Policy and Guideline Review 2017-2018 Schedule.

7. Date of Next Meeting

January 30, 2018 – Start time to be determined and posted on the Board website and agenda cover.

8. Adjournment

The meeting adjourned at 4:40 p.m.