



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, OCTOBER 28, 2014

---

Minutes of the Policy Committee Meeting held on Tuesday, October 28, 2014 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 4:42 p.m. by Kathy Burtnik, Chair of the Board.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Burkholder.

**2. Attendance**

Committee Members	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik	✓		
Dino Sicoli (Committee Chair)	✓*		

\* 4:55 p.m.

**Student Trustees:**

*Chloe Demizio*, Trustee  
*Jessica Di Pasquale*, Trustee

**Staff:**

*John Crocco*, Director of Education  
*Yolanda Baldasaro*, Superintendent of Education  
*Frank Iannantuono*, Superintendent of Education/Human Resources  
*Ted Farrell*, Superintendent of Education  
*Lee Ann Forsyth-Sells*, Superintendent of Education  
*Mark Lefebvre*, Superintendent of Education  
*Giancarlo Vetrone*, Superintendent of Business & Finance  
*Jennifer Brailey*, Manager of Corporate Services & Communications Department  
*Linda Marconi*, Executive Assistant, Director of Education /Recording Secretary

3. **Approval of Agenda**

Moved by Trustee Burkholder

**THAT** the October 28, 2014, Policy Committee Agenda be approved, as presented.

**Approved**

4. **Declaration of Conflict of Interest**

Nil

5. **Minutes of the Policy Committee Meeting of September 23, 2014**

Moved by Trustee Burkholder

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of September 23, 2014, as presented.

**Approved**

**POLICIES - PRIOR TO VETTING**

6. **Policies**

***ACTION REQUIRED***

**POLICIES - FOR RECOMMENDATION TO NOVEMBER COMMITTEE OF THE WHOLE MEETING**

6.1 **Accessibility Customer Service Policy (800.8.1)**

Yolanda Baldasaro, Superintendent of Education, presented the Accessibility Customer Service Policy (800.8.1).

The Policy Committee suggested no additional amendments.

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE GUIDELINES**

- No amendment

The policy committee requested that the Accessibility Customer Service Policy (800.8.1) be vetted from November 6<sup>th</sup>, 2014 – January 13<sup>th</sup>, 2015 with a recommended deadline for presentation to the Policy Committee on January 27<sup>th</sup>, 2015 for consideration to the Committee of the Whole and Board in February 2015.

**Trustee Sicoli arrived at 4:55 p.m. and the Chair was handed back to Trustee Sicoli, Committee Chairperson.**

## **6.2 Employee Hiring and Selection Policy (203.1)**

Frank Iannantuono, Superintendent of Education/Human Resources, presented the Employee Hiring and Selection Policy (203.1).

Following discussion, the Policy Committee recommended the following amendments:

### **POLICY STATEMENT**

- Change 2<sup>nd</sup> last paragraph to read:  
*This Policy and accompanying Administrative Guidelines will clearly ~~define~~ defines and ~~clarify~~ clarifies the hiring criteria and selection ~~practices~~ process of all employee groups of the Niagara Catholic District School Board.*

### **ADMINISTRATIVE GUIDELINES**

- Pg. 2, Section B, vi and vii – remove the word “being”
- Include chart for pastoral reference for roster or list.
- Include “current” references under section A – bullets
- Pg. 4, 1<sup>st</sup> paragraph – remove “to fill vacancies in” and replace with “for”
- Pg. 5, #10 - Include statement regarding probationary period

Moved: Trustee Burtnik

Seconded: Trustee Burkholder

**RECOMMENDATION** that Employee Hiring and Selection Policy (203.1) be referred back to staff and brought back to the November Policy Committee Meeting.

**APPROVED**

## **6.3 Employee Workplace Harassment Policy (201.7)**

Superintendent Iannantuono presented the Employee Workplace Harassment Policy (201.7).

The Policy Committee suggested no additional amendments.

Following discussion, the Policy Committee recommended the following amendments:

### **POLICY STATEMENT**

- 4<sup>th</sup> paragraph - change the word “violence” to “harassment.”

### **ADMINISTRATIVE GUIDELINES**

- No amendment

The Policy Committee requested that the Employee Workplace Harassment Policy (201.7) be vetted from November 6<sup>th</sup>, 2014 – January 13<sup>th</sup>, 2015 with a recommended deadline for presentation to the Policy Committee on January 27<sup>th</sup>, 2015 for consideration to the Committee of the Whole and Board in February 2015.

**6.4 Employee Workplace Violence Policy (201.11)**

Superintendent Iannantuono presented the Employee Workplace Violence Policy (201.11).

The Policy Committee suggested no additional amendments.

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE GUIDELINES**

- No amendment

The Policy Committee requested that the Employee Workplace Violence Policy (201.11) be vetted from November 6<sup>th</sup>, 2014 – January 13<sup>th</sup>, 2015 with a recommended deadline for presentation to the Policy Committee on January 27<sup>th</sup>, 2015 for consideration to the Committee of the Whole and Board in February 2015.

**6.5 Occupational Health & Safety Policy (201.6)**

Superintendent Iannantuono presented the Occupational Health & Safety Policy (201.6).

The Policy Committee suggested no additional amendments:

The Policy Committee requested that the Occupational Health & Safety Policy (201.6) be vetted from November 6<sup>th</sup>, 2014 – January 13<sup>th</sup>, 2015 with a recommended deadline for presentation to the Policy Committee on January 27<sup>th</sup>, 2015 for consideration to the Committee of the Whole and Board in February 2015.

Moved by Trustee Burtnik

**THAT** the Policy Committee recommends that the Occupational Health & Safety Policy (201.6) be moved through the vetting process.

**APPROVED**

**INFORMATION**

**6.6 Policies Currently Being Vetted (Due date – November 14, 2014)**

- Concussions Policy (New)

**6.7 Policy and Guideline Review 2014-2015 Schedule**

Director Crocco presented the Policy and Guideline Review 2014 -2015 Schedule.

**7. Date of Next Meeting**

November 25, 2014 at 4:30 p.m.

**8. Adjournment**

The meeting adjourned at 5:40 p.m.