



## MINUTES OF THE POLICY COMMITTEE MEETING

**TUESDAY, JANUARY 27, 2015**

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Minutes of the Policy Committee Meeting held on Tuesday, January 27, 2015 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 4:30 p.m. by Director Crocco, who chaired the meeting until the election of a Committee Chair.

**1. Opening Prayer**

The meeting was opened with a prayer by Director Crocco.

**2. Election of Chair of the Policy Committee 2015**

Director Crocco asked for nominations for the position of Chair of the Policy Committee 2015. Trustee Sicoli nominated Trustee Burtnik.

Director Crocco asked Trustee Burtnik if she wished to stand for the position of Chair of the Policy Committee. Trustee Burtnik accepted the nomination.

There were no further nominations forthcoming. Trustee Burtnik was acclaimed to the position of Chair of the Policy Committee 2015.

Moved by Trustee Sicoli

**THAT** Trustee Burtnik be elected to the position of Chair of the Policy Committee 2015.  
**APPROVED**

**3. Attendance**

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

**Guests:**

*Pat Vernal*, Trustee

**Student Trustees:**

*Jessica Di Pasquale*, Trustee

**Staff:**

*John Crocco*, Director of Education

*Frank Iannantuono*, Superintendent of Education/Human Resources

*Yolanda Baldasaro*, Superintendent of Education

*Lee Ann Forsyth-Sells*, Superintendent of Education

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

**4. Approval of Agenda**

Item 7.6 was moved to 7.5

Moved by Trustee Fera

**THAT** the January 27, 2015, Policy Committee Agenda be approved, as amended.

**APPROVED**

**5. Declaration of Conflict of Interest**

Nil

**6. Minutes of the Policy Committee Meeting of November 25, 2014**

Moved by Trustee Sicoli

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of November 25, 2014, as presented.

**APPROVED**

**7. Policies**

***ACTION REQUIRED***

**POLICIES - FOR RECOMMENDATION TO FEBRUARY 10, 2015 COMMITTEE OF THE WHOLE MEETING**

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

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

Following discussion, the Policy Committee recommended the following amendments:

**POLICY STATEMENT**

- Change the word “person” to “customer” in 2<sup>nd</sup> paragraph.

**ADMINISTRATIVE GUIDELINES**

- Pg. 1, under “Barrier to Accessibility”, change the question mark to a period.
- Appendix 2 - Pg 2, 7<sup>th</sup> bullet – add the word “or”

Moved by Trustee Fera

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Accessibility Customer Service Policy (800.8.1), as amended.

**APPROVED**

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

Frank Iannantuono, Superintendent of Education/Human Resources Services, presented the Employee Workplace Harassment Policy (201.7). Following discussion, the Policy Committee recommended the following amendments:

### **POLICY STATEMENT**

- Include 1<sup>st</sup> paragraph from the “Workplace Violence” policy and replace the 1<sup>st</sup> paragraph in the Workplace Harassment policy
- 4<sup>th</sup> paragraph – change “workplace violence” to workplace harassment
- 5<sup>th</sup> paragraph – change “in support” to “for the implementation”
- Add to references – Complaint Resolution Policy and Trustee Code of Conduct

### **ADMINISTRATIVE GUIDELINES**

- Change “Director of Education” in some of the bullets to “he/she”
- Pg. 4 – last bullet, include “the” Chair of the Board
- Add from Trustee Code of Conduct, a statement to include a complaint against the Chair of the Board.

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the Committee of the Whole the approval of the Employee Workplace Harassment Policy (201.7) as amended.

**APPROVED**

## **7.3 Employee Workplace Violence Policy (201.11)**

Superintendent Iannantuono, presented the Employee Workplace Violence Policy (201.11). Following discussion, the Policy Committee recommended the following amendments:

### **POLICY STATEMENT**

- 9<sup>th</sup> paragraph – change “in support” to “for the implementation”

### **ADMINISTRATIVE GUIDELINES**

- No amendment

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the Committee of the Whole the approval of the Employee Workplace Violence Policy (201.11).

**APPROVED**

#### **7.4 Occupational Health & Safety Policy (201.6)**

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

##### **POLICY STATEMENT**

- No amendment

##### **ADMINISTRATIVE GUIDELINES**

- No amendment

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the Committee of the Whole the approval of the Occupational Health & Safety Policy (201.6).

**APPROVED**

#### **POLICIES – PRIOR TO VETTING**

#### **7.5 Student Suspension Policy (302.6.4)**

Superintendent Forsyth-Sells presented the Student Suspension Policy (302.6.4). Following discussion, the Policy Committee recommended the following amendments:

##### **POLICY STATEMENT**

- 3<sup>rd</sup> paragraph – remove “s” – impede
- 3<sup>rd</sup> paragraph – start the sentence at “The Niagara Catholic District...”
- 4<sup>th</sup> paragraph – remove “and Procedures”

##### **ADMINISTRATIVE GUIDELINES**

- Item E. – first sentence, include Principal or Designate
- Copies of the Suspension are given to Chair of the Board – will look into if this is part of the Education Act. If not in the Education Act, it is recommended that copies of the suspension are not provided to the Chair of the Board.
- Item G., 3<sup>rd</sup> paragraph, 1<sup>st</sup> bullet, include six (6) or more “days”
- Pg. 6, last bullet – “reduce future suspension and expulsions”.

Moved by Trustee Fera

**RECOMMENDATION** that the Student Suspension Policy (302.6.4) be vetted until April 10, 2015 with a recommended deadline for presentation to the Policy Committee on April 28, 2015 for consideration to the Committee of the Whole and Board in May 2015.

**APPROVED**

#### **7.6 Student Expulsion Policy (302.6.5)**

Lee Ann Forsyth-Sells, Superintendent of Education presented the Student Expulsion Policy (302.6.5). Following discussion, the Policy Committee recommended the following amendments:

## **POLICY STATEMENT**

- 3<sup>rd</sup> paragraph – remove “s” – impede
- 3<sup>rd</sup> paragraph – start the sentence at “The Niagara Catholic District...”
- 4<sup>th</sup> paragraph – remove “and Procedures”

## **ADMINISTRATIVE GUIDELINES**

- Pg 4 – 4<sup>th</sup> bullet under This alternative program will strive to – “reduce future suspensions and expulsions.
- Pg. 5 – item 6.iv. include at the end of the sentence – “or alternative program”
- Pg. 5 – item 6.v. – change the word “form” to “from”; change the word “assign” to “recommend”; include “an alternative” program.

Moved by Trustee Sicoli

**RECOMMENDATION** that the Student Expulsion Policy (302.6.5) be vetted until April 10, 2015 with a recommended deadline for presentation to the Policy Committee on April 28, 2015 for consideration to the Committee of the Whole and Board in May 2015.

**APPROVED**

### **7.7 Admission of Elementary & Secondary Students Policy (301.1)**

Superintendent Forsyth-Sells presented the Admission of Elementary & Secondary Students Policy (301.1). Following discussion, the Policy Committee made the following recommendation:

Moved by Trustee Sicoli

**RECOMMENDATION** that the Admission of Elementary & Secondary Students Policy (301.1) be deferred to the next Policy Committee meeting and referred back to staff for further information.

**APPROVED**

## **INFORMATION**

### **7.8 Policies Currently Being Vetted (Due date – February 6, 2015)**

- Educational Field Trips Policy (400.2)
- Volunteer Driver Policy (302.4)
- Volunteer Recognition Policy (800.4)

### **7.9 Policy and Guideline Review 2014-2015 Schedule**

Director Crocco presented the Policy and Guideline Review 2014 -2015 Schedule. He reminded the Policy Committee of the schedule requirement to review the Attendance Support Program Policy following the first year of implementation. Director Crocco mentioned that as part of the implementation of the new Policy, the establishment of a Staff Wellness Committee. Recommendations for changes to the Policy or Administrative Guidelines for the implementation of this Policy will be brought to the Policy Committee in the spring of 2015 for consideration.

**8. Date of Next Meeting**

February 24, 2015 at 4:30 p.m.

**9. Adjournment**

The meeting adjourned at 6:30 p.m