



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, NOVEMBER 25, 2014

Minutes of the Policy Committee Meeting held on Tuesday, November 25, 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 4:30 p.m. by Dino Sicoli, Committee Chair.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Sicoli.

2. Attendance

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

Student Trustees:

Chloe Demizio, Trustee

Jessica Di Pasquale, Trustee

Staff:

John Crocco, Director of Education

Frank Iannantuono, Superintendent of Education/Human Resources

Mark Lefebvre, Superintendent of Education

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 November 25, 2014, Policy Committee Agenda be approved, as presented.

APPROVED

4. Declaration of Conflict of Interest

Nil

5. Minutes of the Policy Committee Meeting of October 28, 2014

Moved by Trustee Burkholder

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of October 28, 2014, as presented.

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO DECEMBER 2, 2014 COMMITTEE OF THE WHOLE MEETING

6.1 Concussion Policy (new)

Mark Lefebvre, Superintendent of Education, presented the amendments to the Concussion Policy (new) following the vetting process.

Following discussion, the Policy Committee recommended the following amendments:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- Pg. 2, #2 – include “School provided”
- Pg. 2, a to d – change “should” to “will”
- Pg. 2, under Prevention – change “students will continue to be injured” to “injuries may occur.”
- Pg. 2 – change “injury ~~will~~ can be mitigated **through** by the following”
- Pg. 5 – include “equipment provided by parents”
- Pg. 6, remove #10
- Pg. 10, remove #4
- Pg. 11 – remove the paragraph under “Conclusion”

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Concussion Policy (New), as presented.

APPROVED

POLICIES – PRIOR TO VETTING

6.2 Educational Field Trips Policy (400.2)

Mark Lefebvre, Superintendent of Education, presented recommended revisions to the Educational Field Trips Policy (400.2).

Following discussion, the Policy Committee recommended the following amendments:

POLICY STATEMENT

- 4th paragraph – remove space after “trips”; change “involves” to “involve”

ADMINISTRATIVE GUIDELINES

- Nil

Moved by Trustee Burkholder

RECOMMENDATION that the Educational Field Trips Policy (400.2) be vetted until February 6, 2015 with a recommended deadline for presentation to the Policy Committee on February 24, 2015 for consideration to the Committee of the Whole and Board in March 2015.

APPROVED

6.3 Volunteer Driver Policy (302.4)

Superintendent Lefebvre presented recommended revisions to the Volunteer Driver Policy (302.4).

Following discussion, the Policy Committee recommended the following amendments:

POLICY STATEMENT

- Change 1st paragraph to read –
In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board ~~The Niagara Catholic District School Board~~ generally provides Board-approved transportation to students attending school-approved activities. However, it is acknowledged that, on occasion, upon ~~student/parent request~~ **upon Principal approval**, it is necessary to transport students in private **or rental** vehicles.
- 2nd paragraph – include “or rental” vehicles; change form to Form

ADMINISTRATIVE GUIDELINES

- No amendment

Moved: Trustee Burtnik

RECOMMENDATION that the Educational Field Trips Policy (400.2) be vetted until February 6, 2015 with a recommended deadline for presentation to the Policy Committee on February 24, 2015 for consideration to the Committee of the Whole and Board in March 2015.

APPROVED

6.4 Employee Hiring and Selection Policy (203.1)

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- No amendment

Moved: Trustee Burtnik

RECOMMENDATION that the Policy Committee refer the Employee Hiring and Selection Policy (203.1) back to staff.

APPROVED

6.5 Volunteer Recognition Policy (800.4)

Director Crocco presented recommended revisions to the Volunteer Recognition Policy (800.4). Following discussion, the Policy Committee recommended the following amendments:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- Remove item #1;
- Item #2 – include “Annually”
- Item #3 – change sentence to “*The same volunteer(s) may be nominated annually.*”

Moved: Trustee Burkholder

RECOMMENDATION that the Educational Field Trips Policy (400.2) be vetted until February 6, 2015 with a recommended deadline for presentation to the Policy Committee on February 24, 2015 for consideration to the Committee of the Whole and Board in March 2015.

APPROVED

INFORMATION

6.6 Policies Currently Being Vetted (Due date – January 8, 2015)

- Accessibility Customer Service Policy (800.8.1)
- Employee Workplace Harassment Policy (201.7) *
- Employee Workplace Violence Policy (201.11) *
- Occupational Health & Safety Policy (201.6) *

**Ministry of Labour Compliance Annual Review*

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

January 27, 2015 at 4:30 p.m.

8. Adjournment

The meeting adjourned at 6:30 p.m.