



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, JANUARY 26, 2016

Minutes of the Policy Committee Meeting held on Tuesday, January, 2016 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.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Burtnik.

2. Election of Chair of the Policy Committee 2016

Director Crocco asked for nominations for the position of Chair of the Policy Committee 2016. Trustee Sicoli nominated Trustee Vernal, Trustee Burtnik seconded the nomination.

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

There were no further nominations forthcoming. Trustee Vernal was acclaimed to the position of Chair of the Policy Committee 2016.

Trustee Sicoli requested start time for the Policy Committee be moved to 4:00 p.m. The Policy Committee confirmed a start time for the Policy Committee during 2016 to 4:00 p.m.

3. Attendance

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

Student Trustees:

Michaela Bodis, Trustee

Aidan Harold, Trustee

Staff:

John Crocco, Director of Education
Scott Whitwell, Controller of Facilities Services
Ted Farrell, Superintendent of Education
Lee Ann Forsyth-Sells, Superintendent of Education
Mark Lefebvre, Superintendent of Education
Giancarlo Vetrone, Superintendent of Business & Finance
Anna Pisano, Administrative Assistant, Corporate Services & Communications Department
/Recording Secretary

4. Approval of Agenda

Moved by Trustee Burtnik

THAT the January 26, 2016, Policy Committee Agenda be approved, as presented.

APPROVED

5. Declaration of Conflict of Interest

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

6. Minutes of the Policy Committee Meeting of November 24, 2015

Moved by Trustee Burtnik

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of November 24, 2015, as presented.

APPROVED

7. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO FEBRUARY 9, 2016 COMMITTEE OF THE WHOLE MEETING

7.1 Facility Partnerships Policy (800.6)

Scott Whitwell, Controller of Facilities Services, presented feedback received from the vetting process and highlighted amendments to the Facility Partnerships Policy (800.6) following the vetting process.

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

POLICY STATEMENT

- Page 1 Paragraph 4 remove “*It is imperative that such*” add “*any*” and add the word “*must*”
- Page 1 Paragraph 6 change sentence to “*home, school, church and the broader community*”

ADMINISTRATIVE GUIDELINES

- Page 4 Paragraph 6 remove the second “*the*”
- Page 6 Paragraph 5 remove last sentence.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the February 9, 2016 Committee of the Whole Meeting to approve the Facility Partnerships Policy (800.6), as amended.

APPROVED

7.2 Pupil Accommodation Review Policy (701.2)

Ted Farrell, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Pupil Accommodation Review Policy (701.2) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- Page 11 Paragraph 8 remove the word “*COMMITTEE*”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the February 9, 2016 Committee of the Whole Meeting to approve the Pupil Accommodation Review Policy (701.2), as amended.

APPROVED

7.3 Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6)

Lee Ann Forsyth-Sells, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- No amendment

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the February 9, 2016 Committee of the Whole Meeting to approve the Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6), as presented.

APPROVED

7.4 Elementary Standardized Dress Code – Safe Schools Policy (302.6.10)

Superintendent Forsyth-Sells, presented feedback received from the vetting process and highlighted amendments to the Elementary Standardized Dress Code – Safe Schools Policy (302.6.10) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- No amendment

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the February 9, 2016 Committee of the Whole Meeting to approve the Elementary Standardized Dress Code – Safe Schools Policy (302.6.10), as presented.

APPROVED

7.5 French Immersion (NEW)

Mark Lefebvre, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the French Immersion Policy following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- Page 3 Attendance - 1st sentence change “may” to ‘are to”, 2nd sentence change to “Any out of boundary requests will follow the Board’s Admission of Elementary and Secondary Students Policy and the Student Transportation Policy”
- Registration Processes - 1st paragraph change the word “here” to “there”
- Page 4 EQAO Participation – remove second paragraph

- Page 4 Resources – 1st sentence to read “*The Board will provide*” and remove “*(print and non print)*”

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the February 9, 2016 Committee of the Whole Meeting to approve the French Immersion Policy, as amended.

APPROVED

POLICIES - PRIOR TO VETTING

7.6 Access to Board Premises – Safe Schools Policy (302.6.3)

Superintendent Forsyth-Sells, presented the Access to Board Premises – Safe Schools Policy (302.6.3).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE GUIDELINES

- Page 4 ACCESS TO BOARD PREMISES CARDS – 5th paragraph to be changed to “*A Niagara Catholic Photo Identification Access Card will be made available upon the request of a Trustee, including Student Trustees of the Board, for access to the Catholic Education Centre and Holy Cross Community Room during their term of office.*”

The Policy Committee requested that the Access to Board Premises – Safe Schools Policy (302.6.3), be vetted from January 28, 2016 to April 8, 2016 with a recommended deadline for presentation to the Policy Committee in April, 2016, for consideration to the Committee of the Whole and Board in May, 2016.

7.7 Reimbursement of Travel Expenses Policy (201.4)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the Reimbursement of Travel Expenses Policy (201.4).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE GUIDELINES

- Page 2 last paragraph add “*Employees will be notified when the annual per-kilometre rate is changed through a Memorandum issued by the Superintendent of Business & Financial Services.*”

The Policy Committee requested that the Reimbursement of Travel Expenses Policy (201.4), be vetted from January 28, 2016 to April 8, 2016 with a recommended deadline for presentation to the Policy Committee in April, 2016, for consideration to the Committee of the Whole and Board in May, 2016.

INFORMATION

7.8 Policy and Guideline Review 2015-2016 Schedule

Director Crocco presented the Policy and Guideline Review 2015-2016 Schedule.

7. Date of Next Meeting

February 23, 2016 – 4:00 p.m.

8. Adjournment

The meeting adjourned at 6:33 p.m.