



## MINUTES OF THE POLICY COMMITTEE MEETING

**TUESDAY, MAY 27, 2014**

Minutes of the Policy Committee Meeting held on Tuesday, May 27, 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 Vice –Chair Burkholder who presided over the meeting on behalf of Chair Sicoli.

**1. Opening Prayer**

The meeting was opened with a prayer by Student Trustee Atallah.

**2. Attendance**

Moved by Trustee Burkholder

**THAT** the Policy Committee excuse Chair Sicoli from attending the Policy Meeting of May 27, 2014. Trustee Burtnik was present electronically.

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

**Student Trustees:**

*Vincent Atallah*, Trustee

**Staff:**

*John Crocco*, Director of Education

*Frank Iannantuono*, Superintendent of Education/Human Resources

*Lee Ann Forsyth-Sells*, Superintendent of Education

*Jennifer Brailey*, Manager of Corporate Services & Communications Department

*Kristine Murphy*, Administrative Assistant, Corporate Services & Communications Department /Recording Secretary

**3. Approval of Agenda**

Moved by Trustee Burkholder

**THAT** the May 27, 2014, Policy Committee Agenda be approved, as presented.

**APPROVED**

**4. Declaration of Conflict of Interest**

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

**5. Minutes of the Policy Committee Meeting of April 22, 2014**

Moved by Trustee Burtnik

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of April 22, 2014, as presented.

**APPROVED**

**6. Policies**

***ACTION REQUIRED***

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

**6.1 Criminal Background Check-Safe Schools Policy (302.6.7)**

Frank Iannantuono, Superintendent of Education/Human Resources Services, presented the amendments to the Criminal Background Check-Safe Schools Policy (302.6.7) following the vetting process.

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

**POLICY STATEMENT**

Under References: add 10. *Volunteers in Catholic Schools Policy (800.9)*

**ADMINISTRATIVE GUIDELINES**

Pg. 5 number 12. Should read- *In exceptional circumstances, with the approval of the Director of Education and Superintendent of Human Resources an individual may begin employment with the Board before an acceptable criminal background check is collected.*

Moved by Trustee Burtnik

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the revisions to the Criminal Background Check-Safe Schools Policy (302.6.7), as amended.

**APPROVED**

## **6.2 Sexual Misconduct Policy (201.13)**

Superintendent Iannantuono presented the amendments to the Sexual Misconduct Policy (201.13) following the vetting process.

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

### **POLICY STATEMENT**

No amendment

### **ADMINISTRATIVE GUIDELINES**

Pg. 4 move v. *giving personal gifts to students* under last bullet of the list above

Pg. 4 change iii. To read *exchanging personal notes, comments or communication*

Pg. 4 second bullet should read; *sending intimate correspondence to students*

Pg. 4 fourth bullet should read; *engaging in sexualized dialogue through any means with students*

Pg. 6 Under Investigation Procedures: should read *Academic Teaching Staff*

Pg.7. Superintendent of Education should read; *When a complaint is filed against the conduct of a Superintendent of Education, Superintendent of Business and Finance or the Controller of Facilities Services, the Director of Education will investigate the complaint.*

Pg.7 Director of Education should read; *When a complaint is filed against the conduct of the Director of Education, the Director or the Chairperson of the Board, whoever receives the complaint will notify the appropriate Board Solicitor to determine the next course of action. A report will be presented to the Board at the earliest opportunity.*

Moved by Chair Burtnik

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the revisions to the Sexual Misconduct Policy (201.13), as amended.

**APPROVED**

## **6.3 Use of Corporate Logo (New)**

John Crocco, Director of Education, presented the amendments to the Use of Corporate Logo (New) following the vetting process.

The Policy Committee suggested no additional amendments.

Moved by Trustee Burtnik

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Use of Corporate Logo (New), as presented.

**APPROVED**

### **POLICIES - PRIOR TO VETTING**

## **6.4 Bullying Prevention & Intervention – Safe Schools Policy (302.6.8)**

Lee Ann Forsyth-Sells, Superintendent of Education presented the Bullying Prevention & Intervention – Safe Schools Policy (302.6.8).

The Policy Committee suggested no additional amendments.

The Policy Committee requested that the Bullying Prevention & Intervention – Safe Schools Policy (302.6.8) be vetted from May 30, 2014 to September 11, 2014 with a recommended deadline for presentation to the Policy Committee in September 23, 2014, for consideration to the Committee of the Whole and Board in October 2014.

## ***INFORMATION***

### ***6.5 Policies Currently Being Vetted (to July 20th)***

- Reimbursement of Travel Expenses Policy (201.4)

### ***6.6 Policy and Guideline Review 2013-2014 Schedule***

Director Crocco presented the Policy and Guideline Review 2013-2014 Schedule.

## ***7. Date of Next Meeting***

Tuesday, September 23, 2014 – 4:30 p.m.

## ***8. Adjournment***

The meeting adjourned at 5:37 p.m.