MINUTES OF THE
POLICY COMMITTEE MEETING

TUESDAY, FEBRUARY 25, 2014

Minutes of the Policy Committee Meeting held on Tuesday, February 25, 2014 in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:38 p.m. by Policy Committee Chair Sicoli

1. *Opening Prayer*

    The meeting was opened with a prayer by Vice-Chair Burkholder

2. *Attendance*

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

    Student Trustees:
        Vincent Atallah, Trustee

    Staff:
        John Crocco, Director of Education
        Mark Lefebvre, Superintendent of Education

        Giancarlo Vetrone, Superintendent of Business & Finance
        Jennifer Brailey, Manager of Corporate Services & Communications Department
        Kristine Murphy, Administrative Assistant, Corporate Services & Communications Department /Recording Secretary

3. *Approval of Agenda*

    Moved by Vice-Chair Burkholder
        THAT the February 25, 2014, Policy Committee Agenda be approved, as presented.
    APPROVED

4.   *Declaration of Conflict of Interest*

Vice-Chair Burkholder declared an indirect pecuniary interest in Item No. 6.2 - Report on Architect Selection Policy (701.1) of the Policy Meeting February 25, 2014, because she has a relative who is employed by a company with which a contract may be made. She did not take part in the consideration or discussion of, or vote on any question with relation to that item.

5.   *Minutes of the Policy Committee Meeting of January 28, 2014*

Moved by Vice-Chair Burkholder
   THAT the Policy Committee approve the minutes of the Policy Committee Meeting of January 28, 2014, as presented.
APPROVED

6.   *Policies*

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO MARCH COMMITTEE OF THE WHOLE MEETING

6.1   *Advertising Expenditures Policy (600.5)*

Giancarlo Vetrone, Superintendent of Business & Finance, presented the amendments to the Advertising Expenditures Policy (600.5) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- First Paragraph - 'Director's Office and the' to be removed and 'Board Services' be changed to 'Corporate Services'.
- First Paragraph - The word 'Board" to be changed to 'Corporate' to be added

Moved by Chair Burtnik
   THAT the Policy Committee recommend to the Committee of the Whole approval of the revisions to the Advertising Expenditures Policy (600.5), as amended.
APPROVED

6.2   *Architect Advertising Policy (701.1)*

On behalf of Scott Whitwell, Controller of Facilities Services, John Crocco, Director of Education Secretary/Treasurer, presented the amendments to the Architect Advertising Policy (701.1) following the vetting process.

Following discussion, the Policy Committee asked that Items 4 and 5 of the Administrative Guidelines be clarified with Scott Whitwell, Controller of Facilities Services and that the Policy be brought back to the Policy Committee Meeting on March 18, 2014 for consideration.

6.3   *Ontario Student Record Policy (301.7)*

Mark Lefebvre, Superintendent of Education, presented the amendments to the Ontario Student Record Policy (301.7) following the vetting process.

The Policy Committee suggested no additional amendments.

Moved by Trustee Burkholder
> **THAT** the Policy Committee recommend to the Committee of the Whole approval of the revisions of the Ontario Student Record Policy (301.7), as presented.

APPROVED

POLICIES - PRIOR TO VETTING

6.4   *Electronic Meetings (Board and Committees) Policy (100.8)*

Director Crocco, presented the Electronic Meetings (Board and Committees) Policy (100.8).

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

POLICY STATEMENT

- Name Change to: Trustee Electronic Meetings Policy

ADMINISTRATIVE GUIDELINES

- Name Change to: Trustee Electronic Meetings Policy

6.5   *Enrolment Register Policy (New)*

Superintendent Vetrone, presented background information on the Enrolment Register Policy (New).

Following discussion, the Policy Committee agreed that it would be redundant to develop an Enrolment Register Policy. Since the Audit Committee had recommended the development of an Enrolment Register Policy, it was agreed that a recommendation be made to the Committee of the Whole and the Board for consideration, that an Enrolment Register Policy not be developed at this time. It was further agreed that subject to the Board approving this recommendation, a Senior Administrative Council system memorandum be issued outlining the responsibility of Principals to ensure that an annual process is in place to monitor and confirm the accuracy of enrolment registers in each school.

Moved by Trustee Burtnik
> **THAT** the Policy Committee recommend to the Committee of the Whole that an Enrolment Register Policy not be developed at this time, and that subject to Board approval of this recommendation, staff be directed to issue a Senior Administrative Council system memorandum outlining the responsibilities of Principals in monitoring and confirming the accuracy of enrolment registers.

Approved

INFORMATION

6.6 *Policies Currently Being Vetted (to April 4, 2014)*

- Advocacy Expenditures Policy (100.9)
- Anaphylaxis Policy (302.1)
- Student Transportation Policy (500.2)
- Sexual Misconduct Policy (201.13)

6.7 *Policy and Guideline Review 2013-2014 Schedule*

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

7. *Date of Next Meeting*

Tuesday, March 18, 2014 – 4:45 p.m.

8. *Adjournment*

The meeting adjourned at 6:15 p.m.