



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, NOVEMBER 26, 2013

Minutes of the Policy Committee Meeting held on Tuesday, November 26, 2013 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 Policy Committee Chairperson Burkholder.

1. **Opening Prayer**

The meeting was opened with a prayer.

2. **Attendance**

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

Student Trustees:

Vincent Atallah, Trustee

Staff:

John Crocco, Director of Education

Lee Ann Forsyth-Sells, Superintendent of Education

Frank Iannantuono, Superintendent of Education/Human Resources

Mark Lefebvre, Superintendent of Education

Scott Whitwell, Controller of Facilities Services

Jennifer Brailey, Manager of Corporate Services & Communications Department

Linda Marconi, Recording Secretary

3. **Approval of Agenda**

Moved by Trustee Sicoli

THAT the November 26, 2013, Policy Committee Agenda be approved, as presented.

Approved

4. **Disclosure of Interest**

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

5. **Minutes of the Policy Committee Meeting of October 22, 2013**

Moved by Trustee Burtnik

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of October 22, 2013, as presented.

Approved

6. **Policies**

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO THE COMMITTEE OF THE WHOLE

6.1 **Ontario Student Record (OSR) (301.7)**

Mark Lefebvre, Superintendent of Education, presented the amendments to the Ontario Student Record (OSR) Policy.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- To include *authorized* staff in the second paragraph.
- Include **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)** in References.

ADMINISTRATIVE GUIDELINES

- Section 3, change *school staff is* to **school staff are** in the first sentence.
- Section 5, change *never be taken* to **never to be taken** in the last sentence.
- Section 6, change *must be shredded* to **are shredded**.
- Section 12, add **as amended** after (OSR) Guideline 2000.

The Policy Committee requested that the Ontario Student Record (OSR) Policy be vetted from November 29, 2013 to February 7, 2014 with a recommended deadline for presentation to the Policy Committee in February 2014, for consideration to the Committee of the Whole and Board in February 2013.

6.2 **Employee Meals & Hospitality (201.14)**

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the amendments to the Employee Meals & Hospitality Policy.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- First paragraph, change *acknowledges that the employees* to **acknowledges that employees.**
- Include **Broader Public Sector Accountability Act (BPSAA), 2010** to the references.

ADMINISTRATIVE GUIDELINES

- Section 7, remove the word *lavish* and *other individuals* at the end of the sentence.

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Meals & Hospitality Policy (201.14), as amended.

Approved

6.3 Employee Conferences, Workshops & Meetings Policy (201.15)

Superintendent Vetrone presented the amendments to the Employee Conferences, Workshops & Meetings Policy (201.15).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Change title of Policy Statement and Guidelines to read **Employee Conferences, Workshops and Meetings.**
- Include **Broader Public Sector Accountability Act (BPSAA), 2010** to the references.

ADMINISTRATIVE GUIDELINES

- Amend Section 2 to read:
All requests to attend conferences, workshops and meetings shall be submitted to the employee's immediate supervisor and the appropriate managing Senior Administrative Council member for consideration.
- Section 6, add All *approved* requests; *non-alcoholic* beverages.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Conferences, Workshops & Meetings Policy (201.15), as amended.

Approved

6.4 Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4)

Superintendent Vetrone presented the amendments to the Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4).

The Policy Committee suggested the following amendments:

ADMINISTRATIVE GUIDELINES

- Change the word *care* to *Card* in the first paragraph.
- Change the word *value* to *cost* throughout the Administrative Guidelines.

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4), as amended.

Approved

6.5 Admission of Elementary and Secondary Students (301.1)

Lee Ann Forsyth-Sells, Superintendent of Education, presented the amendments to Admission of Elementary and Secondary Students Policy (301.1).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Change the word *shall* to *will* in the last paragraph.

ADMINISTRATIVE GUIDELINES

- Copy and reword 2nd paragraph under Secondary School Admission Non-Catholic on page 2, to Elementary School Admission Non-Catholic.
- Section 4, 2nd paragraph, change *were* to *where*
- Add **and Senior Administrative Council** to end of 3rd paragraph in Section 4.
- Delete 7th and 8th paragraph under Section 4. Attendance Area Exceptions.

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Admission of Elementary and Secondary Students Policy (301.1), as amended.

Approved

6.6 Continuing Education (400.1)

Frank Iannantuono, Superintendent of Education/Human Resources, presented the amendments to the Continuing Education Policy (400.1).

The Policy Committee suggested the following amendments:

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Continuing Education Policy (400.1), as presented.

Approved

6.7 Access to School Premises (302.6.3)

Superintendent Forsyth-Sells presented the amendments to the Access to School Premises Policy (302.6.3).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Change title of Policy to **Access to Board Premises Policy**

ADMINISTRATIVE GUIDELINES

- Section 4 i. Trespass to Property, change Confront to **Approach**
- Section 4 v., include **With consultation and approval of the FOS Superintendent**
- Section 4v., change Trespass Warning letter to **Trespass to Property letter**

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Access to School Premises Policy (302.6.3), as presented.

Approved

POLICIES - PRIOR TO VETTING

6.8 Advertising Expenditures Policy (600.5)

Superintendent Vetrone presented the amendments to the Advertising Expenditures Policy.

The Policy Committee suggested the following amendments:

In the discussion of the committee, Director Crocco recommended that Senior Staff design a new policy on the Use of Board Logo for the consideration of the March Policy Committee meeting.

POLICY STATEMENT

- Change title of Policy to **Board Advertising Policy**
- Include as 2nd paragraph the following:
Board advertising refers to system wide announcements, postings and promotional publications of events, programs, services, employment opportunities, and other promotional campaigns, which are disseminated through the media, including television, radio, newspapers, magazines, flyers, billboards, and various social media networks.
- Change 2nd paragraph to read:
The Board supports advertising expenditures directed at the implementation of specific business practices of the Board such as, but not limited to advertising for the recruitment of staff, tendering for goods and services, and Board publications.

ADMINISTRATIVE GUIDELINES

- Delete Section #2.
- Section 4, include **Board** before *advertising campaigns*, delete *by the Director of Education and/or*.
- Section 5, include **Board** before *advertising campaigns*.
- Section 6, include **Board** before *advertising*.

The Policy Committee requested that the Advertising Expenditures Policy be vetted from November 29, 2013 to February 7, 2014 with a recommended deadline for presentation to the Policy Committee in February 2014, for consideration to the Committee of the Whole and Board in March 2014.

6.9 Architect Selection Policy (701.1)

Scott Whitwell, Controller of Facilities Services, presented the amendments to the Architect Selection Policy.

The Policy Committee suggested the following amendments:

ADMINISTRATIVE GUIDELINES

- Section 2. Rationale, 2nd paragraph, change *cheapest* to **least costly**.
- Section 5. Capital Projects, 2nd bullet, include **or Director of Education**; 3rd bullet, include **or representative of site**.

The Policy Committee requested that the Architect Selection Policy be vetted from November 29, 2013 to February 7, 2014 with a recommended deadline for presentation to the Policy Committee in February 2014, for consideration to the Committee of the Whole and Board in March 2014.

INFORMATION

6.10 Policies Being Vetted (Deadline – January 7, 2014)

- School Generated Funds Policy (301.6)
- Religious Education Courses for Staff Policy (201.3)

6.11 Policy and Guideline Review 2013-2014 Schedule

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

7. Date of Next Meeting

Tuesday, January 28, 2014 – 4:30 p.m.

8. Adjournment

The meeting adjourned at 6:45 p.m.