



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, OCTOBER 22, 2019

Minutes of the Policy Committee Meeting held on Tuesday, October 22, 2019 at 4:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:00 p.m. by Policy Committee Chair Huibers.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Fera

2. Attendance

Committee Members	Present	Present Electronically	Absent	Excused
Larry Huibers (Committee Chair)	✓			
Frank Fera	✓			
Leanne Prince	✓			

Trustees:

Rhianon Burkholder

Student Trustees:

Jade Bilodeau

Luca DiPietro

Staff:

John Crocco, Director of Education

Lee Ann Forsyth-Sells, Superintendent of Education

Frank Iannantuono, Superintendent of Education/Human Resources

Giancarlo Vetrone, Superintendent of Business & Finance

Anna Pisano, Administrative Assistant, Corporate Services & Communications Department
/Recording Secretary

3. **Approval of Agenda**

Moved by Trustee

THAT the October 22, 2019 Policy Committee Agenda be approved, as amended.

MOVE ITEMS 6.7 TO 6.6, 6.9 TO 6.7 AND 6.6 TO 6.9

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 September 24, 2019**

Moved by Trustee Prince

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of September 24, 2019, as presented.

APPROVED

6. **Policies**

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO NOVEMBER 12, 2019 COMMITTEE OF THE WHOLE MEETING

6.1 **Employee Meals and Hospitality Policy (201.14)**

Giancarlo Vetrone, Superintendent of Business & Financial Services presented feedback received from the vetting process and highlighted recommended amendments to the Employee Meals and Hospitality Policy (201.14) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Prince

THAT the Policy Committee recommend to the November 12, 2019 Committee of the Whole Meeting to approve the revisions to the Employee Meals and Hospitality Policy (201.14), as presented.

APPROVED

6.2 Employee Conferences, Workshops and Meetings Policy (201.15)

Superintendent Vetrone presented feedback received from the vetting process and highlighted recommended amendments to the Employee Conferences, Workshops and Meetings Policy (201.15) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Link conference form

Moved by Trustee Prince

THAT the Policy Committee recommend to the November 12, 2019 Committee of the Whole Meeting to approve the revisions to the Employee Conferences, Workshops and Meetings Policy (201.15), as presented.

APPROVED

6.3 Acceleration Retention Policy (400.5)

Lee Ann Forsyth-Sells, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Acceleration Retention Policy (400.5) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Amend bullet 1 to “*Students may be recommended for either acceleration or retention from a number of services: parents/guardians, classroom teacher, principal and other related individuals who impact upon the child’s academic/social justice.*”

Moved by Trustee Prince

THAT the Policy Committee recommend to the November 12, 2019 Committee of the Whole Meeting to approve the revisions to the Acceleration Retention Policy (400.5), as presented.

APPROVED

6.4 Opening or Closing Exercises – Safe Schools Policy (302.6.1)

Superintendent Forsyth-Sells presented feedback received from the vetting process and highlighted recommended amendments to the Opening or Closing Exercises – Safe Schools Policy (302.6.1) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Prince

THAT the Policy Committee recommend to the November 12, 2019 Committee of the Whole Meeting to approve the revisions to the Opening or Closing Exercises – Safe Schools Policy (302.6.1), as presented.

APPROVED

POLICIES - PRIOR TO VETTING

6.5 Establishment and Cyclical Review of Policies Policy (100.5)

Director Crocco, presented the Establishment and Cyclical Review of Policies Policy (100.5). The Policy Committee reviewed and made two edits to the draft Authority Matrix to attach to the policy for vetting.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Policy, be vetted from October 23, 2019 to January 15, 2020 with a recommended deadline for presentation to the Policy Committee in January 2020, for consideration to the Committee of the Whole and Board in February 2020.

6.6 Trustee Electronic Meetings (Board and Committees) Policy (100.8)

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

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Policy, be vetted from October 23, 2019 to January 15, 2020 with a recommended deadline for presentation to the Policy Committee in January 2020, for consideration to the Committee of the Whole and Board in February 2020.

6.7 Code of Conduct – Safe Schools Policy (302.6.2)

Superintendent Forsyth-Sells presented the Code of Conduct – Safe Schools Policy (302.6.2).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Policy, be vetted from October 23, 2019 to January 15, 2020 with a recommended deadline for presentation to the Policy Committee in January 2020, for consideration to the Committee of the Whole and Board in February 2020.

6.8 Purchasing/Supply Chain Management Policy (600.1)

Superintendent Vetrone and Mark Ferri, Administrator of Purchasing Services, presented the Purchasing/Supply Chain Management Policy (600.1).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Policy, be vetted from October 23, 2019 to January 15, 2020 with a recommended deadline for presentation to the Policy Committee in January 2020, for consideration to the Committee of the Whole and Board in February 2020.

6.9 Volunteering in Catholic Schools Policy (800.9)

Frank Iannantuono, Superintendent of Education/Human Resources, presented the Volunteering in Catholic Schools Policy (800.9).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- Bullet 1 change “no” to “not”

The Policy Committee requested that the Policy, be vetted from October 23, 2019 to January 15, 2020 with a recommended deadline for presentation to the Policy Committee in January 2020, for consideration to the Committee of the Whole and Board in February 2020.

INFORMATION

6.10 Policies Currently Being Vetted to November 11, 2019

- Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2)
- Religious Accommodation Policy (100.10.1)

6.11 Policy and Guideline Review 2018-2019 Schedule

Director Crocco presented the Policy and Guideline Review 2018-2019 Schedule.

7. Date of Next Meeting

November 26, 2019 – 4:00 p.m.

8. Adjournment

The meeting adjourned at 5:46 p.m.