



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, NOVEMBER 26, 2019

Minutes of the Policy Committee Meeting held on Tuesday, November 26, 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 Huibers

**2. Attendance**

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

**Student Trustees:**

*Luca DiPietro*

**Staff:**

*John Crocco*, Director of Education

*Yolanda Baldasaro*, Superintendent of Education

*Pat Rocca*, Superintendent of Education

*Frank Iannantuono*, Superintendent of Education/Human Resources

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

**3. Approval of Agenda**

Moved by Trustee Prince

**THAT** the November 26, 2019 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 October 22, 2019**

Moved by Trustee Fera

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of October 22, 2019, as presented.

**APPROVED**

6. **Policies**

**ACTION REQUIRED**

**POLICIES - FOR RECOMMENDATION TO THE DECEMBER 3, 2019 COMMITTEE OF THE WHOLE MEETING**

6.1 **Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2)**

Director Crocco and Frank Iannantuono, Superintendent of Education/Human Resources presented feedback received from the vetting process and highlighted recommended amendments to the Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2) following the vetting process.

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

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE PROCEDURES**

- Page 3, bullet 6 – add “*or immediate past Principal when necessary,*”
- Page 4, bullet 5 – add “*or immediate past Principal when necessary,*”
- Page 4, bullet 9 – add “*or*”
- Page 5, bullet 7 - reverse bullet i and ii

Moved by Trustee Prince

**THAT** the Policy Committee recommend to the December 3, 2019 Committee of the Whole Meeting to approve the revisions to the Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2), as amended.

**APPROVED**

6.2 **Religious Accommodation Policy (100.10.1)**

Yolanda Baldasaro, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Religious Accommodation Policy (100.10.1) following the vetting process.

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

**POLICY STATEMENT**

- Add names of PPM's to the references

**ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee Fera

**THAT** the Policy Committee recommend to the December 3, 2019 Committee of the Whole Meeting to approve the revisions to the Religious Accommodation Policy (100.10.1), as amended.

**APPROVED**

**POLICIES - PRIOR TO VETTING**

**6.3 Naming of a Board Facility, Designate Area or Chapel Policy (100.15)**

Director Crocco, presented the Naming of a Board Facility, Designate Area or Chapel Policy (100.15).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- No amendments

**ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Naming of a Board Facility, Designate Area or Chapel Policy (100.15), be vetted from November 27, 2019 to February 6, 2020 with a recommended deadline for presentation to the Policy Committee in February 2020, for consideration to the Committee of the Whole and Board in March 2020.

**6.4 Sexual Misconduct Policy (201.13)**

Superintendent Iannantuono, presented the Sexual Misconduct Policy (201.13).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- No amendments

## **ADMINISTRATIVE PROCEDURES**

- Page 2, Bullet 2 – change paragraph to “*Sexual misconduct is inappropriate behavior or remarks of a sexual nature in person or electronically where the employee knows or should know that the behavior or remarks may cause distress, be detrimental to the person’s physical or mental well-being, affect the personal integrity or security of any student, employee of the Board, volunteers or other persons covered by this policy, as well as the creation of a negative school environment.*”

The Policy Committee requested that the Sexual Misconduct Policy (201.13), be vetted from November 27, 2019 to February 6, 2020 with a recommended deadline for presentation to the Policy Committee in February 2020, for consideration to the Committee of the Whole and Board in March 2020.

### **6.5 Employee Workplace Harassment Policy (201.7)**

Superintendent Iannantuono, presented the Employee Workplace Harassment Policy (201.7).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Employee Workplace Harassment Policy (201.7), be vetted from November 27, 2019 to February 6, 2020 with a recommended deadline for presentation to the Policy Committee in February 2020, for consideration to the Committee of the Whole and Board in March 2020.

### **6.6 Employee Workplace Violence Policy (201.11)**

Superintendent Iannantuono, presented the Employee Workplace Violence Policy (201.11).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Employee Workplace Violence Policy (201.11), be vetted from November 27, 2019 to February 6, 2020 with a recommended deadline for presentation to the Policy Committee in February 2020, for consideration to the Committee of the Whole and Board in March 2020.

**6.7 Occupational Health and Safety Policy (201.6)**

Superintendent Iannantuono, presented the Occupational Health and Safety Policy (201.6).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- No amendments

**ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Occupational Health and Safety Policy (201.6), be vetted from November 27, 2019 to February 6, 2020 with a recommended deadline for presentation to the Policy Committee in February 2020, for consideration to the Committee of the Whole and Board in March 2020.

**6.8 Student Use of Guide dogs and Service Animals Policy (NEW)**

Pat Rocca, Superintendent of Education, presented the Student Use of Guide dogs and Service Animals Policy (NEW).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- No amendments

**ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Student Use of Guide dogs and Service Animals Policy, be vetted from November 27, 2019 to February 6, 2020 with a recommended deadline for presentation to the Policy Committee in February 2020, for consideration to the Committee of the Whole and Board in March 2020.

***INFORMATION***

**6.9 Policies Currently Being Vetted to January 15, 2020**

- Code of Conduct Policy (302.6.2)
- Establishment and Cyclical Review of Policies Policy (100.5)

- Purchasing/Supply Chain Management Policy (600.1)
- Trustee Electronic Meetings (Board and Committees) Policy (100.8)
- Volunteering in Catholic Schools Policy (800.9)

#### **6.10 Concussion Policy (303.1) – Administrative Procedures Updates**

Director Crocco informed the Policy Committee that the Ministry of Education has required boards to make changes to the Administrative Procedures of the Concussion Policy, and have the changes in place by January 31, 2020

Superintendent Rocca presented updates to the Administrative Procedures of the Concussion Policy (303.1) for approval of the Policy Committee.

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE PROCEDURES**

- No amendments

In order to comply with the Ministry requirement the Policy Committee requested that the Concussion Policy (303.1), be vetted from November 27, 2019 to February 6, 2020 with a recommended deadline for presentation to the Policy Committee in February 2020, for consideration to the Board in February 2020.

#### **6.11 Policy and Guideline Review 2019-2020 Schedule**

Director Crocco presented the Policy and Guideline Review 2019-2020 Schedule.

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

January 28, 2020 – 4:00 p.m.

#### **8. Adjournment**

The meeting adjourned at 5:39 p.m.