



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, FEBRUARY 26, 2019

Minutes of the Policy Committee Meeting held on Tuesday, February 26, 2016 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 John Crocco, Director of Education/Secretary-Treasurer, who chaired the meeting until the election of a Committee Chair.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Fera.

2. Election of the Chair of the Policy Committee 2019

Deferred to March Policy Committee Meeting. Trustee Fera chaired the February 26, 2019 meeting.

3. Attendance

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

Trustees:

Rhianon Burkholder
Kathy Burtnik
Dino Sicoli

Student Trustees:

Madison McKinney

Staff:

John Crocco, Director of Education
Lee Ann Forsyth-Sells, Superintendent of Education
Teresa Claxton, Coordinator of Human Resources
Giancarlo Vetrone, Superintendent of Business & Finance

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

4. Approval of Agenda

Moved by Trustee Prince

THAT the February 26, 2019, Policy Committee Agenda be approved, as presented.

APPROVED

5. Declaration of Conflict of Interest

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

6. Minutes of the Policy Committee Meeting of January 29, 2019

Moved by Trustee Prince

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of January 29, 2019, as presented.

APPROVED

7. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO MARCH 5, 2019 COMMITTEE OF THE WHOLE MEETING

6.1 Progressive Student Discipline – Safe Schools Policy (302.6.9)

Lee Ann Forsyth-Sells, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Progressive Student Discipline – Safe Schools Policy (302.6.9) 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 March 5, 2019 Committee of the Whole Meeting to approve the revisions to the Progressive Student Discipline – Safe Schools Policy (302.6.9), as presented.

APPROVED

6.2 Death Benefit Policy (201.5)

Teresa Claxton, Coordinator of Human Resources, on behalf of Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Death Benefit Policy (201.5) 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 March 5, 2019 Committee of the Whole Meeting to approve the revisions to the Death Benefit Policy (201.5), as presented.

APPROVED

6.3 Deferred Salary Plan (X/Y) Policy (201.10)

Ms. Claxton presented feedback received from the vetting process and highlighted recommended amendments to the Deferred Salary Plan (X/Y) Policy (201.10) 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 March 5, 2019 Committee of the Whole Meeting to approve the revisions to the Deferred Salary Plan (X/Y) Policy (201.10), as presented.

APPROVED

6.4 Employee Leaves of Absence Policy (201.1)

Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Employee Leaves of Absence Policy (201.1) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- First paragraph, 5th bullet – remove “*and which are not of a reoccurring nature*”
- Bullet 2 – remove first “*shall*”

Moved by Trustee Prince

THAT the Policy Committee recommend to the March 5, 2019 Committee of the Whole Meeting to approve the revisions to the Employee Leaves of Absence Policy (201.1), as amended.

APPROVED

POLICIES - PRIOR TO VETTING

6.5 Student Suspension – Safe Schools Policy (302.6.4)

Superintendent Forsyth-Sells, presented the Student Suspension – Safe Schools Policy (302.6.4).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- Paragraph 1 – reword last sentence to “*A Principal may not suspend a student more than once for the same exact incident under section 306 of the Education Act*”

The Policy Committee requested that the Student Suspension – Safe Schools Policy, be vetted from February 27, 2019 to April 11, 2019 with a recommended deadline for presentation to the Policy Committee in May 2019, for consideration to the Committee of the Whole and Board in June 2019.

6.6 Student Expulsion – Safe Schools Policy (302.6.5)

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Student Expulsion – Safe Schools Policy (302.6.5).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Student Expulsion – Safe Schools Policy, be vetted from February 27, 2019 to April 11, 2019 with a recommended deadline for presentation to the Policy Committee in May 2019, for consideration to the Committee of the Whole and Board in June 2019.

6.7 Safe Schools Policy (302.6)

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Safe Schools Policy (302.6).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Student Expulsion – Safe Schools Policy, be vetted from February 27, 2019 to April 11, 2019 with a recommended deadline for presentation to the Policy Committee in May 2019, for consideration to the Committee of the Whole and Board in June 2019.

6.8 Financial Investment Policy (NEW)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the Financial Investment Policy (NEW).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Paragraph 2 change “*complaint*” to “*compliant*”

ADMINISTRATIVE PROCEDURES

- Paragraph 3 – add “*with an annual written report to the Board*”

The Policy Committee requested that the Financial Investment Policy, be vetted from February 27, 2019 to April 11, 2019 with a recommended deadline for presentation to the Policy Committee in May 2019, for consideration to the Committee of the Whole and Board in June 2019.

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

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

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Corporate Cards, Purchasing Cards & Petty Cash Policy, be vetted from February 27, 2019 to April 11, 2019 with a recommended deadline for presentation to the Policy Committee in May 2019, for consideration to the Committee of the Whole and Board in June 2019.

INFORMATION

6.10 Policies Currently Being Vetted to March 19, 2019

- Employee Hiring and Selection (Teachers) Policy (203.1)
- French Immersion Policy/Admission of Elementary and Secondary Students Policy (301.1)

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

March 26, 2019 – Start time to be determined and posted on the Board website and agenda cover.

8. Adjournment

The meeting adjourned at 5:50 p.m.