



## MINUTES OF THE POLICY COMMITTEE MEETING

**TUESDAY, APRIL 23, 2019**

Minutes of the Policy Committee Meeting held on Tuesday, April 23, 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 Prince.

**2. Attendance**

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

**Trustees:**

*Rhianon Burkholder*  
*Kathy Burtnik*  
*Dino Sicoli*

**Student Trustees:**

*Jade Bilodeau*  
*Madison McKinney*

**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 Fera

**THAT** the April 23, 2019 Policy Committee Agenda be approved, as presented.

**APPROVED**

**4. Declaration of Conflict of Interest**

Disclosures of Conflict of Interest were declared by Trustee Fera with Item 6.9 and Trustee Huibers with Items 6.9, 6.12 and 6.13 of the agenda. These trustees have family members who are employees of the Board.

**5. Minutes of the Policy Committee Meeting of March 26, 2019**

Moved by Trustee Prince

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of March 26, 2019, as presented.

**APPROVED**

**6. Policies**

***ACTION REQUIRED***

**POLICIES - PRIOR TO VETTING DEFERRED FROM MARCH POLICY COMMITTEE MEETING**

**6.1 Religious Education Courses for Staff Policy (201.3)**

Frank Iannantuono, Superintendent of Education/Human Resources, presented the Religious Education Courses for Staff Policy (201.3).

The Policy Committee requested that the Religious Education Courses for Staff Policy be incorporated into the Employee Hiring and Selection (Teachers) Policy (203.1).

**POLICIES - FOR RECOMMENDATION TO MAY COMMITTEE OF THE WHOLE MEETING**

**6.2 Employee Hiring and Selection (Teachers) Policy (203.1)**

Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Employee Hiring and Selection (Teachers) Policy (203.1) following the vetting process.

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

**POLICY STATEMENT**

- Incorporate the Religious Education for Teaching Staff Policy (201.3)

## **ADMINISTRATIVE PROCEDURES**

- Incorporate the Religious Education for Teaching Staff Policy (201.3)
- Page 5 - remove last two bullets

Moved by Trustee Prince

**THAT** the Policy Committee recommend to the May 14, 2019 Committee of the Whole Meeting to approve the revisions to the Employee Hiring and Selection (Teachers) Policy (203.1), as presented.

## **APPROVED**

### **6.3 Emergency Instructors Policy (NEW)**

Frank Iannantuono, Superintendent of Education/Human Resources presented the Emergency Instructors Policy (NEW).

Following discussion, the Policy Committee recommended the following amendments:

## **POLICY STATEMENT**

- Add “*Elementary*” to the title

## **ADMINISTRATIVE PROCEDURES**

- Remove first two sentences under the Application Process
- Page 3 – remove “*Brianna Spence,*” and add “*Services*”
- Page 3 – change first two sentences under Daily Plans to “*The Emergency Instructor shall follow the teaching plan left by the classroom teacher. Where this is not possible, the Principal/Vice Principal will provide the required directions to the Emergency Instructor in order to develop a classroom routine for the day.*”

The Policy Committee requested that the Emergency Instructors Policy, be vetted from April 24, 2019 to September 9, 2019 with a recommended deadline for presentation to the Policy Committee in September 2019, for consideration to the Committee of the Whole and Board in October 2019.

### **6.4 Safe Schools Policy (302.6)**

Lee Ann Forsyth-Sells, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Safe Schools Policy (302.6) 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 May 14, 2019 Committee of the Whole Meeting to approve the revisions to the Safe Schools Policy (302.6), as presented.

**APPROVED**

### **6.5 Student Suspension – Safe Schools Policy (302.6.4)**

Superintendent Forsyth-Sells presented feedback received from the vetting process and highlighted recommended amendments to the Student Suspension – Safe Schools Policy (302.6.4) following the vetting process.

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

## **POLICY STATEMENT**

- No amendment

## **ADMINISTRATIVE PROCEDURES**

- Page 4, bullet 7 – add “*e-cigarettes, and any other tobacco product*”

Moved by Trustee Fera

**THAT** the Policy Committee recommend to the May 14, 2019 Committee of the Whole Meeting to approve the revisions to the Student Suspension – Safe Schools Policy (302.6.4), as presented.

**APPROVED**

### **6.6 Student Expulsion – Safe Schools Policy (302.6.5)**

Superintendent Forsyth-Sells presented feedback received from the vetting process and highlighted recommended amendments to the Student Expulsion – Safe Schools Policy (302.6.5) following the vetting process.

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

## **POLICY STATEMENT**

- No amendment

## **ADMINISTRATIVE PROCEDURES**

- Page 3, bullet 7 – add “*e-cigarettes, and any other tobacco product*”

Moved by Trustee Prince

**THAT** the Policy Committee recommend to the May 14, 2019 Committee of the Whole Meeting to approve the revisions to the Student Expulsion – Safe Schools Policy (302.6.5), as presented.

**APPROVED**

**6.7 Financial Investment Policy (NEW)**

Giancarlo Vetrone, Superintendent of Business & Financial Services presented feedback received from the vetting process and highlighted recommended amendments to the Financial Investment Policy (NEW) 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 Fera

**THAT** the Policy Committee recommend to the May 14, 2019 Committee of the Whole Meeting to approve the revisions to the Financial Investment Policy (NEW), as presented.

**APPROVED**

**6.8 Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4)**

Superintendent Vetrone presented feedback received from the vetting process and highlighted recommended amendments to the Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4) 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 May 14, 2019 Committee of the Whole Meeting to approve the revisions to the Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4), as presented.

**APPROVED**

## **POLICIES - PRIOR TO VETTING**

### **6.9 Catholic Leadership: Principal & Vice-Principal Selection Policy (202.2)**

Director Crocco and Superintendent Iannantuono, presented the Catholic Leadership: Principal & Vice-Principal Selection Policy (202.2).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE PROCEDURES**

- Page 5 – remove “(v. *One Trustee appointed by the Board*)”
- Page 5, bullet 10 – remove “(*approval of the Board*)” and “(*confirm*)”
- Page 6 – remove “(*for approval.*)”

The Policy Committee requested that the Catholic Leadership: Principal & Vice-Principal Selection Policy, be vetted from April 24, 2019 to September 9, 2019 with a recommended deadline for presentation to the Policy Committee in September 2019, for consideration to the Committee of the Whole and Board in October 2019.

### **6.10 Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy (NEW)**

Director Crocco, presented the Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy (NEW).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- Paragraph 3 – change “*appointed*” to “*selected*”
- Paragraph 4 – change “*are*” to “*shall be*”

#### **ADMINISTRATIVE PROCEDURES**

- Page 4, bullet 5 – add “*and/or*” and “*Offer of employment will be made by the Director of Education.*”

The Policy Committee requested that the Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy, be vetted from April 24, 2019 to September 9, 2019 with a recommended deadline for presentation to the Policy Committee in September 2019, for consideration to the Committee of the Whole and Board in October 2019.

**6.11 Opening or Closing Exercises – Safe Schools Policy (302.6.1)**

Deferred to the May Policy Committee Meeting.

**6.12 Employee Meals & Hospitality Policy (201.14)**

Deferred to the May Policy Committee Meeting.

**6.13 Employee Conferences, Workshops & Meetings Policy (201.15)**

Deferred to the May Policy Committee Meeting.

**INFORMATION**

**6.14 Policies Currently Being Vetted to May 8, 2019**

- Bullying Prevention & Intervention – Safe Schools Policy (302.6.8)
- Community Use of Facilities Policy (800.2)

**6.15 Policy and Guideline Review 2018-2019 Schedule**

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

**7. Date of Next Meeting**

May 28, 2019 – Start time to be determined and posted on the Board website and agenda cover.

**8. Adjournment**

The meeting adjourned at 6:40 p.m.