



## MINUTES OF THE POLICY COMMITTEE MEETING

**TUESDAY, FEBRUARY 25, 2020**

Minutes of the Policy Committee Meeting held on Tuesday, February 25, 2020 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 Burkholder

**2. Election of Chair of the Policy Committee 2020**

Director Crocco asked for nominations for the position of Chair of the Policy Committee 2020. Trustee Burkholder nominated Trustee Huibers.

Director Crocco asked Trustee Huibers if he wished to stand for the position of Chair of the Policy Committee. Trustee Huibers accepted the nomination.

There were no further nominations forthcoming.

Moved by Trustee Burkholder

**THAT** nominations for the position of Chair of the Policy Committee be closed.

**CARRIED**

Moved by Trustee Sicoli

**THAT** Trustee Huibers be acclaimed to the position of Chair of the Policy Committee 2020.

**APPROVED**

**3. Attendance**

Committee Members	Present	Present Electronically	Absent	Excused
Larry Huibers (Chair)	✓			
Rhianon Burkholder	✓			
Dino Sicoli	✓			

**Trustees:**

*Leanne Prince*

**Student Trustees:**

*Jade Bilodeau*

*Luca DiPietro*

**Staff:**

*John Crocco*, Director of Education

*Pat Rocca*, 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

**4. Approval of Agenda**

Moved by Trustee Sicoli

**THAT** the February 25, 2020 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 28, 2020**

Moved by Trustee Burkholder

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of January 28, 2020, as presented.

**APPROVED**

**7. Policies**

***ACTION REQUIRED***

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

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

Director Crocco presented feedback received from the vetting process on the Naming of a Board Facility, Designate Area or Chapel Policy (100.15), 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 Sicoli

**THAT** the Policy Committee recommend to the March 10, 2020 Committee of the Whole Meeting to approve the revisions to the Naming of a Board Facility, Designate Area or Chapel Policy (100.15), as presented.

**APPROVED**

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

Frank Iannantuono, Superintendent of Education/Human Resources presented feedback received from the vetting process on the Occupational Health and Safety Policy (201.6), 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 Burkholder

**THAT** the Policy Committee recommend to the March 10, 2020 Committee of the Whole Meeting to approve the revisions to the Occupational Health and Safety Policy (201.6), as presented.

**APPROVED**

**7.3 Employee Workplace Harassment Policy (201.7)**

Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Employee Workplace Harassment Policy (201.7), following the vetting process.

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

**POLICY STATEMENT**

- No amendment

## **ADMINISTRATIVE PROCEDURES**

- Page 2 – remove last sentence under Workplace Harassment
- Page 3 change “*shall*” to “*may*”
- Page 3 – remove bullet “*The parties may ...*”
- Page 5 – Other Considerations – change “*All Principals/Supervisors*” to “*The Board*” and add closing bracket

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the March 10, 2020 Committee of the Whole Meeting to approve the revisions to the Employee Workplace Harassment Policy (201.7), as amended.

## **APPROVED**

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

Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Employee Workplace Violence Policy (201.11), 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 Burkholder

**THAT** the Policy Committee recommend to the March 10, 2020 Committee of the Whole Meeting to approve the revisions to the Employee Workplace Violence Policy (201.11), as presented.

## **APPROVED**

### **7.5 Sexual Misconduct Policy (201.13)**

Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Sexual Misconduct Policy (201.13), following the vetting process.

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

## **POLICY STATEMENT**

- No amendment

## **ADMINISTRATIVE PROCEDURES**

- Page 2, bullet 2 – change “*behavior or remarks*” to “*behaviour, remarks or conduct*”
- Page 4, Academic Teaching Staff – change “*member*” to “*teacher*”

Moved by Trustee Burkholder

**THAT** the Policy Committee recommend to the March 10, 2020 Committee of the Whole Meeting to approve the revisions to the Sexual Misconduct Policy (201.13), as amended.

### **APPROVED**

#### **7.6 Concussion Policy (303.1)**

Pat Rocca, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Concussion Policy (303.1), following the vetting process.

Following discussion, the Policy Committee recommended the Concussion Policy be brought back to the March 24, 2020 Policy Committee meeting with amendments to the Policy Statement as discussed.

#### **7.7 Student Use of Guide Dogs & Service Animals (NEW)**

Superintendent Rocca presented feedback received from the vetting process and highlighted recommended amendments to the Student Use of Guide Dogs & Service Animals Policy (NEW), following the vetting process.

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

### **POLICY STATEMENT**

- Page 1, References – add the “*Privacy Policy*”

## **ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the March 10, 2020 Committee of the Whole Meeting to approve the revisions to the Student Use of Guide Dogs & Service Animals Policy (NEW), as amended.

### **APPROVED**

## **POLICIES - PRIOR TO VETTING**

#### **7.8 Advocacy Expenditures Policy (100.9)**

Superintendent Vetrone, presented the Advocacy Expenditures Policy (100.9).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- Add the definition of Advocacy and send to Policy Committee members for approval.

**ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Policy, be vetted from February 26, 2020 to April 15, 2020 with a recommended deadline for presentation to the Policy Committee in April, for consideration to the Committee of the Whole and Board in May.

**7.9 School Generated Funds Policy (301.6)**

Superintendent Vetrone, presented the School Generated Funds Policy (301.6).

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 February 26, 2020 to April 15, 2020 with a recommended deadline for presentation to the Policy Committee in April, for consideration to the Committee of the Whole and Board in May.

**7.10 Advertising Expenditures Policy (600.5)**

Superintendent Vetrone, presented the Advertising Expenditures Policy (600.5).

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 February 26, 2020 to April 15, 2020 with a recommended deadline for presentation to the Policy Committee in April, for consideration to the Committee of the Whole and Board in May.

## ***INFORMATION***

### ***7.11 Policies Currently Being Vetted to March 11, 2020***

- Use of Corporate Logo Policy (100.14)
- Attendance Areas Policy (301.3)
- Criminal Background Check – Safe Schools Policy (302.6.7)
- Video Security Surveillance Policy (701.3)

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

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

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

March 24, 2020

## ***8. Adjournment***

The meeting adjourned at 5:54 p.m.