



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, MAY 23, 2017

Minutes of the Policy Committee Meeting held on Tuesday, May 23, 2017 at 3:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 3:30 p.m. by Policy Committee Chair Vernal.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Sicoli.

2. Attendance

Committee Members	Present	Present Electronically	Absent	Excused
Pat Vernal (Committee Chair)	✓			
Kathy Burtnik	✓			
Dino Sicoli	✓			

Staff:

John Crocco, Director of Education
Mark Lefebvre, Superintendent of Education

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

3. Approval of Agenda

Moved by Trustee Sicoli

THAT the April 25, 2017, 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 April 25, 2017**

Moved by Trustee Vernal

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of April 25, 2017, as presented.

APPROVED

6. **Policies**

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO JUNE 13, 2017 COMMITTEE OF THE WHOLE MEETING

6.1 **Educational Field Trip Policy (400.2)**

Mark Lefebvre, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Educational Field Trip Policy (400.2) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Add “Where a vehicle is rented it must be rented by a licensed vehicle rental agency”
- Delete bullet 4 of page 6
- Page 9, bullet 9 move definitions to corresponding bullet
- Page 10, bullet 11, sub-bullet 3 remove “be”

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the June 13, 2017 Committee of the Whole Meeting to approve the revisions to the Educational Field Trip Policy (400.2), as amended.

APPROVED

6.2 **Privacy Policy (NEW)**

John Crocco, Director of Education/Secretary-Treasurer, presented feedback received from the vetting process and highlighted amendments to the Privacy Policy 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 Burtnik

THAT the Policy Committee recommend to the June 13, 2017 Committee of the Whole Meeting to approve the revisions to the Privacy Policy, as presented.

APPROVED

POLICIES – DEFERRED FROM APRIL POLICY COMMITTEE

6.3 Trustee Code of Conduct Policy (100.12)

Director Crocco presented the Trustee Code of Conduct Policy (100.12).

Following a discussion and recommended edits, the Policy Committee requested that the Trustee Code of Conduct Policy be brought back to the September 26, 2017 Policy Committee with the agreed upon amendments and an opportunity for further discussion.

INFORMATION

6.4 Policies Currently Being Vetted to September 14, 2017

- Complaint Resolution Policy (800.3)
- Education-Based Research Policy (800.5)
- Student Fees Policy (301.11)

6.5 Policy and Guideline Review 2016-2017 Schedule

Director Crocco presented the Policy and Guideline Review 2016-2017 Schedule.

7. Date of Next Meeting

September 26, 2017 – Start time to be determined and posted on the Board website and agenda cover.

8. Adjournment

The meeting adjourned at 4:35 p.m.