



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, JANUARY 28, 2020

Minutes of the Policy Committee Meeting held on Tuesday, January 28, 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 Chair Fera who chaired the meeting for Policy Committee Chair Huibers who joined electronically.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Fera

2. Attendance

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

Trustees:

Rhianon Burkholder
Kathy Burtnik
Dino Sicoli
Paul Turner

Student Trustees:

Jade Bilodeau

Staff:

John Crocco, Director of Education
Ted Farrell, Superintendent of Education
Lee Ann Forsyth-Sells, Superintendent of Education
Frank Iannantuono, Superintendent of Education/Human Resources
Giancarlo Vetrone, Superintendent of Business & Finance
Scott Whitwell, Controller of Facilities Services

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

3. Approval of Agenda

Moved by Trustee Prince

THAT the January 28, 2020 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 November 26, 2019

Moved by Trustee Prince

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

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO FEBRUARY 11, 2020 COMMITTEE OF THE WHOLE MEETING

6.1 Establishment and Cyclical Review of Policies Policy (100.5)

Director Crocco presented feedback received from the vetting process and highlighted recommended amendments to the Establishment and Cyclical Review of Policies Policy (100.5) following the vetting process.

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

POLICY STATEMENT

- Page 1, paragraph 3 – remove “*Vision 2020*”

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Huibers

THAT the Policy Committee recommend to the February 11, 2020 Committee of the Whole Meeting to approve the revisions to the Establishment and Cyclical Review of Policies Policy (100.5), as amended.

APPROVED

6.2 Trustee Electronic Meetings (Board and Committees) Policy (100.8)

Director Crocco presented feedback received from the vetting process and highlighted recommended amendments to the Trustee Electronic Meetings (Board and Committees) Policy (100.8) 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 February 11, 2020 Committee of the Whole Meeting to approve the revisions to the Trustee Electronic Meetings (Board and Committees) Policy (100.8), as presented.

APPROVED

6.3 Code of Conduct Policy (302.6.2)

Lee Ann Forsyth-Sells, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Code of Conduct Policy (302.6.2) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Page 5, bullet 6 of Standards of Behaviour – add “values and”

Moved by Trustee Huibers

THAT the Policy Committee recommend to the February 11, 2020 Committee of the Whole Meeting to approve the revisions to the Code of Conduct Policy (302.6.2), as amended.

APPROVED

6.4 Purchasing/Supply Chain Management Policy (600.1)

Giancarlo Vetrone, Superintendent of Business & Financial Services presented feedback received from the vetting process and highlighted recommended amendments to the Purchasing/Supply Chain Management Policy (600.1) 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 February 11, 2020 Committee of the Whole Meeting to approve the revisions to the Purchasing/Supply Chain Management Policy (600.1), as presented.

APPROVED

6.5 Volunteering in Catholic Schools Policy (800.9)

Scott Whitwell, Controller of Facilities Services presented feedback received from the vetting process and highlighted recommended amendments to the Volunteering in Catholic Schools Policy (800.9) following the vetting process.

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

POLICY STATEMENT

- Move resources listed of Code of Conduct Policy, Privacy Policy and Privacy Breach Procedure to Policies/Procedures Reference section

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Prince

THAT the Policy Committee recommend to the February 11, 2020 Committee of the Whole Meeting to approve the revisions to the Volunteering in Catholic Schools Policy (800.9), as amended.

APPROVED

POLICIES - PRIOR TO VETTING

6.6 Equity and Inclusive Education Policy (100.10)

Superintendent Forsyth-Sells, presented the Equity and Inclusive Education Policy (100.10).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- Page 4, 7 and 8 – change paragraphs to align with the Code of Conduct Policy once approved by the Board.

The Policy Committee requested that the Policy, be vetted following the Board's approval of the Code of Conduct Policy (302.6.2).

6.7 Use of Corporate Logo Policy (100.14)

Director Crocco, presented the Use of Corporate Logo Policy (100.14).

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 January 29, 2020 to March 11, 2020 with a recommended deadline for presentation to the Policy Committee in March 2020, for consideration to the Committee of the Whole and Board in February 2020.

6.8 Attendance Areas Policy (301.3)

Ted Farrell, Superintendent of Education, presented the Attendance Areas Policy (301.3).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- Page 3 – add “, *pastors*”

The Policy Committee requested that the Policy, be vetted from January 29, 2020 to March 11, 2020 with a recommended deadline for presentation to the Policy Committee in March 2020, for consideration to the Committee of the Whole and Board in February 2020.

6.9 Criminal Background Check – Safe Schools Policy (302.6.7)

Superintendent Iannantuono, presented the Criminal Background Check – Safe Schools Policy (302.6.7).

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 January 29, 2020 to March 11, 2020 with a recommended deadline for presentation to the Policy Committee in March 2020, for consideration to the Committee of the Whole and Board in February 2020.

6.10 Video Security Surveillance Policy (701.3)

Scott Whitwell, Controller of Facilities Services, presented the Video Security Surveillance Policy (701.3).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Under References add “/Procedures” and remove “*Niagara Catholic District School Board Procedures/Documents*” bullet

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Policy, be vetted from January 29, 2020 to March 11, 2020 with a recommended deadline for presentation to the Policy Committee in March 2020, for consideration to the Committee of the Whole and Board in February 2020.

INFORMATION

6.11 Policies Currently Being Vetted to February 6, 2020

- Naming of a Board Facility, Designate Area or Chapel Policy (100.15)
- Occupational Health and Safety Policy (201.6)
- Employee Workplace Harassment Policy (201.7)
- Employee Workplace Violence Policy (201.11)
- Sexual Misconduct Policy (201.13)
- Concussion Policy (303.1)
- Student Use of Guide Dogs and Service Animals Policy (NEW)

6.12 Policy and Guideline Review 2019-2020 Schedule

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

7. Date of Next Meeting

February 25, 2020

8. Adjournment

The meeting adjourned at 5:31 p.m.