



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, SEPTEMBER 25, 2018

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Minutes of the Policy Committee Meeting held on Tuesday, September 25, 2018 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 Burtnik.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Burtnik.

**2. Attendance**

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

**Student Trustees:**

*Jade Bilodeau*  
*Madison McKinney*

**Staff:**

*John Crocco*, Director of Education  
*Ted Farrell*, 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 Vernal

**THAT** the September 25, 2018, 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 May 24, 2018**

Moved by Trustee Vernal

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of May 24, 2018, as presented.

**APPROVED**

**6. Policies**

***ACTION REQUIRED***

**POLICIES - FOR RECOMMENDATION TO THE OCTOBER 9, 2018 COMMITTEE OF THE WHOLE MEETING**

**6.1 Electronic Communications Systems (Employees) Policy (201.12)**

Giancarlo Vetrone, Superintendent of Business & Financial Services presented feedback received from the vetting process and highlighted recommended amendments to the Electronic Communications Systems (Employees) Policy (201.12) following the vetting process.

Following discussion, the Policy Committee recommended no additional amendments.

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee Vernal

**THAT** the Policy Committee recommend to the October 9, 2018 Committee of the Whole Meeting to approve the revisions to the Electronic Communications Systems (Employees) Policy (201.12), as presented.

**APPROVED**

## **6.2 Student Parenting Policy (302.5)**

On behalf of Superintendent Rocca, Director Crocco presented feedback received from the vetting process and highlighted recommended amendments to the Student Parenting Policy (302.5) following the vetting process.

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

### **POLICY STATEMENT**

- Paragraph 2 remove “*in situations*”, “*In such cases, it empowers*”, “*to*” and add “*will*”
- Paragraph 3 remove “*respond by*”, “*with respect, compassion and love; to*”, “*the*” and add “*s*” to “*student*”

### **ADMINISTRATIVE PROCEDURES**

- Not applicable for this policy.

Moved by Trustee Vernal

**THAT** the Policy Committee recommend to the October 9, 2018 Committee of the Whole Meeting to approve the revisions to the Student Parenting Policy (302.5), as amended.

### **APPROVED**

## **6.3 Playground Equipment Policy (702.1)**

Scott Whitwell, Controller of Facilities Services presented feedback received from the vetting process and highlighted recommended amendments to the Playground Equipment Policy (702.1) following the vetting process.

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

### **POLICY STATEMENT**

- No amendment

### **ADMINISTRATIVE PROCEDURES**

- Add “*A minimum of*” and remove “*or more*” to bullet 8 of page 2 and bullet 4 of page 3

Moved by Trustee Vernal

**THAT** the Policy Committee recommend to the October 9, 2018 Committee of the Whole Meeting to approve the revisions to the Playground Equipment Policy (702.1), as amended.

### **APPROVED**

#### **6.4 Continuing Education Policy (400.1)**

Ted Farrell, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Continuing Education Policy (400.1) following the vetting process.

Following discussion, the Policy Committee recommended no additional amendments.

#### **POLICY STATEMENT**

- No amendment

#### **ADMINISTRATIVE PROCEDURES**

- Not applicable for this policy.

Moved by Trustee Vernal

**THAT** the Policy Committee recommend to the October 9, 2018 Committee of the Whole Meeting to approve the revisions to the Continuing Education Policy (400.1), as presented.

#### **APPROVED**

### **POLICIES - PRIOR TO VETTING**

#### **6.5 Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9)**

Frank Iannantuono, Superintendent of Education/Human Resources, presented the Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9).

Following discussion, the Policy Committee requested changes be made to the Employee Attendance During Inclement Weather & Workplace Closure Policy and forwarded to the Committee members for review and approval to vet.

Upon approval of the Policy Committee, the Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9), is to be vetted from the date of approval to December 14, 2018 with a recommended deadline for presentation to the Policy Committee in January 2019, for consideration to the Committee of the Whole and Board in January 2019.

#### **6.6 Transportation & School Operations for Inclement Weather Policy (500.1)**

John Crocco, Director of Education, presented the Transportation & School Operations for Inclement Weather Policy (500.1).

Following discussion, the Policy Committee requested changes be made to the Transportation & School Operations for Inclement Weather Policy to align with the Employee Attendance During Inclement Weather & Workplace Closure Policy and forwarded to the Committee members for review and approval to vet.

Upon approval of the Policy Committee, the Transportation & School Operations for Inclement Weather Policy (500.1), is to be vetted from date of approval to December 14, 2018 with a recommended deadline for presentation to the Policy Committee in January 2019, for consideration to the Committee of the Whole and Board in January 2019.

**6.7 Student Transportation Policy (500.2)**

The Policy Committee requested that the Student Transportation Policy be brought to the January 2019 Policy Committee Meeting.

**INFORMATION**

**6.8 Policies Currently Being Vetted to October 11, 2018**

- Employee Workplace Harassment Policy (201.7)
- Employee Workplace Violence Policy (201.11)
- Occupational Health & Safety Policy (201.6)
- Catholic School Councils Policy (800.1)

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

Chair Burtnik highlighted the Policy and Guideline Review 2018-2019 Schedule.

**7. Date of Next Meeting**

October 23, 2018 – Start time to be determined and posted on the Board website and agenda cover.

**8. Adjournment**

The meeting adjourned at 6:39 p.m.