



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, NOVEMBER 22, 2016

Minutes of the Policy Committee Meeting held on Tuesday, November 22, 2016 at 5:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 5:00 p.m. by Policy Committee Chair Vernal.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Vernal.

2. Attendance

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

Student Trustees:

Kira Petriello

Nico Tripodi

Staff:

John Crocco, Director of Education

Yolanda Baldasaro, Superintendent of Education

Lee Ann Forsyth-Sells, Superintendent of Education

Scott Whitwell, Controller of Facilities Services

Sherry Morena, Coordinator of Information Management, Corporate Services & Communications Department/Recording Secretary

3. Approval of Agenda

Moved by Trustee Sicoli

THAT the November 22, 2016, 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 October 25, 2016**

Moved by Trustee Burtnik

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of October 25, 2016, as presented.

APPROVED

6. **Policies**

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO DECEMBER 6, 2016 COMMITTEE OF THE WHOLE MEETING

6.1 **Administration of Oral Medication to Students Policy (302.2)**

Yolanda Baldasaro, Superintendent of Education, highlighted amendments to the Administration of Oral Medication to Students Policy (302.2) which were made as a result of the policy deferral from the October 25, 2016 Policy Committee Meeting.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

Amend Appendix A to read:

- No. of Time(s) Per School Day for Administration
Time(s) of Day for Administration

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the December 6, 2016 Committee of the Whole Meeting to approve the revisions to the Administration of Oral Medication to Students Policy (302.2), as amended.

APPROVED

6.2 **Accessibility Customer Service Policy (800.8.1)**

Superintendent Baldasaro presented feedback received from the vetting process and highlighted amendments to the Accessibility Customer Service Policy (800.8.1).

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Replace all instances of “The Board will welcome all...” with “The Board will welcome authorized...” in the administrative procedures and appendices.

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the December 6, 2016 Committee of the Whole Meeting to approve the revisions to the Accessibility Customer Service Policy (800.8.1), as amended.

APPROVED

6.3 Access to Board Premises – Safe Schools Policy (302.6.3)

Lee Ann Forsyth-Sells, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Access to Board Premises – Safe Schools Policy (302.6.3).

Scott Whitwell, Controller of Facilities Services, was in attendance for the presentation of the Policy.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Appendix A – Add the sentence “A request for an appeal shall not stay the Trespass to Property” at the end of the fifth paragraph.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the December 6, 2016 Committee of the Whole Meeting to approve the revisions to the Access to Board Premises – Safe Schools Policy (302.6.3), as amended.

APPROVED

6.4 Progressive Student Discipline Policy (302.6.9)

Superintendent Forsyth-Sells, presented feedback received from the vetting process and highlighted amendments to the Progressive Student Discipline Policy (302.6.9).

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the December 6, 2016 Committee of the Whole Meeting to approve the revisions to the Progressive Student Discipline Policy (302.6.9), as presented.

APPROVED

POLICIES - PRIOR TO VETTING

6.5 Accessibility Standards Policy (800.8)

Superintendent Baldasaro, presented the Accessibility Standards Policy (800.8).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- Delete all instances of the phrase “and other persons with disabilities”.

The Policy Committee requested that the Accessibility Standards Policy, be vetted from November 23, 2016 to January 20, 2017 with a recommended deadline for presentation to the Policy Committee in January 31, 2017, for consideration to the Committee of the Whole and Board in February 2017.

6.6 Catholic School Councils Policy (800.1)

Superintendent Forsyth-Sells, presented the Catholic School Councils Policy (800.1). The Policy Committee asked that the deadline for vetting be extended to allow all Catholic School Councils the opportunity to review the policy.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- Purpose of the Catholic School Council
 1. Replace “parents/guardians” with “it’s members”
Replace “the Niagara Catholic District School Board” with “their school community”.
- Mandate of the Catholic School Council
 2. Replace “parents/guardians” with “it’s members”

The Policy Committee requested that the Catholic School Councils Policy, be vetted from November 23, 2016 to February 15, 2017 with a recommended deadline for presentation to the Policy Committee in February 28, 2017, for consideration to the Committee of the Whole and Board in March 2017.

INFORMATION

6.7 Policies Currently Being Vetted to January 13, 2017

- Assessment, Evaluation, Reporting and Homework Policy (301.10)
- Catholic Leadership: Principal & Vice-Principal Selection Policy (202.2)
- Student Suspension – Safe Schools Policy (302.6.4)
- Student Expulsion – Safe Schools Policy (302.6.5)

6.8 Policy and Guideline Review 2016-2017 Schedule

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

7. Date of Next Meeting

January 31, 2017 – Start time to be determined and posted on the Board website and agenda cover sheet.

8. Adjournment

The meeting adjourned at 6:30 p.m.