



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, OCTOBER 23, 2018

Minutes of the Policy Committee Meeting held on Tuesday, October 23, 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 Student Trustee McKinney.

2. Attendance

Chair Burtnik noted that Trustee Sicoli will be late.

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
Yolanda Baldasaro, Superintendent of Education
Lee Ann Forsyth-Sells, Superintendent 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

3. Approval of Agenda

Moved by Trustee Vernal

THAT the October 23, 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 September 25, 2018

Moved by Trustee Vernal

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of September 25, 2018, as amended.

Item 6.12 moved to Item 6.8

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - PRIOR TO VETTING DEFERRED FROM SEPTEMBER POLICY COMMITTEE MEETING

6.1 Transportation & School Operations for Inclement Weather Policy (500.1)

Director Crocco, Giancarlo Vetrone, Superintendent of Business & Financial Services and Frank Iannantuono, Superintendent of Education/Human Resources, presented the Transportation & School Operations for Inclement Weather Policy (500.1).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Transportation & School Operations for Inclement Weather Policy (500.1), be vetted from October 24, 2018 to January 11, 2019 with a recommended deadline for presentation to the Policy Committee in January 2019, for consideration to the Committee of the Whole and Board in February 2019.

6.2 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).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9), be vetted from October 24, 2018 to January 11, 2019 with a recommended deadline for presentation to the Policy Committee in January 2019, for consideration to the Committee of the Whole and Board in February 2019.

6.3 Student Transportation Policy (500.2)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the Student Transportation Policy (500.2).

The Policy Committee requested that the Student Transportation Policy (500.2), be vetted following the District School Board of Niagara Policy Committee meeting and deferred to the November Policy Committee Meeting.

POLICIES - FOR RECOMMENDATION TO NOVEMBER 13, 2018 COMMITTEE OF THE WHOLE MEETING

6.4 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

- Change “*worker*” back to “*employee*”
- 2nd paragraph change “*responsibility*” to “*obligation*” and add “*between employees*”
- Add “*Failure to take measures to address harassment in the workplace has legal implications for the employer under the Ontario Human Rights Code.*” to second paragraph

ADMINISTRATIVE PROCEDURES

- Page 4, 2nd bullet remove quotes around the word advocate
- Page 4, 5th bullet change “*may*” to “*will*”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the November 13, 2018 Committee of the Whole Meeting to approve the revisions to the Employee Workplace Harassment Policy (201.7), as amended.

APPROVED

6.5 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

- Change “*worker*” back to “*employee*”

ADMINISTRATIVE PROCEDURES

- Page 2, bullet 6 – add “*According to the Occupational Health and Safety Act:*”
- Change “*Controller of Plant*” to “*Controller of Facilities*”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the November 13, 2018 Committee of the Whole Meeting to approve the revisions to the Employee Workplace Violence Policy (201.11), as amended.

APPROVED

6.6 Occupational Health & Safety Policy (201.6)

Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Occupational Health & Safety Policy (201.6) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Flip first two paragraphs
- Change “*a responsibility to respond to any concerns*” to “*an obligation to address concerns*”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the November 13, 2018 Committee of the Whole Meeting to approve the revisions to the Occupational Health & Safety Policy (201.6), as amended.

APPROVED

6.7 Catholic School Councils Policy (800.1)

The Policy Committee requested the Catholic School Councils Policy be brought back to the November 27, 2018 Policy Committee meeting.

POLICIES - PRIOR TO VETTING

6.8 Diabetes Management Policy (302.8)

Pat Rocca, Superintendent of Education presented the Diabetes Management Policy (302.8).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- Epilepsy administrative procedures – remove quotation marks around the word seizures

The Policy Committee requested that the Diabetes Management Policy (302.8), be vetted from October 24, 2018 to January 11, 2019 with a recommended deadline for presentation to the Policy Committee in January 2019, for consideration to the Committee of the Whole and Board in February 2019.

French Immersion Policy (400.7)

The Policy Committee requested that the French Immersion Policy be deferred to the November 27, 2018 Policy Committee meeting.

6.9 Fundraising Policy (301.4)

The Policy Committee requested that the Fundraising Policy be deferred to the November 27, 2018 Policy Committee meeting.

6.10 Student Senate – Elementary Policy (100.6.2)

Director Crocco presented the Student Senate – Elementary Policy (100.6.2).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- Remove last sentence of bullet 1b

The Policy Committee requested that the Student Senate – Elementary Policy (100.6.2), be vetted from October 24, 2018 to January 11, 2019 with a recommended deadline for presentation to the Policy Committee in January 2019, for consideration to the Committee of the Whole and Board in February 2019.

6.11 Student Senate – Secondary Policy (100.6.1)

Director Crocco presented the Student Senate – Secondary Policy (100.6.1)

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- Remove last sentence of bullet 1b
- Page 3, first bullet – remove “select”

The Policy Committee requested that the Student Senate – Secondary Policy (100.6.1), be vetted from October 24, 2018 to January 11, 2019 with a recommended deadline for presentation to the Policy Committee in January 2019, for consideration to the Committee of the Whole and Board in February 2019.

6.12 Prior Learning Assessment and Recognition (PLAR) Policy (400.4)

The Policy Committee requested that the Prior Learning Assessment and Recognition (PLAR) Policy be deferred to the November 27, 2018 Policy Committee meeting.

INFORMATION

6.13 Policy and Guideline Review 2018-2019 Schedule

Director Crocco presented the Policy and Guideline Review 2018-2019 Schedule.

7. Date of Next Meeting

November 27, 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.