



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, FEBRUARY 23, 2016

Minutes of the Policy Committee Meeting held on Tuesday, February 23, 2016 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 Member Trustee Sicoli for Pat Vernal, Chair of the Policy Committee, who joined the meeting electronically .

**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	✓			

**Student Trustees:**

*Michaela Bodis*, Trustee  
*Aidan Harold*, Trustee

**Staff:**

*John Crocco*, Director of Education  
*Yolanda Baldasaro*, Superintendent of Education  
*Frank Iannantuono*, Superintendent of Education/Human Resources

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

**3. Approval of Agenda**

Moved by Trustee Burtnik

**THAT** the February 23, 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 January 26, 2016**

Moved by Trustee Burtnik

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of January 26, 2016, as presented.

**APPROVED**

**6. Policies**

***ACTION REQUIRED***

**POLICIES - PRIOR TO VETTING**

**6.1 Religious Accommodation Policy (100.10.1)**

Yolanda Baldasaro, Superintendent of Education, presented the Religious Accommodation Policy (100.10.1).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- Add link to resource book

**ADMINISTRATIVE GUIDELINES**

- Replace all “*he/she*” with “*they*” or “*their*”
- Page 2, Paragraph 1 change “*school boards*” to “*Niagara schools and facilities*”
- Move paragraph 3 to statement of policy
- Last paragraph and “*creed*” and change “*there*” to “*they*”
- Page 3 last paragraph change “*un*” to “*under*”
- Page 5 paragraph 3 insert “*/terms and conditions/employment contract.*”
- Remove “*verbal or*”
- Paragraph 6 change “*his/her*” to “*the*”
- Page 6 paragraph 4 change second sentence to “*Upon identification, to the extent possible, the Board will make...*” and remove “*To the extent possible*”, “*and exams/tests, will not be scheduled on these religious holy days*”
- Page 7 paragraph 3 change “*Department*” to “*Services*”
- Item 4.8 add “*and Co-Curriculum Activities*”
- Appendix A change “*Guideline*” to “*Requirement*”

- Move Bullet 4 from paragraph 2 to top of list

The Policy Committee requested that the Religious Accommodation Policy, be referred back to Board Staff and legal council for a review of recommended changes and brought back to the March Policy Committee prior to vetting.

## **6.2 Naming of a Board Facility Policy (NEW)**

John Crocco, Director of Education, presented the Naming of a Board Facility Policy (NEW).

The Policy Committee suggested the following amendments:

### **POLICY STATEMENT**

- Add “*or Designated Area*” to title
- Move bullets to Administrative Guidelines
- Subtitle for Naming of a Chapel

### **ADMINISTRATIVE GUIDELINES**

- Paragraph 7 add “*/student*”

The Policy Committee requested that the Naming of a Board Facility Policy, be revised as discussed and brought back to the March Policy Committee Meeting prior to vetting.

## **6.3 Establishment and Cyclical Review of Policies Policy (100.5)**

Director Crocco presented the Establishment and Cyclical Review of Policies Policy (100.5).

The Policy Committee suggested the following amendments:

### **POLICY STATEMENT**

- Paragraph 5 add “*Consideration of the development of a new Board Policy will be at the direction of the Board or the Director of Education as required by law or regulations.*” And add this to Guidelines
- Change the word “*Guidelines*” to “*Procedures*” throughout document

### **ADMINISTRATIVE GUIDELINES**

- Change the word “*Guidelines*” to “*Procedures*” throughout document
- Bullet 2 change to “*Once approved by the Director of Education, The draft Policy and Administrative Procedures ...*”
- Bullet 4 change “*approved*” to “*recommended*” and add “*Administrative Procedures*”

The Policy Committee requested that the Establishment and Cyclical Review of Policies Policy, be vetted from February 24, 2016 to April 11, 2016 with a recommended deadline for presentation to the Policy Committee in April, 2016, for consideration to the Committee of the Whole and Board in May, 2016.

If the Policy Committee recommends the revised Policy and Administrative Procedures to the May Committee of the Whole meeting, it will include a recommendation that if the Establishment and Cyclical Review of Policies Policy is approved by the Board that all references to Administrative Guidelines in current Board Policies be changed to Administrative Procedures to align with the revised wording in the Establishment and Cyclical Review of Policies Policy.

## **POLICIES – ANNUAL REVIEW – PRIOR TO VETTING**

### **6.4 Employee Workplace Harassment Policy (201.7)**

Frank Iannantuono, Superintendent of Education, presented the Employee Workplace Harassment Policy (201.7).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE GUIDELINES**

- Replace all “*he/she*” with “*they*” or “*their*”
- Page 4, Bullet 5 change “*select*” to “*elect*”
- Page 4, Bullet 6 change “*he/she*” to “*Director of Education*”
- Page 4 Records Bullet 1 insert “*of the accused*”

The Policy Committee requested that the Employee Workplace Harassment Policy, be vetted from February 24, 2016 to April 11, 2016 with a recommended deadline for presentation to the Policy Committee in April, 2016, for consideration to the Committee of the Whole and Board in May, 2016.

### **6.5 Employee Workplace Violence Policy (201.11)**

Frank Iannantuono, Superintendent of Education, presented the Employee Workplace Violence Policy (201.11).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- Replace all “*he/she*” with “*they*” or “*their*”
- Page 1 Paragraph 5 insert “*to the employees*”

## **ADMINISTRATIVE GUIDELINES**

- Page 2 Paragraph 3 replace “*a conspicuous place*” with “*the*”
- Page 4 Paragraph 1 replace “*Absent*” with “*In the absence of*” and make note that employer will make a determination in reporting a workplace violence incident

The Policy Committee requested that the Employee Workplace Violence Policy, be vetted from February 24, 2016 to April 11, 2016 with a recommended deadline for presentation to the Policy Committee in April, 2016, for consideration to the Committee of the Whole and Board in May, 2016.

### **6.6 Occupational Health & Safety Policy (201.6)**

Superintendent Iannantuono presented the Occupational Health & Safety Policy (201.6).

The Policy Committee suggested the following amendments:

## **POLICY STATEMENT**

- No amendments

## **ADMINISTRATIVE GUIDELINES**

- Paragraph 1 change “*to*” to “*for*”
- Replace all “*he/she*” with “*they*” or “*their*”
- Remove last sentence

The Policy Committee requested that the Occupational Health & Safety Policy, be vetted from February 24, 2016 to April 11, 2016 with a recommended deadline for presentation to the Policy Committee in April, 2016, for consideration to the Committee of the Whole and Board in May, 2016.

### **6.7 Board By-Laws Policy (100.1)**

Director Crocco presented background information on the recommended revisions to the Board By-Laws Policy (100.1) and recommended that the Board By-Laws Policy be brought back to the March Policy Committee Meeting. The revised Board By-Laws Policy will be a timed 5:00 p.m. item and all Trustees will be informed of this timed item at the March Committee of the Whole meeting.

## **INFORMATION**

### **6.8 Policies Currently Being Vetted from January 28, 2016 to April 8, 2016**

- Access to Board Premises – Safe Schools Policy (302.6.3)
- Reimbursement of Travel Expenses Policy (201.4)

**6.9 Policy and Guideline Review 2015-2016 Schedule**

Director Crocco presented the Policy and Guideline Review 2015-2016 Schedule.

**7. Date of Next Meeting**

March 29, 2016 – 4:00 p.m.

**8. Adjournment**

The meeting adjourned at 6:33 p.m.