



## MINUTES OF THE POLICY COMMITTEE MEETING

**TUESDAY, APRIL 26, 2016**

Minutes of the Policy Committee Meeting held on Tuesday, April 26, 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 Chairperson Vernal.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Burtnik

**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

*Lee Ann Forsyth-Sells*, Superintendent of Education

*Scott Whitwell*, Controller of Facilities Services

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

3. **Approval of Agenda**

Moved by Trustee Burtnik

**THAT** the April 26, 2016, Policy Committee Agenda be approved, as amended to defer Items 6.3, 6.4 and 6.5 to the May 24, 2016 Policy Committee.

**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 March 29, 2016**

Moved by Trustee Sicoli

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of March 29, 2016, as presented.

**APPROVED**

6. **Policies**

***ACTION REQUIRED***

**POLICIES - FOR RECOMMENDATION TO MAY 10, 2016 COMMITTEE OF THE WHOLE**

6.1 **Access to Board Premises – Safe Schools Policy (302.6.3)**

Lee Ann Forsyth-Sells, Superintendent of Education, announced that no feedback was received from the vetting to the Access to Board Premises – Safe Schools Policy (302.6.3).

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

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE GUIDELINES**

- Page 3 replace “Receiving” to “Reception”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the May 10, 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**

**6.2 Reimbursement of Travel Expenses Policy (201.4)**

On behalf of Giancarlo Vetrone, Superintendent of Business & Financial Services, Director Crocco presented feedback received from the vetting process and highlighted amendments to the Reimbursement of Travel Expenses Policy (201.4) following the vetting process.

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

**POLICY STATEMENT**

- Remove “*to personnel*” and add “*and Trustee’s*”

**ADMINISTRATIVE GUIDELINES**

- Page 2 add “*For distance travelled outside of the Region of Niagara a copy of the most effective and efficient route travelled as provided by MapQuest will be provided.*”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the May 10, 2016 Committee of the Whole Meeting to approve the revisions to the Reimbursement of Travel Expenses Policy (201.4), as amended.

**APPROVED**

**6.3 Employee Workplace Harassment Policy (201.7)**

Deferred to May 24, 2016 Policy Committee meeting.

**6.4 Employee Workplace Violence Policy (201.11)**

Deferred to May 24, 2016 Policy Committee meeting.

**6.5 Occupational Health & Safety Policy (201.6)**

Deferred to May 24, 2016 Policy Committee meeting.

**6.6 Establishment and Cyclical Review of Policies Policy (100.5)**

John Crocco, Director of Education, presented feedback received from the vetting process and highlighted 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**

- First sentence of paragraph 5 remove “*and Ministry of Education expectations*”

- Change last sentence of paragraph 5 to “*The development of a new Board Policy will be at the direction of the Board, or as required by law or regulations by the Director of Education*”

#### **ADMINISTRATIVE GUIDELINES**

- Page 2, Bullet 8 insert “*and be accountable for the*”

Moved by Trustee Burtnik

**THAT** the Policy Committee recommend to the May 10, 2016 Committee of the Whole Meeting to approve the revisions to the Establishment and Cyclical Review of Policies Policy (100.5), as amended.

**APPROVED**

Moved by Trustee Burtnik

**THAT** the Policy Committee recommend to the Committee of the Whole that pending the approval of the Establishment and Cyclical Review of Policies Policy (100.5), all references to Administrative Guidelines in current Board Policies be changed to Administrative Procedures.

**APPROVED**

#### **POLICY EDIT**

##### **6.7 Accessibility Standards Policy (800.8)**

Yolanda Baldasaro, Superintendent of Education, presented the edits to Appendix A of the Accessibility Standards Policy (800.8).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE GUIDELINES**

- No amendments

In order to expedite the edit to Appendix A within the Accessibility Standards the Policy Committee recommended the Policy be added to the April 26, 2016 Board Meeting for approval.

Moved by Trustee Burtnik

**THAT** the Policy Committee recommend to the Niagara Catholic District School Board the approve of the edit to Appendix A within the Accessibility Standards Policy (800.8), as presented.

**APPROVED**

## **POLICIES - PRIOR TO VETTING**

### **6.8 Assessment, Evaluation, Reporting and Homework Policy (301.1)**

Superintendent Forsyth-Sells, presented the Assessment, Evaluation, Reporting and Homework Policy (301.1).

Following a discussion on the recommended edits, the Policy Committee requested that the Assessment, Evaluation, Reporting and Homework Policy (301.1), be brought back to the May, 2016 Policy Committee Meeting.

## **INFORMATION**

### **6.9 Policies Currently Being Vetted until May 13, 2016**

- Board By-Laws Policy (100.1)
- Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7)
- Religious Accommodation Policy (100.10.1)
- Safe Arrival Policy (302.3)
- Naming of Board Facility Policy (NEW)

### **6.10 Policy and Guideline Review 2015-2016 Schedule**

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

### **6.11 Time of Policy Committee Meetings**

A discussion took place regarding the time of the Policy Committee Meetings and a potential move of Policy discussions to Committee of the Whole Meeting Agendas.

It was determined by the Policy Committee that Policy Committee Meetings would stop at 6:15 p.m. and any outstanding Policies on the Agenda would be deferred to the next Policy Committee Meeting.

## **7. Date of Next Meeting**

May 24, 2016 – 4:00 p.m.

## **8. Adjournment**

The meeting adjourned at 6:16 p.m.