



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, MAY 24, 2016

Minutes of the Policy Committee Meeting held on Tuesday, May 24, 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 Vernal.

2. Attendance

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

Trustees:

Fr. Paul MacNeil

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

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

Director Crocco requested Item 6.9 Assessment, Evaluation, Reporting and Homework Policy (301.1) be deferred to the September Policy Committee.

Moved by Trustee Burtnik

THAT the May 24, 2016, Policy Committee Agenda be approved, as amended.

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 April 26, 2016

Moved by Trustee Burtnik

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

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO JUNE 14, 2016 COMMITTEE OF THE WHOLE MEETING

6.1 Employee Workplace Harassment Policy (201.7)

Frank Iannantuono, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Employee Workplace Harassment Policy (201.7) following the vetting process.

Following discussion, the Policy Committee recommended the following:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- No amendment

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the June 14, 2016 Committee of the Whole Meeting to approve the revisions to the Employee Workplace Harassment Policy (201.7), as presented.

APPROVED

6.2 Employee Workplace Violence Policy (201.11)

Superintendent Iannantuono, presented feedback received from the vetting process and highlighted amendments to the Employee Workplace Violence Policy (201.11) following the vetting process.

Following discussion, the Policy Committee recommended the following:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- Page 3 Bullet 12 add the word “*against*”
- Page 4 Last sentence of 2nd paragraph to read “*Although the Board is not required to file a written report the Board will nevertheless file a written report.*”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the June 14, 2016 Committee of the Whole Meeting to approve the revisions to the Employee Workplace Violence Policy (201.11), amended.

APPROVED

6.3 Occupational Health & Safety Policy (201.6)

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

Following discussion, the Policy Committee recommended the following:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- No amendment

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the June 14, 2016 Committee of the Whole Meeting to approve the revisions to the Occupational Health & Safety Policy (201.6), as presented.

APPROVED

6.4 Board By-Laws Policy (100.1)

John Crocco, Director of Education, presented feedback received from the vetting process and highlighted amendments to the Board By-Laws Policy (100.1) following the vetting process.

Following discussion, the Policy Committee recommended the following:

POLICY STATEMENT

- Page 2 add “*of Trustees*” to Organization Chart
- Page 3 Bullet 1 add “*and the two (2) Student Trustees,*”
- Page 3 remove bullet ii (b)
- Page 5 Bullets i. (a) and ii. (a) change “*publically*” to “*publicly*” Bullet i. (k) change “*and*” to “*as*”
- Page 10 Paragraph 1 change “*the morning of a*” to “*the day before the*”, Bullet v Paragraph 2 remove “*by specific motion*”, Paragraph 4 change “*Committee of the Whole*” to “*Committee of the Board*”, add “*or designate*”, Paragraph 5 change “*by resolution*” to “*as*”
- Page 11 Bullet vi change time to “*10:00*”
- Page 12 last paragraph change “*may*” to “*shall*”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the June 14, 2016 Committee of the Whole Meeting to approve the revisions to the Board By-Laws Policy (100.1), as amended.

APPROVED

6.5 Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7)

Lee Ann Forsyth-Sells, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7) following the vetting process.

Following discussion, the Policy Committee recommended the following:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- No amendment

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the June 14, 2016 Committee of the Whole Meeting to approve the revisions to the Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7), as presented.

APPROVED

6.6 Religious Accommodation Policy (100.10.1)

Yolanda Baldasaro, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Religious Accommodation Policy (100.10.1) following the vetting process.

Following discussion, the Policy Committee recommended the following:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- Page 6 Bullet 4.4 remove “*both elementary and secondary*”, Bullet 4.5 replace “*Elementary, Secondary and Continuing Education*” to “*in*”
- Page 9 1st Paragraph change “*all baptized Khalsa Sikhs*” to “*all Khalsa Sikhs baptized in the Khalsa Sikhs tradition.*”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the June 14, 2016 Committee of the Whole Meeting to approve the revisions to the Religious Accommodation Policy (100.10.1), as amended.

APPROVED

6.7 Safe Arrival Policy (302.3)

Superintendent Forsyth-Sells, presented feedback received from the vetting process and highlighted amendments to the Safe Arrival Policy (302.3) following the vetting process.

Following discussion, the Policy Committee recommended the following:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- No amendment

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the June 14, 2016 Committee of the Whole Meeting to approve the revisions to the Safe Arrival Policy (302.3), as presented.

APPROVED

6.8 Naming of a Board Facility Policy (NEW)

Director Crocco, presented feedback received from the vetting process and highlighted amendments to the Naming of a Board Facility Policy (NEW) following the vetting process.

Following discussion, the Policy Committee recommended the following:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- No amendment

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the June 14, 2016 Committee of the Whole Meeting to approve the revisions to the Naming of a Board Facility Policy (NEW), as presented .

APPROVED

POLICIES - PRIOR TO VETTING

6.9 Assessment, Evaluation, Reporting and Homework Policy (301.1)

Deferred to September 2016 Policy Committee meeting.

6.10 Administration of Oral Medication to Students Under the Age of 18 During School Hours Policy (302.2)

Superintendent Baldasaro presented the Administration of Oral Medication to Students Under the Age of 18 During School Hours Policy (302.2).

The Policy Committee suggested the following:

POLICY STATEMENT

- Paragraph 1 add “*work cooperatively with families*”

ADMINISTRATIVE GUIDELINES

- No amendments

The Policy Committee requested that the Administration of Oral Medication to Students Under the Age of 18 During School Hours Policy (302.2), be vetted from May 25, 2016 to October 6, 2016 with a recommended deadline for presentation to the Policy Committee in October 2016, for consideration to the Committee of the Whole and Board in November 2016.

INFORMATION

6.11 Policies Currently Being Vetted

- Nil

6.12 Policy and Guideline Review 2015-2016 Schedule

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

7. Date of Next Meeting

September 27, 2016 – 4:00 p.m.

8. Adjournment

The meeting adjourned at 6:26 p.m.