



## MINUTES OF THE POLICY COMMITTEE MEETING

**TUESDAY, MAY 24, 2018**

Minutes of the Policy Committee Meeting held on Tuesday, May 24, 2018 at 1:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 1:00 p.m. by Policy Committee Chair Burtnik.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Burtnik.

**2. Attendance**

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

**Staff:**

*John Crocco*, Director of Education  
*Yolanda Baldasaro*, Superintendent of Education  
*Lee Ann Forsyth-Sells*, Superintendent of Education  
*Frank Iannantuono*, Superintendent of Education/Human Resources  
*Scott Whitwell*, Controller of Facilities Services

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

**3. Approval of Agenda**

Moved by Trustee Vernal

**THAT** the May 24, 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 April 24, 2018**

Moved by Trustee Vernal

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of April 24, 2018, as presented.

**APPROVED**

6. **Policies**

**ACTION REQUIRED**

**POLICIES - FOR RECOMMENDATION TO THE JUNE 12, 2018 COMMITTEE OF THE WHOLE MEETING**

6.1 **Electronic Communications Systems (Students) Policy (301.5)**

Yolanda Baldasaro, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Electronic Communications Systems (Students) Policy (301.5) following the vetting process.

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

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE PROCEDURES**

- Paragraph 1 – replace “include the following information” with “reference this policy”

Moved by Trustee Vernal

**THAT** the Policy Committee recommend to the June 12, 2018 Committee of the Whole Meeting to approve the revisions to the Electronic Communications Systems (Students) Policy (301.5), as presented.

**APPROVED**

6.2 **Employee Hiring and Selection Policy (Teachers) (203.1)**

Frank Iannantuono, Superintendent of Education/Human Resources presented feedback received from the vetting process and highlighted recommended amendments to the Employee Hiring and Selection Policy (Teachers) (203.1) following the vetting process.

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

## **POLICY STATEMENT**

- Add “*Collective Agreement*” to references

## **ADMINISTRATIVE PROCEDURES**

- Bullet 2 of Selection of Candidates to be interviewed – add “*or Letters of Permission*”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the June 12, 2018 Committee of the Whole Meeting to approve the revisions to the Employee Hiring and Selection Policy (Teachers) (203.1), as presented.

## **APPROVED**

### **6.3 Employee Code of Conduct & Ethics Policy (201.17)**

Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Employee Code of Conduct & Ethics Policy (201.17) following the vetting process.

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

## **POLICY STATEMENT**

- Add “*Collective Agreements*” to references

## **ADMINISTRATIVE PROCEDURES**

- Page 4 – Bullet 2.9 – add “*reasonable*”
- Page 6 – Bullet 8.1 – change “*every*” to “*all*” change “*employee*” to “*employees*” and remove “*in every job class and every level*”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the June 12, 2018 Committee of the Whole Meeting to approve the revisions to the Employee Code of Conduct & Ethics Policy (201.17), as presented.

## **APPROVED**

### **6.4 Environmental Stewardship Policy (400.6)**

Scott Whitwell, Controller of Facilities Services presented feedback received from the vetting process and highlighted recommended amendments to the Environmental Stewardship Policy (400.6) following the vetting process.

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

## **POLICY STATEMENT**

- Remove headings “*Teaching and Learning, Student Engagement and Community Connections, Environmental Leadership*” change to bullets

## **ADMINISTRATIVE PROCEDURES**

- Remove “*including First Nation, Métis, and Inuit Indigenous peoples,*”

Moved by Trustee Vernal

**THAT** the Policy Committee recommend to the June 12, 2018 Committee of the Whole Meeting to approve the revisions to the Environmental Stewardship Policy (400.6), as presented.

## **APPROVED**

### **6.5 Bottled Water Policy (701.5)**

Controller Whitwell presented feedback received from the vetting process and highlighted recommended amendments to the Bottled Water Policy (701.5) following the vetting process.

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

## **POLICY STATEMENT**

- Remove “*Effective September 1, 2013*”

## **ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the June 12, 2018 Committee of the Whole Meeting to approve the revisions to the Bottled Water Policy (701.5), as presented.

## **APPROVED**

### **6.6 Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students (301.9)**

Lee Ann Forsyth-Sells, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students (301.9) following the vetting process.

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

## **POLICY STATEMENT**

- No amendment

## **ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee

**THAT** the Policy Committee recommend to the June 12, 2018 Committee of the Whole Meeting to approve the revisions to the Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students (301.9), as presented.

## **APPROVED**

## **POLICIES - PRIOR TO VETTING**

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

Superintendent Iannantuono and Jim Martinson, Coordinator of Health and Safety, presented the Employee Workplace Harassment Policy (201.7).

The Policy Committee suggested the following amendments:

## **POLICY STATEMENT**

- Add “*Employee Code of Conduct & Ethics Policy*” to reference

## **ADMINISTRATIVE PROCEDURES**

- Page 4 – Change “*ten*” to “*two*” and “*(10)*” to “*(2)*”. Remove “*or sooner if the harassing behavior is continuous*”
- Page 5 – replace “*extended*” with “*adjusted*”

The Policy Committee requested that the Policy, be vetted from May 25, 2018 to October 11, 2018 with a recommended deadline for presentation to the Policy Committee in October 2018, for consideration to the Committee of the Whole and Board in November 2018.

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

Superintendent Iannantuono and Mr. Martinson, presented the Employee Workplace Violence Policy (201.11).

The Policy Committee suggested the following amendments:

## **POLICY STATEMENT**

- Remove “*on the Niagara Catholic District School Board premises,*” and “*whether such violence is perpetrated by senior administration, managers, workers, contractors, customers, clients, visitors or members of the general public*”
- Add “*a worker*”

## **ADMINISTRATIVE PROCEDURES**

- Page 2 – remove “*in a*”
- Page 3 – change “*At the ??? earliest opportunity*” with “*without delay*”
- Add “*Site*” to Appendices

The Policy Committee requested that the Policy, be vetted from May 25, 2018 to October 11, 2018 with a recommended deadline for presentation to the Policy Committee in October 2018, for consideration to the Committee of the Whole and Board in November 2018.

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

Superintendent Iannantuono and Mr. Martinson, presented the Occupational Health & Safety Policy (201.6).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Policy, be vetted from May 25, 2018 to October 11, 2018 with a recommended deadline for presentation to the Policy Committee in October 2018, for consideration to the Committee of the Whole and Board in November 2018.

### **6.10 Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9)**

The Policy Committee requested that the Employee Attendance During Inclement Weather & Workplace Closure Policy be brought back to the September Policy Committee Meeting.

### **6.11 Catholic School Councils Policy (800.1)**

Superintendent Forsyth-Sells, presented the Catholic School Councils Policy (800.1).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE PROCEDURES**

- Page 2 – remove “*in consultation with the school Principal*”

The Policy Committee requested that the Policy, be vetted from May 25, 2018 to October 11, 2018 with a recommended deadline for presentation to the Policy Committee in October 2018, for consideration to the Committee of the Whole and Board in November 2018.

## ***INFORMATION***

### ***6.12 Policies Currently Being Vetted to September 10, 2018***

- Continuing Education Policy (400.1)
- Electronic Communications Systems Policy (Employees) (201.12)
- Playground Equipment Policy (702.1)
- Student Parenting Policy (302.5)

### ***6.13 Policy and Guideline Review 2017-2018 Schedule***

Director Crocco presented the Policy and Guideline Review 2017-2018 Schedule.

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

September 25, 2018 – Start time to be determined and posted on the Board website and agenda cover.

## ***8. Adjournment***

The meeting adjourned at 3:17 p.m.