



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, JANUARY 30, 2018

Minutes of the Policy Committee Meeting held on Tuesday, January 30, 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 Director Crocco, who chaired the meeting until the election of a Committee Chair.

### 1. Opening Prayer

The meeting was opened with a prayer by Trustee Burtnik

### 2. Election of Chair of the Policy Committee 2018

Director Crocco asked for nominations for the position of Chair of the Policy Committee 2018. Trustee Sicoli nominated Trustee Burtnik.

Director Crocco asked Trustee Burtnik if she wished to stand for the position of Chair of the Policy Committee. Trustee Burtnik accepted the nomination.

There were no further nominations forthcoming. Trustee Burtnik was acclaimed to the position of Chair of the Policy Committee 2018.

Moved by Trustee Sicoli

**THAT** Trustee Burtnik be elected to the position of Chair of the Policy Committee 2018.  
**APPROVED**

### 3. 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

**Frank Iannantuono**, Superintendent of Education/Human Resources

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

**4. Approval of Agenda**

Moved by Trustee Vernal

**THAT** the January 30, 2018 Policy Committee Agenda be approved, as presented.

**APPROVED**

**5. Declaration of Conflict of Interest**

No Disclosures of Interest were declared with any items on the agenda.

**6. Minutes of the Policy Committee Meeting**

**61. November 21, 2017**

Moved by Trustee Sicoli

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of November 21, 2017, as presented.

**APPROVED**

**62. December 14, 2017**

Moved by Trustee Sicoli

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of December 14, 2017, as presented.

**APPROVED**

**7. Policies**

***ACTION REQUIRED***

**POLICIES - FOR RECOMMENDATION TO FEBRUARY COMMITTEE OF THE WHOLE MEETING**

**7.1 Trustee Code of Conduct Policy (100.12)**

Following revisions made at the December 14, 2017 Committee meeting the Policy Committee continued to review recommended amendments to the draft Trustee Code of Conduct Policy.

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

## **POLICY STATEMENT**

- Page 3, Paragraph 5 remove “*when approved by the Board*” and add “/or”
- Page 6, Paragraph 1 and 2 add “*prior to*”
- Page 7, Paragraph 7 add “*Niagara*”
- Page 8 after paragraph 1 add a statement to have a third party investigator investigate all alleged breaches of the Code of Conduct.
- Page 9, Paragraph 4 change statement to “*will be reimbursed by the Board if the Trustee has been found to not have breached the Code of Conduct*” and add a statement on repercussions to person bringing false allegations forward.
- Add Terms and Conditions and Collective Bargaining Agreement to the references

The Policy Committee will continue to review the final changes to the policy at the February 27, 2018 Policy Committee Meeting.

### **7.2 Records and Information Management Policy (600.2)**

Director Crocco presented feedback received from the vetting process and highlighted recommended amendments to the Records and Information Management Policy (600.2) following the vetting process.

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

## **POLICY STATEMENT**

- Bullet 4 change “*Terminating*” to “*Who are terminated*”

## **ADMINISTRATIVE PROCEDURES**

- Appendix A remove “*Transferring Permanent*”

Moved by Trustee Vernal

**THAT** the Policy Committee recommend to the February 13, 2018 Committee of the Whole Meeting to approve the revisions to the Records and Information Management Policy (600.2), as amended.

## **APPROVED**

### **7.3 Niagara Catholic Education Award of Distinction Policy (100.7)**

Frank Iannantuono, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Niagara Catholic Education Award of Distinction Policy (100.7) following the vetting process.

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

## **POLICY STATEMENT**

- Add “*The Board reserves the right to approve and/or revoke the prestigious award.*”

## **ADMINISTRATIVE PROCEDURES**

- Page 2, bullet 3 of Criteria add “a”
- Page 2, bullet 6 of Criteria change to “*sacred journey of faith*”
- Page 3, bullet 4 and 5 change “*Manager of Corporate Services and Communications Services*” to “*Communications Officer*”
- Page 3 – Selection Committee change “*An Elementary Principal*” and “*A Secondary Principal*” to “*A member of the Niagara Catholic Principals’ Association*” and add “*representatives of SEAC, NCPIC and Student Senate*”
- Add “*The Selection Committee will be required to maintain confidentiality*”
- Page 3 – Selection Committee – Last Paragraph remove “*for the successful and unsuccessful nominations*” and change last section to “*it will be promptly recommended to the Board for consideration*”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the February 13, 2018 Committee of the Whole Meeting to approve the revisions to the Niagara Catholic Education Award of Distinction Policy (100.7), as amended.

## **APPROVED**

### **7.4 Assignment of Principals & Vice-Principals Policy (202.1)**

Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Assignment of Principals & Vice-Principals Policy (202.1) following the vetting process.

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

## **POLICY STATEMENT**

- No amendment

## **ADMINISTRATIVE PROCEDURES**

- Page 2 – Bullet 9 add “*current*”

Moved by Trustee Vernal

**THAT** the Policy Committee recommend to the February 13, 2018 Committee of the Whole Meeting to approve the revisions to the Assignment of Principals & Vice-Principals Policy (202.1), as amended.

## **APPROVED**

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

Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9) following the vetting process.

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

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE PROCEDURES**

- Page 2 bullet 2 remove “*estimated*”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the February 13, 2018 Committee of the Whole Meeting to approve the revisions to the Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9), as amended.

**APPROVED**

**7.6 Nutrition Policy (302.7)**

Yolanda Baldasaro, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Nutrition Policy (302.7) following the vetting process.

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

**POLICY STATEMENT**

- Paragraph 4 add “*The Board supports and encourages all forms of student nutrition programs in our schools.*”

**ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee Vernal

**THAT** the Policy Committee recommend to the February 13, 2018 Committee of the Whole Meeting to approve the revisions to the Nutrition Policy (302.7), as amended.

**APPROVED**

**POLICIES - PRIOR TO VETTING**

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

Deferred to February 27, 2018 Policy Committee Meeting.

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

Deferred to February 27, 2018 Policy Committee Meeting.

## ***INFORMATION***

### ***7.9 Policies Currently Being Vetted to February 8, 2018***

- Student Trustees Policy (100.4)

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

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

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

February 27, 2018 – 5:00 p.m. start time

### ***8. Adjournment***

The meeting adjourned at 6:45 p.m.