



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, SEPTEMBER 26, 2017

Minutes of the Policy Committee Meeting held on Tuesday, September 26, 2017 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:30 p.m. by Policy Committee Chair 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	✓			

Student Trustees:

Nico Tripodi
Hannah Tummillo

Staff:

John Crocco, Director of Education
Lee Ann Forsyth-Sells, Superintendent of Education
Giancarlo Vetrone, Superintendent of Business & Finance

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

3. Approval of Agenda

Moved by Trustee Sicoli

THAT the September 26, 2017, 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 May 23, 2017

Moved by Trustee Vernal

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of May 23, 2017, as presented.
APPROVED

6. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO OCTOBER 10, 2017 COMMITTEE OF THE WHOLE MEETING

6.1 Complaint Resolution Policy (800.3)

John Crocco, Director of Education, presented feedback received from the vetting process and highlighted amendments to the Complaint Resolution Policy (800.3) following the vetting process.

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

POLICY STATEMENT

- Page 1, Paragraph 2 remove “*directly*”
- Add “*Ombudsman Act*” reference

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the October 10, 2017 Committee of the Whole Meeting to approve the revisions to the Policy (800.3), as amended.
APPROVED

6.2 Education-Based Research Policy (800.5)

Lee Ann Forsyth-Sells, Superintendent of Education presented feedback received from the vetting process and highlighted amendments to the Education-Based Research Policy (800.5) following the vetting process.

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

POLICY STATEMENT

- Paragraph 3 change “*has been*” to “*is*”

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the October 10, 2017 Committee of the Whole Meeting to approve the revisions to the Policy (800.5), as amended.

APPROVED

6.3 Student Fees Policy (301.11)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented feedback received from the vetting process and highlighted amendments to the Student Fees Policy (301.11) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Page 3, Best Practices replace “*may*” to “*shall*” and “*should*” to “*must*”, move bullet 3 to bullet 4 and add “*Where a parent authorizes student not to participate*” and “*during the school day*”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the October 10, 2017 Committee of the Whole Meeting to approve the revisions to the Policy (301.11), as amended.

APPROVED

POLICIES - PRIOR TO VETTING

6.4 Trustee Expenses & Reimbursement Policy (100.13)

Director Crocco and Superintendent Vetrone presented the Trustee Expenses & Reimbursement Policy (100.13).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Paragraph 1 add *“It is the responsibility of individual Trustees to submit reasonably related specific expenses incurred in the role and responsibility of Catholic Trustees”*
- Remove bullets listed under Eligible Expenses
- Where an Expense Claim is Denied – change *“Committee of the Whole (In-Camera) with a recommendation. In making its decision the Committee of the Whole”* to *“Board”* and remove last paragraph
- Change *“Reporting of Trustee Expenses”* title to *“Reporting of Approved Trustee Expenses”* and change last bullet to *“miscellaneous”*

The Policy Committee requested that the Trustee Expenses & Reimbursement Policy (100.13), be vetted from September 27, 2017 to November 8, 2017 with a recommended deadline for presentation to the Policy Committee in November 2017, for consideration to the Committee of the Whole and Board in December 2017.

6.5 Trustee Code of Conduct Policy (100.12)

Director Crocco presented the Trustee Code of Conduct Policy (100.12).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

The Policy Committee requested that the Trustee Code of Conduct Policy (100.12), be vetted from September 27, 2017 to November 8, 2017 with a recommended deadline for presentation to the Policy Committee in November 2017, for consideration to the Committee of the Whole and Board in December 2017.

INFORMATION

6.6 Policy and Guideline Review 2017-2018 Schedule

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

7. Date of Next Meeting

October 24, 2017 – Start time to be determined and posted on the Board website and agenda cover.

8. Adjournment

The meeting adjourned at 6:30 p.m.