



## MINUTES OF THE POLICY COMMITTEE MEETING

### TUESDAY, MARCH 18, 2014

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Minutes of the Policy Committee Meeting held on Tuesday, March 18, 2014 at 4:54 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

1. **Opening Prayer**

The meeting was opened with a prayer by Chair Burtnik

2. **Attendance**

Committee Members	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik	✓		
Dino Sicoli (Committee Chair)	✓		

**Student Trustees:**

*Vincent Atallah*, Trustee

**Staff:**

*John Crocco*, Director of Education

*Frank Iannantuono*, Superintendent of Education/Human Resources

*Lee Ann Forsyth-Sells*, Superintendent of Education

*Scott Whitwell*, Controller of Facilities Services

*Jennifer Brailey*, Manager of Corporate Services & Communications Department

*Kristine Murphy*, Administrative Assistant, Corporate Services & Communications Department /Recording Secretary

3. **Approval of Agenda**

Moved by Vice-Chair Burkholder

**THAT** the March 18, 2014, Policy Committee Agenda be approved, as presented.

**APPROVED**

4. **Declaration of Conflict of Interest**

Vice-Chair Burkholder disclosed an indirect pecuniary interest in Item 6.1 Architect Selection Policy (701.1) of the March 18, 2014 Policy Committee Meeting. She refrained from voting on this item.

5. **Minutes of the Policy Committee Meeting of February 25, 2014**

Moved by Vice-Chair Burkholder

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of February 25, 2014, as presented.

**APPROVED**

6. **Policies**

***ACTION REQUIRED***

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

6.1 **Architect Selection Policy (701.1)**

Scott Whitwell, Controller of Facilities Services, presented the amendments to the Architect Selection Policy (701.1) following vetting and request by the Policy Committee at the Meeting on February 25, 2014 to review and amend Items 4 and 5 of the Administrative Guidelines.

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

**POLICY STATEMENT**

- No Amendment

**ADMINISTRATIVE GUIDELINES**

Paragraph 2 (two) last line to read; The Board shall be informed as soon as possible of the final architect selection **expenditure**.

To move paragraph 4 to bottom above RELATED DOCUMENTS and to be changed as follows; Approval for architectural and/or consulting services for **all major** capital projects shall be in compliance with the Purchasing/Supply Chain Management Policy.

Moved by Chair Burtnik

**THAT** the Policy Committee recommend to the Committee of the Whole approval the revisions to the Architect Selection Policy (701.1), as amended.

**APPROVED**

**POLICIES - PRIOR TO VETTING**

6.2 **Bullying Prevention & Intervention – Safe Schools Policy (302.6.8)**

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Bullying Prevention & Intervention – Safe Schools Policy (302.6.8).

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

#### **POLICY STATEMENT**

1st paragraph following 1<sup>st</sup> sentence add the following gospel quote; *Blessed are the peacemakers; for, they shall be called the children of God. Matthew 5:9*

6<sup>th</sup> paragraph first sentence to read; The Niagara Catholic District School Board recognizes that system and whole-school approaches are required to establish a Bullying Prevention and Intervention Plan for the Board and the schools of the Board and will be reviewed annually.

Add under References: **Ontario Catholic School Graduate Expectations**

#### **ADMINISTRATIVE GUIDELINES**

1<sup>st</sup> paragraph should read; Staff, students and parents/guardians and the wider community play key roles in creating a positive and safe school climate learning environment.

Pg. 2 & 3 – 3<sup>rd</sup> Paragraph - Board Bullying Prevention and Intervention Plan – struck out.

Pg. 3 – 3<sup>rd</sup> paragraph - 3<sup>rd</sup> bullet strike out ~~discourage bullying as un~~

Pg. 4 - 1<sup>st</sup> paragraph –add to last sentence- **but not limited to:**

Pg. 5 – last paragraph strike out ~~The names of all other students that appear on the form— must be removed from the form before it is filed.~~

Pg. 6 - 1<sup>st</sup> paragraph change has to **who**

Pg. 7 - 1<sup>st</sup> & 2<sup>nd</sup> paragraphs - make one paragraph

Appendix C-Adding Catholic identity- create new Board Document

The Policy Committee requested that the Bullying Prevention & Intervention – Safe Schools Policy (302.6.8) be revised and brought back to the next Policy Committee Meeting in April.

### **6.3 Criminal Background Check – Safe Schools Policy (302.6.7)**

Frank Iannantuono, Superintendent of Education presented the Criminal Background Check – Safe Schools Policy (302.6.7).

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

#### **POLICY STATEMENT**

Pg. 1 – paragraph 2 strike out ~~an unacceptable level of~~ add **a** before risk

References – strike out ~~Volunteer Driver Policy 302.4 and Volunteering in Catholic Schools Policy 800.9~~

Pg. 5 – 12. Should read –In exceptional circumstances, with the approval of the Superintendent of Human Resources and the Director of Education an individual may begin employment with the Board before an acceptable criminal background check is collected.

The Policy Committee requested that the Criminal Background Check – Safe Schools Policy (302.6.7) be vetted from March , 2014 to April , 2014 with a recommended deadline for presentation to the Policy Committee in May 27, 2014, for consideration to the Committee of the Whole and Board in June 2014.

#### **6.4 Use of Corporate Logo Policy (NEW)**

John Crocco, Director of Education Secretary/Treasurer, presented the Use of Corporate Logo Policy (NEW).

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

#### **POLICY STATEMENT**

3<sup>rd</sup> paragraph Last sentence add **Catholic** after Our caring,

#### **ADMINISTRATIVE GUIDELINES**

- No Amendment

The Policy Committee requested that the Use of Corporate Logo Policy (NEW) be vetted from March , 2014 to March , 2014 with a recommended deadline for presentation to the Policy Committee April 22, 2014, for consideration to the Committee of the Whole and Board in May 2014.

### ***INFORMATION***

#### **6.5 Policies Currently Being Vetted (to April 4th)**

- Advocacy Expenditures Policy (100.9)
- Anaphylaxis Policy (302.1)
- Student Transportation Policy (500.2)
- Sexual Misconduct Policy (201.13)

#### **Policies Currently Being Vetted (to April 10<sup>th</sup>)**

- Electronic Meetings (Board and Committees) Policy (100.8)

#### **6.6 Policy and Guideline Review 2013-2014 Schedule**

Director Crocco presented the Policy and Guideline Review 2013-2014 Schedule.

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

- Tuesday, April 22, 2014 – 4:45 p.m.

### **8. Adjournment**

The meeting adjourned at 6:45 p.m.