



## MINUTES OF THE POLICY COMMITTEE MEETING

### TUESDAY, SEPTEMBER 23, 2014

Minutes of the Policy Committee Meeting held on Tuesday, September 23, 2014 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 4:37 p.m. by Dino Sicoli, Committee Chair.

**1. Opening Prayer**

The meeting was opened with a prayer by Chair Sicoli

**2. Attendance**

Moved by Trustee Burkholder

**THAT** the Policy Committee excuse Chair Burtnik from attending the Policy Meeting of September 23, 2014.

**APPROVED**

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

**Student Trustees:**

*Chloe Demizio*, Trustee

*Jessica Di Pasquale*, Trustee

**Staff:**

*John Crocco*, Director of Education

*Lee Ann Forsyth-Sells*, Superintendent of Education

*Mark Lefebvre*, Superintendent of Education

*Giancarlo Vetrone*, Superintendent of Business & Finance

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

**3. Approval of Agenda**

Moved by Trustee Burkholder

**THAT** the September 23, 2014, 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 27, 2014**

Moved by Trustee Burkholder

**THAT** the Policy Committee approve the Minutes of the Policy Committee Meeting of May 27, 2014, as presented.

**APPROVED**

**6. Policies**

***ACTION REQUIRED***

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

**6.1 Bullying Prevention Intervention Policy (302.6.8)**

Lee Ann Forsyth-Sells, Superintendent of Education, presented the amendments to the Bullying Prevention Intervention Policy (302.6.8) following the vetting process.

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

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE GUIDELINES**

Pg.1) Last paragraph, first line add *staff*

Pg.3) After word climate add *as clarified in the Act*.

Pg.4) Remove comments copied into revised Administrative Guidelines from vetting submission.

Pg 8) Under Safe and Accepting Schools Teams (SASTs) first paragraph remove (*where appropriate*).

Pg 9) Remove comments copied into revised Administrative Guidelines form vetting submission.

Moved by Trustee Burkholder

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the revisions to the Bullying Prevention Intervention Policy (302.6.8), as amended.

**APPROVED**

## **6.2 Reimbursement of Travel Expenses Policy (201.4)**

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the amendments to the Reimbursement of Travel Policy (201.4) following the vetting process.

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

### **POLICY STATEMENT**

- No amendment

### **ADMINISTRATIVE GUIDELINES**

Under rate of reimbursement item 3 should read, *The Director of, Education, in consultation with the Superintendent of Business & Services, shall arrive at a rate for travel reimbursement after considering other rates in school boards, regional, municipal and Ontario government offices. A report on any changes in rate shall be forwarded to the Policy Committee for consideration.*

Moved by Trustee Burkholder

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the revisions to the Reimbursement of Travel Expenses Policy (201.4), as amended.

**APPROVED**

## **POLICIES - PRIOR TO VETTING**

### **6.3 Concussions (New)**

Mark Lefebvre, Superintendent of Education presented the Concussions Policy (New).

The Policy Committee suggested the following amendments:

### **POLICY STATEMENT**

- No amendments

### **ADMINISTRATIVE GUIDELINES**

Pg 5.) add under Parents/guardians will: *Report any non-school related concussion or suspected concussion to the principal (Return to Learn/Return to Physical Activity guidelines will still apply).*

Pg.11) First paragraph NOTE: move to page 3 under Sign & Symptoms of Concussions.

The Policy Committee requested that the Concussions Policy (New) be vetted from September 29, 2014 to November 14, 2014 with a recommended deadline for presentation to the Policy Committee Meeting of November 25, 2014, for consideration to the Committee of the Whole and Board in December 2014.

### **6.4 Policy and Guideline Review 2014-2015 Schedule**

Director Crocco presented the Policy and Guideline Review 2014-2015 Schedule.

**7. Date of Next Meeting**

Tuesday, October 28, 2014 – 4:30 p.m.

**8. Adjournment**

The meeting adjourned at 5:48 p.m.