



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, MARCH 24, 2015

Minutes of the Policy Committee Meeting held on Tuesday, March 24, 2015 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 Chairperson Burtnik.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Sicoli

2. Attendance

Committee Members	Present	Absent	Excused
Kathy Burtnik (Committee Chair)	✓		
Frank Fera	✓		
Dino Sicoli	✓		

Trustees:

Ted O'Leary
Pat Vernal – Electronically

Student Trustees:

Chloe Demizio, Trustee
Jessica Di Pasquale, Trustee

Staff:

John Crocco, Director of Education
Yolanda Baldasaro, Superintendent of Education
Frank Iannantuono, Superintendent of Education/Human Resources
Ted Farrell, Superintendent of Education
Lee Ann Forsyth-Sells, Superintendent of Education
Mark Lefebvre, 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 Frank Fera

THAT the March 24, 2015, 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 February 24, 2015

Moved by Trustee Sicoli

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of February 24, 2015, as presented.

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - PRIOR TO VETTING

6.1 Purchasing/Supply Chain Management Policy (600.1)

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Purchasing/Supply Chain Management Policy (600.1).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE GUIDELINES

- No amendments

The Policy Committee requested that the Purchasing/Supply Chain Management Policy, be vetted from March 25, 2015 to May 11, 2015 with a recommended deadline for presentation to the Policy Committee in September 2015, for consideration to the Committee of the Whole and Board in 2015.

6.2 Equity and Inclusive Education Policy (100.10)

Yolanda Baldasaro, Superintendent of Education presented the Equity and Inclusive Education Policy (100.10).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Page 1 Delete “Niagara Catholic District School board Policies”

ADMINISTRATIVE GUIDELINES

- Page 8 Paragraph 4 insert the word “for”

The Policy Committee requested that the Equity and Inclusive Education Policy, be vetted from March 25, 2015 to May 11, 2015 with a recommended deadline for presentation to the Policy Committee in September 2015, for consideration to the Committee of the Whole and Board in 2015.

6.3 Retirement & Service Recognition Celebration Policy (201.2)

John Crocco, Director of Education and Frank Iannantuono, Superintendent of Education presented the Retirement & Service Recognition Celebration Policy (201.2).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Amend item #2 to read:
Employees who have contributed 25 years of service “*in Catholic Education*”;

ADMINISTRATIVE GUIDELINES

- Page 1 Paragraph 3 insert “*of the current calendar year*” at end of sentence
- Remove eligibility paragraphs
- Page 1 Paragraph 7 insert “*of the current calendar year*” at end of sentence
- Amend Paragraph 2 Page 2 to read:
The Niagara Catholic District School Board will recognize and honour members of the clergy who have served within the “a” Roman Catholic Diocese of St. Catharines and the jurisdiction of the Niagara Catholic District School Board who are celebrating their 25th or 50th anniversary. ~~as members of the clergy as of August 31st of the current school year.~~ This recognition will take place at the annual Retirement and Service Recognition Celebration “*as of the current calendar year*”.
- Clarification on hiring date or seniority date

The Policy Committee requested that the Retirement & Service Recognition Celebration Policy, be vetted from March 25, 2015 to May 11, 2015 with a recommended deadline for presentation to the Policy Committee in September 2015, for consideration to the Committee of the Whole and Board in 2015.

POLICIES – UNDER REVIEW

6.4 Attendance Support Program Policy (201.16)

Policy Committee Chair Burtnik provided a review of the Attendance Support Program Policy and its upcoming review by the Policy Committee. She noted that as approved by the

Board in November 2012, following the first year of implementation of the Attendance Support Program Policy the Policy would be reviewed by the Policy Committee. As discussed at the January and February 2015 Policy Committee Meetings and following a decision by the Board on February 24th, 2015, the Attendance Support Program Policy is under review by the Policy Committee with any changes to be effective as at September 1, 2015.

A motion was made by Trustee Sicoli to have the Policy Committee write the Board Policies rather than Supervisory Officers.

Trustee Burtnik noted that Board By-Laws and Board Policy provide the process which uses the expertise and experience of the Director, Superintendents and staff who draft either new Policies or revisions to current Policies for the review, discussion and changes by the Policy Committee who own the Policy prior to a recommendation to the Committee of the Whole.

The motion was withdrawn.

A general discussion took place regarding the Policy, changes to the Policy Statement and the process to follow in the review of the Attendance Support Program Policy. Written information was distributed by Trustee MacNeil. Also, a copy of a letter was presented by OECTA Elementary Unit for the consideration of the Policy Committee. It was determined that the Policy Committee would follow its review process of reviewing draft changes to current Board Policies as presented by Senior Staff as a starting point for review, discussion and changes. Any draft changes to the Policy or its Administrative Guidelines would then follow the Policy Committee's vetting process with all submissions provided for the consideration of the Policy Committee.

Frank Iannantuono, Superintendent of Education, Lana Pasto, Coordinator of Attendance Support and Glenn Bertollo, Senior Administrator of Human Resources presented background information, data and statistics, as of March 24, 2015, on Attendance Support Programs and the implementation of the Board's Attendance Support Program. Discussion took place regarding the information provided and questions were asked of staff, including the Director of Education, on the Board's Attendance Support Program and other Attendance Management / Support Programs in the Region of Niagara and in Ontario.

The Policy Committee agreed that the Attendance Support Program Policy would continue to be reviewed at upcoming Policy Committee Meetings until the Policy Committee, in accordance with its process and practice, determined that any draft changes would be vetted in accordance with the Policy Committee vetting process and Board By-Laws.

The Policy Committee requested that the Attendance Support Program Policy be the only Policy submitted by Senior Staff to the April 28, 2015 Policy Committee for review or Prior to Vetting. Director Crocco noted that it would be and reminded the Policy Committee that the two Policies on Student Expulsion and Student Suspension, currently in the vetting process, were required by the Policy Committee to be presented at the April 2015 Policy Committee for consideration. The Policy Committee agreed that Student Expulsion and Student Suspension would be presented for Recommendation to the May 2015 Committee of the Whole, no Policies Prior to Vetting and the Attendance Support Program Policy would be placed under Policies Under Review for the April 28, 2015 Policy Committee Agenda.

INFORMATION

6.5 Policy and Guideline Review 2014-2015 Schedule

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

7. Date of Next Meeting

April 28, 2015

8. Adjournment

The meeting adjourned at 6:20 p.m.