



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, APRIL 28, 2020

Minutes of the Policy Committee Meeting held electronically on Tuesday, April 28, 2020 at 4:30 p.m.

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

1. **Opening Prayer**

The meeting was opened with a prayer by Trustee Huibers

2. **Attendance**

Committee Members	Present	Present Electronically	Absent	Excused
Larry Huibers (Committee Chair)		✓		
Rhianon Burkholder		✓		
Dino Sicoli		✓		

**Trustees:**

*Leanne Prince*

**Student Trustees:**

*Jade Bilodeau*

*Luca DiPietro*

**Staff:**

*John Crocco*, Director of Education

*Ted Farrell*, Superintendent of Education

*Lee Ann Forsyth-Sells*, Superintendent of Education

*Pat Rocca*, Superintendent of Education

*Frank Iannantuono*, Superintendent of Education/Human Resources

*Giancarlo Vetrone*, Superintendent of Business & Finance

*Scott Whitwell*, Controller of Facilities Services

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

**3. Approval of Agenda**

Prior to the Approval of the Agenda, Chair Huibers reviewed the process and procedures on the adoption of the new Governance structure and its implementation to Governance Policies and Administrative Operational Procedures as recommended by the Policy Committee and the Committee of the Whole and approved by the February 2020 Board Governance Policy on the Establishment and Cyclical Review of Policies Policy (100.5). Chair Huibers reviewed the structure and items on the April 28, 2020 Policy Committee Agenda transition Agenda before consideration for approval by the Committee. Director Crocco reviewed the changes on the Board website to meet the expectations of the Board approved Policy on February 25, 2020, the revisions to all Policy Governance Statements and the changes to Administrative Operational Procedures as approved by the Board. Chair Huibers and members of the Policy Committee extended appreciation to Director Crocco, Anna Pisano and Senior Staff to meet the direction of the Board.

Moved by Trustee Burkholder

**THAT** the April 28, 2020 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 25, 2020**

Moved by Trustee Burkholder

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of February 25, 2020, as presented.

**APPROVED**

**6. Policies**

***ACTION REQUIRED***

**GOVERNANCE POLICIES - FOR RECOMMENDATION TO MAY COMMITTEE OF THE WHOLE MEETING**

**6.1 Advocacy Expenditures Policy (100.9)**

Giancarlo Vetrone, Superintendent of Business & Financial Services presented feedback received from the vetting process and highlighted recommended amendments to the Advocacy Expenditures Policy (100.9) following the vetting process.

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

**POLICY STATEMENT**

- No amendment

## **ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee Burkholder

**THAT** the Policy Committee recommend to the May Committee of the Whole Meeting to approve the revisions to the Advocacy Expenditures Policy (100.9), as presented.

**APPROVED**

### **6.2 Attendance Area Policy (301.3)**

Ted Farrell, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Attendance Area Policy (301.3) following the vetting process.

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

## **POLICY STATEMENT**

- No amendment

## **ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the May Committee of the Whole Meeting to approve the revisions to the Attendance Area Policy (301.3), as presented.

**APPROVED**

### ***ADMINISTRATIVE OPERATIONAL PROCEDURES (CYCLE) - Comments from Vetting No approval required or to Committee of the Whole – This Policy Committee Meeting only***

Chair Huibers asked members of Senior Staff to highlight any changes to items 6.3 to 6.10 from the vetting process to the Administrative Operational Procedures which would be presented to this meeting only. In accordance with Policy, moving forward, no Administrative Operational Procedures would be sent to the system for vetting with Policy Governance Statements. Items 6.3 to 6.10 were presented for information.

### **6.3 Advocacy Expenditures (100.9) Administrative Operational Procedures**

Superintendent Vetrone highlighted feedback received from the vetting process to the Advocacy Expenditures (100.9) Administrative Operational Procedures.

### **6.4 Use of Corporate Logo (100.14) Administrative Operational Procedures**

John Crocco, Director of Education presented feedback received from the vetting process to the Use of Corporate Logo (100.14) Administrative Operational Procedures.

**6.5 Attendance Area (301.3) Administrative Operational Procedures**

Superintendent Farrell presented feedback received from the vetting process to the Attendance Area (301.3) Administrative Operational Procedures.

**6.6 School Generated Funds (301.6) Administrative Operational Procedures**

Superintendent Vetrone presented feedback received from the vetting process to the School Generated Funds (301.6) Administrative Operational Procedures.

Superintendent Vetrone answered questions of Trustees.

**6.7 Criminal Background Check - Safe Schools (302.6.7) Administrative Operational Procedures**

Frank Iannantuono, Superintendent of Education presented feedback received from the vetting process to the Criminal Background Check - Safe Schools (302.6.7) Administrative Operational Procedures.

**6.8 Concussion (303.1) Administrative Operational Procedures**

Pat Rocca, Superintendent of Education presented feedback received from the vetting process to the Concussion (303.1) Administrative Operational Procedures.

**6.9 Advertising Expenditures (600.5) Administrative Operational Procedures**

Superintendent Vetrone presented feedback received from the vetting process to the Advertising Expenditures (600.5) Administrative Operational Procedures.

**6.10 Video Security Surveillance (701.3) Administrative Operational Procedures**

Scott Whitwell, Controller of Facilities Services presented feedback received from the vetting process to the Video Security Surveillance (701.3) Administrative Operational Procedures.

**GOVERNANCE POLICIES - PRIOR TO VETTING**

**6.11 Equity and Inclusive Education Policy (100.10)**

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Equity and Inclusive Education Policy (100.10).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- No amendments

**ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Policy, be vetted from April 29, 2020 to September 11, 2020 with a recommended deadline for presentation to the Policy Committee in September 2020, for consideration to the Committee of the Whole and Board in October 2020.

**6.12 Retirement and Service Recognition Celebration Policy (201.2)**

Superintendent Iannantuono, presented the Retirement and Service Recognition Celebration Policy (201.2).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- No amendments

**ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Policy, be vetted from April 29, 2020 to September 11, 2020 with a recommended deadline for presentation to the Policy Committee in September 2020, for consideration to the Committee of the Whole and Board in October 2020.

**6.13 Leadership Pathways Policy (203.4)**

Superintendent Iannantuono, presented the Leadership Pathways Policy (203.4).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- No amendments

**ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Policy, be vetted from April 29, 2020 to September 11, 2020 with a recommended deadline for presentation to the Policy Committee in September 2020, for consideration to the Committee of the Whole and Board in October 2020.

**6.14 Volunteer Recognition Policy (800.4)**

Director Crocco, presented the Volunteer Recognition Policy (800.4).

The Policy Committee suggested the following amendments:

## **POLICY STATEMENT**

- No amendments

## **ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Policy, be vetted from April 29, 2020 to September 11, 2020 with a recommended deadline for presentation to the Policy Committee in September 2020, for consideration to the Committee of the Whole and Board in October 2020.

## ***INFORMATION***

### **6.15 Governance Policies Currently Being Vetted**

- No Governance Policies are being vetted at this time.

### **6.16 Governance Policy and Guideline Review 2019-2020 Schedule**

Director Crocco presented the Governance Policy and Guideline Review 2019-2020 Schedule.

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

May 26, 2020

## **8. Adjournment**

The meeting adjourned at 5:07 p.m.