



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, JANUARY 29, 2019

Minutes of the Policy Committee Meeting held on Tuesday, January 29, 2019 at 4:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:05 p.m. by Policy Committee Chair Burtnik.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Burtnik

**2. Attendance**

<b>Committee Members</b>	<b>Present</b>	<b>Present Electronically</b>	<b>Absent</b>	<b>Excused</b>
Kathy Burtnik (Committee Chair)	✓			
Dino Sicoli		✓		

**Trustees:**

*Rhianon Burkholder*

*Frank Fera*

*Leanne Prince*

**Student Trustees:**

*Jade Bilodeau*

**Staff:**

*John Crocco*, Director of Education

*Yolanda Baldasaro*, 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

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

**3. Approval of Agenda**

Chair Burtnik requested Item 6.4 be moved to Item 6.1 and Item 6.3 moved to Item 6.2

Moved by Trustee Sicoli

**THAT** the January 29, 2019, Policy Committee Agenda be approved, as amended.

**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 November 27, 2018**

Moved by Trustee Sicoli

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of November 27, 2018, as presented.

**APPROVED**

**6. Policies**

***ACTION REQUIRED***

**POLICIES - FOR RECOMMENDATION TO FEBRUARY 19, 2019 COMMITTEE OF THE WHOLE MEETING**

**6.1 Student Senate – Elementary Policy (100.6.2)**

Director Crocco presented feedback received from the vetting process and highlighted recommended amendments to the Student Senate – Elementary Policy (100.6.2) following the vetting process.

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

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE PROCEDURES**

- Bullet 1b – change “one (1) community representative” to “up to four (4) student representatives” and add “at large”
- Bullet 4 – remove “practicing” and include “who is a witness to our faith”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the February 19, 2019 Committee of the Whole Meeting to approve the revisions to the Student Senate – Elementary Policy (100.6.2), as revised.

**APPROVED**

**6.2 Student Senate – Secondary Policy (100.6.1)**

Director Crocco presented feedback received from the vetting process and highlighted recommended amendments to the Student Senate – Secondary Policy (100.6.1) following the vetting process.

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

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE PROCEDURES**

- Bullet 1b – change “one (1) community representative consisting of a student” to “up to four (4) student representatives” and add “at large”
- Bullet 8 – keep “elected” remove “as the Vice-President of Student Council/Student Senate representative” and keep “on the new school year’s Student Senate”
- Bullet 9 – remove “practicing” and include “who is a witness to our faith”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the February 19, 2019 Committee of the Whole Meeting to approve the revisions to the Student Senate – Secondary Policy (100.6.1), as amended.

**APPROVED**

**6.3 Transportation and School Operations for Inclement Weather Policy (500.1)**

John Crocco, Director of Education presented feedback received from the vetting process and highlighted recommended amendments to the Transportation and School Operations for Inclement Weather Policy (500.1) following the vetting process.

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

**POLICY STATEMENT**

- Remove fourth paragraph

**ADMINISTRATIVE PROCEDURES**

- Bullet 2 change – “shall make recommendations to” to “will inform”
- Bullet 3 change – “Cancel transportation and” to “Keep schools open,”

- Appendix A – Executive Director Bullet 1 - add “local”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the February 19, 2019 Committee of the Whole Meeting to approve the revisions to the Transportation and School Operations for Inclement Weather Policy (500.1), as amended.

**APPROVED**

#### **6.4 Employee Attendance During Inclement Weather and Workplace Closure Policy (201.9)**

Frank Iannantuono, Superintendent of Education/Human Resources presented feedback received from the vetting process and highlighted recommended amendments to the Employee Attendance During Inclement Weather and Workplace Closure Policy (201.9) following the vetting process.

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

##### **POLICY STATEMENT**

- Remove fifth paragraph

##### **ADMINISTRATIVE PROCEDURES**

- Bullet 7 – remove “the school or system will be closed and”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the February 19, 2019 Committee of the Whole Meeting to approve the revisions to the Employee Attendance During Inclement Weather and Workplace Closure Policy (201.9), as amended.

**APPROVED**

#### **6.5 Supporting Children and Students with Prevalent Medical Conditions Policy (NEW)**

Pat Rocca, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Supporting Children and Students with Prevalent Medical Conditions Policy (NEW) following the vetting process.

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

##### **POLICY STATEMENT**

- No amendment

##### **ADMINISTRATIVE PROCEDURES**

- Appendix G – remove Allerject section

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the February 19, 2019 Committee of the Whole Meeting to approve the revisions to the Supporting Children and Students with Prevalent Medical Conditions Policy (NEW), as amended.

**APPROVED**

**6.6 Student Transportation Policy (500.2)**

Giancarlo Vetrone, Superintendent of Business & Financial Services presented feedback received from the vetting process and highlighted recommended amendments to the Student Transportation Policy (500.2) 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 February 19, 2019 Committee of the Whole Meeting to approve the revisions to the Student Transportation Policy (500.2), as presented.

**APPROVED**

**6.7 Fundraising Policy (301.4)**

Superintendent Vetrone presented feedback received from the vetting process and highlighted recommended amendments to the Fundraising Policy (301.4) 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 February 19, 2019 Committee of the Whole Meeting to approve the revisions to the Fundraising Policy (301.4), as presented.

**APPROVED**

**6.8 Prior Learning Assessment and Recognition (PLAR) Policy (400.4)**

Yolanda Baldasaro, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Prior Learning Assessment and Recognition (PLAR) Policy (400.4) 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 February 19, 2019 Committee of the Whole Meeting to approve the revisions to the Prior Learning Assessment and Recognition (PLAR) Policy (400.4), as presented.

**APPROVED**

**POLICIES - PRIOR TO VETTING**

**6.9 French Immersion Policy (400.7)**

Superintendent Baldasaro presented the French Immersion Policy (400.7).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- No amendments

**ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the French Immersion Policy (400.7), be vetted from January 30, 2019 to March 19, 2019 with a recommended deadline for presentation to the Policy Committee in March 2019, for consideration to the Committee of the Whole and Board in April 2019.

**6.10 Employee Hiring and Selection (Teachers) Policy (203.1)**

Superintendent Iannantuono, presented the Employee Hiring and Selection (Teachers) Policy (203.1).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- No amendments

**ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Employee Hiring and Selection (Teachers) Policy, be vetted from January 30, 2019 to March 19, 2019 with a recommended deadline for presentation to the Policy Committee in March 2019, for consideration to the Committee of the Whole and Board in April 2019.

**6.11 Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4)**

Deferred to February 26, 2019 Policy Committee Meeting.

**6.12 Employee Conferences, Workshops & Meetings Policy (201.15)**

Deferred to February 26, 2019 Policy Committee Meeting.

**6.13 Student Expulsion – Safe Schools Policy (302.6.5)**

Deferred to February 26, 2019 Policy Committee Meeting.

**6.14 Student Suspension – Safe Schools Policy (302.6.4)**

Deferred to February 26, 2019 Policy Committee Meeting.

**INFORMATION**

**6.15 Policies Currently Being Vetted**

Nil

**6.16 Policy and Guideline Review 2018-2019 Schedule**

Director Crocco presented the Policy and Guideline Review 2018-2019 Schedule.

**7. Date of Next Meeting**

February 26, 2019 – Start time to be determined and posted on the Board website and agenda cover.

**8. Adjournment**

The meeting adjourned at 6:43 p.m.