



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, APRIL 24, 2018

Minutes of the Policy Committee Meeting held on Tuesday, April 24, 2018 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 4:10 p.m. by Policy Committee Chair Burtnik.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Sicoli.

2. Attendance

Committee Members	Present	Present Electronically	Absent	Excused
Kathy Burtnik (Committee Chair)	✓			
Dino Sicoli	✓			
Pat Vernal	✓			

Student Trustees:

Nico Tripodi
Hannah Tummillo

Staff:

John Crocco, Director of Education
Yolanda Baldasaro, Superintendent of Education
Ted Farrell, Superintendent of Education
Pat Rocca, Superintendent of Education
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

Moved by Trustee Vernal

THAT the April 24, 2018, 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 March 20, 2018

Moved by Trustee Vernal

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of March 20, 2018, as presented.

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO THE MAY 8, 2018 COMMITTEE OF THE WHOLE MEETING

6.1 Christian Community Service Policy (400.3)

Yolanda Baldasaro, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Christian Community Service Policy (400.3) following the vetting process.

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

POLICY STATEMENT

- Add “;” to paragraph 1 and remove the word “*may*”

ADMINISTRATIVE PROCEDURES

- Page 3 add “*and Secondary*”
- Page 3 add “*that support social justice initiatives*”
- Page 3 add “*or other immediate*”
- Page 3 and 4 remove duplicated bullets

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the May 8, 2018 Committee of the Whole Meeting to approve the revisions to the Christian Community Service Policy (400.3), as presented.

APPROVED

6.2 Electronic Communications Systems Policy (Students) (301.5)

The Policy Committee requested that the Electronic Communications Systems Policy (Students) be revised to align with the Electronic Communications Systems Policy (Employees) and brought back to the May Policy Committee Meeting.

POLICIES - PRIOR TO VETTING

6.3 Electronic Communications Systems Policy (Employees) (201.12)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the Electronic Communications Systems Policy (Employees) (201.12).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Add *“The confidentiality of employee, student, and other personal data must always be maintained.”*

ADMINISTRATIVE PROCEDURES

- Page 2 add *“cloud”*
- Page 2 bullet 1 of Desk Phones and Cell Phones remove *“especially during instruction of students within a classroom and school setting.”* Bullet 2 remove *“school”* add *“or messages”* replace *“instructional classroom time, planning and preparation time and while on supervision”* with *“scheduled work times”*
- Page 3 bullet 4 make last paragraph bullet 1

The Policy Committee requested that the Electronic Communications Systems Policy (Employees) (201.12), be vetted from April 25, 2018 to September 10, 2018 with a recommended deadline for presentation to the Policy Committee in September 2018, for consideration to the Committee of the Whole and Board in October 2018.

6.4 Student Parenting Policy (302.5)

Pat Rocca, Superintendent of Education, presented the Student Parenting Policy (302.5).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Paragraph 1 change *“is to”* to *“will”*
- Paragraph 2 remove *“in cases”*
- Paragraph 3 remove *“by empowering Board personnel: to respond”*
- Add resource guide to references with a link to the guide

The Policy Committee requested that the Student Parenting Policy (302.5) be vetted from April 25, 2018 to September 10, 2018 with a recommended deadline for presentation to the

Policy Committee in September 2018, for consideration to the Committee of the Whole and Board in October 2018.

6.5 Playground Equipment Policy (702.1)

Scott Whitwell, Controller of Facilities Services, presented the Playground Equipment Policy (702.1).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Playground Equipment Policy (702.1), be vetted from April 25, 2018 to September 10, 2018 with a recommended deadline for presentation to the Policy Committee in September 2018, for consideration to the Committee of the Whole and Board in October 2018.

6.6 Continuing Education Policy (400.1)

Ted Farrell, Superintendent of Education, presented the Continuing Education Policy (400.1).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Continuing Education Policy (400.1), be vetted from April 25, 2018 to September 10, 2018 with a recommended deadline for presentation to the Policy Committee in September 2018, for consideration to the Committee of the Whole and Board in October 2018.

6.7 Policy Form Updates

Superintendent Farrell presented updates to the Niagara Catholic District School Board Request for Credit Program Overnight Field Trip, Extended Overnight Field Trip, and Excursion form and the Niagara Catholic District School Board Request for Overnight Field Trip, Extended Overnight Field Trip, and Excursion form.

Moved by Trustee Vernal

THAT the Policy Committee receive and approve the revised forms, as presented.

APPROVED

INFORMATION

The Policy Committee requested staff to update all policies with gender specific pronouns to non gender specific pronouns.

6.8 Policies Currently Being Vetted to May 10, 2018

- Bottled Water Policy (701.5)
- Employee Code of Conduct and Ethics Policy (201.17)
- Environmental Stewardship Policy (400.6)
- Voluntary and Confidential Self-Identification fir First Nation, Métis and Inuit Students Policy (301.9)

6.9 Policy and Guideline Review 2017-2018 Schedule

Director Crocco presented the Policy and Guideline Review 2017-2018 Schedule. Added to the Cyclical Review for May 2018 will be the Employee Attendance During Inclement Weather & Workplace Closure Policy and for September 2018 will be the Equity and Inclusive Education Policy.

7. Date of Next Meeting

May 24, 2018 – 4:00 p.m. Start time

8. Adjournment

The meeting adjourned at 6:25 p.m.