



## MINUTES OF THE POLICY COMMITTEE MEETING

### TUESDAY, MARCH 20, 2018

Minutes of the Policy Committee Meeting held on Tuesday, March 20, 2018 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 Chair Burtnik.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Burtnik.

**2. Attendance**

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

**Student Trustees:**

*Nico Tripodi*  
*Hannah Tumillo*

**Staff:**

*John Crocco*, Director of Education  
*Yolanda Baldasaro*, Superintendent of Education  
*Lee Ann Forsyth-Sells*, Superintendent of Education  
*Frank Iannantuono*, Superintendent of Education/Human Resources  
*Scott Whitwell*, Controller of Facilities Services

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

**3. Approval of Agenda**

Vice-Chair Burtnik requested Item 6.1 be moved to 6.5 of the agenda.

Moved by Trustee Vernal

**THAT** the March 20, 2018, 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 February 27, 2018**

Moved by Trustee Vernal

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

**APPROVED**

**6. Policies**

***ACTION REQUIRED***

**POLICIES - PRIOR TO VETTING**

**6.1 Employee Code of Conduct & Ethics Policy (201.17)**

Frank Iannantuono, Superintendent of Education, presented the Employee Code of Conduct & Ethics Policy (201.17).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- No amendments

**ADMINISTRATIVE PROCEDURES**

- Replace all gender specific pronouns with non gender specific pronouns
- Rephrase paragraph in Bullet 2.5
- Bullet 8.2 replace “*him/her in the fall of each school year*” with “*them on an annual basis*”
- Add “*8.3 Human Resources Services will track all employees as they are informed of and/or have received the contents of this Policy and Administrative Procedures.*”

The Policy Committee requested that the Employee Code of Conduct & Ethics Policy, be vetted from March 21, 2018 to May 10, 2018 with a recommended deadline for presentation

to the Policy Committee on May 22, 2018, for consideration to the Committee of the Whole and Board in June 2018.

## **6.2 Environmental Stewardship Policy (400.6)**

Scott Whitwell, Controller of Facilities Services, presented the Environmental Stewardship Policy (400.6).

The Policy Committee suggested the following amendments:

### **POLICY STATEMENT**

- Add “*Pope Francis Centre Laudato SI Encyclical on climate and justice*” as a reference
- Add “*Bobbled Water Policy 701.7*” as a reference

### **ADMINISTRATIVE PROCEDURES**

- Page 4 delete “*in the Board’s strategic plan*”

The Policy Committee requested that the Environmental Stewardship Policy, be vetted from March 21, 2018 to May 10, 2018 with a recommended deadline for presentation to the Policy Committee on May 22, 2018, for consideration to the Committee of the Whole and Board in June 2018.

## **6.3 Bottled Water Policy (701.5)**

Controller Whitwell, presented the Bottled Water Policy (701.5).

The Policy Committee suggested the following amendments:

### **POLICY STATEMENT**

- Add “*Ontarioecoschools.org*” as a reference

### **ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Bottled Water Policy, be vetted from March 21, 2018 to May 10, 2018 with a recommended deadline for presentation to the Policy Committee on May 22, 2018, for consideration to the Committee of the Whole and Board in June 2018.

## **6.4 Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students (301.9)**

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students (301.9).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- Change “*Truth and Reconciliation Commission*” reference to “*National Centre for Truth and Reconciliation*”

#### **ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students Policy, be vetted from March 21, 2018 to May 10, 2018 with a recommended deadline for presentation to the Policy Committee on May 22, 2018, for consideration to the Committee of the Whole and Board in June 2018.

#### **6.5 Electronic Communications System Policy – Employees (201.12)**

Yolanda Baldasaro, Superintendent of Education, presented the Electronic Communications System Policy – Employees (201.12) on behalf of Giancarlo Vetrone, Superintendent of Business & Financial Services.

The Policy Committee supported a recommendation that based on discussions, the Electronic Communications System Policy – Employees be rewritten and brought back to the April Policy Committee Meeting.

#### **INFORMATION**

#### **6.6 Policies Currently Being Vetted to April 12, 2018**

- Christian Community Service Policy (400.3)
- Electronic Communications Systems Policy – Students (301.5)
- Employee Hiring and Selection Policy – Teachers (203.1)

#### **6.7 Policy and Guideline Review 2017-2018 Schedule**

Chair Burtnik presented the Policy and Guideline Review 2017-2018 Schedule.

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

April 24, 2018 – 4:00 p.m.

#### **8. Adjournment**

The meeting adjourned at 6:20 p.m.