



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, APRIL 22, 2014

Minutes of the Policy Committee Meeting held on Tuesday, April 22, 2014 at 5:08 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

1. Opening Prayer

The meeting was opened with a prayer by Vice-Chair Burkholder

2. Attendance

Moved by Trustee Burkholder

THAT the Policy Committee excuse Committee Chair Sicoli from attending the Policy Meeting of April 22, 2014.

Committee Members	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik	✓		
Dino Sicoli (Committee Chair)			✓

Staff:

John Crocco, Director of Education
Yolanda Baldasaro, Superintendent of Education
Giancarlo Vetrone, Superintendent of Business & Finance
Jennifer Brailey, Manager of Corporate Services & Communications Department
Kristine Murphy, Administrative Assistant, Corporate Services & Communications Department /Recording Secretary

3. Approval of Agenda

Moved by Chair Burtnik

THAT the April 22, 2014, 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 18, 2014**

Moved by Chair Burtnik

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of March 18, 2014, as presented.

APPROVED

6. **Policies**

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO MAY COMMITTEE OF THE WHOLE MEETING

6.1 **Advocacy Expenditures Policy (100.9)**

Giancarlo Vetrone, Superintendent of Business & Finance, presented the amendments to the Advocacy Expenditures Policy (100.9) following the vetting process.

The Policy Committee suggested no additional amendments:

Moved by Chair Burtnik

THAT the Policy Committee recommend to the Committee of Whole approval of the revisions to the Advocacy Expenditures Policy (100.9), as presented.

APPROVED

6.2 **Anaphylaxis Policy (302.1)**

Yolanda Baldasaro, Superintendent of Education, presented the amendments to the Anaphylaxis Policy (302.1) following the vetting process.

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

ADMINISTRATIVE GUIDELINES

Under DEFINITION: First sentence remove asterisk *

Moved by Chair Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the revisions to the Anaphylaxis Policy (302.1), as amended.

APPROVED

6.3 **Student Transportation Policy (500.2)**

Vice-Chair Burkholder noted that Student Transportation and Reimbursement of Travel Expenses Policies would be presented before the Electronic Meetings (Board and Committees) Policy.

Superintendent Vetrone presented the amendments to the Student Transportation Policy (500.2) following the vetting process.

The Policy Committee suggested no additional amendments:

Moved by Chair Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Student Transportation Policy (500.2), as presented.

APPROVED

POLICIES - PRIOR TO VETTING

6.4 Reimbursement of Travel Expenses Policy (201.4)

Superintendent Vetrone presented the Reimbursement of Travel Expenses Policy (201.4).

The Policy Committee suggested the following amendments:

ADMINISTRATIVE GUIDELINES

Under Rate of Reimbursement 1. Remove “effective September 1, 2008”.

Under Reimbursement Procedures add; 4. The approval for travel reimbursement for forms submitted beyond 60 days of travel dates will be at the discretion of the Superintendent of Business and Financial Services.

The Policy Committee requested that the Reimbursement of Travel Expenses Policy (201.4) be vetted to July 20, 2014 with a recommended deadline for presentation to the Policy Committee in September, 2014, for consideration to the Committee of the Whole and Board in October 2014.

6.5 Electronic Meetings (Board and Committees) Policy (100.8)

John Crocco, Director of Education, presented the amendments to the Electronic Meetings (Board and Committees) Policy (100.8) following the vetting process.

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

ADMINISTRATIVE GUIDELINES

Second paragraph first sentence should read; At the written request received and acknowledged by the Director of Education Secretary/Treasurer.

Under Process for Electronic Meetings; Remove Item 6.

Moved by Chair Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the revisions to the Electronic Meetings (Board and Committees) Policy (100.8), as amended.

APPROVED

INFORMATION

6.6 Policies Currently Being Vetted (March 26-May 8, 2014)

- Criminal Background Check – Safe Schools (302.6.7)
- Use of Corporate Logo Policy (New)

6.7 Policy and Guideline Review 2013-2014 Schedule

Director Crocco presented the Policy and Guideline Review 2013-2014 Schedule.

7. Date of Next Meeting

Tuesday, May 27, 2014 – 4:30 p.m.

8. Adjournment

The meeting adjourned at 6:09 p.m.