



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda
Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

**Policy Committee
Wednesday, October 9, 2013 ♦ 4:00 p.m.
Haldimand Room**

Members: Dennis Blake (Chair), Cliff Casey, Dan Dignard, Bonnie McKinnon, Rick Petrella,
Chris N. Roehrig, June Szeman

1. Opening Business

- 1.1 Opening Prayer – Dennis Blake
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Approval of Minutes from the Policy Committee Meeting – April 23, 2013 Pages 2-4

2. Committee and Staff Reports

- 2.1 Electronic Communications and Social Media Policy 600.01 (revised) Pages 5-22
Presenter: Tom Grice, Superintendent of Business & Treasurer
- 2.2 Hiring – Academic Staff Policy 300.10 (revised) Pages 23-27
Presenter: Jamie McKinnon, Superintendent of Education
- 2.3 Board By-Laws (revised) Pages 28-53
Presenter: Chris N. Roehrig, Director of Education & Secondary
- 2.4 Board Governance 100.01 (revised) Pages 54-55
Presenter: Chris N. Roehrig, Director of Education & Secretary

3. Discussion Items

- 3.1 Educational Field Trips and Excursions 500.01 re: splash parks Page 56
(discussion continued from April 23, 2013 meeting)
- 3.2 Advocacy Policy 700.08 – is policy still applicable? Pages 57-58
- 3.3 Performance Appraisal of Director of Education Policy 100.02 Pages 59-68
– should it be revised?

4. Adjournment



Policy Committee
Tuesday, April 23, 2013 ♦ 8:00 p.m.
Boardroom

Trustees:

Present: Dennis Blake (Chair), Cliff Casey, Dan Dignard, Rick Petrella, June Szeman

Absent: Bonnie McKinnon

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary)

1. Opening Business

1.1 Opening Prayer

The meeting opened with a prayer led by Dennis Blake.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee approves the agenda of the April 23, 2013 meeting.

Carried

1.4 Approval of the Policy Committee Meeting Minutes – March 26, 2013

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee approves the minutes of the March 26, 2013 meeting.

Carried

2. Committee and Staff Reports - Nil

3. Discussion Items

3.1 Posting of Trustee Expenses on Website

Trustee Blake reiterated his position that individual trustee expenses should be posted on the Board's website, which was his understanding when the Trustee Expenses policy was last revised. Discussion ensued. Concern was expressed that the public could misunderstand / misinterpret the information. Suggestions regarding reporting collectively as a line item in the budget as currently done, or reporting collectively by category, i.e., conventions, mileage, etc., were discussed. Trustee Petrella requested that staff investigate what the Ministry's directive is regarding this question of accountability. Director Roehrig will investigate and advise.



3.2 Community Use of Schools – Cleats on playing fields

Trustee Blake advised that he had received an inquiry from an area soccer organization regarding the Board's Community Use of Schools policy that states that cleats are not allowed on school sports fields, yet cleats are required for player insurance purposes. Trustees were in agreement that the risk of damage to playing fields caused by the use of cleats is high and the repair costs are prohibitive. It was noted that Norfolk Soccer does not permit practices on their own new soccer fields. This item will be raised for discussion at the next Joint Use Meeting with the Grand Erie District School Board and the City of Brantford.

3.3 Educational Field Trips and Excursions – Splash Parks

Trustee Blake drew attention to the Risk Management section of the administrative procedure where it states that "educational excursions to water parks and to programs involving water-based activities for elementary school students are prohibited." He argued that splash parks are not in the same category as water parks as there is no risk of drowning. Director Roehrig commented that although splash parks represent low risk, some splash parks are adjacent to pools/wave pools, so it would be impossible to know which parks would be considered "safe" and which might pose a threat. He also added that the Board has been working towards aligning school trips with curriculum goals to ensure that they have an educational value. Further discussion was deferred to the May Policy Committee meeting.

3.4 Trustees' Code of Conduct (revised draft)

Director Roehrig presented a revised draft of the Trustees' Code of Conduct resulting from feedback he received from trustees over the past few months. He commented that the revised draft is substantially shorter than former versions and includes the feedback that he received, most notably a new section on advocacy, clarification with respect to municipal conflict of interest, and a process for enforcing the Code of Conduct. The revised draft also incorporates key legislative requirements. Discussion ensued. A motion by Trustee Dignard to adopt the revised draft for a one year period, at which time it could be reviewed/revised was not supported. A motion by Trustee Petrella, seconded by Trustee Casey to add the advocacy portion of the revised draft to the existing Code was defeated.

3.5 Guidelines for Trustee Communication

Director Roehrig presented for discussion and consideration a suggested resource to act as a guideline for trustee communication, which he compiled from various sources.

3.6 Board By-Laws (revised draft)

Director Roehrig advised that references to the Municipal Conflict of Interest Act will need to be added back to the revised Board By-laws since the proposed revised Trustees' Code of Conduct was defeated. The report to move forward with the revised by-laws will be brought to the May Policy Committee meeting.



4. Adjournment

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Policy Committee adjourns the meeting of April 23, 2013.

Carried

Next Meeting: Tuesday, May 28, 2013 following the Board meeting.

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: October 9, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

**ELECTRONIC COMMUNICATIONS AND
SOCIAL MEDIA POLICY**

Public Session

BACKGROUND INFORMATION:

Technology continues to move at a rapid pace. This makes the need to develop current and applicable policies, procedures and accountability measures extremely important in such a significantly-important area of the Board for both staff and students

DEVELOPMENTS:

The former *Electronic Communications* policy, approved in September 2003, was not specific or adequately detailed in a number of key areas. These areas have been revised in the current policy and procedures.

The policy has been amended to reflect the following changes:

1. The title of the policy has been changed to Electronic Communications and Social Media Use policy to reflect technological changes and advancements that have occurred since the policy was initially developed.
2. The procedure defines the responsibility of the end user based on their role within the organization.
3. Clarity regarding the expectation of privacy has been emphasized.
4. Common templates have been developed, such as a staff Acknowledgment Form and student Technology Use Agreements for Information and Communications.

The policy was vetted to all principals, managers, Information Technology staff, Board consultants and union presidents, with minor changes made to the policy and administrative procedures based on the feedback.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Electronic Communications and Social Media Use policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA USE

		Policy Number:	600.01
Adopted:	September 9, 2003	Former Policy Number:	n/a
Revised:	TBD	Policy Category:	Information Technology
Subsequent Review Dates:	n/a	Pages:	2

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that the electronic communication medium is integral to the education environment and that electronic communication capability should be made available to staff and students for the purpose of student learning and the business of the Board. Further, the Board believes in the benefits that the electronic communication medium can bring to support its daily operating activities and student achievement. As a Catholic learning community, we commit to use electronic communications, social media and all technologies in a manner that is consistent with the Mission and Vision of Catholic education.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- Information and communication technology tools and resources, including the use of electronic communication and social media by staff, is a viable means to involve colleagues, parents and other staff of the Board in academic dialogue and for the business of the Board.
- Information and communication technology tools and resources are utilized to support staff use of electronic communication and social media such that users interact knowledgeably and responsibly via the internet.
- Teachers and other Board employees are role models in their use of information and communication technology tools and resources, including electronic communication and social media. Parents entrust educators with the duty to educate their children. The Board recognizes that the use of the internet and social media has the potential to affect this trust.
- Information and communication technology tools and resources must be used such that they provide a safe and nurturing environment for learning and working.

Policy Criteria:

- ~~Classroom computers will be used for education purposes.~~
- ~~All computers and computer systems are to be used to conduct the business of the Board.~~
- ~~All Board assets and equipment are to be protected.~~
- ~~Use of technology must be appropriate.~~

Glossary of Key Policy Terms:

User

All employees, students, trustees, members of Board committees, school council chairs and all other persons given authorized access to the Brant Haldimand Norfolk Catholic District School Board's computing and information technology facilities and resources are considered users. Users may access these tools from locations other than their work locations. Using Board-provided technology from the office, home or other location is using a corporate asset. Therefore, the Board and its employees are responsible for any misuse of its technology. If an employee sends personal views, they must provide appropriate disclaimers so that the remarks are not taken as representative of the Board.



Brant Haldimand Norfolk Catholic District School Board

Appropriate Use

Relevant federal and provincial laws and regulations govern the use of the computer and information technology systems of the Board. In addition, use must be consistent with Board policies and procedures at all times. Users are expected to use the Board's internet and email services in a lawful and ethical manner consistent with the educational, informational and recreational purposes for which they are provided. Users will be subject to disciplinary action for misuse of the email or internet systems. Misuse of these systems may, in some instances, subject the Board to lawsuits.

Social Media

Media designed to be disseminated through social interaction, created using highly-accessible and scalable publishing techniques. Examples include, but are not limited to, LinkedIn, Twitter, Facebook, YouTube, Blogger, MySpace, Instant Messaging and postings on video or picture-sharing sites and elsewhere on the internet.

Primary / Junior Students

Students who are enrolled in a Kindergarten to Grade 6 program.

Intermediate / Senior Students

Students who are enrolled in a Grade 7 to Grade 12 program.

References

Copyright Act, R.S.C., 1985, c. C-42

Education Act, R.S.O. 1990, c. E.2

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, CHAPTER M.56

Human Rights Code, R.S.O. 1990, c. H.19

Criminal Code (R.S.C., 1985, c. C-46)

Highway Traffic Act, R.S.O. 1990, c. H.8

Bill 168, Occupational Health and Safety Amendment Act

Workplace Harassment Policy, Reference No. 300.01, Brant Haldimand Norfolk Catholic District School Board

Workplace Violence Prevention Policy, Reference No. 300.20, Brant Haldimand Norfolk Catholic District School Board

Information and Communications Technology Use, Reference No. 600.02, Brant Haldimand Norfolk Catholic District School Board

Electronic Websites Policy, Reference No. 600.03, Brant Haldimand Norfolk Catholic District School Board

Laptop / Netbook / Portable Device Usage for Staff Procedure, Reference No. 600.31, Brant Haldimand Norfolk Catholic District School Board

Laptop / Netbook / Portable Device Support for Staff Procedure, Reference No. 600.32, Brant Haldimand Norfolk Catholic District School Board

Laptop / Netbook / Portable Device Security for Staff Procedure, Reference No. 600.33, Brant Haldimand Norfolk Catholic District School Board

Social Media Playbook, Brant Haldimand Norfolk Catholic District School Board

Social Media Protocol, Brant Haldimand Norfolk Catholic District School Board



Electronic Communications and Social Media Use AP600.01

Procedure for:	All Staff and Students	Adopted:	September 9, 2003
Submitted by:	Superintendent of Business & Treasurer	Revised:	TBD
Category:	Information Technology		

Purpose

The Brant Haldimand Norfolk Catholic District School Board believes that the electronic communication medium is integral to the education environment and that electronic communication capability should be made available to staff and students for the purpose of student learning and the business of the Board.

Further, the Board believes in the benefits that the electronic communication medium can bring to support its daily operating activities and student achievement. As a Catholic learning community, we commit to use electronic communications, social media and all technologies in a manner that is consistent with the Mission and Vision of Catholic education.

Responsibilities

Superintendents, Principals and Managers

- Ensure that staff, upon hiring and annually thereafter, are made aware of Board Information Technology Policies and Procedures, the expectations regarding the use of any Board-supplied technology or the use of any personal device, which connects to the Board's network and / or Board-provisioned technology services (this is applicable regardless of the location from which the services are accessed, i.e., Board location, home, etc.).
- Determine appropriate action, corrective and disciplinary measures to address staff and student violations of this procedure in consultation with senior management, as necessary, on a case-by-case basis for situations where staff and students are not in compliance with Board Information Technology Policies and Procedures.
- Take steps to ensure compliance with the *Municipal Freedom of Information and Protection of Privacy Act*. Student and staff information is personal and private and is, therefore, protected under this *Act*. The Board is obligated by this *Act* to carefully manage all personal information within its custody and control, i.e., how this information is collected, used and released. Personal information belonging to students, parents or staff, such as home addresses, telephone numbers, age, religion or family status, etc., **shall not** be shared without prior permission. Individual consent to post personal information on the internet is necessary as the information is outside of the Board's custody and control once it is on the web.

Principals (or Designates)

- Coordinate and manage electronic communication and social media technologies within their school in accordance with the directives from the District School Achievement Team (DSAT) to promote student achievement.
- Develop an understanding amongst staff for the acceptable use of electronic communication and social media technologies when using Board equipment.

Teachers

- Manage the student use of electronic communication and social media technologies and resources within their assigned teaching areas.
- Instruct and model for students the appropriate use of electronic communication and social media technologies. Instruct all students to comprehend and adhere to all Board Information Technology Policies and Procedures.
- Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to electronic communication and social media sites and for assuring that students understand that if they misuse access of electronic communications and social media technologies and resources, they may face disciplinary or legal action. Particular concerns include issues of privacy, copyright infringement, email etiquette, cyber bullying and intended use of network resources.
- Consult with the school principal and / or vice principal, as necessary, and use the Board Information Technology Policies and Procedures and / or the School's Code of Conduct when applying sanctions for misuse and / or illegal use of the Board's computing and information technology facilities and resources.
- Take steps to ensure compliance with the *Municipal Freedom of Information and Protection of Privacy Act*. Student and staff information is personal and private and is, therefore, protected under this *Act*. The Board is obligated by this *Act* to carefully manage all personal information within its custody and control, i.e., how this information is collected, used and released. Personal information belonging to students, parents or staff, such as home addresses, telephone numbers, age, religion or family status, etc., **should not** be shared without prior permission. Individual consent to post personal information on the internet is necessary as the information is outside of the Board's custody and control once it is on the web.
- When using electronic communication social networking tools; do so with the appropriate understandings of the effective educational use of these tools and avoid personal use when engaging with students. Use electronic communication and social networking tools with parents and colleagues for professional purposes only.

Students

- Abide by the Board's Information Technology Policies, Procedures and Acceptable Use Agreement.
- Access to the Board's technology resources will be denied to students that do not have *Student Information and Communications technology Use Agreement* forms signed and on file. Without a signed form, an active student network account will not be generated.
- Students that violate the Student Information and Communications Technology Use Agreement will be reported to the principal of their school and their computing privileges will be suspended or revoked; depending on the severity of the violation. All illegal activities will be reported to the Superintendent of Education or his / her designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.
- Students are to obtain permission from a teacher to use Board computer systems and access to the internet.
- Students, who have permission to post information to the internet, must ask the classroom teacher to review the work before it is posted to the internet so that the teacher can verify that the work is consistent with the Municipal Freedom of Information and Protection of Privacy Act and consistent with this Administrative Procedure.
- The use of Board computers and Internet access is a privilege and any breach may result in the closure of user accounts, cancellation of computer and internet privileges and disciplinary action in accordance with Board Policy and the Code of Conduct.

All Users

- A signed acknowledgement form (Appendix A: Information and Communications Technology Use and Electronic Communications and Social Media Use Acknowledgement Form) must be submitted by all staff, board members and community members who will use technology resources. Student users of the Brant Haldimand Norfolk Catholic District School Board's technology resources must complete, with applicable signatures, a Brant Haldimand Norfolk Catholic District School Board Student Information and Communications Technology Use Agreement. These Agreements may already be signed as part of the Information and Community Use Procedure 600.02, but are also included in Appendix A of this procedure for reference
- Familiarize themselves with the technology resources provided to them, including administration procedures.
- Ensure that electronic communication and social media technologies are used in an appropriate manner in accordance with Board policies and procedures.
- When required, ensure that strong passwords are created and utilized for accessing electronic communication and social media technologies. Maintain password and user identification confidentiality and restrict access to passwords.
- Use electronic communication and social media technologies in a lawful and ethical manner consistent with the educational, informational and recreational purposes for which they are provided.
- Use technology resources in ways that do not disrupt other users or compromise the functionality of the system.
- Ensure records retention requirements are met, i.e., the minimum amount of time to retain a record and what the actual authority for that period of retention is, by referring to the Classification and Retention Schedule for advice on information ownership within the Board
- All electronic communications systems, its data and messages generated on or handled by Brant Haldimand Norfolk Catholic District School Board equipment are the sole property of the Board and can be traced, viewed and stored.
- Brant Haldimand Norfolk Catholic District School Board staff will notify and fully cooperate with authorities in any investigation relating to activities conducted through the Board's electronic communications systems.

Information

Network and computer systems are the property of the Brant Haldimand Norfolk Catholic District School Board. As such, they should be used for Board purposes only. ~~Employee~~ Use of the network is considered consent to the Board's Electronic Communication and Social Media Policy and to management's right to review correspondence.

The Board network and computer systems are provided for the use of students, teachers, staff and administrators in support of programs of the Board and are to be used for education, research, academic development and Board-related business only.

Commercial uses of Board network and computer systems are specifically excluded. All students, teachers, staff and administrators are responsible for ensuring that computing facilities are used in an effective, efficient, ethical and lawful manner.

The Board assumes no liability and is NOT responsible for the:

- appropriateness of Internet content.
- accuracy or reliability of information located on the internet.
- loss, damage or inaccessibility of information due to technical or other difficulties or costs or losses incurred by users

Email is not private communication because others may be able to read, access and monitor email (email may best be regarded as a postcard rather than as a sealed letter). The Board may monitor and access email communication in a reasonable manner to;

- maintain and ensure the efficient use of the Board's email services.
- ensure compliance with Board policies and acceptable use.
- assist the user in the event of prolonged absence.

The Brant Haldimand Norfolk Catholic District School Board retains ownership, control and copyright over any work-related items created, composed or otherwise developed using Board technology resources; unless specifically waived or transferred in writing. All requests for waivers or transfer of ownership should be made through an employee's immediate supervisor or a student's principal, who will then forward the request to the appropriate Superintendent of Education for approval.

Online Social Networking is a process whereby online users are able to connect to other users in a variety of ways and for a variety of purposes, including educational purposes. Current tools include, but are not limited to, Facebook, Twitter, MySpace, LinkedIn, YouTube, Blogger, Instant Messaging and postings on video or picture-sharing sites and elsewhere on the internet.

Blended learning is a model of instructional delivery that includes the use of a learning management system and /or digital online tools. Blended learning promotes:

- improved communication between the teacher and students.
- greater collaboration and critical thinking among students.
- differentiated learning and assessment for all students.

Confidentiality

No Expectation of Privacy:

Users should not expect privacy with respect to any of their activities when using the Board's computer and / or telecommunication property, systems or services. Users should be aware that the use of passwords or account numbers does not create a reasonable expectation of privacy and confidentiality of information, which has been maintained or transmitted. The Board reserves the right to review, retrieve, read and disclose any files, messages or communications that are created, sent, received or stored on the Board's computer systems and / or equipment. It is the Board's right to monitor or review all information, which has been maintained or transmitted using the Board's computer and / or telecommunication systems or services for the purpose of ensuring the security and protection of business records, preventing unlawful and / or inappropriate conduct and creating and maintaining a productive work environment

~~Users are entitled to privacy regarding information contained on these accounts. However, System administrators or other support technicians may need to access user files or~~ **electronic communication and social media accounts** in the normal course of their employment when necessary to protect the integrity of computer systems.

~~When performing maintenance, every effort is made to insure the privacy of users' files. File owners will be notified of file access and/or maintenance, in advance, if such notice is practical. In cases where access to a user's account for system/trouble-shooting purposes is required, attempts to inform the user will be made.~~ However, if policy violations are discovered, they will be reported immediately to the appropriate system administrator. The Administrator is not permitted to, intentionally, see or read the contents, to read document information where not germane to the foregoing purpose or disclose or otherwise use what they have seen, **unless authorized by a Senior Administrator of the Board.** One exception, however, is that of systems personnel who may need to inspect a damaged document in an effort to restore its contents. This exception is limited to the least invasive level of inspection required to perform such duties. Furthermore, this exception does not exempt technicians / system administrators from the prohibition against disclosure of personal and confidential information ~~of the previous paragraph~~, except insofar as such disclosure equates with good faith attempts to restore the otherwise unusable document.

If policy violations are discovered or suspected, access to trustee accounts must be approved by the Director of Education and the Chair of the Board in writing. Any offense, which violates local, provincial or federal laws, will be referred to the appropriate supervisory officer and / or law enforcement authorities and may result in immediate loss of all Board computer privileges.

Electronic Communication and Social Media Procedures:

- Individuals who use the Board's electronic communication services are expected to do so responsibly. That is, to comply with local, Provincial and Federal laws, to comply with this and other policies and procedures of the Board and to comply with normal standards of professional and personal courtesy and conduct. Access to the Board's electronic communication services is a privilege that may be wholly or partially restricted by the Board; without prior notice and without the consent of the user when required by and consistent with law, when there is substantiated reason to believe that violations of policy or law have taken place or, in exceptional cases, when required to meet time-dependent, critical operational needs.
- Staff and students are not permitted to access, participate, transmit or save material that does not comply with the Mission, Beliefs, Gospel Values and policies of the Brant Haldimand Norfolk Catholic District School Board.
- Board electronic communication services may not be used for unlawful activities, commercial purposes, personal financial gain and correspondence inappropriate to educational or business purposes.
- Board communication users shall not employ a false identity. Electronic mail bears a number of marks of identification, i.e., domain addresses, which are traceable back to the Board.
- Board communication services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities or unwarranted or unsolicited interference with others' use of the communication systems.
- Users should be aware that during the performance of their duties, network and computer operations personnel and system administrators need from time to time to observe certain transactional addressing information to ensure proper functioning of Board communication services, and on these and other occasions, may inadvertently see the contents of electronic messages. They are not permitted to see or read the contents intentionally; to read transactional information where not germane to the foregoing purpose; or disclose or otherwise use what they have seen. One exception, however, is the System Postmaster who may need to inspect electronic messages when re-routing or disposing of otherwise undeliverable e-mail. This exception is limited to the least invasive level of inspection required to perform such duties. Furthermore, this exception does not exempt Postmasters from the prohibition against disclosure of personal and confidential information of the previous paragraph, except insofar as such disclosure equates with good faith attempts to route the otherwise undeliverable e-mail to the intended recipient. Re-routed mail normally should be accompanied by notification to the recipient that the e-mail has been inspected for such purposes.
- Users of electronic mail or social media services should be aware that although the sender and recipient have discarded their copies of an electronic mail record, there may be back-up copies that can be retrieved. Systems are *backed-up* on a routine basis to protect system reliability. The storage media may be retained for periods of time and in locations unknown to the originator or recipient of electronic mail or social media services.
- During normal business hours, email and social media communication may be sent only if it has a only be used for valid work-related or educational reasons. Email and social media communication should not be used to solicit or to advocate non-Board or purely personal interests. Foul, offensive, defamatory, pornographic or other inappropriate communication is prohibited.
- The employer reserves the right to monitor the e-mail network at any time, without prior notice, to ensure that system is being used for Board purposes only.

- The inadvertent disclosure, accidental transmission to third parties or purposeful re-transmission to another employee's user's internal mailing list can occur in email systems. Staff Users should take reasonable precautions to ensure this does not occur.
- ~~The content and maintenance of a user's electronic mailbox is strictly the user's responsibility.~~
- ~~Email messages have the same confidentiality procedures as other mail.~~ Confidentiality rules for regular mail should be followed for email messages. Disclosure to unauthorized persons is prohibited.
- ~~Always delete or save to disk, your messages often since they take up limited disk storage and affect system performance.~~ Electronic messages take up storage space and affect system performance, so users should always delete or save messages to media. Always keep messages remaining in your electronic mailbox to a minimum.
- Be professional and careful about what you say to and about others. Email and social media communication is easily forwarded and shared.
- Misinterpretation of an email message may occur. ~~Missing body language and tone can cause what was meant as a casual or humorous message to be taken other than intended.~~ What was meant as a casual or humorous message can be taken other than intended because body language and tone are missing from the message. Without face-to-face communications, your joke may be viewed as criticism.
- Limit message attachment size and content. Do not use the electronic communication system to transfer large files, i.e., graphics, software, database files, etc. Always note in the body of the message the file format and software version of the attached file to help facilitate access to the attachment.
- Do not use your access or the network in such a way that you could disrupt the use of the facilities by other users.
- At the first indication of a virus, immediately stop the use of the electronic communication service and notify Information Technology technical support. Deliberate transmission of viruses is strictly prohibited.
- An email message can be a record if made or received in connection with the transaction of Board business and must be retained in accordance with the Record Retention Guidelines of the Board and the Freedom of Information and Protection of Privacy Act (MFIPPA). Individual users are responsible for keeping and archiving their own business-related email. Retention of these files is subject to Ontario Provincial laws.
- The Board is obligated to keep records for set periods of time to satisfy statutory, legal, audit, administrative or historical needs.

Conduct which violates this Policy and Procedure includes, but is not limited to:

- Unauthorized use of an electronic communication or social media account.
- Deliberately wasting / overloading computing resources, such as emailing many copies of a document.
- ~~Accessing, uploading, downloading, transmitting, displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.~~
- ~~Debilitating or disabling computers, systems or networks through the intentional mis- or overuse of electronic distribution or the spreading of computer "viruses" through the inappropriate use of files or diskettes.~~
- Using Board resources for commercial activity, such as creating products or services for sale.
- ~~Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.~~

- Any use that is illegal or in violation of other Board policies, including sending, receiving or storing messages that a *reasonable person* would consider to be offensive, disruptive, harassing, threatening, derogatory, defamatory, pornographic, indicative of illegal activity or any that contain belittling comments, slurs or images based on race, color, religion, sex, sexual orientation, age disability or national origin.
- Sending or storing messages or images that would offend or harass on the basis of race, sex, sexual orientation, religion, age, political belief or disability.
- Initiating or propagating electronic chain letters.
- ~~· Inappropriate mass mailing. This includes multiple mailings to new groups, mailing lists or individuals, i.e., "spamming", "flooding" or "bombing".~~
- Forging the identity of a user or machine in an electronic communication.
- ~~Transmission of~~ **Deliberately transmitting** viruses.
- ~~· Hate mail, harassment, discriminatory remarks or other antisocial or unprofessional behaviour~~
- Sending copies of documents in violation of copyright laws or licensing agreements.
- Attempting to modify or gain access to files, passwords or data belonging to others.
- Using abusive or objectionable language in either public or private messages.
- Misrepresenting oneself or the Board.
- Any use as a forum for communicating by email or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit.
- Knowingly provide school email addresses to outside parties whose intent is to communicate with school employees, students and / or their families for non-school purposes.
- Lobbying elected officials and sending material promoting political positions or actions.
- Using electronic communication or social media accounts for personal use *during regularly-scheduled working hours*. (Note: personal use of the internet outside of regular business hours is allowed, provided that it is not being used to generate income for personal business or to promote personal initiatives, provided that all other acceptable use criteria as outlined in this procedure are adhered to).
- Intentionally deleting email with informational value to the detriment of legal and statutory Board operations.
- Willfully collecting, maintaining or disclosing personal information in contravention of the Municipal Freedom of Information and Protection of Privacy Act.
- Any inappropriate communications with students or minors.

Usage of Social Media Sites:

- Staff may use the Board network to access social media sites that are work-related. Staff will not access personal social media sites during school / work hours.

- Students may not use the Board network to access social media sites at any time.
- All users should regularly monitor any content posted to your social media accounts by yourself or others and remove any content that is not appropriate.

Interactions Representing the Brant Haldimand Norfolk Catholic District School Board

- Unless given written permission from a principal or supervisor, staff are not authorized to use electronic social media sites to speak on behalf of the school, department or the Board.
- Personal sites and comments not related to the Brant Haldimand Norfolk Catholic District School Board will clearly state that staff are not representing the views of the school, department or the Board. Any such personal comments should be consistent with this Administrative Procedure, in any event.

Respect, Privacy and Confidential Information

- Staff will not disclose confidential student information or confidential school, department or personnel records without first obtaining written consent from the principal, supervisor or guardian for students under the age of 18 or from students aged 16 or 17 who have removed themselves from parental control.
- Staff will not use electronic social media sites that reflect poorly or are defamatory towards themselves students, Board employees or Board policies and procedures.
- Staff will not engage, electronically, in behavior or comments that would negatively reflect the school or the Board's reputation.
- Staff may be disciplined if their electronic and / or social media comments and posting, whether personal or school / Board related, result in a disruption to the school or Board environment or negatively impact the staff's ability to perform his or her duties.
- Board and school logos will not be used without first obtaining permission from the school principal or supervisor.
- Staff will use only their own name, when participating in an online social media group.
- Staff will ensure that their online comments respect Catholic values and adhere to the procedures as outlined in the Equity and Inclusive Schools policy.
- Staff can be disciplined for electronic commentary, content or images that are defamatory, pornographic, proprietary, harassing or that create a negative work environment.
- Staff participating in social media activities will respect copyright laws; not only with respect to the content produced on the social media sites, but also to the software which enables it
- Staff participating in social media activities acknowledge that all information posted to sites is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.
- Principals and other supervisors may monitor employee use of social media and social networking websites.

Compensation for Losses, Costs and / or Damages

- ~~Employees~~ **Users** shall be responsible for any losses, costs or damages incurred by the Board related to violations of this policy and procedure.

Definitions

User

All employees, students, trustees, members of Board committees, school council chairs and all other persons given authorized access to the Brant Haldimand Norfolk Catholic District School Board's computing and information technology facilities and resources are considered users. Users may access these tools from locations other than their work locations. Using Board-provided technology from the office, home or other location is using a corporate asset. Therefore, the Board and its users are responsible for any misuse of its technology. If a user sends personal views, they must provide appropriate disclaimers so that the remarks are not taken as representative of the Board. In any event, any such personal communications should be consistent with this Administrative Procedure.

Appropriate Use

Relevant federal and provincial laws and regulations govern the use of the computer and information technology systems of the Board. In addition, use must be consistent with Board policies and procedures at all times. Users are expected to use the Board's information technology systems and resources, as well as internet and email services in a lawful and ethical manner; consistent with the educational, informational and recreational purposes for which they are provided. Users will be subject to disciplinary action for misuse. Misuse of these systems may also, in some instances, subject the Board to lawsuits.

Electronic Communication

Electronic communication include, but are not limited to, email, electronic conferencing, personal and group electronic chat sessions, video conferencing, text messaging and any other means of electronic communication.

System Administrator

~~Personnel~~ The individual responsible for the maintenance of server software, global conferences and other related duties.

Computer Operations Personnel

Personnel employed to provide software and hardware support for computer systems, i.e., Network Technicians, Computer Technicians, Software Technicians and Team Leaders for the Information Technology Services Department.

Postmaster

~~Personnel~~ The person responsible for maintenance of user accounts.

Social Media

Media designed to be disseminated through social interaction, which is created using highly-accessible and scalable publishing techniques. Examples include, but are not limited to, LinkedIn, Twitter, Facebook, YouTube, Blogger, MySpace, Instant Messaging and postings on video or picture-sharing sites and elsewhere on the internet.

Confidential Information

Any and all files, information, materials, or communications of a personal or private nature or including information of a private or personal nature including, without limitation, any files, information, materials or communications, which include, convey or express any information protected by the Education Act, the Municipal Freedom of Information and Protection of Privacy Act or any successor or similar provincial or federal legislation relating to the protection of privacy or students or staff records and information. By way of illustration only, some examples of Confidential Data include:

- Medical records.
- Student records and other non-public student data.
- Social Security Numbers.
- Personnel and / or payroll or records.
- Individualized Education Plans.
- Any data identified by government regulation to be treated as confidential or sealed by order of a court of competent jurisdiction.

Inappropriate Information

Files, information, materials or communications include, but are not limited to, any of the following:

- Hateful, racist or discriminatory material.
- Threatening material.
- Gambling or gaming material.
- Pornographic or obscene material.
- Material which expresses opinions or beliefs of a personal nature unrelated to the educational or business objectives referred to in the policy statement.
- Commercial advertising or similar material.
- Any material deemed by the Board and / or Principal to fall within one of the categories set-out above.

Cyber Bullying

The use of information and communication technologies such as email, cell phone, pager text messages, instant messaging, defamatory personal web sites and defamatory online personal polling web sites to support deliberate behavior by an individual or group that is intended to harm others. The Education Act defines cyber bullying as including:

- Creating a web page or a blog in which the creator assumes the identity of another person.
- Impersonating another person as the author of content or messages posted on the internet.
- Communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Primary / Junior Students

Students who are enrolled in a Kindergarten to Grade 6 program.

Intermediate / Senior Students

Students who are enrolled in a Grade 7 to Grade 12 program.

References

Copyright Act, R.S.C., 1985, c. C-42

Education Act, R.S.O. 1990, c. E.2

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, CHAPTER M.56

Human Rights Code, R.S.O. 1990, c. H.19

Criminal Code (R.S.C., 1985, c. C-46)

Highway Traffic Act, R.S.O. 1990, c. H.8

Bill 168, Occupational Health and Safety Amendment Act

Workplace Harassment Policy, Reference No. 300.01, Brant Haldimand Norfolk Catholic District School Board

Workplace Violence Prevention Policy, Reference No. 300.20, Brant Haldimand Norfolk Catholic District School Board

Information and Communications Technology Use, Reference No. 600.02, Brant Haldimand Norfolk Catholic District School Board

Electronic Websites Policy, Reference No. 600.03, Brant Haldimand Norfolk Catholic District School Board

Laptop / Netbook / Portable Device Usage for Staff Procedure, Reference No. 600.31, Brant Haldimand Norfolk Catholic District School Board

Laptop / Netbook / Portable Device Support for Staff Procedure, Reference No. 600.32, Brant Haldimand Norfolk Catholic District School Board

Laptop / Netbook / Portable Device Security for Staff Procedure, Reference No. 600.33, Brant Haldimand Norfolk Catholic District School Board

Information and Communications Technology Use and Electronic Communications and Social Media Use Acknowledgement Form

I acknowledge receipt and understand the Brant Haldimand Norfolk Catholic District School Board *Information and Communications Technology Use* and *Electronic Communications and Social Media Use* Policies and Procedures.

I understand it is my responsibility to review the policies and procedures in detail and request any clarification needed from my supervisor, Human Resource Department or the Manager of Information Technology.

I agree to comply with the Brant Haldimand Norfolk Catholic District School Board Policies and Procedures as listed below.

- Electronic Communication Policy, Reference No. 600.01, Brant Haldimand Norfolk CDSB
- Information and Communications Technology Use, Reference No. 600.02, Brant Haldimand Norfolk CDSB
- Electronic Websites Policy, Reference No. 600.03, Brant Haldimand Norfolk CDSB
- Laptop/Netbook/Portable Device Usage for Staff Procedure, Reference No. 600.31, Brant Haldimand Norfolk CDSB
- Laptop/Netbook/Portable Device Support for Staff Procedure, Reference No. 600.32, Brant Haldimand Norfolk CDSB
- Laptop/Netbook/Portable Device Security for Staff Procedure, Reference No. 600.33, Brant Haldimand Norfolk CDSB

I understand that violation of any policies, procedures and standards may be grounds for disciplinary proceedings. I understand the policies, procedures and standards established herein are to be applied in both a progressive and cumulative manner. I also understand this signed acknowledgment will become a permanent part of my personnel file. I acknowledge that I can download and save or print a copy of the Brant Haldimand Norfolk Catholic District School Board Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board Portal and Website.

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. **I understand that any offense, which violates local, provincial or federal laws, will be referred to the appropriate supervisory officer and / or law enforcement authorities.** Further, Violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension, dismissal from the Board and legal action. Violations of some of the above policies may constitute a criminal offense.

Print Name	Employee ID
Position Title School/Department	
Employee's Signature	Date



**BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- Fax 519-756-9913

**Student Information and Communications
Technology Use Agreement
Primary Students
Junior Kindergarten to Grade 3**

Student users of the Brant Haldimand Norfolk Catholic District School Board's technology resources must complete this form with applicable signatures. Students without this signed form on file will be denied access to BHNCD SB technology resources. Students that violate this Agreement will be reported to the Principal of their school and their access to the Board's network may be blocked or removed entirely, depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his/her designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.

As a primary student of the Brant Haldimand Norfolk Catholic District School Board, I promise to:

- Take proper care of the computer at all times.
- Keep food and drinks away from the computer.
- Keep any object away from the computer that may cause damage to the computer.
- Use the computer to help me learn as approved by my teacher(s).
- Ask my teacher(s) before I use the computer at school.
- Ask my teacher before I post anything to the internet from a school computer.
- Keep my password secret from other students.
- Use email properly.
- Use only my user name and password on the computer and not another student's name and password.

As a primary student of the Brant Haldimand Norfolk Catholic District School Board, I promise that I will not:

- Use bad language on the computer.
- Use the computer to make fun of another person.
- Use the computers to hurt someone's feelings.
- Use the computer to break the law.
- Use email to bully another student(s).

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. Further, violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension, and legal action. My parent(s)/guardian(s) have reviewed this Agreement with me and have helped me to understand my responsibilities.

Signed,

Student: _____

Parent/Guardian: _____

Parent/Guardian: _____

Date: _____



**BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- Fax 519-756-9913

**Student Information and Communications
Technology Use Agreement
Junior Students
Grade 4 – Grade 6**

Student users of the Brant Haldimand Norfolk Catholic District School Board’s technology resources must complete this form with applicable signatures. Students without this signed form on file will be denied access to BHNCDSB technology resources. Students that violate this Agreement will be reported to the Principal of their school and their access to the Board’s network may be blocked or removed entirely, depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his/her designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.

As a junior student of the Brant Haldimand Norfolk Catholic District School Board, I promise to:

- Properly care for hardware and software at all times.
- Keep food and drinks away from the computer.
- Keep any object away from the computer that may cause damage to the computer.
- Respect the privacy of other students and users on the local area network.
- To use the computer for instructional purposes only as approved by my teacher or adult helper.
- Be mindful to the issues of plagiarism and copyright and I will ask my teacher for direction when I am unsure.

As a junior student of the Brant Haldimand Norfolk Catholic District School Board, I promise that I will not:

- Attempt to log- in using another student’s user I.D.
- Knowingly enter into the operating system of the computer or fileserver to alter system setting or configurations.
- Subscribe to chat rooms or newsgroups when on the internet or use it for inappropriate activity.
- Transmit, by electronic means including email, any information or correspondence, which will compromise the reputation of the school or other persons.
- Release my password to anyone other than my teacher, adult helpers or the technical site supervisor.
- Use bad language on the computer.

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. Further, violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension, and legal action. My parent(s)/guardian(s) have reviewed this Agreement with me and have helped me to understand my responsibilities.

Signed,

Student: _____

Parent/Guardian: _____

Parent/Guardian: _____

Date: _____



**BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- Fax 519-756-9913

**Student Information and Communications
Technology Use Agreement
Intermediate/Senior Students
Grade 7 - 12**

Student users of the Brant Haldimand Norfolk Catholic District School Board's technology resources must complete this form with applicable signatures. Students without this signed form on file will be denied access to BHNCDSB technology resources. Students that violate this Agreement will be reported to the Principal of their school and their access to the Board's network may be blocked or removed entirely; depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his/her designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.

As an intermediate/senior student of the Brant Haldimand Norfolk Catholic District School Board , I understand that:

- School computers are to be used for educational purposes only.
- The internet is provided so I can conduct research, complete course work and communicate with others.
- My Board email account is not private.
- My files stored on school computers and the board network is not private.
- All communications and information accessible via a school computer or the board network is not private.
- Anything created on a Board-owned computer during school hours is the property of the Board.
- Illegal activities are strictly forbidden.

As an intermediate/senior student of the Brant Haldimand Norfolk Catholic District School Board , I understand that I must:

- Ask permission before using a school computer or device and or accessing the internet at school.
- A teacher must review all information that I will be posting to the internet and I must ask permission before doing so.
- Ensure my personal information remains confidential, i.e., password, home address, telephone numbers or those of other students.
- Use school computers for school purposes only.
- Be courteous and respectful in messages to others.
- Use appropriate language on school computers.
- Abide by generally-accepted rules of *netiquette* and conduct myself in a moral and ethical and polite manner while using any school computer.
- Abide by all patent, trademark, trade name and copyright laws.
- Notify a staff member immediately if I can identify a security problem.

As a senior student of the Brant Haldimand Norfolk Catholic District School, I also understand that I must not:

- Use social media in a way that may be harmful to another person.
- Transmit, receive, submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, offensive or illegal material.
- Use the computer in a way that can harm people or the system (physically, spiritually or emotionally).
- Store files on school computers that are illegal (i.e., downloaded music or movies).
- Use email to bully, harass or embarrass others.
- Forward spam or jokes from Board accounts or to Board addresses.
- Access a computer using another person's username and password.
- Use school or Board logos without my teacher's permission.
- Use the Board's network in such a way that would disrupt the use of the network by other users.
- Attempt to navigate around the Board internet filter.
- Post personal messages on bulletin boards or list servers.
- Use school computer resources for commercial purposes or product advertising.
- Tamper with, illegally access or hack any Board computer resources.

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. Further, violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension and legal action.

Student's Name: _____ Incoming Grade: _____

Student's Signature: _____ Date: _____

As the parent or legal guardian of the student signing above, I have read the above Agreement and grant permission for my child to access the Information and Communication Technology resources of the Brant Haldimand Norfolk Catholic District School Board. I understand that the Brant Haldimand Norfolk Catholic District School Board's Information and Communication Technology resources are designated for educational purposes only. I also understand that it is impossible for Board staff to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the internet. I understand that individuals and families may be held liable for violations.

Parent's Signature: _____ Date: _____

If student is under 18 years of age

I have read the above Agreement and understand that I will have access to the Information and Communication Technology resources of the Brant Haldimand Norfolk Catholic District School Board. I understand that the Brant Haldimand Norfolk Catholic District School Board's Information and Communication Technology resources are designated for educational purposes only. I also understand that it is impossible for Board staff to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the internet. I understand that I may be held liable for violations.

Signature: _____ Date: _____

Student is over 18 years of age

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Jamie McKinnon, Superintendent of Education
Presented to: Policy Committee
Submitted on: October 9, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

HIRING - ACADEMIC STAFF
Public Session

BACKGROUND INFORMATION:

The Board policy in relation to Hiring Academic Staff was adopted in 2004 and revised in 2011. Over that time, the Board has adhered to policy and maintained our commitment to hire and promote qualified and certified teachers who are practising Catholics with a demonstrated commitment to Catholic education. Recent changes to provincial regulations required minor changes to the policy.

DEVELOPMENTS:

In September 2012, the government of Ontario enacted Regulation 274/12 – Hiring Practices which outlines specific regulatory prescription regarding the hiring of teachers to long term occasional and permanent teaching positions. Although we will maintain our commitment to fair hiring based on Catholicity, qualifications, experience and merit, we will also adhere to the requirements of Provincial Regulation 274.

This policy was vetted by trustees, managers, senior administrators, and principals with the specific change of recognizing the enacting of Regulation 274.

RECOMMENDATION:

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Hiring - Academic Staff Policy 300.10.



Policy: Hiring - Academic Staff

		Policy Number:	300.10
Adopted:	May 25, 2004	Former Policy Number:	n/a
Revised:	May 24, 2011	Policy Category:	Human Resources
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that in order to fulfill its Catholic mission statement, it must recruit, hire and promote qualified and certified teachers who are practicing Catholics with a demonstrated commitment to Catholic education

Policy Statement:

This policy applies to all candidates for employment in academic positions within the Board's schools and learning centers: teaching staff, positions of responsibility, principals and vice principals.

The Hiring Procedures – Academic Staff Policy will:

- Ensure all candidates for academic positions understand the principles that shall guide the hiring and promotion of academic staff,
- Give preferential consideration to qualified Roman Catholic applicants, in accordance with the *Ontario Human Rights Code*, and the historical right of Catholic school boards under the *Constitution Act, 1981* and the *Education Act*,
- ensure that the Board conducts a fair selection process to fill vacancies in academic positions based on Catholicity, qualifications, experience and merit, **system needs, and consistent with Ministry regulations.**

Glossary of Key Policy Terms:

Positions of Responsibility

Department Heads, Coordinators and Consultants.

References

- Education Act, Sections 170(1) & 171(1), **Regulation 274**
- Ontario Human Rights Code, Section 24(1)(1)
- Constitution Act, 1981
- Employment Standards Act
- Ontarians with Disabilities Act
- Pre-Employment Screening Policy
- Religious Education Qualifications for Teaching Staff Policy (300.1)
- Student Achievement and School Board Governance Act, 2009



Hiring – Academic Staff AP 300.10

Procedure for:	Principals/Vice-Principals	Adopted:	May 25, 2004
Submitted by:	Associate Director & Treasurer Superintendent of Education	Revised:	TBD
Category:	Human Resources		

Purpose

The Brant Haldimand Norfolk Catholic District School Board recognizes that in order to fulfill its Catholic mission statement, it must recruit, hire and promote qualified and certified teachers who are practicing Catholics with a demonstrated commitment to Catholic education. The Board will ensure all candidates for academic positions understand the principles that shall guide the hiring and promotion of academic staff and will give preferential consideration to qualified Roman Catholic applicants, in accordance with the *Ontario Human Rights Code*, and the historical right of Catholic school boards under the *Constitution Act, 1981* and the *Education Act*. The Board will also ensure that a fair selection process is conducted, **as prescribed by Regulation 274/12**, to fill vacancies in academic positions based on Catholicity, qualifications, experience and merit.

Responsibilities

Superintendent of Education, Academic Staffing

- Approve the placement of all internal and external advertisements for the hiring of academic staff.
- Establish an Interview Committee, if required.
- Approve the hiring and appointment of teaching staff.
- Make hiring recommendations to the Director of Education for positions of responsibility.

Director of Education

- Approve the hiring and appointment of principals and vice-principals and positions of responsibility.
- Provide a written report to the Board of Trustees which identifies the successful candidate to the principal/vice-principal position or pool.

Senior Administration

- Review the results of the interview process and the record of performance information for the hiring of principals and vice-principals.

Interview Committee

- Interview candidates.
- Make hiring recommendations for teaching positions.

Appropriate Human Resources Coordinator

- Coordinate the hiring process in conjunction with the Superintendent of Education, Academic Staffing.

Information

This administrative procedure applies to the hiring of staff for teaching positions, positions of responsibility and principals and vice-principals.



Procedures

1.0 General

- The placement of internal and external advertisements shall be approved by the Superintendent of Education, Academic Staffing, and coordinated by the Human Resources Coordinator who supports the academic portfolio.
- All external candidates must comply with the conditions outlined in the Pre-Employment Screening Policy.

2.0 Teaching Staff:

- The Superintendent of Education, Academic Staffing, shall establish an Interview Committee to interview candidates and make hiring recommendations for teaching positions. This Committee shall be comprised of a principal and at least one other academic staff person.
- The Superintendent of Education, Academic Staffing, shall approve the hiring and appointment of teaching staff.

3.0 Positions of Responsibility (Consultants, Coordinators, Department Heads):

- The Superintendent of Education, Academic Staffing, shall establish an Interview Committee to interview candidates and make a hiring recommendation for positions of responsibility. This Committee shall consist of at least one Superintendent of Education or designate, a Principal and one other appropriate academic staff member.
- The Superintendent of Education, Academic Staffing, shall provide a recommendation to the Director of Education for approval for hiring and/or appointment of teachers to positions of responsibility.

4.0 Principals and Vice-Principals:

- An Interview Committee shall be established to interview candidates for the position of Principal or Vice-Principal: This committee shall consist of up to two trustees, a minimum of two Academic Supervisory Officers and the Director of Education or designate.
- Senior Administration shall review the results of the interview process and the record of performance information. The Director of Education shall approve the hiring and appointment of Principals and Vice-Principals.
- The Director of Education shall then provide a written report to the Board which identifies the successful candidates to the respective Principal or Vice-Principal positions(s) or pool.
- The Director shall assign successful candidates to the position of Principal or Vice-Principal based on needs of particular school communities, the school council 'Principal Profile,' input from the appropriate Superintendent of Education, the outgoing principal and consultation with trustees.
- The Director of Education will appoint acting Principals and Vice-Principals to replace absent administrators, as required and report such assignments to the Board.
- The Director will inform Trustees about principal/ vice-principal appointments on a timely basis.

Definitions

Positions of Responsibility

Department Heads, Coordinators and Consultants.



References

Hiring – Academic Staff policy 300.10
Education Act, Sections 170(1) & 171(1)
Ontario Human Rights Code, Section 24(1)(1)
Constitution Act, 1981
Employment Standards Act
Ontarians with Disabilities Act
Ontario Regulation 274/12
Pre-Employment Screening Policy
Religious Education Qualifications for Teaching Staff Policy (300.01)
Student Achievement and School Board Governance Act, 2009

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: October 9, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

BOARD BY-LAWS

Public Session

BACKGROUND INFORMATION:

As per Board Policy, the Brant Haldimand Norfolk Catholic District School Board developed By-Laws in relation to the conduct, operational and procedural affairs of the Board. The By-Laws were enacted in 1998 and were amended in 2003, 2005, 2007, 2008, 2009 and 2010.

The Board By-laws were last revised on May 25, 2010. Over the course of several Policy Committee meetings during 2011-12 (October 13, February 29, April 10 and April 23), the by-laws were reviewed and edited by trustees. Approval of the proposed revised by-laws had been delayed pending a decision regarding possible revisions to the Code of Conduct. The revised By-Laws are now being presented for final review and approval.

DEVELOPMENTS:

The proposed changes to the Board By-Laws are largely due to requirements for Boards to create local audit committees and to deal with other changes in statutes and regulations (such as Supervised Alternative Learning and Board Electronic Meetings). The revisions align the By-Laws with the legislation in terms of the duties of the Chair of the Board, as well as address committee membership.

Lastly, there were a number of minor changes made such as changes to the title of supervisory personnel, current practice for the composition of the Board meeting / Committee of the Whole meeting agendas, and clarification on notices of motion. Additions are noted in red font and deletions as strike-outs.

References:

Education Act, R.S.O. 1990, c. E.2
Education Act – O. Reg. 381/10
Education Act – O. Reg. 134/12
Municipal Conflict of Interest Act

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Board By-Laws to the Brant Haldimand Norfolk Catholic District School Board for approval.

Brant Haldimand Norfolk Catholic District School Board

BOARD BY-LAWS

Relating generally to the conduct of the
operational and procedural affairs
of the Board

Enacted: June 8, 1998
Amended: June 10, 2003
January 25, 2005
October 23, 2007
February 26, 2008
April 29, 2009
May 25, 2010
 , 2013

Chair of the Board: June Szeman

Secretary of the Board: Chris N. Roehrig

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1.0 PREAMBLE

- 1.1 Pursuant to the provisions of the Education Act and regulations thereunder, the By-laws of the Brant Haldimand Norfolk Catholic District School Board shall regulate the powers and responsibilities of the Board, its officers and committees, and shall be observed for the procedure and dispatch of business at the meetings of the Board and its committees.
- 1.2 Procedural By-Laws of the Brant Haldimand Norfolk Catholic District School Board shall be approved by the Board and reviewed from time to time as directed by the Board or recommended by the Director of Education and Secretary.

2.0 INTERPRETATION

2.1 Definitions and Meaning of Terms

For this By-Law and all other By-Laws of the Board, unless the context otherwise requires:

- 2.1.1 the singular includes the plural;
- 2.1.2 “ACT” means the Education Act as amended from time to time;
- 2.1.3 “ANNUAL MEETING” means the first meeting held in December of each year, which is not a municipal election year;
- 2.1.4 “BOARD” means the Brant Haldimand Norfolk Catholic District School Board which, in accordance with the Education Act, is a Roman Catholic School Board in union with the See of Rome;
- 2.1.5 “CHAIR” means the Chair of the Board, any Committee or Subcommittee established by the Board;
- 2.1.6 “COMMITTEE” means Committee of the Whole, any special or ad hoc Committee established by the Board;
- 2.1.7 “DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD” means the Chief Executive Officer of the school Board;
- 2.1.8 “EX-OFFICIO” means by “virtue of office”. The Chair of the Board, when acting as “Ex-Officio” to a committee, is counted in the quorum of any committees and has the right to make motions, discuss motions and vote on all questions;
- 2.1.9 “INAUGURAL MEETING” means the first meeting of a newly elected board to be held following a municipal election and the commencement of the term of office;
- 2.1.10 “IN-CAMERA MEETING” means a private meeting of the whole board or a committee from which the public is excluded, as per the Education Act, Section 207 (2);
- 2.1.11 “MEETING” includes a meeting of the Board and of Committees;

- 2.1.12 “OFFICERS” means the Chair of the Board, the Vice Chair of the Board, the Secretary of the Board, and the Treasurer of the Board.
- 2.1.13 “STATUTORY COMMITTEE” means any committee that, by statute, the Board is required to appoint;
- 2.1.14 “STUDENT TRUSTEE” means the person designated as a non-voting trustee of the Board, representing the interests of pupils within the Board on any matters before the Board of Trustees, including but not limited to government legislation and policies or operational practices.
- 2.1.15 “TREASURER” means the person appointed within the Act to fulfill the responsibility of the Treasurer to the Board;
- 2.1.16 “TRUSTEE” means a person elected, acclaimed or appointed to the office of Trustee of the Board pursuant to the provisions of the Municipal Elections Act;
- 2.1.17 “VICE CHAIR” means the Vice Chair of the Board; any Committee or Sub-committee established by the Board;
- 2.1.18 “YEAR” means, unless qualified by word “calendar” or “school year”, the period commencing on the first day of December, and ending on the last day of November next following.

2.2 **Calculation of Majorities**

Whenever in the By-laws of the Board there is provision for a majority of Trustees present or a majority of all Trustees, such majorities shall be calculated as the simple majority, unless otherwise specified.

3.0 **NAME AND JURISDICTION OF THE BOARD**

The name of the Board shall be the “Brant Haldimand Norfolk Catholic District School Board” and it shall have jurisdiction as is provided by the Education Act and Regulations.

4.0 **STRUCTURE OF THE BOARD**

The structure of the Board and its committees will be structured according to the descriptions that follow:

4.1 **Board of Trustees**

- 4.1.1 Composed of six (6) Trustees.
- 4.1.2 Performs duties according to the Education Act and Regulations.
- 4.1.3 All Trustees shall be entitled to notice of, to attend and to speak at all Meetings of all Committees composed only of Trustees, except:
- meetings of salary negotiating committees;
 - meetings of any committee required by any collective agreement; and
 - meetings of the Executive Council.

4.2 Executive Council

- 4.2.1 Composed of
- the Chair of the Board;
 - the Vice Chair of the Board;
 - the Director of Education and Secretary of the Board; and
 - the ~~Association Director, Corporate Services~~ **Superintendent of Business** and Treasurer.
- 4.2.2 Functions include reviewing and assisting with the preparation of agendas for Board and Committee of the Whole meetings and system planning, coordination and communication.

4.3 Statutory Committees

4.3.1 Special Education Advisory Committee (S.E.A.C.)

4.3.1.1 Composed of

- one Trustee of the Board;
- Superintendent of Education (responsible for Special Education); and
- Community Representatives (The composition of Special Education Advisory Committee is outlined in Reg. 464/97, Section 2)

4.3.1.2 Functions include examining, reviewing and making recommendations, as appropriate, relative to the provision of special education programs and services.

4.3.2 Supervised Alternative Learning (**S.A.L.) Committee** ~~for Excused Pupils (S.A.L.E.P.)~~

4.3.2.1 Composed of **at least**

- one (1) Trustee of the Board;
- **one (1) Supervisory Officer or designate**; and
- **one (1) Community Representative** (non-employee) appointed by the ~~Chair of the Board~~ **Supervisory Officer**

4.3.2.2 In accordance with Ontario Regulation 374/10, the function of the S.A.L. Committee is to make decisions at meetings regarding Supervised Alternative Learning by pupils of the Board.

4.3.3 Discipline Committee

4.3.3.1 Composed of three (3) trustees.

4.3.3.2 Established annually and meets monthly or as necessary.

4.3.3.3 Functions include hearing suspension appeals and expulsion requests.

4.3.4 Audit Committee

4.3.4.1 Composed of

- 4.3.4.1.1 two (2) trustees
- 4.3.4.1.2 Superintendent of Business & Treasurer
- 4.3.4.1.3 two external members (3-year term)

4.3.4.2 Established as per Section 253.1(1) of the Education Act and Regulation 361/10

4.3.4.3 Meets three times annually, at a minimum.

4.3.4.4 Functions include assisting the Board of Trustees in fulfilling its duties related to governance and oversight. Duties fall under the following key areas: financial reporting process, internal control framework, risk management practices, performance and function of the Board's internal and external auditors, and the Board's compliance with its obligations under legislation.

4.4 **Standing Committees:**

4.4.1 Committee of the Whole

4.4.1.1 Composed of

- Trustees of the Board
- Director of Education; and
- ~~Associate Director; and~~
- Superintendents of Education, as required

4.4.1.2 Chair of this Committee will be the ~~Vice~~ Chair of the Board

4.4.2 Functions include reviewing educational, operational, policy and financial issues and making recommendations, as necessary, to the Board for approval, unless there are strict timelines that will inherently cost the Board money by delaying passage, or said motion needs to meet Provincial timelines.

4.5 **Ad-Hoc Committees**

4.5.1 The Board may establish ad-hoc committees as deemed appropriate.

4.5.2 The establishing motion shall indicate the mandate of the committee, the membership of the committee, and the due date of the final report.

5.0 OFFICERS OF THE BOARD

5.1 The Officers of the Board shall consist of:

- the Chair;
- the Vice Chair;
- the Director of Education and Secretary of the Board; and
- the ~~Associate Director, Corporate Services~~ Superintendent of Business and Treasurer.

5.2 Election of Chair

- 5.2.1 Appointment of Scrutineers
The presiding officer shall name two (2) scrutineers for the election of officers.
- 5.2.2 Nomination and Election of Chair
The Presiding Officer shall conduct the election for the office of the Chair of the Board, which shall be as follows:
- 5.2.3 Nomination shall be by secret ballot.
- 5.2.4 The Presiding Officer shall announce the result of the nominations by declaring the names of those nominated. The nominees will declare their intention. The count shall not be declared.
- 5.2.5 Voting shall be conducted by secret ballot.
- 5.2.6 The Trustee receiving a clear majority of the votes cast by all Trustees present shall be declared elected.
- 5.2.7 Should no candidate receive a clear majority of the votes cast, the name of the candidate receiving the smallest number of votes shall be dropped and the Board shall proceed to vote anew and so continue until the Chair is elected.
- 5.2.8 In case of equality of votes (with only two candidates remaining), one more vote shall be taken. If after this vote there is still a tie, the candidates shall draw lots to fill the position as per Section 208(8) of the Education Act.
- 5.2.9 The Presiding Officer shall announce the result of the ballot by declaring the name of the Trustee who has received a clear majority of the votes cast and shall not declare the count.

5.3 Election of Vice Chair

- 5.3.1 The Chair shall then take the Chair and shall conduct the election for the office of Vice Chair using the same procedures as set out for the election of the office of the Chair.
- 5.3.2 At the first meeting after a vacancy occurs in the office of Vice Chair, the vacancy shall be filled by the same method used for the election at the inaugural meeting.

5.4 Officers' Duties and Rights

- 5.4.1 **Duties of the Chair (as per Education Act 218.4, 2009, c. 25, s. 25)**
~~The Chair, in addition to those duties assigned under provincial legislation and these By-laws, shall:~~
- ~~— preside at all meetings of the Board and conduct them according to the By-laws;~~
 - ~~— be a signing officer of the Board as prescribed in the By-laws;~~
 - ~~— assists in the preparation of the final agenda for Board meetings with the Director of Education and may:~~

- ~~— establish committees and appoint the members thereof;~~
- ~~— call special meetings of the Board; and~~
- ~~— issue statements to the public media on behalf of the Board.~~

- (a) preside over meetings of the board;
- (b) conduct the meetings in accordance with the board's procedures and practices for the conduct of board meetings;
- (c) establish agendas for board meetings, in consultation with the board's director of education or the supervisory officer acting as the board's director of education;
- (d) ensure that members of the board have the information needed for informed discussion of the agenda items;
- (e) act as spokesperson to the public on behalf of the board, unless otherwise determined by the board;
- (f) convey the decisions of the board to the board's director of education or the supervisory officer acting as the board's director of education;
- (g) provide leadership to the board in maintaining the board's focus on the multi-year plan;
- (h) provide leadership to the board in maintaining the board's focus on the board's mission and vision; and
- (i) assume such other responsibilities as may be specified by the board.

In addition to the duties assigned under provincial legislation, and these By-Laws, the Chair shall:

- (j) be a signing officer of the Board as prescribed in the By-Laws; and
- (k) call special meetings of the Board.

5.4.2 Rights of the Chair

If eligible by law to vote on a matter, the Chair of the Board, when present, shall:

- be an ex-officio member of all Committees;
- be counted in determining the quorum; and
- have the right to vote at all Committee Meetings; however, the intention to vote must be declared when the item is first on the floor.

5.4.3 Duties of the Vice Chair

The Vice Chair, in addition to those duties assigned under provincial legislation and the By-laws, shall:

- in the absence of the Chair, or in the event of the inability of the Chair to act, assume any or all of the duties of the Chair, except those that are precluded by law, By-law, or regulation;
- ~~— serve as Chair of the Committee of the Whole;~~
- be a signing officer of the Board as prescribed by the By-laws; and
- perform duties as outlined from time to time by the Chairperson.

5.4.4 Rights of the Vice Chair

The Vice Chair, when delegated by or in the absence of the Chair, shall have all powers of the Chair, including the right to vote, if eligible by law to vote on a matter, provided that whenever the Vice Chair exercises any of the powers of the Chair, the absence of, or the delegation by, the Chair shall be presumed.

5.4.5 Duties of the Secretary of the Board

The Secretary of the Board, in person or by designate, in addition to those duties assigned under the provincial legislation and the By-laws, shall:

- attend all meetings of the Board and meetings of Committees;
- prepare minutes of all meetings;
- keep records as required by law and subject to the directions of the Board;
- conduct the official correspondence of the Board;
- receive and pass on to the Board, Committee of the Whole, or the relevant Committee, all correspondence, petition and reports of other officials;
- prepare, in consultation with Executive Council, the draft agenda of all Board, Committee of the Whole, and Committee meetings;
- maintain an up-to-date policy register;
- maintain charge of all correspondence, reports, and other documents;
- promulgate all orders, policies and other directions of the Board and other matters in accordance with requirements of the law;
- bring to the attention of the Board any matter in respect of which, in the opinion of the Secretary, it may be necessary or useful for the Board to be aware; and
- issue verbal or written statements on administrative matters coming under his/her duties and responsibilities; press releases may be issued.

5.4.6 Duties of the Treasurer of the Board

The Treasurer of the Board, in addition to those duties assigned under provincial legislation and the By-laws, shall:

- submit to the Board annually a statement of estimated revenue and expenditures;
- have prepared for submission to the Board the annual financial statements and the auditor's report;
- report annually to the Board particulars of existing insurance bonds expiring during such year with recommendations for renewal; and
- report to the Board from time to time and as required by the Board on all financial matters.

6.0 MEETINGS OF THE BOARD

6.1 Inaugural and Annual Meetings

6.1.1 Presiding Officer

The Presiding Officer at the Inaugural Meeting and Annual Meeting shall be the Director of Education and Secretary of the Board or designate until the Chair is elected.

6.1.2 Meeting Proceedings

6.1.2.1 Inaugural Meeting

- The Inaugural Meeting to be held in the calendar year in which all Trustees are elected or acclaimed at the regular Municipal Election under the Municipal Elections Act shall be held in accordance with the Act.

- The Inaugural Meeting shall include an Inaugural Liturgy.
- At the Inaugural Meeting of the Board, the Chief Executive Officer shall read the returns of the election as certified by the Municipal Clerks.
- At the Inaugural Meeting of the Board, every Trustee elected to the Board shall make and sign the Declaration of Office and Oath of Allegiance before the Secretary of the Board or before such person authorized to administer an oath.

6.1.2.3 Annual Meeting

- The Annual Meeting of the Board, to be convened in the years between Municipal Elections, shall be held in accordance with the Act.
- The Annual Meeting shall include a Liturgy.

6.1.3 Additional Business

The Inaugural and Annual meetings shall include further business as follows:

6.1.3.1 the appointment of the Auditors for the Board;

6.1.3.2 the passing of a resolution authorizing the Director of Education and Secretary or ~~Associate Director, Corporate Services~~ **Superintendent of Business** and Treasurer and the Chair or Vice Chair to borrow from time to time by way of promissory note, such sums as the Board considers necessary to meet current expenditures of the Board until the current revenue has been received; and

6.1.3.3 any urgent business of the Board.

6.2 **Regular Meetings of the Board**

6.2.1 Board Meeting

6.2.1.1 Schedule and Location of Meetings

Unless otherwise ordered by special motion, the Brant Haldimand Norfolk Catholic District School Board will conduct regular meetings of the Board at 7:00 p.m. on the fourth Tuesday of each month at 322 Fairview Drive, in the City of Brantford.

6.2.1.2 School Holidays

During the months of March and December, school holidays impact on the regularly scheduled meeting dates. In December, there will be two meetings: the Inaugural or Annual Meeting as legislated, and a Board Meeting on the second Tuesday of the month. In March, both the Committee of the Whole Meeting and the Board Meeting will be scheduled after the planned March Break.

6.2.1.3 Summer Meetings

The Board will recess from its regular meeting schedule from July 1st to August 31st of each year. The Chair of the Board is authorized to schedule any meetings during July and August as required.

6.2.2 Committee of the Whole Meeting

6.2.2.1 The Committee of the Whole shall be composed of all six trustees and will meet at 7:00 p.m. on the third Tuesday of each month at 322 Fairview Drive, in the City of Brantford.

~~6.2.2.2 The Vice Chair of the Board shall be the Chair of the Committee of the Whole.~~

6.2.2.2 The Committee of the Whole will report directly to the Board on a monthly basis.

6.3 Special Meetings of the Board

6.3.1 Special meetings of the Board shall be held by order of the Board, on the written request of ~~four (4)~~ **three (3)** Trustees to the Chair or the Director; on the call of the Chair; or at the request of the Director of Education.

6.3.2 The Trustees shall be given a 24-hour notice for special meetings, except in emergency situations.

6.3.3 Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Board's By-laws, no other business shall be considered.

6.4 Electronic Meetings

(as per Education Act s.208.1, O. Reg. 463/97, O. Reg. 268/06, O. Reg. 234/04)

6.4.1 The Board may hold a meeting of the board or committee meetings (including Committee of the Whole) using electronic means.

6.4.2 The public will be notified about electronic meetings at Board designated sites through postings on the Board's website.

6.4.3 The electronic means by which the meeting will be held may be one of teleconference, videoconference or webconference. The electronic means must provide for a manner to verify that a trustee has left the meeting in the case that the trustee declares a conflict of interest.

6.4.4 At the request of any board member or student trustee, the board shall provide the member or student trustee with electronic means for participating in meetings of the board or of a committee of the board. The electronic means shall permit the member or student trustee to hear and be heard by all other participants in the meeting.

6.4.5 Subject to any conditions or limitations provided for under the Education Act or under Regulations, a member of a board who participates in a meeting through electronic means shall be deemed to be present at the meeting.

- 6.4.6 Roll call for all electronic meetings will be taken verbally and duly recorded to ensure Board members and the student trustee are recognized as in attendance.
- 6.4.7 Board members or the student trustee participating in an electronic meeting will notify the Chair of their departure (either temporary or permanent) from the meeting before absenting themselves in order to ensure a quorum is maintained.
- 6.4.8 Whatever the electronic means, where a trustee declares a conflict of interest, the trustee shall excuse himself from the meeting and follow the procedures noted in the Trustees' Code of Conduct policy 100.04 by leaving the electronic conference.
- 6.4.9 At every meeting of the board or of a committee of the whole board (including electronic meetings), the following persons be physically present in the meeting room of the board:
- a) The chair of the board or his or her designate.
 - b) At least one additional member of the board.
 - c) The director of education of the board or his or her designate.
- 6.4.10 At every meeting of a committee of the board, except a committee of the whole board, the following persons are to be physically present in the meeting room of the committee:
- a) The chair of the committee or his or her designate.
 - b) The director of education of the board or his or her designate.
- 6.4.11 The meeting room of the board or of a committee of the board, as the case may be, shall be open to permit physical attendance by members of the public at every meeting of the board or of the committee of the board.
- 6.4.12 The chair of the board, in consultation with the director of education, shall determine whether electronic means should be provided at one or more locations within the area of jurisdiction of the board, to permit participation by members of the public in meetings.
- 6.4.13 Where the board determines that electronic means should be provided under this section, the board shall:
- a) provide for the extent and manner of participation by members of the public through electronic means; and
 - b) ensure that members of the public who are participating through electronic means do not participate in any proceedings that are closed to the public in accordance with the Act.
- 6.4.14 Should the board refuse to provide a member with electronic means of participation in a meeting of the board, a meeting of a committee of the whole board or a meeting of any other committee of the board, where to do so is necessary to ensure compliance with this section, the member will be notified in writing by the chair of the board at least 24 hours prior to the start of the meeting along with a rationale for not being able to provide the member with the electronic means to participate.
- 6.4.15 Should there be technical difficulties and the electronic portion of the meeting is interrupted, the meeting shall be recessed for a period not exceeding thirty (30) minutes as determined by the chair of the meeting.

6.4.16 Should there be technical difficulties and the electronic portion of the meeting cannot be reconvened before the end of the recess provided in subsection 6.4.15:

6.4.16.1 Subsection 6.5.3 shall apply if there is no quorum;

6.4.16.2 The minutes of the meeting shall indicate the time of any electronic disruption and the recess determined by the chair of the meeting, and the name of any trustee who thereby ceases to be present.

6.5 Quorum for Meetings

6.5.1 Subject to the Municipal Conflict of Interest Act, a majority of the Trustees of the Board shall constitute a quorum for meetings of the Board and of the Committee of the Whole Board.

6.5.2 A majority of Trustees eligible to vote who are members of the Committee shall constitute a quorum for Meetings of the Committee when a committee is composed of only Trustees.

6.5.3 If a quorum is not present within fifteen (15) minutes after the time appointed for any Meeting (or such longer time as may be agreed upon by the Trustees eligible to vote then present), the person assigned as Recording Secretary shall record the names of the persons present and the meeting shall stand adjourned, to be reconvened within seven (7) days at the call of the Chair.

6.6 Notice of Meetings

6.6.1 Written notices of all meetings of the Board ~~and Statutory Committees~~ shall be transmitted, along with the Agenda of the Meeting, at least forty-eight hours before the time of meeting. The agenda may be amended at the opening of a meeting with the consent of the majority of Trustees present at the meeting.

6.6.2 Agendas for the regular meetings shall be made available on the board website and also provided to the following:

- Supervisory Officers of the Board;
- Principals;
- President or Chairs of the local employee groups who have requested the public agenda;
- members of the local news media; and
- public in attendance (if requested).

6.6.3 Portions of the agenda dealing with in-camera shall be distributed only to Trustees and, if applicable, to senior staff and the student trustee.

6.6.4 A Trustee who cannot attend a Board meeting shall inform the Director of Education before the meeting.

6.6.5 The Education Act states – “If a member of a Board absents himself/herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the Board, he/she thereby vacates his/her seat and the provisions of the Act with respect to the filling of vacancies apply.”

6.7 Maximum Length of Meetings

No meeting shall continue in session for more than three and one-half (3½) hours. A meeting may be extended beyond the limits established with consent of two-thirds of Trustees present.

6.8 Seating Arrangements

As far as practicable, at all Board and Committee of the Whole Meetings, the Chair thereof shall be seated at the mid-point of the Boardroom table with the Director of Education and Secretary to the left of the Chair, ~~the Recording Secretary to the left of the Director, the Associate Director, Corporate Services~~ **Superintendent of Business** and Treasurer to the right of the Chair, and the remaining Trustees seated across alphabetically by surname.

6.9 Access to Meetings

6.9.1 In accordance with the Education Act, Section 207(2), a meeting of the Board may be closed to the public (in camera) when the subject matter under consideration involves:

- the security of the property of the Board;
- the disclosure of intimate, personal or financial information in respect of:
 - a member of the Board,
 - an employee or prospective employee of the Board,
 - a pupil or his or her parent or guardian;
- the acquisition or disposal of a school site;
- decisions in respect of negotiations with employees of the Board; or
- litigation affecting the Board.

6.9.2 The Presiding Officer may expel or exclude from any meeting any person who ~~has been guilty of~~, **at the determination of the Presiding Officer, has exhibited** improper conduct at the meeting.

6.10 Delegations

6.10.1 Any Catholic School elector or group may request to address the Board as a delegation.

6.10.2 The delegation must provide the request in writing to the Director of Education or the Chair of the Board, at least five (5) days prior to the next regular meeting of the Board or Committee at which the Delegation wishes to be heard.

6.10.2.1 The request shall contain the topic to be discussed and the identity of the Spokesperson(s).

6.10.2.2 The person(s) wishing to address the Board or Committee shall be notified of the date, time and location of the meeting at which the presentation will be made.

6.10.2.3 Delegations will, upon notification, have these regulations shared with them prior to their presentation.

6.10.2.4 Copies of the presentation shall be shared with the Board or Committee at the same time that the agenda is distributed or at such time as the presentation is made.

6.10.2.5 In any case, the subject matter of the Delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made unless the matter is on the agenda as pre-determined.

6.10.2.6 Delegations will be advised that the Chair will not allow content or language which is not consistent with the values of the Board.

6.10.2.7 Following the presentation by the Delegation, questions of clarification only will be allowed through the Chair.

6.10.3 A delegation's presentation will be limited to 15 minutes. Amendments as to the length of time are at the discretion of the Chair.

6.10.4 In-Camera rules shall apply to Delegations of an In-Camera nature.

6.10.5 Notwithstanding the above, the Board retains discretion to decide all matters concerning delegations.

7.0 CONDUCT OF BUSINESS FOR REGULAR BOARD AND COMMITTEE OF THE WHOLE MEETINGS

7.1 Order of Business

The order of business for meetings of the Board that are open to the public shall appear as follows:

- ~~A. Call to Order~~
 - ~~— Opening Prayer~~
 - ~~— Attendance*~~
- ~~B. Routine Matters~~
 - ~~— Approval of the Agenda~~
 - ~~— Declarations of Conflict of Interest~~
 - ~~— Approval of Minutes of Previous Meeting(s)~~
 - ~~— Business Arising from Minutes~~
- ~~C. Presentations & Delegations~~
- ~~D. Committee and Staff Reports~~
- ~~E. Information Items and Correspondence Items~~
- ~~F. Notices of Motion~~
- ~~G. Trustee Inquiries~~
- ~~H. Business In-Camera~~
- ~~I. Report on the In-Camera Session~~
- ~~J. Future Meetings and Events~~
- ~~K. Moment of Silent Reflection~~
- ~~L. Adjournment~~
 - ~~* late arrival or early departure times of Trustees will be noted by the recording secretary~~

- 1. Opening Business
 - 1.1 Opening Prayer
 - 1.2 Attendance *
 - 1.3 Approval of the Agenda
 - 1.4 Declaration of Conflict of Interest

2. Presentations
3. Delegations
4. Consent Agenda
 - 4.1 Approval of Minutes of Previous Meeting(s)
 - 4.2 Any Reports/Minutes that are information only.
5. Committee and Staff Reports
6. Information and Correspondence
7. Notices of Motion
8. Trustee Inquiries
9. Business In-Camera
10. Report on the In-Camera Session
11. Future Meetings and Events
12. Closing Prayer
13. Adjournment
 - * Late arrivals or early departure times of Trustees will be noted by the recording secretary

7.2 Rules of Order

- 7.2.1 The rules of order to be observed at meetings shall be in accordance with the provisions of these By-laws.
- 7.2.2 In all cases for which no specific provision is made in these By-laws, the rules and practice of Robert's Rules of Order, Newly Revised 10th Edition, (Henry M. Robert III, William J. Evans, Daniel H. Honeymann, Thomas J. Blach, Perseus Publishing 2000) shall govern so far as applicable.
- 7.2.3 The Chair or other Presiding Officer shall preserve order and decorum and decide upon all questions of order.
- 7.2.4 In the absence of the Chair and Vice Chair for any cause, the Board may, from the members present thereof, appoint a Presiding Officer who, during such absence, shall have the powers of the Chair of the Board.
- 7.2.5 The Chair or person presiding may vote on all questions and shall declare this intention after the motion is put to the floor.
- 7.2.6 A tie vote is a lost motion.
- 7.2.7 Should the Chair elect to vacate the chair to take part in any debate or discussion or for any other reason, he/she shall call upon the Vice Chair or in his/her absence, one of the members to fill his/her place until he/she resumes it.
- 7.2.8 Where a question is before the Board, the mover may speak first and the seconder may speak next, and the Chair will make every attempt to allow each person wishing to speak, the opportunity to speak once before any member may speak for a second time. The mover also has the prerogative to be the last speaker before the question is decided and the seconder shall be the second to last speaker.
- 7.2.9 No member shall speak for more than five minutes or more than three times on the same question without the permission of the Chair.

7.2.10 Whenever an adjournment takes place in consequence of there not being a quorum present, the time of adjournment and the names of the members present shall be entered in the records of the Board.

7.3 Motions and Debate

- 7.3.1 All motions shall be recorded in the minutes of the meeting and shall be seconded before being stated by the Chair, whereupon the Chair shall ask if there is any further discussion on the motion before the vote.
- 7.3.2 When a motion has been stated by the Chair, it shall be open to debate and shall be disposed of only by a vote, unless the mover, by permission of the seconder, withdraws it, in which case such motion shall not appear in the minutes of the meeting.
- 7.3.3 Any Trustee of the Board may require the question under discussion to be read at any part of the debate, but not so as to interrupt a speaker.
- 7.3.4 A Trustee, prior to speaking to any question or motion, shall address the Chair. The Trustee shall confine remarks to the question at hand.
- 7.3.5 When two or more Trustees wish to speak at the same time, the Chair shall name the Trustee who is to speak.
- 7.3.6 No Trustee shall be interrupted while speaking, except in a case where the Trustee is called to order by another Trustee for a transgression of rules of the Board, in which case the Trustee shall remain silent until the point of order has been decided by the Chair.
- 7.3.7 Where a Trustee wishes to make a point of order or to seek clarification, he or she should so indicate in addressing the Chair and the Chair will rule on such matters before the next speaker is allowed to speak.
- 7.3.8 When the question under consideration contains two or more distinct propositions, any particular proposition, upon the request of any member, shall be considered and voted upon separately.
- 7.3.9 No question, once decided by the Board at a regular meeting, shall be reconsidered during that meeting unless someone on the affirmative side requests by motion that Trustees reconsider the pass motion, which is seconded and will take a two-thirds majority to reconsider.
- 7.3.10 If it is desired to defer action on a question until a particular time, the proper motion to make is "to postpone it to that time". This motion allows limited debate, which must be confined to the propriety of the postponement to that time; it can be amended by altering the time, and this amendment allows the same debate.
- 7.3.11 Whenever a motion has been made and seconded, it is the duty of the Chair, if the motion is in order, to state the question, so that the members may know what question is before them.

- 7.3.12 In stating the question on an amendment, the Chair should read the passage to be amended; the words to be struck out, if any, the words to be inserted, if any; and the whole passage as it will stand if the amendment is adopted.
- 7.3.13 The motion to adjourn is not debatable, it cannot be amended, or have any other subsidiary motion applied to it, nor can a vote on it be reconsidered.
- 7.3.14 If a Trustee does not put new motions or amendments in writing for the Chair, the motion as stated by the Chair and recorded by the secretary shall be the motion.
- 7.3.15 When a motion is under debate, the only motion in order shall be:
- to adjourn,
 - to lay on the table,
 - to put the previous question,
 - to postpone,
 - to refer,
 - to amend, and
 - to vote on the present motion.

Such motion shall have precedence in the order above named; and the first, second and third shall be decided without debate.

A question having been postponed indefinitely shall not be taken up again at the same meeting without a two-thirds (2/3) vote in favour.

7.4 Amendment(s) to Motion:

7.4.1 An amendment may be in any of the following forms:

- a) to “add” or “insert” certain words or paragraphs;
- b) to “strike out” certain words or paragraphs, and if this fails it does not preclude any other amendment than the identical one that has been rejected;
- c) to “strike out certain words and insert others”, which motion is indivisible, and if lost does not preclude another motion to strike out the same words and insert different ones;
- d) to “substitute” another resolution or paragraph on the same subject for the one pending; or
- e) to “divide the question” into two or more questions as the mover specifies, so as to get a separate vote on any particular point or points; If an amendment is defeated, vote on the motion. If an amendment is carried, vote on the amended motion.

7.4.2 No more than three (3) amendments can be made to a motion.

7.5 Notices of Motion

- 7.5.1 Notices of motion on new matters are required from trustees to give trustees the benefit of advance consideration by themselves and administration before any decision is to be made. No new decisions will be entertained unless a written notice of motion has been provided on new matters at a previous meeting or by way of inclusion in the agenda. Notices of Motion will be given to the Secretary or Chairperson of the Board to include ~~as an item in the regular agenda~~ **of a regular meeting no less than seven calendar days prior to the meeting**, or communicated in writing at a previous **regular** meeting, ~~or by notifying the Secretary or Chairperson of the Board prior to the distribution of the agenda.~~
- 7.5.2 A member of the Board must give notice of motion if he/she wishes to:
- a) repeal or make permanent amendment to any of the Board's By-laws;
 - b) recommend an action, which has not been considered and recommended to the Board by a Committee of the Board;
 - c) consider a matter by the Board without reference to a Committee.
- 7.5.3 Regulations regarding Notice of Motion
- 7.5.3.1 A Notice of Motion shall not be seconded at the meeting at which it is initially presented.
- 7.5.3.2 A Notice of Motion is not debatable.
- 7.5.3.3 Before any discussion shall take place at the meeting at which a Notice of Motion is presented as a Proposed Resolution, a Trustee must second it. The number of Notices of Motion, which are presented as Proposed Resolutions at any single meeting, shall be limited in number at the discretion of the Chair.
- 7.5.3.4 Notices of Motion, which are not presented for discussion as Proposed Resolutions at the meeting, shall be presented at the next regular meeting.
- 7.5.3.5 Notices of Motion, which require reports or information, shall be presented to the Board without any written reports by any of the senior officials. However, such persons may be permitted to make oral statements relating to these Notices of Motion at the time of presentation.
- 7.5.3.6 The officials may make written reports and/or recommendations supporting or opposing Notices of Motion, when they are presented as Motions, and which if carried will require direct action by the Board or its officials.

7.6 Protocol for Debate

- 7.6.1 When, at a meeting, any member wishes to speak in debate, the member shall raise a hand and await recognition by the Chair.

- 7.6.2 Trustees may speak when recognized by the Chair and may not speak to the issue again:
- unless the Chair of the meeting allows further debate; and
 - only after all other Trustees who wish to speak have been recognized by the Chair.
- 7.6.3 After recognition by the Chair, a member shall at all times during debate:
- maintain a courteous tone;
 - avoid personalities;
 - avoid allusion to motives of other members;
 - address all debate, remarks, questions and the like to the Chair;
 - confine all remarks, questions and the like to the motion, which is the subject of debate.
- 7.6.4 No Trustee who does not have the floor shall interrupt a Trustee who does have the floor except:
- on a point of order;
 - on a question of privilege;
 - to request permission to withdraw a motion;
 - to appeal a ruling of the Chair;
 - on a motion to extend the time limit; and
 - in the event that a Trustee interrupts a speaker pursuant to the authority given in this section, the Trustee shall confine all remarks to the particular point.
- 7.6.5 A Trustee may rise on a point of information, that is, a request for information relevant to the matter on the floor but not related to preliminary procedure, only if the member then speaking consents to the interruption, in which case the time consumed in responding to the point of information will be included as part of the speaker's allotted time.
- 7.6.6. Any member of the Board may require the question/motion under discussion to be read at any time in the debate, but not so as to interrupt any member while speaking.

7.7 Voting Procedures

- 7.7.1 Every matter considered by the Board shall be disposed of by a vote of all those present and eligible to vote on the matter in one of the following ways, with preference being given in the following sequence:
- a) By general or unanimous consent, in which the Chair, exercising discretion, states that the motion will be adopted in the absence of objection.
 - b) By show of hands, in which each Trustee present and eligible to vote raises a hand in response to the request of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted.

- c) By rising, in which each Trustee present and eligible to vote stands in response to the requests of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted.
- d) By individual recorded vote, in which each Trustee present and eligible to vote raises a hand or stands in place in response to the request of the Chair for the votes in the affirmative and in the negative, as the case may be, until the Chair has called the name of each Trustee as voting, respectively.
- e) By ballot, in which each Trustee eligible to vote shall mark on a ballot provided by the Secretary of the Board, the Trustee's choice from among the available alternatives, the ballots being collected and counted immediately thereafter.

7.7.2 Although the method requested by any Trustee eligible to vote should be used to the extent practicable, the particular method of voting to be used to dispose of any matter shall be governed by the following rules:

- a) Determination by general or unanimous consent will be used only when no trustee eligible to vote objects or requests another method.
- b) Notwithstanding that a show of hands vote has been called for and has been taken, on the request of any Trustee eligible to vote, including the Chair, a rising vote will be taken whenever there is any doubt as to the accuracy of the count on the show of hands; and
- c) Voting by ballot shall be used only when ordered by majority vote or general consent.

7.7.3 Votes Lost on Equality

Any motion on which there is an equality of votes, is lost.

7.7.4 Declaration of Votes

The Chair shall declare the result of all votes.

7.7.5 Recording of Votes

The vote on any question shall be recorded in the minutes as "carried" or "defeated".

8.0 COMMITTEES AND COMMITTEE MEETINGS

8.1 All Committees shall be established by the Board.

8.2 Each of the additional Committees of the Board which require Trustee representation shall be composed of not less than one (1) nor more than three (3) Trustees, unless otherwise provided by resolution of the Board, **with the exception of the Policy Committee. The Policy Committee may be composed of more than (3) Trustees.** The Committee will report, as required, to the Board.

8.3 Sub-Committees may be established by any Committee to consider any matter within the Terms of Reference of the Committee.

- 8.4 Only members of a committee are required to attend that committee's meeting. However, all members of the Board shall receive notice, agenda, and minutes of all committee meetings, if requested. All Board members shall be permitted to attend committee meetings and may take part in discussion, but only members of the committee and the Chair of the Board, if present, shall have voting power.
- 8.5 In dealing with committee reports at the Board meeting, it shall be the prerogative of the Chair to rule on a request by a Trustee to have the recommendations dealt with item by item or as a whole.
- 8.6 Committee reports shall be considered public documents, except reports presented to the In-Camera session.
- 8.7 Committee minutes shall be considered public documents except when the subject matter under consideration involves:
- the security of the property of the Board;
 - the disclosure of intimate, personal or financial information in respect of a member of the Board, an employee or prospective employee of the Board, a pupil or his/her parent or guardian;
 - the acquisition or disposal of a school site;
 - decisions in respect of negotiations with employees of the Board; and
 - litigation affecting the Board.
- 8.8 Meetings of a Committee shall be called by the Chair of the Committee. If the Chair of a Committee neglects to call meetings, it is the duty of the Committee to meet on the call of any two of its members. All meetings shall be called or cancelled through the Office of the Secretary of the Board. In the absence of the Chair, providing there is a quorum, the members present will elect an interim Chair for that meeting.
- 8.9 The Chair of the Board shall be an ex-officio member of all Committees of the Board. The Chair may delegate some of the ex-officio duties to the Vice Chair of the Board.

9.0 ACCESS TO RECORDS

- 9.1 Any person may, at all reasonable hours, at the Catholic Education Centre, inspect the minute book, the audited annual financial report and the current accounts of the Board and, upon written request by any individual or group, a copy of a requested section of minute books, audited financial reports, and the current accounts of the Board will be furnished at a cost as determined under the Freedom of Information and Protection of Privacy Act, 1990.
- 9.2 All other materials made available to the public under the Freedom of Information and Protection of Privacy Act will be made available at a similar fee.

10.0 EXECUTION OF DOCUMENTS

10.1 Signing Authorities

All deeds, conveyances, mortgages, bonds, debentures, agreements, documents, and contracts approved by the Board shall be sealed with the seal of the Board and signed by:

- the Director of Education/Secretary of the Board **or delegate**

together with one of:

- the Chair of the Board; or
- the Vice Chair of the Board; or
- the ~~Associate Director, Corporate Services~~ **Superintendent of Business** and Treasurer of the Board.

10.2 In the event of a prolonged absence by the Director of Education/Secretary of the Board, a delegate can be appointed by the Director in charge.

10.2 Bank Signing Officers

10.2.1 The signatures of the ~~Associate Director, Corporate Services~~ **Superintendent of Business** and Treasurer of the Board, together with one of:

- the Chair of the Board;
- the Vice Chair of the Board; or
- the Director of Education and Secretary of the Board;

are required when:

- making, drawing, accepting, endorsing, negotiating, lodging, depositing or transferring all or any cheques, promissory notes, drafts, acceptances, bills of exchange, order for payment of money, contracts for letters of credit and foreign exchange;
- issuing cheques, drafts or orders for payment drawn on the bank accounts of the Board.

10.2.2 The Treasurer of the Board, by signature or by rubber stamp endorsement, may negotiate or deposit with or transfer to the bankers for the Board, but for the credit only of the account of the Board, all or any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money.

10.2.3 Signatures of persons authorized to sign may be printed, lithographed or otherwise mechanically reproduced as provided by the regulations.

10.3 Board Seal

The Seal of the Board shall be in custody of the Secretary who shall be responsible for affixing it to such documents as may be required.

10.4 Seal Register

The Secretary shall keep a record in a special book of the date and the particulars of each use of the seal.

10.5 Minutes

The Chair or other presiding member and the Secretary shall sign the minutes of all Board meetings.

11.0 OTHER PROFESSIONAL SERVICES

The Board will periodically issue calls for proposals for various professional services. The call for proposals will specify the term and specifications of the proposal, which will be presented for approval to the Board.

12.0 CONFLICT OF INTEREST GUIDELINES

According to current Provincial Legislation regarding the Municipal Conflict of Interest Act.

13.0 BY-LAW AMENDMENTS

13.1 By-laws of the Board may be amended from time to time at a meeting of the Board (such meeting, hereinafter referred to as the “later meeting”) upon the affirmative vote of a **two-thirds (2/3) majority** of all members of the Board, provided:

- a) written notice of motion proposing the amendment shall have been given at a meeting held prior to the later meeting; and
- b) the text and a brief statement of intended purpose of the amendment shall have been included in the notice of motion.

13.2 At any time the By-laws may be amended without notice upon the unanimous vote of all the members of the Board entitled to vote thereon.

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: October 9, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

BOARD GOVERNANCE

Public Session

BACKGROUND INFORMATION:

The Board Governance Policy was initially approved on April 24, 2001 and has not been revised. The Board Governance Policy provided clarity regarding the role of the school board in setting its own by-laws.

DEVELOPMENTS:

In 2009, the Government of Ontario passed legislation that further articulated the roles of school boards, particularly with respect to Codes of Conduct. The current Code of Conduct is now referenced in this policy as per Bill 177.

The revised policy was vetted by trustees, principals, managers, School Advisory Council Chairs and the Chair of the Regional Catholic Parent Involvement Committee. No feedback was received.

RECOMMENDATION:

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Board Governance Policy 100.01.



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Board Governance

		Policy Number:	100.01
Adopted:	April 24, 2001	Former Policy Number:	n/a
Revised:	N/A	Policy Category:	Governance
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Board of Trustees commits itself to promote gospel values and provide faith-based Catholic education for its students. The Board of Trustees commits itself to an open and transparent governance model, and to respect the distinctive role of the Board, its individual trustee members and staff of the Brant Haldimand Norfolk Catholic District School Board.

Policy Statement:

In accordance with the provisions of the Education Act and the Regulations thereunder, the Brant Haldimand Norfolk Catholic District School Board will ensure that:

- 1) established By-laws and a **Code of Conduct** shall regulate the processes and responsibilities of the Board, its **Officers**, and its Committees.
- 2) the By-Laws shall be used for procedures and dispatch of business at the meetings of the Board and its Committees.
- 3) procedural By-laws **and the Code of Conduct** of the Brant Haldimand Norfolk Catholic District School Board shall be approved by the Board of Trustees and reviewed **every two years or as directed by the Board**.

Glossary of Key Policy Term:

N/A

References:

Education Act
Board By-Laws
~~Procedures for Legal Services~~
~~Procedures for Board News Releases~~
~~Membership of Trustees~~



EDUCATIONAL FIELD TRIPS AND EXCURSIONS AP 500.01

Procedure for:	All Administrators	Adopted:	March 30, 2004
Submitted by:	Chris N. Roehrig (Superintendent of Education)	Revised:	October 23, 2012
Category:	Educational Programs		

Excerpt from Page 2 of AP:

Risk Management - Educational field trip/excursions that are considered to be a high risk will not be approved. A comprehensive list of high risk activities are listed on the Ontario School Board Insurance Exchange (OSBIE) website.² Educational excursions to water parks and to programs involving water-based activities for elementary school students are prohibited.



Brant Haldimand Norfolk Catholic District School Board

POLICY: ADVOCACY

Adopted:	26/06/07	Policy No:	700.08
Revised:	dd/mm/yy	Policy Category:	Finance

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board's communication with the Ontario government is an important activity to identify, discuss and find solutions to policy and financial issues. The Board is committed to focus its discussions and communication with the Ontario government in an honest and respectful manner in support of its distinctive Catholic mission to both form and inform students in mind, body, heart and soul.

Policy Criteria:

- Focus on ongoing communication between school boards and government through established mechanisms and channels.
- Avoid basing communications on personal or political agendas.
- Maximize resources for student success and achievement.
- On a very limited occasion there may be some issues that are of local interest for which individual boards may need to lobby the government directly. Democratically elected trustees need to retain the ability to approach government directly on those matters.

Glossary of Key Policy Terms: n/a

Statutory/Regulatory/Related Board Policy Linkages:



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: ADVOCACY

Adopted:	26/06/07	Policy No:	700.08
Revised:	dd/mm/yy	Policy Category:	Finance

1. Expenditures for advocacy are subject to the following procedures:
 - Expenditures for advocacy must be in keeping with the intent of the policy and criteria and must be pre-approved by the Director and the Chair of the Board.
 - Significant advocacy expenditures require a statement of rationale and the approval of the Board of Trustees.
 - Advocacy expenditures incurred on behalf of the Board need to be reviewed and approved by the Director of Education.
2. Suitable advocacy expenditures include:
 - Membership dues and fees payable to trustee or school board associations.
 - Other expenditures for Provincial advocacy or lobby initiatives or campaigns directed to the government through the established trustee or school board associations.



Brant Haldimand Norfolk Catholic District School Board

POLICY: PERFORMANCE APPRAISAL OF DIRECTOR OF EDUCATION

Adopted:	2009-10-27	Policy No:	100.02
Revised:		Policy Category:	Governance
Subsequent Review Dates:		Pages:	

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that:

1. a performance appraisal process for the Director of Education, provides a forum for constructive dialogue and exchange of information between the Director and the Board of Trustees;
2. the process is an opportunity for both the Board and the Director to clarify expectations and goals, to review past accomplishments, and to agree on needs of the Catholic School system. The end result provides clear objectives for the coming year.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board shall adopt a program of performance appraisal which:

1. is consistent with the Mission and beliefs of the Brant Haldimand Norfolk Catholic District School Board.
2. builds upon and improves the Director of Education's performance by establishing a formal process and mechanism through which to provide feedback and to discuss and monitor expectations and standards of performance.
3. sets measurable goals, objectives and directions for the Director that directly relate to the Board's Mission and Strategic Plan.
4. ensures that the Brant Haldimand Norfolk Catholic District School Board's expectations and priorities are being effectively addressed by the Director.
5. is completed annually by the Board of Trustees with all Board members participating in the evaluation process.
6. provides for professional growth of the Director and ensures accountability. To this end, the evaluation shall focus on affirmations, and where appropriate, redirection.

7. shall be based on duties as assigned in provincial statutes, regulations, policies and guidelines for the position of Director of Education.
8. is led by the Chair of the Board.

Glossary of Key Policy Terms:

Statutory/Regulatory/ Related Board Policy Linkages	Includes any direct linkages to statutory and regulatory legislation and by-laws of the federal, provincial and municipal governments and their associated bodies, as well as any related board policies.
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Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: PERFORMANCE APPRAISAL OF DIRECTOR OF EDUCATION

Adopted:	2009-10-27	Policy No:	100.02
Revised:		Policy Category:	Governance
Subsequent Review Dates:		Pages:	

1. The annual performance review for the Director of Education shall be initiated by the Chair of the Board in April.
2. The Director submits a report which reviews activities and accomplishments for the year, to the Chair of the Board who will forward it to the trustees.
3. The Chair meets with the Director to review the appraisal process for the coming year, including a review of previous years' goals and identified goals for the next year.
4. The Executive Assistant circulates, to the Board members, all forms, the Director's Report and the process. Board members are asked to complete the survey (see attached) and return it to the Chair at the April Board meeting.
5. The Chair and Vice Chair of the Board shall review the data collected and the Chair and the Vice Chair shall prepare a written appraisal report based on the data collected. This appraisal report will be reviewed by the trustees and then submitted to the Director of Education by May 31 each year.
6. The Director of Education shall then respond and the appraisal report and Director's response shall be received by the Board for review, approval and disposition by the final Board meeting in June.
7. The Director shall file an annual report identifying areas of focus for attention for the upcoming school year at the September Board meeting. The report shall consider any recommendations arising out of the appraisal report and the Director's response from the previous school year.
8. The appraisal report and response of the Director shall be filed within the Director's personnel file.

Performance Appraisal - Director of Education

This form is designed to obtain your perceptions of the performance of our Director for the above mentioned time period. Your personal opinions and observations are important, so please respond candidly to each item. Your responses will remain anonymous. A summary of all the responses will be compiled for all the trustees.

As you read through the following list, circle the appropriate number

- (1) **Does not meet expectations** (2) **Meets expectations**
(3) **Exceeds expectations** (4) **Unknown**

and submit any additional comments in the space provided.

1. Catholic Leadership

- Promotes and integrates Gospel values throughout the system
- Leads prayer and liturgy at meetings
- Articulates Catholic values to community
- Demonstrates a strong understanding of and maintains a positive working relationship with the deaneries and related parishes

- (1) **Does not meet expectations** (2) **Meets expectations**
(3) **Exceeds expectations** (4) **Unknown**

Comments:

2. Cultural Leadership

- Builds commitment to Board's Mission, beliefs and strategic commitments
- Maintains culture of respect through the system
- Creates a focus on education excellence

- (1) **Does not meet expectations** (2) **Meets expectations**
(3) **Exceeds expectations** (4) **Unknown**

Comments:

3. Communications

- Provides written and verbal reports to the Board of Trustees

- Regularly corresponds to the system
- Responds to media/general correspondence
- Responds to inquiries in a timely fashion
- Provides timely information on Ministry initiatives that may affect the system
- Maintains open and meaningful communication with the Board

(1) Does not meet expectations **(2) Meets expectations**
(3) Exceeds expectations **(4) Unknown**

Comments: _____

4. Staff Relations

- Builds respectful relationships with employee groups
- Takes a problem-solving approach to issues
- Creates a culture of learning that allows staff to engage in continuous learning
- Is recognized as a professional leader
- Seen as approachable and a builder of relationships with trustees, staff and community
- Integrates feedback for trustees, staff and the community into positive action
- Creates atmosphere of trust and collaboration when working with trustees, staff and community

(1) Does not meet expectations **(2) Meets expectations**
(3) Exceeds expectations **(4) Unknown**

Comments: _____

5. Community and Public Relations

- Represents the Board in a positive and professional manner
- Strengthens inter-board cooperation
- Enhances the system profile

(1) Does not meet expectations **(2) Meets expectations**
(3) Exceeds expectations **(4) Unknown**

Comments: _____

6. Vision of System: Present and Future

- Articulates and promotes Mission and beliefs of system
- Understand system design and change process
- Articulates how system and school planning need to align and support system mission and the Board’s strategic commitments

(1) Does not meet expectations **(2) Meets expectations**
(3) Exceeds expectations **(4) Unknown**

Comments: _____

7. General System Leadership

- Leads by example – is seen as instructional leader
- Takes forward thinking approach to anticipate change
- Inspires confidence in the system
- Interprets and communicates policy, procedures, legislation and regulations to others (staff and trustees) to increase understanding all
- Maintains a clear and consistent sense of direction
- Handles tough situations well and manages difficult personnel issues successfully

(1) Does not meet expectations **(2) Meets expectations**
(3) Exceeds expectations **(4) Unknown**

Comments:

8. Organizational Leadership

- Deals directly with difficult issues
- Defines clearly issues/problems
- Takes problem-solving approach/involves others in discussions
- Provides clear roles and high expectations for senior staff

(1) Does not meet expectations **(2) Meets expectations**
(3) Exceeds expectations **(4) Unknown**

Comments:

9. Fiscal Leadership

- Ensures that budget planning process reflects accountability, planning and economic political realities
- Ensures budget allocations reflect articulated goals of system are department/planning process
- Ensures financial management of the Board is consistent with legal and Ministry requirements

(1) Does not meet expectations **(2) Meets expectations**
(3) Exceeds expectations **(4) Unknown**

Comments: _____

10. Personal and Professional Attributes

- Participates in professional peer organizations and is active
- Demonstrates ethical principles in management activities
- Demonstrates professional attitudes and attributes

(1) Does not meet expectations **(2) Meets expectations**
(3) Exceeds expectations **(4) Unknown**

Comments: _____

QUESTIONS TO ACCOMPANY THE CHECKLIST

**All Board members complete.*

Jot down your responses to each question and include with your checklist responses.

1. What impressed you the most about the Director of Education's performance this year?

2. Do you have an area of concern regarding the Director of Education's performance for the period covered in the evaluation? Yes/No

3. Do you have specific recommendations for the Director of Education to improve performance? Please prioritize. Yes/No

4. What could the Board do to help the Director of Education?

SUMMARY OF BOARD RESPONSE:

After Board members have reviewed and discussed the Director of Education’s report, the Chair and Vice Chair will summarize the points by completing this form.

The Director of Education does a competent job in these areas:

The Director of Education could develop in these areas:

Summary Statement:

Comments from the Director of Education

Signature of Chair:

Date:

Signature of
Director of Education

Date:

The Director of Education’s signature merely indicates that the completed form has been read and does not necessarily imply agreement with the performance evaluation.

A copy of this document will be placed in the Director of Education’s personnel file.