



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

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

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**Policy Committee  
Monday, December 15, 2014 ♦ 6:00 p.m.  
Boardroom**

**Members:** Cliff Casey (Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Rick Petrella, Chris N. Roehrig

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**1. Opening Business**

1.1 Opening Prayer – Cliff Casey

1.2 Attendance

1.3 Approval of the Agenda

Page 1

1.4 Approval of Minutes from the Policy Committee Meeting – June 4, 2014

Pages 2-3

**2. Committee and Staff Reports - Nil**

**3. Policy Review and Discussion Items**

3.1 Performance Appraisal of Director of Education Policy 100.02

Pages 4-13

3.2 Trustee Expenses Policy 100.10 (specifically Sections 5.4 and 6.0)

Pages 14-18

3.3 Hiring – Academic Staff Policy 300.10 (specifically Section 4.0)

Pages 19-22

3.4 Hiring – Support Staff Policy 300.11 (specifically Section 7.0)

Pages 23-26

3.5 Trustee Visits to Catholic School Advisory Councils

3.6 Board Meetings between Municipal Elections and Inaugural Meetings

**4. Determining Next Meeting Date – early January 2015**

**5. Adjournment**



**Policy Committee**  
**Wednesday, June 4, 2014 ♦ 6:30 p.m.**  
**Boardroom**

**Trustees:**

**Present:** Dennis Blake (Chair), Bonnie McKinnon, Rick Petrella

**Joined Meeting:** June Szeman (at Item 2.2)

**Absent:** Cliff Casey, Dan Dignard

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Tom Grice (Superintendent of Business & Treasurer), Leslie Telfer (Superintendent of Education)

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**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: Bonnie McKinnon

THAT the Policy Committee approves the agenda of the June 4, 2014 meeting.

**Carried**

**1.4 Approval of the Policy Committee Meeting Minutes – May 27, 2014**

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Policy Committee approves the minutes of the May 27, 2014 meeting.

**Carried**

**2. Committee and Staff Reports**

**2.1 French Immersion 200.30 (revised)**

Superintendent Telfer advised that the French Immersion policy, adopted in 2009, required updating to reflect current instruction and to be consistent with terminology used in the new French Immersion curriculum document released in 2013, as well as to incorporate the vision and goals outlined in the Ministry's *A Framework for French as a Second Language*.



Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the French Immersion Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

## **2.2 Community Use of Schools 400.05 (revised)**

In his report, Superintendent Grice commented that the Community Use of Schools (CUS) program has been operating for approximately six years, supporting the Ministry's focus on using schools as *hubs* of community activity. The grant provided is limited, so cost-recovery measures, while taking into consideration the needs of various groups and subsidies they are entitled to, is complicated. In revising the policy and administrative procedures, aligning the process, fees and language with the Grand Erie District School Board's CUS program, as well as reflecting the recently revised Joint Use of Facilities Agreement with the City of Brantford and Grand Erie District School Board were major considerations. Superintendent Grice reviewed the components of the detailed administrative procedures and highlighted the key changes. He also distributed a revised Rental Fees chart (Appendix A). Several trustee inquiries regarding permit type, Ministry funding, and permit approvals were addressed. Trustee Petrella cautioned that schools should not be made available for community events if they are going to undercut local businesses or cultural halls, i.e., the Villages. Superintendent Grice commented that the CUS program primarily facilitates youth-centred programs, and that access for licensed events is very limited.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Community Use of Schools Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

## **3. Discussion Items - Nil**

## **4. Adjournment**

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Policy Committee adjourns the meeting of June 4, 2014.

**Carried**



## Brant Haldimand Norfolk Catholic District School Board

### **POLICY: PERFORMANCE APPRAISAL OF DIRECTOR OF EDUCATION**

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

#### **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

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

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:

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### 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:

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### 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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**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: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

## 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: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

## 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: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**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?

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

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

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

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**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

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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.*



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Trustee Expenses**

		<b>Policy Number:</b>	100.10
<b>Adopted:</b>	March 29, 2005	<b>Former Policy Number:</b>	700.4 and 100.6
<b>Revised:</b>	June 26, 2007; January 26, 2010; June 28, 2011	<b>Policy Category:</b>	Governance
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes that trustees, in their role of stewards and guardians of Catholic Education, should be provided with resources, supports and reimbursements to fulfill their obligations, as allowed through the Education Act and the parameters and guidelines of this policy.

**Policy Statement:**

The Board will reimburse trustees for expenses incurred while conducting business on behalf of the Board, including hospitality expenses, which are in compliance with the Broader Public Services Expenses Directive. The Board also recognizes that, during their term of elected office, trustees require support services to effectively service their constituents.

**Glossary of Key Policy Terms:** Nil.

**References:**

Education Act  
Broader Public Sector Expenses Directive



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## Trustee Expenses AP 100.10

<b>Procedure for:</b>	Trustees	<b>Adopted:</b>	March 29, 2005
<b>Submitted by:</b>	Associate Director & Treasurer	<b>Revised:</b>	June 26, 2007; January 28, 2010
<b>Category:</b>	Governance		June 28, 2011

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### Purpose

The purpose of this procedure is to provide direction regarding expenses incurred by Trustees while on Board business.

### Responsibilities

The Chair of the Board shall approve all expenses for Trustees subject to Board policies, procedures or as otherwise approved by the Board. The Treasurer of the Board shall approve the expenses incurred by the Chair of the Board as provided in this procedure.

### Information

This procedure was developed using the guidelines outlined in the Broader Public Sector Expenses Directive issued by the Ministry of Finance, effective April 1, 2011.

### Procedures

#### 1.0 Travel Costs – Personal Automobile

- 1.1 Mileage will be paid based on the number of kilometres from a trustee's home to the meeting location or Board event and back to their home.
- 1.2 Trustees must submit an approved Expense Report, in prescribed form, to the Finance Department when requesting reimbursement of travel expenses. Trustees should retain a copy of the form for their records as copies will not be provided.

#### 2.0 Travel Costs - Other

- 2.1 Trustees may use the most cost-effective method of travel. If a method is used other than a personal automobile, reimbursement will be based on actual costs as supported by an invoice or receipt. These costs must not be greater than the amount incurred if a personal automobile was used as determined in (1.2) above.
- 2.2 Parking costs will be reimbursed based on actual receipts.

#### 3.0 Hotels and Meals

- 3.1 Meal expenses will be reimbursed based on reasonable meal costs. Except in unusual circumstances, breakfast and an evening meal will be reimbursed only if trustees are required to be away from home overnight. Lunch will be reimbursed if trustees are required to attend meetings over the lunch period. Actual receipts or invoices must be submitted. Credit card or debit card receipts are not acceptable.
- 3.2 Reasonable costs for hotel rooms will be reimbursed if approved, in advance, by the Board. Costs such as movies, mini bar, personal telephone calls, etc., will not be reimbursed.



#### 4.0 Professional Development

- 4.1 Registration fees for conferences and workshops related to Board business will be paid directly by the Board or reimbursed, if approved by the Chair of the Board.
- 4.2 Trustees will be reimbursed for travel to conferences, workshops and other events as approved by the Board. Attendance at the Annual General Meeting and Regional Meetings and other events sponsored by the Ontario Catholic School Trustees' Association (OCSTA), the Annual General Meeting of the Canadian Catholic School Trustees' Association (CCSTA) and When Faith Meets Pedagogy Conference are deemed approved for all trustees when these events are held in Canada. Attendance at the Annual Chair and Vice-Chair Conference is deemed approved for the Chair and Vice-Chair of the Board when held in Canada. Moderate and reasonable consumption of alcohol at these events is permissible.
- 4.3 Other costs related to Board business, which are incurred while attending conferences and workshops, will be reimbursed if approved by the Chair of the Board.
- 4.4 If the conference or workshop fee includes meals, trustees will not be reimbursed for meal costs they choose to incur.

#### 5.0 Hospitality

- 5.1 Hospitality expenses, approved in advance by the Chair of the Board, will be recognized when:
  - token gifts, value not to exceed \$30, are given to individuals not employed or contracted by the Board in appreciation or recognition of service;
  - engaging in an appropriate event on behalf of the Board; or
  - sponsoring events related to the business of the Board.

Hospitality may never be offered solely for the benefit of trustees, employees or contractors of the Board or other designated agency of the Broader Public Sector (BPS).

- 5.2 When hospitality is extended to vendors, or possible vendors, it is imperative that such hospitality is not perceived to give the vendor preferential treatment.
- 5.3 Other costs related to Board business, which are incurred while attending conferences and workshops; will be reimbursed if approved by the Chair of the Board. Board events involving employees are not considered hospitality functions and cannot be reimbursed as the Broader Public Expenses Directive states that hospitality may never be offered solely for the benefit of any individual covered by this policy. Expenses that are not considered hospitality and will not be reimbursed are office social events, personal retirement parties and holiday celebrations. Hospitality may be extended in an economical and consistent manner when:
  - it can facilitate the business of the Board;
  - it is considered desirable as a matter of courtesy or protocol;
  - engaging in discussions or hosting receptions regarding Board matters with representatives from other governments; the broader public sector; business and industry; public interest groups or labour groups;
  - providing individuals from national, international, or charitable organizations with an understanding or appreciation of Ontario and the workings of its government;
  - honouring distinguished individuals for exceptional public service in Ontario;
  - conducting prestigious ceremonies for heads of state, government or distinguished guests from the private sector;
  - the business of the Board includes hospitality functions.



- 5.4 Moderate and reasonable consumption of alcohol during an event described in .5.1 and 5.3 above and approved in advance by the Chair of the Board of Trustees is permissible and expenses shall be reimbursed. Otherwise expenses for alcohol are not permitted.
- 5.5 Original invoices or receipts, which clearly show costs and applicable sales taxes, must be submitted using the prescribed Expense Report form. Reimbursement for hospitality expenses are subject to approvals as are other expenses referred to in this policy.

## 6.0 Service Equipment

- 6.1 The following equipment will be provided to the trustee as required:
  - Cellular telephone, including hands-free device, connection fees, air time and long-distance charges.
  - Laptop computer, the specification for which will be the current classroom standard, plus a modem and printer/scanner/copier.
  - Connection and monthly charges for internet provision.
  - Calendaring devices.
- 6.2 At the end of the trustee's term of office, user fees for telephone and internet access will be terminated

## 7.0 Other

- 7.1 Standard Expense Forms, developed by the Finance Department, must be used when submitting expenses. Expense reports are to be submitted monthly if expenses incurred are over \$250 or quarterly if expenses incurred are less than \$250.
- 7.2 The Chair of the Board will approve Expense Reports for trustees and the Director of Education. The Associate Director, Corporate Services & Treasurer will approve Expense Reports for the Chair of the Board. The approver cannot authorize expense claims if the claim includes expenses which benefit the approver.
- 7.3 Original invoices or receipts, which clearly show costs and applicable sales taxes, are required for expenses other than automobile mileage costs.
- 7.4 Cash advances will not normally be provided, however, a trustee who is unable to use a personal credit card may make a written request to the Associate Director, Corporate Services & Treasurer at least ten business days prior to when the funds are required.
- 7.5 Donations or gifts to community groups, political parties, schools and charities will not be reimbursed.
- 7.6 Should there be a dispute regarding the eligibility of an expense, the trustee may contest the decision during a public session of the Board.
- 7.7 Trustee expenses will be reported to the Board in public session annually.

## Definitions

### Hospitality

The provision of food, beverages, accommodation, transportation and other amenities to individuals who are not elected trustees, appointees, employees, consultants or contractors engaged to work for the Board or other designated agencies of the Broader Public Sector (BPS).



**References**

Broader Public Sector Expenses Directive



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Hiring - Academic Staff**

		<b>Policy Number:</b>	300.10
<b>Adopted:</b>	May 25, 2004	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	May 24, 2011, October 22, 2013	<b>Policy Category:</b>	Human Resources
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	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 274/12  
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



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**Hiring – Academic Staff  
AP 300.10**

<b>Procedure for:</b>	Principals/Vice-Principals	<b>Adopted:</b>	May 25, 2004
<b>Submitted by:</b>	Superintendent of Education	<b>Revised:</b>	October 22, 2013
<b>Category:</b>	Human Resources		

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### **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.
- 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 position(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



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Hiring – Support Staff**

		<b>Policy Number:</b>	300.11
<b>Adopted:</b>	June 22, 2004	<b>Former Policy Number:</b>	N/A
<b>Revised:</b>	May 24, 2011	<b>Policy Category:</b>	Human Resources
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	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 staff on the basis of qualifications, experience, merit and where appropriate, Catholicity.

**Policy Statement:**

This policy applies to all candidates for employment in non-academic positions within the Board's schools and learning centers, except candidates for employment in Senior Administrative positions.

The Hiring Procedures – Support Staff Policy will:

- ensure all candidates for support staff positions understand the principles that shall guide the hiring and promotion of support staff,
- ensure that the Board conducts a fair selection process to fill vacancies in support staff positions based on qualifications, experience, merit and where appropriate, Catholicity.

**Glossary of Key Policy Terms:**

**Appropriate Senior Administrator**

Senior Administrators are the Director of Education, the Associate Director, Corporate Services & Treasurer and the Superintendents of Education. The administrator who is responsible for the position or program in which the vacancy exists is defined as the appropriate Senior Administrator.

**References**

- Education Act, Sections 170(1) & 171(1)
- Ontario Human Rights Code, Section 24(1)(1)
- Employment Standards Act
- Ontarians with Disabilities Act
- Pre-Employment Screening Policy
- Student Achievement and School Board Governance Act, 2009



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## Hiring – Support Staff AP 300.11

<b>Procedure for:</b>	Principals, Managers, Supervisors	<b>Adopted:</b>	June 22, 2004
<b>Submitted by:</b>	Associate Director & Treasurer	<b>Revised:</b>	May 24, 2011
<b>Category:</b>	Human Resources		

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### 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 staff on the basis of qualifications, experience and merit. The Board will ensure that a fair selection process to fill vacancies in support staff positions is conducted based on qualifications, experience, merit and where appropriate, Catholicity.

### Responsibilities

#### Appropriate Senior Administrator

- Approve the placement of internal and external advertisements for the hiring of support staff.
- Establish an Interview Committee for the hiring of support staff.
- Approve the hiring and appointment of OSSTF Secretarial staff, Administrative staff, Library Resource Technicians, Computer Technicians, Educational Assistants, Child and Youth Workers, Managers, Program Services Support staff, Early Childhood Educators, Custodians, Cleaners and Maintenance personnel and other Administrative staff.
- Provide a recommendation to the Director of Education for approval to hire and/or appoint Managers.

#### Appropriate Principal/Supervisor

- Establish an Interview Committee for the hiring of support staff.
- Make a hiring recommendation for the hiring and appointment of OSSTF Secretarial staff, Administrative staff, Library Resource Technicians and Computer Technicians

#### Manager of Facilities and Construction Projects

- Establish an Interview Committee for the hiring of OSSTF Custodians, Cleaners and Maintenance personnel.
- Make a hiring recommendation for OSSTF Custodians, Cleaners and Maintenance personnel.

#### Interview Committee

- Interview candidates and make a hiring recommendation.

#### Appropriate Human Resources Coordinator

- Coordinate the hiring process in conjunction with the appropriate Senior Administrator.

### Information

This administrative procedure applies to the hiring of staff for educational assistants, child and youth workers, OSSTF secretarial staff, administrative staff, library resource technicians, computer technicians, OSSTF Early Childhood Educators, OSSTF custodians, cleaners and maintenance personnel, programs services support staff, managers and other administrative staff.



## Procedures

### 1.0 General

- The placement of internal and external advertisements shall be approved by the Appropriate Senior Administrator and coordinated by the Human Resources Coordinator of Support Staff.
- All external candidates must comply with the conditions outlined in the Pre-Employment Screening Policy.

### 2.0 Educational Assistants/Child Youth Workers:

- The Appropriate Senior Administrator shall establish an Interview Committee to interview candidates and make a hiring recommendation. For permanent positions, the Committee shall consist of the Human Resources Coordinator of Support Staff and the school Principal and/or the Supervisor of the position. For other than permanent positions, the Committee will consist of the Principal and/or the Supervisor of the position and one other appropriate staff member. The appropriate Senior Administrator shall approve the hiring and appointment of Educational Assistants and Child Youth Workers.

### 3.0 OSSTF Secretarial Staff, Administrative Staff, Library Resource Technicians and Computer Technicians

- The appropriate Principal/Supervisor shall establish an Interview Committee to interview candidates and make a hiring recommendation. For permanent positions, the Committee shall consist of the Human Resources Coordinator of Support Staff and the school Principal and/or the appropriate Supervisor. For other than permanent positions, the Committee will consist of the Principal and/or the Supervisor of the position and one other appropriate staff member. If there is no direct supervisor, the appropriate Senior Administrator will establish an Interview Committee.
- The appropriate Senior Administrator shall approve the hiring and appointment of OSSTF Secretarial staff, Administrative staff, Library Resource Technicians and Computer Technicians.

### 4.0 OSSTF Early Childhood Educators

- The appropriate Principal/Supervisor shall establish an Interview Committee to interview candidates and make a hiring recommendation. For permanent positions, the Committee shall consist of the Human Resources Coordinator of Support Staff and the school Principal and/or the appropriate Supervisor. For other than permanent positions, the Committee will consist of the Principal and/or the Supervisor of the position and one other appropriate staff member. If there is no direct supervisor, the appropriate Senior Administrator will establish an Interview Committee.
- The appropriate Senior Administrator shall approve the hiring and appointment of OSSTF Early Childhood Educators.

### 5.0 OSSTF Custodians, Cleaners and Maintenance Personnel

- The Manager of Facilities and Construction Projects shall establish an Interview Committee to interview candidates and make a hiring recommendation. For permanent positions, the Committee shall consist of the Manager of Facilities and Construction Projects, or Designate, the appropriate Custodial/Maintenance Supervisor and Human Resources Coordinator of Support Staff. For other than permanent positions, the Committee will consist of the Manager of Facilities and Construction Projects, or Designate and the appropriate Custodial/Maintenance Supervisor.
- The Associate Director, Corporate Services and Treasurer shall approve the hiring and appointment of custodians, cleaners and maintenance personnel.



## **6.0 Program Services Support Staff and Other Administrative Staff**

- The appropriate Senior Administrator shall establish an Interview Committee to interview candidates and make a hiring recommendation. For permanent positions, the Committee shall consist of the Human Resources Coordinator of Support Staff and the school Principal and/or the appropriate Supervisor. For other than permanent positions, the Committee will consist of the Principal and/or the Supervisor of the position and one other appropriate staff member.
- The Senior Administrator will approve the hiring and appointment of Program Services Support staff and other Administrative Staff.

## **7.0 Managers**

- The appropriate Senior Administrator shall establish an Interview Committee to interview candidates and make a hiring recommendation. This Committee shall consist of the appropriate Senior Administrator(s), one other appropriate staff member supported by the Human Resources Coordinator of Support Staff and up to two trustees.
- The Senior Administrator will provide a recommendation to the Director of Education for approval to hire and/or appoint Managers.
- The Director will inform trustees about managerial appointments in a timely manner.

## **Definitions**

### **Appropriate Senior Administrator**

Senior Administrators are the Director of Education, the Associate Director, Corporate Services & Treasurer and the Superintendents of Education. The administrator who is responsible for the position or program in which the vacancy exists is defined as the appropriate Senior Administrator.

## **References**

Hiring – Support Staff Policy 300.11  
Education Act, Sections 170(1) & 171(1)  
Ontario Human Rights Code, Section 24(1)(1)  
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Ontarians with Disabilities Act  
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