



**Policy Committee  
Wednesday, March 30, 2011  
Trustees' Meeting Room**

**Present:** Dennis Blake (Chair), Cliff Casey, Dan Dignard, Cathy Horgan, Bonnie McKinnon, Rick Petrella, June Szeman

**Absent:**

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**1. Call to Order**

**1.1 Opening Prayer**

The meeting opened with a prayer led by Dennis Blake.

**2. Routine Matters**

**2.1 Approval of the Agenda**

Moved by: Dan Dignard  
Seconded by: Bonnie McKinnon

THAT the Policy Committee approves the agenda for the March 30, 2011 meeting.  
**Carried**

**2.2 Declaration of Interest: Nil**

**2.3 Approval of Minutes from the Policy Committee Meeting of October 13, 2010**

Moved by: Rick Petrella  
Seconded by: Dan Dignard

THAT the Policy Committee approves the minutes from the November 16, 2010 meeting.  
**Carried**

**2.4 Business Arising from Minutes: Nil**

**3. Presentations and Delegations: Nil**

**4. Committee and Staff Reports**

**4.1 2010-11 Policy Review Schedule**

Director Horgan reviewed the 2010-11 Policy Review Schedule as of March, 2011. It was requested that Inclement Weather/staff snow days/zones, as well as the reporting of trustee expenses, be added to the next agenda as items for discussion.



#### **4.2 Policy Development - Discussion**

Director Horgan initiated a discussion regarding the process of policy development and what makes a good policy. A brief review of excerpts taken from the OCSTA *Good Governance* document including *School Board Policies and Liabilities*, as well as *Policy Making* was done. It was requested that staff investigate a possible inservice for trustees on policy development and to also determine when the subject OESC module will be ready.

Policy Committee meeting dates were established for the remainder of the school year (all at 7:00 pm), as follows:

April 20, 2011                      May 5, 2011                      June 7, 2011

#### **4.3 Educational Field Trips & Excursions 500.05 (Revised)**

Superintendent Chris Roehrig reviewed details of the revised Educational Field Trips & Excursions Policy 500.05 which aims to accommodate recent legislative changes, simplify the administrative procedure, and protect instructional time. Some points raised included:

- two days are to be applied consistently
- limit of one overnight trip per class per school year
- trustees will continue to approve international travel

These changes will be made to the policy.

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Educational Field Trips & Excursions Policy 500.05 (revised) to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

#### **4.4 Volunteer and Trip Drivers 200.21 (Revised)**

Superintendent Chris Roehrig presented the revised Volunteer and Trip Drivers Policy 200.21. Although the revision does not contain any significant change to the substance of the policy, information has been reorganized and consolidated, an administrative procedure developed, and overlap between the Educational Field Trip and Volunteer and Trip Drivers policies eliminated. A request was made to investigate if providing proof of insurance is a requirement and whether or not it should be included in the policy.

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the Volunteer and Trip Drivers Policy 200.21 (revised) to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



**Brant Haldimand Norfolk  
Catholic District School Board**

**Minutes**

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

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**5. Adjournment**

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Policy Committee adjourns the meeting of March 30, 2011

**Carried**

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Next Meeting: Wednesday, April 20, 2011, 7:00 p.m., Haldimand Room