



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

Trustees:

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

Absent:

Senior Administration:

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

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 October 9, 2013 meeting.
Carried

1.4 Approval of the Policy Committee Meeting Minutes – April 23, 2013

Moved by: June Szeman
Seconded by: Dan Dignard

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

2. Committee and Staff Reports

2.1 Electronic Communications and Social Media Policy 600.01 (revised)

Superintendent Grice explained that this policy and administrative procedures provide parameters regarding our communications (email) systems, as well as the use of social media. He highlighted that the primary revisions include the new name for the policy, clear definitions of roles and responsibilities, as well as expectations regarding privacy. He advised that the proposed policy has been vetted by all user groups, as well as Keel Cottrelle LLP. Discussion ensued with respect to various sections of the administrative procedures including access to trustee email accounts in the event of misuse, use of the Board's email system by unions, tiered access to email addresses/global distribution lists, and the potential challenges with respect to



the proposed 'bring your own devices to school' initiative. Trustees requested that a separate eMail Social Communication policy be developed to address these specific concerns. A request was made by Trustee Petrella to add a reference regarding access to trustee email accounts in the 'Responsibilities' section of the Electronic Communications and Social Media administrative procedure prior to this policy package proceeding to Committee of the Whole.

Moved by: June Szeman

Seconded by: Bonnie McKinnon

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.

Carried

2.2 Hiring – Academic Staff Policy 300.10 (revised)

Superintendent McKinnon advised that due to the enactment of Ontario Regulation 274/12 in September 2012 regarding the hiring of teachers to long term occasional (LTO) and permanent teaching positions, this policy and administrative procedures have been revised to include the Board's adherence to the requirements of Provincial Regulation 274. In response to trustee inquiries, Superintendent McKinnon clarified the process/hiring practice that is now being used to fill LTO and permanent positions.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the Hiring – Academic Staff policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.3 Board By-Laws (revised)

Director Roehrig reviewed the proposed revisions to the By-Laws which reflect changes in statutes and regulations since 2010, as well as align by-law language with the Education Act. Minor changes also include staff titles, the order of business to reflect current practice, and clarification regarding notices of motion. Through discussion, it was agreed that clarification be provided regarding "improper conduct" as noted in section 6.9.2; that Notices of Motion will be given to the Secretary **and** the Chairperson (rather than "or") in section 7.5.1; and that additional committees will report to the Committee of the Whole, not to the Board in section 8.2. Discussion also ensued regarding assigned seating (6.8), length of time/number of time a member can speak to a motion (7.2.9), and meeting start time (6.2.1.1 and 6.2.2.1). It was agreed that, if required, these sections could be revised at a future Board meeting with 2/3rd approval. Trustee Blake expressed his concern that the 7 pm meeting start time is challenging when he works until 6 pm in Simcoe. He stated that, in his opinion, the start time of meetings had been changed in the past to 7 pm by Trustee Szeman when in the position of Chair. Chair Szeman expressed resentment towards this personal accusation and noted that any change in meeting start time would only have been done by motion and vote of the Board. It was agreed that should a trustee wish to be present for the discussion on a specific agenda item, s/he should make a request of the Chair to move that item later in the agenda if s/he anticipates arriving late for the meeting in question; the agenda will be amended accordingly.



Moved by: Dan Dignard
Seconded by: Bonnie McKinnon

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.

Carried

2.4 Board Governance 100.01 (revised)

Director Roehrig explained that in keeping with Bill 177, which articulates the roles of school boards with respect to setting its own by-laws and code of conduct, the Board Governance policy is being revised to include references to the Board's existing Code of Conduct. Trustees revised the proposed policy statement #3 by removing "every two years" and replacing it with "within the first 12 months of a newly-elected Board...".

Moved by: Cliff Casey
Seconded by: Rick Petrella

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

Carried

3. Discussion Items

3.1 Educational Field Trips and Excursions 500.01 re: splash parks

In revisiting the reference to splash parks in the "Risk Management" section of the Educational Field Trips and Excursions administrative procedures, it was agreed that a statement regarding the questionable educational value of this type of activity would be added.

3.2 Advocacy Policy 700.09

Director Roehrig requested feedback regarding the relevance of the Advocacy Policy, which was adopted in 2007. Trustees agreed that the policy is no longer required, and the following motion was proposed.

Moved by: June Szeman
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of Advocacy Policy 700.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3.3 Performance Appraisal of Director of Education Policy 100.02

Director Roehrig commented that the Ministry's Supervisory Officer Performance Appraisal (SOPA) pilot is in its second year and that it is anticipated that a provincial process/format will be released next year. Trustees were in agreement that the current policy and administrative procedures need to be revised sooner rather than later. Trustee Petrella proposed that a Committee of all trustees be formed to review and develop a revised policy, taking into account input/information from applicable sources, i.e., the SOPA program being piloted by the Leadership Development and School Board Governance Branch.



**Brant Haldimand Norfolk
Catholic District School Board**

Minutes

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

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT a committee of trustees be established to develop a new version of the Performance Appraisal of Director of Education policy.

Carried

4. Adjournment

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee adjourns the meeting of October 9, 2013.

Carried