



**POLICY COMMITTEE
WEDNESDAY, OCTOBER 14, 2009 3:00 pm
Board Room**

1. Call to Order

1.1 Opening Prayer – Bonnie McKinnon, Chair of the Policy Committee

1.2 Attendance

2. Routine Matters

2.1 Approval of the Agenda

2.2 Declaration of Interest

2.3 Approval of Minutes from the Committee of the Whole

a. April 14, 2009

Pages 2-3

2.4 Business Arising from Minutes

3. Presentations and Delegations: Nil

4. Committee and Staff Reports

4.1 Plan of Policy Development for 2009-10

Page 4

Presenter: Bonnie McKinnon, Chair of the Policy Committee

4.2 Progressive Discipline

Pages 5-7

Presenter: Trish Kings, Superintendent of Education

4.3 Performance Appraisal for Director of Education

Pages 8-10

Presenter: Cathy Horgan, Director of Education

5. Moment of Silent Reflection

6. Adjournment

Brant Haldimand Norfolk Catholic District School Board
Meeting of the Policy Committee – Tuesday April 14, 2009

PRESENT AT THE MEETING

Trustees: Bonnie McKinnon, June Szeman, Dan Dignard

Absent:

Administration: Cathy Horgan, Director of Education,

A. CALL TO ORDER:

The meeting was called to order by Chair Bonnie McKinnon.

B. ROUTINE MATTERS:

1. Approval of the Agenda

Resolved:

On a motion by Dan Dignard and June Szeman, that the Policy Committee approve the agenda for the April 14, 2009 meeting.

CARRIED

2. Approval of Minutes – January 20, 2009

Resolved:

On a motion by June Szeman, and Dan Dignard that the Policy Committee approve the minutes from the January 20, 2009 meeting.

3. Declaration of interest: Nil

C. PRESENTATIONS & DELEGATIONS:

Director of Education Cathy Horgan reviewed the Current Policies and Procedures chart as available on the website. A tracking mechanism of policy development and a plan was presented for policies to be developed during 09-10.

D. COMMITTEE AND STAFF REPORTS:

1. Policies to be Rescinded

Director of Education Cathy Horgan reviewed policies to be rescinded.

Resolved:

On a motion by June Szeman and Dan Dignard, that the Policy Committee recommends that the Committee of the Whole approves the following policies to be rescinded and refers it to the Brant Haldimand Norfolk Catholic District School Board for approval.

- 200.23 Catholic School Councils
- 300.2 Junior and Senior Kindergarten Allocation
- 300.3 Elementary Staff Allocations
- 300.4 Secondary Staff Allocations

2. Board Bylaws

Resolved:

On a motion by June Szeman and Dan Dignard that the Policy Committee recommends that the Committee of the Whole approves the change to the start time of Board Meetings to 7:00 p.m. as noted in the Board By-Laws section 9.1.1, Schedule and Location of Meetings.

E. ADJOURNMENT

The meeting was adjourned by consensus.

NEW POLICIES BEING DEVELOPED OR POLICIES IN REVISION

| Policy Name | Assigned to | Policy Proposal to ACM | Draft Reviewed by ACM | Draft Reviewed by Sr Advisory | Date sent to Trustees | Vetted to System | To Policy Cmte | To Cmte of the Whole | Approved by Board | Posted on Web |
|---|---------------------------|------------------------|-----------------------|-------------------------------|-----------------------|------------------|----------------|----------------------|-------------------|---------------|
| 200.14 Admission of Students R | Cathy Horgan | Nov 09 | | | | | 2009-10 | | | |
| Healthy Food Choices in Schools | Bill Chopp | | Nov 09 | | | | Jan 10 | | | |
| Progressive Discipline R | Bill Chopp Trish Kings | | | | | | Oct 09 | | | |
| 300.10 Hiring – Academic Staff R | Wally Easton | | Oct 09 | | | | Nov 09 | | | |
| 300.11 Hiring – Support Staff R | Wally Easton | | Oct 09 | | | | Nov 09 | | | |
| 300.18 Pre-employment Screening R | Wally Easton | | Nov 09 | | | | 2009-10 | | | |
| Medical Support/ Diabetes | Bill Chopp | | Nov 09 | | | | 2009-10 | | | |
| Educational Field Trip R | Chris Roehrig | | Dec 09 | | | | 2009-10 | | | |
| 300.1 Workplace Harassment R | Wally Easton | | | | | | | | | |
| 300.6 Performance Appraisal for Non-teaching Staff R | Wally Easton | | Feb 10 | | | | | | | |
| Environmental Education | Chris Roehrig | | Nov 09 | | | | | | | |
| Performance Appraisal for the Director of Education | Cathy Horgan | | | | | | Oct 09 | | | |
| Equity Policies | Trish Kings | | Nov 09 | | | | | | | |
| Customer Service Accessibility | Bill Chopp | | Oct 09 | | | | Dec 09 | | | |

* R ~ In revision

H

REPORT TO THE POLICY COMMITTEE

Prepared by: Trish Kings, Superintendent of Education
Presented to: Policy Committee
Submitted on: October 13, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

POLICY: PROGRESSIVE DISCIPLINE POLICY FOR STUDENTS

Public Session

BACKGROUND INFORMATION:

In accordance with the Education Amendment Act (Progressive Discipline and School Safety), 2007, and as required by Policy/Program Memorandum 145, all Ontario school boards must put in place a policy with respect to Progressive Discipline for Students.

DEVELOPMENTS:

The policy has been developed in accordance with Ministry requirements and vetted as required by the Policy Development Policy.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Progressive Discipline Policy for Students be directed to the Brant Haldimand Norfolk Catholic District School Board for approval.



Brant Haldimand Norfolk Catholic District School Board

POLICY: Progressive Discipline Policy For Students

| | |
|--------------------------|--------------------------------|
| Adopted: | Policy No: Former Policy #: |
| Revised: | Policy Category: |
| Subsequent Review Dates: | Pages: |

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board acknowledges the importance of actively promoting and supporting appropriate and positive student behaviours that contribute to and sustain a safe learning and teaching environment in which every student can reach his or her potential.

Policy Statement:

The goal of the Progressive Discipline Policy is to support a safe learning and teaching environment.

Progressive Discipline is an approach that makes use of a continuum of interventions, supports and consequences, building upon strategies that promote positive behaviours.

The range of interventions, supports and consequences used by the Board and all schools must be clear and developmentally appropriate and must include learning opportunities for students in order to reinforce positive behaviours and help students make good choices.

For students with special education needs, interventions, supports and consequences must be consistent with the expectations in the student's Individual Education Plan (IEP)/Behaviour Plan as appropriate.

The Board and school administrators must consider all mitigating and other factors, as required by the Education Act and as set out in Ontario Regulation 472/07.

Glossary of Key Policy Terms:

PROGRESSIVE DISCIPLINE: A whole school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours.

Statutory/Regulatory/
Related Board Policy
Linkages

Education Act, Ontario Regulation 427/07,
Policy/Program Memorandum No. 145 Progressive
Discipline and Promoting Positive Student Behaviour,
Safe Schools Policy 200.25



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: Progressive Discipline Policy

Adopted:

Policy No:

Former Policy #:

Revised:

Policy Category:

Subsequent Review Dates:

Pages:

1. All schools must develop and implement a school wide progressive discipline plan that is consistent with the Board's policy.
2. Schools should use a range of interventions, supports and consequences in which short term suspension, long term suspension, or expulsion may be the response required. Examples of early intervention may include, but are not limited to:
 - verbal reminders
 - review of expectations
 - detentions
 - written assignments
 - loss of privilege
 - contact with parents.Ongoing interventions may include, but are not limited to:
 - conflict mediation
 - peer mentoring
 - volunteer service in the school community
 - meetings with parents
 - a referral to counselling (internal and/or external support).
3. Schools should, in consultation with staff, students, parents and other support groups, develop a positive school environment utilizing proactive and preventative measures to foster a positive and supportive learning and teaching environment for all.
4. A Board training strategy will be developed for all administrators and school staff.
5. A Board communication strategy will be developed for all students, parents, staff and school councils in order that members understand and support progressive discipline.
6. The Board's performance indicators for monitoring, reviewing and evaluating the effectiveness of the policy will be reviewed through the Board's Safe School's Committee and the schools' Safe School's Team.



Brant Haldimand Norfolk Catholic District School Board

POLICY: PERFORMANCE MANAGEMENT OF DIRECTOR OF EDUCATION

| | | |
|--------------------------|------------------|------------|
| Adopted: | Policy No: | |
| | Former Policy #: | |
| Revised: | Policy Category: | Governance |
| Subsequent Review Dates: | Pages: | |

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that:

1. a performance management process of 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 management 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 lead by the Chair of the Board.

DRAFT

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.



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: PERFORMANCE MANAGEMENT OF DIRECTOR OF EDUCATION

| | |
|---------------------------------|------------------------------------|
| Adopted: | Policy No: |
| | Former Policy #: |
| 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 review of activities and accomplishments for the year, to the Chair of the Board.
3. The Chair meets with the Director to evaluate the form and process for the coming year, including review of previous years' goals and identified goals for the next year.
4. The Executive Assistant circulates all forms, including the process to the Board members. Board members are asked to complete the form 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 pursuant and the
6. Chair and the Vice Chair shall prepare a written appraisal report based on the data collected that shall be submitted to the Director of Education by May 31 each year.
7. 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.
8. 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.
9. The appraisal report and response of the Director shall be filed within the Director's personnel file.