



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

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

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**Policy Committee  
Wednesday, January 11, 2017 ♦ 3:00 p.m.  
Boardroom**

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

Chris N. Roehrig (Director of Education & Secretary); Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

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**1. Opening Business**

1.1 Opening Prayer – Dan Dignard

1.2 Attendance

1.3 Approval of the Agenda

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1.4 Approval of Minutes from the Policy Committee Meeting – October 25, 2016

Pages 2-5

1.5 Business Arising from the Minutes

**2. Committee and Staff Reports**

2.1 Volunteer and Trip Drivers 200.21 (*revised*)  
Presenter: Chris N. Roehrig, Director of Education & Secretary

Pages 6-11

2.2 Student Accident Insurance 200.22 (*revised*)  
Presenter: Chris N. Roehrig, Director of Education & Secretary

Pages 12-15

2.3 Director of Education Performance Appraisal 100.02 (*revised*)  
Presenter: Chris N. Roehrig, Director of Education & Secretary

Pages 16-18

**3. Discussion Items – N/A**

**4. Trustee Inquiries**

**5. Adjournment**

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**Next meeting:** At the call of the Chair



**Policy Committee**  
**Tuesday, October 25, 2016 ♦ 4:00 p.m.**  
**Boardroom**

**Trustees:**

**Present:** Cliff Casey (Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Rick Petrella

**Absent:**

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice, Patrick Daly and Michelle Shypula (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting opened with prayer led by Chair Casey.

**1.2 Attendance**

As noted above.

**1.3 Approval of the Agenda**

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee approves the agenda of the October 25, 2016 meeting.

**Carried**

**1.4 Approval of the Policy Committee Meeting Minutes – April 12, 2016**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Policy Committee approves the minutes of the April 12, 2016 meeting.

**Carried**

Moved by: Rick Petrella

Seconded by: Bill Chopp

THAT the Policy Committee approves the minutes of the Director of Education Performance Appraisal Sub-Committee meeting of May 30, 2016.

**Carried**

**1.5 Business Arising**

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee disbands the Director of Education Performance Appraisal Sub-Committee.

**Carried**



## 2. Committee and Staff Reports

### 2.1 Protection of Anaphylactic Pupils 200.18 (*revised*)

Superintendent Shypula reported that as part of the regular review cycle for policies, the Protection of Anaphylactic Pupils policy and administrative procedure was revised to reflect the updated template formats and current practices. She reviewed the provisions contained within the policy, which are in compliance with Sabrina's Law. In response to trustee inquiries, Superintendent Shypula confirmed that whether or not there are identified peanut allergies in a school, peanut products or substitutes such as wild butter are not permitted in the building nor on the bus, as it is safer to err on the side of caution. She also confirmed that students are responsible for providing their own EpiPen.

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Protection of Anaphylaxis Pupils policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### 2.2 Transportation of Students 400.19 (*revised*)

Superintendent Grice reported that this policy was reviewed as part of the regular review cycle. Several minor revisions have been made, the most significant being that Grades 7 and 8 students are now counted as 1.5 instead of 1.0 when determining the bus capacity. An ongoing issue involving a daycare in the Notre Dame School area was discussed, initiated by Trustee Chopp.

Moved by: Rick Petrella

Seconded by: Bill Chopp

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

**Carried**

### 2.3 Fees for Learning Materials & Activities 200.02 (*revised*)

Director Roehrig reported that this policy underwent review as part of the regular policy review cycle and that although minor revisions were made, no substantive changes have been made.

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Fees for Learning Materials and Activities Policy 200.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



**2.4 Employee Assistance Program (EAP) 300.13 (revised)**

Superintendent Grice reported that an Administrative Procedure has been added to the original policy that provide details about the program, benefits of the program, who the service providers are, and how employees can access the program. In response to trustee inquiries, Superintendent Grice confirmed that the program is completely anonymous and that the program is not restricted to employees only--it is a family assistance program.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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

**Carried**

**2.5 Trustee Expenses Policy 100.01 (revised)**

Director Roehrig advised that in response to direction by trustees at the last Policy Committee meeting, language has been added to the policy that the Chair of the Board will adjudicate if an expense incurred in advance of a conference or workshop will be reimbursed should the trustee subsequently not attend the conference.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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

**Carried**

**2.6 Trustee Communication Policy 100.08 (revised)**

Director Roehrig reported that the Trustee Communication policy, formerly known as Communication on Behalf of the Board policy, has been revised in response to a request at the last Policy Committee meeting that the policy include language on the proper use of social media by trustees. He noted that the 'policy guidelines' section has been added, which is primarily the language from Appendix A of the original policy. These guidelines include a mixture of 'shoulds' (good practice) and 'shalls' (in areas where the Board has potential exposure). A new Appendix has been added which reflects best practices around social media.

Moved by: Carol Luciani

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Trustee Communication Policy 100.08 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



**3. Discussion Items**

**3.1 Trustee attendance at school-based events**

Trustee Petrella initiated a conversation to determine if a process or set of guidelines needs to be formalized with respect to what constitutes an appropriate school-based event for a trustee to attend. Director Roehrig reviewed the direction that he provided to school administrators in the past, whereby requests should be made through the Director's office to ensure that proper protocol is followed. Trustees decided that a formal policy is not required if the informal process is adhered to.

**4. Trustee Inquiries - Nil**

**5. Adjournment**

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee adjourns the meeting of October 25, 2016.

**Carried**

**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: January 11, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**VOLUNTEER AND TRIP DRIVERS**  
Public Session

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**BACKGROUND INFORMATION:**

As part of the regular review of all Board policies and administrative procedures, the policy for Volunteer and Trip Drivers was subject to review.

**DEVELOPMENTS:**

There were no significant revisions to this policy or administrative procedure. Some changes to the policy and administrative procedures include, but are not limited to:

- minor wording revisions;
- revisions to the driving record provision (after consultation with OPP);
- inclusion of provisions regarding distracted driving;
- booster seat and seat belt provisions were inserted; and
- clarification regarding the frequency of information collection.

The revised policy and administrative procedure were vetted by Senior Administrators, Principals, and the Chair of the Regional Catholic Parent Involvement Committee.

**RECOMMENDATION:**

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



## Policy: Volunteer and Trip Drivers

	<b>Policy Number:</b>	200.21	
<b>Adopted:</b>	September 24, 2002	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	April 26, 2011	<b>Policy Category:</b>	Students
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

~~Recognizing that the best~~ The safest means of transporting students is by school bus transportation, ~~Whenever possible, trip organizers are encouraged to use school buses to transport students~~ the Brant Haldimand Norfolk Catholic District School Board ~~recognizes~~ **understands** that in a certain circumstances, it may be necessary for volunteer drivers to be used in the transportation of students for school-approved activities.

**Policy Statement:**

In order for an individual to act as a volunteer driver, they shall qualify to become a volunteer and follow the Board Policy on Volunteers ~~(200.04)~~ **(300.12)**.

All trip drivers, including volunteer drivers shall:

- Have adequate liability insurance coverage (minimum \$1 000 000)
- Have a valid driver’s license
- Have a driving record that is free from ~~violations~~ **Criminal Code violations in the last three years**
- Be 21 years of age or older.

Students are not authorized to act as trip drivers.

**Glossary of Key Policy Terms:**

**Trip Driver**

Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to, trustees, **Board** employees, ~~teachers,~~ parents, volunteers, ~~officials of the Board.~~

**Volunteer Driver**

A trip driver that is not an employee of the Board or a trustee ~~that~~ **who** volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.

**References: N/A**

- BHNCDSB Volunteer Policy 300.12**
- Criminal Code of Canada**
- Ontario Highway Traffic Act**



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## VOLUNTEER AND TRIP DRIVERS AP: 200.21

**Procedure for:** Board Staff  
**Submitted by:** Chris N. Roehrig (Superintendent of Education)  
**Category:** Students

**Adopted:** September 24, 2002  
**Revised:** April 26, 2011

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### Purpose

The purpose of this Administrative Procedure is to provide direction to Board Staff and Schools regarding the use of volunteer and trip drivers.

### Responsibilities

All Board staff shall follow this administrative procedure. Specific direction is provided for principals, volunteers, and teachers.

**Information** – N/A

### Procedures

- 1.0 All trip drivers, including volunteer drivers shall complete the *Volunteer Driver Authorization to Transport Students* (Appendix A) and seek approval from the school principal before transporting students.
- 2.0 All trip drivers, including volunteer drivers, are advised that, in order to bring into effect the Board's Excess Liability Insurance, they shall:
  - Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
  - Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
  - Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
  - Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance.
  - Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)
  - **Be aware that legislation makes it illegal for drivers to talk text, type, or e-mail using hand-held cell phones and other hand-held communications and entertainment devices. The law also prohibits drivers from viewing display screens while driving, such as laptops and DVD players that are unrelated to the driving task.**
  - **Be aware that seat belts must be in working condition and used by all passengers and that the volunteer driver is responsible to ensure that children from the age of 5 to 16 years of age are buckled up.**
  - **Be aware that the Ontario's Highway Traffic Act requires children to use a booster seat when they weigh 18 kg to 36 kg (40-80 lb.), are less than 145 cm (4 feet 9 inches) tall, and are under the age of 8.**
- 3.0 In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Board Policy on Volunteers (~~200.04~~)(300.12).
- 4.0 **The *Volunteer Driver Authorization to Transport Students* form (see Appendix) needs to be submitted annually.**





## Definitions

### **Trip Driver**

Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to trustees, employees, ~~teachers~~, parents, volunteers, ~~officials of the Board~~.

### **Volunteer Driver**

A trip driver that is not an employee of the Board or a trustee ~~that~~ **who** volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.

## References – N/A

BHNCDSB Volunteer Policy 300.12

Ontario Highway Traffic Act

Criminal Code of Canada



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**VOLUNTEER DRIVER AUTHORIZATION TO  
TRANSPORT STUDENTS**

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

**This will authorize**

*(Name of teacher or other volunteer driver)*

**To transport students participating in the events listed on the attached school schedule or to transport students participating in the following school activity:**

**VEHICLE INFORMATION: MAKE: YEAR: LICENSE PLATE#:**

**INSURANCE INFORMATION: POLICY NUMBER:**

**TOTAL AMOUNT OF THIRD PARTY LIABILITY INSURANCE** (MINIMUM REQUIRED \$1 000 000):

All trip drivers, including volunteer drivers shall have adequate liability insurance coverage, a valid driver's license, a driving record that is free from violations, and be 21 years of age or older. Students are not authorized to act as trip drivers. In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Board Policy on Volunteers (200.04).

All trip drivers, including volunteer drivers, are advised that, in order to bring into effect the Board's Excess Liability Insurance, they shall:

- (a) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- (b) Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
- (c) Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
- (d) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance.
- (e) Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)
- (f) Be aware that legislation makes it illegal for drivers to talk text, type, deal or e-mail using hand held cell phones and other hand-held communications and entertainment devices. The law also prohibits drivers from viewing display screens while driving, such as laptops and DVD players that are unrelated to the driving task.
- (g) Be aware that Seat belts must be in working condition and used by all passengers and that the Volunteer driver is responsible to ensure that children from the age of 5 to 16 years of age are buckled up.
- (h) Be aware that the Ontario's Highway Traffic Act requires children to use a booster seat when they weigh 18 kg to 36 kg (40-80 lb.), are less than 145 cm (4 feet 9 inches) tall, and are under the age of 8.

**DECLARATION TO BE SIGNED BY DRIVER**

- I declare that I hold an unrestricted driver's license that is free from Criminal Code violations in the last three years and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I have read and understand page two of this form regarding the Summary of Insurance.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)**

- I declare that I have authorized \_\_\_\_\_ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I have read and understand page two of this form regarding the Summary of Insurance.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Principal Approval**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUMMARY OF INSURANCE**

**1. Volunteer Supervisors on School Premises**

The Board's liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 Million for each occurrence.

**2. Volunteer Drivers for School Activities**

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the Board is being operated by a volunteer or any other Board employee for approved school activities, the Board's Non-Owned Automobile Insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non-Owned Auto policy.

There is no coverage provided by the Board's insurance for damage to a volunteer's or an employee's vehicle while they are being operated for Board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

**3. Personal Automobile Insurance Coverage**

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$ 1 Million of Third Party Automobile Liability insurance. Volunteers and Board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

## 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: January 11, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### STUDENT ACCIDENT INSURANCE Public Session

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#### **BACKGROUND INFORMATION:**

As part of the regular review of all Board policies and administrative procedures, the Student Accident Insurance policy was subject to review. This policy was adopted in 2005 and required a comprehensive review.

#### **DEVELOPMENTS:**

There were no major changes in philosophy relative to this policy and administrative procedure. As a result of formatting changes that had taken place since the policy's adoption, belief statements and purpose statements were added and procedural elements that were present in the previous policy were moved to the administrative procedure section.

A summary of the changes that were made include:

- insertion of belief and purpose statements to the policy and procedure respectively;
- movement of the 'policy criteria' section of the old policy to the procedure section;
- clarity to the role of the principal in promoting accident insurance; and
- language to encourage uptake on purchasing accident insurance.

All recommended changes have been noted and included on the documents attached to this report.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Student Accident Insurance Policy 200.22 to the Brant Haldimand Norfolk Catholic District School Board for approval.



### Policy: Student Accident Insurance

		<b>Policy Number:</b>	200.22
<b>Adopted:</b>	May 24, 2005	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	TBD	<b>Policy Category:</b>	Students
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

Consistent with our Church teachings, the Brant Haldimand Norfolk Catholic District School Board is committed to promoting school environments that are safe, inclusive and provide opportunities for every student to reach his or her fullest potential. The purpose of this policy is to educate staff, students, parents/guardians and community partners (e.g., volunteers) on student accident insurance.

**Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board shall make available, without cost to the Board, voluntary accident insurance coverage through an insurance carrier for all students under its jurisdiction. The parents/guardians of the students shall make application for and fund the cost of this coverage.

**Policy Criteria** ~~(moved to Administrative Procedure)~~

- ~~• Student accident insurance shall be offered to parents/students on an annual basis in September of each year.~~
- ~~• The insurance plan shall provide a range of options, including, but not limited to:
 
  - ~~• coverage for all children within the same family attending any elementary and/or secondary school within the boundaries of the Board;~~
  - ~~• coverage of all accidents shall be for 24 hours per day, for 12 months during a policy year;~~
  - ~~• a family plan covering a minimum of three children;~~
  - ~~• a life insurance option in addition to the basic accidental death benefit; and~~
  - ~~• physiotherapy coverage.~~~~
- ~~• All students will be encouraged to purchase Student Accident Insurance, particularly, students enrolled in Cooperative Education, Construction, Automotive Manufacturing, Family Studies and Hospitality and Personal Services courses, as well as students involved in athletics.~~

**Glossary of Key Policy Terms:**

**Student Accident Insurance:**

Child accident insurance provides benefits not covered by any government health or group insurance plans to ensure a family's health and financial well-being are protected year round.

**References**

Ontario School Board's Insurance Exchange (OSBIE)

[www.insuremykids.com](http://www.insuremykids.com)

Ontario Education Act, Sec. 176(4)



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## Student Accident Insurance AP 200.22

<b>Procedure for:</b>	Principals	<b>Adopted:</b>	May 24, 2005
<b>Submitted by:</b>	Superintendent of Business & Treasurer	<b>Revised:</b>	TBD
<b>Category:</b>	Students		

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### Purpose

The Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) recognizes the responsibility of providing information to parents regarding Student Accident Insurance. Each year, thousands of families are left unprotected when their children are injured at school or while participating in non-school activities. This is why providing parents with information on Student Accident Insurance is important.

### Responsibilities

#### Superintendent of Business & Treasurer

The Superintendent of Business & Treasurer shall be responsible for:

- receiving quotations from interested insurance carriers and selecting the carrier;
- ensuring the plan is implemented **made available** in all schools;
- providing information packages to parents/students which emphasizes the importance of the benefits of this coverage and the fact that the Board is not permitted to insure against accidents to students;
- providing the insurance carrier with a directory of schools and projected enrollments for the upcoming school year; **and**
- ~~submitting an Annual Report on the usage;~~
- ensuring distribution of Student Accident Insurance packages to each school.

#### Principal

The Principal will:

- ensure that key information is published in the September newsletter and on the school website; and
- promote student accident insurance in school community by sending student packages home at the beginning of the school year.

#### Insurance Carrier

The insurance carrier shall be responsible for:

- **supplying the Student Accident Insurance packages to the Catholic Education Centre to distribute to each school;**
- providing literature pertaining to the plan;
- providing a computerized listing, by school, of all students enrolled in the plan and a master listing for the Catholic Education Centre; **and**
- the entire administration of the plan including, but not limited to, the ~~distribution~~ **supply** of the application **packages to the Catholic Education Centre** ~~forms to each school location~~ to the final settlement of claims.

#### Parents/Guardians

The application for coverage and the cost of the plan shall be the responsibility of the parents/guardians who decide to avail themselves of the service.

#### Information – N/A



**Procedures** *(moved from original Policy)*

- 1.0 Student accident insurance information shall be offered to parents/students **to purchase** on an annual basis in September of each year. **However, the purchase of student accident insurance can be done at any time.**
- 2.0 The insurance plan shall provide a range of options, including, but not limited to:
  - coverage for all children within the same family attending any elementary and/or secondary school within the boundaries of the Board;
  - coverage of all accidents shall be for 24 hours per day, for 12 months during a policy year;
  - a family plan covering a minimum of three children;
  - a life insurance option in addition to the basic accidental death benefit; and
  - physiotherapy coverage.
- 3.0 All students will be **strongly** encouraged to purchase Student Accident Insurance, particularly students enrolled in Cooperative Education, Construction, Automotive Manufacturing, Family Studies, Hospitality and Personal Services courses, as well as students involved in athletics. **Secondary students working on their 40 hours of Community Involvement Diploma are also encouraged to purchase Student Accident Insurance.**

**Definitions** —N/A

**Student Accident Insurance Student Accident Insurance:**

Child accident insurance provides benefits not covered by any government health or group insurance plans to ensure a family's health and financial well-being are protected year round.

**References**

Ontario School Board's Insurance Exchange

[www.insuremykids.com](http://www.insuremykids.com)

Ontario Education Act, Sec. 176(4)

**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: January 11, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL**  
Public Session

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**BACKGROUND INFORMATION:**

The revised process for appraising the performance of the Director of Education was approved by the Board in June 2016. After subsequent analysis, it was advised by legal counsel to add a section on suspension or dismissal of the Director.

**DEVELOPMENTS:**

Section 6.0 is being recommended for addition to the current policy on Director of Education Performance Appraisal.

*Suspension or Dismissal*

*In circumstances where the Board of Trustees suspends or dismisses the Director, the Board of Trustees will forthwith notify in writing the Director and the Minister of Education of the suspension or dismissal and the reason thereof.*

*The Board of Trustees will not suspend or dismiss the Director without first giving him/her reasonable information about the reasons for the suspension or dismissal and an opportunity to make submissions to the Board of Trustees.*

*In the event that the Director wishes to make submissions to the Board of Trustees, he/she may make them orally or in writing.*

Additional and minor wording changes were also recommended by legal counsel. Proposed changes are noted on the documents attached to this report.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Director of Education Performance Appraisal Policy 100.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.





### Policy: Director of Education Performance Appraisal

		<b>Policy Number:</b>	100.02
<b>Adopted:</b>	October 27, 2009	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	June 28, 2016	<b>Policy Category:</b>	School Board Governance
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	2

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) believes that a biennial performance review of the Director of Education (the “Director”) is consistent with the mutual understanding of the performance outcomes expected of the Director, are grounded in the job descriptions of the Director, and in his/her role in implementing the Board’s multi-year strategic plan. The Board of Trustees believes that a trusting, mutually-respectful and cooperative relationship between the Board of Trustees and the Director and a mutual understanding of their distinct roles leads to effective governance. The Board of Trustees holds the belief that the primary purpose of the performance appraisal process is to provide constructive feedback for the professional growth of its sole employee. The performance appraisal process is intended to promote respectful and constructive dialogue between the Board of Trustees and the Director of Education.

**Policy Statement:**

It is the policy of the Board to conduct a biennial performance appraisal in meeting his/her duties under the Education Act, Board Policy, the Board’s multi-year strategic plan and any other duties assigned by the Board. The performance appraisal process shall be consistent with the mission and beliefs of the Board. An at-a-glance Director of Education Performance Appraisal Process summary is provided in Appendix A.

**Procedures:**

**1.0 Goals Setting (DOEPA-GS)**

The Director of Education will set goals on an annual basis that will relate to the final evaluation of the Director’s performance by the Board of Trustees. The Director will consider input from the Board of Trustees, prior performance reviews, and the Board’s multi-year strategic plan for setting goals. The Director will also consider input from a survey of principals and managers regarding performance and district climate on a biennial basis. The structure and content of the survey shall be agreed upon by the Board and the Director. Dialogue regarding goal setting (DOEPA-GS; Appendix B) will begin in July.

**2.0 Optional Revision of the Director of Education Performance Appraisal System (DOEPA-AS)**

The Board of Trustees, in consultation with the Director of Education, may adjust the domains, competencies and look-fors based on changes to the multi-year strategic plan and the results of the district climate survey. This step is optional to either the Board or the Director. Changes to the content and focus of the DOEPA-AS (Appendix C) shall be confirmed by the Board of Trustees annually before the end of August.

**3.0 Director of Education Performance Plan to Meet Goals and Optional Mid-Year Progress Report**

Each October, the Director of Education will present a report to Board at an in-camera session using the DOEPA-GS (Appendix B) form that outlines the goals that will be addressed in relation to the DOEPA-AS (Appendix C). The plan will include timelines and will be a focus for a progress report to the Board of Trustees (optional to the Board) in January of each year.



#### 4.0 Director of Education Performance Appraisal Score Card (DOEPA-SC)

The Board of Trustees shall conduct a performance review of the Director of Education in May of an appraisal year. The Director of Education will make a portfolio presentation at an in-camera session of the Board in May that relates to the DOEPA-GS (Appendix B). Following the presentation, the Board of Trustees will use the DOEPA-AS (Appendix C) evaluation tool to evaluate the performance of the Director of Education. The Chair of the Board (the "Chair") shall collect the evaluations and complete the DOEPA Score Card - DOEPA-SC (Appendix D) that will inform the final performance review report. The Chair shall present the summary Score Card to the Board of Trustees when he/she makes the final report to the Board of Trustees.

#### 5.0 Chair's Report to the Director and to the Board of Trustees

The Chair will present a formal written report to the Board of Trustees at an in-camera session that summarizes the findings from the DOEPA-SC in June of an appraisal year. The report will serve as the biennial performance appraisal for the Director of Education. The Director will be given an opportunity to respond to the report to the Board by way of formal written in-camera report to the Board at a subsequent Board meeting. Both the Chair's Report and the Director's response will be filed in the Director's Human Resources file.

#### 6.0 Suspension or Dismissal

In circumstances where the Board of Trustees suspends or dismisses the Director, the Board of Trustees will forthwith notify in writing the Director and the Minister of Education of the suspension or dismissal and the reason thereof.

The Board of Trustees will not suspend or dismiss the Director without first giving him/her reasonable information about the reasons for the suspension or dismissal and an opportunity to make submissions to the Board of Trustees.

In the event that the Director wishes to make submissions to the Board of Trustees, he/she may make them orally or in writing.

#### Definitions – N/A

#### Appendices

- Appendix A – Director of Education Performance Appraisal Process Summary
- Appendix B – Director of Education Performance Appraisal – Goal Setting (DOEPA – GS)
- Appendix C – Director of Education Performance Appraisal – Appraisal System (DOEPA – AS)
- Appendix D – Director of Education Performance Appraisal – Score Card (DOEPA – SC)

#### References

- Education Act
- Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities
- Brant Haldimand Norfolk Catholic District School Board Strategic Plan