



**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 (Superintendent of Business & Treasurer), 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**