



**Policy Committee
Wednesday, April 12, 2017 ♦ 4:30 p.m.
Boardroom**

Trustees:

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

Absent:

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting opened with prayer led by Chair Dignard.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Chair Dignard recommended that Item 3.2 be removed from the agenda and that proposed revisions to the Board By-Laws and the Access to Legal Counsel Administrative Procedure 100.09 be added as Item 3.4.

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee approves the agenda of the April 12, 2017 meeting, as amended.

Carried

1.4 Approval of the Policy Committee Meeting Minutes – January 11, 2017

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Policy Committee approves the minutes of the January 11, 2017 meeting.

Carried

1.5 Business Arising from the Minutes - Nil

2. Committee and Staff Reports

2.1 Dress Code for Staff 300.02 (revised)

Director Roehrig advised that the Dress Code for Staff policy was part of the ongoing review of all policies of the Board. He noted that formatting and structural changes were made to reflect the current templates for policies and administrative procedures. He drew attention to the primary changes, which include the addition of the wearing of staff identification/swipe cards



and of Appendix A, which provides guidelines for acceptable and unacceptable standards of dress and appearance.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Dress Code for Staff Policy 300.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.2 Regional Catholic Parent Involvement Committee 200.24 (revised)

As another policy of the regular review of all Board policies, Superintendent Shypula advised that the Regional Catholic Parent Involvement Committee policy required no significant revisions. Minor wording revisions, updated references and inclusion of meeting notification guidelines were highlighted as the primary changes.

Moved by: Bill Chopp

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Regional Catholic Parent Involvement Committee Policy 200.24 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.3 Religious Education Qualifications for Academic Staff 300.09 (revised)

Director Roehrig brought forward the Religious Education Qualifications for Academic Staff as another policy that was reviewed as part of the regular review of all Board policies. He noted that this policy was revised to reflect the current template and that a new Administrative Procedure was created to clarify the notification requirements, record keeping and enrolment/completion processes.

Moved by: Bonnie McKinnon

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Religious Education Qualifications for Academic Staff Policy 300.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

**2.4 Leave of Absence for Military Reservists AP 300.08 (new)
Service in Department of National Defense (rescind)**

Director Roehrig advised that leave of absences for the military reserve are required and stipulated under the Employment Standards Act and, consequently, staff recommend that the existing outdated policy be rescinded and replaced by a new Administrative Procedure that outlines how these unpaid leave requests are handled internally.

Moved by: Carol Luciani

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the Service in Department of National Defense Policy 300.08 and the adoption of the Leave of Absence for Military Reservists Administrative Procedure 300.08 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



3. Discussion Items

3.1 Bereavement Notices at Board Meetings

Chair Petrella requested trustee clarification on who should be acknowledged in the bereavement statements that are read at monthly Board meetings. Discussion ensued and trustees were in favour of including immediate family members of present employees, former trustees and Directors of Education, and mother- and father-in laws on a 'best effort' basis.

3.2 Extended Leaves of Absences – deferred.

3.3 Educational Field Trips and Excursions Policy 500.01

Discussion with respect to the potential impact on student excursions to the United States as a result of the current political climate and subjective restrictions being placed on border crossings took place. Director Roehrig advised that staff are exercising due diligence in assessing the risk levels and that he will bring back revisions to the current Administrative Procedure to reflect the federal government's new travel risk categories.

3.4 Suggested revisions to Board By-Laws and Access to Legal Counsel Administrative Procedure (AP) 100.09

3.4.1 WHEREAS the Chair of the Board has requested to the right to seek independent legal counsel regarding Board matters; and

WHEREAS Section 5.4.2 of the Board By-Laws outlines the Rights of the Chair;

THAT the following be added to Section 5.4.2

b) The Chair in all matters related to the Brant Haldimand Norfolk Catholic District School Board shall have the right to retain independent legal counsel when required to conduct his/her duties as Chair.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the proposed revision to the Board By-Laws to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3.4.2 Trustee Petrella presented the following addition to Section 2 of the Access to Legal Counsel Administrative Procedure 100.09:

Matters involving the interests of the Trustees must be approved by the Board of Trustees, but can be initiated at any time at the discretion of the Chair of the Board;

and

The Chair of the Board shall have the right to retain independent legal counsel at his/her discretion on all matters related to the Brant Haldimand Norfolk Catholic District School Board, and must inform trustees at the next meeting of the Board.



**Brant Haldimand Norfolk
Catholic District School Board**

Minutes

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

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the proposed revision to the Access to Legal Counsel Administrative Procedure 100.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4. Trustee Inquiries – Nil

5. Adjournment

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee adjourns the meeting of April 12, 2017.

Carried

Next Meeting: Wednesday, May 10, 2017, 4:30 pm, Haldimand Room