



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Policy Committee Meeting
Thursday, March 21, 2019 ♦ 4:00 p.m.
Boardroom**

Trustees:

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

Senior Administration:

Michael McDonald (Director of Education Designate), Michelle Shypula (Superintendent of Education), Jim LoPresti (Corporate Services Advisor)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Casey.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Items 3.5 and 3.6 will be removed from the agenda. Inclement Weather & Temporary School/Facility Closures 400.01 was added as item 3.9.

Moved by: Carol Luciani

Seconded by: Rick Petrella

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of March 21, 2019 meeting, as amended.

Carried

1.4 Approval of Minutes from the Policy Committee Meeting – April 5, 2018

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the April 5, 2018 meeting.

Carried

1.5 Business Arising from the Minutes – Nil

2. Committee and Staff Reports

2.1 Catholic School Advisory Council 200.31 (revised)

Superintendent Shypula presented the revised policy indicating that there were minimal changes to the policy or procedure. The policy statement and reference list have been updated. There was discussion about the requirement of council members to be Catholic.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Catholic School Advisory Councils Policy 200.31 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



2.2 Service Animals in School Facilities 200.40 (new)

Superintendent Shypula indicated that there are a diverse range of learning that require unique accommodations to access the Ontario curriculum. In 2011, there was an administrative procedure created for the use of service dogs in school facilities. There were revisions made to the administrative procedure in 2017 as part of the established revision schedule, there was a need to strengthen the language around certified service dogs. Superintendent Shypula indicated that we want to provide clear guidelines for accessing certified service dogs. She indicated that the policy was created in consultation with other school boards and legal counsel. The proposed policy went through an extensive vetting process. There was discussion about measures that may be put in place at any location with a service animal.

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Service Animals in School Facilities Policy 200.40 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3. Discussion Items

3.1 Purchasing 700.01 (RFP and Architect Selection)

There was discussion about the lack of clarity as to when trustees should be involved in the purchasing process. It was proposed that a threshold value should be set. If the specified value was reached, the trustees would then be involved in the approval process. It was suggested that a report or register be maintained with all items meeting the threshold with information about the RFP. This would allow the trustees to be more aware and involved in the process. It was requested that senior staff revise the policy.

3.2 Director of Education Performance Appraisal 100.02

There was discussion about moving the Director of Education Performance Appraisal into the Board By-Laws. The timeline will be maintained as outlined in the current policy.

3.3 Hiring – Academic Staff 300.10

There was a concern expressed that vice-principals are automatically be moved to the principal pool without being brought to Board for approval. It was indicated that the placement in the pool should be a consultative process prior to anyone being appointed to the principal pool. The placement of candidates into a school is at the discretion of senior staff. There was discussion about the hiring for positions of responsibility such as consultants and department heads.

3.4 Trustee Expenses 100.10

There were concerns that the trustee expenses, as presented on the Board's website, are including information that should not be included. There was discussion about what expenses should be included. There will be a review of expenses typically included in trustee expenses.

3.7 Board By-Laws

There was a request to increase the dollar value of computers/devices. There was discussion to amend the By-Laws to allow a notice of motion to be brought to the Board of Trustees if there is unanimous consent. It was also reiterated that the director of education performance appraisal be brought into the By-Laws. The conflict of interest guidelines and records of declared conflicts were discussed.



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3.8 Chair of the Board Budget Lined

There was discussion about the Chair of the Board having their own budget line. Discussion ensued about the public view of this. It was decided that this is not necessary at this time.

3.9 Inclement Weather & Temporary School/Facility Closures 400.01

There was a concern brought forward that the policy is not the same for teachers as it is for other Board employees. It needs to be clarified that the policy is the same for all employees on inclement weather days. There was discussion about the usage of social media on inclement weather days and the inclusion of this topic in the policy. It was discussed to review the policy and set up a tool online for public input into the policy.

4. Trustee Inquiries – Nil

5. Adjournment

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the March 21, 2019 meeting.

Carried