



**Policy Committee
Tuesday, December 12, 2017 ♦ 1:00 p.m.
Boardroom**

Trustees:

Present: Dan Dignard (Chair), Cliff Casey, Bill Chopp, 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, 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

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee approved the agenda of the December 12, 2017 meeting.

Carried

1.4 Approval of the Policy Committee Meeting Minutes – June 8, 2017

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Policy Committee approves the minutes of the June 8, 2017 meeting.

Carried

1.5 Business Arising from the Minutes – Nil

2. Committee and Staff Reports

2.1 Leaves of Absence for Management Employees Policy (new)

Director Roehrig presented the draft Leave of Absence for Management Staff policy and outlined the best practices surrounding the approval of management leaves of absence. He reviewed the process for requesting a leave of absence, recent changes to the *Employment Standards Act* and examples of leaves of absence.

Chair Petrella requested that Section 2 be amended to reflect the need of a consultation with the Board of Trustees for requests for leaves of absences that exceed one month.

Vice Chair Dignard discussed providing a link to the *Employment Standards Act* in the policy.



Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the changes to Policy 300.14 Leaves of Absence for Management Employees, as amended, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.2 Principal and Vice-Principal Assignments Administrative Procedure 300.41 (revised)

Director Roehrig reviewed the procedure for principal and vice-principal assignments and advised that the changes align with the academic hiring policy, principal input and consultation with school advisory councils. He advised that administrators have the opportunity to meet individually to discuss interests and goals to help determine assignments.

Moved by: Bonnie McKinnon

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the Principal and Vice-Principal Assignment Administrative Procedure to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

2.3 Hiring – Academic Staff Administrative Procedure 300.10 (revised)

Director Roehrig advised the procedure was reviewed as part of the regular review cycle for policies and administrative procedures. The revised procedure removes the requirement of consulting with school advisory councils as it is not required for the appointment or transfer of principals.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Hiring – Academic Staff Administrative Procedure to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.4 Administration of Oral Medication to Students Under the Age of 18 200.19 (revised)

Superintendent Shypula outlined revisions made to the policy including the application of procedures, manner of which medication is administered and safe facilitation for the administration of medication. She reported that the policy was vetted by numerous groups including all administrators, union presidents and the Regional Catholic Parent Involvement Committee Chair. Superintendent Shypula responded to inquiries regarding who is designated to administer medication and procedures during emergency situations.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Administration of Oral Medication to Children Under the Age of 18 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



3. Discussion Items

3.1 Transportation of Students Policy 400.19

Trustee Chopp inquired as to the distance required to qualify for transportation. He requested a review of the cost if distance was reduced from 1.6km to 1.4km and to 1.2km. Trustee Chopp hoped that courtesy rides will not be eliminated.

Trustee Casey requested that the cost of implementing a distance requirement of 0.5km for kindergarten students be reviewed also.

3.2 Community Use of Schools Policy 400.05

Trustee Chopp raised concerns regarding a desire for CYO to use schools on PA days and long weekends.

Director Roehrig advised that cleaning and construction projects are usually scheduled on dates when schools are vacant which is why some schools may have not been open to user groups during those times. Staff have met with user groups and have reached an agreement regarding using schools on the dates in question in the future.

Trustee Casey requested that staff meet with user groups every six months to review comments and concerns.

4. Trustee Inquiries - Nil

5. Adjournment

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

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

Carried

Next Meeting: At the Call of the Chair