



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Policy Committee Meeting
Thursday, September 26, 2019 ♦ 6:00 p.m.
Norfolk Room**

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

Teleconference: Mark Watson

Senior Administration:
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Rob De Rubeis and Lorrie Temple (Superintendents of Education)

Absent: Michelle Shypula (Superintendent of Education)

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

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of September 26, 2019 meeting.

Carried

1.4 Approval of Minutes from the Policy Committee Meeting – March 21, 2019

Moved by: Dan Dignard

Seconded by: Carol Luciani

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

Carried

In response to trustee inquiries on Discussion items 3.1 - Purchasing 700.01 and 3.2 - Director of Education Performance Appraisal 100.2; Director McDonald indicated that the Procurement policy will be discussed and revised at the next October Policy Committee meeting, and that the Director of Education Performance Appraisal had already been approved by the Board and had been moved into the Board By-Laws.

Director McDonald also addressed trustee concerns regarding 3.3 - Hiring of Academic Staff 300.10 and indicated that the vice-principals do not automatically move into the Principal pool which is indicated in the current policy and that a new leadership program and orientation session was being worked upon that would be communicated to the principals. He also mentioned that the principal positions will be posted.

There was also trustee inquiries on 3.7 Board By-Laws with regards to issuing a laptop to the Student Trustee at the beginning of the School year and 3.9 Inclement Weather and Temporary School/Facility Closures 400.01, Director McDonald indicated that the laptop for the Student



Trustee will be taken into consideration and that the Inclement weather, cold temperature guidelines and transportation policy will be reviewed in October.

1.5 Business Arising from the Minutes - Nil

2. Committee and Staff Reports

3. Discussion Items

3.1 Policy Renewal Process

Director McDonald presented the Policy Renewal process indicating that in order to ensure that policies and procedures are current with changing legislation, Ministry expectations and initiatives and the changing context of education, all policies and procedures will be placed on a four-year revision cycle. He explained the rationale and how we plan on operationalizing it.

In response to trustee inquiries regarding stakeholder groups and feedback process, Director McDonald indicated that the policy will be posted on the Board website and that messaging would also go to parents, workgroups and other stakeholders followed by tweets on Twitter. He also indicated that it was the intent that going forward the Policy and Administrative Procedure will be jointly brought together to reflect the true spirit of the policy and to avoid duplication.

Moved by: Rick Petrella

Seconded by: Carol Luciani

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

Carried

3.2 Workplace Harassment Policy and Administrative Procedure 300.01

Director McDonald indicated that the policy and procedure had been revised and developed in consultation with BLG and that changes have been made to reflect the updated legislative language, as well as clarifying responsibilities and the process around making a harassment complaint. He indicated that this would go for public consultation and feedback and will be brought to the Board meeting in January.

There were trustee concerns on the sections around bad faith declaration of harassment, vexatious comments and retention of records, Director McDonald indicated that they would look at including language around bad faith, vexatious comments and the provision of storing confidential records with a third-party firm. In response to a trustee inquiry regarding online training and reporting by the Principals, Director McDonald indicated that the P/VP task calendar was being reviewed on a monthly basis to ensure that we are being compliant.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee recommends that the policy and procedure Workplace Harassment 300.01 be sent out for stakeholder input during the public consultation period.

3.3 Employee Expenses Policy 700.04

Superintendent Keys indicated that in order to streamline and enhance the direction and clarity of the employee expense reimbursement process, a thorough review of the current policy and administrative procedure was undertaken. In response to trustee inquiries regarding conference expenses and home office expenses, Superintendent Keys indicated that the numbers were



mandated looking at other school boards and that this would go for public consultation and feedback and then reviewed with the stakeholders.

There was also a trustee inquiry on the reimbursement of mileage to Co-op teachers for driving students to the Co-op; Superintendent De Rubeis indicated that he would get further information on the average number of trips the Co-op teacher would make to facilitate this and then apply the mileage; and that he would have a conversation with the Principals and the job skills teachers in the Co-op team on this. Discussion ensued on allocating a special budgeted amount for this and how it would impact the Board.

Director McDonald also addressed trustee concerns regarding travel costs (2.6) travel between a base work site and the primary work location and (8.0) Perquisites. Once stakeholder feedback was received, he emphasized on the importance of having a consistent policy for all employees to eliminate confusion and that the revised policy language will clearly articulate the expenses that the Board would pay.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Policy Committee recommends that the Employee Expenses Policy 700.04 be sent out for stakeholder input during the public consultation period.

3.4 Student Behaviour, Discipline and Safety Policy 200.09 - District Code of Conduct

Director McDonald presented the Student Behaviour, Discipline and Safety Policy and indicated that The Ministry of Education's *Policy/Program Memorandum 128 (PPM 128)* The Provincial Code of Conduct and School Board Codes of Conduct was revised in August. This provincial Code of Conduct had been amended to include a restriction on the use of personal mobile devices and its usage during instructional time for educational, special education and medical purposes. He explained that it was the expectation of the Ministry that school boards' District and School Codes of Conduct will reflect these legislative changes no later than November 2019. He indicated that the Code of conduct is part of a larger policy and that it will be appended into the policy based on the revision cycle and would subsequently go out for stakeholder input.

In response to trustee inquiries on progressive discipline for staff and students, messaging and the roles and responsibilities for School Boards; Director McDonald indicated that Ministry guidelines were being followed at schools and that he would provide further information at a future meeting.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the revised District Code of Conduct to be included in the School Behaviour, Discipline and Safety Policy 200.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.

4. Trustee Inquiries – Nil

Director McDonald responded to a trustee inquiry with regards to the frequency of the Policy Committee meetings and indicated that the meetings will be held on a monthly basis.



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5. Adjournment

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the September 26, 2019 meeting.

Carried

Next meeting: At the call of the Chair