



Date: **February 28, 2023**  
Prepared by: **Scott Johnson, Director of Education**  
Subject: **Policy Review – Policies Assigned to the Director of Education**

## **Background**

As part of a regular cycle of review, each school year the Director of Education assigns responsibility for policy review to members of Executive Council. The changes to policies and procedures outlined in this report have been vetted by both Executive Council and the Policy Review Committee and are now presented to the full Board with recommendations.

Following is a summary of the policies/procedures under review and the most significant changes:

1. Sec. B Policy & Procedures – Advertising in Schools -
  - All advertising must be approved by the Supervisory Officer.
  
2. Sec. A Preamble & Procedures – Procedural By-Laws -
  - Removes the requirement that changes to By-Laws must come to two Board meetings before approval by the full Board;
  - Clarifies Conflict of Interest rules in alignment with the most up-to-date guidance;
  - Clarifies issue of quorum with respect to conflict of interest in alignment with the most up-to-date guidance;
  - Change one year term to four year term for Special Education Advisory Committee, in alignment with current legislation;
  - Change Chair of Parent Involvement Committee from Trustee to Parent, in alignment with current legislation;
  - Clarifies occasions when the Whole Board may meet without the Director of Education/Secretary of the Board being present;
  - Change time limit on delegation presentations from 15 minutes to five minutes;
  - Update and expand definitions.
  
3. Sec. A Policy & Procedures Trustee Code of Conduct –
  - Same updates to conflict of interest rules, to align with Procedural By-Laws;
  - Same updates to definitions, to align with Procedural By-Laws.
  
4. Sec. C Policy & Procedures Food and Beverage –
  - Changes made at the request of Chatham-Kent and Lambton Public Health;
  - Makes clearer that, for the purposes of this policy, only foods from the 'Sell Most' category of PPM 150 are acceptable;
  - Embed links to lists of Approved Vendors.

5. Sec. A Policy & Procedures – Policy Development and Review –
  - Aligns the Policy and Procedure with current practice, with respect to the role of the Policy Review Committee and Executive Council.
6. Sec. B Policy & Procedures – Public Policy Advocacy –
  - Removes ambiguous and unnecessary language from the policy statement.
7. Sec. B Policy & Procedures – Advertising Expenditures for Public Information and Awareness –
  - Recommend to rescind as redundant. All advertising expenditures are approved by the Supervisor of Communications and/or departmental managers, at the direction of Executive Council, per approved budget allocations.

All policies and procedures outlined in this report are recommended for approval, with the following exceptions:

- i. Sec. A Preamble & Procedures – Procedural By-Laws:  
Sec. 3.3 of this procedure requires that it be brought to two meetings of the full Board prior to approval. Therefore, this policy will be brought back to the March 28, 2023 Regular Board Meeting for approval. If approved however, this will be the final time this extra step is required, as it is recommended that Sec. 3.3 be removed.
- ii. Sec. B Policy – Advertising Expenditures for Public Information and Awareness:  
It is recommended that this policy be rescinded for the reasons outlined above.

## Recommendations

**That the St. Clair Catholic District School Board receive the report: *Policy Review – Policies Assigned to the Director of Education* for information.**

**That the St. Clair Catholic District School Board approve *Sec. B Policy – Advertising in Schools*, effective February 28, 2023.**

**That the St. Clair Catholic District School Board approve *Sec. A Policy – Trustee Code of Conduct*, effective February 28, 2023.**

**That the St. Clair Catholic District School Board approve *Sec. C Policy – Food and Beverage*, effective February 28, 2023.**

**That the St. Clair Catholic District School Board approve *Sec. A Policy – Policy Development and Review*, effective February 28, 2023.**

**That the St. Clair Catholic District School Board approve *Sec. B Policy – Public Policy Advocacy*, effective February 28, 2023.**

**That the St. Clair Catholic District School Board rescind *Sec. B Policy – Advertising Expenditures for Public Information and Awareness*, effective February 28, 2023.**