



## **BRANT HALDIMAND NORFOLK Catholic District School Board**

## **Minutes**

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

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### **Board Meeting Tuesday, September 23, 2025 ♦ 6:30 p.m. Boardroom**

#### **Trustees:**

Carol Luciani (Chair), Dan Dignard (Vice-Chair), Dennis Blake, Bill Chopp, Mark Watson  
Mulan How (Student Trustee), Riley O'Brien (Student Trustee)

#### **Regrets:**

Rick Petrella (on-leave)

#### **Senior Administration:**

Mike McDonald (Director of Education & Secretary), Rajini Nelson (Superintendent of Business & Treasurer),  
John Della Fortuna, Kevin Greco, Michael Lawlor, Phil Wilson (Superintendents of Education)

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### **1. Opening Business**

#### **1.1 Opening Prayer**

The meeting was opened with prayer led by Vice-Chair Dignard.

#### **1.2 Attendance**

Attendance was as noted above.

#### **1.3 Approval of the Agenda**

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the September 23, 2025, Board meeting.

**Carried**

#### **1.4 Declaration of Interest - Nil.**

#### **1.5 Approval of Board Meeting Minutes – June 24, 2025**

Moved by: Bill Chopp

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the June 24, 2025, Meeting of the Board.

**Carried**

#### **1.6 Approval of Special Meeting of the Board Meeting Minutes – July 22, 2025**

Moved by: Bill Chopp

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the July 22, 2025, Special Meeting of the Board.

**Carried**





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### **1.7 Approval of Special Meeting of the Board Meeting Minutes – August 14, 2025**

Moved by: Bill Chopp

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the August 14, 2025, Special Meeting of the Board.

**Carried**

### **1.8 Approval of Special Meeting of the Board Meeting Minutes – August 27, 2025**

Moved by: Bill Chopp

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the August 27, 2025, Special Meeting of the Board.

**Carried**

### **1.9 Business Arising from the Minutes – Nil**

## **2. Presentations –**

- 2.1** The board remembered Sydney Hayter, a current Brant Haldimand Norfolk Catholic District School Board student.

## **3. Delegations - Nil**

## **4. Consent Agenda - Nil**

## **5. Committee and Staff Reports**

### **5.1 Unapproved Recommendations of the Committee of the Whole Meeting – September 23, 2025**

Vice-Chair Trustee Dignard brought forward the recommendations from September 23, 2025, Committee of the Whole meeting.

- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Students with Prevalent Medical Conditions policy #200.05.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Administration of Oral Medication policy #200.19.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Electronic Participation at Meetings policy #100.09.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Emergency Preparedness and Response policy #400.04.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Threat to School Safety: Bomb Threat administrative procedure #400.23.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Threat to School Safety: Evacuation administrative procedure #400.27.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Threat to School Safety: Hold and Secure administrative procedure #400.32.





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- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Threat to School Safety: Shelter in Place administrative procedure #400.33.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Threat to School Safety: Lockdown administrative procedure #400.34.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Employee Assistance Program policy #300.13.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Health and Safety policy #300.16 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Work Refusal policy #300.21 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Transfers Related to School Safety policy #200.52 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Bill Chopp

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of September 23, 2025.

**Carried**

### **5.2 OCSTA Fees**

Superintendent Nelson presented the OCSTA fees for the 2024-2025 School Year. The Ontario Catholic School Trustees' Association (OCSTA) plays a vital role in supporting and protecting Catholic education in Ontario. Through active representation at government tables and collaboration with partner organizations, OCSTA ensures that Catholic education remains strong and valued in our province. As part of its commitment to this work, our Board contributes annually through membership fees and additional levies established by OCSTA.

Moved by: Dennis Blake

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the continued membership in the Ontario Catholic School Trustees' Association and authorizes payment of the annual membership fee of \$56,988 for the 2025-26 school year.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the continued participation in the Friends and Advocates of Catholic Education (FACE) levy administered through Ontario Catholic School Trustees' Association (OCSTA) and authorize payment of the annual fee of \$1,620 for the 2025-26 school year.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the payment of Core Education Funding to support Central bargaining through Ontario Catholic School Trustees' Association (OCSTA) in the amount of \$35,055.32 by October 31, 2025, and the remaining balance of the final amount to be remitted in December 2025.

**Carried**





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### **5.3 Issuance of RFSQ #1725**

Superintendent Nelson presented the Issuance for Request for Supplier Qualifications report #1725. Request for Supplier Qualifications #SQ-1725 invites Contractors to prequalify for mechanical services HVAC projects (which may include, but not be limited to, heating & cooling units, boilers, roof top units, heat pumps with related electrical) throughout the Board's jurisdiction on an "as required basis". This prequalification process allows the Board to review interested candidates' portfolio and evaluate their capabilities based on a predetermined list of criteria for which they are scored on. The term of this prequalification is effective (on or about January 2026) for a three (3) year period.

Moved by: Mark Watson

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the issuance of Request for Supplier Qualifications #SQ-1725.

**Carried**

## **6. Information and Correspondence**

### **6.1 Service Recognition Dinner**

Director McDonald updated the Trustees on the format for the service recognition dinner this year. There will be a change in process to honor retirees and employees who have worked 25 years with the board as it will take place in the late Spring instead of Fall. Further information will be forthcoming.

Moved by: Mark Watson

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Information and Correspondence since the last meeting.

**Carried**

## **7. Notices of Motion- Nil**

## **8. Notices of Motion Being Considered for Adoption**

Trustee Chopp put forward the following notice of motion.

### **8.1 THAT the Board of Trustees implement a revised Trustee inquiry process to support transparent and accountable governance, effective immediately.**

1. Trustees may submit written questions to the Chair of the Board and the Director of Education no later than 72 hours prior to a scheduled Board meeting.
2. The Director of Education shall provide written responses to the questions submitted in the Information and Correspondence section of the public agenda for that meeting.
3. Both submitted questions, and the responses shall be included in the public record through the official Board minutes.
4. The intent of the process is to promote respectful communication between Trustees and senior administration, support Trustees in addressing constituent concerns, and reinforce the principles of transparency and accountability as outlined in Ministry guidance and Trustee retraining.





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Moved by: Bill Chopp  
Seconded by: Dennis Blake

Concerns regarding potential overreach of questions that are an operational matter vs. governance matters were discussed. Further discussion was conducted to determine how information can be shared with constituents without a Trustee Inquiry process. Different options were considered for re-wording the notice of motion. It was then suggested that the Trustee Inquiry process would be best discussed at a future meeting.

The notice of motion was tabled by Vice-Chair Dignard to the next Board meeting.

### **10. Business In-Camera**

Moved by: Dan Dignard  
Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera session.

**Carried**

### **11. Report on the In-Camera Session**

Moved by: Dennis Blake  
Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-Camera session.

**Carried**

### **12. Future Meetings and Events**

Chair Luciani drew attention to the upcoming meetings and events.

### **13. Closing Prayer**

The closing prayer was led by Chair Luciani.

### **14. Adjournment**

Moved by: Dan Dignard  
Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the September 23, 2025, Board meeting.

**Carried**

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**Next Meeting:** Tuesday, October 28, 2025, 6:30 p.m. – Boardroom