



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

---

### Special Meeting of the Board Tuesday November 28, 2023 ♦ 3:30 pm Boardroom

#### Trustees:

**Present:** Rick Petrella (Chair), Carol Luciani (Vice Chair), Dennis Blake, Bill Chopp, Dan Dignard

**Regrets:** Mark Watson

#### Senior Administration:

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer) Kevin Greco, Lorrie Temple, Phil Wilson (Superintendents of Education)

---

## 1. Opening Business

### 1.1 Opening Prayer

The meeting was opened with prayer led by Chair Petrella.

### 1.2 Attendance

### 1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the November 28, 2023 Special Meeting of the Board.

**Carried**

### 1.4 Declaration of Interest

## 2. Committee and Staff Reports

### 2.1 Appointment of External Audit Committee Member

Superintendent Keys presented the appointment of external audit committee member report. In accordance with Ontario regulation 361/10 and the Audit Committee Terms of Reference, advertisements recruiting potential members were placed in local newspapers, on the school board website and through social media as external community member, Glenn Pick's first term lapsed in October 2023. The selection committee, which includes the Chair, Director of Education and the Superintendent of Business and Treasurer did not receive any applicants. As a result, and in accordance with Ontario regulation 361/10, Glenn Pick may serve an additional three-year term as an external community member and has agreed to do so. The selection committee supports Glenn in serving an additional three-year term.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board approves the appointment of Glenn Pick as an external community member of the Audit Committee for an additional three-year term ending November 2026.

**Carried**

### 2.2 Q4 Financial Report

Superintendent Keys presented the Q4 Financial Report. A surplus of \$19,964 for the fiscal year ending August 31, 2023, was highlighted. The surplus is attributed to higher average daily



## BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

---

revenue than planned, additional fuel escalator funding for transportation, Jordan's Principal resources, higher interest rates, demand for, and cancelled/postponed professional development. These favourable variances were offset by higher than anticipated supply/casual costs related to coverage for staff leaves, inclusion of a Ministry directed salary provision, and increased consumable and utility costs.

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Consolidated Financial Statements for the year-ended August 31, 2023.

**Carried**

### 3. Business In-Camera

Moved by: Bill Chopp

Seconded by: Dennis Blake

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

**Carried**

### 4. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded by: Dennis Blake

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

**Carried**

### 5. Closing Prayer

The meeting was closed with prayer led by Chair Petrella.

### 6. Adjournment

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the November 28, 2023 Special Meeting of the Board.

**Carried**

---

**Next meeting:** Tuesday December 19, 2023, 7:00 p.m. – Boardroom