



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Committee of the Whole
Tuesday, October 20, 2020 ♦ 7:00 pm
Boardroom**

Members: **Trustees:**
Rick Petrella (Chair), Carol Luciani (Vice Chair), Cliff Casey, Bill Chopp, Dan Dignard,
Alex Medeiros (Student Trustee)

Absent: Mark Watson

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Vice Chair Luciani.

1.2 Attendance

Attendance was as noted above.

1.3 Approval of the Agenda

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the October 20, 2020 meeting.

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Committee of the Whole Meeting Minutes – September 15, 2020

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the September 15, 2020 meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations - Nil

3. Delegations – Nil



4. Consent Agenda

4.1 Unapproved Minutes from the Regional Catholic Parent Involvement Committee Meeting – November 27, 2019.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Regional Catholic Parent Involvement Committee Meeting of November 27, 2019.

Carried

4.2 Unapproved Minutes from the Special Education Advisory Committee Meeting – February 11, 2020

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Special Education Advisory Committee Meeting of February 11, 2020.

Carried

4.3 Unapproved Minutes from the Special Education Advisory Committee Meeting - April 21, 2020

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Special Education Advisory Committee Meeting of April 21, 2020.

Carried

4.4 Unapproved Minutes from the Mental Health Steering Committee Meeting - June 10, 2020

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Mental Health Steering Committee Meeting of June 10, 2020.

Carried

4.5 Unapproved Minutes from the Special Education Advisory Committee Meeting - June 16, 2020

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Special Education Advisory Committee Meeting of June 16, 2020.

Carried

4.6 Unapproved Minutes from the Regional Catholic Parent Involvement Committee Meeting – June 17, 2020

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Regional Catholic Parent Involvement Committee Meeting of June 17, 2020.

Carried



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4.7 Unapproved Minutes from the Special Education Advisory Committee Meeting - September 29, 2020

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Special Education Advisory Committee Meeting of September 29, 2020.

Carried

4.8 Unapproved Minutes from the Mental Health Steering Committee Meeting - October 8, 2020

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Mental Health Steering Committee Meeting of October 8, 2020.

Carried

5. Committee and Staff Reports

5.1 Ontario Catholic School Trustees' Association Annual Membership Fees

Chair Petrella reviewed the fee structure used to determine this year's membership fees with the provincial Trustees' Association. It was noted that the F.A.C.E levy had been reduced due to many events being cancelled due to COVID-19,

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$47,795.00 for the 2020-21 school year;

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued payment of the F.A.C.E levy with the Ontario Catholic School Trustees' Association and remits the annual fee of \$458.33 for the 2020-21 school year; and

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves GSN funding for Central bargaining with the Ontario Catholic School Trustees' Association and remits the fee of \$43,017 for the 2020-21 school year.

Carried

5.2 Devices for Education Assistants

Superintendent Greco provided an outline of the pilot project in which Education Assistants were provided with a device to enhance communication and collaboration. Details and function of the device were reviewed. The positive benefits of the device were underscored during school closures. A summary of evidence of success was shared which included collection of documentation reflected in the IEP expectations, deepened understanding of IEP, increased collaboration and use of evidence by teacher. It was found that the devices would be beneficial in the duties of an Education Assistant.

Trustee Chopp thanked staff for their work on the project.



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Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the purchase of Samsung Tablets and related equipment for permanent Education Assistants.

Carried

5.3 Health and Safety Update

Superintendent Keys highlighted the board's commitment to health and safety and reviewed the goals of the Joint Health and Safety Committee. A summary of employee accidents and incidents statistics for the board was shared.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the Health and Safety Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.4 School Generated Funds Policy 700.05

Superintendent Keys presented the revised policy. The policy provides guidance to all schools and groups regarding how to plan and administer fundraising and school activities. The policy was vetted with stakeholders and placed on the board website for public feedback. Revisions included updated language and reflect best practices.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the updated Fundraising and School Generated Funds Policy and Administrative Procedure 700.05.

Carried

5.5 School Operating Budget Policy 700.10

Superintendent Keys provided an overview of the revised policy. The policy outlines the process for developing and monitoring school operating budgets. The policy was vetted with stakeholders and placed on the board website for public feedback. Revisions included updated language and reflect best practices.

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised School Operating Budget Policy and Administrative Procedures 700.10.

Carried



5.6 Police Records Check Policy 300.15

Superintendent Greco presented the revised policy. Changes were made to update language and include the requirement of a vulnerable sector check. The revised policy also addresses changes to the safe storage of records. The title of the policy was adjusted from Criminal Background Checks to Police Records Check. It was noted that the policy was vetted with stakeholders and placed on the board website for public feedback.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Police Records Check Policy 300.15.

Carried

5.7 Volunteers Policy 300.12

Superintendent Greco presented the revised policy including the addition of a section regarding Rowan's Law. The policy was vetted with stakeholders and placed on the board website for feedback. Other revisions included updated language, process for determining the need for volunteers and process for adjudicating a Police Records Check.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Volunteers Policy 300.12.

Carried

5.8 Volunteer and Trip Driver Policy 200.21

Superintendent Greco reviewed the updated language and information regarding rented vehicles. The title was changed from Volunteer and Trip Drivers to Volunteer and Staff Trip Drivers to articulate that drivers could be volunteers or staff. The policy was vetted with stakeholders and placed on the website for public feedback.

Trustee Casey asked staff to report back with more info regarding using uber and other taxi services.

Trustee Dignard highlighted the process of renting a vehicle specifically for an event.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Volunteer and Staff Trip Driver Policy 200.21.

Carried

6. Information and Correspondence - Nil

7. Trustee Inquiries

Trustee Chopp requested a report regarding an update on Student Alternative Learning.



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8. Business In-Camera

Moved by: Dan Dignard

Seconded by: Carol Luciani

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

Carried

9. Report on the In-Camera Session

Moved by: Cliff Casey

Seconded by: Bill Chopp

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

Carried

10. Future Meetings and Events

Chair Petrella drew attention to the upcoming meetings and events.

11. Closing Prayer

The closing prayer was led by Chair Petrella.

12. Adjournment

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the October 20, 2020 meeting.

Carried

Next meeting: Tuesday, November 17, 2020, 7:00 p.m. – Boardroom