



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Policy Committee Meeting
Thursday, September 9, 2021 ♦ 3:00 p.m.
Microsoft Teams**

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

1.2 Attendance

Attendance was noted as above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of September 9, 2021 meeting.

Carried

1.4 Approval of Minutes from the Policy Committee Meeting – March 19, 2021

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the March 19, 2021 meeting.

Carried

1.5 Business Arising from the Minutes – Nil

2. Committee and Staff Reports

2.1 Distribution of Materials Policy 400.08

Superintendent Temple provided an overview of updates to the policy to include reasonable timelines for requests to schools and social medial requests. It was noted the term school administrators referred to Principals and Vice Principals.

Moved by: Rick Petrella

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the Distribution of Materials Policy 400.08 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



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2.2 Information and Communications Technology Use Policy 600.02

Superintendent Temple provided an outline of revisions to the policy including updated definitions and Technology Use Agreement. The policy has also been linked to the Digital Citizenship lessons which were launched last year.

Moved by: Cliff Casey

Seconded: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the Information and Communications Technology Use Policy 600.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.3 Records and Information Management Policy 400.13

Superintendent Keys presented the new Records and Information Management Policy. An outline of the process for the management of records and information including the collection or creation, use, retention, storage, and disposition of records. The policy applies to all records and information within the custody or control of the Board and all business applications and information technology systems used by the Board.

Moved by: Mark Watson

Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Records and Information Management Policy 400.13 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3. Discussion Items - Nil

4. Trustee Policy Inquiries - Nil

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 March 19, 2021 meeting.

Carried

Next meeting: Thursday, October 14, 2021, 3:00 p.m. – Boardroom