



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Policy Committee Meeting Monday June 12, 2023 ♦ 3:00 p.m. Boardroom

- Members:** **Trustees:** Dan Dignard (Chair), Dennis Blake, Bill Chopp, Carol Luciani, Rick Petrella
- 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)
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1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Trustee Petrella.

1.2 Attendance

Attendance was noted as above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of June 12, 2023 meeting.

Carried

2. Committee and Staff Reports

2.1 Trustees' Code of Conduct #100.04

Director McDonald presented the Trustees' Code of Conduct Policy. It was noted that the code of conduct is to be reviewed every four years per Ontario regulation 246/18: Members of School Boards – Code of Conduct. At this time, only minor formatting changes were made, and no additional changes were recommended.

Moved by: Carol Luciani

Seconded: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Trustees' Code of Conduct Policy #100.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.2 Assessment, Evaluation, Grading and Reporting #200.42

Superintendent Temple presented the Assessment, Evaluation, Grading and Reporting Policy. This was an administrative procedure and is now a policy. This policy supports educators, administrators, students, and families outlining how assessment and evaluation is done, reporting of the many and varied demonstrations of learning, as well as communication to students and families. Discussion was had around the growing success document and digital reporting. Ministry assessments at the secondary level were also discussed.



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Moved by: Carol Luciani

Seconded: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the Assessment, Evaluation, Grading and Reporting Policy #200.42 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.3 Cessation of Employment #300.03

Superintendent Greco presented the Cessation of Employment Policy. This policy and administrative procedure combine Administrative Procedure #300.03 Cessation of Employment, and Policy #300.07 Employee Retirement Policy to reduce duplication. Minor formatting changes were made to the policy including updating department names. Information on the retirement processes was expanded to be in line with the 2006 Human Rights legislation that removed the mandatory retirement age of 65. Non-voluntary termination language was requested to be added to the policy.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the Cessation of Employment Policy #300.03 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.4 Hiring Non-Academic Staff #300.11

Superintendent Kevin Greco brought forward the Hiring Non-Academic Staff Policy. This policy was formally known as the Hiring Support Staff policy and applies to non-academic (non-teaching) positions. Discussion was had around the definition/role of a supervisor.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Hiring Non-Academic Staff #300.11 Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.5 Educational Field Trips and Excursions #500.01

Superintendent Wilson presented the Educational Field Trips and Excursions policy. The policy includes revisions to language that ensure inclusion of all students regardless of academic ability or socio-economic status, language that is aligned with the Government of Canada's Global Affairs travel information, OPHEA Physical Education Ontario Safety Guidelines, revised supervision ratios and a more comprehensive reference to requirements on extended international excursions. A request was made that a report and/or presentation be made to the board, if requested, upon completion of an international or missions' trip. The board requested that a check box be added to Appendix A – excursion approved or denied by the board if applicable.



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Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the Educational Field Trips and Excursions Policy #500.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.6 Investment of Board Funds #700.03

Superintendent Keys presented the Investment of Board Funds Policy. This Policy and Administrative Procedure provides an effective framework for the investment and management of Board surplus funds that ensures the security of principal and optimizes investment returns while conforming to the Education Act and applicable regulations and applies to the investment of centrally managed operating, reserve, and trust funds.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Investment of Board Funds Policy #700.03 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.7 Rescinded Policies

Superintendent Keys brought forth two policies to be rescinded as they are either outdated or captured in other policies or administrative procedures.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board rescinds the Electronic Websites Policy #600.03 and the Board Owned Mobile Devices Provided to Staff Policy #600.33.

Carried

3. Adjournment

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the June 12, 2023, meeting.

Carried