



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Policy Committee Meeting
Tuesday February 20, 2024 ♦ 4:30 p.m.
Boardroom**

Trustees:

Dan Dignard (Chair), Dennis Blake, Bill Chopp, Carol Luciani, Rick Petrella, Mark Watson

Senior Administration:

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), John Della Fortuna, 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 Dignard.

1.2 Attendance

Attendance was noted as above.

1.3 Approval of the Agenda

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of February 20, 2024 meeting.

Carried as Amended.

2. Committee and Staff Reports

2.1 Practicum Responsibilities #300.38

Superintendent Greco presented the Practicum Responsibilities Policy. This policy establishes the appropriate guidelines for engaging in practicum placements for candidates from various faculties of learning for a variety of roles. Revisions include updated language, HR responsibilities around placements and vulnerable sector checks. Discussion regarding the placement process, approvals, geographical location of student placements across the board was had along with the number of years a staff member is in the role prior to a student being placed. Discussion regarding insurance requirements was had.

Moved by: Rick Petrella

Seconded: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the Practicum Responsibilities Policy #300.38 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



2.2 Pre-Employment Screening #300.18

Superintendent Greco presented the Pre-Employment Screening Policy. This policy applies to all persons who have received a conditional offer of employment, including former employees seeking re-employment by the Board.

Moved by: Carol Luciani

Seconded: Mark Watson

THAT the Policy Committee recommends that the Committee of the Whole refers the Pre-Employment Screening Policy #300.18 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.3 Employee Expenses #700.04

Superintendent Keys presented the Employment Expenses Policy. This Policy and Administrative Procedure establishes and provides direction regarding the appropriate reimbursement of expenses incurred by employees while on Board business and applied to all staff making an expense claim, regardless of funding source. Remote work, employee groups who travel to and from various locations, and the approval process for out of province/country expenses was discussed.

Moved by: Bill Chopp

Seconded by: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Employee Expenses Policy #700.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.4 Trustee Expenses #100.10

Superintendent Keys presented the Trustee Expenses Policy. This Policy and Administrative Procedure was established and provides direction regarding the appropriate reimbursement of expenses incurred by trustees while on Board business and applies to all trustees making an expense claim, regardless of funding source. A request was made to have an amendment noted that the personal equipment range is updated to \$2500 from \$2000. An additional amendment was requested to have language included regarding outstanding costs of personal equipment after the Trustees term is complete. *"In addition, a Trustee is responsible for any unamortized cell phone/smart phone costs should they wish to retain it. Should the trustee not wish to retain the cell phone/smart phone it is returned at the end of their term. Based on exceptional circumstances, the Board of Trustees may waive the requirement for the reimbursement of unamortized costs of a trustee cell phone/smart phone."*

Moved by: Carol Luciani

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Trustee Expenses Policy #100.10 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried as amended.



2.5 Smoke and Vape Free Environment #400.25

Superintendent Keys presented the Smoke and Vape Free Environment Policy. Throughout the creation of this new Policy and Administrative Procedure, content was reviewed in consultation with senior administration, facility services, administrators, other internal stakeholders, health unit partners (Brant County Health Unit and Haldimand-Norfolk Health Unit), and other school board policies and procedures. This Policy and Administrative Procedure is in line with the Smoke-Free Ontario Act. Discussion regarding the progressive discipline procedure in the schools was had.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the Smoke and Vape Free Environment Policy #400.25 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.6 Purchasing Cards #700.07

Superintendent Keys presented the Purchasing Cards Policy. The Board recognizes the need for staff to purchase certain low-dollar goods and services in an efficient and timely manner. The purpose of this Policy and Administrative Procedure outlines the expectations pertaining to the use of P-Cards and includes information on the acceptable use and limitations of Board P-Cards. The following amendments to the policy were requested: addition of eligibility among employee groups along with transaction and overall limits and the removal of trustees as p-card holders.

Moved by: Dennis Blake

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Purchasing Cards Policy #700.07 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried as Amended

2.7 Integrated Accessibility #200.33

Superintendent Keys presented the Integrated Accessibility Policy. This Policy and Administrative Procedure establishes and outlines the Board's actions in response to the requirements of the Integrated Accessibility Standards Regulation (IASR) of the Accessibility for Ontarians with Disabilities Act (AODA), which includes mandatory accessibility standards that identify, remove, and prevent barriers for people with disabilities in five areas: Customer Service, Information and Communications, Employment, Transportation, and Design of Public Spaces. This Policy and Administrative Procedures now encompasses STU #200.32 – Integrated Accessibility Plan and incorporates administrative procedures STU #200.34 to STU #200.38 (inclusive). Discussion was had around accessible transportation requirements.

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the Integrated Accessibility Policy #200.33 to the Brant Haldimand Norfolk Catholic District School Board for



approval.

Carried

2.8 Educational Field Trips and Excursion Policy #500.01

Superintendent Wilson presented the Educational Field Trips and Excursion Policy. This policy had a minor amendment made to allow for longer term planning for international excursions. The policy has been amended to allow Board approval of international excursions two years advance rather than one year. The following amendments were requested: Changing the wording from “shall” to “must” on pages 68 and 70 in sections 2.0, 4.0. along with anywhere else that is tied to educational curriculum. A request for an annual report/ review be brought to the Board along with completed copies of appendix A. In addition, on page 69 – remove grades 4-6 in overnight educational excursions.

Moved by: Mark Watson

Seconded by: Dennis Blake

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

Carried as Amended

2.9 Supervised Alternative Learning #200.06

Superintendent Della Fortuna presented the Supervised Alternative Learning Policy. Policy revisions include the creation of a new appendix: Appendix B-Supervised Alternative Learning (SAL) Agreement Form. Discussion regarding the eligible age range for the Supervised Alternative Learning program was had.

Moved by: Rick Petrella

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the Supervised Alternative Learning Policy #200.06 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.10 By-Law Changes

Director McDonald presented the proposed BHNCD SB By-Law Changes. As a result of some changes initiated by the Ministry of Education, *The Municipal Elections Act* and after conducting a review of the current bylaws with Executive Council; by-law changes include updating language throughout to note two students' trustees, updating the date of annual meetings and revising the policy renewal process to 30 days.

Moved by: Rick Petrella

Seconded by: Mark Watson

THAT the Policy Committee recommends that the Committee of the Whole refers the By-Law Changes to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3. Trustee Inquiries



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Chair Dignard brought forward a request to have a prayer protocol developed for use across all Board committees, meetings, and for use within the schools.

Moved by: Chair Dignard

Seconded by: Rick Petrella

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

Carried

4. Adjournment

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the February 20, 2024, meeting.

Carried

Next meeting: TBD – Boardroom