



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

---

**Policy Committee Meeting  
Wednesday August 28, 2024 ♦ 3:00 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), Cheryl Dalrymple (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 Petrella.

**1.2 Attendance**

Attendance was noted as above.

**1.3 Approval of the Agenda**

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the August 28, 2024 meeting.

**Carried as Amended.**

**2. Committee and Staff Reports**

**2.1 Performance Appraisal for Non-Teaching Staff #300.06**

Superintendent Greco presented the Performance Appraisal for Non-Teaching Staff policy. Some of the changes include a greater focus on formative evaluation, performance appraisals being completed on the new MVAL system, additional references to the record retention guidelines were added and the performance review cycle was aligned for all employee groups. Discussion was had regarding ongoing performance evaluations and the time it takes to complete the process for supervisors. A report was requested to be brought to the Board that contains the percentage of evaluations completed over the school year along with a high-level overview for both academic and non-academic staff. Future forms that align with each department will be designed going forward.

Moved by: Dennis Blake

Seconded: Carol Luciani

THAT the Policy Committee refers the Performance Appraisal for Non-Teaching Staff Policy #300.06 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



**2.2 Environmental Stewardship Committee #500.02**

Superintendent Della Fortuna presented the Environmental Stewardship Committee policy report. The policy has been condensed and focuses on advocacy with a focus on the Eco Schools' program. The eco-school's program has award levels for schools to achieve. A request was made for schools to be recognized at future board meetings if they reach the top level.

Moved by: Dan Dignard

Seconded: Mark Watson

THAT the Policy Committee refers the Environmental Stewardship Committee Policy #500.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**2.3 Catholic School Advisory Council #200.31**

Superintendent Della Fortuna brought forward the Catholic School Advisory Council Policy. Minor changes were made to the policy that include changing terminology from School Improvement Plan" to Student Achievement Plan.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Policy Committee refers the Catholic School Advisory Council Policy #200.31 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**2.4 Catholic Family Life Program Policy #200.03**

Superintendent Temple presented the Catholic Family Life Program Policy. The Institute for Catholic Education, alongside the Catholic Bishops of Ontario, released the new Family Life Education Curriculum for use in all Catholic Schools of Ontario. In addition, the Institute for Catholic Education, and the Catholic Bishops of Ontario, approved the use of a new resource to support bringing the curriculum to life in our Catholic schools entitled, Blessed & Beloved. The new curriculum will take effect in September 2024 and the new resource will be rolled out annually, over the next four years, beginning with Grade 1. Fully Alive will still be used for Grades 2-8, until the new resources are developed.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Policy Committee refers the Catholic Family Life Program Policy #200.03 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**2.5 Catholic Code of Conduct: Positive Student Behaviour, Progressive Discipline and Safety Policy #200.09**

Superintendent Greco presented the revised Catholic Code of Conduct. The Ministry of Education Policy/Program Memorandum No.128, The Provincial Code of Conduct and School Board Codes of Conduct, set the expectations and requirements for all Ontario School Boards and provides direction on the authority and responsibility of boards to develop, implement, enforce, review, and assess codes of conduct for their school communities. PPM 128 brings changes regarding cell phone use in the classroom, smoking and vaping, and banning social



## **BRANT HALDIMAND NORFOLK Catholic District School Board**

## **Minutes**

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

---

media on board devices Discussion regarding various circumstances and next steps for the use of cell phones in school was had.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Policy Committee refers the Catholic Code of Conduct: Positive Student Behaviour, Progressive Discipline and Safety Policy #200.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### **2.6 Information and Communications Technology Use Policy #600.02**

Superintendent Della Fortuna presented the Information and Communications Technology Use Policy as related to PPM 128. The changes made were to align with The Ministry of Education Policy/Program Memorandum No.128.

Moved by: Mark Watson

Seconded by: Carol Luciani

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

**Carried**

### **2.7 Assessment Evaluation Grading and Reporting- Policy #200.42**

Superintendent Temple presented the Assessment Evaluation Grading and Reporting Policy. The changes made were to align with The Ministry of Education Policy/Program Memorandum No.128.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Policy Committee refers the Assessment Evaluation Grading and Reporting- Policy #200.42 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### **2.8 Digital Citizenship and Bring Your Own Device Policy #600.34**

Superintendent Temple presented the Digital Citizenship and Bring Your Own Device Policy. The changes made were to align with The Ministry of Education Policy/Program Memorandum No.128.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Policy Committee refers the Digital Citizenship and Bring Your Own Device Policy #600.34 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



**2.9 Smoke and Vape Free Environment Policy #400.25**

Superintendent Della Fortuna presented the Smoke and Vape Free Environment Policy. The changes made were to align with The Ministry of Education Policy/Program Memorandum No.128.

Moved by: Carol Luciani

Seconded by: Mark Watson

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

**Carried**

**2.10 Admission of Elementary Students Policy #200.14**

Superintendent Della Fortuna presented the Admission of Elementary Students Policy #200.14. The changes made were to align with The Ministry of Education Policy/Program Memorandum No.170.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Policy Committee refers the Admission of Elementary Students Policy #200.14 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**2.11 Admission of Secondary Students Policy #200.15**

Superintendent Della Fortuna presented the Admission of Elementary Students Policy #200.14. The changes made were to align with The Ministry of Education Policy/Program Memorandum No.170.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Policy Committee refers the Admission of Secondary Students Policy #200.15 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**2.12 Student Attendance #200.29**

Superintendent Della Fortuna presented the Student Attendance Policy #200.29. The changes made were to align with The Ministry of Education Policy/Program Memorandum No.169 .Key updates include mental health absences documented as an excused absence or medical absence under subsection 23(3) of Regulation 298, with supporting documentation from a registered social worker accepted as medical documentation. These updates apply to both Elementary and Secondary students.

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Policy Committee refers the Student Attendance Policy #200.29 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



**2.13 Public Concerns Policy #400.10**

Superintendent Della Fortuna presented the Public Concerns Policy. A recommendation was made to have the Public Concerns Policy be taken back and further reviewed to have additional updates made.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Policy Committee refers the Public Concerns Policy #400.10 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Deferred**

**2.14 Educational Partnerships Including Third Party Professional and Paraprofessional Service Providers Policy #400.36**

Superintendent Della Fortuna presented the Educational Partnerships Including Third Party Professional and Paraprofessional Service Providers Policy. The changes made were to align with The Ministry of Education Policy/Program Memorandum No.170. Discussion regarding various potential partnerships were discussed.

Moved by: Mark Watson

Seconded by: Dennis Blake

THAT the Policy Committee refers the Admission of Educational Partnerships Including Third Party Professional and Paraprofessional Service Providers Policy #400.36 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**2.15 Trustee Code of Conduct #100.04**

Superintendent Greco presented the Trustee Code of Conduct Policy. The changes made to the policy are in to align with Ontario Regulations 312/2, 306/24 and 463/97.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Policy Committee refers the Trustee Code of Conduct Policy #100.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**2.16 Hiring Academic Staff Policy #300.10**

Chair Petrella presented the proposed change to the Hiring of Academic Staff Policy which includes Superintendent approval for the hiring and appointment of department heads at the high schools. Discussion regarding the hiring process was had.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Policy Committee refers the Hiring Academic Staff Policy #300.10 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



## **BRANT HALDIMAND NORFOLK Catholic District School Board**

## **Minutes**

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

---

### **2.17 Rescinded Policy - Remote Work #300.26.**

Chair Petrella presented the report to rescind the Remote Work Policy. The basis of rescinding the remote work policy is to have remote work be at the discretion of the Director and Superintendents instead of a Board policy. Five Trustees voted in favour and one was opposed.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board rescinds Remote Work #300.26.

**Carried**

### **3. Adjournment**

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the August 28, 2024, meeting.

**Carried**

---

**Next meeting:** TBD – Boardroom