



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

## **Minutes**

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

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### **Policy Committee Meeting Tuesday May 13, 2025 ♦ 4:00 p.m. Boardroom**

#### **Trustees:**

Dan Dignard (Chair), Dennis Blake, Carol Luciani, Mark Watson

**Regrets:** Bill Chopp

#### **Senior Administration:**

Mike McDonald (Director of Education & Secretary), Rajini Nelson (Superintendent of Business & Treasurer), John Della Fortuna, Michael Lawlor, Phil Wilson (Superintendents of Education)

**Regrets:** Kevin Greco (Superintendent of Education)

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## **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: Dennis Blake

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the May 13, 2025, meeting.

**Carried**

### **1.4 Approval of Minutes from the Policy Committee Meeting – April 8, 2025**

Moved by: Mark Watson

Seconded by: Dennis Blake

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the April 8, 2025, meeting.

**Carried**

## **2. Committee and Staff Reports**

### **2.1 Home School Policy #200.16**

Superintendent Della Fortuna presented the Home School policy. The policy promotes collaboration between families and schools and encourages continued connection with school principals and parishes to support both educational development and faith formation. Some of the key changes include parents submitting written notification of their intent to homeschool annually by September 1, along with the availability to enroll part time in specialized subjects, access to ministry supported online learning platforms and a new emphasis on mental health as per PPM 168. Continuity of renewal requests for September 1 across all pages in the policy was requested.



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Moved by: Carol Luciani

Seconded: Mark Watson

THAT the Policy Committee recommends that the Committee of the Whole refers the Home School Policy #200.16 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### **2.2 Home Instruction Policy #200.17**

Superintendent Della Fortuna presented the Home Instruction policy. The key changes made include enhancing accessibility, compliance with ministry guidelines and alignment with modern learning practices. One of the most significant updates is the removal of the three-week waiting period allowing students to receive home instruction as soon as medication documentation is provided. The policy acknowledges Individual Education Plans to support students requiring accommodation and includes clearer definitions of roles and responsibilities for Superintendents, Principals, Classroom Teachers, Home Instruction Teachers, and parents/guardians to ensure a structured and accountable process.

Moved by: Mark Watson

Seconded: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Home Instruction policy #200.17 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### **2.3 Student Clubs Administrative Procedure #200.44**

Superintendent Wilson presented the Student Clubs Administrative Procedure. Minor updates have been made to reflect current practices and reaffirm commitments to student safety, inclusion, and faith formation.

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Policy Committee recommends that the Committee of the Whole refers the Student Clubs Administrative Procedure to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### **2.4 Opening/ Closing Exercises Administrative Procedure #200.11**

Superintendent Wilson presented the Opening/ closing exercises administrative procedure. Updates include clarifying the process for incorporating the recitation of the pledge of citizenship, strengthens expectations around the delivery of the Land Acknowledgement along with minor administrative and formatting adjustments.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Policy Committee recommends that the Committee of the Whole refers the Opening/ Closing Exercises Administrative Procedure #200.11 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



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### **2.5 Head Lice (Pediculosis) #200.20**

Superintendent Wilson presented the updated Head Lice (pediculosis) policy. In recent years, the role of schools in managing pediculosis has shifted from immediate removal of affected students to a more supportive, educational approach. The focus is now on minimizing disruption to learning while emphasizing education, prevention, and family responsibility for treatment. Schools are tasked with communicating regularly with parents, protecting student dignity and privacy, and supporting a consistent response that avoids academic penalties or exclusion due to lice. Clarification was requested regarding next steps in the event of an outbreak within a classroom and it was confirmed that all decisions would be made in consultation with public health.

Moved by: Dennis Blake

Seconded by: Mark Watson

THAT the Policy Committee recommends that the Committee of the Whole refers the Head Lice Policy #200.20 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### **2.6 Employee Expenses #700.04**

Superintendent Nelson presented the employee expenses policy. The revisions made to the policy align with the Broader Public Sector (BPS) Expense directive, ensuring consistency and accountability across the organization. Two significant changes involve the prohibition of alcohol while conducting board business and the pre-approval process for high cost or out of province conference travel. Clarification was requested regarding the approval process for the Director of Education's expenses. It was confirmed that the Chair of the Board approves the Directors expenses. A recommendation was made to have out of province and out of country travel for employees be made in consultation with the Board of Trustees. This discussion item will be brought back to Executive Council for further discussion.

Moved by: Mark Watson

Seconded by: Carol Luciani

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**

### **2.7 Procurement Policy #700.01**

Superintendent Nelson presented the procurement policy. The policy changes include alignment with current legislation, trade agreements, and accessibility standards. The changes made to the purchasing approval authority levels for the purchase of goods and non-consulting services were discussed and are reflective of current market conditions and in line with other school boards across the sector.

Moved by: Mark Watson

Seconded by: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Procurement Policy #700.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



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### **3.0 Adjournment**

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the May 13, 2025 Policy committee meeting.

**Carried.**

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**Next meeting:** TBD – Boardroom