



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Policy Committee Meeting Thursday, June 4, 2020 ♦ 3:00 p.m. Virtual Meeting

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

Pursuant to Section 5, Subsection 5.1(2) of Ontario Regulation 463/97 under the *Education Act* which requires that certain members of a board be physically present at meetings, will not apply when schools are closed as a result of an order made under the *Education Act*, the *Health Protection and Promotion Act* (HPPA) or the *Emergency Management and Civil Protections Act* (EMCPA). In these circumstances, a board will be able to meet exclusively by electronic/virtual means.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of June 4, 2020 meeting.

Carried

1.4 Approval of Minutes from the Policy Committee Meeting – March 9, 2020

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the March 9, meeting.

Carried

1.5 Business Arising from the Minutes – Nil

2. Committee and Staff Reports

2.1 Fundraising and School Generated Funds 700.05

Superintendent Keys provided a summary of revisions. Revisions were developed in consultation with Financial Services, Senior Administration and other internal stakeholders. As such, changes were made to reflect best practices and language consistent with the Ontario Association of School Business Officials Guidelines for School Generated Funds and the Ministry of Education Fundraising Guidelines.



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Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Fundraising and School Generated Funds Policy 700.05 be forwarded for stakeholder input during the public consultation period.

Carried

2.2 Volunteers 300.12

Superintendent Greco outlined the changes in the policy including updated language to be aligned with Police Records Checks Policy 300.15. Principals and Supervisors consult with various staff groups and determine the need for volunteers. The revised policy outlines that the Board will recruit, select and screen volunteers and provide the volunteers with standardized Police Record Checks (VSC). The Board through the principal/supervisor will evaluate monitor the effectiveness of the volunteers.

Moved by: Rick Petrella

Seconded: Cliff Casey

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Volunteers Policy 300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.3 School Operating Budget 700.10

Superintendent Keys presented the revised policy. It was noted that schools are permitted to carry-forward up to 25% (instead of 10%) of funds remaining to the next budget year; amounts greater than 25% will be reallocated to other priorities. Principals have the opportunity to carry forward more than 25% for specific and identified purposes and must be supported by their Superintendent of Education and approved by the Superintendent of Business & Treasurer.

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Policy Committee recommend that the School Operating Budget Policy 700.10 be forwarded for stakeholder input during the public consultation period.

Carried

2.4 Criminal Reference Check 300.15

Superintendent Greco provided an overview of the revised policy. Revisions were made to reflect the Board's current practice, the AP explicitly states that Employees, Volunteers and Service Providers must also obtain a Vulnerable Sector Check that meets the conditions outlined by presenting a completed "Consent for Police Records Check for a Sexual Offence for which a Pardon has been Granted or Issued" form. The completed form must be presented to the Police Service when requesting the Police Records Check so that the appropriate search can be completed. It was also noted that the procedure includes two new groups being Students attending universities and community college employees instructing dual credit and other courses.



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Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Police Records Check Policy 300.15 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.5 Volunteer and Trip Drivers 200.21

Superintendent Greco presented the revised policy which includes updated language and a change in title to Volunteer and Staff Trip Drivers to distinguish between staff and volunteers that volunteer to transport students. It has also been updated according to the latest OSBIE coverage and risk assessment information. The Policy and AP describe the criteria required to bring into effect the Board's excess liability insurance as well as the legislation that strictly prohibits the use and operation of hand-held communication and electronic entertainment devices. For an individual not employed by the Board to act as a volunteer driver they shall qualify to become a volunteer and adhere to the Board's policies regarding eligible volunteers.

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Volunteer Trip Driver Policy 200.21 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3. Discussion Items - Nil

4. Trustee Inquiries

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 June 4, 2020 meeting.

Carried

Next meeting: TBD