



# 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 Thursday, December 3, 2020 ♦ 5:00 p.m. Boardroom

**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)

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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: Rick Petrella

Seconded by: Bill Chopp

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of December 3, 2020 meeting.

**Carried**

##### 1.4 Approval of Minutes from the Policy Committee Meeting – June 4, 2020

Moved by: Carol Luciani

Seconded by: Bill Chopp

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

**Carried**

##### 1.5 Business Arising from the Minutes – Nil

#### 2. Committee and Staff Reports

##### 2.1 Copyright – Protected Works 400.03

Superintendent Temple presented the revised policy. The policy ensures that all employees responsible for providing educational resources to students follow the applicable provisions of the *Copyright Act*. The Policy and AP support the implementation and monitoring procedures that are consistent with the Fair Dealing provisions of the *Copyright Act*.

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Copyright-Protected Works Policy and AP 400.03 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

##### 2.2 Practicum Responsibilities 300.28



Superintendent Temple presented the new policy. The purpose of the policy is to ensure there are guidelines and procedures to support candidates, from various post-secondary institutions and their mentors. Discussion was held regarding eligibility and goals. The new policy also includes the request for affiliation agreements/contracts before candidates begin their placements with the Board.

Moved by: Carol Luciani

Seconded: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Practicum Responsibilities Policy and AP 300.28 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### **2.3 Home Schooling 200.16**

Superintendent Greco provided an outline of the revised policy including developments such as the description of expected working relationship and connection between staff and parents/guardians of home schooled students. Students will continue to be invited to connect with their school Principal and school events. It was also noted that transition plans will be contemplated for students who will enter Secondary School following a home schooling year and for students who will enter Post-Secondary Education following a home schooling year.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Home Schooling Policy and Administrative Procedure 200.16 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### **2.4 Home Instruction 200.17**

Superintendent Greco provided an overview of the revised policy. Home instruction is a temporary programming option for students who cannot attend regular day school classes for a prolonged period. Changes included updated language and alignment with evolution of St. Mary Catholic Learning Centre. The policy also provides procedures for both onsite and offsite instruction.

Moved by: Rick Petrella

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Home Instruction Policy and Administrative Procedure 200.17 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

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



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Superintendent Greco outlined changes to the policy including updated language and insight into controlling head lice infestation. Students who are found to have head lice or nits will be excused from class and will not interrupt or affect the child's academic program. A new section regarding environmental decontamination and the Re-Admission Procedure were added.

Trustee Chopp requested that guidance be included regarding affected students travelling home on the bus at the end of the school day.

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Policy and Administrative Procedure Head Lice (Pediculosis) Policy 200.20 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### 2.6 Community Use of Schools 400.05

Superintendent Keys presented the revised policy. The policy was reviewed in consultation with Facility Services, Communication Services, OSBIE, Senior Administration, other internal stakeholders, and other school board policies and procedures. Revisions included classification of user groups, enhancement of insurance requirements, rates and fees schedule and subsidies.

Moved by: Bill Chopp

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Community Use of Schools Policy 400.05, including the updated schedule for Community Use of Schools Rates and Fees, effective January 1, 2021.

**Carried**

### 2.7 Policy Renewal Process

Director McDonald reviewed the current Policy Renewal Process which states that all policies and procedures will be reviewed on a four-year revision cycle. It was noted for operational reasons that the sequence of the process be amended. Director McDonald recommended that the policy first go to Executive Council for information prior to going out for stakeholder input. After the 60 days of feedback from stakeholders and any changes that have been made by the superintendent responsible, it will then go to Policy Committee.

Moved by: Bill Chopp

Seconded by: Carol Luciani

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

**Carried**



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### 2.8 Student Behaviour, Discipline and Safety Policy 200.09

Superintendent Greco advised of changes to the policy in order to bring it up to date with the regulatory changes from the *COVID-19 Economic Recovery Act* in terms of suspensions in Kindergarten to Grade 3.

Moved by: Carol Luciani

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the amended Student Behaviour, Discipline and Safety Policy and Administrative Procedure 200.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### 3. Discussion Items - Nil

### 4. Trustee Inquiries

Trustee Casey requested an update on the Federal Government's copyright matter. Superintendent Keys advised that we have submitted material as requested.

### 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 December 3, 2020 meeting.

**Carried**

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**Next meeting:** Thursday, January 7, 2021, 3:00 p.m. – Boardroom