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**Board Meeting**  
**Tuesday, April 26, 2016 ♦ 7:00 p.m.**  
**Boardroom**

**Members:**

**Trustees:**

Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Robyn Zettler (Student Trustee)

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

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**1. Opening Business**

1.1 Opening Prayer

1.2 Attendance

1.3 Approval of the Agenda

Pages 1-2

1.4 Declaration of Interest

1.5 Approval of Board Meeting Minutes – March 29, 2016

Pages 3-6

1.6 Business Arising from the Minutes

**2. Presentations - Nil**

**3. Delegations - Nil**

**4. Consent Agenda - Nil**

**5. Committee and Staff Reports**

**5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting - April 19, 2016**

Pages 7-12

Presenter: Cliff Casey, Vice Chair of the Board

- Surplus Property (pgs. 13-14)
- Five-Year Facilities Renewal Plan (pgs. 15-24)
- Inclement Weather & Temporary School/Facility Closures Policy 400.01 (pgs. 25-30)
- Management of Students with Asthma Policy 200.05 (pgs. 31-44)
- School Board Insurance (pg. 45)



- 5.2 Primary Mathematics Initiative** Page 46  
Presenter: Michelle Shypula, Superintendent of Education
- 5.3 Student Trustee Update** Page 47  
Presenter: Robyn Zettler, Student Trustee
- 6. Information and Correspondence**
- 7. Notices of Motion for Consideration at Next Board Meeting**
- 8. Notices of Motion Being Considered for Adoption - Nil**
- 9. Trustee Inquiries**
- 10. Business In-camera**
207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- a. The security of the property of the board;
  - b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - c. The acquisition or disposal of a school site;
  - d. Decisions in respect of negotiations with employees of the board; or
  - e. Litigation affecting the board.
- 11. Report on the In-Camera Session**
- 12. Future Meetings and Events** Page 48
- 13. Closing Prayer**
- Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board, and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. **Amen***
- 14. Adjournment**



**Board Meeting**  
**Tuesday, March 29, 2016 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

**Present:** Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Robyn Zettler (Student Trustee)

**Absent:** Carol Luciani, Bonnie McKinnon

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Chair Petrella

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the March 29, 2016 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**1.5 Approval of Board Meeting Minutes – February 23, 2016**

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the February 23, 2016 Board meeting.

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the March 22, 2016 Special Meeting of the Board.

**Carried**

**1.6 Business Arising from the Minutes – Nil**



**2. Presentations**

Via a pictorial presentation, Superintendent Shypula highlighted the efforts of school communities across the district to respond to their call to act justly by supporting the annual Collection of Caring ~ Lenten Almsgiving campaign. In addition to the 18,356 non-perishable food items and approximately \$1,200 collected through the sixth annual SouperBowl of Caring in support of the Society of St. Vincent de Paul and eight area food banks, other projects included supporting Syrian families, a toy drive for McMaster Hospital, fundraising for school supplies for schools in Haiti and Sierra Leone, assisting with the clean water project in Ecuador and fundraising for a Tanzania project.

Ms. Shypula introduced Dale Petruka, Principal of St. Peter School and three student representatives from the school's Youth Ambassadors for Christ (YAC) group. She congratulated the school on collecting close to 3,600 non-perishable food items in support of the SouperBowl of Caring campaign, the highest achieving school in the district. Trustee Chopp also expressed the Board's appreciation to Chair Petrella for his generous support of St. Peter's Lenten drive.

**3. Delegations - Nil**

**4. Consent Agenda - Nil**

**5. Committee and Staff Reports**

**5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – March 22, 2016**

Vice-Chair Casey reviewed the business of the March 22, 2016 Committee of the Whole meeting and presented the following recommendations:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School, Holy Trinity Catholic High School and St. John's College for an excursion Mission Trip to Columbia, SC during the period of Saturday, April 9 to Saturday, April 16, 2016.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the excursion request from St. John's College for the Girls' Rugby Team to travel to England and France from Saturday, March 11 to Saturday, March 18, 2017 to participate in the Girls' Rugby Tour 2017.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of March 22, 2016.

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendation of the Committee of the Whole Meeting of March 22, 2016.

**Carried**



**5.2 Education Funding 2016-17**

Superintendent Grice reviewed the highlights of the recent Ministry of Education announcement regarding Grants for Student Needs (GSN) for 2016-17, including items from previous budgets that are still in effect for the next school year. Various questions of clarification were addressed by Superintendent Grice.

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk District School Board receives the Education Funding 2016-17 report.

**Carried**

**5.3 Financial Report as of February 2016**

Superintendent Grice presented the Board expenditure report for the period ending February 29, 2016. He reported that the budget is on track with 49.0% of the total budget spent at the half year mark and noted that the Board is on target with projections to year end.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk District School Board receives the Financial Report as of February 2016.

**Carried**

**5.4 Student Trustee Report**

Student Trustee Zettler reported on a successful winter Student Council Leadership Retreat held at St. Pius Parish last month. In school news, both Assumption College School and St. John's College had notable guest speakers during anti-bullying week. The Assumption Cares sleepover raised \$5,000 to support the Social of St. Vincent de Paul, while funds raised from the Holy Trinity's annual Hoops for Heart basketball tournament supported the Heart and Stroke Foundation. Vice Chair Casey commended Holy Trinity staff on an excellently-organized Hoops for Heart event.

Moved by: Bill Chopp

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee report.

**Carried**

**6. Information and Correspondence**

Trustee Chopp noted that Paul White, a former teacher with the Board, has been appointed as a Superintendent of Instructional Services with the Kenora Catholic District School Board starting in the 2016-17 school year.

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board receives the information and correspondence since the last meeting.

**Carried**

**7. Notices of Motion for Consideration at Next Board Meeting - Nil**



**8. Notices of Motion Being Considered for Adoption**

Vice Chair Casey spoke to the Notice of Motion that he made at the February 23, 2016 Board meeting, which was seconded by Trustee Dignard. In particular, Vice Chair Casey noted that although cursive writing is not mandated in the curriculum, students would benefit from recognizing what cursive writing looks like and being taught their personal signature. Discussion ensued regarding the shift in thinking with respect to how we communicate in the 21<sup>st</sup> century and advances in using electronic rather than written communications, electronic signatures, biometrics, expectations on legal forms, etc. Director Roehrig indicated that dedicating time to cursive writing is not consistent with methods of communication used by students now or in the future. Chair Petrella indicated that he would vote on the following motion:

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT Senior Administration investigate ways in which cursive writing could be put back into the curriculum in our schools.

**Carried**

**9. Trustee Inquiries - Nil**

**10. Business In-Camera**

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session.

**Carried**

**11. Report on the In-Camera Session**

Moved by: Bill Chopp

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the in-camera session.

**Carried**

**12. Future Meetings**

Trustee attention was drawn to the list of future meetings and events.

**13. Closing Prayer**

Chair Petrella led the closing prayer.

**14. Adjournment**

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of March 29, 2016.

**Carried**

# RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

April 19, 2016

| AGENDA<br>ITEM | MOTION   |
|----------------|--|
| 5.1            | <p>a) THAT the Accommodations Committee recommends that the Committee of the Whole refers the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval and declares that the former St. Bernard School, Brantford, Mident #779580, is not required for purposes of the Board; and</p> <p>b) THAT the Accommodations Committee recommends that the Committee of the Whole refers the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval and severs and sells the former St. Bernard School, Brantford property, in accordance with Regulation 444/98 of the Education Act.</p> <p>c) THAT the Accommodations Committee recommends the Committee of the Whole refers the Five-Year Facilities Renewal Plan to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> |
| 5.2            | <p>a) THAT the Policy Committee recommends that the Committee of the Whole refers the revised Inclement Weather &amp; Temporary School/Facility Closures policy 400.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>b) THAT the Policy Committee recommends that the Committee of the Whole refers the Management of Students with Asthma policy to the Brant Haldimand Norfolk Catholic District School Board for approval.</p>   |
| 5.3            | <p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the utilization of non-competitive procurement to allow the continuation of services provided by OSBIE for another five-year term, beginning January 1, 2017.</p>   |

## **RECOMMENDATIONS:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of April 19, 2016.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of April 19, 2016.



**Committee of the Whole**  
**Tuesday, April 19, 2016 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

**Present:** Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Robyn Zettler (Student Trustee)

**Absent:**

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Chair Petrella.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the April 19, 2016 meeting.

**Carried**

**1.4 Declaration of Interest - Nil**

**1.5 Approval of Committee of the Whole Meeting Minutes – March 22, 2016**

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the March 22, 2016 Committee of the Whole meeting.

**Carried**

**1.6 Business Arising from the Minutes – Nil**

**2. Presentations – Nil**

**3. Delegations – Nil**





**4. Consent Agenda**

- 4.1** THAT the Committee of the Whole refers the unapproved minutes of the Friends of the Educational Archives Committee meeting of March 9, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives all reports and approves all motions under the Consent Agenda.

**Carried**

**5. Committee and Staff Reports**

**5.1 Unapproved Minutes and Recommendations from the Accommodations Committee Meeting - April 11, 2016**

Vice-Chair Casey, Chair of the Accommodations Committee, reviewed the business of the April 11, 2016 Accommodations Committee meeting. Questions of clarification regarding property severance costs and replacement of boilers were addressed by Superintendent Grice. The following recommendations were brought forward for consideration:

- 6.1 a) THAT the Accommodations Committee recommends that the Committee of the Whole refers the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval and declares that the former St. Bernard School, Brantford, Mident #779580, is not required for purposes of the Board; and
- b) THAT the Accommodations Committee recommends that the Committee of the Whole refers the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval and severs and sells the former St. Bernard School, Brantford property, in accordance with Regulation 444/98 of the Education Act.
- 6.2 THAT the Accommodations Committee recommends the Committee of the Whole refers the Five-Year Facilities Renewal Plan to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the unapproved minutes of the Accommodations Committee Meeting of April 12, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

THAT the Committee of the Whole refers the recommendations of the Accommodations Committee Meeting of April 12, 2016 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



**5.2 Unapproved Minutes and Recommendations from the Policy Committee Meeting - April 12, 2016**

Vice-Chair Casey, Chair of the Policy Committee, provided an overview of the business of the Policy Committee of April 12, 2016 and presented the following recommendations:

- 2.1 THAT the Policy Committee recommends that the Committee of the Whole refers the revised Inclement Weather & Temporary School/Facility Closures policy 400.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- 2.2 THAT the Policy Committee recommends that the Committee of the Whole refers the Management of Students with Asthma policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of April 12, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of April 12, 2016 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**5.3 School Board Insurance**

Superintendent Grice advised that our current five-year subscription with the Ontario School Boards' Insurance Exchange (OSBIE) will end on December 31, 2016 and that notification must be provided to OSBIE by July 1, 2016 if the Board chooses not to renew their subscription. He commented on the extensive support and assistance that OSBIE provides the Board on a regular basis, as well as premium refunds, and recommended that the Board continues to use the services provided by OSBIE for another five-year term.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the utilization of non-competitive procurement to allow the continuation of services provided by OSBIE for another five-year term, beginning January 1, 2017.

**Carried**

**5.4 2015-2018 Strategic Plan: Communication and Community Engagement Update**

Director Roehrig reported that although work on the 2015-2018 Strategic Plan only began a few months ago, all initiatives are progressing well, including the focus areas of the Communication and Community Engagement pillar. He highlighted the accomplishments in the areas of a vibrant 'branded' look for all Board communications, growing social media followers / communications, partnership work with various Catholic Service Organizations, the implementation of the School Connects (Synrevoice) project to enhance the Board's ability to connect with parents, and the current public participation school climate survey which will help inform the development of the Safe Schools Plan.



Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

THAT the Committee of the Whole refers the 2015-2018 Strategic Plan – Communications and Community Engagement Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

#### **5.5 Board Enrolment Update as of March 31, 2016**

Superintendent Daly reported that as of the Ministry's official enrolment count day of March 31, 2016, the actual Average Daily Enrolment (ADE) is higher by 10.1 elementary students and 32.1 secondary students from the Ministry's revised estimate numbers. A brief discussion on enrolment projections for 2016-17 took place.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the Board Enrolment Update as of March 31, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

#### **5.6 Research Initiated by External Agencies Update**

Director Roehrig provided an update on the ongoing work of Dr. Dale Petruka, Principal at St. Peter School and Research Coordinator for our Board, and drew attention to several research initiatives currently being conducted in our schools. He noted that prior to approving external research requests, Dr. Petruka ensures that the research proposals align with and support our Board goals and that the requests are logistically manageable.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Research Initiative by External Agencies update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### **6. Information and Correspondence**

Director Roehrig distributed copies of the spring/summer *Best Start* magazine and drew attention to an article and advertisement about the Board's expanding French Immersion program. In response to Vice Chair Casey's inquiry about potential French Immersion programming for secondary students in the future, Director Roehrig described two potential options - a dual track Immersion program or an Extended French program.

Chair Petrella requested suggestions for donations to the Annual Silent Auction in support of *Toonies for Tuition*, a national endowment fund, which is being held at the upcoming Ontario Catholic School Trustees' Association Annual General Meeting.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the information and correspondence items since the last meeting.

**Carried**



**7. Trustee Inquiries – Nil**

**8. Business In-Camera**

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera Session.

**Carried**

**9. Report on the In-Camera Session**

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the in-camera session.

**Carried**

**10. Future Meetings**

Chair Petrella drew trustee attention to the list of future meetings and events.

**11. Closing Prayer**

Chair Petrella let the closing prayer.

**12. Adjournment**

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of April 19, 2016.

**Carried**

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD ACCOMMODATIONS COMMITTEE

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Accommodations Committee  
Submitted on: April 11, 2016  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### SURPLUS PROPERTY

Public Session

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#### **BACKGROUND INFORMATION:**

The former elementary school known as St. Bernard School was closed on June 30, 2013. Subsequently, the Board entered into a two-year leasing arrangement with the Grand Erie District School Board (GEDSB) for occupancy of the school by their students. The lease concludes June 30, 2016 and staff of the GEDSB have indicated that they will not need to exercise an extension option. The St. John's College property and the former St. Bernard School property abut each other and have been consolidated into a single parcel by merger of title. Should Trustees of the Board wish to declare the former St. Bernard School property as *surplus to the Board*, a severance of the above properties / lands will be required. Once severed, Administration has determined that the Board has no other viable use for the former St. Bernard School property.

#### **DEVELOPMENTS:**

Section 194 of the *Education Act* states that a Board has the power to sell, lease or otherwise dispose of a property on the adoption of a resolution that the property is not required for use by the Board. The disposition of the property is subject to the approval of the Lieutenant Governor in Council. Regulation 444/98 requires that an English-language separate district school board issue a proposal to sell real property to the following:

1. The French-language separate district school board in the area of jurisdiction of which includes the property.
2. The English-language public district school board or the board of district school area in the area of jurisdiction of which includes the property.
3. The French-language public district school board in the area of jurisdiction of which includes the property.
4. The board of a Protestant separate school in the area of jurisdiction of which includes the property.
5. The English-language college, within the meaning of Regulation 771 of the Revised Regulation of Ontario, 1990, for the area in which the property is located.
6. The French-language college, within the meaning of Regulation 771 of the Revised Regulations of Ontario, 1990, for the area in which the property is located.
7. The university named in the Schedule the head office of which is nearest to the property.

8. The Crown in right of Ontario.
9. The municipality in which the property is located.
10. If the property is located in an upper-tier municipality, that upper-tier municipality.
11. If the property is located in the geographical area within which a local services board may exercise its jurisdiction, the local services board.
12. The Crown in right of Canada.

Offers must be accepted in the order listed above.

The offer to sell must be available for 90 calendar days. The sale price must be at fair market value or some lesser amount as determined by the Regulation. If the Board does not receive an offer from the bodies listed above within the 90-day period, the Board may sell the property, subject to the approval of the Minister, to any other body or person.

**RECOMMENDATION:**

THAT the Accommodations Committee recommends that the Committee of the Whole refers the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval and declares that the former St. Bernard School, Brantford, Mident #779580, is not required for purposes of the Board, and

THAT the Accommodations Committee recommends that the Committee of the Whole refers the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval and sells the former St. Bernard School, Brantford property in accordance with Regulation 444/98 of the Education Act.

## **REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD ACCOMMODATIONS COMMITTEE**

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Accommodations Committee  
Submitted on: April 11, 2016  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### **FIVE-YEAR FACILITIES RENEWAL PLAN** Public Session

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#### **BACKGROUND INFORMATION:**

In an effort to maintain the facility assets of the Brant Haldimand Norfolk Catholic District School Board to their highest standards, the Facilities Department monitors building conditions and allocates available money from the Ministry School Renewal Grant and School Condition Grant to facility projects that will continue to keep our buildings in good condition. Yearly, based on enrolment, the Board receives, on average, approximately \$1,400,000 for the School Renewal Grant. In addition, beginning in the 2011-12 school year and until the 2013-14 school year, the Board received a School Condition Improvement Grant of approximately \$1,050,000, which was to be used for capital-related projects. In the 2014-15 School Year, the grant was increased to \$1,657,809. For the 2015-16 school year, the School Condition Grant Allocation is \$1,487,865. For the 2016-17 year, the School Condition Grant Allocation is \$1,287,550.

Over a period of years, the Board has identified and completed capital projects that were to be financed from future revenues. School Renewal was one of the revenue streams that was considered as a funding source for past capital projects.

This report is designed to describe future school renewal projects, which must be considered for completion within the next five years, in order for the Board to continue to maintain quality learning assets for our students. The report will then specify past capital improvements, which require financing, for which school renewal and school condition revenues should be allocated. Any surplus of Revenue over Capital expenditure is enveloped year-over-year such that monies can only be spent on future Capital expenditures.

#### **DEVELOPMENTS:**

Sections of the following report summarize the main areas of Board facilities which must be addressed so that our buildings are maintained in a safe and operational manner. Some of the sections contain charts that detail potential expenditures on a year-by-year basis.

## **PROPOSED CAPITAL UPGRADES 2015-2019**

### **Energy Related - Capital Upgrades Specific to Secondary Schools**

#### **Holy Trinity**

##### **Boilers**

One of three atmospheric heating boilers has failed and two of three domestic hot water boilers have failed. All three atmospheric heating boilers are oversized and inefficient. A commercial-size water softener and three-way mixing valve should be installed to protect equipment. This upgrade should be completed in two phases:

- Phase 1 cost to replace the domestic hot water system is approximately \$180,000.
- Phase 2 cost to replace the atmospheric boilers with right-sized high efficiency boilers is approximately \$200,000.

##### **Chiller**

The chiller is oversized and cannot be zoned to cool isolated areas of the school. Due to size and complexity of the chiller, annual repairs and preventive maintenance contracts are required, including summer start-up and winterization. Small modular chillers can be used to sequentially stage and meet cooling demands during non-peak season and summer shut-down. The cost to replace the existing chiller with more efficient modular chillers is approximately \$200,000.

##### **Commissioning / Balancing**

Variable Air Volume (VAV) boxes supply fresh air to each room and they are out of balance. The entire HVAC system requires commissioning and re-balancing. The cost to rebalance air system and commission the HVAC system is approximately \$150,000.

##### **Heat Recovery**

The school was never designed to recover waste heat or cooling, which, typically, is accomplished by enthalpy wheels. New buildings are required, by code, to have energy recovery. The cost to conduct a feasibility study and mechanical review is approximately \$20,000.

#### **St. John's College**

##### **Heat Pumps, Light Fixtures, Ceiling Tiles**

Existing heat pumps are inefficient, have ongoing maintenance problems and need replacing. In addition, corridor light fixtures contain outdated T12 florescent tubes and need replacing with high efficiency T8 tubes with electronic ballasts. Replacement of classroom light fixtures was completed 2010. Corridor ceiling tiles will be replaced during the lighting upgrade. Phase 1 (second floor) of the heat pump / lighting upgrade was completed in 2015. Phase 2 (first floor) of the heat pump / lighting upgrade will be completed in the summer of 2016; with an estimated total cost of approximately \$450,000.



## **Energy Related - Capital Upgrades Specific to Elementary Schools**

### **Boilers**

A number of elementary schools still have old, inefficient boilers that should be replaced with high- efficiency boilers.

Based on age and condition, the following boilers will be replaced in order of priority:

| <b>Schools Based on Priority</b>                 | <b>Cost</b> |
|--|-------------|
| St. Michael's School, Walsh                      | \$175,000   |
| Sacred Heart School, Langton                     | \$175,000   |
| St. Peter School, Brantford                      | \$175,000   |
| St. Michael's School, Dunnville                  | \$175,000   |
| Our Lady of LaSalette, LaSalette                 | \$175,000   |
| Notre Dame Catholic Elementary School, Caledonia | \$100,000   |
| Holy Family School, Paris                        | \$100,000   |
| St. Mary's School, Hagersville                   | \$50,000    |
| St. Patrick School, Brantford                    | \$50,000    |

### **Roof Top Units (RTU's)**

Some elementary schools rely solely on gas-fired RTU's to supply all heating, cooling and ventilation. These units are original and typically sit on roofs exposed to the elements, which shortens their life cycle. It is recommended that original RTUs be replaced with economizers to take advantage of free cooling during shoulder seasons (spring and fall).

The following schools do not have boilers. Based on age and condition, the following roof top units will be replaced in order of priority:

| <b>Schools Based on Priority</b>  | <b># of Units</b> | <b>Cost</b> |
|---|-------------------|-------------|
| Resurrection School, Brantford  | 12                | \$96,000    |
| Christ the King School, Brantford   | 3                 | \$24,000    |
| Our Lady of Providence Catholic Elementary School, Brantford                                      | 7                 | \$56,000    |
| Holy Cross School, Brantford  | 3                 | \$24,000    |
| The following schools rely on gas-fired units to supply heating and cooling to part of the School |                   |             |
| St. Michael's School, Dunnville   | 1                 | \$8,000     |
| St. Mary's School, Hagersville  | 1                 | \$8,000     |
| Holy Family School, Paris   | 4                 | \$32,000    |
| Notre Dame Catholic Elementary School, Caledonia  | 1                 | \$8,000     |

### **Water Savings Measures**

Replace flush boxes with flush valves in all boy's washrooms. The cost to replace the flush boxes with flush valves is approximately \$7,000 per washroom.

### **Electrical Upgrades**

Replace all exterior High Pressure Sodium (HPS) lights with Induction / LED lights and tie into the Building Automation System (BAS) for scheduling. The cost to replace the HPS lights with Induction / LED lights is approximately \$4,000 per small elementary school and \$8,000 per large elementary school and secondary schools.

Some small elementary schools still have the original electrical primary service coming into the building. These small electrical services limit the ability to perform mechanical upgrades. Parts for the service are scarce or obsolete and the service is end-of-life. The cost to replace the electrical service is budgeted at approximately \$100,000 per school. No elementary schools are scheduled for electrical service upgrades in the next five years.

**Building Automation System (BAS)**

In schools, which have a six-pack portable arrangement, the six-packs should be tied into the BAS for energy savings. The cost to make modifications for tie-in is estimated to be \$7,000 per six-pack.

**Windows**

Windows in elementary schools are in various states of condition. Most are the original windows when schools or additions were built. Window replacement has been done randomly, based mainly on observed condition. Schools were identified in the 2010 Morrison Hershfield Energy Audit and Condition Survey needing replacement with double low-e or triple glazed windows. An allocation of \$40,000 / year is recommended for window upgrades throughout the system.

**Make-Up Air Units (MAU)**

Based on age, ventilation units in some elementary schools need replacing. This provides an opportunity to install more efficient equipment. Schools listed below have aging MAUs supplying ventilation to the gymnasium.

Based on age and condition, the following MAU units will be replaced in order of priority:

| Schools Based on Priority         | Cost     |
|-----------------------------------|----------|
| St. Cecilia’s School, Port Dover  | \$30,000 |
| St. Frances Cabrini School, Delhi | \$30,000 |
| St. Michael’s School, Walsh       | \$30,000 |
| St. Peter School, Brantford       | \$30,000 |
| St. Patrick’s School, Caledonia   | \$30,000 |

**Energy Related - Capital Upgrades Related to both Elementary and Secondary Schools**

**Roofing**

Roof replacement strategies are based on IRC Consulting Engineers assessments and condition surveys. R-values in older roofing systems are generally 12 or lower depending on the amount of water saturation and insulation thickness. New roofing systems have R-values in the range of 20 to 24.

The following schools are organized by year of replacement with budget costs.

| School                     | Recommendations              | 2016 | 2017 | 2018      | 2019      | 2020      |
|----------------------------|------------------------------|------|------|-----------|-----------|-----------|
| Christ the King, Brantford | Roof Area 1.3, 1.4, 3.1      |      |      |           | \$215,000 |           |
| Holy Cross, Brantford      | Roof Area 3.1, 3.2           |      |      | \$260,000 |           |           |
| St. Cecilia’s, Port Dover  | Roof Area 1.1, 3.1, 4.1, 5.1 |      |      |           | \$235,000 |           |
| St. Frances Cabrini, Delhi | All Roof Areas               |      |      |           |           | \$624,000 |

| School                        | Recommendations                     | 2016             | 2017             | 2018             | 2019             | 2020             |
|-------------------------------|-------------------------------------|------------------|------------------|------------------|------------------|------------------|
| St. John's College, Brantford | Roof Area 5.2                       |                  | \$305,000        |                  |                  |                  |
| St. Joseph's, Simcoe          | Roof Area 1.1, 1.2                  |                  | \$230,000        |                  |                  |                  |
|                               | Roof Area 2.1, 6.1, 7.1             |                  |                  |                  |                  | \$275,000        |
| Sacred Heart, Langton         | All Built-Up Roofing (BUR) areas    | \$600,000        |                  |                  |                  |                  |
| St. Leo, Brantford            | Roof Area 3.1, 3.2, 5.1             |                  |                  |                  | \$310,000        |                  |
| St. Mary's, Hagersville       | Facia, soffit, eaves                | \$62,000         |                  |                  |                  |                  |
| St. Michael's, Dunnville      | Roof Area 1.2, 1.3, 1.5             |                  |                  | \$223,000        |                  |                  |
| St. Patrick's, Caledonia      | Roof Area 2.1, 3.1 4.1, 4.2, Canopy |                  |                  | \$250,000        |                  |                  |
| St. Peter, Brantford          | Roof Area 1.1, 1.2, 2.1             |                  | \$285,000        |                  |                  |                  |
| St. Stephen's, Cayuga         | Roof Area 4.1                       | \$43,000         |                  |                  |                  |                  |
|                               | Roof Area 1.1, 2.1, 2.2, 2.3, 3.1   |                  |                  |                  | \$230,000        |                  |
| St. Theresa, Brantford        | Roof Area 1.1, 1.2, 2.2             |                  |                  | \$65,000         |                  |                  |
| <b>Total</b>                  |                                     | <b>\$705,000</b> | <b>\$820,000</b> | <b>\$798,000</b> | <b>\$990,000</b> | <b>\$899,000</b> |

### Window Treatments

In 2006, an engineering study was completed by Morrison Hershfield to determine the best practical choice for window coverings; based on solar absorptivity and shading coefficients. Windows are the greatest source of wasted energy. Our recommendation is to comply with the engineer's report and select coverings with a shading coefficient of 0.2 (20% solar energy penetrates) on sunny exposures. Replacement of window coverings will be scheduled; based on greatest need and greatest return throughout the system.

### Sealants and Caulking

Sealants and caulking around windows and masonry joints are an inexpensive and effective way to reduce drafts and water penetration. Typical elementary schools cost approximately \$10,000 and secondary schools \$30,000 to remove and replace all sealants and caulking. Replacement of sealants and caulking will be scheduled; based on greatest need and greatest return throughout the system.

### Weather Stripping

Proper weather stripping around exterior doors, particularly door sweeps and thresholds, dramatically reduces drafts. Evidence of poor weather stripping can often be seen at the bottom of exterior gym doors. Costs to replace sweeps and thresholds vary, but estimates range from \$3,000 per elementary schools to \$9,000 per secondary schools. Replacement of weather stripping will be scheduled; based on greatest need and greatest return throughout the system.

## Energy Audits

The Morrison Hershfield Energy Audit and Condition Survey was originally completed in 2005 and updated in 2010. It has been an invaluable document, which has been used to identify capital projects and to aid in prioritizing and developing strategies for maximizing energy savings. The Board has submitted an Energy Plan to the Ministry of Education, as required by the new *Energy Act*. The Plan must be updated every five years. The Morrison Hershfield report requires update. This update scheduled to occur in 2018, at a cost of \$30,000.

## **Non-Energy Related - Capital Upgrades Related to both Elementary and Secondary Schools**

### Structural Upgrades

SIPOREX is a lightweight autoclaved aerated concrete (AAC) structural roof panel located in four elementary schools; Christ the King, St Joseph's, St Michael's, Walsh and St Peter. It is highly susceptible to moisture and loses strength when wet. It is prone to creep (sagging) after long periods of time. To date, there is no evidence that any of these panels are unsafe in our schools; however, these panels will be monitored and should problems arise, immediate action will be taken. As per an engineering study, undertaken in 2009, the panels continue to be in good condition. However, the Board should, again, consider an engineering study in order to be proactive in its assessment of the panel conditions. In 2017, a new engineering study is estimated to cost \$20,000.

### Accessibility for Ontarians with Disabilities Act (AODA) Compliance

This Act requires full accessibility in all public buildings by 2025. The Board has committed / spent \$168,000, since 2012, to address various accessibility needs. Future building code changes and compliance will also have a financial impact on future Board budgets. New building design and older building retrofits will be required. During the next five years, \$60,000, annually, should be allocated for retrofits or for purchasing equipment to comply with AODA legislation.

### Parking Lot and Play Area Pavement

Parking lots continue to be a high source of maintenance and are often deferred due to high capital costs. There are six Shared Parking Agreements with local parishes and adjoining schools; whereby various Diocese own most or all of the parking lot and our schools use the parking lots for staff or bus parking. Many are in poor condition and in need of replacing. The Board has been approached to share some of the replacement costs. Also, a number of schools have parking lots that are in poor condition or need additional work.

The following parking lot /play areas have been identified for rebuild:

| Schools                              | Area                                 | Cost      |
|--------------------------------------|--------------------------------------|-----------|
| Assumption College School, Brantford | All South Parking Lots and Driveways | \$260,000 |
|                                      | West Bus Lane                        | \$100,000 |
|                                      | Student Parking and Entrance         | \$115,000 |
| St. Joseph's School, Simcoe          | Parking Lot                          | \$100,000 |
|                                      | Sidewalk                             | \$12,000  |
| St. Theresa School, Brantford        | Parking Lot                          | \$100,000 |
| St. Patrick's School, Caledonia      | Parking Lot                          | \$68,000  |
| St. Frances Cabrini School, Delhi    | Play Area                            | \$65,000  |

## **Masonry**

Based on a condition assessment completed by Morrison Hershfield in 2005, and again in 2010, masonry repairs are needed in our schools. Repair of masonry will be scheduled, based on greatest need. Annual, committed funds of \$40,000 is required for these repairs. A future report will also need to be commissioned to re-examine and update the state of masonry in our schools.

## **Classroom Unit Ventilators**

Unit ventilators typically found under classroom windows on exterior walls, supply hydronic heat and ventilation to classrooms. Most of these older-style units do not have air conditioning (A/C) and none have energy-recovery ventilators (ERV's). Some units are nearing the end of their lifecycle and should be replaced with units that have A/C and ERV's. Typical retrofit costs vary between \$20,000 and \$30,000 per classroom. Classroom HVAC systems will be installed; based on greatest need throughout the system.

## **Lifting Devices**

St. Johns College is a two-level, split level school at the main north entrance. The handicap lift is currently locked-out and needs major repair; which entails bringing it to building code standards. The cost to replace the car and controls is \$30,000.

St. Frances Cabrini School is a two-level, split school. To allow for full wheelchair access, a lift is needed in the south hallway. The cost to install a new handicap wheelchair lift is \$20,000.

## **Portable Classrooms**

Over the past ten years, the Board has reduced its dependence on portable classrooms from 102 units to 51 units. The average age of the remaining portables is over 21 years. The Ministry of Education guideline for portable classroom lifecycle is 20 years. Portable classrooms are inspected monthly and annually with maintenance completed accordingly.

Options for portable classrooms are as follows:

- Repair as needed.
- Replacement Program; at a cost of approximately \$80,000 each.
- Lease-to-Own Program (5 years); at a cost of \$16,500 / year each.

Note: A request has been made to the Ministry of Education to permit a new, two-room port-a-pack with interconnecting hallway, site preparations, foundations and utilities to accommodate French immersion at St. Joseph's School, Simcoe in 2016. The estimated cost is \$298,000. Should it be required, a new, two-room port-a-pack with interconnecting hallway will be added in 2017; with a cost of \$232,000. Should it be required, a new, two-room port-a-pack with interconnecting hallway will be added in 2018; with a cost of \$232,000. The Board's accumulated surplus will fund the port-a-paks.

## **Five Year Costing Summary**

The following table details the above-mentioned projects; budgeted over a five-year cycle.

| <b>Recommendation</b>                                    | <b>2016</b> | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020</b> |
|--|-------------|-------------|-------------|-------------|-------------|
| <b>Engineering Reports</b>                               |             |             |             |             |             |
| Siporex-Structural Review                                |             | \$20,000    |             |             |             |
| Holy Trinity Mechanical Review                           |             |             | \$20,000    |             |             |
| St. Joseph's Mechanical Review                           |             |             |             | \$20,000    |             |
| Energy Audit   |             |             | \$30,000    |             |             |
| <b>Windows and Doors</b>                                 |             |             |             |             |             |
| Window and Door Replacement                              |             | \$20,000    | \$40,000    | \$40,000    | \$60,000    |
| Holy Trinity Door Hardware                               |             |             |             |             |             |
| <b>Roofing</b>   |             |             |             |             |             |
| Roof Replacement   | \$705,000   | \$820,000   | \$798,000   | \$990,000   | \$899,000   |
| <b>Plumbing</b>  |             |             |             |             |             |
| Washroom Upgrades  | \$50,000    | \$50,000    | \$25,000    | \$25,000    | \$50,000    |
| Replace Flush Boxes with Flush Valves                    | \$14,000    | \$14,000    | \$14,000    | \$14,000    |             |
| <b>Accessibility for Ontarians with Disabilities Act</b> |             |             |             |             |             |
| AODA Compliance  | \$60,000    | \$60,000    | \$60,000    | \$60,000    | \$60,000    |
| <b>Mechanical</b>  |             |             |             |             |             |
| Boiler Upgrade   |             | \$350,000   | \$175,000   | \$175,000   | \$175,000   |
| Make-Up Air Units (MAU)                                  |             | \$30,000    | \$30,000    | \$30,000    | \$30,000    |
| Roof Top Unit Replacement (RTU)                          |             | \$96,000    | \$24,000    | \$56,000    | \$24,000    |
| Classroom HVAC Upgrades                                  |             | \$180,000   | \$180,000   | \$180,000   |             |
| St Johns College Heat Pumps and Corridor Lights          | \$450,000   |             |             |             |             |
| Holy Trinity Boilers and Domestic Hot Water (DHW) System | \$180,000   | \$200,000   |             |             |             |
| Holy Trinity Chiller                                     |             |             |             |             | \$200,000   |
| Holy Trinity Balancing and Commissioning                 |             |             |             |             |             |
| <b>Elevators</b>   |             |             |             |             |             |
| St. John's College Handicap Lift (AODA)                  |             | \$30,000    |             |             |             |
| St. Frances Cabrini Handicap Lift                        |             |             |             |             | \$20,000    |

| <b>Recommendation</b>  | <b>2016</b>        | <b>2017</b>        | <b>2018</b>        | <b>2019</b>        | <b>2020</b>        |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Electrical</b>  |                    |                    |                    |                    |                    |
| Exterior LED Lights  | \$16,000           | \$16,000           | \$16,000           | \$16,000           | \$16,000           |
| <b>Site Restoration</b>  |                    |                    |                    |                    |                    |
| St. John's College Site Restoration                            | \$435,000          |                    |                    |                    |                    |
| Paving   | \$440,000          | \$200,000          | \$200,000          | \$200,000          |                    |
| St. Michael's, Walsh Drain                                     | \$80,000           |                    |                    |                    |                    |
| <b>Masonry</b>   |                    |                    |                    |                    |                    |
| Masonry Repairs  |                    | \$40,000           | \$40,000           | \$40,000           | \$40,000           |
| Sealant Caulking Weather Stripping                             |                    |                    | \$30,000           | \$30,000           | \$30,000           |
| <b>Portable Upgrades</b>                                       |                    |                    |                    |                    |                    |
| Purchase   |                    |                    |                    | \$80,000           | \$80,000           |
| Six-Pack BAS   |                    |                    |                    | \$7,000            | \$7,000            |
| St. Joseph's Two-Pack and Site Upgrade                         | \$298,000          | \$232,000          | \$232,000          |                    |                    |
| <b>Renovations</b>   |                    |                    |                    |                    |                    |
| Blessed Sacrament  | \$40,000           |                    |                    |                    |                    |
| Catholic Education Centre                                      | \$30,000           |                    |                    |                    |                    |
| <b>Renewal</b>   |                    |                    |                    |                    |                    |
| Principals' Renewal  | \$385,000          | \$350,000          | \$350,000          | \$350,000          | \$350,000          |
| <b>Total Expenditure by Year</b>                               | <b>\$3,183,000</b> | <b>\$2,708,000</b> | <b>\$2,264,000</b> | <b>\$2,313,000</b> | <b>\$2,041,000</b> |
| School Condition Improvement Allocation (SCIA) 2015 Carry-Over | \$244,000          |                    |                    |                    |                    |
| School Renewal 2015 Carry-Over                                 | \$213,000          |                    |                    |                    |                    |
| <b>Total Overall Expenditure</b>                               | <b>\$3,640,000</b> | <b>\$2,708,000</b> | <b>\$2,264,000</b> | <b>\$2,313,000</b> | <b>\$2,041,000</b> |

## FUNDING SOURCE

| GRANT  | 2016               | 2017               | 2018               | 2019               | 2020               |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| School Condition Improvement Allocation (SCIA)                               | \$1,487,865        | \$1,287,550        | Unknown            | Unknown            | Unknown            |
| Accumulated Surplus  | \$733,000          |                    |                    |                    |                    |
| School Renewal   | \$1,427,000        | \$1,427,000        | \$1,427,000        | \$1,427,000        | \$1,427,000        |
| <b>Total</b>   | <b>\$3,647,865</b> | <b>\$2,714,550</b> | <b>\$1,427,000</b> | <b>\$1,427,000</b> | <b>\$1,427,000</b> |
| <b>Surplus Grant Available to Offset Other Previously-Committed Projects</b> | \$7,865            | \$6,550            | -\$837,000         | -\$886,000         | -\$614,000         |

In the 2015-16 and 2016-17 school years, the School Condition Improvement grant is available as an off-setting revenue. Originally, this grant was made available on a three-year basis, beginning in 2011-12. The grant was further extended in 2014-15 for a further three years and is scheduled to end at the completion of the 2016-17 school year. The table above also shows an excess of expenditure over revenue beginning in 2017-18. Should the grant not be extended into 2017-18 and beyond, or otherwise be substituted for another capital allocation, the Five-Year Facility Renewal Plan will require revision.

It should be noted that an additional funding source, which is directed at projects that otherwise would be funded through the School Condition Improvement grant, would be Proceeds of Disposition (POD) from the sale of a school upon closure.

### **RECOMMENDATION:**

THAT the Accommodations Committee recommends the Committee of the Whole refers the Five-Year Facilities Renewal Plan to the Brant Haldimand Norfolk Catholic District School Board for approval.



**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC  
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: April 12, 2016  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**INCLEMENT WEATHER &  
TEMPORARY SCHOOL/FACILITIES CLOSURES**  
Public Session

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**BACKGROUND INFORMATION:**

In 2013, the Board revised the policy in an attempt to create consistent expectations for employees regarding inclement weather days, especially as they relate to temporary school closures. Senior administration sent the policy out for another round of vetting in an effort to improve the policy and administrative procedures. Following the feedback received from staff, revisions were completed and are now ready for consideration by the Board of Trustees.

**DEVELOPMENTS:**

Many of the recommended changes are not substantive in that they amount to changes or clarification regarding terminology and consistency.

Substantive changes amount to the following:

- elimination of the need to create an alternate work plan for approval by a supervisor;
- streamline the communication with staff during inclement weather events;
- addition of an option for 12-month employees to use accumulated lieu time; and
- revisions to the Frequently Asked Questions section.

The policy and administrative procedures have been vetted in accordance with the Board's Policy Development policy.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Inclement Weather & Temporary School/Facility Closures policy 400.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Policy: Inclement Weather & Temporary School/Facility Closures

|                                 |                |                              |            |
|---------------------------------|----------------|------------------------------|------------|
|                                 |                | <b>Policy Number:</b>        | 400.01     |
| <b>Adopted:</b>                 | April 23, 2013 | <b>Former Policy Number:</b> | n/a        |
| <b>Revised:</b>                 | N/A            | <b>Policy Category:</b>      | Operations |
| <b>Subsequent Review Dates:</b> | N/A            | <b>Pages:</b>                | 1          |

### Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that the safety and well-being of staff and students is the highest priority. From time to time, the district encounters inclement weather that can lead to delays and temporary closures of schools.

### Policy Statement:

It is the policy of the Board that the Director of Education or designate is authorized to delay bus start times or to close schools in the circumstances that inclement weather prevents students and staff from arriving to school safely. It is the responsibility of parents/guardians to decide if they want their child(ren) to travel to school on inclement weather days when transportation is not cancelled.

**Glossary of Key Policy Terms:** N/A

### References

[http://www.stsbhn.ca/documents/Policies\\_Procedures/024.pdf](http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf)  
Education Act, R.S.O. 1990, c.E.2



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## Inclement Weather & Temporary School/Facility Closures AP 400.01

|                       |  |                 |                |
|-----------------------|--|-----------------|----------------|
| <b>Procedure for:</b> | All Staff                                | <b>Adopted:</b> | April 23, 2013 |
| <b>Submitted by:</b>  | Chris N. Roehrig (Director of Education) | <b>Revised:</b> | May 26, 2016   |
| <b>Category:</b>      | Operations                               |                 |                |

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### Purpose

The purpose of this Administrative Procedure is to provide direction to all staff regarding the expectations and processes to address inclement weather.

### Responsibilities

Direction is given in this Administrative Procedure to supervisory officers, principals, teachers, managers, supervisors and all staff.

**Information** – N/A

### Procedures

The Director of Education or designate, in consultation with Student Transportation Services, shall determine when school openings will be delayed or schools/sites will be temporarily closed due to inclement weather.<sup>1</sup> The Director of Education or designate shall determine if a school/site is to be closed after the start of the day due to inclement weather. The Director of Education or designate is responsible for setting up a notification system to inform the district of any delays or temporary school/facility closures. All bus delays and temporary school closures shall be posted on the Student Transportation Services Brant Haldimand Norfolk website ([www.stsbhn.ca](http://www.stsbhn.ca)) and communicated to local radio stations.

#### 1.0 Temporary School/Facility Closures

- 1.1 Central Office and non-school facilities will remain open. Only in rare situations will the Central Office and non-school facilities be closed. Schools may be temporarily closed to employees at the direction of the Director of Education or designate.
- 1.2 Schools shall remain open unless all bus transportation in the zone is cancelled, in which case the school shall be closed to students.

#### 2.0 Managers, Principals and Senior Administration

- 2.1 It is the principal's or manager's responsibility to review the content of this procedure with staff and to develop procedures to alert staff of closure, cancelled transportation, or delayed dismissal.<sup>1</sup>
- 2.2 The principal of each school shall endeavour to ensure that sufficient staff are maintained at school to provide for the needs and supervision of the children in attendance. Where that is not possible, the appropriate supervisory officer should be advised immediately. As per the provisions of the Child and Family Services Act – No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances.<sup>2</sup>

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<sup>1</sup> [http://www.stsbhn.ca/documents/Policies\\_Procedures/024.pdf](http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf)

<sup>2</sup> Child and Family Services Act R.S.O. 1990, c.C.11



- 2.3 In the event of a school closure before the school day starts, it is the responsibility of the Principal or designate to remain at the school until 9:30 a.m. to ensure that all students who come to the school are properly cared for and to ensure the safe return of these students to their homes.
- 2.4 In the circumstances that the Principal believes the school should be temporarily closed after the start of the school day, they shall consult with the Director of Education or designate before conveying any information regarding closing school early.

**3.0 Teachers and Other Non-Management Employees**

It is expected that employees will make every reasonable effort to attend at their normal place of work.

- 3.1 In the event of questionable road or inclement weather conditions:
  - 3.1.1 Employees shall be notified by the school principal or site supervisor (or designate) regarding the status of a school/site closure. If the normal place of work is open, employees shall report to work unless they deem travel to the normal place of work to be unsafe.
  - 3.1.2 If the normal place of work is closed or the employee deems travel to the normal place of work to be unsafe, the employee shall contact the supervisor and choose one of the four options below:

| <b>Option A – Working at an Alternate School or Site</b>  | <b>Option B – Working from Home to Complete Online Training or Other Approved Duties</b>   | <b>Option C – Apply for a Day Off Without Pay</b>   | <b>Option D – Apply for a Banked Lieu Day or Vacation Day (12-month employees)</b> |
|---|--|---|--|
| Contact an alternative site supervisor (school principal) to inquire as to whether or not they need assistance.<br>Report to the alternative site for assignment.<br>On an emergency basis, employees need to be available for assignment to an alternate site. | Complete alternate duties that include time for planning, professional development and/or work-related activities. Employees are encouraged to seek input from their supervisor regarding appropriate activities for working at home. Employees may complete online training that is required [e.g., WHMIS, Health and Safety, Safe Schools, Concussions, Accessibility for Ontarians with Disabilities Act (AODA)]. | Submit leave of absence request form to supervisor for consideration.<br>Report absence in SmartFIND. | Report absence in SmartFIND using Lieu Day or Vacation Day code.                   |

Please refer to Appendix A – Frequently Asked Questions.

- 3.1.3 Employees reporting to work late due to inclement weather will be considered to be present for that work day.
- 3.1.4 Employees are expected to make ongoing efforts throughout the day to report to the school/work site if it is open, and to report to work when it is safe to do so. Should inclement conditions clear during the day, it is an expectation that employees working an afternoon shift attend work at their school/work site as per usual.
- 3.1.5 Should inclement weather conditions become problematic after employees have arrived at work, they should consult their principal or supervisor to determine if early dismissal for the day can be arranged. As per the provisions of the Child and Family Services Act – No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances.<sup>3</sup>
- 3.1.6 In an emergency situation (an open school is understaffed), an employee that resides in an open zone and is working from home may be assigned to an alternate site by the appropriate superintendent if the employee deems that travel is safe.

<sup>3</sup> Child and Family Services Act R.S.O. 1990, c.C.11



#### 4.0 Winter Procedures for Plant and Facilities Staff

- 4.1 All buildings are equipped with temperature sensing devices integrated into the building automation system and monitored 24/7. An automated message will be sent to Facility Supervisors when room or boiler water temperatures fall below a predetermined minimum set point. Facility Supervisors, at their discretion, will call a contractor, facility staff or both to respond to the alert.
- 4.2 Additional school checks may be made, at the discretion of the Manager of Facilities or designate, for cold weather alerts or unusual winter weather conditions. Time, frequency and weather conditions will be determined by the Manager of Facilities or designate. A cold weather alert is currently defined as temperature below  $-20^{\circ}\text{C}$ , including wind chill factor.
- 4.3 Facility staff will be paid in accordance with the collective agreement.
- 4.4 Any check of the building will include a systematic walk throughout the interior looking for broken or unsecure windows, water leaks and frozen pipes, and ensuring that power and heat are available in every room. Doors without exterior handles must be checked from the inside.
- 4.5 A complete tour outside the building will be made, inspecting all doors to ensure they are secure and a visual will be made for property damage or vandalism.
- 4.6 Minor repairs or adjustments may be required and considered part of the school check.
- 4.7 For safety reasons, some minor snow shoveling or sand/salting may be necessary at the entrance to the building and considered part of the school check.
- 4.8 Sidewalk and parking lot conditions will be entered into the Facility electronic snow sand/salt logbook.
- 4.9 Facility staff will notify the Supervisor for emergency assistance or if additional follow-up work is required. Work requests will be entered into the Facility electronic work order system.
- 4.10 Facility staff will notify the Supervisor for removal of large snow drifts on roofs.
- 4.11 Under no circumstance will staff climb outdoor ladders in winter weather to access roofs while working alone.

**Definitions** – N/A

#### References

[http://www.stsbhn.ca/documents/Policies\\_Procedures/024.pdf](http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf)

Child and Family Services Act R.S.O. 1990, c.C.11



Appendix A

Inclement Weather - Frequently Asked Questions

|   |   |
|---|---|
| <p>If my school is closed do I have to report to school?</p>  | <p>If your school is closed, you may report to your school if it is safe to do so. If it is not safe to report to your school/site, you may report to a school near you that is open, safe to get to, and where your attendance is needed. If it is unsafe to report to an alternate site you should contact your supervisor and let them know you are working from home or request the day off without pay or (for 12 month employees) report absence in SmartFIND using Lieu Day or Vacation Day code.</p>  |
| <p>If my school is open and I feel it is unsafe to get there, what do I do?</p>   | <p>Call your supervisor to inform him/her that you will not be reporting to your school and report to the nearest school that is open, safe to travel to and where your attendance is needed. You should consider ongoing efforts to report to your school (for instance if weather patterns clear up). If it is unsafe for you to get to an alternate site, you should call your supervisor and let them know you are working from home or request the day off without pay or (for 12 month employees) report absence in SmartFIND using Lieu Day or Vacation Day code.</p>  |
| <p>In order to get to my school, I need to drive through a zone where buses are cancelled. What do I do?</p>                            | <p>If your school/site is open, you are expected to get there unless you feel it is unsafe to do so. If you feel it is unsafe to do so, call your supervisor to inform him/her that you will not be reporting to your school and report to the nearest school that is open, safe to travel to and where your attendance is needed or contact your supervisor and let him/her know you will be working from home or request the day off without pay. You should consider ongoing efforts to report to your school/site (for instance, if weather patterns clear up).</p>   |
| <p>After I have arrived at my school or site, it looks like the weather is getting worse and I want to go home early. What do I do?</p> | <p>Our primary responsibility is for the safety of the children/youth that are in our care. <i>As per the provisions of the Child and Family Services Act – No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances.</i> You should consult your principal / supervisor in this situation. <b>Schools usually need to remain open until the end of the day if they start the day as open.</b> There are many reasons for this:</p> <ul style="list-style-type: none"> <li>• Parents of bused students make arrangements for children to be received at the end of the school day – sending students home prior to this creates situations where children have nobody at home to receive them.</li> <li>• If buses are needed to get students home, bus drivers are often unavailable outside their normal driving hours.</li> <li>• Road crews often schedule road clearing based on the fact that extra traffic will be on roads at the end of the school day; therefore, it can be unsafe to be on the roads prior to the end of the school day.</li> </ul> |
| <p>If I arrive to work late because of inclement weather, will I be penalized?</p>  | <p>No, employees who report to work late because of inclement weather will be considered in attendance and on time for that day. You should always notify your supervisor if you will be late for work.</p>   |
| <p>How do I find out what would be appropriate, productive and worthwhile for working at home?</p>                                      | <p>You should contact your principal/supervisor in this regard. Provided below is an incomplete list of considerations:</p> <ul style="list-style-type: none"> <li>• complete required online training in the portal (e.g., WHMIS, Health and Safety, Safe Schools, Concussions, Accessibility for Ontarians with Disabilities Act (AODA))</li> <li>• preparation, planning and marking</li> <li>• review school/site-based policies and procedures</li> <li>• review school board policies and administrative procedures (<a href="http://www.bhncdsb.ca">www.bhncdsb.ca</a>)</li> <li>• participate in an online collaboration for professional development</li> <li>• professional reading in a relevant subject area</li> <li>• review safety manuals and safety procedures</li> <li>• work on your annual professional growth plan</li> </ul>  |

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Michelle Shypula, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: April 12, 2016  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### MANAGEMENT OF STUDENTS WITH ASTHMA Public Session

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#### **BACKGROUND INFORMATION:**

Bill 20, Ryan's Law 2015 (Ensuring Asthma Friendly Schools) was passed by the Ontario Legislature on April 30, 2015 and requires school boards to develop and maintain a policy on managing students with asthma. The Brant Haldimand Norfolk Catholic District School Board recognizes that the safety and well-being of students with a medical condition such as asthma is a shared responsibility of the family, health care provider, school, board and community partners.

#### **DEVELOPMENTS:**

The Management of Students with Asthma Policy was developed in consultation with a number of stakeholders and included Senior Administration, School Administration, Registered Nurse representation from both the Brant County and Haldimand Norfolk Health Units, Health and Safety representation, and parents. In accordance with Bill 20, the policy contains the following components:

- that all students have easy access to their prescribed asthma reliever inhaler(s) medication;
- that efforts be made to reduce the risk of exposure to asthma causative agents in classrooms and common school areas;
- that school board personnel are aware of which students within the school population have been identified as being at risk of having an asthma reaction; and
- an outline of procedures necessary to intervene in the event of an asthmatic episode.

This Policy and Administrative Procedure was vetted by all Administrators, Student Achievement Leads, the Regional Catholic Parent Advisory Committee Chair, Union Presidents and the Student Trustee.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Management of Students with Asthma policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Policy: Management of Students with Asthma

|                                 |                |                              |          |
|---------------------------------|----------------|------------------------------|----------|
|                                 |                | <b>Policy Number:</b>        | 200.05   |
| <b>Adopted:</b>                 | April 26, 2016 | <b>Former Policy Number:</b> | n/a      |
| <b>Revised:</b>                 | N/A            | <b>Policy Category:</b>      | Students |
| <b>Subsequent Review Dates:</b> | N/A            | <b>Pages:</b>                | 2        |

### Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board is committed to promoting school environments that are safe, inclusive and provide opportunities for every student to reach his or her fullest potential. The purpose of this policy is to educate staff, students, parents/guardians and community partners (e.g., volunteers) on asthma prevention, signs, symptoms and management.

### Policy Statement:

It is the policy of the Board that the safety of a student with a medical condition such as asthma, which can be a life-threatening condition without proper management is a shared responsibility of the board, school, family, health care provider and community partners.

The Board shall:

- ensure that all students have easy access to their prescribed asthma reliever inhaler(s) medication;
- reduce the risk of exposure to asthma causative agents in classrooms and common school areas;
- ensure that school board personnel are aware of which students within the school population have been identified as being at risk of having an asthmatic reaction; and
- outline the procedures necessary to intervene effectively in the event of an asthmatic episode.

Roles and responsibilities to implement these policy requirements are noted in the Management of Students with Asthma Administrative Procedure.

### Glossary of Key Policy Terms:

#### Asthma

A respiratory condition marked by spasm in the bronchi of the lungs, causing difficulty breathing. It usually results from an allergic reaction or other forms of hypersensitivity.

#### Asthma Reliever Inhaler

Asthma reliever inhalers work to relieve asthma symptoms when they happen. When inhaled, they open up the airways and relieve symptoms such as wheezing, coughing and shortness of breath, often within minutes.

#### Medication

Medications that are prescribed by a health care provider and, by necessity, may be administered to a student or taken by a student during school hours or school-related activities (e.g., reliever inhaler and/or preventative medication).

#### Immunity

*The Act to Protect Pupils with Asthma* states that “No action or other proceeding for damages shall be commenced against an employee for an act or omission done or omitted by the employee in good faith in the execution or intended execution of any duty or power under this Act.”





**Reference:**

Bill 20: An Act to Protect Pupils with Asthma (Ryan's Law) (2015)

The Education Act Section 265 – Duties of Principal

The Education Act Section 264 – Duties of Teacher

Regulation 298 – Operations of Schools – General: Section 11 – Duties of Principals

Regulation 298 – Operations of Schools - General: Section 20 – Duties of Teachers



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## Management of Students with Asthma AP 200.05

|   |                              |
|---|------------------------------|
| <b>Procedure for:</b> Superintendents, All Administrators, School Staff,<br>Transportation Services | <b>Adopted:</b> May 26, 2016 |
| <b>Submitted by:</b> Michelle Shypula, Superintendent of Education                                  | <b>Revised:</b> N/A          |
| <b>Category:</b> Students   |                              |

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### Purpose

The purpose of the administrative procedure is to ensure the management and safety of asthmatic children in school settings. To minimize risk of an asthmatic episode and to ensure rapid response to any emergency, parents, students and school personnel must understand and fulfill their responsibilities.

**Information** – N/A

### Procedures

#### 1.0 Parent/Guardian of an Asthmatic Child (under the age of 16) or an Asthmatic Adult Student (16 years of age or older)

The parent/guardian of an asthmatic child or an asthmatic adult student is expected to:

- inform the principal of the student's asthma at the beginning of the school year regardless of whether the child is a new student or not;
- inform the principal of any changes to the student's asthma and/or medication;
- inform a new school of the student's medical needs, if the student transfers to another school within the Board's jurisdiction;
- complete the parent/guardian/adult student authorization form, Authorization for Administration of Asthma Medication (Appendix B), on an annual basis;
- provide a minimum of one up-to-date asthma reliever inhaler properly marked with the student's name, medication name and expiry date;
- ensure that upon expiry of the asthma reliever inhaler, that an updated asthma reliever inhaler is provided to the school;
- ensure that when his/her child is involved in an out-of-school learning experience, the child has a reliever inhaler on his/her person (if authorized by the parent) and that the supervising teacher has either the primary or the second reliever inhaler; and
- provide up-to-date emergency contact information (names/phone numbers).

#### 2.0 Student with Asthma

- Dependent on the physical and mental capabilities of the student and the informed consent of the parent/guardian, the student with asthma has the responsibility to:
  - tell teachers, educational assistants, principal and friends about his/her asthma;
  - tell occasional personnel (e.g., occasional teachers, occasional educational assistants, lunch room supervisors, school bus drivers, volunteers) about his/her asthma;
  - tell teachers, educational assistants, and the principal where to find his/her reliever inhaler;
  - carry a reliever inhaler on his/her person at all times, where authorized by a parent/guardian;
  - follow the instructions of his/her physician and parent/guardian;



- know how and when to use asthma medication safely, including:
  - making sure their name is on the medication container
  - not sharing medication with friends
  - knowing when medication is empty
- tell parents and teachers every time medication is used;
- tell a teacher if help is required to take medication;
- wear a Medic Alert TM bracelet or equivalent, when provided by the parent/guardian;
- know what triggers asthma and know how to handle those triggers;
- tell teachers when asthma is bothering him/her;
- learn more about asthma by:
  - attending asthma education programs
  - seeing health care provider on a regular basis
  - visiting websites [www.asthma-kids.com](http://www.asthma-kids.com) or [www.puffr.ca](http://www.puffr.ca)

### 3.0 Principal

The Principal shall:

#### 1.1 Student Registration/Annual Review

- Ensure that, upon student registration, parents, guardians and adult students be asked to confirm a diagnosis of asthma via medical note/certificate;
- At the beginning of each school year, update the medical information of each student enrolled in the school to determine if new medical conditions have developed and/or existing medical conditions have changed;
- At the beginning of each school year, provide general awareness information regarding asthma management in the school to the school community (see Appendix A - Parent/Guardian Information Letter);
- At the beginning of each school year, review the responsibilities outlined in this Administrative Procedure with staff; and

#### Authorization

- Require the parent/guardian/adult student to complete the Authorization for Administration of Asthma Medication form (Appendix B) once informed by the parent/guardian/adult student that a student has been diagnosed with asthma and may require the administration of asthma medication.

#### Records

- Develop and maintain a Student Medical file, that at a minimum contains:
  - current treatment and other information for each student with asthma, including copies of any medical notes and instructions from the student's health care provider;
  - emergency contact information;
  - Authorization for Administration of Asthma Medication (Appendix B);
  - Student Asthma Management Plan (Appendix C-2);
  - Student Log of Administered Asthma Reliever Medication (Appendix D).

#### Documentation

- Ensure that each time a staff member assists a student with the administration of the reliever inhaler, the incident will be recorded on the individual Student Log of Administered Medication (Appendix D);
- Ensure that the individual Student Log of Administered Medication form is maintained in the Student Medical file.



## 1.2 Student Asthma Management Plan

- For all students diagnosed with asthma, develop an individual Student Asthma Management Plan in consultation with the parent/guardian/adult student [see Appendices C-1 (cover letter for Plan) and C-2 (Student Asthma Management Plan)]. In developing the Plan, the principal shall take into consideration any recommendations made by the student's health care provider. The Plan will be reviewed on an annual basis, or sooner if updated information is provided.
- The Plan shall contain the following information:
  - student name, date of birth and a current picture;
  - symptoms which indicate an asthma reaction;
  - triggers that may initiate an asthma reaction;
  - monitoring and avoidance strategies and appropriate treatment;
  - instructions from the student's health care provider, if available;
  - emergency procedures;
  - location of the reliever inhaler(s), if spare medication is kept in the school;
  - if the student is under 16 years of age, whether the student has his/her parent's/guardian's permission to carry his/her asthma medication;
  - emergency contact information.

## 1.3 Medication

- Arrange to have one asthma reliever inhaler on the student's person, with parent/guardian written consent for students under 16 years old. If the student is 16 years or older, the student is not required to have his/her parent's/guardian's permission to carry his/her asthma medication;
- In the case where a student is not permitted by their parent/guardian to have their asthma medication on their person, medication will be stored in a safe, secure location (e.g. main office) that can be readily accessed for administration;
- If necessary, arrange to have a second asthma reliever inhaler in a safe, secure location (e.g., main office) and ensure the medication is already labeled with the name of the student, name of the medication and the expiration date;
- Ensure that any medication that has reached its expiry date is returned to the parent/guardian/adult student and replaced with up-to-date medication.
- Ensure that when a student is involved in an out-of-school learning experience, the student has a reliever inhaler on his/her person (if authorized by the parent) and that the supervising teacher has either the primary or the second reliever inhaler, as well as a cell phone to use in emergency situations.

## 1.4 Staff Education

- Identify all students diagnosed with asthma to all staff who interact on a regular basis with the student;
- Inform employees and others who are in direct contact on a regular basis with a student who has asthma about the contents of the Student Asthma Management Plan (see section 1.2); and
- Ensure that regular training on recognizing asthma symptoms and managing asthma exacerbations for all employees and others who are in direct contact with students with asthma is conducted (<http://www.ophea.net> Managing Asthma in Our Schools).



#### 1.5 Prevention

- Take the necessary steps to create a supportive, safe environment for students with asthma, including though not limited to:
  - facilitating the use of asthma-friendly school supplies and products, such as scent free markers and cleaning products, dust free chalk, etc.;
  - monitor asthma triggers and take action to reduce exposure to asthma triggers in the classrooms and common areas, whenever possible;
  - create and support the expectation that students with asthma should be participating in physical activities to the best of their abilities, including recess/nutrition breaks and physical education;

#### 4.0 School Staff

School staff are expected to:

- Participate in asthma awareness training;
- Remain vigilant concerning circumstances or events which may constitute a situation for a student at risk to experience an asthmatic episode and shall report these to the principal;
- Respond to a student experiencing an asthmatic episode and ensure the asthma reliever inhaler is administered immediately and inform the principal;
- After the medication has been administered, record the incident in the individual Student Log of Administered Asthma Reliever Medication (Appendix D). Employees may be preauthorized to administer medication or supervise a student while he/she takes medication in response to an asthma exacerbation if the school has the consent of the parent, guardian or student, as applicable. If an employee has reason to believe a student is experiencing an asthma exacerbation, the employee may administer asthma medication to the student for the treatment of the exacerbation, even if there is no preauthorization to do so.
- The Act to Protect Pupils with Asthma, May 2015 states that no action or other proceedings for damages shall be commenced against an employee for an act or omission done or omitted by the employee in good faith in the execution or intended execution of any duty or power under this Act.

#### 5.0 Classroom/Subject Teachers

In addition to the duties described under School Staff (subsection 4.0), the classroom/subject teachers are expected to:

- review the information contained in the identified Student Asthma Management Plan;
- know and understand specific triggers for each identified student in the classroom;
- support the student with asthma to access their reliever inhaler when needed to relieve symptoms and/or to use as prescribed;
- ensure that the identified student is carrying an asthma reliever inhaler on his/her person (if authorized by parent) during all out-of-school trips and excursions;
- ensure that an additional asthma reliever inhaler (where available) and a cell phone are available during all out-of-school trips and excursions;
- monitor the presence of material within the classroom setting which may trigger an asthmatic reaction in the identified student;
- take measures to reduce student's exposure to asthma triggers whenever possible (e.g.; chalk dust, freshly-cut grass, furry animals, pollen, strong smelling markers, etc.);
- follow the recommendations made by the student's health care provider pertaining to physical education and exercise.



## 6.0 School Secretary

- In addition to the duties described under School Staff (subsection 4.0), the school secretary is expected to record the presence of the student's asthma in the school management system and follow the Emergency 911 procedure at the time of the asthma emergency.

## 7.0 Transportation

- When a student has an asthmatic episode, Student Transportation Services shall ensure that the current emergency plan received from the school principal is available:
  - on file;
  - at the dispatch office; and
  - in the assigned vehicle(s).
- Ensure that there has been adequate in-servicing of all drivers and substitute drivers in response to students with an asthmatic episode. This in-service shall include how to administer medication (e.g. asthma reliever inhaler) and shall be provided by Student Transportation Services on an annual or "as needed" basis.
- Ensure that an Emergency Plan provided by the school's principal is followed by the service provider. The current standard plan is that the driver radios dispatch for an ambulance and waits for the EMS to arrive, or if close to a hospital, drives there directly.
- Assign a specific seat to the student, if required;
- Be aware that the student is carrying an asthma reliever inhaler if indicated on the emergency plan.

## Definitions

### Asthma

A respiratory condition marked by spasm in the bronchi of the lungs, causing difficulty breathing. It usually results from an allergic reaction or other forms of hypersensitivity.

### Asthma Reliever Inhaler

Asthma reliever inhalers work to relieve asthma symptoms when they happen. When inhaled, they open up the airways and relieve symptoms such as wheezing, coughing and shortness of breath, often within minutes.

### Medication

Medications that are prescribed by a health care provider and, by necessity, may be administered to a student, or taken by a student during school hours or school-related activities (e.g., reliever inhaler and/or preventative medication).

### Immunity

*The Act to Protect Pupils with Asthma* states that "No action or other proceedings for damages shall be commenced against a Board employee for an act or omission done or omitted by the employee in good faith in the execution or intended execution of any duty or power under this Act."

## References

Bill 20, An Act to Protect Pupils with Asthma (Ryan's Law) 2015

The Education Act

The Education Act Section 265 – Duties of Principal

The Education Act Section 264 – Duties of Teacher

Regulation 298 – Operations of Schools – General: Section 11 – Duties of Principals

Regulation 298 – Operations of Schools - General: Section 20 – Duties of Teachers

OPHEA Asthma Training Program <http://www.ophea.net/node/1411>

Lung Association <http://www.lung.ca/asthma>

(print on school letterhead)

Date

Dear Parents/Guardians:

The Brant Haldimand Norfolk Catholic District School Board would like to advise all parents that one or more students in our school community has been diagnosed with Asthma. This is a chronic inflammatory disease of the airways, marked by spasm in the bronchi of the lungs, causing difficulty breathing. It usually results from an allergic reaction or other forms of hypersensitivity.

All our staff have been made aware of this situation and have been instructed in the correct procedures regarding asthma management.

Prevention, of course, is the best approach. Some common triggers of asthma include, but are not limited to dust, grass, pollen, pet fur/hair and strong smells or chemicals. Although this may or may not affect your child's class directly, we would ask for your understanding that in a school setting where children are in contact with a large number of students and staff, exposure to any number of asthma triggers may be increased. We would like to remind parents and students to please be mindful when making decisions such as wearing perfume, cologne or using other products with strong scents. Also, please check to ensure that your child's clothes are as free as possible from pet fur or hair.

We endeavour to make the school a safe environment for all students. Anyone wishing further information about asthma may contact the school.

Thank you for your continued support.

Sincerely,

Principal



## AUTHORIZATION FOR ADMINISTRATION OF ASTHMA MEDICATION

(To be completed in consultation with parent/guardian/student)

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Ontario Health Card #: \_\_\_\_\_

### PARENT/GUARDIAN'S AUTHORIZATION FOR ADMINISTRATION OF ASTHMA MEDICATION

I acknowledge that the staff of the Brant Haldimand Norfolk Catholic District School Board are not trained medical personnel. However, I authorize the administration of a reliever inhaler, as prescribed by a physician/health practitioner, in the event that my child experiences an asthmatic episode on school property or during a school or school board sponsored event.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

### PARENT/GUARDIAN'S AUTHORIZATION FOR SELF ADMINISTRATION OF ASTHMA MEDICATION

I consent to have my child, \_\_\_\_\_, carry a reliever inhaler on his/her person.

I consent to have my child, \_\_\_\_\_ self-administer the reliever inhaler **and** my child is aware that he/she must notify his/her teacher/principal/coach if he/she has self-administered his/her medication.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

### ADULT STUDENT ACKNOWLEDGEMENT OF RESPONSIBILITIES FOR ASTHMA MEDICATION

I, \_\_\_\_\_, being over the age of 16 years, acknowledge that it is my responsibility to carry my asthma medication on my person and to self-administer, as required. In the event that I do self-administer my asthma medication during school hours, on school property, or while participating in any school activities, **I will advise the teacher / principal / coach.**

Adult Student Name: \_\_\_\_\_

Adult Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

***A new form is required upon the initial start of the process, at the beginning of each school year, and/or when medication changes are made. Completed form is to be kept in the Student Medical File.***



(Print on School Letterhead)

Dear \_\_\_\_\_:

The school team at \_\_\_\_\_ (school name) is looking forward to an excellent year for your child, \_\_\_\_\_. In order to provide the best possible school Asthma Management Plan for your child, we request your assistance with the following:

1. Complete the attached Asthma Management Plan.
2. Meet with the school principal and the classroom teacher to explain your child's condition, medication, devices, and environmental triggers.
3. Submit the Authorization for Administration of Asthma Medication form for any medication that is administered in school. Please ensure that your child's asthma reliever inhaler is at school each day.
4. Meet with principal and classroom teacher to determine a plan for maintaining communication and continuity of program in the event of absences.
5. Prepare your child. Discuss and rehearse the medication plan, how to respond to symptoms, triggers, food restrictions, and school policies.
6. Keep the school staff up to date on any changes in your child's Asthma Management Plan.
7. Keep your physician up to date on school services and supports for your child.
8. Consider participating in advisory committees to support and improve comprehensive school health services and programs.

Please return the completed Asthma Management Plan to the school as soon as possible.

While we believe we are taking all precautions possible, we want to be sure that if this situation does present itself, we will be ready to deal with it.

Thank you for working with us to assist your child.

Sincerely,

(Name)  
Principal

c: Ontario Student Record



## STUDENT ASTHMA MANAGEMENT PLAN

(To be completed in consultation with parent/guardian/student)

Insert recent  
coloured student  
photo here

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Ontario Education Number: \_\_\_\_\_

### EMERGENCY CONTACT (List in priority of contact)

|    | Name  | Relationship | Daytime Phone | Alternate Phone |
|----|-------|--------------|---------------|-----------------|
| 1. | _____ | _____        | _____         | _____           |
| 2. | _____ | _____        | _____         | _____           |
| 3. | _____ | _____        | _____         | _____           |

### KNOWN ASTHMA TRIGGERS

- Colds/Viruses   
  Physical Activity   
  Weather   
  Smells   
  Chalk Dust  
 Animals   
  Pollen  
 Anaphylaxis (specify Allergy) \_\_\_\_\_  
 Other (please specify) \_\_\_\_\_

### SYMPTOMS WHICH INDICATE ASTHMA REACTION

- Coughing   
  Wheezing   
  Shortness of Breath   
  Chest Tightness  
 Other (please specify) \_\_\_\_\_

### MEDICATION & TREATMENT FOR AN ASTHMATIC EPISODE

- Salbutamol (Ventolin, Airmoir)      Dosage: \_\_\_\_\_
- Terbutaline (Bricanyl):              Dosage: \_\_\_\_\_
- Other \_\_\_\_\_                      Dosage: \_\_\_\_\_

Reliever is used for the following:

- Relieve symptoms during an episode  
 Prevent exercise induced asthma (taken/given 10-15 minutes prior to activity)  
 Other (please specify) \_\_\_\_\_

Location of Medication:

- Student carries own inhaler  
 Stored in accessible location in office  
 Other \_\_\_\_\_

Can Student Self Administer?

- Yes    No, requires assistance

**INSTRUCTIONS FOR MANAGING WORSENING ASTHMA**

| Mild Asthma Symptoms   |  |
|--|--|
| <p><b>Look for one or more of:</b></p> <ul style="list-style-type: none"> <li>• Continuous coughing</li> <li>• Complaints of chest tightness</li> <li>• Difficulty breathing</li> <li>• Wheezing (not always present)</li> </ul> <p>These symptoms may also be accompanied by restlessness, irritability, tiredness.</p>   | <p><b>What to do:</b></p> <ol style="list-style-type: none"> <li>1. Administer the reliever inhaler.<br/>If there is no improvement in 5-10 minutes, treat as an emergency – call 911 (follow instructions below).</li> <li>2. Stay calm. Remain with the student.</li> <li>3. Tell the student to breathe slowly and deeply.</li> <li>4. Notify parent/guardian of episode.</li> <li>5. Student can resume normal activities once feeling better. If the student requires a reliever inhaler again in less than 4 hours, medical attention should be sought.</li> </ol> |
| Asthma Emergency   |  |
| <p><b>ANY of the following symptoms indicate an emergency:</b></p> <ul style="list-style-type: none"> <li>• Unable to catch breath</li> <li>• Difficulty speaking a few words</li> <li>• Lips or nail-bed blue or grey</li> <li>• Breathing is difficult and fast (more than 225 breaths per minute)</li> <li>• No improvement within 5-10 minutes of taking reliever inhaler</li> </ul> | <p><b>What to do:</b></p> <ol style="list-style-type: none"> <li>1. Call 911.</li> <li>2. Administer reliever inhaler immediately; continue to administer every few minutes until help arrives.</li> <li>3. Stay calm. Remain with the student.</li> <li>4. Tell the student to breath slowly and deeply.</li> </ol> <p style="text-align: center;"><b><i>School personnel should not drive students to hospital.</i></b></p>  |

**Other Instructions:** \_\_\_\_\_  
 \_\_\_\_\_

***Medication requests will terminate June 30<sup>th</sup> of every school year. A new form is required upon the initial start of the process, at the beginning of each school year, and/or when medication changes are made. Completed form to be placed in Student Medical File.***

PARENT/GUARDIAN/STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**STUDENT LOG OF ADMINISTERED ASTHMA INHALER MEDICATION**

**STUDENT NAME:** \_\_\_\_\_

**SCHOOL YEAR:** \_\_\_\_\_

| Date | Time | Medication | Method of Administration | Dosage | Initials of person administering |
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**Completed form to be placed in Student Medical File**

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD COMMITTEE OF THE WHOLE

Prepared by: Tom Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: April 19, 2016  
Submitted by: Chris Roehrig, Director of Education & Secretary

### SCHOOL BOARD INSURANCE

Public Session

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#### **BACKGROUND INFORMATION:**

The Board received notice from the Ontario School Boards' Insurance Exchange (OSBIE) that our current five-year subscription will end on December 31, 2016. As per our Subscribers' Agreement, the Board must provide written notification, prior to July 1, 2016, if we choose not to renew our subscription. If the Board does not provide written notice prior to July 1, 2016, our subscription will automatically renew for another five-year term.

OSBIE is a school-board owned, non-profit insurance program with 106 members representing 78 school boards and 28 joint ventures in Ontario. The primary goals of OSBIE are to insure member school boards against losses and to promote safe school practices. Consistent with common cooperative principles, each member in the reciprocal assumes a share of the risk carried by all members of the pool and also shares in any surplus of funds accumulated. The organization is run by a Board of Directors who is elected from the membership, based on regional representation.

#### **DEVELOPMENTS:**

In accordance with the Board's Purchasing Policy and Administrative Procedure, as well as the Broader Public Sector Procurement Directive, goods and services with a value of \$100,000 or greater must utilize an open, competitive procurement process unless an exemption, exception or non-application clause can be applied from a trade agreement. The Board's 2016 premium is \$184,245.84, including tax. Upon review, services provided to the Board through OSBIE may be classified as non-application from the Agreement on Internal Trade. The non-application clause is found in Annex 502.4, section L (b) which states *contracts with a public body or a non-profit organization*.

As a member of OSBIE, the Board has ownership in the organization. This membership includes a portion of the \$99 million guarantee fund, which has grown by \$42 million since the last subscription renewal. Since December 2006, subscribers have also shared in premium refunds of \$40 million. If the Board decides to terminate the Subscribers' Agreement, it will forfeit any portion of these benefits.

Further to competitive insurance premiums, OSBIE provides an abundance of support and assistance to the Board on a regular basis. This includes sample forms, guidelines for student activities, videos, webcasts, best practices, risk management support, etc.

#### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the utilization of non-competitive procurement to allow the continuation of services provided by OSBIE for another five-year term, beginning January 1, 2017.

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Michelle Shypula, Superintendent of Education  
Presented to: Board of Trustees  
Submitted on: April 26, 2016  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### PRIMARY MATHEMATICS INITIATIVE

Public Session

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#### **BACKGROUND INFORMATION:**

In 2011, the Board began a significant focus on improving mathematics instruction in the Junior Division (Grades 4-6). In 2015, system staff received feedback from primary educators seeking similar support for teachers of Kindergarten to Grade 3. Current research points to the long-term impact of mathematics learning in the primary years. In response to educator feedback and current research, the Board began a Primary Collaborative Inquiry Learning in Mathematics (CIL-M) Pilot Project in the fall of 2015.

#### **DEVELOPMENTS:**

The Primary CIL-M Pilot Project is a collaborative project led by the System Mathematics Teacher, the Elementary Curriculum Consultant, the Early Years Consultant and System Student Achievement Teachers. In the first cycle of the Pilot Project, 10 educators of Kindergarten to Grade 3 from eight different schools were invited to participate. Together, they participated in four days of collaborative learning with a focus on developing number sense in young children. Participating teachers, with the support of their school's designated System Student Achievement Teacher, have taken this learning back to the primary teams at their school for ongoing professional learning.

In February 2016, a second round of Primary CIL-M was launched, bringing together primary educators from St. Stephen's and Christ the King schools. These schools were chosen based on identified need and principal support for the project.

System Student Achievement teachers have participated in all sessions and, as a result, have been able to bring the key learnings from this work back to the various schools they support and continue it within the school-based professional learning. Response to this pilot project has been overwhelming across the Board, with primary educators indicating that it has had a tremendous impact on their approach to teaching primary mathematics.

In 2016-17, key learning from the Primary CIL-M project will be embedded in professional learning across the district to ensure that all primary educators have received the same learning. We are optimistic that this deliberate focus on effective math instruction in the early years will have a positive impact on student learning, not only in the primary years, but throughout their education.

#### **RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Primary Mathematics Initiative report.

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Robyn Zettler, Student Trustee  
Presented to: Board of Trustees  
Submitted on: April 26, 2016  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### STUDENT TRUSTEE REPORT Public Session

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#### **BACKGROUND INFORMATION:**

Members of Student Senate met on Tuesday, April 19, 2016.

#### **DEVELOPMENTS:**

Student Senate began with a review and discussion of the applicants for the position of Student Trustee for the 2016-17 school year. The election will take place on Wednesday, April 27 and Senators are very excited to see the results. Final planning of the spring Student Leadership Symposium took place and the student-led prayer service for the retreat was organized.

#### **SCHOOL NEWS:**

Students from Assumption College School (ACS) had the privilege of traveling to the Perimeter Institute for the *"Inspiring Future Women in Science"* Conference, which included a guest appearance by Prime Minister Justin Trudeau. The ACS Mock Trial team competed against teams across southern Ontario in the annual Central South Regional Mock Trial Championship and won the championship title; regrettably, there is no longer a provincial-level competition. ACS also had success at the Brant County Secondary Schools' Athletic Association's (BCSSAA) Badminton competition where the boys' singles team was victorious. Students in the Environmental Club took part in the annual tree planting event for Earth Day.

Holy Trinity held a barbecue and a race competition to raise money for the local United Way. During Earth Week, the Environmental Club held daily trivia challenges to raise awareness about the earth and to get students involved in doing their part to save the planet. Their band also performed in the annual Tri-High concert. The Student Council's co-prime ministers for the next school year were also elected.

St. John's College held a spring food drive in support of the Society of St. Vincent de Paul. Along with the other secondary schools, they also participated in the Tri High Concert, and held their spring pep rally. Students were encouraged to raise money for the Rotary Club of Brantford and annual Brantford Classic Run, and participated in the Earth Day tree planting event.

Students from all three secondary schools had the amazing opportunity to participate in the 22<sup>nd</sup> Mission Trip. This year, they traveled to Columbia, South Carolina to work with the St. Bernard Project to aid in disaster relief from the recent flash floods in the area. They had the pleasure of being welcomed by the Baptist Church community and attended their Sunday School. They enjoyed the beautiful weather and, most importantly, worked hard all week to make a difference in the lives of the families that needed it the most.

#### **RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report.

**2015-16**  
**Trustee Meetings and Events**

| <b>Date</b>           | <b>Time</b>        | <b>Meeting/Event</b>   | <b>New / Revised</b> |
|-----------------------|--------------------|--|----------------------|
| <b>April 26, 2016</b> | <b>7:00 pm</b>     | <b>Board Meeting</b>   |                      |
| April 27-29, 2016     |                    | Board Art Show (three locations)   |                      |
| April 28-30, 2016     |                    | OCSTA AGM  |                      |
| <i>May 1-6, 2016</i>  |                    | <i>Catholic Education Week</i>   |                      |
| May 3, 2016           | 6:00 pm<br>6:30 pm | Celebration of the Arts – art viewing<br>Celebration of the Arts - performances              |                      |
| May 4, 2016           | 9:00 am            | SAL Committee Mtg. (@ Holy Trinity)  |                      |
| May 4, 2016           | 5:00 pm            | Catholic Student Leadership Awards (HT – Bishop Crosby)                                      |                      |
| May 5, 2016           | 9:00 am            | SAL Committee Mtg. (SJC) @ St. Mary CLC  |                      |
| May 5, 2016           | 1:00 pm            | SAL Committee Mtg. (ACS) @ St. Mary CLC  |                      |
| May 10, 2016          | 4:00 pm            | Budget Committee Mtg.  |                      |
| May 10, 2016          | 2:00 pm            | Executive Council Mtg.   |                      |
| May 16, 2016          | 7:00 pm            | Regional Catholic Parent Involvement Committee Mtg.  |                      |
| <b>May 17, 2016</b>   | <b>7:00 pm</b>     | <b>Committee of the Whole</b>  |                      |
| May 24, 2016          | 10:00 am           | SEAC Meeting   |                      |
| <b>May 24, 2016</b>   | <b>7:00 pm</b>     | <b>Board Meeting</b>   |                      |
| May 26, 2016          | 7:00 pm            | Friends of the Educational Archives Committee Mtg.   | NEW DATE             |
| May 27, 2016          | 10:00 am           | <i>Have a Go track meet at Holy Trinity (secondary)</i><br><i>(rain date May 30)</i>         |                      |
| May 31, 2016          | 1:00 pm            | STSBHN Governance Mtg.   |                      |
| June 1, 2016          | 9:00 am            | SAL Committee Mtg. (@ Holy Trinity)  |                      |
| June 1, 2016          | 1:00 pm            | Catholic Education Advisory Committee Mtg.   |                      |
| June 1, 2016          | 4:00 pm            | Budget Committee Mtg.  |                      |
| June 2, 2016          | 9:00 am            | SAL Committee Mtg. (SJC) @ St. Mary CLC  |                      |
| June 2, 2016          | 9:00 am            | Mental Health Steering Committee   | NEW                  |
| June 2, 2016          | 1:00 pm            | SAL Committee Mtg. (ACS) @ St. Mary CLC  |                      |
| June 9-11, 2016       |                    | CCSTA AGM  |                      |
| June 13, 2016         | 10:00 am           | <i>Have a Go track meet at Assumption College (elementary)</i><br><i>(rain date June 14)</i> |                      |
| June 13, 2016         | 7:00 pm            | Audit Committee Meeting  |                      |
| June 15, 2016         | 2:30 pm            | Executive Council Mtg.   |                      |
| <b>June 21, 2016</b>  | <b>7:00 pm</b>     | <b>Committee of the Whole</b>  |                      |
| June 28, 2016         | 10:00 am           | SEAC Meeting   |                      |
| <b>June 28, 2016</b>  | <b>7:00 pm</b>     | <b>Board Meeting</b>   |                      |
| June 29, 2016         | 4:45 pm            | Assumption College Graduation  |                      |
| June 29, 2016         | 6:30 pm            | Holy Trinity Graduation  |                      |
| June 29, 2016         | 7:00 pm            | St. John's College Graduation  |                      |