



Board Meeting
Tuesday, November 22, 2016 ♦ 7:00 p.m.
Boardroom

Members:

Trustees:

Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Rosalin Dubois (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)

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 – October 25, 2016

Pages 3-6

1.6 Business Arising from the Minutes

2. Presentations

The Board will recognize the *When Faith Meets Pedagogy* Conference Music Ministers.

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 – November 15, 2016

Pages 7-12

Presenter: Cliff Casey, Vice Chair of the Board

- Protection of Anaphylactic Pupils 200.18 (*revised*) (pgs. 13-39)
- Transportation of Students 400.19 (*revised*) (pgs. 40-44)
- Fees for Learning Materials & Activities 200.02 (*revised*) (pgs. 45-49)
- Employee Assistance Program 300.13 (*revised*) (pgs. 50-53)
- Trustee Expenses Policy 100.01 (*revised*) (pgs. 54-58)
- Trustee Communication Policy 100.08 (*revised*) (pgs. 59-64)
- Insurance Renewal (pgs. 65-66)
- Excursion – England and France (pg. 67)



5.2 Financial Statements – Year Ended August 31, 2016 Pages 68-94
Presenter: Rick Petrella, Chair of the Audit Committee

5.3 Student Trustee Update Page 95
Presenter: Rosalin Dubois, 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 Pages 96-97

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, October 25, 2016 ♦ 7:00 pm
Boardroom

Trustees:

Present: Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Rosalin Dubois (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)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Trustee Luciani. A Memorial Statement for Gabriele DeCarolis, former trustee with the Haldimand-Norfolk Roman Catholic Separate School Board was read by Vice Chair Casey. Trustee Dignard read a Memorial Statement for John (Jack) Griffin, former trustee with the Brant County Roman Catholic Separate School Board.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Dan Dignard
Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the October 25, 2016 meeting.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Board Meeting Minutes – September 27, 2016

Moved by: Bonnie McKinnon
Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the September 27, 2016 Board meeting.

Carried

1.6 Business Arising from the Minutes – Nil



2. Presentations

The Board welcomed Kevin O’Sullivan, teacher and football coach at St. John’s College, and Josh Feijo, a Grade 11 student. With the assistance of a pictorial presentation, Mr. O’Sullivan reviewed the various activities that members of the St. John’s College Senior Football team were involved in during their recent excursion to Gahanna, Ohio. Josh provided personal insight on the experience of being immersed in a sports culture that is nurtured and supported by the entire community. He valued this unique opportunity for team building, playing an exhibition game against the Gahanna Lincoln High School Lions, and attending a College football game at Ohio State University.

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 – October 18, 2016

Vice-Chair Casey reviewed the business of the October 18, 2016 Committee of the Whole meeting and brought forward the following recommendations:

THAT the Brant Haldimand Norfolk Catholic District School Board approves continued membership with the Ontario Catholic School Trustees’ Association and remits the annual membership fee of \$44,425 for the 2016-17 school year.

THAT the Brant Haldimand Norfolk Catholic District School Board approves and remits the 2016-17 Special F.A.C.E. Levy fee of \$953.10 to the Ontario Catholic School Trustees’ Association.

THAT the Brant Haldimand Norfolk Catholic District School Board remits the Central Bargaining Fees for 2016-17 in the amount of \$43,017, which will be fully reimbursed through the annual Ministry GSN allocation to the Board.

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 October 18, 2016.

Carried

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of October 18, 2016.

Carried

5.2 First Nation, Métis and Inuit Education

Superintendent Daly provided an update on the Board’s Action Plan to meet the learning needs of First Nation, Métis and Inuit (FNMI) students, which is aligned with the Ministry’s Education Policy Framework (2014). He highlighted the Board’s priorities under each of the four Ministry pillars, specifically the strategies being focused on in the current school year. Trustee inquiries with respect to student self-identification and the new Cayuga language course being introduced in second semester were addressed by Superintendent Daly.



Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the First Nation, Métis and Inuit Education report.

Carried

5.3 Student Trustee Report

Student Trustee Dubois reported that Student Senate is busy planning for the upcoming winter student leadership retreat and looking ahead at a potential agenda for next fall's leadership retreat. Senators also discussed the recent presentations by motivational speaker, Michael Chiasson who, through his personal life story, worked with students in all three secondary schools on finding purpose in life and taking care of one another. In school news, Ms. Dubois commented on many school activities from homecoming events, self-esteem day, orange shirt day in support of Aboriginal students, new school clubs, and plans for upcoming Halloween for Hunger food drives.

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

Carried

6. Information and Correspondence

Director Roehrig requested trustee feedback on the annual retiree breakfast. Trustees agreed that the annual September breakfast is a good way to acknowledge and bring together employees who have retired. Alternate suggestions for promoting the event and increasing attendance were offered.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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

Carried

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

8. Notices of Motion Being Considered for Adoption – Nil

9. Trustee Inquiries - Nil

10. Business In-Camera

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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: Dan Dignard

Seconded by: Carol Luciani

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

Carried

12. Future Meetings

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

13. Closing Prayer

Chair Petrella led the closing prayer.

14. Adjournment

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of October 25, 2016.

Carried

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

November 15, 2016

AGENDA ITEM	MOTION
5.1	<p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Protection of Anaphylaxis Pupils Policy 200.18.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Transportation of Students Policy 400.19.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Fees for Learning Materials & Activities Policy 200.02.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Employee Assistance Program Policy 300.13.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Trustee Expenses Policy 100.01.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Trustee Communication Policy 100.08.</p>
5.3	<p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2017 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$154,221, excluding PST.</p>
5.5	<p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the request from Holy Trinity Catholic High School for an excursion to England and France from Friday, March 10 (evening) to Saturday, March 18, 2017.</p>

RECOMMENDATIONS:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of November 15, 2016.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of November 15, 2016.



Committee of the Whole
Tuesday, November 15, 2016 ♦ 7:00 pm
Boardroom

Trustees:

Present: Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Rosalin Dubois (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)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Trustee Luciani.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the November 15, 2016 meeting.

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Committee of the Whole Meeting Minutes –October 18, 2016

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the October 18, 2016 Committee of the Whole meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations – Nil

3. Delegations – Nil



4. Consent Agenda

With respect to Item 4.3, Vice Chair Casey distributed copies of various Transportation Procedures currently under review and requested trustee feedback at the January Committee of the Whole meeting.

- 4.1** THAT the Committee of the Whole refers the unapproved minutes of the Regional Catholic Parent Involvement Committee meeting of October 24, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.2** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee meeting of October 25, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.3** THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' meeting of October 25, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Carol Luciani

Seconded by: Cliff Casey

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 Policy Committee Meeting – October 25, 2016

Vice Chair Casey, Chair of the Policy Committee, provided a brief summary of the various revised policies that were reviewed at the October 25, 2016 Policy Committee meeting and brought forward the following recommendations for consideration:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Protection of Anaphylaxis Pupils Policy 200.18 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Transportation of Students Policy 400.19 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Fees for Learning Materials and Activities Policy 200.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Employee Assistance Program Policy 300.13 to the Brant Haldimand Norfolk Catholic District School Board for approval.



THAT the Policy Committee recommends that the Committee of the Whole refers the revised Trustee Expenses Policy 100.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Trustee Communication Policy 100.08 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 Policy Committee Meeting of October 25, 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 October 25, 2016 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5.2 2015-2018 Strategic Plan – Safe and Accepting Schools Update

Superintendent Telfer provided a progress report on the status of the Safe and Accepting Schools pillar of the 2015-2018 Strategic Plan. She highlighted the progress being made under each of the three key goals including revised policies and numerous initiatives that support positive mental health environments, safety in schools, and inclusiveness. She also noted that as a result of last spring's online *Every Voice Counts* climate survey, principals and staff are currently analyzing the data collecting from their individual school community to inform their School Safe and Accepting Schools Plan. A one-page communication will be posted by each school on their school website by early December that summarizes the survey feedback themes and actions that the school will be taking as a result of the community's feedback.

Moved by: Bonnie McKinnon

Seconded by: Bill Chopp

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

Carried

5.3 Insurance Renewal

Superintendent Grice reviewed details of the Board's 2017 insurance renewal with the Ontario School Boards' Insurance Exchange (OSBIE). He noted that the insurance premium for our Board has been steadily decreasing over the past three years and, overall, is significantly better than the provincial general rates.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2017 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$154,221, excluding PST.

Carried



5.4 Board Enrolment Update as of October 31, 2016

Superintendent Daly reported that the annual October 31 enrolment report to the Ministry of Education noted 110 students higher than projections at the elementary level, and 132 students above projections at the secondary level. He added that since June 2016, the actual Full Time Equivalent enrolment on October 31 is higher by 52.6 students in elementary and 232.93 students in secondary. This annual count impacts the grants that the Board receives from the Ministry. Trustee inquiries with respect budget implications, the hiring of additional staff, and declining enrolment, particularly in rural areas, were addressed by staff.

Moved by: Bill Chopp

Seconded by: Dan Dignard

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

Carried

5.5 Excursion – England and France

Superintendent Daly brought forward a request from Holy Trinity Catholic High School for an excursion to England and France during March Break 2017. Approximately 15-22 Grades 9-12 students will have the opportunity to participate in an educational Vimy Ridge tour which will provide opportunities for students to visit parts of England and France where some of the hardest-fought conflicts took place during both World Wars. Trustees inquired as to possible travel advisories and received reassurance that student safety comes first and that Board policy outlines under what circumstances international excursions could be cancelled, if that becomes necessary.

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Holy Trinity Catholic High School for an excursion to England and France from Friday, March 10 (evening) to Saturday, March 18, 2017.

Carried

6. Information and Correspondence

Director Roehrig advised trustees that although the agenda for the November 22, 2016 Board meeting will be published by the end of this week, as per the Board By-Laws, the full agenda package will not be available until Monday, November 21, 2016.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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

Trustee Chopp expressed organizers' appreciation for the continued use of Assumption College School for the Thank-A-Vet Luncheon held on the first Saturday of November. He noted that over 500 people attended this year's 19th annual luncheon.



8. Business In-Camera

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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

Trustee Dignard declared a conflict of interest in item 2.1 of the in-camera session and left the room. He did not take part in the consideration or discussion of, or vote on any question with relation to this item.

Moved by: Carol Luciani

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 upcoming meetings and events.

11. Closing Prayer

Chair Petrella led 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 November 15, 2016.

Carried

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: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

PROTECTION OF ANAPHYLAXIS PUPILS

Public Session

BACKGROUND INFORMATION:

An Act to Protect Anaphylactic Pupils: Sabrina's Law, came into force on January 1, 2006 and requires school boards to ensure they have policies and procedures in place to address anaphylaxis in schools, which includes providing instruction to staff and guidance on the administration of medication. The Brant Haldimand Norfolk Catholic District School Board recognizes that the safety and well-being of students with a medical condition such as anaphylaxis is a shared responsibility of the family, health care provider, school, board and community partners.

DEVELOPMENTS:

The Protection of Anaphylaxis Pupils Policy 200.18 was revised in consultation with a number of stakeholders and included Senior Administration, School Administration, Registered Nurse representation from the Brant County Health Unit, Health and Safety representation, and parents. In accordance with Sabrina's Law, the policy contains the following components:

- provision of strategies to reduce risk of exposure to allergens/anaphylactic causative agents
- provision of a communication plan for the dissemination of information on life threatening allergic reactions/anaphylaxis
- provision of regular training to deal with life threatening allergic reactions/anaphylaxis
- requires that every child with a life threatening allergic reaction/anaphylaxis have an emergency response plan
- requires every school to maintain a medical file for each child with a life threatening allergic reaction/anaphylaxis

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

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Protection of Anaphylaxis Pupils policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Protection of Anaphylactic Pupils

		Policy Number:	200.18
Adopted:	October 24, 2000	Former Policy Number:	n/a
Revised:	March 28, 2006; November 22, 2016	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	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) regarding the protection of anaphylactic students and strategies to reduce risk of exposure to allergens and anaphylaxis.

Policy Statement:

It is the policy of the Board that the safety of a student with a documented life threatening allergic reaction/anaphylaxis condition is a shared responsibility of the board, school, family, health care provider and community partners.

The Board shall:

- provide strategies to reduce risk of exposure to allergens/anaphylactic causative agents
- provide a communication plan for the dissemination of information on life threatening allergic reactions/anaphylaxis
- provide regular training on dealing with life threatening allergic reactions/anaphylaxis
- require that every child with a life threatening allergic reaction/anaphylaxis have an emergency response plan
- require every school to maintain a medical file for each child with life threatening allergic reaction/anaphylaxis

Roles and responsibilities to implement these policy requirements are noted in the Protection of Anaphylactic Pupils Administrative Procedure.

Glossary of Key Policy Terms:

Allergen:

A substance capable of causing an allergic reaction, e.g. pollens, moulds, animal dander, house dust mites, foods, insect stings, medications, natural latex, etc.

Allergy:

An altered immune response caused by a specific substance.

Allergic Reaction:

An adverse immune response following repeated contact with otherwise harmless substances such as pollens, moulds, foods or drugs.

Anaphylaxis:

A **severe life threatening form of allergic reaction**. It may begin with severe itching of the eyes or face, then other symptoms such as vomiting, diarrhea and difficulty breathing may develop. This may lead to coma or death. Foods such as peanuts and peanut oil products, other nuts, shellfish, eggs, milk and wheat as well as insect stings from bees and wasps, latex products and medication are the common allergens that produce anaphylaxis.



References

Bill 3 2005 Protection of Anaphylactic Pupils (Sabrina's Law)
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
Administrative Procedure 200.18 - Protection of Anaphylactic Pupils
Anaphylaxis Network of Canada www.anaphylaxis.org



Protection of Anaphylactic Pupils AP 200.18

Procedure for: Principals/Vice-Principals

Adopted: October 24, 2000

Submitted by: Michelle Shypula, Superintendent of Education

Revised: March 28, 2006; November 22, 2016

Category: Students

Purpose

In accordance with Sabrina's Law 2005 – An Act to Protect Anaphylactic Pupils, ensuring the safety of anaphylactic children in a school setting is a shared responsibility that necessitates the cooperation of all partners in the school community. This does not negate the responsibility of anaphylactic students and parents/guardians. To minimize risk of exposure and to ensure rapid response to any emergency, parents, students and school personnel must all understand and fulfill their responsibilities.

Information

The policy on Protection of Anaphylactic Pupils will meet the requirements of the Act to Protect Anaphylactic Students (Sabrina's Law, 2005). In accordance with Sabrina's Law, no action for damage shall be instituted respecting any act done in good faith or for any neglect or default in good faith in response to an anaphylactic reaction, unless the damages are the result of an employee's gross negligence." Accidental administration of the EpiPen®/Allerject™ is not a cause for concern according to Canadian Paediatric Society. There is little danger in reacting too quickly, and grave danger in reacting too slowly.

Background

Anaphylaxis is a severe life threatening form of allergic reaction. An allergen is a substance capable of causing an allergic reaction. Possible allergic symptoms are many and may rapidly lead to severe permanent injury, coma and/or death. There is no clinical method to predict the severity or progression of a reaction.

Certain foods, insect stings, latex products and medications are the most common allergens that produce anaphylaxis.

Anaphylaxis requires **immediate** first aid response and **immediate** medical intervention.

Anaphylactic Reactions: Possible Signs and Symptoms

Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an allergen. In rare cases, the time frame can vary up to several hours after exposure. The way these symptoms occur can vary from person to person and even from episode to episode in the same person.

An anaphylactic reaction can involve any of the following symptoms, which may appear alone or in any combination, regardless of the triggering allergen:

- Skin System: hives, swelling, itching, warmth, redness, rash
- Respiratory System (breathing): coughing, wheezing, shortness of breath, chest pain/tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny nose and itchy, watery eyes, sneezing), trouble swallowing, swelling of tongue
- Gastrointestinal System (stomach): nausea, pain/cramps, vomiting, diarrhea
- Cardiovascular System (heart): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
- Other: anxiety, headache, sense of doom

Because reactions are unpredictable, early symptoms should never be ignored, especially if the person has suffered an anaphylactic reaction in the past. It is important to note that anaphylaxis can occur without hives. If an allergic person expresses any concern that a reaction might be starting, the person should always be taken seriously.



Reducing the Risk

Avoidance of a specific allergen is the cornerstone of management in preventing anaphylaxis. Research is underway to better understand anaphylaxis. At present, the severity of reactions cannot be predicted. Therefore, it is not possible to identify which patients are most at risk for severe allergic reactions. Until there is a cure, avoidance of the allergen(s) is the only way to reduce the risk of an anaphylactic reaction. Measures can be taken to reduce, but not completely eliminate the risk of exposure. Eliminating allergens from areas within the school where the anaphylactic child is likely to come into contact may be the only way to reduce risk to an acceptable level. The less allergen brought into the school, the less risk of anaphylactic reaction. While schools cannot guarantee that an environment is completely safe, the School Anaphylactic Emergency Response Plan will include necessary measures and procedures to reduce the risk of anaphylactic reactions and assist staff in making the school as “allergen free” as possible.

Peanut Butter Substitutes

Since exposure to peanut butter and/or other nut-containing products could prove harmful or fatal to some students, peanut butter and all products containing nuts of any kind are not permitted in Brant Haldimand Norfolk Catholic Schools. Additionally, since school administrators, staff and volunteers are not food experts and are not qualified to decide what is (or isn't) real peanut butter, students arriving at school with a peanut butter substitute will be dealt with using the same protocol used for students who arrive at school with real peanut butter.

Despite its best efforts to limit the presence of nut-containing food products, parents of anaphylactic children should be aware the Brant Haldimand Norfolk Catholic District School Board cannot and does not guarantee schools are allergen free.

Responsibilities

Superintendents of Education:

The Superintendents of Education will monitor and advise principals and vice-principals regarding the implementation of Protection of Anaphylactic Pupils Procedures.

Principals/Vice-Principals and/or “Designate”

Principals and Vice-Principals and/or designate will monitor and advise staff regarding the implementation of Protection of Anaphylactic Pupils Procedures.

School Staff

School Staff will implement the anaphylaxis procedure in their school.

Parents/Guardians

Parents/Guardians will be aware of the anaphylaxis procedure for their school.

Transportation Services

Transportation Services will ensure that all drivers are aware of the anaphylaxis procedure.

Food Service Providers

Food Service Providers will ensure all staff are in-serviced in the anaphylaxis procedures for the Board.

Procedures

1.0 School Board

The School Board shall:

- Ensure that pupil registration forms have a section for anaphylactic information;
- Ensure that training for Emergency First Aid, CPR and Automated External Defibrillator (AED) is made available to individuals who are involved in the education of anaphylactic children;
- Ensure that the Board's policy and procedures are reviewed and reflect amendments to Sabrina's Law;
- Provide support to schools and staff to ensure enforcement of the school procedures and Board policy and procedures regarding anaphylaxis;
- Ensure that a protocol is developed with all transportation carriers to protect anaphylactic students who attend schools under the jurisdiction of the Brant Haldimand Norfolk Catholic District School Board;



- Ensure that all Board staff are trained to administer an EpiPen®/Allerject™
- Ensure that information on the “Protection of Anaphylactic Pupils” policy and procedures is added to school agendas/handbooks;
- Ensure that transportation and food service providers have a copy of the policy and procedures;
- Ensure each elementary school implements the School Management Plan • Elementary (Appendix A); and
- Ensure each secondary school implements the School Management Plan • Secondary (Appendix B).

2.0 Parent/Guardian of an Anaphylactic Child

When enrolling a student who has a life threatening allergy in a school under the jurisdiction of the Brant Haldimand Norfolk Catholic District School Board, the parent/guardian will:

- Inform the school in writing of the child’s allergies including updated information on the latest testing and latest anaphylactic response;
- Provide a medic alert bracelet for the child and strongly encourage the child to wear it at all times;
- Provide the school with written medical documentation that clearly outlines a physician prescribed protocol for the administration of medication;
- Provide the school with one (1) up-to-date application of the EpiPen®/Allerject™, to be stored in a safe, secure location (e.g. main office) and clearly marked with the student’s name and known allergen;
- Provide one (1) up-to-date application of the EpiPen®/Allerject™, to be carried by the student and clearly marked with the student’s name and known allergen;
- Provide support to school and teachers as requested;
- Participate in parent advisory/support groups on the topic (where applicable);
- Assist in creating the “Emergency Response Plan” with the school principal;
- Be willing to provide to students in the class “safe foods” and/or non-allergenic items for special occasions;
- Welcome calls from other parents with questions about “safe foods”;
- Provide a body pouch/fanny pack for transport of the EpiPen®/Allerject™;
- Provide training for their child in the use of the EpiPen®/Allerject™ (age appropriate);
- Register child with ambulance service; and
- Verify ambulance service response time to the child’s school.
- Teach their child to:
 - recognize the first symptoms of an anaphylactic reaction and communicate quickly to others when they feel a reaction is starting;
 - know where medication is kept and who can get it;
 - always carry his/her own auto-injector in a body pouch/fanny pack as part of a safe and healthy lifestyle;
 - say ‘no’ to shared lunches and snacks;
 - understand the importance of hand washing;
 - report bullying and/or threats to an adult in authority about his/her anaphylactic condition;
 - always sit in the same seat on the bus; and
 - ask if food is safe at celebrations/events.

3.0 School Principal/V.P. and/or Designate

The School Principal/VP and/or designate shall:

- Follow the procedures as outlined in the Board Policy and Administrative Procedures: Protection of Anaphylactic Pupils;
- Ensure that upon registration, parents/guardians and adult children 16 years of age and over are asked to supply information on life-threatening allergies;
- Ensure that an “Emergency Response Plan” is developed yearly in each school year
- Work as closely as possible with the parent(s)/guardians of the child to develop an Emergency Response Plan which includes medical information related to the type and severity of the allergy, monitoring and avoidance strategies, appropriate treatment and other health considerations (see Appendix C);
- Ensure parent/guardian of a child with anaphylaxis has a current copy of the Emergency Response Plan;
- Ensure that written documentation of diagnosis and medical protocol are on file in the O.S.R.;



- Maintain up to date emergency contacts and telephone numbers;
- Strongly encourage the parent/guardian to have the child wear a Medic Alert bracelet;
- Arrange for annual in-service regarding emergency procedures for students with anaphylaxis and correct use of auto-inject EpiPens®/Allerject™ for all staff, volunteers and others who have contact with the child;
- Provide all staff with the board policy, Protection of Anaphylactic Pupils;
- Ensure that all substitute teachers and support staff are informed of the presence of an anaphylactic child and have been adequately trained to deal with an emergency;
- Complete required Board report each term or semester (Appendix D);
- Attempt to obtain the cooperation of all parents/guardians in reducing the potential risks to all anaphylactic students (Appendix E.1 and Appendix E.2)
- Ensure the Manager of Transportation receives the Emergency Response Plan of any anaphylactic students who are transported to and/or from school under the authorization of the Board and local bus driver;
- Inform parents/guardians of students riding on a bus transporting an anaphylactic student (Appendix E.3);
- Post allergy alert forms in the staff room, classroom, office, bus, and at each entrance (Appendix F and/or Appendix G);
- Require the parent/guardian to provide the school with two (2) EpiPens®/Allerjects™ - one to be stored in a safe and secure location (e.g. main office) for the office and one to be carried by the student in an appropriate container (e.g. body pouch/fanny pack);
- Principals, staff and parents/guardians who arrange for the supply of food or food services for special events should be advised of the requirement to refrain from using food which may cause an allergic reaction;
- When selecting fund raising activities, the principal should be aware of the potential impact certain foods/ingredients may have upon anaphylactic students and refrain from using foods and/or products that may cause an allergic reaction;
- Ensure, in the case of an out-of-school activity, the staff, parent/guardian or an adult designated by the parent and acquainted with the procedure, accompany the student on such activity, and bring a copy of the emergency plan along with the EpiPen®/Allerject™.
- Ensure the following avoidance strategies are shared with staff and parents/guardians depending on the age of the child, the organization and physical layout of a school and the properties of the allergen itself:
 - establish safe lunchroom and eating area procedures, including cleaning and hand washing routines;
 - where children share a classroom with an anaphylactic child and inadvertently bring allergen products in their lunch, the principal shall provide a place for them to eat separately from the anaphylactic child and contact the parent to remind them of the policy banning these products from the classroom;
 - take special precautions around holidays and special celebrations, along with attempts to plan activities that are not food oriented;
 - communicate to the entire school community stressing “allergen safe” schools via newsletter and posting of allergen safe signs throughout the school (Appendix E.2);
 - provide specific communication to individual classrooms regarding allergens in that classroom (Appendix E.1)
 - ensure vending machines are free of allergens; and
 - ensure that food service providers in cafeterias (secondary schools) provide signage to alert of possible allergens.

4.0 Classroom Teacher

The classroom teacher shall:

- Display a photo poster in the classroom (with parent/guardian and/or adult student permission);
- Discuss anaphylaxis with the class in age appropriate terms;
- Encourage the students not to share lunches or trade snacks;
- Choose allergy free foods for classroom events;
- Establish procedures to encourage the anaphylactic child to eat only what she/he brings from home;
- Reinforce hand washing before and after eating for all students;
- Facilitate communication with other parents/guardians, as needed;
- Follow the school and board policies for reducing risks in classrooms and common areas;



- Leave information (including Emergency Response Plans) regarding students with medical conditions such as anaphylaxis in an organized, prominent and accessible format for substitute teachers
- Ensure that auto injectors (EpiPen®/Allerject™) and Emergency Response Plans are taken on field trips; and
- Monitor food at recesses and lunch times (age appropriate).

5.0 Student Transportation Services

Student Transportation 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 the response to students with life-threatening allergic reactions. This in-service shall include how to administer medication (e.g., EpiPen®/Allerject™) as well as signs and symptoms of students having a reaction. Student Transportation Services shall audit on an annual or "as needed" basis to ensure that this training has been provided by the operators to their staff;
- Ensure that the Emergency Plan provided by the school 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; and
- Be aware that the student is should be carrying his/her EpiPen®/Allerject™ if indicated on the emergency plan.
- Display School Bus Allergy Alert poster (Appendix G) in a prominent and visible location;
- Discourage students from eating food on the school bus.

6.0 Food Services/Food Service Providers

Food Services/Food Service Providers shall:

- Ensure that their personnel are trained to reduce the risk of cross-contamination through purchasing, handling, preparation, and serving of food. The contents of foods served in school cafeterias and brought in for special events should be clearly identified.
- Participate in the school's anaphylaxis training, which includes the identification of students at risk and how to use an EpiPen®/Allerject™.

7.0 Parents/Guardians

All Parents/Guardians shall:

- Respond cooperatively to requests from school to eliminate allergens from packed lunches, snacks and special occasions food;
- Participate in parent information sessions, if required;
- Encourage children to respect an anaphylactic child and all Board policies and procedures in place to protect the affected child;
- Learn to recognize symptoms of anaphylactic children;
- Avoid sharing food, especially with anaphylactic children;
- Follow school rules about keeping allergens out of the classroom/school; and
- Not send child(ren) to school with a snack or lunch that they have never had before.

8.0 Anaphylactic Students

Anaphylactic students shall:

- Take as much responsibility as possible in avoiding allergens;
- Eat only foods brought from home;
- Where age and/or ability appropriate, take responsibility for checking labels and monitoring intake;
- Wash hands before eating;
- Learn to recognize symptoms of anaphylactic reaction;



- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear;
- Carry an auto-injector (EpiPen®/Allerject™) on your his/her person (age appropriate and/or activity appropriate);
- Know where the auto-injector (EpiPen®/Allerject™) is located at all times;
- Where age and/or ability appropriate, know how to use the auto-injector (Epi-Pen®/Allerject™); and
- Wear a medic alert bracelet or chain.

Definitions

Allergen

A substance capable of causing an allergic reaction, i.e. pollens, moulds, animal dander, house dust mites, foods, insect stings, medications, natural latex, etc.

Allergy

An altered immune response caused by a specific substance.

Allergic Reaction

An adverse immune response following repeated contact with otherwise harmless substances such as pollens, mould, foods, or drugs.

Anaphylaxis

A **severe life threatening form of allergic reaction**. It may begin with severe itching of the eyes or face, then other symptoms such as vomiting, diarrhea and difficulty with breathing may develop. This may lead to coma or death. Foods such as peanuts and peanut oil products, other nuts, fish, shellfish, eggs, milk and wheat as well as insect stings from bees and wasps, latex products and medication are the common allergens that produce anaphylaxis.

Auto-injector

A “user-friendly” pre-loaded syringe used to administer epinephrine. (Epi-Pen® / Allerject™)

Epinephrine

A synthetic version of the hormone adrenaline; used in the treatment of anaphylaxis and life-threatening asthma attacks.

Triggers

Factors that can provoke allergic reactions or asthma episodes, including allergens and irritants.

References

Bill 3 2005 Protection of Anaphylactic Pupils (Sabrina’s Law)

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

Anaphylaxis Network of Canada www.anaphylaxis.org



IDENTIFICATION TO STAFF

- Request student to wear Medic Alert bracelet to identify specific allergies.
- Provide a copy of Emergency Response Plan with a photo of the student to all staff.
- Post a photo of the student with description of medical issue and emergency action plan in staff room and/or staff area of school office.
- Introduce the student to the staff, if possible.
- Include a copy of Emergency Response Plan with a photo of the student in Teacher Daybook, staff room, and school office.
- Conduct a staff meeting to identify the medical issue, communicate the planned response, and identify the student(s).

SCHOOL / CLASSROOM PREVENTION

- School Principal to write a letter to parents/guardians requesting their cooperation to avoid sending foods/products containing the allergen to school.
- Identify the seriousness of the condition to students and enlist their cooperation and support in avoiding bringing the allergen to school.
- Discourage sharing of snacks.
- Limit foods used in learning activities and class or school celebrations to those which do not contain allergen (preferably, use non-food items).
- Require students with allergies to eat only foods which are brought from home.
- Require all students to wash hands before and after eating.
- Require that all foods to be shared at school be sent in the original packaging.
- Establish a procedure to ensure that supply teachers are aware of students with medical issues and measures for classroom prevention.
- Expect students with allergies to accept personal responsibility for avoidance of consumption or exposure to foods containing the allergen, when age appropriate.
- Ensure the cleaning of all desktops takes place after lunch each day.

LUNCHROOM PREVENTION

- Lunchroom prevention requires students to eat lunch in their own classrooms or in an assigned designated area.
- Discourage sharing of lunches or utensils.
- Encourage hand washing before and after eating.
- Ensure that lunches and snacks provided by the school and/or parent/teacher groups exclude foods containing the allergen.
- Expect students with allergies to accept personal responsibility for avoidance of consumption or exposure to foods containing the allergen, when age appropriate.

OUT-OF-CLASS / SCHOOL PREVENTION

- Discourage students from eating food on the school bus.
- Discourage sharing of food in school yard and on the school bus.
- Ensure that all bus drivers receive copies of Emergency Response Plan and have received training in administration of the EpiPen®, Allerject™
- Ensure that foods provided by the school or food providers on field trips exclude allergen.
- Request parents to avoid sending foods containing the allergen in packed lunches for field trips.
- Inform food providers and caterers on school trips of restrictions and require that they eliminate foods containing the allergen from menus. Include Board Policy/Procedure when organizing school trips, etc.
- Ensure a list of ingredients of meals during overnight excursions is accessible to the student, staff, and parents/guardians.



- Encourage parent/guardian to accompany the child on field trips.
- Seek alternative trip locations to ensure student safety.
- Ensure that a hospital or emergency services are accessible.
- Ensure that a copy of the Emergency Response Plan is held by field trip supervisors.
- Expect students with allergies to accept personal responsibility for avoidance of consumption or exposure to foods containing the allergen, when age appropriate.



Recognizing that a total ban of certain allergens is not possible in secondary schools, the following procedures are recommended:

- Allergy Sheets for OSR (Responsibility: Guidance Head and Secretary)
- Allergy Alert signs for buses (Responsibility: Vice-Principal in charge of bussing)
- Allergy Alert signs for school entrances (Responsibility: Principal)
- Annually, all parents/guardians/adult student who will be responsible for participating in the “Emergency Response Plan” are to receive a complete copy of the Board’s Policy/Administrative Procedures: Protection of Anaphylactic Pupils and the Emergency Response Plan. Distribution to take place at timetable pick-up. (Responsibility: Guidance Head and Secretary)
- Each semester, the principal will submit to the appropriate Superintendent the names of every student and their parents/guardians who will have an “Emergency Response Plan” (Appendix D). (Responsibility: Guidance Secretary).
- The Policy/Administrative Procedures: Protection of Anaphylactic Pupils will be given to the Chair of the School Council. (Responsibility: Principal)
- Students who have food allergies will be encouraged to find alternate courses other than food-related courses due to possible accidents that could occur and also due to the fact that the school/Board cannot guarantee cross-contamination will not take place. (Responsibility: Guidance)
- Pictures of students who have reported life threatening allergies will be taken at timetable pick-up in August. Those who did not have their picture taken at that time will have them taken the first week of school. (Responsibility: Guidance Secretary)
- Pictures will be the responsibility of the Guidance Secretary and Office Co-Ordinator. The poster of these pictures will be prepared by the Secretary of Student Services. These will be posted in the Main Office photocopy room, the mailbox area of the Mail Office, the staff room, Student Services, each work room and the Custodian’s Room. (Responsibility: Office Co-Ordinator/Guidance Secretary)
- Students who have life threatening allergies will be encouraged to wear a Medic Alert bracelet, have at school a current EpiPen®, Allerject™ (option: to carry on his/her person or to be stored in a safe, accessible, identified location) and must have submitted the Emergency Response Plan. If a student does not comply, they will be sent home until all the requirements have been fulfilled. (Responsibility: Guidance Secretary to report to Principal.)
- The names of students with Anaphylaxis will be submitted to all transportation carriers in late August (school bus contractors/taxi companies/etc.). (Responsibility: Compilation of Information – Office Co-Ordinator; Vice-Principal in charge of transportation to pass on information)
- All staff members will be informed of those students having anaphylaxis in the school via their “annotated” class lists in their opening day packages and during staff meetings. This information will be redistributed for second semester. (Responsibility: SAS Secretary)
- Staff members must make note of these students each time they leave lesson plans in their absence. (Responsibility: Classroom Teacher)
- During the first September staff meeting, a demonstration of how to use the EpiPen®, Allerject™ will be held and an information sheet regarding EpiPen®, Allerject™ use will be distributed. (Responsibility: Principal)



Classroom Prevention – Responsibility: Classroom Teacher

Limit foods used in learning activities and class or school celebrations to those which do not contain allergen.

Establish a procedure to ensure that supply teachers are aware of students with anaphylactic issues and measures for classroom prevention.

Students are to eat in designated areas (e.g., school cafeteria, food services areas, and/or any other designated areas). Expect students with allergies to accept personal responsibility for avoidance of consumption or exposure to foods containing the allergen(s) when age appropriate.

Out-of-Class/School Prevention – Responsibility: All School Employees

- Trip organizers will ensure that all bus drivers receive copies of Emergency Response Plans and have received training in administration of an EpiPen®, Allerject™. Taxi drivers to be made aware of students with anaphylaxis.
- Trip organizers will attempt to avoid foods provided by the school or food providers on field trips that contain the allergen.
- Inform food providers of restrictions.
- Ensure a list of ingredients of meals during overnight excursions are accessible to the student, staff and parents/guardians.
- Ensure that a hospital and/or emergency services are accessible.
- Ensure that a copy of the Emergency Response Plan is held by field trip supervisors.
- Expect student to accept personal responsibility for avoidance of consumption or exposure to foods containing the allergen, when age appropriate.

Protocol for School Trips – Responsibility: Staff Member in charge

- The staff member (teacher) must ensure that any student with a life threatening allergy has his/her EpiPen®, Allerject™ prior to departure or the student shall not participate on the trip.
- The staff member must obtain a copy of the Emergency Response Plan for that student and have it with him/her on the trip.
- The staff member must inform all other participating students of the student's allergies and ask the students to avoid foods containing the allergens while on the trip and to please wash their hands thoroughly after eating foods which many contain the allergens.
- The staff member must inform the bus driver/taxi driver/airline hostess/etc. of the presence of a student with anaphylaxis.
- If a student should have an allergic reaction, the EpiPen®, Allerject™ should be administered immediately and an ambulance should be called, if possible. If this happens enroute, administer the EpiPen®, Allerject™ and have the bus driver go to the nearest hospital or call for an ambulance.



Brant Haldimand Norfolk
Catholic District School Board

Administrative Procedure Appendix C

Sample Letter to Parent of Anaphylactic Child

Date:

Dear _____:

In order to provide the safest environment possible for _____ we are asking that you complete the enclosed Emergency Response Plan and return this to the school as soon as possible. Please complete all areas of this plan as completely 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.

We would like to complete this plan within three (3) weeks of the date of this letter. The completion of the plan will involve a meeting with you, the classroom teacher, and myself to discuss the plan.

Should you have any questions or concerns please call me.

Sincerely,

Principal



ADMINISTRATION OF PRESCRIPTION MEDICATION FOR ANAPHYLAXIS

THE FOLLOWING REQUEST(S) WILL EXPIRE ON JUNE 30TH OR WHEN THE PRESCRIPTION EXPIRES.
MEDICATION SHALL BE REMOVED FROM THE SCHOOL AT THAT TIME.

STUDENT'S NAME:		STUDENT'S D.O.B.	<u> </u> yy/mm/dd	TEACHER'S NAME:	
------------------------	--	-------------------------	-------------------------------	------------------------	--

Address		<i>PLACE STUDENT'S PHOTO HERE (MUST BE KEPT CURRENT)</i>	MEDICATION KEPT
Telephone #	Contact during day		<input type="checkbox"/> With Student
Emergency Contact			<input type="checkbox"/> In Office
Ontario Health Card Number (Optional)			<input type="checkbox"/> Other
Physician's Name			
Phone Number			

POSSIBLE SYMPTOMS:	LIST OTHER SYMPTOMS FOR YOUR CHILD:
<input type="checkbox"/> flushed face, hives, tingling in the mouth, swelling or itchy lips, tongue, eyes	
<input type="checkbox"/> tightness in throat, chest	
<input type="checkbox"/> difficulty breathing or swallowing, wheezing, coughing, choking	
<input type="checkbox"/> vomiting, nausea, diarrhea, stomach pains	
<input type="checkbox"/> loss of consciousness	
<input type="checkbox"/> fear and/or panic	

ACTION - EMERGENCY RESPONSE PLAN: (See Reverse for Additional Information)
<input checked="" type="checkbox"/> Use EpiPen®, Allerject™ immediately.
<input checked="" type="checkbox"/> DESIGNATE SOMEONE TO CALL AN AMBULANCE and advise the dispatcher that a student is having an anaphylactic reaction (a severe life-threatening allergic reaction).
<input checked="" type="checkbox"/> Call Parent/Guardian or other emergency contact person listed above.



ACTION - EMERGENCY RESPONSE PLAN con't:

- ✓ If ambulance has not arrived in 10-15 minutes and breathing difficulties are present (e.g. wheeze, cough, throat clearing), or student is unconscious - give a second EpiPen®, Allerject™.
- ✓ The student must be taken to a hospital immediately, even if symptoms subside entirely.
- ✓ Send an additional EpiPen®, Allerject™ (if available) with the EMS workers / ambulance driver.

Parent/Guardian Sign & Print
Name:

Date:

Physician Sign & Print Name:

Date:

NAME OF MEDICATIONS:

Exp.Date:

Personal information on this form is collected under the authority of the *Education Act*, RSO 1990, c.E.2 and the *Municipal Freedom of Information and Protection of Privacy Act*, RSO 1990, c.M.56. The Ontario Health Card Number will be shared with local Health Professionals. If you have any questions, please call the Freedom of Information Administrator at the Brant Haldimand Norfolk Catholic District School Board. (519) 756-6369.

PARENT INPUT ON EMERGENCY PLAN:

DESCRIPTION OF ALLERGY



This student has a life-threatening allergy to the following:

- AND - All foods containing these allergens in any form or amount, including the following:



STRATEGIES (List avoidance/safety rules for your child, if any):

PARENT/GUARDIAN and/or ADULT STUDENT COMMITMENTS:

- The child will carry an EpiPen®, Allerject™ in a body pouch/fanny pack at all times. (age/activity appropriate)
- An additional EpiPen®, Allerject™ will be located at the school at all times.
Located: with the child in school office
 other, please specify
- The child will be trained in the use of an EpiPen®, Allerject™ (age appropriate)
- The child will wear a Medic Alert identification at all times.
- The child will assume responsibility for avoidance of consumption or exposure to foods containing the allergen. (*when age appropriate*)



SCHOOL COMMITMENTS:

EpiPen®, Allerject™ and Staff Training

- All staff will receive training for the administration of the EpiPen®, Allerject™ annually
- All staff will be aware of the locations of the EpiPen®, Allerject™
- Principal and classroom teacher will meet with the parent(s)/guardians
- Other:

Staff Communications

- A staff meeting will be held to identify the issue, communicate the planned response and visually identify the student. Appropriate personnel will be notified:
 - classroom teacher
 - lunchroom supervisor
 - educational assistants
 - custodial staff
 - office staff
 - supply staff (teachers, etc.)
 - school council
 - other:

Distribution of the Plan

- Copies of the Plan will be provided to:
 - classroom teacher
 - lunchroom supervisor
 - educational assistants
 - custodial staff
 - office staff
 - supply staff (teachers, etc.)
 - bus driver
 - other:
- A copy of the Plan will be posted:
 - Office
 - Teacher Planning Book
 - Staff Room
 - Classroom
 - Other:



SCHOOL COMMITMENTS (continued):

Parent/Guardian Communications

- Parent/Guardian volunteers will be made aware of the Plan and locations of the EpiPen®, Allerject™.
- Letters will be sent home to all parents/guardians requesting their cooperation to avoid sending foods containing the allergen to school (at regular intervals / special occasions).
- Letter will be sent home to classroom students' parents/guardians requesting cooperation to avoid sending foods containing the allergen to school.
- Students will be notified of the condition and their cooperation and support in avoiding bringing foods containing the allergen to school will be sought.
- Food safety discussions will be conducted with students at the beginning of the school year and at regular intervals throughout the year while exercising sensitivity of the impact on affected student's self-esteem.
- Other:**

Lunch Program Practices

- The child will eat lunch in his/her classroom or the designated area where classmates eat.
_____ (designated area)
- Other:

Out-of-Classroom / Excursions

- A copy of the Emergency Response Plan will be supplied to field trip supervisors
- The field trip supervisor will ensure that sufficient EpiPens®, Allerjects™ are available for the excursion.
- Other:



In the event of an emergency at the school:

- Administration of the EpiPen®, Allerject™ will be done immediately:
 Located: with the child in school office
 other, please specify
- the individual administering the medication will immediately notify the principal/designate
- the principal/designate will contact the ambulance
- the principal/designate will contact _____ Hospital at (#)
- the Parents and/or the Emergency Contact Person, as indicated on page 1, will be notified of the situation

Principal's Signature: _____

Date: _____

PARENT/GUARDIAN - or - ADULT STUDENT AGREEMENT

I, _____, acknowledge my participation in the development of the Prevention and Management and Emergency Response Plan and agree to execute reliably the parent commitments listed within them. I give consent for the staff of _____ the school to execute the school commitments as outlined within the Plan.

In the event of an emergency, I authorize the school staff identified in the Plan to administer the designated medication and call for medical assistance. I agree to assume responsibility for all costs associated with medical treatment and absolve the Brant Haldimand Norfolk Catholic District School Board, and its employees, of responsibility for any adverse reactions resulting from administration of the medication.

Parent/Guardian or
Adult Student Signature: _____

Date: _____



School:

November 1

March 1

Principal:

NAME(S) OF STUDENT(S) (Surname)	NAME(S) OF STUDENT(S) (Given Name)	DATE OF BIRTH (yy/mm/dd)	EMERGENCY PLAN IN PLACE
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

EPIPEN®, Allerject™ TRAINING
Staff training completed on (date): -----
Comments: ----- -----

ANAPHYLAXIS DRILL
School drill completed on (date): -----
Term/Semester 1 (to be completed no later than Oct. 31): _____, 20__
Term/Semester 2 (to be completed no later than Feb. 28): _____, 20__

COMMUNICATION COMPLETED TO:			
Student Body	<input type="checkbox"/> Yes <input type="checkbox"/> No	School Staff	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parents	<input type="checkbox"/> Yes <input type="checkbox"/> No		

_____ Principal's Signature	_____ Date
--------------------------------	---------------

Please submit completed form to your Superintendent of Education



Dear Parents

This year there is a student in your child's classroom who has a severe allergy to _____. This allergy, known as anaphylaxis, is a life threatening and dangerous condition which could lead to coma and death. This is a serious concern to all of us since children who suffer from this allergy may go into anaphylactic shock and cease breathing within minutes when they come into contact with even a trace amount of this substance.

At _____ School, providing a safe environment where all children can learn and grow to their potential is of utmost importance. We ask that you do not send _____ with your child to school. Your cooperation will help us to ensure that all of our children are safe and healthy while in our care. Please speak to your child about not sharing lunches and snacks with other children.

Please feel free to contact me at the office if you have any questions or concerns about this issue. Your support and care for the safety of all the children in our school family is always appreciated.

Sincerely yours

Principal



Dear (insert school name) Parents/Guardians

I am sending you this letter on behalf of our school community to seek your cooperation in ensuring the health and safety of all the children in our school family.

A child in our school family has a condition called **Anaphylaxis**. This is a severe allergic condition that can result in death for the child. This child is in (grade or level) and it is vital that we all join together to ensure that our school is a safe, secure place where all children can come and be protected. In this instance, we have a student/students who is/are allergic to _____.

It is requested that parents of all students do not pack any foods or send food items containing _____.

The following guidelines must be adhered to by all students, staff and visitors at our school.

1. Snacks are not to be shared with other students.
2. Utensils are not to be shared with other students.
3. Hands are to be washed after eating anything that may contain allergen products. Traces of the allergen can get on the bus seats or playground equipment, desks and personal belongings.

Thank you for your cooperation and support regarding this matter. At _____ School we are blessed to be able to count on all of our school families to help us create and maintain a safe, secure school environment for all our children. As always, if you have any concerns or questions about this issue please feel free to contact me at the office at your convenience. In the near future, the school will announce a parent meeting for you to become acquainted with the Board's Protection of Anaphylactic Pupils Policy and our school procedures.

Sincerely yours

Principal



Dear Parents

At _____ School, we have a number of students with severe, life threatening allergies to _____ . The children concerned recognize their situation and are very good about avoiding _____ .

However, this does not guarantee that an accident will never happen. Therefore, we do have emergency procedures in place at school and for the possibility that an emergency may occur when the student is riding the bus.

As you know, we already have a rule that prohibits eating and drinking on the bus. This rule has always been enforced, but now with the presence of students on your child's bus with a severe allergy to _____ , adhering to the rule of **not eating on the bus** may mean the difference between life and death for a child.

Please discuss with your children the extreme importance of following this rule. In this manner, we can all share in preventing what could become a tragic situation.

As always I thank you for your cooperation and support with this matter. Please feel free to contact me at the school if you have any questions or concerns about this issue.

Sincerely yours

Principal



School Allergy Alert

School Name:	
--------------	--

Please be advised that in this school, there is a student/there are students who suffer severe allergic reactions (anaphylactic shock) to the following allergens:

- Nuts and Nut Products (peanuts, cashews, etc.)
- Bee Stings (wasps, hornets, honey bees, etc.)
- Latex/Latex Products (balloons, gloves, etc.)
- Other:

These items/products are prohibited from certain areas / all areas of this school.

Principal's Signature:

Date:



School Bus Allergy Alert

Bus Number:	
School Name:	

Please be advised that on this bus, there is a student/there are students who suffer severe allergic reactions (anaphylactic shock) to the following allergens:

- Nuts and Nut Products (peanuts, cashews, etc.)
- Bee Stings (wasps, hornets, honey bees, etc.)
- Latex/Latex Products (balloons, gloves, etc.)
- Other:

Please be extremely careful with items containing any of the above items/products so as not to endanger this student / these students.

Principal's Signature:

Date:

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

TRANSPORTATION OF STUDENTS
Public Session

BACKGROUND INFORMATION:

The Transportation of Students Policy 400.19 was adopted in May 2010. With the establishment of the Student Transportation Services Brant Haldimand Norfolk (STSBHN) consortium on October 14, 2010, the Consortium has established a full set of policies that covers all aspects of the Board's Transportation of Students Policy and Procedure.

DEVELOPMENTS:

The Transportation of Students Policy was reviewed for completeness and accuracy and was only slightly modified for clarity of language regarding courtesy riders.

The Transportation of Students Procedure was reviewed for alignment with the policies of STSBHN. Some language was altered for emphasis or clarity. The only substantive change appears in Item 4.5 where students in Grades 7-12, rather than the previous Grades 9-12, are counted as 1.5 students when determining the bus capacity. This allows for more physical room for older students.

RECOMMENDATION:

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



Policy: Transportation of Students

		Policy Number:	400.19
Adopted:	May 25, 2010	Former Policy Number:	N/A
Revised:	November 22, 2016	Policy Category:	Operations
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (Board) has a responsibility to provide pupil transportation services that are safe, efficient and economical through the Student Transportation Services of Brant Haldimand Norfolk (STSBHN), a consortia of the Brant Haldimand Norfolk Catholic District School Board, the Grand Erie District School Board and the Conseil Scolaire de District Catholique Centre-Sud.

Policy Statement:

It is the policy of the Board to supply transportation services, to and from school, to the students enrolled in its schools in accordance with the guidelines outlined in this policy and the procedures endorsed by the Governance Committee Board of Directors of the STSBHN. The Board reserves the right to withdraw transportation services at any time.

The Board will take all reasonable precautions to ensure that all aspects of the transportation system comply with appropriate Acts, Regulations and Safety Standards. The Board will cooperate with provincial and local police departments in all matters related to school bus safety.

Glossary of Key Policy Terms:

Hazardous

A situation with the potential to cause possible harm, loss or injury to life, health, property or environment.

Courtesy Rider

A student who does not qualify to receive transportation services, but who has been able to secure an empty seat on a bus during a current school year.

Central Pick-Up Point

Central locations for the loading/unloading of students from a school bus.

Transfer Point

locations where students transfer from one school bus to another.

References

Education Act
Highway Traffic Act



Transportation of Students AP 400.19

Procedure for:	Student Transportation Services	Adopted:	May 25, 2010
Submitted by:	Superintendent of Business & Treasurer	Revised:	November 22, 2016
Category:	Operations		

Purpose

To provide clarity on which students of the Board shall receive transportation services through the Student Transportation Services Brant Haldimand Norfolk (STSBHN).

Responsibilities

STSBHN Staff

- Plan and monitor the daily operators of the services provided to ensure that they meet the rules as set out in this procedure.

Principals and School Administration

- Follow the rules and expectations as set out in this procedure in order to assist STSBHN in ensuring safe and reliable provision of services.

Information

Student Transportation Services Brant Haldimand Norfolk (STSBHN) is a separate legal entity owned and operated by three local school boards. STSBHN was created to create, implement and manage efficient home-to-school and school-to-school transportation services for students enrolled at BHCNDSB, GEDSB and CSDCCS.

Procedures

1.0 Eligibility of Transportation

To be eligible for transportation service, a student must:

- 1.1 Be registered in and attending a school operated by the Board or be a student for whom the Board is responsible for under agreement with another board or agency.
- 1.2 Reside in the attendance area for the assigned school.
 - 1.2.1 The maximum walking distance for elementary school students living in urban areas shall be 1.6 kilometers and the maximum walking distance for secondary school students living in urban areas shall be 3.2 kilometres. The maximum walking distance for students living in rural areas shall be 0.8 kilometres. All distances are to be calculated by the software utilized by STSBHN.
 - 1.2.2 Additionally, a student may be eligible for transportation if the Superintendent of Education assigns a student to attend a school for the purpose of receiving a program of studies not available at the school in the student's home attendance area. If the student is withdrawn from the program, transportation will be withdrawn.
- 1.3.1 The walking route is determined by STSBHN to be hazardous based on their review and assessment procedure.



1.3.2 The Superintendent of Education, in consultation with the STSBHN, will render decisions with regards to medical requests that are not short-term in nature as per the process established in STSBHN's procedures.

1.3 The Superintendent of Education responsible for Special Education, or designate, will approve transportation for students with special needs.

1.4 The student has been designated a *courtesy* rider under the procedures of the STSBHN.

2.0 Transportation Appeals

2.1 Requests for exceptions to the Policy should be directed to the Manager of STSBHN.

2.2 Requests to the Manager of STSBHN must be made in writing by the parent and are to detail all information the parent wishes considered.

3.0 Loading and Unloading

3.1 Where reasonable and efficient, buses will arrive at schools not earlier than 30 minutes before the regular start of the school day.

3.2 Where reasonable and efficient, buses will depart from schools not later than 30 minutes after the regular dismissal time.

3.3 Where reasonable and safe, students will not be required to walk more than 0.8 kilometers from the intersection of his/her driveway and the road to his/her pick-up point.

3.4 Where houses are grouped together, and a safe stop location exists, students will be required to meet at a central pick-up point.

3.5 Exceptional circumstances aside, no student will be discharged from a bus at a transfer point until all of the transfer buses have arrived.

4.0 In Transit

4.1 Elementary students will spend no more than 60 minutes on the bus each way on regular routes serving their home school, except in unusual circumstances.

4.2 Secondary students will spend no more than 75 minutes on the bus each way on regular routes serving their home school, except in unusual circumstances.

4.3 Students will not ride on more than two buses while travelling to or from school.

4.4 Elementary and secondary students may be transported on the same bus at the same time.

4.5 The number of students on a school bus will not exceed the manufacturer's capacity for that vehicle. Students in Grades 9-12 shall be counted as 1.5 students when determining the bus capacity. The loading of a bus may be altered from the manufacturer's recommended capacity based on average anticipated ridership.

4.6 Students are not permitted to travel on a bus while standing.

4.7 Video cameras may be used on school buses for the purpose of promoting proper behaviour and safety of students on the bus.



5.0 Requests to Travel on an Alternate Bus on a Regular Basis

The following conditions will be reviewed by STSBHN when a request for a student to travel on an alternate bus on a regular basis has been received:

- 5.1 Completion of the STSBHN prescribed form.
- 5.2 The student must be eligible for bus transportation from their home address.
- 5.3 Alternate bus transportation will not be provided for out-of-area students, except as indicated in Section 1.0, Eligibility for Transportation.
- 5.4 The alternate bus does not exceed capacity.
- 5.5 The alternate bus requested is part of a regularly-scheduled route.
- 5.6 Approval to travel on an alternate bus on a regular basis will be granted for the current school year only and requests must be made, in writing, annually to STSBHN.
- 5.7 Requests to travel on an alternative bus on a regular basis may not be granted during the month of September. This will allow STSBHN to assess bus capacity and to make changes to bus routes during the first few weeks of the school year.

6.0 Transporting Equipment

- 6.1 Items considered dangerous to public safety and peace must not be transported on school busses (i.e., firearms, weapons, etc.).
- 6.2 Subject to the following conditions, equipment recommended to support school programs may be carried on a bus provided:
 - 6.2.1 The bus driver determines there is enough space on the bus and that the item is not a hazard will not hinder the emergency evacuation process or could become a projectile during the course of the trip. It is recommended that approval is obtained from the school principal, the bus operator and STSBHN prior to transporting equipment.

Definitions

Hazardous

A situation with a reasonable potential to cause harm, loss or injury to life, health, property or environment damages.

Courtesy Rider

A student who does not qualify to receive transportation services, but who has been able to secure an empty seat on a bus during a current school year.

Central Pick-Up Point

Central locations for the loading/unloading of students from a school bus.

Transfer Point

locations where students transfer from one school bus to another.

References

Education Act

Highway Traffic Act

**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: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

FEEES FOR LEARNING MATERIALS AND ACTIVITIES

Public Session

BACKGROUND INFORMATION:

As part of the regular review of all Board policies and administrative procedures, the policy for Fees for Learning Materials and Activities was subject to such a review.

DEVELOPMENTS:

There were no substantive revisions to this policy or administrative procedure. Some changes to language and itemization were made to improve usability for staff.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Fees for Learning Materials and Activities Policy 200.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Fees for Learning Materials and Activities

		Policy Number:	200.02
Adopted:	October 25, 2011	Former Policy Number:	n/a
Revised:	November 22, 2016	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that no student should be denied access to school-based programs, curriculum materials or activities on the basis of their inability to pay. Each student should have an equal opportunity to benefit from the education system without being required to pay a fee. The Board believes that schools should be accountable to parents and students regarding the collection and expenditure of fees.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- In general, there should be no fees charged for day school programs.
- When a school chooses, with the support of its school community, to offer enhanced or optional programming, parents are asked to contribute resources in the way of time, money or materials to support these programs and/or activities.
- Fees may be charged on a cost recovery basis for some activities or events.
- In those cases where the schools choose to offer enhancements or supplementary learning materials beyond the core curriculum, fees are appropriate.
- Where fees are appropriate, they should be minimized as much as possible, with the goal of supporting student participation in programs and activities regardless of individual economic circumstances.
- School principals consult with local Catholic School Advisory Councils when considering the administration of fees.
- Where school fees are assigned, school principals shall report to the broader school community regarding the fee schedule that shall include an itemized list of fees that states the rationale and purpose of each fee.
- A clearly communicated process is in place to make certain that families experiencing financial hardships have a confidential, discrete and dignified way of accessing financial support for learning materials and activities that require fees.

Glossary of Key Policy Terms:

Student Activity Fees

Voluntary amounts that are used to supplement a student’s school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extra-curricular activities, school dances or theme days.

Enhanced Programming and Materials

Voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course.

Optional Programming

Voluntary courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the core curriculum.

Fee Schedule

An itemized list of fees that states the rationale and purpose of each fee.

References: N/A



FEES FOR LEARNING MATERIALS AND ACTIVITIES AP 200.02

Procedure for:	Board Staff	Adopted:	October 25, 2011
Submitted by:	Chris N. Roehrig (Superintendent of Education)	Revised:	November 22, 2016
Category:	Students		

Purpose

The purpose of this Administrative Procedure is to provide direction to all Board staff and schools regarding fees for learning materials and activities.

Responsibilities

It is the responsibility of principals to ensure that all students are able to exercise their right to attend a school without payment of fees. Principals shall ensure that when fees are charged, they are administered in a manner consistent with this administrative procedure. Specific direction is provided for principals, teachers and Catholic School Councils in this administrative procedure.

Procedures

1.0 Appropriate Administration of Fees

In general, there should be no fees charged for day school programs. Successful completion of a required grade or course leading to graduation cannot be dependent on the payment of any fee.

A fee shall be permissible for any activity, material, course or program if it is:

- Not required as part of the regular day school program;
- Voluntary and alternatives are offered;
- Non-essential or co-curricular in nature and is not required for graduation by an individual student;
- A voluntary upgrade or substitute of a more costly material to the material provided for course purposes.

Schools may administer student activity fees, fees for enhanced programming and materials and fees for optional programming. The principal shall ensure that:

- Purposes for which funds are collected are consistent with the Board's mission and vision.
- Fees levied for school purposes complement, not replace, public funding for education.
- Each student shall have an equal opportunity to benefit from all school programs and activities regardless of financial barriers.
- A clearly communicated process is in place to make certain that families experiencing financial hardships have a confidential, discrete and dignified way of accessing financial support for learning materials and activities that require fees.

2.0 Communication and Consultation

Fees should reflect the actual cost of the services or materials being provided to the student. Principals shall ensure that a transparent accounting of the amounts collected and expenditures allocated be made to the school community through newsletters and electronic media (e.g. website) and to the school's Catholic School Advisory Council.



Principals shall consult with their local Catholic School Advisory Council in the development of a Fee Schedule⁴ and be made aware of the use of student fees. Principals shall ensure that the Fee Schedule for an upcoming school year is made widely available to the school community (e.g. school newsletters, school website and student agenda books).

The principal shall consult with the local Catholic School Advisory Council regarding the process to confidentially address financial hardship of students in the school and shall publish the process that families experiencing financial hardship may follow to gain access to support for learning materials and activities that require fees. (e.g., school newsletters, school website and student agenda books).

3.0 Examples of Eligibility for Fees Related to Activities, Programs or Materials

ELIGIBLE FOR FEES	NOT ELIGIBLE FOR FEES
Optional programs such as Advanced Placement.	Registration or administration fees to enroll in a regular day school program.
Co-curricular trips, events or activities that are extensions to the curriculum and not required for graduation, (e.g., dances, school clubs, theme days, athletics, drama, student council activities).	A textbook fee or deposit. However, schools may recover the costs to replace or repair lost or damaged materials such as textbooks, library books, music supplies, or any loaned materials – these charges should not exceed the replacement or repair cost.
Extended student trips or excursions that are not necessary to meet the learning expectations of a particular grade or course (e.g. trips abroad).	Learning materials required for completion of the curriculum such as workbooks, cahiers, musical instruments, science supplies, lab materials kits and safety goggles.
Optional art or music supplies or higher quality woodworking materials that students choose to use for course completion, as long as the required materials are available at no cost.	Learning materials that are required to meet the learning expectations of the course but are consumed by the pupil and cannot be used again by another student in the next semester (e.g., chemical used in a chemistry experiment).
Student activity fees.	Mandatory flat fees for any course leading to graduation other than optional programming.
Co-curricular activities, special events, program enhancements or field trips (e.g. for costs of participation, rental of equipment or travel), if alternative programming and assignments are offered to students who chose not to participate	A fee for a guest speaker, visiting teacher, or in-class field trip or presentation where the material being presented is a mandatory element of the subject or course.
Student agenda books and yearbooks.	Items that are funded through the allocated budget of a school board including, but not limited to computers, workbooks, textbooks, staff development and training costs.
	Fees charged for the creation of discretionary accounts by teachers or departments.

Definitions

Student Activity Fees

Voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extra-curricular activities, school dances or theme days.

Enhanced Programming and Materials

Voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course.



Optional Programming

Voluntary courses or activities that students normally choose to attend through an application process (i.e., advanced placement programs), with the knowledge that these programs are beyond the core curriculum.

Fee Schedule

An itemized list of fees that states the rationale and purpose of each fee.

References – N/A

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EMPLOYEE ASSISTANCE PROGRAM

Public Session

BACKGROUND INFORMATION:

The Employee Assistance Program (EAP) Policy 300.13 was previously a stand-alone document and did not have a supporting Administrative Procedure. The policy has not had a revision since 2001.

DEVELOPMENTS:

The above policy has been reviewed and written in the most recent policy template format; specifically including a Belief Statement. An accompanying procedure has been established that details what an EAP program is, the benefits of the program, who the providers are and how employees access the program. The procedure also details session limits for employees and family members that may utilize the Employee Assistance Program.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers therevised Employee Assistance Program Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Employee Assistance Program (EAP)

		Policy Number:	300.13
Adopted:	November 13, 2001	Former Policy Number:	N/A
Revised:	November 22, 2016	Policy Category:	Human Resources
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board, as followers of Jesus Christ, fosters a workplace founded upon tenets and values of the Catholic Faith. The Brant Haldimand Norfolk Catholic District School Board in its compassion recognizes that employees, from time to time, may experience difficulties related to either personal and/or family difficulties and encourages such employees to seek and receive assistance from appropriate professional sources. The Brant Haldimand Norfolk Catholic District School Board strives to ensure respect, compassion and humanity are reflected and valued in our Catholic learning and work environments.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board supports the personal well-being of all of its employees - spiritual, emotional, mental, social and physical. The Board further recognizes that professional help may be required as additional support and, therefore, provides an Employee Assistance Program (EAP).

Glossary of Key Policy Terms: N/A

References

Employee Assistance Program (EAP) Administrative Procedure – 300.13



Administrative Procedure – Employee Assistance Program (EAP) AP 300.13

Procedure for:	All Staff	Adopted:	November 13, 2001
Submitted by:	Superintendent of Business	Revised:	November 22, 2016
Category:	Human Resources		

Purpose

To provide an overview and direction to Board employees who wish to utilize the supportive, confidential Employee Assistance Program (EAP) and professional counselling services available to active Board employees or their immediate family members (spouse or dependent child/ren).

Responsibilities – N/A

Information

What is an EAP?

An Employee Assistance Program is an employee benefit program, which provides *confidential* and *voluntary* assistance to employees and immediate family members who wish to utilize the professional counselling services. The EAP is free of cost – to a maximum of ten (10) sessions per employee/family, per year.

The program provides counselling services to assist employees with coping and navigating through a multitude of personal stressors that can occupy one's mind – whether those be family-related, financial, marital/relationship matters, psychological, trauma or grief-related, or even related to substance abuse challenges, among others. Additional information can be provided by the Board's EAP Service Providers.

What are the benefits of an EAP?

As a Catholic community, we are called to be witness to our faith, reaching out to those in need. The EAP is one way of reaching out to the members of our community.

An EAP assists the Board by helping to preserve and maintain the well-being of its most valuable asset – its employees. Having an EAP reflects this belief and is a proven benefit to both employees and employers.

Who are the Board's EAP Service Providers?

The Board's EAP Service Providers are:

Mike Fidler & Associates Inc.*

39 Kent Street North, Unit 5

Simcoe, ON N3Y 4L2

t: 519-428-0776

e: fidlerassociates@amtelecom.net

*with Offices in:

Brantford, Caledonia and Simcoe

Guthrie & Associates Inc.

108 St. George Street, Suite 5

Brantford, ON N3R 1V6

t: 519-752-8280

e: info@guthrieandassociates.com

Judith Wiley

72 Brant Avenue

Brantford, ON N3T 5Z8

t: 519-484-2287



Procedures

1.0 EAP Services – How to Access and Session Limits per Employee/Family

- 1.1 An employee of the Board, or an immediate family member of a Board employee, may seek assistance through a self-referral process by directly contacting any one of the Board's EAP Service Providers.
- 1.2 Employees, or their immediate family member, are availed up to ten (10) sessions per year, per family. Sessions range from 50 minutes to 60 minutes depending on the Service Provider.
- 1.3 Should an employee, or their immediate family member, require sessions beyond the ten (10) sessions availed by the Board, the Service Provider must contact the Manager of Human Resources to seek approval for up to a maximum of three (3) additional sessions, which the employee is responsible for 50% of the cost of each session. Any additional sessions required by the employee or their immediate family member are to be 100% paid by the employee. The Service Provider will maintain anonymity of the employee or their immediate family member when requesting a maximum of three (3) additional sessions per employee/family.

2.0 EAP Services – Employee Expectations

- 2.1 Employees are expected to maintain an acceptable attendance level at work throughout treatment or utilization of EAP services, whether their own or their immediate family member.
- 2.2 Employees are expected to maintain acceptable job performance throughout treatment or utilization of EAP services, whether their own or their immediate family member.
- 2.3 Employees are expected to schedule any EAP service appointments outside of regular business hours, so not to interrupt their ability to maintain regular work attendance.

Definitions – N/A

References

Employee Assistance Program (EAP) Policy – 300.13

**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: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

TRUSTEE EXPENSES

Public Session

BACKGROUND INFORMATION:

A Trustee inquiry at the prior Policy Committee meeting prompted a request for staff to come back to Board with language added to the Trustee Expenses Policy 100.10 that would discourage trustees from registering for conferences and workshops, encumbering the Board with the fees and then not attending the conference/workshop.

DEVELOPMENTS:

The only change being brought forward for consideration by the Committee relates to the issue of whether or not the Board should cover fees incurred by trustees for conferences/workshops that they do not attend.

RECOMMENDATION:

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



Policy: Trustee Expenses

	Policy Number:	100.10
Adopted: March 29, 2005	Former Policy Number:	700.4 and 100.6
Revised: June 26, 2007; January 26, 2010; June 28, 2011	Policy Category:	Governance
Subsequent Review Dates: TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that trustees, in their role of stewards and guardians of Catholic Education, should be provided with resources, supports and reimbursements to fulfill their obligations, as allowed through the Education Act and the parameters and guidelines of this policy.

Policy Statement:

The Board will reimburse trustees for expenses incurred while conducting business on behalf of the Board, including hospitality expenses, which are in compliance with the Broader Public Services Expenses Directive. The Board also recognizes that, during their term of elected office, trustees require support services to effectively service their constituents.

Glossary of Key Policy Terms: Nil.

References

Education Act
Broader Public Sector Expenses Directive



Trustee Expenses AP 100.10

Procedure for: Trustees

Adopted: March 29, 2005

Submitted by: Superintendent of Business & Treasurer

Revised: June 26, 2007; January 28, 2010

Category: Governance

June 28, 2011; January 27, 2015

October 27, 2015; November 22, 2016

Purpose

The purpose of this procedure is to provide direction regarding expenses incurred by Trustees while on Board business.

Responsibilities

The Chair of the Board shall approve all expenses for Trustees subject to Board policies, procedures or as otherwise approved by the Board. The Treasurer of the Board shall approve the expenses incurred by the Chair of the Board as provided in this procedure.

Information

This procedure was developed using the guidelines outlined in the Broader Public Sector Expenses Directive issued by the Ministry of Finance, effective April 1, 2011.

Procedures

1.0 Travel Costs – Personal Automobile

- 1.1 Mileage will be paid based on the number of kilometers from a trustee's home to the meeting location or Board event and back to their home.
- 1.2 Trustees must submit an approved Expense Report, in prescribed form, to the Finance Department when requesting reimbursement of travel expenses. Trustees should retain a copy of the form for their records as copies will not be provided.

2.0 Travel Costs - Other

- 2.1 Trustees may use the most cost-effective method of travel. If a method is used other than a personal automobile, reimbursement will be based on actual costs as supported by an invoice or receipt. These costs must not be greater than the amount incurred if a personal automobile was used as determined in (1.2) above.
- 2.2 Parking costs will be reimbursed based on actual receipts.

3.0 Hotels and Meals

- 3.1 Meal expenses will be reimbursed based on reasonable meal costs. Except in unusual circumstances, breakfast and an evening meal will be reimbursed only if trustees are required to be away from home overnight. Lunch will be reimbursed if trustees are required to attend meetings over the lunch period. Actual receipts or invoices must be submitted. Credit card or debit card receipts are not acceptable.
- 3.2 Reasonable costs for hotel rooms will be reimbursed if approved, in advance, by the Board. Costs such as movies, mini bar, personal telephone calls, etc., will not be reimbursed.



4.0 Professional Development

- 4.1 Registration fees for conferences and workshops related to Board business will be paid directly by the Board or reimbursed, if approved by the Chair of the Board.
- 4.2 Trustees will be reimbursed for travel to conferences, workshops and other events as approved by the Board. Attendance at the Annual General Meeting and Regional Meetings and other events sponsored by the Ontario Catholic School Trustees' Association (OCSTA), the Annual General Meeting of the Canadian Catholic School Trustees' Association (CCSTA) and When Faith Meets Pedagogy Conference are deemed approved for all trustees when these events are held in Canada. Attendance at the Annual Chair and Vice-Chair Conference is deemed approved for the Chair and Vice-Chair of the Board when held in Canada.
- 4.3 Other costs related to Board business, which are incurred while attending conferences and workshops, will be reimbursed if approved by the Chair of the Board.
- 4.4 If the conference or workshop fee includes meals, trustees will not be reimbursed for meal costs they choose to incur.
- 4.5 If a trustee registers for a conference or workshop, does not attend the conference or workshop and forfeits the conference/workshop fee, the reimbursement may not be approved unless there is an extenuating circumstance, as adjudicated by the Chair of the Board.

5.0 Hospitality

- 5.1 Hospitality expenses, approved in advance by the Chair of the Board, will be recognized when:
 - token gifts, value not to exceed \$30, are given to individuals not employed or contracted by the Board in appreciation or recognition of service;
 - engaging in an appropriate event on behalf of the Board; or
 - sponsoring events related to the business of the Board.

Hospitality may never be offered solely for the benefit of trustees, employees or contractors of the Board or other designated agency of the Broader Public Sector (BPS).

- 5.2 When hospitality is extended to vendors, or possible vendors, it is imperative that such hospitality is not perceived to give the vendor preferential treatment.
- 5.3 Other costs related to Board business, which are incurred while attending conferences and workshops, will be reimbursed if approved by the Chair of the Board. Board events involving employees are not considered hospitality functions and cannot be reimbursed as the Broader Public Expenses Directive states that hospitality may never be offered solely for the benefit of any individual covered by this policy. Expenses that are not considered hospitality and will not be reimbursed are office social events, personal retirement parties and holiday celebrations. Hospitality may be extended in an economical and consistent manner when:
 - it can facilitate the business of the Board;
 - it is considered desirable as a matter of courtesy or protocol;
 - engaging in discussions or hosting receptions regarding Board matters with representatives from other governments; the broader public sector; business and industry; public interest groups or labour groups;
 - providing individuals from national, international, or charitable organizations with an understanding or appreciation of Ontario and the workings of its government;
 - honouring distinguished individuals for exceptional public service in Ontario;
 - conducting prestigious ceremonies for heads of state, government or distinguished guests from the private sector;
 - the business of the Board includes hospitality functions.



- 5.4 Moderate and reasonable consumption of alcohol during an event described in 5.1 and 5.3 shall be pre-approved by the Board of Trustees for hospitality events that are consistent with the OPS/BPS guidelines; otherwise, expenses for alcohol are not permitted.
- 5.5 Original invoices or receipts, which clearly show costs and applicable sales taxes, must be submitted using the prescribed Expense Report form. Reimbursement for hospitality expenses are subject to approvals as are other expenses referred to in this policy.

6.0 Service Equipment

- 6.1 The following equipment will be provided to the trustee as required:
 - Cellular telephone, including hands-free device, connection fees, air time and long-distance charges. Any outside-Canada charges, such as U.S. or international long distance, texting or roaming charges, will not be reimbursed by the Board.
 - A mobile device plus a modem and printer/scanner/copier to a value up to \$2,000 maximum per trustee, once every four years.
 - Connection and monthly charges for internet provision.
 - Calendaring devices.
- 6.2 At the end of the trustee's term of office, user fees for telephone and internet access will be terminated

7.0 Other

- 7.1 Standard Expense Forms, developed by the Finance Department, must be used when submitting expenses. Expense reports are to be submitted monthly if expenses incurred are over \$250 or quarterly if expenses incurred are less than \$250.
- 7.2 The Chair of the Board will approve Expense Reports for trustees and the Director of Education. The Superintendent of Business & Treasurer will approve expense reports for the Chair of the Board. The approver cannot authorize expense claims if the claim includes expenses which benefit the approver.
- 7.3 Original invoices or receipts, which clearly show costs and applicable sales taxes, are required for expenses other than automobile mileage costs.
- 7.4 Cash advances will not normally be provided, however, a trustee who is unable to use a personal credit card may make a written request to the Superintendent of Business & Treasurer at least ten business days prior to when the funds are required.
- 7.5 Donations or gifts to community groups, political parties, schools and charities will not be reimbursed.
- 7.6 Should there be a dispute regarding the eligibility of an expense, the trustee may contest the decision during a public session of the Board.
- 7.7 Trustee expenses will be posted on the Board's website annually following the close of the previous school year's financial records.

Definitions

Hospitality

The provision of food, beverages, accommodation, transportation and other amenities to individuals who are not elected trustees, appointees, employees, consultants or contractors engaged to work for the Board or other designated agencies of the Broader Public Sector (BPS).

References

Government of Ontario - Broader Public Sector Expenses Directive
Government of Ontario - Travel, Meal and Hospitality Expenses Directive

**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: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

TRUSTEE COMMUNICATION

Public Session

BACKGROUND INFORMATION:

A Trustee inquiry at the prior Policy Committee meeting prompted a request for staff to come back to Board with language that clarifies how trustees should be using social media and to include the language into the policy from the Appendix A of the previous policy.

DEVELOPMENTS:

While the request from the Policy Committee was to insert the language from the social media section of the appendix into the policy, it seems prudent to include the entire appendix into the policy. Upon first glance, the insertion of the social media section appeared somewhat out of place when other forms of communication were not included. As a result, the submission includes the entire appendix for consideration. The changes from the previous appendix into the new policy are highlighted in yellow. Within these changes is a statement that discourages trustees from endorsing any product or service that may be used or is already used by the Board. This was added to protect the Board from the appearance of bias when confronted with future procurements and purchases.

The appendix has been altered to include a comprehensive list of 'do's and don'ts' for the use of social media. These are similar to the expectations that are in place for all staff.

The title of the policy has been changed to reflect the fact that the policy's scope has widened beyond 'communication on behalf of the board' to communication more generally.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Trustee Communication Policy 100.08 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Trustee Communication

		Policy Number:	100.08
Adopted:	May 28, 2002	Former Policy Number:	n/a
Revised:	December 10, 2013; November 22, 2016	Policy Category:	Board Governance
Subsequent Review Dates:	n/a	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that effective communication between trustees and the community is rooted firmly in the statutory role of the trustee and our Catholic beliefs. The Board also believes that our Catholic virtues guide our best practices. In particular, the Board believes that the cardinal virtues of prudence, justice, fortitude and temperance provide guideposts for its communicative behaviours.

Policy Statement:

The Board believes that the Chair of the Board will issue statements to the public media and/or communicate with outside agencies on behalf of all trustees. Where there is doubt as to the interpretation of policy, or no established policy exists, the Chair of the Board shall seek directions from the Board regarding the substance and manner in which the matter is to be handled.

Although generally the Chair of the Board will speak and communicate on behalf of the Trustees, this shall not preclude Trustees from offering personal comments on Board actions.

Policy Guidelines

1.0 General

Trustees should consider sending any communication intended for staff, students, parents or the public to the Director of Education for review prior to sending. The purpose of the review will be to monitor the communication for consistency with system branding initiatives, spelling/grammar/syntax, compliance with Board policy, compliance with legal aspects related to privacy as well as factual accuracy. Trustees, as a courtesy to fellow trustees, should notify the Chair of the Board when communicating messages to groups of staff, students, parents or the public.

- 1.1 Trustees should communicate as clearly, respectfully, professionally, ethically and accurately as possible. This includes communication with staff, students, parents, the public and other Board members.
- 1.2 The Chair of the Board, or designate will speak for the Board. Individual Trustees shall refrain from speaking on behalf of the Board in areas where the Board has not yet taken a position, or where a resolution of the Board has not yet been passed.
- 1.3 Only the Chair of the Board or his/her designate will act as the spokesperson for all communications regarding matters under consideration by the Board, or for explanations of decisions and positions of the Board. This shall not preclude Trustees from offering trustee comments on Board actions insofar as Trustees should clearly identify that their trustee opinions or positions are not necessarily those of the Board.
- 1.4 In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, Trustees shall not divulge personal information related to the Board's students or staff. Furthermore, Trustees shall refrain from communicating any information that is discussed or shared at in-camera meetings or are otherwise communicated by staff or Trustees of the Board that have been marked as confidential.



Brant Haldimand Norfolk Catholic District School Board

- 1.5 Public statements should aim to promote Catholic Education, the Brant Haldimand Norfolk Catholic District School Board, and its schools.
- 1.6 Public statements should avoid criticism of the intentions or actions of other Board members, of staff, of parents, or of students.
- 1.7 Public statements should be consistent with the Board's Vision, its Mission Statement, and its governing values.
- 1.8 Trustees should never endorse products or services that may be used in the school district.

2.0 Email

- 2.1 Trustees should not respond to emailed correspondence on which they have been copied (cc'd), and should only respond to emailed correspondence sent directly to their attention.
- 2.2 When an email is addressed to all Trustees, the Chair of the Board should respond, and provide a courtesy copy (cc) of the response to the other Trustees.
- 2.3 Recognizing that email is not a secure vehicle of communication, Trustees should never use email to communicate sensitive or confidential information.

3.0 Social Media

The use of social media, blogs, and websites is the preferred vehicle of communication not only for students, but also for many parents.

- 3.1 Trustee posts, tweets, and comments must reflect the Vision, Mission, and Governing Values of the Board.
- 3.2 Trustees should monitor personal sites to ensure accuracy and timeliness of posts.
- 3.3 Trustee posts, tweet, and comments should never reflect negatively upon the Brant Haldimand Norfolk Catholic District School Board, its schools, its students, its staff, or fellow trustees.
- 3.4 Trustee posts falls into the public domain and it is not realistic for a member of the public to distinguish between a trustee's post as a trustee from a trustee's post as someone else (a parent for example). Trustees should be mindful of this dynamic when using social media platforms.

See Appendix A for Social Media 'Do's and Don'ts'

4.0 Media Relations

From time to time, Trustees may contact or be contacted by media officials. The following should be kept in mind when responding to media requests and contacting the media:

- 4.1 All media inquiries and Trustee communication with the media should be facilitated through the Director of Education to ensure that key messaging is appropriate and consistent with the position of the Board.
- 4.2 Only the Chair of the Board or his/her designate will act as the spokesperson for all communications regarding matters under consideration by the Board, or for explanations of decisions and positions of the Board. This shall not preclude Trustees from offering trustee comments on Board actions insofar as Trustees should clearly identify that their trustee opinions or positions are their own and are not necessarily those of the Board.
- 4.3 When speaking or corresponding with the media, individual Trustees shall uphold the decision of the Board and the implementation of any Board resolution once it has been passed by the Board.



5.0 Supporting Parent Engagement – Catholic School Advisory Councils (CSAC) and Regional Catholic Parent Involvement Committee (RCPIC)

Strong school systems have highly engaged parent communities. Trustees can support parent engagement by providing a communication bridge between CSAC and RCPIC. Trustees should consider the following ways to support the work of CSAC and RCPIC by:

- promoting the value of CSAC and RCPIC;
- facilitating communication among Councils within the trustee's district;
- attending RCPIC meetings where representatives from CSACs meet throughout the year;
- promoting the awareness of Board policies;
- raising awareness of the role of trustees and the Board as per the Education Act within the context of our local board; and
- reinforcing policies and practices designed to support community members on how they can influence decision making.

When a trustee desires to attend a Catholic School Advisory Council meeting, they should consider using the Director's Office as a resource for requesting attendance and scheduling visits. Minimally, trustees should, as a courtesy, contact the school principal to request attendance at a future meeting and inform fellow trustees of their intent.

References

Board By-Laws
Trustee Code of Conduct Policy 100.04
Trustee Communication Policy 100.08, General Guidelines (Appendix A)



Social Media: The Do's & Don'ts

The following list of do's and don'ts apply to all social media networks and should guide trustee use of social media:

1. Live in Christ

As a member of the BHCNDSB, it is important that all activity on any social media network fall in line with our mission statement and values as a Catholic learning community.

2. Be Authentic

Gone are the days of being anonymous online, especially in social media. It is important for your followers and community to know who you are, what you stand for and who you represent. Your online activity should also be honest, allowing others to trust you and what you have to give and share back to the community.

3. Listen

A key success tool in social media is to be an active listener. There could be hundreds if not thousands of individuals, organizations and partners engaging with each other online, and listening to what is being said and/or asked will provide a clear path for your involvement.

4. Be Consistent

Your online identity and the organization you represent should be reflected in your profile description, what you post about and what you share. Try to avoid confusing your followers as to who they are actually following and what they can expect to receive.

5. Be Kind & Pleasant

Every interaction you participate in reflects on you, the BHCNDSB and our Catholicity. To build a trustworthy and admirable online presence, all of your communications should reflect kindness and take on the stewardship of God's gifts as your personal responsibility.

6. Participate

Beyond just listening, it is important to see the communication as a two-way street. People perceive those who listen and respond as individuals or organizations that care. In social media, you want to be a conversational listener, acknowledging that message reception alone is not enough, but a response (where appropriate and reasonable) is proper etiquette.

7. Don't share personal, work and/or confidential information

Avoid sharing any information relating to your personal life, your work, colleagues, partners, or other information that would be both irrelevant to your audience but could also be a security and privacy risk.

8. Don't criticize

Every post or comment you make is a reflection of you, the BHCNDSB as well as our Catholic beliefs. It is important not to criticize your followers, other organizations, partners or any other individual and to maintain a professional and respectful demeanor at all times.

9. Don't misrepresent

Everything you post online becomes part of the public domain, and as such, it is not always possible to remove or delete a post or comment, which means every action you take online should be properly thought out and considered beforehand.



Make sure to properly represent yourself and the BHNCD SB in your profile as well as your posts and comments. If you are sharing a post or comment from another online user, account or source, make sure to give them proper credit and avoid any plagiarizing.

10. Report inappropriate posts immediately

Report inappropriate postings, language, photos and videos immediately to your supervisor. Share as much information as you can (such as the account name, a copy of the exact posting, the time and date of the inappropriate post, etc.) so that the information can be reviewed and a decision made on how to handle the post. Note: the outcome will depend on the details and severity of the information.

11. Make sure that you have consent

Ensure that consent forms have been read, signed and returned the school before you link, post, tweet or include images, work or references to any student.

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: November 15, 2016
Submitted by: Chris Roehrig, Director of Education & Secretary

INSURANCE RENEWAL

Public Session

BACKGROUND INFORMATION:

The Board's property and liability insurance is currently covered by the Ontario School Boards' Insurance Exchange (OSBIE), which is a reciprocal cooperative established in 1987. Premiums are established annually based on OSBIE's overall experience. OSBIE insures most school boards and several joint ventures in Ontario.

DEVELOPMENTS:

For 2017, based on actuarial estimates, OSBIE has approved the following general rate adjustments:

	General Rate Adjustment %	BHNCDSB Rate Adjustment %
Liability	-5%	+2.76%
Property	-7.5%	-19.96%
Boiler and Machinery	0%	-2.67%
Crime	0%	+0.53%
Automobile	-12%	-21.44%
Cyber	0%	+0.48%

General Liability insurance rates have been trending upward for the past several years. However, since OSBIE has paid several claims, which increased rates, this trend has decreased and rates have stabilized at 2012 levels.

General Property insurance rates have continued to improve and have decreased to approximately 2014 rates.

General Boiler and Machinery insurance rates have not increased and include insurance and inspection-related expenses.

Fleet Automobile rates have decreased as a result of the change in Standard Active Benefits levels and good claims experience.

In addition to their regular insurance program, OSBIE provides an incentive program to help reduce fees even further.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2017 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$154,221, excluding PST.

Brant Haldimand Norfolk Catholic District School Board

OSBIE INSURANCE

Insurance Premium Excluding Taxes					
Description	2014	2015	2016	2017	% Increase / Decrease
Property	109,774.00	96,509.00	79,086.00	63,303.00	-19.96
Crime	4,874.00	4,935.00	4,910.00	4,936.00	+0.53
Boiler and Machinery	4,362.00	4,579.00	4,718.00	4,592.00	-2.67
Liability	76,855.00	72,975.00	68,322.00	70,211.00	+2.76
Non-Owned Auto	776.00	737.00	690.00	709.00	n/a
Subtotal	196,641.00	179,735.00	157,726.00	143,751.00	
Fleet Automobile	11,097.00	9,832.00	9,832.00	7,414.00	-21.44
Privacy Data Liability	0.00	2,909.00	3,040.00	3,056.00	+0.48
Total Insurance Premium	\$207,738.00	\$192,476.00	\$170,598.00	\$154,221.00	
Coverages:					
• Total Property	Unlimited				
• Crime	\$500,000				
• Deductible	\$10,000 / claim				
• Boiler and Machinery	Unlimited				
• Auto Limit	\$20 million				
• Liability	\$24 million				
• Privacy Data	\$2 million				

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

Prepared by: Patrick Daly, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: November 15, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EXCURSION – ENGLAND & FRANCE

Public Session

BACKGROUND INFORMATION:

Holy Trinity Catholic High School is requesting approval for an excursion to England and France from Friday, March 10 (evening) to Saturday, March 18, 2017 (no school days missed due to March Break). Staff supervisors will be Patricia Crimless and Michael Leonard. The cost of the trip is approximately \$3,125 per student.

DEVELOPMENTS:

Approximately 15-22 Grades 9-12 students will travel by air to London, England to participate in an educational Vimy Ridge tour, *Canada's History: In their Footsteps*. This tour provides an excellent opportunity for students to participate in exploring England and France, where some of the hardest-fought conflicts took place during both World Wars.

During their visit in England, they will experience guided tours through historical sites such as Big Ben, Houses of Parliament, St. Paul's Cathedral, Westminster Abbey and the War Museum. As they travel via ferry across the English Channel to Calais, students will walk in the footsteps of the 20,000 Canadian soldiers in the 1917 Battle of Vimy Ridge in a memorable tour led by Parks Canada. Their journey continues the Normandy region of France where they will visit historical grounds such as Pointe du Hoc, Juno Beach and the Bény-Sur-Mer Canadian War Cemetery.

These varied experiences will provide students with a more in-depth knowledge of their Canadian history and exploration of two European countries through an educational lens.

All information has been provided in accordance with Board policy and procedures.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Holy Trinity Catholic High School for an excursion to England and France from Friday, March 10 (evening) to Saturday, March 18, 2017.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented by: Rick Petrella, Chair, Audit Committee
Presented to: Board of Trustees
Submitted on: November 22, 2016
Submitted by: Chris Roehrig, Director of Education & Secretary

FINANCIAL STATEMENTS – YEAR ENDED AUGUST 31, 2016

Public Session

BACKGROUND INFORMATION:

Annually, the Board must report on the financial results for the year. With the creation of the Audit Committee, the financial statements are first presented to the Audit Committee and the Committee makes a recommendation to the Board of Trustees.

For several years, the government has implemented the standards set by the Public Sector Accounting Board (PSAB). These are standards for all public sector bodies and school boards whereby they are required to report based on full PSAB standards, which includes tangible asset reporting.

In 2011, the government passed Ontario Regulation 395/11 of the Financial Administration Act. The Regulation identified how revenue received for the acquisition and development of depreciable tangible capital assets are recorded as deferred capital contributions and recognized as revenue in the same periods as the asset is in service and being amortized. Since this is a deviation of the Canadian PSAB standards, the statements are referred to as being prepared in accordance with the accounting principles determined by the Ministry of Education for the Province of Ontario.

DEVELOPMENTS:

The Financial Statements for the year ended August 31, 2016, as well as the Audit Report by the Board's auditor, Millard, Rouse, Rosebrugh LLP, have been completed and are attached as Appendix A.

The operating results for the 2015-16 year reflect an annual surplus in the amount of \$1,530,993 and a cumulative surplus of \$18,055,022 as at August 31, 2016, as shown in the Consolidated Statement of Operations on Page 6. The annual surplus available for compliance after accounting for revenues recognized for land and other encumbered future liabilities amounts to \$929,863. Of this, \$360,072 is internally appropriated against committed capital projects. The Accumulated Surplus Available for Compliance – Unappropriated (from EFIS schedule 5, item 1.1, Col 4) for the 2015-16 Board Year-End Financial Statements is \$11,187,649 as at August 31, 2016.

An in year surplus to the Board is usually a combination of additional revenues in the year, as well as an underspending of budget lines. For 2015-16, revenue resulted from higher than anticipated enrolment, which was not included in Revised Budget revenue, as well as through additional miscellaneous grants, rental fees and shared services. Transportation revenue significantly increased as a result of a small, additional per pupil amount allocated to the Board at Year End. Transportation expenditures were underspent as a result of efficiencies within bus routes and the contingency allocation not being utilized. Under spending in many areas of the Board, specifically with respect to Fees & Contractual Services, Supplies and Services, as well

as in some benefit areas resulted in reduced expenditures. This included costs associated with information technology that were offset through grant allocations within CODE and MISA, which were provided additionally in year.

Deferred Capital Contribution (DCC) appears on Page 3 of the Consolidated Statement of Financial Position. The DCC amount represents the balance of capital acquisitions, supported by the province, which are not yet fully utilized and, therefore, are shown as a liability payable to the province. As these assets are expended, the DCC liability will reduce.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Financial Statements – Year Ended August 31, 2016.

**BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD**

CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2016

**BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD**

For the year ended August 31, 2016

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MANAGEMENT REPORT

Financial Statements ended August 31, 2016

Management's Responsibility for the Financial Statements

The accompanying consolidated financial statements of the Brant Haldimand Norfolk Catholic District School Board are the responsibility of the Board management and have been prepared in accordance with the Financial Administration Act, supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act, as described in Note 1 to the consolidated financial statements.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods. Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management. The Audit Committee of the Board meets with the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to the board's approval of the consolidated financial statements.

The consolidated financial statements have been audited by Millard, Rouse & Rosebrugh LLP, Chartered Professional Accountants, independent external auditors appointed by the Board. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Board's consolidated financial statements.

Chris N. Roehrig
Director of Education & Secretary

Thomas R. Grice
Superintendent of Business & Treasurer

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
Brant Haldimand Norfolk Catholic District School Board

We have audited the accompanying consolidated financial statements of Brant Haldimand Norfolk Catholic District School Board, which comprise the consolidated statement of financial position as at August 31, 2016, the consolidated statements of operations, changes in net debt and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation of these consolidated financial statements in accordance with the basis of accounting described in Note 1 to the consolidated financial statements, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

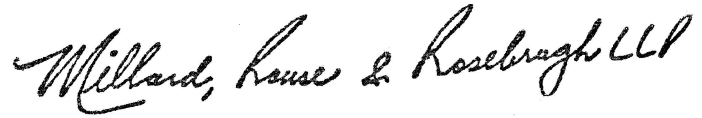
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements of Brant Haldimand Norfolk Catholic District School Board as at and for the year ended August 31, 2016 are prepared, in all material respects, in accordance with the basis of accounting described in Note 1 to the consolidated financial statements.

Emphasis of Matter

Without modifying our opinion, we draw attention to Note 1 to the consolidated financial statements which describes the basis of accounting used in the preparation of these consolidated financial statements and the significant differences between such basis of accounting and Canadian public sector accounting standards.



November 17, 2016
Brantford, Ontario

CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at August 31	2016	2015
FINANCIAL ASSETS		
Cash and cash equivalents	15,224,219	15,781,733
Accounts receivable		
Municipalities	1,968,770	2,042,222
Government of Ontario - Approved Capital (Note 2)	48,198,461	49,987,821
Other (Note 3)	2,780,955	2,622,475
Total Financial Assets	68,172,405	70,434,251
LIABILITIES		
Accounts payable and accrued liabilities	6,171,997	6,715,645
Accounts payable - other School Boards	107,519	315,083
Deferred revenue (Note 5)	1,272,396	1,075,335
Accrued vacation pay	456,014	444,032
Post employment/retirement benefits (Note 6)	1,183,399	1,222,485
Accrued interest on long term liabilities	882,685	925,588
Long term liabilities (Note 11)	51,101,695	53,561,209
Deferred capital contributions (Note 7)	98,896,202	100,544,017
Total Liabilities	160,071,907	164,803,394
Net Debt	(91,899,502)	(94,369,143)
NON-FINANCIAL ASSETS		
Tangible capital assets	109,954,530	110,893,178
NET ASSETS	18,055,028	16,524,035
ACCUMULATED SURPLUS (Note 13)	18,055,028	16,524,035

Approved on behalf of the Board

Chair of the Board

Director of Education

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF OPERATIONS

For the year ended August 31	Budget 2016	Actual 2016	Actual 2015
Revenues			
General legislative grants	112,585,335	113,752,242	112,591,695
Provincial grants - other	1,898,975	2,476,582	2,080,092
Federal grants and fees	1,060,088	1,025,372	1,066,857
Other fees and revenue	277,145	797,752	855,914
Investment income	100,000	153,520	183,616
School funded activities	3,500,000	3,469,893	3,587,152
Other revenue - school boards	267,185	354,698	306,824
	119,688,728	122,030,059	120,672,150
Expenses			
Instruction	89,790,415	90,442,481	88,201,420
Administration	3,832,317	3,784,806	3,712,384
Transportation	4,720,320	4,483,887	4,505,601
School operations and maintenance	17,655,748	18,070,990	17,993,393
Other	146,395	383,502	399,837
School funded activities	3,500,000	3,333,400	3,614,523
	119,645,195	120,499,066	118,427,158
Annual Surplus	43,533	1,530,993	2,244,992
Accumulated Surplus - Beginning of Year	16,524,035	16,524,035	14,279,043
Accumulated Surplus - End of Year	16,567,568	18,055,028	16,524,035

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT

For the year ended August 31	2016	2015
Annual Surplus	1,530,993	2,244,992
Amortization of tangible capital assets	4,257,165	4,215,624
Acquisition of tangible capital assets (net of transferred CIP)	(3,867,479)	(2,725,533)
Proceeds on sale of tangible capital assets	325,000	-
Loss/(Gain) on sale of tangible capital assets	223,962	-
Change in Net Debt	2,469,641	3,735,083
Net Debt - Beginning of Year	(94,369,143)	(98,104,226)
Net Debt - End of Year	(91,899,502)	(94,369,143)

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF CASH FLOWS

For the year ended August 31	2016	2015
Cash Flows From Operating Activities		
Annual surplus	1,530,993	2,244,992
Non-cash Charges to Operations		
Amortization of tangible capital assets	4,257,165	4,215,624
Loss/(Gain) on disposal of tangible capital assets	223,962	-
Amortization of deferred capital contributions	(4,076,302)	(4,034,761)
Deferred revenue transferred to deferred capital contributions	823,394	2,820,793
	2,759,212	5,246,648
Sources (Uses) of Cash:		
Accounts receivable - Municipalities	73,452	25,872
Accounts receivable - Government of Ontario, Approved capital	1,789,360	2,129,786
Accounts receivable - other	(158,480)	(461,393)
Accounts payable and accrued liabilities	(543,648)	1,506,556
Accounts payable - other School Boards	(207,564)	(106,666)
Deferred revenues	197,061	(382,517)
Accrued vacation pay	11,982	5,406
Post employment/retirement benefits	(39,086)	(197,377)
Accrued interest on long term liabilities	(42,903)	(158,584)
	1,080,174	2,361,083
Cash Flows From Capital Activities		
Acquisition of tangible capital assets (net of transferred CIP)	(3,867,479)	(2,725,533)
Proceeds on disposal of capital assets	325,000	-
	(3,542,479)	(2,725,533)
Cash Flows From Financing Activities		
Debt issued	-	-
Debenture and loan repayments	(2,459,514)	(2,292,780)
Capital grants received	1,605,093	348,809
	(854,421)	(1,943,971)
Net Decrease in Cash and Cash Equivalents	(557,514)	2,938,227
Opening Cash and Cash Equivalents	15,781,733	12,843,506
Closing Cash and Cash Equivalents	15,224,219	15,781,733

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2016

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements are prepared by management in accordance with the basis of accounting described below.

a) Basis of Accounting

The consolidated financial statements have been prepared in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act.

The Financial Administration Act requires that the consolidated financial statements be prepared in accordance with the accounting principles determined by the relevant Ministry of the Province of Ontario. A directive was provided by the Ontario Ministry of Education within memorandum 2004:B2 requiring school boards to adopt Canadian public sector accounting standards commencing with their year ended August 31, 2004 and that changes may be required to the application of these standards as a result of regulation.

In 2011, the government passed Ontario Regulation 395/11 of the Financial Administration Act. The Regulation requires that contributions received or receivable for the acquisition or development of depreciable tangible capital assets and contributions of depreciable tangible capital assets for use in providing services, be recorded as deferred capital contributions and be recognized as revenue in the statement of operations over the periods during which the asset is used to provide service at the same rate that amortization is recognized in respect of the related asset. The regulation further requires that if the net book value of the depreciable tangible capital asset is reduced for any reason other than depreciation, a proportionate reduction of the deferred capital contribution along with a proportionate increase in the revenue be recognized. For Ontario school boards, these contributions include government transfers, externally restricted contributions and, historically, property tax revenue.

The accounting policy requirements under Regulation 395/11 are significantly different from the requirements of Canadian public sector accounting standards which require that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410;
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100; and
- property taxation revenue be reported as revenue when received or receivable in accordance with public sector accounting standard PS3510.

As a result, revenue recognized in the statement of operations and certain related deferred revenues and deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

b) Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financial affairs and resources to the Board and which are controlled by the Board.

School generated funds, which include the assets, liabilities, revenues and expenses of various organizations that exist at the school level and which are controlled by the Board are reflected in the consolidated financial statements.

Consolidated entities
Transportation Consortium
School Generated Funds

Interdepartmental and inter-organizational transactions and balances between these organizations are eliminated.

c) Trust Funds

Trust funds and their related operations administered by the Board are not included in the consolidated financial statements as they are not controlled by the Board.

d) Cash and Cash Equivalents

Cash and cash equivalents are comprised of cash on hand, demand deposits and short-term investments. Short-term investments are highly liquid, subject to insignificant risk of changes in value and have a short maturity term of less than 90 days.

e) Deferred Revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or services are performed.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

f) Deferred Capital Contributions

Contributions received or receivable for the purpose of acquiring or developing a depreciable tangible capital asset for use in providing services, or any contributions in the form of depreciable tangible assets received or receivable for use in providing services, shall be recognized as deferred capital contribution as defined in Ontario Regulation 395/11 of the Financial Administration Act. These amounts are recognized as revenue at the same rate as the related tangible capital asset is amortized. The following items fall under this category:

- Government transfers received or receivable for capital purpose
- Other restricted contributions received or receivable for capital purpose
- Property taxation revenues which were historically used to fund capital assets

g) Employee Future Benefits

The Board provides future benefits to specified employee groups. These benefits include non-vesting accumulated sick leave benefits and subsidized post-retirement health, dental and life insurance for certain retirees. In 2012, changes were made to the Board's non-vesting accumulating sick leave plan and retiree health, life and dental plan. The Board has adopted the following policies with respect to accounting for these employee benefits:

(i) For self insured non-vesting accumulating sick leave plans and the retiree health, life and dental plan, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group.

For those self insured benefit obligations that arise from specific events that occur from time to time, such as obligations for worker's compensation, long-term disability and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

(ii) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are the employer's contributions due to the plan in the period;

(iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

h) Tangible Capital Assets

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset, as well as interest related to financing during construction. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization.

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Tangible capital assets, except land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Estimated Useful Life in Years
Land improvements with finite lives	15
Buildings and building improvements	40
Portable structures	20
Other buildings	20
First-time equipping of schools	10
Furniture	10
Equipment	5-15
Computer hardware	5
Computer software	5
Vehicles	5-10
Leasehold improvements	Over the lease term

Assets under construction and assets that relate to pre-acquisition and pre-construction costs are not amortized until the asset is available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and estimated net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Buildings permanently removed from service and held for resale cease to be amortized and are recorded at the lower of carrying value and estimated net realizable value. Tangible capital assets which meet the criteria for financial assets are reclassified as "assets held for sale" on the consolidated statement of financial position.

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

i) Government Transfers

Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made. If government transfers contain stipulations which give rise to a liability, they are deferred and recognized in revenue when the stipulations are met.

Government transfers for capital are deferred as required by Regulation 395/11, recorded as deferred capital contributions (DCC) and recognized as revenue in the consolidated statement of operations at the same rate and over the same periods as the asset is amortized.

j) Investment Income

Investment income is reported as revenue in the period earned.

When required by the funding government or related Act, investment income earned on externally restricted funds such as pupil accommodation, education development charges and special education forms part of the respective deferred revenue balances.

k) Long-term Debt

Long-term debt is recorded net of related sinking fund asset balances.

l) Budget Figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model.

m) Use of Estimates

The preparation of consolidated financial statements in conformity with the basis of accounting described in Note 1a) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Accounts subject to significant estimates include accruals, pension and post retirement benefits and deferred revenue. Actual results could differ from these estimates.

n) Property Tax Revenue

Under Public Sector Accounting Standards, the entity that determines and sets the tax levy records the revenue in the financial statements, which in the case of the Board, is the Province of Ontario. As a result, property tax revenue received from the municipalities is recorded as part of Provincial Legislative Grants.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2016

2. ACCOUNTS RECEIVABLE - GOVERNMENT OF ONTARIO

The Province of Ontario (Province) replaced variable capital funding with a one-time debt support grant in 2009-10. The Board received a one time grant that recognized capital debt as of August 31, 2010 that is supported by the existing capital programs. The Board receives this grant in cash over the remaining term of the existing capital debt instruments. The Board may also receive yearly capital grants to support capital programs which would be reflected in this account receivable.

The Board has accounts receivable from the Province of Ontario of \$48,198,461 as at August 31, 2016 (2015 - \$49,987,821) with respect to capital grants.

3. ACCOUNTS RECEIVABLE - OTHER	2016	2015
Other school boards	80,969	279,431
Government of Ontario	1,230,560	1,951,734
Government of Canada	1,291,688	352,378
Other	177,738	38,932
	<hr/>	<hr/>
	2,780,955	2,622,475

4. ASSETS HELD FOR SALE

As of August 31, 2016, \$0 (2015 - \$0) related to buildings and \$0 (2015 - \$0) related to land were recorded as assets held for sale. During the year, one school property was sold, and no additional properties were reclassified during the year. Net proceeds of \$325,000 (2015 - \$0) were received on the sale of these properties, which had a carrying value of \$548,962 (2015 - \$0), resulting in a loss of \$223,962 (2015 - \$0). The loss was relieved from deferred capital contributions according to Ontario Regulation 193/10. The proceeds on disposition were reclassified to deferred revenue.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2016

5. DEFERRED REVENUE

Revenues received and that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue and reported on the Consolidated Statement of Financial Position.

Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2016 is comprised of:

	Balance at August 31, 2015	Externally restricted revenue and interest	Revenue recognized	Transferred to DCC	Balance at August 31, 2016
Proceeds of disposition	-	325,000	-	-	325,000
Education development charge	-	478,711	478,711	-	-
Legislative grants	257,965	6,851,403	6,015,818	823,394	270,156
Special education	380,640	13,457,856	13,427,860	-	410,636
Other education grants	386,213	143,989	353,192	-	177,010
Other grants	50,517	52,549	13,472	-	89,594
	1,075,335	21,309,508	20,289,053	823,394	1,272,396

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2016

6. RETIREMENT AND ACCRUED FUTURE PAID SICK LEAVE BENEFITS

Actuarial Assumptions

The accrued benefit obligations for employee future benefit plans as at August 31, 2016 are based upon actuarial assumptions of future events determined for accounting purposes as at August 31, 2016 and adjusted for census and changes to the actuarial assumptions.

The assumptions used in the current valuation are as follows:

- i) Health costs are assumed to increase by 8% for 2016-17, 7.75% for 2017-18 and 7.5% for 2018-19, reducing by 1/4% in each subsequent year to an ultimate rate of 4%.
- ii) Dental costs are assumed to increase by 4% for 2016-17, 3.75% for 2017-18 and 3.5% for 2018-19, reducing by 1/4% in each subsequent year to an ultimate rate of 3%.
- iii) Participation rates are assumed to be 100% of early retirement employees.

Retirement Life Insurance and Health Care Benefits

The Board provides life insurance, dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age. Staff retired after August 2005 pay actual retiree rates, if they chose to stay in the plan. Staff retired prior to August 2005 are grandfathered and will continue to benefit from the reduced rates based on the entire benefit group. The benefit costs and liabilities related to the plan are provided through an unfunded defined benefit plan and are included in the Board's consolidated financial statements.

Workplace Safety and Insurance Board Obligations

The Board is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. School boards are required to provide salary top-up to a maximum of 4 1/2 years for employees receiving payments from the Workplace Safety and Insurance Board, where the collective agreement negotiated prior to 2012 included such provision.

Sick Leave Top-Up Benefits

A maximum of 11 unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The benefit costs expensed in the financial statements are \$57,105 (2015 - \$29,673).

For accounting purposes, the valuation for the accrued benefit obligation for the sick leave top-up is based on an actuarial assumptions about future events determined as at August 31, 2016 and is based on the average daily salary and banked sick days of employees as at August 31, 2016.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2016

6. RETIREMENT AND ACCRUED FUTURE PAID SICK LEAVE BENEFITS (Continued)

Retirement and Other Employee Future Benefit Liabilities				2016	2015
	Retirement Benefits	Long term disability and compensated absences	Workers Compensation	Total Employee Future Benefits	Total Employee Future Benefits
Accrued benefit at August 31	144,306	537,626	387,325	1,069,257	1,116,194
Unamortized actuarial gains/(losses) at August 31	114,142	-	-	114,142	106,291
	258,448	537,626	387,325	1,183,399	1,222,485

Retirement and Other Employee Future Benefit Expenses				2016	2015
	Retirement Benefits	Long term disability and compensated absences	Workers Compensation	Total Employee Future Benefits	Total Employee Future Benefits
Current year benefit cost	28,096	111,873	(30,668)	109,301	(14,059)
Interest on accrued benefit obligation	4,348	11,336	9,829	25,513	35,278
Recognized Actuarial gains (losses)	(16,959)	2,259		(14,700)	(18,428)
Benefit payments	(53,581)	(88,946)	(16,673)	(159,200)	(200,168)
Employee Future Benefits Expenses	(38,096)	36,522	(37,512)	(39,086)	(197,377)

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2016

6. RETIREMENT AND ACCRUED FUTURE PAID SICK LEAVE BENEFITS (Continued)

Benefit Plan Future Changes

Currently, the Board provides health, dental and life insurance benefits for certain employees and retired individuals from school boards and has assumed liability for payment of benefits under these plans. As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the principals and vice-principals associations, Employee Life and Health Trusts (ELHTs) will be established in 2016-2017 for the following employee groups: OSSTF-EW, OECTA and non-unionized employees including principals and vice-principals. The Board will provide health, life and dental benefits to teachers (excluding daily occasional teachers), education workers (excluding casual and temporary staff), other school board staff and retired individuals up to a school board's participation date into the ELHT. These benefits will be provided through a joint governance structure between the bargaining/employee groups, school board trustees associations and the Government of Ontario. Starting November 1, 2016, the Board will no longer be responsible to provide benefits to OECTA. Starting February 1, 2017, the Board will no longer be responsible to provide benefits to OSSTF-EW. The effective date of transition has yet to be determined for non-unionized employees including principals and vice-principals. The Board will transfer to the ELHTs an amount per full-time equivalency based on the 2014-15 actual benefit costs +8.16% representing inflationary increases for 2015-16 and 2016-17. In addition, the Ministry of Education will provide an additional \$300 per FTE for active employees to the school board. These amounts will then be transferred to the Trust for the provision of employee and retiree benefits.

7. DEFERRED CAPITAL CONTRIBUTIONS 2016 2015

Deferred capital contributions include grants and contributions received that are used for the acquisition of tangible capital assets in accordance with regulation 395/11 that have been expended by year end. The contributions are amortized into revenue over the life of the asset acquired.

Beginning balance	100,544,017	101,409,176
Additions to capital contributions (net)	1,605,093	348,809
Revenue recognized in the period	(4,076,302)	(4,034,761)
Transfers from deferred revenue	823,394	2,820,793
Ending balance	98,896,202	100,544,017

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2016

8. ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2016, the Board contributed \$1,492,297 (2015 - \$1,785,088) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

The OMERS pension plan has a deficit. If actuarial surpluses are not available to offset the existing deficit and subsidize future contributions, increases in contributions may be required in the future.

9. ONTARIO TEACHER'S PENSION PLAN

Teachers and related employee groups are eligible to be members of Ontario Teacher's Pension Plan. Employer contributions for these employees are provided directly by the Province of Ontario. The pension costs and obligations related to this plan are a direct responsibility of the Province. Accordingly, no costs or liabilities related to this plan are included in the Board's consolidated financial statements.

10. TRUST FUNDS

Trust funds administered by the Board amounting to \$24,958 (2015 - \$12,339) have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2016

11. LONG TERM LIABILITIES

Debtenture debt, capital loans and obligation under capital leases reported on the Consolidated Statement of Financial Position comprises the following:

	2016	2015
4.9% debenture payable, semi-annual payments of \$58,141 including principal and interest, maturing March 2033.	1,320,658	1,370,393
6.5% debenture payable, semi-annual payments of \$772,885 including principal and interest, maturing October 2026.	11,604,424	12,353,126
3.799% debenture payable, semi-annual payments of \$201,402 including principal and interest, maturing March 2038.	5,941,949	6,114,098
2.425% debenture payable, semi-annual payments of \$160,409 including principal and interest, maturing November 2021.	1,642,604	1,918,561
4.867% debenture payable, semi-annual payments of \$375,851 including principal and interest, maturing March 2029.	7,178,941	7,567,022
4.56% OFA debenture payable, semi-annual payments of \$114,507 including principal and interest, maturing November 2031.	2,525,434	2,635,510
5.062% OFA debenture payable, semi-annual payments of \$85,137 including principal and interest, maturing March 2034.	1,983,778	2,051,068
5.384% OFA debenture payable, semi-annual payments of \$462,624 including principal and interest, maturing May 2034.	10,580,726	10,922,448
5.232% PCS Stage 1 loan payable, semi-annual payments of \$52,483 including principal and interest, maturing April 2035.	1,250,669	1,288,701
5.232% GPL Stage 4 loan payable, semi-annual payments of \$32,797 including principal and interest, maturing April 2035.	781,550	805,316
5.232% PTR Phase 2 loan payable, semi-annual payments of \$253,921 including principal and interest, maturing April 2035.	6,050,962	6,234,966
3% promissory note payable to the Roman Catholic Episcopal Corp., payable at \$40,000 per year plus interest, maturing May 2020.	160,000	200,000
Interest free note payable to the Roman Catholic Episcopal Corp., payable at \$20,000 per year, maturing May 2020.	80,000	100,000
	51,101,695	53,561,209

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2016

11. LONG TERM LIABILITIES (Continued)

Of the net long term liabilities outstanding of \$51,101,695, principal and interest payments are payable over the next five years as follows:

	Principal	Interest Payments	Total
2017	2,584,476	2,620,638	5,205,114
2018	2,716,357	2,487,547	5,203,904
2019	2,855,556	2,347,178	5,202,734
2020	3,002,496	2,199,018	5,201,514
2021	3,097,624	2,042,690	5,140,314
	14,256,509	11,697,071	25,953,580

Interest paid on long-term debt amounted to \$2,758,030 (2015 - 2,801,383).

As of August 31, 2016, the Board had \$853,090 (2015 - \$853,090) in letters of credit outstanding related to ongoing construction projects.

12. EXPENDITURES BY OBJECT

	Budget 2016	Actual 2016	Actual 2015
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The following is a summary of current expenditures reported on the Consolidated Statement of Operations by object:

Current expenditures:

Salary and wages	81,213,475	82,566,423	80,386,272
Employee benefits	11,774,699	11,393,240	11,363,113
Staff development	347,303	328,588	305,678
Supplies and services	8,510,338	11,999,843	11,948,865
Interest on long term debt	2,746,548	2,707,207	2,812,887
Rental expenditures	18,484	19,350	20,823
Fees and contract services	6,973,273	6,806,309	6,941,786
Other	240,185	196,980	432,110
Amortization	7,820,890	4,481,126	4,215,624
	119,645,195	120,499,066	118,427,158

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2016

13. ACCUMULATED SURPLUS (DEFICIT)

Accumulated surplus (deficit) consists of the following:

	2016	2015
Surplus (Deficit):		
Invested in non-depreciable tangible capital assets	7,055,077	6,687,353
Employee future benefits to be covered in the future	(1,183,399)	(1,222,485)
School generated funds	1,507,075	1,370,582
Other	10,676,275	9,688,585
	18,055,028	16,524,035

14. TRANSPORTATION CONSORTIUM

On October 1, 2008, the Board entered into an agreement with Grand Erie District School Board and Conseil Scolaire de District Catholique Centre-Sud Board in order to provide common administration of student transportation in the Region. This agreement was executed in an effort to increase delivery efficiency and cost effectiveness of student transportation for each of the Boards. Under the agreement, decisions related to the financial and operating activities of Student Transportation Services of Brant Haldimand Norfolk are shared. No partner is in a position to exercise unilateral control.

On October 14, 2010, Student Transportation Services of Brant Haldimand Norfolk was incorporated.

Below provides condensed financial information for the consortium.

	2016		2015	
	Total	Board Portion	Total	Board Portion
Financial Position				
Financial Assets	63,562	56,266	7,144	10,570
Liabilities	63,562	56,266	7,144	10,570
Accumulated Surplus	-	-	-	-
Operations				
Revenues	15,541,501	4,389,082	15,459,898	4,407,808
Expenses	15,541,501	4,389,082	15,459,898	4,407,808
Annual Surplus	-	-	-	-

This entity is proportionately consolidated in the Board's consolidated financial statements whereby the Board's pro-rata share of assets, liabilities, revenues and expenses of the consortium are included in the Board's consolidated financial statements. Inter-organizational transactions and balances have been eliminated.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2016

15. CONTRACTUAL OBLIGATIONS AND CONTINGENT LIABILITIES

The Board is involved from time to time in litigation, which arises in the normal course of business. Where the potential liability is likely and able to be estimated, management records its best estimate of the potential liability. In other cases, the ultimate outcome of the claims cannot be determined at this time. Any additional losses related to claims will be recorded in the year during which the liability is able to be estimated or adjustments to any amount recorded are determined to be required.

16. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE)

The Board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. Liability insurance is available to a maximum of \$20 million per occurrence.

The ultimate premiums over a five year period are based on the reciprocal's and the Board's actual claims experience. Periodically, the Board may receive a refund or be asked to pay an additional premium based on its pro rata share of claims experience. The current five year term expires December 31, 2016.

17. REPAYMENT OF "55 SCHOOL BOARD TRUST" FUNDING

On June 1, 2003, the Board received \$1,965,017 from The 55 School Board Trust for its capital related debt eligible for provincial funding support pursuant to a 30-year agreement it entered into with the trust. The 55 School Board Trust was created to refinance the outstanding not permanently financed (NPF) debt of participating boards who are beneficiaries of the trust. Under the terms of the agreement, The 55 School Board Trust repaid the Board's debt in consideration for the assignment by the Board to the trust of future provincial grants payable to the Board in respect of the NPF debt.

As a result of the above agreement, the liability in respect of the NPF debt is no longer reflected in the Board's financial position.

18. COMPARATIVE FIGURES

Certain prior year figures, provided for the purpose of comparison, have been reclassified to conform with current year presentation.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

SCHEDULE OF TANGIBLE CAPITAL ASSETS

For the year ended August 31, 2016

	Land	Building (40 years)	Portable structures	Equipment (5 years)	Equipment (10 years)	Computer hardware	Computer software	Vehicles	Construction in progress	Total 2016	Total 2015
Cost											
Balance, beginning of year	6,687,353	141,285,819	3,277,200	57,396	3,186,349	4,050,296	588,749	217,482	2,259,067	161,609,711	158,884,178
Additions during the year	367,724	5,289,946	-	-	60,469	-	-	-	3,439,286	9,157,425	4,024,497
Disposals during the year	-	(1,075,871)	-	-	-	-	-	-	(5,289,946)	(6,365,817)	(1,298,964)
Balance, end of year	7,055,077	145,499,894	3,277,200	57,396	3,246,818	4,050,296	588,749	217,482	408,407	164,401,319	161,609,711
Accumulated Amortization											
Balance, beginning of year	-	40,798,255	2,967,833	20,254	2,193,839	3,986,277	562,695	187,380	-	50,716,533	46,500,909
Amortization during the year	-	3,859,058	98,053	5,872	171,297	101,967	5,619	15,299	-	4,257,165	4,215,624
Disposals, writeoffs and adjustments	-	(526,909)	-	-	-	-	-	-	-	(526,909)	-
Balance, end of year	-	44,130,404	3,065,886	26,126	2,365,136	4,088,244	568,314	202,679	-	54,446,789	50,716,533
Net book value of tangible capital assets	7,055,077	101,369,490	211,314	31,270	881,682	(37,948)	20,435	14,803	408,407	109,954,530	110,893,178

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Rosalin Dubois, Student Trustee
Presented to: Board of Trustees
Submitted on: November 22, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

STUDENT TRUSTEE REPORT

Public Session

BACKGROUND INFORMATION:

The Student Senate met on Tuesday, November 13, 2016.

DEVELOPMENTS:

The Student Senate discussed the upcoming Student Council leadership retreat to be held on February 21, 2017. This event is traditionally run by the chaplains of each secondary school with input and support from the Student Senate. A tentative agenda for the day has been created and will be forwarded to the chaplains. Senators will continue preparing for the May leadership retreat by looking for potential guest speakers for the event.

SCHOOL NEWS:

St. John's College was honoured to host a televised Remembrance Day service to honour Canada's veterans and fallen servicemen and women. They hosted a charity basketball game against members of the Brantford Police and raised \$500 in support of the Boys' and Girls' Club of Brantford. Students are excited to kick off their annual Angel campaign to support families within their community. As part of this campaign, the senior girls' basketball team will be playing a game against a team of teachers. St. John's Student Council is currently preparing for their semi formal dance.

Assumption College School held a Grade 8 Welcome Day on November 2, 2016 in order to introduce Grade 8 students to high school life. Assumption hosted the annual Thank-A-Vet luncheon for local veterans, an event which is highly anticipated every year. The annual Pennies from Heaven campaign has begun to raise money to support families within the community during the Christmas season. Assumption Student Council is busy planning for their upcoming senior semi-formal dance, as well as for their 12 Days of Spirit and Spirit of Christmas events in December.

Holy Trinity had a successful Halloween Day event, as well as a Grade 8 Day with excellent attendance. They are currently hosting a food drive, which is going well. The leadership classes will be coordinating upcoming Christmas events throughout December such as dress-up days. Students are looking forward to their semi-formal dance. Holy Trinity will be supporting the Society of St. Vincent de Paul turkey baskets. Homeroom classes will also be supporting their community during the Christmas season by sponsoring local families.

RECOMMENDATION:

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

2016-17
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
November 22, 2016	7:00 pm	Board Meeting	
November 23, 2016	9:00 am	Council of Catholic Service Organizations Mtg.	
November 29, 2016	7:00 pm	System-Wide Parent Councils Adobe Connect Session	
December 6, 2016	6:30 pm 7:00 pm	Annual Meeting Mass (Bishop Dabrowski) Annual Board Meeting	
December 7, 2016	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
December 7, 2016	3:00 pm	Executive Council Mtg.	
December 8, 2016	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
December 9, 2016	9:00 am	Mental Health Steering Committee Mtg.	
December 10, 2016	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
December 13, 2016	7:00 pm	Board Meeting	
December 20, 2016	10:00 am	SEAC Meeting	
<i>December 26, 2016 -</i>	<i>January 6, 2017</i>	CHRISTMAS BREAK	
January 11, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
January 11, 2017	3:00 pm	Executive Council Mtg. <i>(to be confirmed)</i>	
January 11, 2017	4:30 pm	Budget Committee	NEW (TO BE CONFIRMED)
January 12, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
January 13-14, 2017	TBD	Trustee PD Seminar	
January 14, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
January 17, 2017	7:00 pm	Committee of the Whole	
January 24, 2017	10:00 am	SEAC Meeting	
January 24, 2017	7:00 pm	Board Meeting	
February 1, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
February 2, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
February 11, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
February 14, 2017	10:00 am	SEAC Meeting	
February 15, 2017	3:00 pm	Executive Council Mtg. <i>(to be confirmed)</i>	
February 21, 2017	7:00 pm	Committee of the Whole	
February 22, 2017	1:00 pm	Catholic Education Advisory Committee Mtg.	
February 27, 2017	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
February 28, 2017	1:00 pm	STSBHN Governance Mtg.	
February 28, 2017	7:00 pm	Board Meeting	
March 1, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
March 2, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
March 3, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
March 7, 2017	10:00 am	SEAC Meeting	
March 8, 2017	3:00 pm	Executive Council Mtg. <i>(to be confirmed)</i>	
<i>March 13-17, 2017</i>		MARCH BREAK	
March 21, 2017	7:00 pm	Committee of the Whole	
March 28, 2017	7:00 pm	Board Meeting	
March 29, 2017	9:00 am	Council of Catholic Service Organizations Mtg.	
April 5, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
April 6, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
April 7, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
April 11, 2017	10:00 am	SEAC Meeting	
April 11, 2017	7:00 pm	System-Wide Parent Council Adobe Connect Session	
April 12, 2017	3:00 pm	Executive Council Mtg. <i>(to be confirmed)</i>	
April 18, 2017	7:00 pm	Committee of the Whole	
April 25-27, 2017		Board Art Show (three locations)	

Date	Time	Meeting/Event	New / Revised
April 25, 2017	7:00 pm	Board Meeting	
April 27-29, 2017		OCSTA AGM (Toronto)	
<i>April 30-May 5, 2017</i>		<i>Catholic Education Week</i>	
May 2, 2017	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
May 3, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
May 4, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
May 4, 2017	5:00 pm	Catholic Student Leadership Awards	
May 5, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
May 10, 2017	3:00 pm	Executive Council Mtg. (<i>to be confirmed</i>)	
May 15, 2017	1:00 pm	Catholic Education Advisory Committee Mtg.	
May 15, 2017	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
May 16, 2017	10:00 am	SEAC Meeting	
May 16, 2017	7:00 pm	Committee of the Whole	
May 23, 2017	7:00 pm	Board Meeting	
May 24, 2017	10:00 am	<i>Have a Go track meet at Assumption College (secondary)</i> <i>(rain date May 29)</i>	
May 30, 2017	1:00 pm	STSBHN Governance Mtg.	
May 31, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
June 1-3, 2017		CCSTA AGM	
June 1, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
June 2, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
June 7, 2017	10:00 am	<i>Have a Go track meet at Assumption College (elementary)</i> <i>(rain date June 8)</i>	
June 13, 2017	10:00 am	SEAC Meeting	
June 14, 2017	3:00 pm	Executive Council Mtg. (<i>to be confirmed</i>)	
June 20, 2017	7:00 pm	Committee of the Whole	
June 27, 2017	7:00 pm	Board Meeting	
June 29, 2017	4:45 pm 6:30 pm 7:00 pm	Assumption College Graduation Holy Trinity Graduation St. John's Graduation	

Meetings scheduled at the Call of the Chair: Accommodations Committee, Audit Committee, Budget Committee, Communications and Information Technology Advisory Committee, Legal Expenses Review Committee, Mental Health Leadership Steering Committee, Policy Committee.