



---

**Board Meeting**  
**Tuesday, April 25, 2017 ♦ 7:00 p.m.**  
**Boardroom**

**Members: Trustees:**

Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, 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 – March 28, 2017

Pages 3-6

1.6 Business Arising from the Minutes

**2. Presentations - Nil**

**3. Delegations – Nil**

**4. Consent Agenda - Nil**

**5. Committee and Staff Reports - Nil**

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting - April 18, 2017

Pages 7-13

Presenter: Dan Dignard, Vice Chair

- Dress Code for Staff 300.02 (*revised*) (pgs. 14-17)
- Regional Catholic Parent Involvement Committee 200.24 (*revised*) (pgs. 18-24)
- Religious Education Qualifications for Academic Staff 300.09 (*revised*) (pgs. 25-27)
- Service in Department of National Defense Policy 300.08 (rescind) (pgs. 28-30) / Leave of Absence for Military Reservists AP 300.08
- Access to Legal Council Policy 100.09 (pages 31-32)
- Board By-Laws (page 33)
- Global South Encounter – Guatemala Site Assessment Report (pgs. 34-35)



**5.2 Pathways Update** Pages 36-38  
Presenter: Patrick Daly, Superintendent of Education

**5.3 Student Trustee Update** Page 39  
Presenter: Rosalin Dubois, Student Trustee

**6. Information and Correspondence**

**7. Notices of Motion**

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

**9. Trustee Inquiries**

**10. Business In-camera**

207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- a. The security of the property of the board;
  - b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - c. The acquisition or disposal of a school site;
  - d. Decisions in respect of negotiations with employees of the board; or
  - e. Litigation affecting the board.

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

**12. Future Meetings and Events** Page 40

**13. Closing Prayer**

*Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board, and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. **Amen***

**14. Adjournment**



**Board Meeting**  
**Tuesday, March 28, 2017 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

**Present:** Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, 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 McKinnon.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the March 28, 2017 meeting.

**Carried**

**1.4 Declaration of Interest - Nil**

**1.5 Approval of Board Meeting Minutes – February 28, 2017**

**Approval of Special Meeting of the Board Minutes – March 2, 2017**

**Approval of Special Meeting of the Board Minutes – March 23, 2017**

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the February 28, 2017 Board meeting.

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the Special Meeting of the Board of March 2, 2017.

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the Special Meeting of the Board of March 23, 2017.

**Carried**



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

**2. Presentations**

Through a pictorial presentation, David Page, Science Department Head at Assumption College School (ACS), shared the learnings, experiences and personal growth of students during their recent educational “Lessons in Tropical Research” excursion to Costa Rica. Highlights included visits to innovative and scientific sites such as the La Selva Biological Station, EARTH University, Rancho Margot Eco-Lodge, and the Mangrove Project. Mr. Page noted that students also experienced Central American culture through a guided tour to the Maleku Indigenous Reserve, brought much needed educational supplies to a local elementary school, and planted trees in the rainforest to help deter land erosion.

Chair Petrella thanked Mr. Page for his presentation and for all of the work that he does in the area of Science, Technology, Engineering and Mathematics (STEM) extra-curricular programming at ACS.

**3. Delegations – Nil**

**4. Consent Agenda – Nil**

**5. Committee and Staff Reports**

**5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – March 21, 2017**

Vice-Chair Dignard brought forward recommendations from the March 21, 2017 Committee of the Whole meeting, as follows:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School and St. John’s College for an excursion to France and Italy from Friday (evening), March 9 to Sunday, March 18, 2018.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to England, France and Belgium from Friday, March 9 (evening) to Sunday, March 18, 2018.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the excursion request from St. John’s College for the Girls’ Rugby Team to travel to California from Saturday, March 10 to Sunday, March 18, 2018 to participate in the Girls’ Rugby Tour 2018.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of March 21, 2017.

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of March 21, 2017.

**Carried**



**5.2 Mental Health Support Overview**

Superintendent Telfer shared year-to-date data on support services being provided to students by the Board's Student Support Services department, as well as community-based child and youth mental health services. She noted that although the number of referrals has remained relatively stable over the past few years, the intensity of support required has increased. The ongoing challenge is to find ways to service more students more quickly.

Moved by: Bill Chopp

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Mental Health Support Overview report.

**Carried**

**5.3 Student Trustee Update**

Student Trustee Dubois reported that Student Senate members are working on ways to expand the role of the Senate, which might include opportunities for senators to experience events in all secondary schools in the Board. Student Senate also discussed the upcoming Ontario Catholic Student Leadership Conference and started planning for the May Student Council Symposium. She also shared highlights of many events and outreach initiatives that all three secondary schools are currently involved in.

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

**Carried**

**6. Information and Correspondence**

As a follow-up to David Page's excursion presentation, Trustee Casey noted that the recent Federal Budget included funding to encourage greater STEM and coding opportunities for young Canadians.

Director Roehrig reminded trustees and staff to share their feedback on the *Renewing the Promise* initiative through the online consultation process.

Superintendent Telfer distributed prayer cards commemorating the 175<sup>th</sup> anniversary of St. Basil Parish in Brantford. The artwork on the twelve different prayer cards was created by St. Basil, Christ the King and St. Gabriel students.

Chair Petrella commended the positive involvement of Father Kopaniak with elementary students within the St. Mary (Brantford) Parish area.

Moved by: Carol Luciani

Seconded by: Dan Dignard

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: Carol Luciani

Seconded by: Bonnie McKinnon

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

**Carried**

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

Trustee Chopp declared a conflict of interest in Items 3.2 and 3.3 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 these items.

Moved by: Dan Dignard

Seconded by: Cliff Casey

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

**Carried**

**12. Future Meetings**

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: Bill Chopp

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of March 28, 2017.

**Carried**

# RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

April 18, 2017

AGENDA ITEM	MOTION
5.1	<p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Dress Code for Staff Policy 300.02.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Regional Catholic Parent Involvement Committee Policy 200.24.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Religious Education Qualifications for Academic Staff Policy 300.09.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the rescinding of the Service in Department of National Defense Policy 300.08 and the adoption of the Leave of Absence for Military Reservists Administrative Procedure 300.08.</p> <p>THAT the following be added to Section 2 of the Access to Legal Counsel Administrative Procedure 100.09:</p> <ul style="list-style-type: none"> <li>a) Matters involving the interests of the Trustees must be approved by the Board of trustees, <u>but can be initiated at any time at the discretion of the Chair of the Board;</u></li> <li>and</li> <li>b) The Chair of the Board shall have the right to retain independent legal counsel at his/her discretion on all matters related to the Brant Haldimand Norfolk Catholic District School Board, and must inform trustees at the next meeting of the Board.</li> </ul>
5.1	<p>THAT the Brant Haldimand Norfolk Catholic District School Board approves that the following be added to Section 5.4.2 of the Board By-Laws:</p> <ul style="list-style-type: none"> <li>b) The Chair in all matters related to the Brant Haldimand Norfolk Catholic District School Board shall have the right to retain independent legal counsel when required to conduct his/her duties as Chair.</li> </ul>
5.2	<p>THAT the Brant Haldimand Norfolk Catholic District School Board approves moving forward with planning a One by One Global South Excursion to Guatemala tentatively scheduled for February 2018.</p>

**RECOMMENDATIONS:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of April 18, 2017.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of April 18, 2017.



**Committee of the Whole**  
**Tuesday, April 18, 2017 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

**Present:** Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, 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 McKinnon.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the April 18, 2017 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**1.5 Approval of Committee of the Whole Meeting Minutes – March 21, 2017**

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the March 21, 2017 Committee of the Whole meeting.

**Carried**

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

**2. Presentations – Nil**

**3. Delegations – Nil**





**4. Consent Agenda**

- 4.1** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of March 7, 2017 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 Mental Health Steering Committee Meeting of March 28, 2017 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 Budget Committee Meeting of March 28, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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 – April 12, 2017**

Chair Dignard provided an update on the business of the April 12, 2017 Policy Committee Meeting and brought forward the following recommendations:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Dress Code for Staff Policy 300.02 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 Regional Catholic Parent Involvement Committee Policy 200.24 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 Religious Education Qualifications for Academic Staff Policy 300.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the Service in Department of National Defense Policy 300.08 and the adoption of the Leave of Absence for Military Reservists Administrative Procedure 300.08 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the following be added to Section 5.4.2 of the Board By-Laws:

- (b) The Chair in all matters related to the Brant Haldimand Norfolk Catholic District School Board shall have the right to retain independent legal counsel when required to conduct his/her duties as Chair.



THAT the following be added to Section 2 of the Access to Legal Counsel Administrative Procedure 100.09:

- a) Matters involving the interests of the Trustees must be approved by the Board of trustees, but can be initiated at any time at the discretion of the Chair of the Board; and
- b) The Chair of the Board shall have the right to retain independent legal counsel at his/her discretion on all matters related to the Brant Haldimand Norfolk Catholic District School Board, and must inform trustees at the next meeting of the Board.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of April 12, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of April 12, 2017 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

## **5.2 Global South Encounter: Guatemala Site Assessment Report**

Director Roehrig reported that the proposed Global South Encounter in Guatemala aligns with the Board's Strategic Plan and Spiritual Theme. He introduced Paul Tratnyek, Faith Animator and Keri Calvesbert, Religion & Family Life Consultant, who recently participated in a site assessment in Antigua, Guatemala. Through a pictorial presentation, they highlighted how the One by One organization takes the necessary steps to ensure the safety and health of all participants, and shared the cultural and faith experiences, as well as the various learnings from their encounter experience. Questions of clarification were addressed by the presenters.

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 moving forward with planning a One by One Global South Excursion to Guatemala tentatively scheduled for February 2018.

**Carried**

## **5.3 2015-2018 Strategic Plan: Communications and Community Engagement Update**

Director Roehrig provided an update on the Communications and Community Engagement pillar of the current multi-year Strategic Plan. He highlighted progress achieved to date in the three main areas of the communications pillar, which focus on improving the Board's profile with the community, enhancing communication with the public, and customer service.

Moved by: Cliff Casey

Seconded by: Carol Luciani

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

**Carried**



#### **5.4 Research Initiated by External Agencies**

Director Roehrig provided an update on the research project requests received from external agencies in the past year. He explained that Dale Petruka, External Research Coordinator for the Board, reviews all requests to ensure that the methodology is sound, that the research is in line with Board goals, and that the findings are shared with staff to help inform our own practice.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

**Carried**

#### **5.5 Board Enrolment Update as of March 31, 2017**

Superintendent Daly reported that as of the Ministry's official enrolment count day of March 31, 2017, the actual Average Daily Enrolment (ADE) is higher by 24.6 elementary students and 29.18 secondary students from the revised Ministry projected estimates.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Board Enrolment Update as of March 31, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

#### **5.6 Concussion Report**

Superintendent Shypula provided an update on the occurrences of student concussions since the adoption of the Board's Concussion Policy in January 2015. She explained what tools are used to monitor the occurrences of concussions and provided data on the number of students who have experienced school-related and non-school related concussions. Superintendent Shypula added that Boards must now adhere to new requirements whereby students must be provided with training before they engage in physical activities. In response to a trustee inquiry, Superintendent Shypula confirmed that it is the responsibility of parents to provide medical documentation supporting a concussion diagnosis, which in turn triggers the return to learn, return to play protocol.

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Concussion Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

#### **5.7 Education Funding 2017-18**

Superintendent Grice reviewed the highlights of the recent 2017-18 Grants for Student Needs (GSN) announcement, noting that the proposed budget is primarily a mechanism to fund the extension agreements recently negotiated by the province.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Education Funding for 2017-18 report.

**Carried**



**5.8 Financial Report as of February 28, 2017**

Superintendent Grice reported that the second quarter financials are on track with 49.1% of the budget spent and that there are no areas of concern.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Financial Report as of February 2017 report.

**Carried**

**6. Information and Correspondence**

Director Roehrig provided details of the new communications method with the Office of the Director.

Director Roehrig distributed information regarding the upcoming Board Art Exhibit, being held from April 25-27, 2017 at three locations across the district.

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 Dignard drew attention to the new draft Bill 89, *Supporting Children, Youth and Families Act, 2017*, which could have significant impact on Catholic education.

In response to Trustee Chopp's inquiry, staff will share information on the proposed 2017-18 school organizations at the April Board meeting.

**8. Business In-Camera**

Moved by: Dan Dignard

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**

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.



**Brant Haldimand Norfolk**  
Catholic District School Board

**Minutes**

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

---

**12. Adjournment**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of April 18, 2017.

**Carried**

---

**Next Meeting:** Tuesday, May16, 2017, 7:00 pm - Boardroom

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: April 12, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**DRESS CODE FOR STAFF**  
Public Session

---

---

**BACKGROUND INFORMATION:**

As part of the ongoing and regular review of all policies and administrative procedures of the Board, the Dress Code for Staff Policy 300.02 was reviewed.

**DEVELOPMENTS:**

Since it has been 15 years since the last revision, there have been some formatting and structural changes to the policies and procedures of the Board. In this instance, a Belief Statement was added where none had previously existed. Additions to the policy statement includes references to appropriateness and compliance with the mission, vision and values of the Board.

The administrative procedure is new as one did not exist before; however, aspects of the prior policy were left in place. Additions to the policy include direction for health and physical education teachers, as well as technology teachers. An appendix that addresses guidelines for appropriate dress has been added. This section includes some aspects of dress that will not be accepted, as well as an indication of the Board's standard for best practice. Finally, reference to the requirements for identification badges has also been added.

This revised policy was vetted by Principals, Student Achievement Leads, Managers, School Advisory Council Chairs, Union Presidents, and Student Senate.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Dress Code for Staff Policy 300.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Dress Code for Staff**

		<b>Policy Number:</b>	300.02
<b>Adopted:</b>	June, 2001	<b>Former Policy Number:</b>	200.10
<b>Revised:</b>	April 25, 2017	<b>Policy Category:</b>	Human Resources
<b>Subsequent Review Dates:</b>	N/A	<b>Pages:</b>	1

**Belief Statement:**

The Board believes that its employees need to project a professional image to the Catholic community. The professional image of our staff helps to instill high levels of confidence in our ability to provide exemplary, quality and faith-based education for our stakeholders.

**Policy Statement:**

The Board expects that all staff dress in a professional and appropriate manner that reflects the vision, mission and values of the Board as articulated in its multi-year strategic plan.

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

**References:** N/A



---

## Dress Code for Staff AP 300.02

**Procedure for:** All Employees  
**Submitted by:** Director of Education  
**Category:** Human Resources

**Adopted:** June, 2001  
**Revised:** April 25, 2017

---

### Purpose

The purpose of this Administrative Procedure is to provide direction and guidance to employees with respect to the expectations of the Board regarding appropriate professional attire.

### Responsibilities

It is the responsibility of all employees to adhere to this directive.

### Information - N/A

### Procedures

#### 1.0 Dress Code

- 1.1 Employees are expected to exemplify grooming standards in a manner that projects an appropriate image for the employee, the school, and the board. Refer to the *Standard of Dress Guideline for All Employees* (Appendix A) for further information/suggestions.
- 1.2 Teachers of health and physical education or technology are expected to dress appropriately according to the subject being taught and safety requirements. For the elementary teacher teaching health and physical education, a return to professional attire is expected to take place during a natural break in the school day (i.e. recess, lunch hour).
- 1.2 Custodians are expected to wear their custodial uniform, including any safety equipment which is required, while on the job.

#### 2.0 Theme Days and Retreats

- 2.1 Staff are encouraged to participate with the students on theme days and other dress-down days by wearing clothing in keeping with the theme. On these days, casual theme-related clothing is encouraged, keeping in mind that nothing should not compromise the relationship between either staff and students or staff and the larger community. Personal discretion should be used regarding theme days.

#### 3.0 Staff Identification/Swipe Cards

- 3.1 All employees are expected to wear Board-issued staff identification/swipe cards in plain sight at all times while at the school/site or on official Board business (off-site meetings, workshops, etc.).

### Definitions - N/A

### References

BHNCDSB Workplace Footwear Administrative Procedure 300.35  
BHNCDSB Staff Identification and Access Administrative Procedure (TBD)





**Standard of Dress and Appearance Guidelines for All Employees**

**General Guidelines**

All Board employees are to:

1. wear clothes that are neat, well-fitting, of an appropriate length, clean and in good repair; and
2. have a physical appearance that is well-groomed, neat and clean.

**Acceptable Dress**

Employees should dress in what is commonly accepted as general business attire and in keeping with one's specific duties, responsibilities and activities. Some suggestions include:

- dress shirt/tie
- collared, short or long-sleeved shirts (with or without tie)
- dresses, blouses, dress pants, dress shorts for women, skirts
- sweaters and turtlenecks
- non-denim slacks
- loafers, dress shoes, walking shoes, cushioned-soled shoes or safety shoes

**Unacceptable Dress**

The following are not acceptable dress attire for Board employees:

- sports and work-out apparel (e.g., muscle shirts, yoga pants, track suits, sweat pants, etc., unless required for a special class/task)
- revealing clothing, spaghetti strapped or strapless dress/tops
- offensive slogans or graphics on any clothing, including outer wear
- ripped, torn or badly worn denim apparel

**Workplace Footwear**

See Workplace Footwear Administrative Procedure 300.35

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

Prepared by: Michelle Shypula  
Presented to: Policy Committee  
Submitted on: April 12, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**REGIONAL PARENT CATHOLIC INVOLVEMENT COMMITTEE**  
Public Session

---

**BACKGROUND INFORMATION:**

As part of the regular review of all Board policies and administrative procedures, the Regional Parent Catholic Involvement Committee policy was subject to review.

**DEVELOPMENTS:**

There were no significant revisions to this policy or administrative procedure. Some changes to the policy and administrative procedures include, but are not limited to:

- updated references listed in the policy and procedure;
- inclusion of meeting notification guidelines; and
- minor wording revisions.

All recommended changes have been noted and included on the documents attached to this report. The revised policy was vetted by Trustees, Administration, the Student Achievement Leads and the Regional Catholic Parent Involvement Committee Chair.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Regional Catholic Parent Involvement Committee Policy 200.24 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Regional Catholic Parent Involvement Committee**

	<b>Policy Number:</b>	200.24	
<b>Adopted:</b>	June 26, 2007	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	October 25, 2011; April 25, 2017	<b>Policy Category:</b>	Students
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

As a Catholic learning community, the Brant Haldimand Norfolk Catholic District School Board believes in the importance of the partnership of school, home, parish and broader community as a means of enhancing student success in a Catholic school environment. To support this partnership, the Board recognizes the need to have a regional body of representatives (Regional Catholic Parent Involvement Committee) to gather for training, networking, to receive information and to provide input to the Board on a number of educational issues.

**Policy Statement:**

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

- The Regional Catholic Parent Involvement Committee provides for parents, students, staff, parish and other community members the opportunity to be actively involved in an advisory capacity in the operation of our schools and in the provision of Catholic educational services.
- The Regional Catholic Parent Involvement Committee operates within the parameters of the Education Act and Regulations, Board and school policies.

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

**References**

- Education Act, R.S.O 1990
- Ontario Regulation 612/00 School Councils and Parent Involvement Committees
- Ontario Regulation 330/10 School Councils and Parent Involvement Committees
- Ontario Parent Engagement Policy
- Parent Engagement Ontario: <http://www.edu.gov.on.ca/eng/parents/involvement/>
- Planning Parent Engagement: A Guidebook for Parents and Schools CODE  
[www.ontariodirectors.ca/Parent\\_Engagement/Parent\\_Engagement.html](http://www.ontariodirectors.ca/Parent_Engagement/Parent_Engagement.html)
- Parents in Partnership: A Parent Engagement Policy for Ontario Schools 2010
- Regional Catholic Parent Involvement Committee By-Laws



---

## Regional Catholic Parent Involvement Committee AP 200.24

<b>Procedure for:</b>	Principals and Vice-Principals	<b>Adopted:</b>	June 26, 2007
<b>Submitted by:</b>	Superintendent of Education	<b>Revised:</b>	October 25, 2011; April 25, 2017
<b>Category:</b>	Students		

---

### Purpose

To outline the role of the Regional Catholic Parent Involvement Committee as it relates to supporting, encouraging and enhancing parent engagement at the Board level in order to improve student achievement and well-being.

### Responsibilities

All Board personnel shall follow this administrative procedure. Specific directions are provided for the Superintendent of Education and Regional Catholic Parent Involvement Committee members.

### Information

The Regional Catholic Parent Involvement Committee (formerly the Regional School Council) is a Board level committee inaugurated in September 2006, following the implementation of the Ontario Parent Involvement Policy by the Ministry of Education. Working in partnership with Catholic School Advisory Councils, senior administration and with employees of the Board, the Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee shall achieve its purpose by:

- Sharing effective practices to help engage parents/guardians, especially those who may find engaging in their children's learning to be a challenge;
- Developing skills and acquiring knowledge that will assist them and Catholic School Advisory Councils of the Board in promoting engagement of parents/guardians for the improvement of student achievement and well-being;
- Communicating information from the Parent Engagement Office of the Ministry of Education to Catholic School Advisory Councils of the Board and to the parents/guardians of students of the Board;
- Determining, in consultation with the senior administration, and in keeping with the Board's policies, how funding, if any, provided under the Education Act for parent involvement is to be used by the Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee;
- Reviewing new and revised policies and guidelines, and;
- Addressing other issues deemed appropriate by the Board.

### Procedures

#### 1.0 Superintendent of Education

The Role of the Superintendent of Education will be to:

- Facilitate and assist in the operation of the Committee;
- Support and promote the Committee's activities;
- Seek input from the Committee in areas for which it has been assigned responsibility;
- Act as a resource on laws, regulations, and Board policies;
- Communicate with the Chairperson of the Committee, as required;
- Ensure that copies of the minutes of meetings are maintained at the Catholic Education Centre;
- Assist the Committee in encouraging participation of community groups;
- Plan the agenda with the Committee Chairperson;
- Facilitate the implementation of approved Committee initiatives, and
- Facilitate all communication between the Regional Catholic Parent Involvement Committee and the Catholic School Advisory Councils and trustees.



## 2.0 Regional Catholic Parent Involvement Committee

The Brant Haldimand Norfolk Regional Catholic Parent Involvement Committee gathers for training, networking, to receive information and to provide input to the Board on a number of educational issues. Specifically, the responsibilities of the Regional Catholic Parent Involvement Committee are as follows:

- The Regional Catholic Parent Involvement Committee is an advisory body. The advice provided by the council shall be in keeping with the Strategic Plan of the Board and school. This advice shall be supportive and in concurrence with the distinctive character, philosophy and goals of Catholic education and respectful of the faith and traditions of the Catholic Church.
- Committee members are to maintain a region-wide focus on all issues. It is understood that the individual members of the council do not speak on the council's behalf unless at the request of the Chair. The Chair must be diligent in ensuring that any views presented in the capacity of Chairperson represent fairly the position of the committee.
- From time to time the Director of Education or designate may ask for advice on specific topics or projects.
- The Regional Catholic Parent Involvement Committee may assist in the organization of activities, such as the following:
  - Annual Catholic School Advisory Council In-service;
  - Bi-Annual Catholic School Advisory Council Symposium.
- The Regional Catholic Parent Involvement Committee may propose specific projects for parental involvement in the schools, promotion of Catholic values with the parent community, and other specific projects. The proposals shall be presented through Senior Administration and shall contain objectives, description of activities, personnel, required budgets, and a brief statement of outcomes.
- The Board of Trustees, upon recommendation of Senior Administration, shall establish a yearly budget to address the various activities projected for the Regional Catholic Parent Involvement Committee.
- Four meetings shall be held between September and June. The Chair, in consultation with the Senior Administration representative, shall decide the dates of those meetings and be responsible to convene a special meeting(s) if required.

## 3.0 Membership

3.1 Representatives from each of the following groups:

- Catholic parent representative from each local Catholic School Advisory Council;
- Trustee, as appointed by the Chair of the Board (non-voting member);
- Superintendent of Education as appointed by the Director of Education (non-voting member);
- Religion Consultant for the Board;
- Principal or vice-principal – one elementary or one secondary school principal appointed in alternate years by the Catholic Principals' Council of Ontario (CPCO);
- Teacher – one elementary or one secondary teacher appointed in alternate years by the local Teachers' Association;
- Non-teaching staff member appointed by the local support staff federation;
- Secondary school student senate representative to be appointed by the Student Senate;
- Up to two (2) Catholic community representative(s) (appointed by council) who shall be nominated by the agency, association, or organization invited to nominate a representative. The Regional Catholic Parent Involvement Committee shall, at the first meeting in the new school year, decide upon which agencies, associations or organizations will be invited to nominate a community member. Upon receipt of the nominations, the Regional Council shall make appointments of up to two members to the council.



- 3.2 Parents shall form the majority of the Regional Catholic Parent Involvement Committee and at a commissioning ceremony will pledge to maintain the traditions of the Roman Catholic faith, in conjunction with the mission of the Brant Haldimand Norfolk Catholic District School Board. Parents/guardians elected to the Regional Catholic Parent Involvement Committee must reside within the boundaries of the school district they represent.
- 3.3 Members of the Regional Catholic Parent Involvement Committee will elect the Regional School Council Executive from among the parent representatives. This election will take place at the first meeting of the council of any given year. The Past Chair may remain as a voting member for two years.

#### **4.0 Election of Executive/Term of Offices**

- The term of office for the Regional Catholic Parent Involvement Committee (Chairperson, Vice-Chairperson, Secretary and Treasurer) shall be two years.
- Elections shall take place before the end of October in alternate years. Election forms will be sent to each Catholic School Advisory Council one month prior to the first Regional Catholic Parent Involvement Committee one month prior to the first Regional Catholic Parent Involvement Committee meeting in October. *(effective October 2007)*
- The Executive members of the Committee shall be elected or appointed through a nomination, or selection process, from the representatives. Where a vacancy cannot be filled by way of the election process, an appointment can be made by the Executive.
- Members of the Regional Catholic Parent Involvement Committee will not receive an honorarium or payment for general expenses.
- Names and addresses of members of council will be forwarded to the Director of Education within 30 days of election.
- Names of council members will be published to the Brant Haldimand Norfolk Catholic District School Board communities.

#### **5.0 Role of the Regional Catholic Parent Involvement Committee Chairperson**

- Plan the agenda with the appropriate Superintendent of Education.
- Chair the council meetings.
- Ensure the minutes of the meetings are recorded and maintained.
- Communicate regularly with the appropriate Superintendent and Catholic School Advisory Councils.
- Ensure that any views presented in the capacity of Chairperson represent fairly the position of the council.

#### **6.0 Other Executive Council Member Roles (Vice-Chairperson, Secretary, Treasurer)**

- The Vice-Chairperson shall assist the Chair with duties as assigned and, in the absence of the Chairperson, shall assume the duties of the Chair.
- The Secretary shall be responsible for keeping accurate minutes and records of the meetings, issuing and maintaining all correspondence and communication as directed by the council, and keeping an accurate list of names and contact information (telephone and e-mail) of the council members.
- The Treasurer shall be responsible for maintaining a record of all financial transactions of the council, presenting an account of the funds to the council at each meeting, and preparing a yearly financial statement.

#### **7.0 Role of All Regional Catholic Parent Involvement Committee Members**

- Participate in Committee meetings.
- Participate in information and training sessions.
- All members shall have the primary responsibility to work within the group to facilitate the approved mandate.



---

## 8.0 Role of Appointed Members

- The principal/vice-principal representative shall report the council's activities at the Academic Advisory Council (AAC) meetings.
- The teaching and non-teaching representatives shall communicate the council's activities to their local Bargaining Units.
- The Superintendent's report shall be reviewed at Senior Administration meetings.
- The trustee shall report at Board meetings.
- The student representative shall report to the Student Senate.
- The Spiritual Director will advise and assist the council with spiritual needs.

## 9.0 Meeting Procedures

- Notice of each meeting shall be provided to all members of the RCPIC at least five days before the meeting by delivering a notice to each member by email or regular mail and by posting a notice on the board's website.
- Meetings will open with a prayer.
- Meetings will commence promptly and will last no more than two hours, unless the majority of council members agree to a continuance of the meeting.
- Council meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent (50%) +1 of members, but at all times there must be a majority of parent members at a meeting.
- Minutes of the meetings are to be recorded and maintained at the Catholic Education Centre.
- The council may establish committees to carry out specific tasks or projects in accordance with the overall mandate of the council. The council will seek widespread participation in these activities. One parent member from the council must be a part of any committee formed.
- The council shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue. The Chair will not vote unless to break a tie.
- Council members will inform/update the local Catholic School Advisory Councils. Information to the local Catholic School Advisory Councils shall be disseminated through the school principal and the Chairperson of the Catholic School Advisory Council.

## 10.0 Meeting Agenda

- The Chairperson shall prepare the agenda for all meetings in consultation with the Superintendent of Education.
- A council Executive member may request an agenda item to be included on the agenda no less than seven days prior to a meeting date.
- Agendas shall be distributed to each council representative no less than two (2) days prior to the meeting.
- The format of the agenda shall include:
  - Open Prayer,
  - Attendance,
  - Approval of the agenda,
  - Declarations of interest,
  - Approval of minutes of previous council meeting,
  - Business arising from previous meeting,
  - Reports from Representatives and focus groups,
  - New Business,
  - Correspondence,
  - Next meeting date, and
  - Adjournment.



**Definitions** – N/A

**References**

Education Act, R.S.O 1990

Ontario Regulation 612/00 School Councils and Parent Involvement Committees

Ontario Regulation 330/10 School Councils and Parent Involvement Committees

Ontario Parent Engagement Policy

Parent Engagement Ontario: <http://www.edu.gov.on.ca/eng/parents/involvement/>

Planning Parent Engagement: A Guidebook for Parents and Schools

[www.ontariodirectors.ca/Parent\\_Engagement/Parent\\_Engagement.html](http://www.ontariodirectors.ca/Parent_Engagement/Parent_Engagement.html)

Parents in Partnership: A Parent Engagement Policy for Ontario Schools 2010

Regional Catholic Parent Involvement Committee By-Laws



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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: April 12, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**RELIGIOUS EDUCATION QUALIFICATIONS FOR  
ACADEMIC STAFF**  
Public Session

---

---

**BACKGROUND INFORMATION:**

As part of the ongoing and regular review of all policies and administrative procedures of the Board, the Religious Education Qualifications for Academic Staff Policy 300.09 was reviewed.

**DEVELOPMENTS:**

Since it has been 12 years since the last revision, there have been some formatting and structural changes to the policies and procedures of the Board. In this instance, a Belief Statement was added where none had previously existed. The policy statement itself was revised to include two aspects:

- an encouragement to take additional qualifications beyond Part 1; and
- encouragement to participate in ongoing formation activities provided by the Board.

The entire administrative procedure is new as one did not exist in the prior policy. While the substance of the requirement has not changed significantly, clarifications have been added with respect to the notification requirements, record keeping and enrolment/completion processes.

This revised policy was vetted by Principals, the Bishops of all three Dioceses, Parish Priests, School Advisory Council Chairs, the OECTA President, and the Student Senate.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Religious Education Qualifications for Academic Staff Policy 300.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Policy: Religious Education Qualifications for Academic Staff

	<b>Policy Number:</b>	300.09	
<b>Adopted:</b>	June 24, 2003	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	January 25, 2005; April 25, 2017	<b>Policy Category:</b>	Human Resources
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

### Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (the "Board") believes that our primary mission is to support the family and parish in animating the faith of our students. The Board believes that teaching positions and other positions involving interaction with students require a significant degree of participation in the religious life of the local parish and the Catholic school community. The Board believes that a minimum amount of professional development is required to foster professional knowledge of Religious and Family Life education and develop skills that help to enhance the integration of Catholic graduate expectations in the classroom and throughout the school.

### Policy Statement:

It is the policy of the Board that at the time of hire, teachers will commit to complete Religious Education, Part 1, or equivalent, within two years of the appointment, subject to extenuating circumstances. Teachers are also encouraged to continue their Religious Education studies (e.g., Part 2, Specialist), as well as avail themselves of faith formation and catechesis opportunities offered by the Board. Furthermore, newly appointed principals and vice-principals shall have the Religious Education Specialist or equivalent, or shall actively pursue attaining the Religious Education Specialist Certificate within the first five years of assuming the position of responsibility.

### Glossary of Key Policy Terms:

#### Religious Education, Part 1

Refers to the OECTA/OCSTA Religious Education, Part 1 course.

#### Religious Education Specialist

Refers to the OECTA/OCSTA Religious Education course.

#### Equivalency

Equivalency is determined by the Registrar of the OECTA/OCSTA Religion Course or at the discretion of the Director of Education.

#### References: N/A



---

## Religious Education Qualifications for Academic Staff AP 300.09

**Procedure for:** All Academic Staff  
**Submitted by:** Director of Education  
**Category:** Human Resources

**Adopted:** April 25, 2017  
**Revised:** N/A

---

### Purpose

The purpose of the administrative procedure is to provide direction to newly-hired teachers, vice-principals and principals (academic staff) regarding the minimum religious education qualifications needed for employment with the Board and to provide guidance to the Human Resources department regarding the notification to staff and record keeping of information pertinent to the corresponding policy.

### Procedures

#### 1.0 Notification and Record Keeping

1.1 The Human Resources Department shall:

- Review qualifications of newly-hired teachers and vice-principals/principals to determine gaps in qualifications.
- Notify academic staff who are required to complete Religious Education Qualifications.
- Record and file successful completion of the teachers' required additional Religious Education Qualifications.

#### 2.0 Enrolment and Completion

2.1 Teachers

Upon notification from the Human Resources department, a teacher shall enroll and complete Religious Education, Part 1, or equivalent, within two years of the appointment, subject to extenuating circumstances. Upon successful completion of the course, the teacher shall notify the Human Resources Manager that the course is complete and that the qualification has been submitted to the registrar of the College of Teachers.

2.2 Vice-Principals and Principals

Upon notification from the Human Resources department, a vice-principal or principal shall enroll and complete the Religious Education Specialist, or equivalent, within five years of the appointment, subject to extenuating circumstances. Upon successful completion of the course, the vice-principal/principal shall notify the Human Resources Manager that the course is complete and that the qualification has been submitted to the registrar of the College of Teachers.

### Definitions

#### Religious Education, Part 1

Refers to the OECTA/OCSTA Religious Education, Part 1 course.

#### Religious Education Specialist

Refers to the OECTA/OCSTA Religious Education course.

#### Equivalency

Equivalency is determined by the Registrar of the OECTA/OCSTA Religion Course or at the discretion of the Director of Education.

**References** - N/A

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: April 12, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**LEAVE OF ABSENCE FOR MILITARY RESERVISTS**

Public Session

---

**BACKGROUND INFORMATION:**

As part of the ongoing and regular review of all policies and administrative procedures of the Board, Policy 300.08 Service in Department of National Defence was reviewed. Policy 300.08 did not refer to the Employment Standards Act.

**DEVELOPMENTS:**

After a thorough review, it was found that the Employment Standards Act includes references to how employers must handle requests for leaves of absences for the military reserve. In lieu of the fact that these leaves are required and stipulated under the Act, staff are recommending that the policy be rescinded and replaced by an administrative procedure that deals with reservists' requests for leaves of absence.

The proposed administrative procedure clarifies the notification process (by the employee) and the processes to be followed by the Human Resources Department.

The proposed administrative procedures clarifies that these leaves are without pay from the Board, subject to participation rules set out by the Employee Life and Health Trust, require employees to pay LTD premiums in the instance they choose to continue, and require that the onus of pension continuance be on the employee while on the leave.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the Service in Department of National Defense Policy 300.08 and the adoption of the Leave of Absence for Military Reservists Administrative Procedure 300.08 to the Brant Haldimand Norfolk Catholic District School Board for approval.



---

## Leave of Absence for Military Reservists AP 300.08

**Procedure for:** All Employees, Human Resources Department Staff, Payroll

**Adopted:** Month, dd, yyyy

**Submitted by:** Director of Education

**Revised:** N/A

**Category:** Human Resources

---

### Purpose

The purpose of this administrative procedure is to provide direction to the Human Resources Department and guidance to military personnel who are employees of the Brant Haldimand Norfolk Catholic District School Board (the "Board").

### Information

Employees who are reservists in the Canadian Forces and who are deployed to an international operation or to an operation within Canada that is or will be providing assistance in dealing with an emergency or its aftermath (including search and rescue operations, recovery from natural disasters such as flood relief, military aid following ice storms, and aircraft crash recovery) are entitled under the Employment Standard Act (ESA) to unpaid leave for the time necessary to engage in that operation. In the case of an operation outside Canada, the leave would include pre-deployment and post-deployment activities that are required by the Canadian Forces in connection with that operation.

### Procedures

#### 1.0 Canadian Military Forces Personnel

Upon notification by the Department of National Defense that an employee is being deployed to active duty, subject to six months of consecutive service with the Board, the employee shall promptly notify the Director of Education or designate in writing that the employee is requesting an unpaid leave of absence for the purposes of deployment with the Canadian military. Furthermore, the employee shall provide reasonable evidence demonstrating their entitlement to the leave.

#### 2.0 Human Resources Department

Upon notification by the Director of Education or designate of the request for an unpaid leave of absence by an employee who is being deployed for active duty, the Manager of Human Resources or designate will confirm with the employee such things as:

- length of leave of absence (LOA) – start date and end date of leave
- extension of leave while off, if necessary
- requirements for notification of return to work
- return to work – two weeks' notice (postponement period)

The Human Resources Department will notify the Payroll Department by entry of the leave in the Human Resources Information System (iSYS).

#### 3.0 Benefits

Continued participation in group life, Extended Health Care (EHC) and dental benefits is subject to the eligibility requirements as determined by the Employee Life and Health Trust. Employees should contact the Trust prior to the leave to determine what, if any, coverage will continue during the leave.



Employees may be eligible to continue to participate in the Long Term Disability (LTD) plan by paying the premiums, but LTD benefits are not payable for disability resulting from war/riot/insurrection. Employees should contact the LTD insurer to obtain additional information regarding plan coverage.

Employees on approved leave are eligible to purchase pension service for the leave of absence. The leave of absence will be reported accordingly to Teacher Pension Plan (TPP) or OMERS, as applicable.

#### **4.0 Payroll**

The Payroll Department will ensure that the employee receives any outstanding salary payments due to the employee for the time worked prior to the leave, on the next available pay period.

#### **Definitions**

##### **Employment Standards Act 2000**

Known as the ESA, is a law that sets minimum standards for workplaces in Ontario.

#### **References**

Employment Standards Act 2000 (ESA)



## Access to Legal Counsel AP 100.09

**Procedure for:** Director of Education, Superintendent of Business  
Chair of the Board, Board of Trustees

**Adopted:** October 26, 2004

**Submitted by:** Director of Education

**Revised:** December 10, 2013; April 25, 2017

**Category:** Board Governance

---

### Purpose

The purpose of this Administrative Procedure is to provide direction to the Director of Education, the Superintendent of Business, the Chair of the Board and the Board of Trustees in relation to accessing legal counsel.

### Responsibilities

This Administrative Procedure applies to the Director of Education, the Superintendent of Business, the Chair of the Board and the Board of Trustees.

### Procedures

**1.0** Matters on which legal services should be sought include, but are not limited to:

- Probable or pending litigation
- Labour relations or other human resources issues
- Preparation of certain contracts and agreements
- Real estate transactions
- Other issues involving complex legislation.

**2.0** The use of legal counsel is restricted to matters involving the corporate issues of the Board, or trustees and employees in the performance of their corporate duties. Approval to seek legal counsel is required as follows:

- Matters involving the interests of the Trustees must be approved by the Board of Trustees, but can be initiated at any time at the discretion of the Chair of the Board;
- The Chair of the Board shall have the right to retain independent legal counsel at his/her discretion on all matters related to the Brant Haldimand Norfolk Catholic District School Board, and must inform trustees at the next meeting of the Board.
- School issues, such as attendance, custody, possible litigation involving school personnel, or other matters involving students, must be approved by the Director of Education.
- Real estate, construction, contracts, labour relations and human resources issues must be approved by the Superintendent of Business or by the Director of Education.
- All other matters must be approved by the Director of Education or the Board of Trustees.

**3.0** The Director of Education or the Chair of the Board will determine the appropriate legal counsel to consult depending on the matter(s) involved.

**4.0** Invoices from law firms will be approved by the Director of Education, the Superintendent of Business, or the Chair of the Board, as appropriate.



- 5.0** Copies of invoices for legal services submitted to the Accounting Department for payment shall not contain personal or confidential information. Employee or labour relations information to support invoices shall be kept in a confidential file by the Manager of Human Resources. Confidential information regarding contracts, real estate transactions and other business issues shall be maintained by the Superintendent of Business. All other confidential information submitted to support invoices shall be maintained in a confidential file by the Director of Education.
- 6.0** The Board will not accept responsibility for legal services obtained by staff who have not obtained approval as required herein. The Superintendent of Business & Treasurer may advise law firms to refrain from undertaking legal services that have not been properly authorized.
- 7.0** The Board will be kept apprised of matters that require the Chair to seek legal advice. The Board will receive bi-annual updates on legal matters and related costs.

**Definitions** – N/A

**References** – N/A



### **5.3 Election of Vice Chair**

- 5.3.1 The Chair shall then take the Chair and shall conduct the election for the office of Vice Chair using the same procedures as set out for the election of the office of the Chair.
- 5.3.2 At the first meeting after a vacancy occurs in the office of Vice Chair, the vacancy shall be filled by the same method used for the election at the inaugural meeting.

### **5.4 Officers' Duties and Rights**

- 5.4.1 Duties of the Chair (as per Education Act 218.4, 2009, c. 25, s. 25)
- (a) preside over meetings of the board;
  - (b) conduct the meetings in accordance with the board's procedures and practices for the conduct of board meetings;
  - (c) establish agendas for board meetings, in consultation with the board's director of education or the supervisory officer acting as the board's director of education;
  - (d) ensure that members of the board have the information needed for informed discussion of the agenda items;
  - (e) act as spokesperson to the public on behalf of the board, unless otherwise determined by the board;
  - (f) convey the decisions of the board to the board's director of education or the supervisory officer acting as the board's director of education;
  - (g) provide leadership to the board in maintaining the board's focus on the multi-year plan;
  - (h) provide leadership to the board in maintaining the board's focus on the board's mission and vision; and
  - (i) assume such other responsibilities as may be specified by the board.

In addition to the duties assigned under provincial legislation, and these By-Laws, the Chair shall:

- (j) be a signing officer of the Board as prescribed in the By-Laws; and
- (k) call special meetings of the Board.
- (l) co-ordinate the biennial performance appraisal of the Director of Education.

#### **5.4.2 Rights of the Chair**

- a) If eligible by law to vote on a matter, the Chair of the Board, when present, shall:
  - be an ex-officio member of all Committees;
  - be counted in determining the quorum; and
  - have the right to vote at all Committee Meetings; however, the intention to vote must be declared when the item is first on the floor.
- b) The Chair in all matters related to the Brant Haldimand Norfolk Catholic District School Board shall have the right to retain independent legal counsel when required to conduct his/her duties as Chair.

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Committee of the Whole  
Submitted on: April 18, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### GLOBAL SOUTH ENCOUNTER - GUATEMALA SITE ASSESSMENT REPORT

Public Session

---

#### **BACKGROUND INFORMATION:**

At the February 28, 2017 Board meeting, the Board gave approval for two staff members to participate in a site assessment to investigate the program, impact and safety related to offering a Global South Encounter in Guatemala for students in 2018.

#### **DEVELOPMENTS:**

Paul Tratnyek, Faith Animator, and Keri Calvesbert, Religion and Family Life Consultant, travelled to Antigua, Guatemala from March 21-27, 2017 to assess the One by One outreach program that is working in partnership with St. Jerome's University and the Diocese of Hamilton Education Partnership to provide a global south encounter with secondary school students. Representatives from St. Jerome's University (SJU), Waterloo Catholic DSB, BHNCDSD and One by One participated in the site assessment.

Board employees had the opportunity to learn about the work being done with those living in poor conditions. They also had the opportunity to visit the sites of some of the One by One development projects that student groups visit and help with. Paul and Keri saw some completed works that students were involved with while participating in recently prior One by One encounters (e.g., building of children's playground, school renovations, constructed roads, painted houses). They also had the opportunity to meet local Guatemalan community leaders living in the villages to talk about significant impact recent projects have had in improving the quality of life for the people living there and the positive relationships being formed with One by One and their participants.

Groups of students including teacher supervisors come for 10 days, which includes travel. They are housed in a gated villa with 24-hour security. Rooms are shared (males in one section and females in another). The villa is located in the beautiful city of Antigua, one-hour (by bus) away from the City of Guatemala. One by One hires safe, dependable local drivers and uses modern vehicles for transporting students and chaperones to and from the airport and the communities within a 100 km radius of Antigua.

The program is designed to heed Pope Francis' call to experience a "culture of encounter" by learning about the people, their history, culture and faith, and provides students an opportunity for participating in service learning through community projects, as referenced above.

During this visit, the partners in attendance worked on creating a program that allows students to reflect upon their experience in the context of our faith and our Catholic Social Teachings. The foundations for designing the Global South: Guatemala Encounter are based on SJU's *Beyond Borders* program. Learning objectives for the program were developed by the partners while in Guatemala. Further fleshing out of the learning goals and objectives are in the works with the partnership including a focus on pre-departure preparation and reintegration upon students' return from this encounter.

From the time of being greeted by One by One at the airport to the time of final departure, safety was of upmost priority for One by One. Participants always travel in groups; no one is left alone at any time. The One by One people living in Guatemala intentionally prepare people about safety concerns prior to heading out on day trips (e.g., wear backpacks on the front in the market; hold cellphones in hands not in pockets, etc.). They also prepared participants with cultural sensitivity (e.g., all would be introduced to community leaders first before entering a community; wearing proper attire, etc.). A first aid kit was carried at all times during the experience and local medical facilities are easily accessible in Antigua. In the event of an emergency, One by One staff have accompanied individual students on a flight back home to Canada, remaining with the student until parental pick up (due to illness or homesickness).

Students were not present on this assessment trip; however, in hearing from One by One and Wellington Catholic District School Board about students' transformational experience, it is evident that student encounters can be life changing. The Guatemala encounter is raising student awareness about global and local structural injustices, environmental concerns, the role of power and privilege, the value of global and local community service, and the importance of sustainable relationships rooted in our concern for the common good (e.g., Acts 1:43-47). This encounter is leading students to ask similar questions about how their experience in Guatemala applies at home in Canada with our own Indigenous populations, our Canadian mining practices abroad, and what it means to act justly, love tenderly, and walk humbly with our God.

Students are moved to action, finding new ways to support the communities in Guatemala and also looking at ways they can support and challenge the needs in their local communities. Students are returning home sharing stories of their global south encounter with elementary and secondary students, family members, and in parishes which has led to engagement of local communities back home in supporting the poor and marginalized in small Guatemalan villages by participating further in the work of One by One.

### **Tentative Dates**

The 2018 encounter date is tentatively scheduled for the beginning of Semester 2 (beginning of reading week at St. Jerome's and possibly over Family Day weekend) and would be 10 days, including travel to and from. The cost is between \$2,300 - \$2,500 CDN. \$500 of the total will be used for local development projects.

A student excursion trip report will be brought to Board for approval in the fall of 2017.

### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves moving forward with planning a One by One Global South Excursion to Guatemala tentatively scheduled for February 2018.

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

Prepared by: Pat Daly, Superintendent of Education  
Presented to: Board of Trustees  
Submitted: April 25, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### PATHWAYS UPDATE

Public Session

---

#### **BACKGROUND INFORMATION:**

The Board Improvement Plan for Student Achievement (BIPSA) is developed within the context of the Strategic Plan and is aligned to the four pillars that support student learning and achievement from Kindergarten to Grade 12. The pillars include Literacy, Numeracy, Catholicity and Pathways.

#### **DEVELOPMENTS:**

As per the BIPSA, Pathways continues to be a focus moving forward, supported by the Pathways Consultant, Student Achievement Team, guidance staff, and a host of committed staff in schools bringing meaning to learning experiences. In 2014, the Ministry of Education produced an enhanced pathways curriculum entitled *Creating Pathways to Success*. This is a framework for exploring student interests, strengths, and career options. Much of our current work has been supportive of this curriculum and we continue to build on Individual Pathways Plans (IPP) and transition planning.

More recently, The Premier's Expert Panel on the Highly Skilled Workforce (2016) also recognized that Ontario's continued economic prosperity depends on a highly skilled workforce that is diverse, adaptable and innovative. Our overall goal as a Board is to provide access to a wide variety of learning experiences and opportunities so that all students leave secondary school with a clear sense of self and a plan for their initial postsecondary destination.

Listed below is an update of several learning opportunities aimed at increasing awareness and exposure to a variety of pathways and our commitment to future career opportunities.

#### **Exploration Activities and Experiential Learning**

Exploration activities give students an opportunity to connect what they learn in school with the world beyond school. Experiential learning provides students with opportunities to see how their classroom learning applies in a workplace setting.

- **Jill of All Trades** – Grades 11-12 females to participate in hands-on activities at Conestoga (Cambridge Campus) – May/June 2017.
- **\*Manufacturing Day** - Students from all three of our high schools visited manufacturers to get a better understanding of what they do and how it might be a future career option.
- **\*Epic Skilled Trades Event** at Galaxy Movie Theatres, May 2017 – 400 students between elementary and secondary careers classes; guest speakers, hands-on activities.
- **Pathways to Work Career Day – Female/\*Male** (spring 2017)
- **Brant Haldimand Norfolk Catholic District School Board Skills Competition**
- **Skills Ontario** – April 2017

- **Techxploration** – All Grades 7 and 8 students visit their secondary feeder school for hands-on activities in the technology department.
- **\*Tech Career Day** – Grades 4-8 students to participate in career presentations (co-op students);hands-on activities (secondary school students in partnership with Conestoga); May/June 2017.
- **Destinations College: Mohawk** – Grades 7-8 students participate in a series of interactive workshops related to programs offered at the community college level.
- **What Makes Our Community Work** (Grades 7-8 students) – this forum is an opportunity for elementary students to learn about city services and the variety of jobs that are available.
- **\*Mathstronauts** – Grades 6-8 students participated in this activity which empowers and enriches youth through Science, Technology, Engineering and Mathematics (STEM) education at McMaster University.
- **VEX Robotics** – Ongoing implementation at both elementary and secondary levels.

#### Co-Operative Education Programs

Co-operative education programs provide students with the opportunity to earn secondary school credits while completing a work placement in the community that is related to the learning expectations of a secondary school course.

2014-15	359
2015-16	380
2016-17	392
2017-18	*400

#### Programs with a Pathways Focus

Programs that focus on students' preparation for post-secondary endeavours and address particular strengths, interests or aspirations of students. Such programs assist students in making successful transitions to their initial post-secondary destination.

#### Dual Credits

Dual Credit programs are Ministry-approved programs that allow students, while they are still in secondary school, to take college or apprenticeship courses that count towards both the Ontario Secondary School Diploma (OSSD) and a post-secondary certificate, diploma, degree or a Certificate of Apprenticeship.

Our Board offers team-taught dual credit programs at each of our secondary schools in conjunction with Mohawk, Fanshawe and Conestoga Colleges.

#### Ontario Youth Apprenticeship Program (OYAP)

By participating in OYAP, students gain on-the-job training and experience in an apprenticeship in a skilled trade while earning credits towards the OSSD and accumulate workplace hours that count towards both secondary school co-op credits and the requirements of an apprenticeship Program.

2014/15	96
2015/16	96
2016/17	88

### Specialist High Skills Major (SHSM)

A SHSM is a Ministry-approved specialized program that allows students to focus their learning on a specific economic sector while meeting the requirements to graduate from secondary school. It also assists in their transition after graduation to apprenticeship training, college, university or the workplace.

Seventeen SHSM programs in nine sectors are offered across the Board to over 400 Grades 11-12 students:

- Agriculture (HT)
- Arts and Culture (ACS, SJC)
- Business (ACS)
- Construction (HT, SJC)
- Health and Wellness (ACS, HT, SJC)
- Hospitality and Tourism (ACS, HT)
- Information & Computer Technology (ACS, HT, SJC)
- Sport (ACS, SJC)
- Transportation (ACS)

Our Pathways programming is designed to help ensure that students develop the knowledge and skills they need to make informed education and career/life choices.

#### **RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Pathways Update report.

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

Prepared by: Rosalin Dubois, Student Trustee  
Presented to: Board of Trustees  
Submitted on: April 25, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### STUDENT TRUSTEE REPORT

Public Session

---

---

#### **BACKGROUND INFORMATION:**

The Student Senate met on Tuesday, April 18, 2017.

#### **DEVELOPMENTS:**

Senators have finished planning for the May leadership symposium, which will be attended by Student Council members from Assumption College School, Holy Trinity, and St. John's College. Student Senate is excited to be participating in the upcoming Catholic Student Leadership Conference, along with other student leaders from all three secondary schools. The Conference will be hosted by the Toronto Catholic District School Board from April 27-29, 2017. Senators are also looking forward to the Student Trustee election.

#### **SCHOOL NEWS:**

Assumption College School held a very successful Relay for Life assembly to generate interest in their upcoming event in support of the Canadian Cancer Society. In the past weeks, students have been registering teams and beginning their fundraising for the event. ACS presented a musical liturgy on Holy Thursday, involving student performers and musicians. Student Council is currently planning their upcoming Spirit Week, Glow Dance, and Coffee House events. Prom will be held on May 5, 2017.

Over the Lenten season, Holy Trinity collected non-perishable food. Holy Trinity is excited to host an event for the United Way and is working hard to plan it. This event will involve a car show, a truck show, a tractor show, and ice cream for students. A pep rally will also be held on this day. Student Council is very busy planning their upcoming Glow Dance event. Prom will be held on May 27, 2017.

St. John's College had a very successful Lenten campaign, raising enough money to fund bed kits and a Grade 7 classroom in Haiti. Student Council is busy planning both their annual Glow Dance and a pep rally events. Students are also interested in planning a Coffee House event. St. John's will be hosting "Into the Nest" days for Grade 8 students at their feeder schools, in order to welcome them to the school community. Prom will be held on May 12, 2017.

#### **RECOMMENDATION:**

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

**2016-17**  
**Trustee Meetings and Events**

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
<b>April 25, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
April 27-29, 2017		OCSTA AGM (Toronto)	
April 30-May 5, 2017		<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 Meeting (@ Holy Trinity)	
May 3, 2017	1:00 pm	Joint Catholic Education Advisory Committee & Council of Catholic Service Organizations Meeting	
May 4, 2017	1:00 pm	SAL Committee Meeting (ACS) @ St. Mary CLC	
May 4, 2017	5:00 pm	Catholic Student Leadership Awards	
May 5, 2017	9:00 am	SAL Committee Meeting (SJC) @ St. Mary CLC	
May 9, 2017	4:00 pm	Budget Committee Meeting	
May 10, 2017	3:00 pm	Executive Council Meeting	
May 10, 2017	4:30 pm	Policy Committee Meeting	
May 15, 2017	7:00 pm	Regional Catholic Parent Involvement Committee Meeting	
May 16, 2017	10:00 am	SEAC Meeting	
<b>May 16, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>May 23, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
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 Meeting	
May 31, 2017	9:00 am	SAL Committee Meeting (@ Holy Trinity)	
June 1-3, 2017		CCSTA AGM	
June 1, 2017	1:00 pm	SAL Committee Meeting (ACS) @ St. Mary CLC	
June 2, 2017	9:00 am	SAL Committee Meeting (SJC) @ St. Mary CLC	
June 6, 2017	4:00 pm	Budget Committee Meeting	
June 7, 2017	10:00 am	<i>Have a Go track meet at Assumption College (elementary)</i> <i>(rain date June 8)</i>	
June 12, 2017	4:30 pm	Audit Committee Meeting	
June 13, 2017	10:00 am	SEAC Meeting	
June 13, 2017	1:00 pm	Mental Health Steering Committee Meeting	
June 14, 2017	3:00 pm	Executive Council Meeting	
<b>June 20, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>June 27, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
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.