



**Board Meeting**  
**Tuesday, May 22, 2018 ♦ 7:00 p.m.**  
**Boardroom**

**Members: Trustees:**

Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon, Olivia O'Neill (Student Trustee)

**Senior Administration:**

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

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**1. Opening Business**

**1.1 Opening Prayer**

*Almighty God, bless us as we gather today for this meeting. Guide our minds and hearts so that we will work for the good of our community and be a help to all people. Teach us to be generous in our outlook, courageous in face of difficulty, and wise in our decision. We give your praise and glory, Lord our God, for ever and ever. **Amen***

**1.2 Attendance**

**1.3 Approval of the Agenda**

Pages 1-2

**1.4 Declaration of Interest**

**1.5 Approval of Board Meeting Minutes – April 24, 2018**

Pages 3-7

**1.6 Business Arising from the Minutes**

**2. Presentations**

**2.1 Memorial Statement for Janet Moyer, Former Trustee**

**3. Delegations**

**4. Consent Agenda**

**5. Committee and Staff Reports**

**5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – May 15, 2018**

Pages 8-12

Presenter: Dan Dignard, Vice Chair

- Excursion – New York City, NY USA (pgs. 13)

**5.2 Broadband Internet and Wide Area Network Related Services RFP P-518**

Pages 14-20

Presenter: Thomas R. Grice, Superintendent of Business & Treasurer



- 5.3 Bank Operating Credit** Pages 21-22  
Presenter: Thomas R. Grice, Superintendent of Business & Treasurer
- 5.4 Borrowing By-Law 2018-A1** Pages 23-25  
Presenter: Thomas R. Grice, Superintendent of Business & Treasurer
- 5.5 Student Trustee Update** Page 26  
Presenter: Olivia O'Neill, Student Trustee
- 6. Information and Correspondence**
- 7. Notices of Motion**
- 8. Notices of Motion Being Considered for Adoption**
- 8.1 Establishment of a Procurement Review Committee**
- 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 27
- 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, April 24, 2018 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

**Present:** Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, Carol Luciani, Olivia O'Neill (Student Trustee)

**Absent:** Bonnie McKinnon, Leslie Telfer (Superintendent of Education)

**Senior Administration:**

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

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Trustee Luciani. A Memorial Statement for Linda VanDenHeede, Secretary at St. Michael's. Walsh, was read by Trustee Luciani.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the April 24, 2018 meeting.

**Carried**

**1.4 Declaration of Interest - Nil**

**1.5 Approval of Board Meeting Minutes – March 27, 2018**

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the March 27, 2018 Board meeting.

**Carried**

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

**2. Presentations - Nil**

**3. Delegations – Nil**

**4. Consent Agenda – Nil**



## 5. Committee and Staff Reports

### 5.1 Unapproved Minutes and Recommendation from the Committee of the Whole Meeting – April 17, 2018

Vice Chair Dignard provided a brief overview of the business of the April 17, 2018 Committee of the Whole meeting and presented the following recommendations:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Accessibility Standards Policy 200.33.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Multi-Year Integrated Accessibility Plan 2018-2023 Policy 200.32.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Multi-Year Integrated Accessibility Plan 2018-2023.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised French Immersion Program Policy.

THAT the Committee of the Whole refers the revised Student Attendance Policy to the Brant Haldimand Norfolk Catholic District School Board for approval effective September 1<sup>st</sup>, 2018.

THAT the Committee of the Whole refers the following revision to the Trustee Expenses Policy and Administrative Procedure 100.10 to the Brant Haldimand Norfolk Catholic District School Board for approval:

#### 5.0 Hospitality

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.



THAT the Policy Committee recommends that the Committee of the Whole refers the following revision to the Employee Expenses Policy and Administrative Procedure 700.04 to the Brant Haldimand Norfolk Catholic District School Board for approval:

5.0 Hospitality

5.3 Other costs related to Board business, which are incurred while attending conferences and workshops, will be reimbursed if approved by the employee's immediate supervisor. 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 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.

THAT the Policy Committee recommends that the Committee of the Whole refers the following revision to the Transportation of Students Policy and Administrative Procedure 400.19, effective September 1, 2018, to the Brant Haldimand Norfolk Catholic District School Board for approval:

1.0 Eligibility of Transportation

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~~ **1.4** kilometers and the maximum walking distance for secondary school students living in urban areas shall be 3.2 kilometers. The maximum walking distance for students living in rural areas shall be 0.8 kilometers. All distances are to be calculated by the software utilized by STSBHN.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School, Holy Trinity Catholic High School and St. John's College for an excursion Mission Trip to New Orleans, Louisiana during the period of Friday, September 21, 2018 to Saturday, September 29, 2018.

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 Italy from Friday, March 8 to Sunday, March 17, 2019.



Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of April 17, 2018.

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of April 17, 2018.

**Carried**

## **5.2 Board Enrolment Update as of March 31, 2018**

Superintendent Daly reviewed the enrolment chart and provided an overview of current and estimated enrolment numbers.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Board Enrolment Update as of March 31, 2018.

**Carried**

## **5.3 Student Trustee Update**

Student Trustee O'Neill advised that the student senate recently reviewed applications for student trustee in preparation for the election on April 26, 2018. Students of Assumption College are busy planning a Special Education Prom and Glow Dance event. Holy Trinity students are focused on their upcoming May fundraiser for the United Way. Students of St. John's College had a very successful Inside Ride charity Bikathon. They are also preparing for the Rotary Classic Run.

Trustee Casey was impressed with school events and news being promoted on social media.

Moved by: Dan Dignard

Seconded by: Cliff Casey

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

**Carried**

## **6. Information and Correspondence**

Director Roehrig reviewed the executive summary from the Minister's letter regarding the independent review of assessment and reporting.

Moved by: Carol Luciani

Seconded by: Bill Chopp

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**

Vice Chair Dignard introduced the following Notice of Motion:

THAT the Chair of the Board along with the Director of Education create a new standing committee called Procurement Review Committee to meet a minimum of twice a year and terms of reference to be defined at the first meeting.

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

**9. Trustee Inquiries**

Trustee Luciani raised concerns with the method of communication used by Student Transportation Services.

Director Roehrig advised that other methods of communication can be arranged by contacting Student Transportation.

**10. Business In-Camera**

Moved by: Carol Luciani

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: Cliff Casey

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: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of April 24, 2018.  
**Carried**

**RECOMMENDATIONS FOR THE BOARD FROM THE  
COMMITTEE OF THE WHOLE**  
May 15, 2018

<b>AGENDA ITEM</b>	<b>MOTION</b>
5.3	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to New York City, NY from Thursday, May 16, 2019 to Monday, May 20, 2019.

**RECOMMENDATIONS:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of May 15, 2018.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of May 15, 2018.





**Committee of the Whole**  
**Tuesday, May 15, 2018 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

**Present:** Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, Carol Luciani, Olivia O'Neill (Student Trustee)

**Absent:** Bonnie McKinnon

**Senior Administration:**

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

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Chair Petrella.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the May 15, 2018 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**1.5 Approval of Committee of the Whole Meeting Minutes – April 17, 2018**

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 minutes of the April 17, 2018 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 Mental Health Steering Committee Meeting of March 27, 2018 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 April 17, 2018 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 April 18, 2018 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Dan Dignard  
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 Renewed Math Strategy (RMS) Student Achievement Update**

Superintendent Telfer reviewed the Renewed Math Strategy directives including increased student achievement, educator math knowledge, leader use of knowledge of effective mathematics pedagogy and parent engagement. A chart was provided outlining initiatives, how the initiative is building teacher capacity, quantity of effort and the impact on student achievement. A summary of the EQAO pilot comparative results showing improved results was reviewed. Superintendent Telfer advised that the assessment is helping us to learn more about the process and helping to translate results.

Moved by: Carol Luciani  
Seconded by: Bill Chopp

THAT the Committee of the Whole refers the Renewed Math Strategy (RMS) Student Achievement Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**5.2 Strategic Planning – Vision 2020 – Report #2**

Director Roehrig presented a report on the ThoughtExchange process. The goal was to learn more about the community's view of the collective strengths and next steps. It was noted that the majority of participants were parents and students. A good amount of feedback was received. Areas of improvement and strengths were reviewed. The school data will be shared with principals.



Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Committee of the Whole refers the Strategic Plan – Vision 2020 – Report #2 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### **5.3 Excursion – New York City, NY USA**

Superintendent Daly presented a request for an excursion to New York City from Assumption College. The trip will allow students to experience art and architecture related to their studies. Students will visit museums, galleries and attend Mass at St. Patrick's Cathedral.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to New York City, NY from Thursday, May 16, 2019 to Monday, May 20, 2019.

**Carried**

### **5.4 Health and Safety – A District Priority**

Director Roehrig provided an update on Health and Safety considering matters relating to safety in the education sector. Every school board in the province will be audited. The working group addressed workplace violence in schools, sharing information related to student behaviours and streamlining reporting requirements for incidents in schools. The Board had a successful review with the Ministry of Labour and no orders were issued.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Health and Safety – A District Priority Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### **5.5 School and Community Violence Threat Risk Assessment Protocol**

Superintendent Shypula provided a summary of the Violence Threat Risk Assessment Protocol which was created in partnership with Grand Erie District School Board. The protocol will provide support in the use of positive practices, consequences and interventions for inappropriate behaviour. The protocol was created in consultation with police services and child welfare agencies and also guided by Kevin Cameron, Canadian Centre for Threat Assessment and Trauma Response. Staff have been training to identify threats and conduct family dynamic assessments.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the School and Community Violence Threat Risk Assessment Protocol.

**Carried**



**6. Information and Correspondence**

Superintendent Telfer presented the math assessment tool for Grade 2s and Grade 5s. The resource provides pre-assessments for teachers and information to help identify next steps.

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

**Carried**

**7. Trustee Inquiries**

Trustee Chopp inquired about the recent trip for Skills Canada.

Director Roehrig advised that a summary of excursions is provided twice per year.

**8. Business In-Camera**

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

**Carried**

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

Moved by: Cliff Casey

Seconded by: Carol Luciani

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: Bill Chopp

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of May 15, 2018.

**Carried**

**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: May 15, 2018  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**EXCURSION – NEW YORK CITY, NY USA**  
Public Session

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**BACKGROUND INFORMATION:**

Assumption College School is requesting approval for an excursion to New York City, NY, from Thursday, May 16, 2019 (departing at 3:30 pm after school) to Victoria Day Monday, May 20, 2019 (one school day missed). There will be 4 supervising teachers that will include both male and female staff members. The estimated cost of the trip is \$995.

**DEVELOPMENTS:**

Approximately forty (40) students from Assumption College School will travel by Bus to New York City to allow students to see in person a variety of significant works of art and architecture they have studied. Viewing art works in the culturally rich museums of New York City provides opportunities for students to become directly involved with artwork produced over many centuries from diverse cultures. New York City itself is an amazing tribute to the architecture of the last century and the richness of cultural diversity. This tour visits the Metropolitan Museum of Art, the Museum of Natural History, the Guggenheim Museum and visit the High Line in West Chelsea. Students will also visit the World Trade Centre site, explore Greenwich Village, see a Broadway show, and attend mass at St. Patrick's Cathedral.

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 Assumption College School for an excursion to New York City, NY from Thursday, May 16, 2019 to Monday, May 20, 2019.

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Board of Trustees  
Submitted on: May 22, 2018  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

# BROADBAND INTERNET AND WIDE AREA NETWORK RELATED SERVICES RFP P-518

Public Session

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### **BACKGROUND INFORMATION:**

Internet and Wide Area Network (WAN) connectivity services are currently provided via several different providers throughout Brant, Haldimand and Norfolk counties and vary based on the geographical location of each site. All contracts with the incumbent service providers have concluded and the Board now purchases services on a month-to-month basis. This strategy has allowed the Board to align the contract renewal process with the Ministry of Education's Broadband Modernization Program (BMP). The primary goal of the BMP is to provide an adequate level of broadband connectivity (1 Mbps per student/educator) to all Ontario students and staff within the education sector at an affordable price as well as to enhance student achievement and well-being through connected, innovative learning environments. The Ministry has also committed approximately \$450,000 to the Board in support of the BMP.

Data from the Ministry 2016 broadband assessment suggests that 82% of Ontario's publicly-funded school boards do not meet the 2017-18 broadband target and they do not have adequate broadband infrastructure arranged for high-speed internet access required in today's modern world. This inadequacy has been identified as a major deficiency in many schools across Ontario and has reduced students' abilities to benefit from evolving learning opportunities and teaching practices. The Ministry and school boards are working together to achieve the target 1 Mbps/s broadband speed, as determined by multiple studies:

- The target speed noted in **OASBO's *Manifesto for 21<sup>st</sup> Century Learning*** Report published in 2013;
- The target set by the U.S. **State Education Technology Directors' Association (SETDA)** for 2017-18, that is adequate for a K-12 learning environment.

The BMP is being implemented in several waves over multiple years. Wave 1 consisted of small scale test school boards for learning purposes. The Board has been positioned as a Wave 2 board. This positioning has been purposeful as the Ministry realizes that the Board is in the renewal cycle of its existing Internet and WAN connectivity services contract.

The Ministry and the Board recognize that in Wave 2, collaboration is the key success factor. To implement optimal solutions for achieving the program bandwidth capacity target, the Board and the Ministry have engaged in ongoing dialogue and have co-designed customized solutions that recognize the Board's individual situation and unique challenges.

The key intended outcome of Wave 2 is to support student achievement by reaching a minimum of 1 Mbps/s with scalable capacity, in a secure environment, and an affordable manner. The Board has been working with the Ministry and the Strategic Broadband Collaboration Team - Technical (SBCT-tech) to develop an implementation plan, which improves network design to support a more student-centric design that streamlines a school's path to the internet by leveraging broadband internet services.

In addition to increasing the capacity of broadband service in the selected schools by adding/uplifting broadband circuits and/or replacing existing circuits, the enhanced capacity will

- Support a greater number of users, specifically students, at required speeds, and support increased numbers of students participating in Bring Your Own Device (BYOD) programs to class.
- Allow educators to use more cloud-based applications.
- Further support schools' use of a virtual classroom learning environment (VLE), to assist/enable students to develop required global competencies and the range of knowledge, skills and attributes essential to thriving and contributing in a digital global knowledge society.
- Transition schools from their legacy network, where there are multiple hops to the internet, with limited security and data monitoring and awareness, to one where there is a single hop to the internet, with advanced security and monitoring and awareness.

The Ministry has committed approximately \$450,000 to the Board in support of the implementation of the BMP. This funding is being made available to the Board so that we are able to design a network in a configuration desired by the Ministry. The funding provided is intended to offset costs for software-defined, wide-area network (SD-WAN) at each location within the Board as well as to offset operational costs the Board may face as it transitions from one WAN architecture to a new SD-WAN architecture. The funding also allows for some capital costs associated with the transition.

The Board issued a Request for Proposal (RFP) P-518 on February 21, 2018 to secure technologies that align with the provincial BMP, improve bandwidth for students and staff, reduce costs and enhance service redundancy within the Board. The RFP closed on March 27, 2018. The RFP was issued for a three-year term; with an option for three additional one-year extensions. The relatively short-base term was purposefully planned after extensive conversation with the Ministry; as the short-base term provides latitude for the Board to reposition itself in the fast-changing technological world; should transition be required.

## **DEVELOPMENTS:**

The RFP was compromised of three specific parts that corresponded to the services required by the Board:

- Broadband Internet Service for Schools.
- Virtual Private LAN Service (VPLS) for Administrative Offices.
- Dedicated Fibre Internet for the Information Technology Service Building (ITSB) and the Catholic Education Centre (CEC).

As per the RFP, proponents were to meet the minimum technical and bandwidth requirements as outlined by the BMP. The RFP also evaluated proponents on their qualifications, references, customer service, support capability, company profile, financial stability, monitoring and reporting capability; as well as any value-added services they could provide. Proponents were asked to provide the Board with a detailed breakdown and project plan for their proposed solutions. The anticipated Go-Live completion date was established as August 1, 2018.

The Board received proposals from six proponents:

- Bell Canada
- Brantford Hydro Inc.
- Eastlink
- HCE Telecom
- KWIC Internet
- Rogers Communications Canada Inc.

Members of the Evaluation Committee included the Superintendent of Business and Treasurer, the Manager of Information Technology and the Associate Chief Information Officer at the Upper Grand District School Board. It should be noted that the Associate Chief Information Officer at the Upper Grand District School Board is a member of the provincial Strategic Broadband Collaboration Technical (SBCT) Team and serves on the Strategic Broadband Steering Committee. The Ministry compensates the Upper Grand District School Board for time allocated by the Associate Chief Information Officer for this project.

Proponents could make proposals based on as many or as few circuits as they wished to bid and were independently judged/costed on each location. The table below indicates the first and second successful firm for each location. Utilizing two firms at each location has allowed the Board to build additional redundancy into the network. In some cases, only one bid was selected as two proponents were utilizing the same physical line at some point and redundancy was eliminated. In some cases, the second line was not selected as the cost to utilize the second line was prohibitive.



**Table 1**

School	Provider(s)	Transport Type	Previous Download Speed	New Download Speed	Performance Increase	
			(Mb/s)	(Mb/s)	(Mb/s)	(%)
<b>Broadband Internet</b>						
Assumption College School	Brantford Hydro	Fibre	1000	2000	1000	100%
Blessed Sacrament	Brantford Hydro HCE Telecom	Fibre Cable	300	700	400	133%
Christ the King	Brantford Hydro HCE Telecom	Fibre Cable	100	700	600	600%
Holy Cross School	Brantford Hydro HCE Telecom	Fibre Cable	100	750	650	650%
Holy Family School	Brantford Hydro HCE Telecom	Fibre Cable	100	650	550	550%
Holy Trinity Catholic High School	Brantford Hydro	Fibre	100	1000	900	900%
Jean Vanier Catholic Elementary School	Brantford Hydro HCE Telecom	Fibre Cable	100	900	800	800%
Notre Dame Catholic Elementary School (H)	Brantford Hydro HCE Telecom	Fibre Cable	100	900	800	800%
Notre Dame School (B)	Brantford Hydro HCE Telecom	Fibre Cable	100	800	700	700%
Our Lady of Fatima School	Kwic Brantford Hydro	Wireless Fibre	200	300	100	50%
Our Lady of Providence School	Brantford Hydro HCE Telecom	Fibre Cable	300	900	600	200%
Resurrection School	Brantford Hydro HCE Telecom	Fibre Cable	300	650	350	117%
Sacred Heart School (N)	Brantford Hydro HCE Telecom	Fibre Cable	100	500	400	400%
Sacred Heart School (B)	Brantford Hydro HCE Telecom	Fibre Cable	160	800	640	400%
St. Basil Catholic Elementary School	Brantford Hydro	Fibre	100	500	400	400%
St. Bernard of Clairvaux School	Kwic Brantford Hydro	Wireless Fibre	15	400	385	2567%
St. Cecilia	Brantford Hydro	Fibre	100	200	100	100%
St. Frances Cabrini School	Brantford Hydro	Fibre	100	300	200	200%
St. Gabriel Catholic Elementary School	Brantford Hydro HCE Telecom	Fibre Cable	100	1000	900	900%
St. John's College	Brantford Hydro	Fibre	1000	2000	1000	100%
St. Joseph	Brantford Hydro	Fibre	100	500	400	400%
St. Leo School	Brantford Hydro HCE Telecom	Fibre Cable	100	800	700	700%
St. Mary's School	Brantford Hydro HCE Telecom	Fibre Cable	100	700	600	600%
St. Michael's School (H)	Brantford Hydro HCE Telecom	Fibre Cable	100	800	700	700%
St. Michael's School (N)	Kwic	Fibre	100	200	100	100%
St. Patrick's School (H)	Brantford Hydro HCE Telecom	Fibre Cable	100	700	600	600%
St. Patrick School (B)	Dark Fibre	Fibre	100	1000	900	900%
St. Peter	Brantford Hydro HCE Telecom	Fibre Cable	100	700	600	600%
St. Pius X Catholic Elementary School	Brantford Hydro HCE Telecom	Fibre Cable	100	800	700	700%
St. Stephen's School	Brantford Hydro HCE Telecom	Fibre Cable	100	700	600	600%
St. Theresa School	HCE Telecom Brantford Hydro	Cable Fibre	300	700	400	133%
<b>PLS</b>						
IT Services Building	Brantford Hydro	Fibre	1000	1000	0	0%
Catholic Education Center	Brantford Hydro	Fibre	1000	1000	0	0%
Facilities	Brantford Hydro	Fibre	100	100	0	0%
St. Mary CLC	Brantford Hydro	Fibre	100	100	0	0%
<b>Dedicated Fibre Internet</b>						
IT Services Building	Brantford Hydro	Fibre	2000	1000	-1000	-50%
Catholic Education Center	Bell	Fibre	0	1000	1000	1000%

The issuance of the WAN RFP has resulted in far greater network speeds at all locations than the Board currently secures. The issuance of the WAN RFP has also allowed for far greater network redundancy and has an overall cost of approximately \$27,000 less than the Board currently pays operationally for one year of connectivity services.

Table 2 below indicates the cost differences incurred with each of the three services required as part of the RFP:

- Broadband Internet Service for Schools.
- Virtual Private LAN Service (VPLS) for Administrative Offices.
- Dedicated Fibre Internet for the Information Technology Service Building (ITSB) and the Catholic Education Centre (CEC).

<b>Cost Summary (Taxes Included)</b>	
New Yearly <b>Broadband Cost</b>	\$196,410
Current Yearly <b>Broadband Cost</b>	\$189,841
Increase	\$6,569
New Yearly <b>VPLS Cost</b>	\$38,760
Current Yearly <b>VPLS Cost</b>	\$33,840
Increase	\$4,920
New Yearly <b>Dedicated Fibre Internet Cost</b>	\$36,300
Current Yearly <b>Dedicated Fibre Internet Cost</b>	\$74,739
Decrease	-\$38,439
New Yearly <b>Total WAN Cost</b>	\$271,470
Current Yearly <b>Total WAN Cost</b>	\$298,420
<b>Decrease</b>	<b>-\$26,950</b>

It should be emphasized that the overall savings noted above includes two circuits at many of the Board locations; resulting in overall redundancy for these sites as well as the additional bandwidth provided by the second circuit.

Table 1 indicates four providers that would be awarded circuits as per the RFP. Two of the providers, KWIC Internet and Brantford Hydro Inc., are very familiar to the Board as they have been providing very satisfactory services for many years. Two providers would be new to the Board, HCE Telecom would be providing most of the redundant site circuits as per the RFP response and Bell Canada would be awarded one circuit. The references for all providers, with the exception of Bell Canada, have been verified. In all cases, all three of these providers received exemplary references when questioned on their response time, customer service, satisfaction on services provided and future plans to renew with the providers. All the providers were recommended for use by the respondents to the questions.

It should be noted that the RFP, as issued, contains a clause that does not permit a provider to assign or subcontract any of its rights or obligations without the prior written consent of the other party.

With respect to Term and Termination of the Service Agreement, the following are excerpts from the Form of Agreement that was included in the RFP.

### **Term**

This Agreement shall become effective on the Effective Date, and shall expire on **[Insert date]** unless it is terminated early in accordance with the provisions of the Agreement (the “Term”). The Term is subject to any and all rights of either party to terminate the Agreement pursuant to the terms of the Agreement, or otherwise available to either party at law or in equity.

### **Extension**

The Purchaser, in its sole discretion, may extend the Term for an additional period of three additional one-year periods or, alternatively, on a month-to-month basis by giving written notice to the Supplier prior to the commencement of the extension period upon the same terms and conditions.

### **Termination by Either Party**

Either party may terminate the Agreement on written notice to the other where such other party neglects or fails to perform or observe any material term or obligation of the Agreement and such failure has not been cured within 30 days of written notice being provided.

### **Termination by Purchaser**

The Purchaser shall be entitled to terminate the Agreement, without liability, cost, or penalty:

- on written notice to the Supplier, if any proceeding in bankruptcy, receivership, liquidation or insolvency is commenced against the Supplier or its property;
- on written notice to the Supplier, if the Supplier makes an assignment for the benefit of its creditors, becomes insolvent, commits an act of bankruptcy, ceases to carry on its business or affairs as a going concern, files a notice of intention or a proposal or seeks any arrangement or compromise with its creditors under any statute or otherwise;
- on written notice to the Supplier, following the occurrence of any material change in the Purchaser’s requirements, which results from regulatory or funding changes or recommendations issued by any Governmental Authority;
- on 30 Days written notice to the Supplier in the event of a breach of the representation regarding conflict of interest in Section 5.2 (Conflict of Interest);
- on 30 Days written notice to the Supplier in the event of a misrepresentation or material breach of any of the provisions of Section 5.1 (Supplier’s Representations and Warranties);
- in accordance with any provision of the Agreement that provides for early termination.

Each of the providers have also included proposed language with respect to termination of the agreement as well as Service Performance Objectives and Service Credit for possible non-performance. This language is not binding on the Board and will need to be individually negotiated as a condition of award.

The process for the development, issuance and evaluation of this RFP has been lengthy and supported throughout, both financially and technically, by the Ministry of Education. The Board has availed itself of the expertise available from the SBCT-tech to develop a complex network, which provides ongoing, exemplary service to the students and staff of the Board. The goals, as established through the issuance of the RFP of improving bandwidth for students and staff, reducing overall operational costs and enhancing service redundancy within the Board, have been met and staff of the Board fully support the awarding of the RFP.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the awarding of the Broadband Internet and Wide Area Network Related Services RFP P-518 to the proponents specified in Table 1 for the period August 1, 2018 to August 1, 2021; with the option to extend the contract for three additional one-year terms.

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Board of Trustees  
Submitted on: May 22, 2018  
Submitted by: Chris Roehrig, Director of Education & Secretary

**BANK OPERATING CREDIT**

Public Session

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**BACKGROUND INFORMATION:**

The *Education Act* requires that a school board approves an annual borrowing resolution empowering the Board to borrow, as required, by way of demand notes, to meet current obligations. The Board approved an operating credit of \$7.0 million for the 2010 year and has approved this operating credit amount each subsequent year since.

**DEVELOPMENTS:**

The operating requirements of the Board have not changed significantly. Operating credit enables the Board to meet its financial obligations when a timing issue occurs between payment by the Board and receipt of grants by the Ministry. A two-room addition at St. Frances Cabrini School, a one-room addition and two-room renovation for the purposes of child care at Holy Trinity Catholic High School and a three-room addition for the purposes of child care at Our Lady of Providence Catholic Elementary School are being undertaken in 2018-19. The total cost is approximately \$3.77 million. A separate Borrowing By-Law has been prepared for these expenditures. All other credits are the same as previous years.

The total credit is as follows:

Operating Line:	\$7,000,000
Purchase Card	<u>300,000</u>
<b>TOTAL:</b>	<b>\$7,300,000</b>

The credit has a renewal date of September 1, 2018. The Board's Corporate Purchase Card credit is underwritten by US Bank.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approves:

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD (THE "Board")

- A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the "Act"), the Board considers it necessary to borrow the amount of up to Seven Million, Three Hundred Thousand Dollars (\$7,300,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on January 1, 2010 and ending on August 31, 2019 (the "Period").

- B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.
- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

RESOLVED THAT:

1. The Chair or Vice Chair and the Treasurer are authorized on behalf of the Board to borrow from time to time by way of promissory note, or overdraft, or bankers' acceptance from Canadian Imperial Bank of Commerce ("CIBC") authorized for borrowing purposes in accordance with Section 243 of the Act] a sum or sums not exceeding in the aggregate Seven Million, Three Hundred Thousand Dollars (\$7,300,000) to meet, until current revenue is collected, the current expenditures of the Board for the Period (including the amounts required for the purposes mentioned in Subsection 243(1) and 243(2) of the Act), and to give to CIBC promissory notes or bankers' acceptances, as the case may be, sealed with the corporate seal of the Board and signed by any two of the Chair or Vice Chair and the Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC;
2. The interest charged on all sums borrowed pursuant to this Resolution plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;
3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all the moneys collected or received in respect of the current revenues of the Board;
4. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenue already collected.

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Board of Trustees  
Submitted on: May 22, 2018  
Submitted by: Chris Roehrig, Director of Education & Secretary

**BORROWING BY-LAW 2018-A1**

Public Session

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**BACKGROUND INFORMATION:**

The Board has approved the following renovations / additions:

- A two-room addition at St. Frances Cabrini School, Delhi.
- A one-room addition and two-room renovation for the purposes of child care at Holy Trinity Catholic High School, Simcoe.
- A three-room addition for the purposes of child care at Our Lady of Providence Catholic Elementary School, Brantford.

**DEVELOPMENTS:**

When the projects are completed, a debenture will be issued and / or a grant will be received from the Ministry of Education for the total cost of the project. Should funding not be provided in a timely manner by the Ministry of Education, there is a need to provide an interim or *bridge* loan for the period of construction. The interim financing for these projects is in the form of a demand term loan from the bank. The total temporary borrowing needs for this project is estimated at \$3,775,000.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approves:

A BY-LAW authorizing the Brant Haldimand Norfolk Catholic District School Board (the "Board") to borrow money pursuant to the provisions of section 247 of the Education Act (the "Act") for the raising of funds to finance certain permanent improvements as more particularly described in this By-Law.

**WHEREAS:**

- A. The Board has authorized the permanent improvements as detailed in Schedule "A" attached to this By-Law;
- B. The Board wishes to apply to the Canadian Imperial Bank of Commerce ("CIBC") for a capital loan for the purpose of financing the permanent improvements;
- C. The total cost of the projects is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

**THEREFORE, BE IT RESOLVED** as follows:

1. The Secretary and the Treasurer of the Board are authorized for and on behalf of the Board to borrow \$3,774,481 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
2. The Secretary and the Treasurer of the Board are authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to this By-Law.



**BRANT HALDIMAND NORFOLK CATHOLIC  
DISTRICT SCHOOL BOARD**

**BY-LAW 2018-A1**

**SCHEDULE A**

• A two-room addition at St. Frances Cabrini School, Delhi.	\$1,183,044
• A one-room addition and two-room renovation for the purposes of child care at Holy Trinity Catholic High School, Simcoe.	\$1,048,675
• A three-room addition for the purposes of child care at Our Lady of Providence Catholic Elementary School, Brantford.	<u>\$1,542,762</u>
<b>TOTAL</b>	<b>\$3,774,481</b>

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

Prepared by: Olivia O'Neill, Student Trustee  
Presented to: Board of Trustees  
Submitted on: May 22, 2018  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### STUDENT TRUSTEE REPORT

Public Session

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#### **BACKGROUND INFORMATION:**

The Student Senate met Tuesday, May 15<sup>th</sup>, 2018.

#### **DEVELOPMENTS:**

Student Senate hosted the annual May Leadership Symposium on Thursday, May 17<sup>th</sup>, 2018. Members of both the current and incoming Student Councils were in attendance. Guest speaker, Chris Bray, delivered an inspiring talk focusing on how we find our true identity in Christ and challenged our student leaders to answer the "Call to Witness" by being a light to others and working to make a difference in our world.

#### **SCHOOL NEWS:**

St. John's College has had a busy month welcoming new council members for the 2018/19 school year. SJC hosted twelve teams from across Southern Ontario in the 5<sup>th</sup> annual All Catholic Girls Soccer Tournament. During Catholic Education Week SJC held their annual Toast to Success breakfast celebrating student achievement throughout the school. This past week students, parents and staff were treated to the annual musical production – "Fame". Students are currently planning the June coffee house event as well as the Have-A-Go track and field event.

Holy Trinity has hosted a car show and barbeque and dress down day in support of the United Way. Student Council also held a very successful Glow dance selling more the 500 tickets. Holy Trinity also held their annual Celebration of the Arts, Spirit of Titans Breakfast and are looking forward to their upcoming Grade 12 retreat.

Earlier this month, Assumption College held their Glow dance, Spring Concert and Grade 12 retreat. The STEM club hosted a very successful "Night of STEM" which included a keynote speaker and a series of workshop as. In celebration of student achievement, ACS held their Breakfast of Champions

All three schools assisted in working on our first Special Education prom held at Assumption. Grade 12 students from all three high schools are looking forward to their senior prom held on May 25<sup>th</sup> at SJC and May 26<sup>th</sup> at both HT and ACS.

#### **RECOMMENDATION:**

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

**2017-18**  
**Trustee Meetings and Events**

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
<b>May 22, 2018</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
June 5, 2018	4:00 pm	Budget Committee	
June 7-9, 2018		CCSTA AGM & Convention	
June 7, 2018	9:00 am	SAL Committee Mtg. (SJC)	
June 7, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
June 13, 2018	9:00 am	Mental Health Steering Committee	
June 13, 2018	9:00 am	SAL Committee Mtg. (HT)	
June 13, 2018	3:00 pm	Executive Council Meeting	
June 13, 2018	4:30 pm	Audit Committee	
June 19, 2018	10:00 am	SEAC Meeting	
<b>June 19, 2018</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>June 26, 2018</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
June 28, 2018	4:45 pm	Assumption College Graduation	
	6:30 pm	Holy Trinity Graduation	
	7:00 pm	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.