



BRANT HALDIMAND NORFOLK Catholic District School Board

Agenda

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

Board Meeting Tuesday, September 24, 2019 ♦ 7:00 p.m. Boardroom

Members: **Trustees:**
Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani,
Mark Watson, Taylor Carroll (Student Trustee)

Senior Administration:
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Robert De Rubeis, Michelle Shypula and Lorrie Temple (Superintendents of Education)

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 the face of difficulty, and wise in our decisions. We give you 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 - June 25, 2019

Pages 3 - 8

Approval of Special Meeting of the Board Minutes - July 17, 2019

Pages 9 - 11

Approval of Special Meeting of the Board Minutes - August 2, 2019

Pages 12 - 13

Approval of Special Meeting of the Board Minutes - August 26, 2019

Pages 14 - 15

Approval of Special Meeting of the Board Minutes – September 17, 2019

Pages 16 - 17

1.6 Business Arising from the Minutes

2. Presentations

2.1 Christ the King School Presentation

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 - September 17, 2019

Pages 18 - 25

Presenter: Dan Dignard, Vice-Chair of the Board

- Excursion - Italy (Page 24)
- Excursion – Mission trip to New Orleans, LA (Page 25)

5.2 Student Trustee Update

Page 26

Presenter: Taylor Carroll, Student Trustee



6. Information and Correspondence

7. Notices of Motion - Nil

8. Notices of Motion Being Considered for Adoption

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,
- The security of the property of the board;
 - 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;
 - The acquisition or disposal of a school site;
 - Decisions in respect of negotiations with employees of the board; or
 - Litigation affecting the board.

11. Report on the In-Camera Session

12. Future Meetings and Events

Pages 27 - 28

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



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Board Meeting Tuesday, June 25, 2019 ♦ 7:00 p.m. Boardroom

Trustees:

Present: Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Carol Luciani, Kaiya Daly (Student Trustee)

Absent: Mark Watson

Senior Administration:

Present: Michael McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer) Michelle Shypula (Superintendent of Education)

Absent: Leslie Telfer (Superintendent of Education)

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: Dan Dignard

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the June 25, 2019 Board meeting.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Board Meeting Minutes – May 28, 2019

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the May 28, 2019 Board meeting.

Carried

Approval of Special Meeting of the Board Minutes – June 5, 2019

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the June 5, 2019 Special Meeting of the Board.

Carried



1.6 Business Arising from the Minutes - Nil

2. Presentations

2.0 Trustee Casey shared an inspirational video of Dollier and Galinee on the Wintering site at Port Dover. He shared further details on a mass that will be held at the Wintering site on September 6 to be conducted by the London Diocese and welcomed the audience to attend.

2.1 Director McDonald acknowledged the support of the teachers Mr. Page and Mr. Taiello in mentoring the students. Mr. Page recognized the accomplishments of Anne Jing, student at Assumption College School, first place winner in the biomedical engineering category at the Intel National fair in Phoenix, Arizona. She also won a prize for her project called "Project ATTIS: An Assistive Aid for Parkinson's Patients Using Vibrational White Noise to Reduce Resting Tremors". Mr. Taiello recognized the accomplishments of Caleb Rose, Student at Assumption College School, gold medal winner of the 2019 Skills Ontario Competition in Automotive Service Technology. He represented Ontario at Skills Canada in Halifax, Nova Scotia on May 28, 2019 and was placed fifth at the national level. Chair Petrella offered the Board's congratulations and sincerest best wishes to both recipients.

2.2 Chair Petrella extended congratulations to the below retiring individuals for their years of service in catholic education and wished them all the best for their future endeavors: -

- Michael Pin, Principal of St. Mary's School, Hagersville
- Debbie Fullerton, Principal of St. Michael's School, Walsh
- Karen Mitchell, Principal of Sacred Heart School, Paris
- Craig Colbert, Principal of St. Michael's School, Dunnville
- Leslie Telfer, Superintendent of Education, CEC

2.3 Superintendent Shypula noted the contributions and recognized the exemplary service of Carmen McDermid, winner of the 2018 Champion of Inclusion Award. She highlighted Carmen as being a champion and a natural leader who always helped to empower others thereby ensuring that all learners achieve success. Carmen was commended for her tireless dedication for motivating students and being a passionate advocate for special education.

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 – June 18, 2019

Vice-Chair Dignard reviewed the business of the June 18, 2019 Committee of the Whole meeting and brought forward the following recommendations:



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

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, 2020 (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



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

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.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Special Education Services Department Annual Report 2018-19.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College School for an excursion to Germany, Switzerland and Italy from Thursday, March 12 (evening) to Saturday, March 21, 2020.

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 Orleans, Louisiana from Friday, April 17 to Monday, April 20, 2020.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the annual tuition fee of \$13,280 for secondary non-resident in Ontario students, as defined by the Education Act.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the annual tuition fee of \$12,685 for elementary non-resident in Ontario students, as defined by the Education Act.

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves a non-refundable Administration/Application Fee of \$400.

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves a Cancellation Fee of \$100 be charged to non-resident students should they not be granted a Study Permit, otherwise a \$500 Cancellation Fee be charged to non-resident students. Graduated refunds of tuition fees will be granted to non-resident students pro-rated based on the date on cancellation within the term, subject to review and approval by the Superintendent of Business & Treasurer.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of June 18, 2019.

Carried

Moved by: Cliff Casey

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of June 18, 2019.

Carried



5.2 French Immersion Program Update

Director McDonald shared the enrolment for the French Immersion programs which exist in the Board and spoke to the fact that we currently have a vibrant and growing program. He indicated that because of this the Board will be examining registration procedures next year to ensure that the Board would have enough French teachers to address the demand. He also spoke to the fact that after consultation and research, there will be some minor program changes next year which will increase the percentage of English instruction in those courses, specifically in the area of math and some explicit language instruction.

In response to a trustee inquiry with regards to where these students would go once they hit secondary; Director McDonald responded that staff will be looking at that issue, and considering space and enrollment, during the 2019-20 school year.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the French Immersion Program Update Report.

Carried

5.3 Student Trustee Update

Student Trustee Daly presented her final report and updated trustees on the year-end activities in all secondary schools. Assumption College held a Staff appreciation day to recognise the staff who help to keep the school running. Holy Trinity held a Life skills week on OSAP, learning to vote, nutrition, basic self defense and a Finance / Budgeting seminar. St John's College held their Athletic Banquet to recognise the athletic achievements of the student body including a summer photobooth and the Wii Sports Resorts games. All three secondary schools were busy organizing and looking forward to their graduation ceremonies.

On behalf of the Board and Senior Administration, Chair Petrella thanked Student Trustee Daly for her involvement with and commitment to the Board throughout the school year and presented her with a letter of commendation.

Moved by: Cliff Casey

Seconded by: Carol Luciani

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

Carried

6. Information and Correspondence

Director McDonald circulated the collected works of the 2019 provincial winners of the Young Authors Awards 2019 put together by the Ontario English Catholic Teachers Association. He indicated that this publication represented students from our School Board and highlighted their literacy achievements.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Moved by: Cliff Casey

Seconded by: Carol Luciani

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

Carried

7. Notices of Motion - Nil

8. Notices of Motion Being Considered for Adoption - Nil

9. Trustee Inquiries - Nil

10. Business In-Camera

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an In- Camera session.

11. Report on the In-Camera Session

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-Camera session.

Carried

12. Future Meetings and Events

Chair Petrella drew attention to the upcoming meetings and events.

13. Closing Prayer

The closing prayer was led by Chair Petrella.

14. Adjournment

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the June 25, 2019 Board meeting.

Carried

Next meeting: Tuesday, September 24, 2019, 7:00 p.m. – Boardroom



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Special Meeting of the Board Wednesday, July 17, 2019 ♦ 4:00 p.m. Trustees' Meeting Room

Trustees:

Present: Rick Petrella (Chair), Cliff Casey, Carol Luciani

Teleconference: Dan Dignard (Vice-Chair),

Absent: Bill Chopp & Mark Watson

Senior Administration:

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Michelle Shypula (Superintendent of Education)

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: Cliff Casey

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Special Meeting of the Board of July 17, 2019.

Carried

1.4 Declaration of Interest

Prior to the Special Meeting of the Board, Trustee Chopp and Vice Chair Dignard declared conflicts of interest with respect to Items 2.1 and 2.2 of the agenda. Trustee Chopp did not attend the meeting and Vice Chair Dignard did not take part in the consideration or discussion of, or vote on any question with relation to this items.

2. Committee and Staff Reports

2.1 2019-20 Operating and Capital Budget

Superintendent Keys spoke about the presentation of a balanced budget for the 2019-20 school year to the budget committee and the follow-up that was provided a week later. There was a trustee enquiry on the Board's current accumulated surplus and data was requested on it. Superintendent Scott indicated that the Board has about \$18 million available for compliance which is a ministry guideline regulation and that he would provide this information to the Trustees.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Moved by: Cliff Casey

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2019-20 Salaries and Benefits Budget, in the amount of \$105,715,832

Carried

There was a trustee enquiry about the increase in cost of Instructional advertising at St. Joe's and Holy Trinity to which Chair Petrella indicated that from next year a line item approach will be followed on where the monies are being spent and the plan is to start from a zero budget.

In response to a trustee inquiry regarding the increase in cost of Religion courses for new hires, Superintendent Shypula indicated that Religion Part One is covered for all new teachers.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2019-20 Other Operations Budget, in the amount of \$28,895,412

Moved by: Cliff Casey

Seconded by: Carol Luciani

Carried

There was a trustee enquiry on the cost of portables and portapacks which are funded using the Board's accumulated program and the increased enrollment at St. Joe's, Superintendent Scott indicated that information would be provided at the next meeting. There was also a request made to have an Accommodations meeting in September to understand the current enrollment pressure. In response to another trustee inquiry on the increase in the Catholicity budget, Director McDonald indicated that he will provide the requisite information.

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2019-20 Capital Budget, in the amount of \$5,989,866.

Carried

2.2 Interim Financial Report – May 2019

Superintendent Keys presented the highlights of the Interim Financial Report. As of May 31, 2019, salaries and benefits have consumed about 73.9% of budget (May 2018, 74.9%), resulting from several vacancies filled later in the year. He also indicated that short- and long-term supply teacher coverage has been trending favourably and that benefits are trending under budget at 72.9% of budget (May 2018, 75.5%), resulting from the transfer to the Provincial Trust Plans for our employee groups.

There was trustee enquiry to check if the savings in supply costs occurred as a result of absenteeism, and not filling up vacancies. In response to a trustee enquiry on the number of supply teachers for next year, number of supply days and absenteeism issues. Director McDonald indicated that he would provide data on provincial experience and where the Board ranks as compared to them.

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Interim Financial Report – May 2019 report.

Carried



3. Information and Correspondence

3.1 Five - Year Energy Conservation and Demand Management Plan

Superintendent Keys spoke about Ontario Regulation 507/18 – Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans that require all public agencies, including school boards, to prepare a five-year Energy Conservation and Demand Management Plan (ECDM) for 2018-19 to 2023-24. He indicated that legislation had changed but there was no change in the requirement and that it will be a public facing document that will be posted on the website.

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Five - Year Energy Conservation and Demand Management Plan

Carried

4. Business In-Camera

Moved by: Carol Luciani

Seconded by: Rick Petrella

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

Carried

5. Report on the In-Camera Session

Prior to the Special Meeting of the Board, Trustee Chopp and Vice Chair Dignard declared conflicts of interest with respect to Item 2.1 of the in-camera session and did not attend the meeting. Trustee Casey declared a conflict of interest with respect to Item 2.1 of the in-camera session and left the meeting room. He did not take part in the consideration or discussion of, or vote on any question with relation to this item.

Moved by: Carol Luciani

Seconded by: Rick Petrella

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

Carried

6. Adjournment

Moved by: Carol Luciani

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of July 17, 2019

Carried

Next meeting: Tuesday, September 17, 2019, 7:00 p.m. – Boardroom



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Special Meeting of the Board Friday, August 2, 2019 ♦ 3:00 p.m. Trustees' Meeting Room

Trustees:

Present: Rick Petrella (Chair), Bill Chopp

Absent: Cliff Casey, Mark Watson

Teleconference: Carol Luciani, Dan Dignard (Vice-Chair), Scott Keys (Superintendent of Business & Treasurer)

Senior Administration:

Mike McDonald (Director of Education & Secretary)

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 Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Special Meeting of the Board of August 2, 2019.

Carried

1.4 Declaration of Interest

2. Committee and Staff Reports

2.1 RFP #P – 1419 Broadband Internet Services

Superintendent Keys spoke about the RFP #P-1419 that was approved on May 13, 2019. 4 proposals were received and evaluated by the evaluation team in order to ensure that the vendor being retained was both qualified and cost efficient. Based on the award, we will have atleast one gigabyte of fibre internet. This would result in about \$79,000 in annual savings for the Board over the next five years. Superintendent Keys indicated that changes pertaining to the procurement policy and administrative procedure will be brought forward to the Policy Committee and Board to enhance our current practices.

Director McDonald indicated that Superintendent Keys will be working step by step along-with Eric from BLG as they go through the revisions and changes to the procurement policy. Chair Petrella indicated the need to have a streamlined process for procurement going forward and although negotiations have started, full contracts to be negotiated and would require final Board approval before they are awarded. In response to a Trustee enquiry regarding the high capital cost at Our Lady of Providence and Resurrection school; Chair Petrella responded that certain sites have to be converted with additional infrastructure to meet the needs of our broadband requirements.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the award of RFP - #P1419 Broadband Internet Services to the proponents specified in Appendix A of this report; subject to successful negotiations of service contracts with each vendor; as approved by the Board.

Carried

3. Adjournment

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of August 2, 2019

Carried

Next meeting: Tuesday, September 17, 2019, 7:00 p.m. – Boardroom



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Special Meeting of the Board
Monday, August 26, 2019 ♦ 6:00 p.m.
Trustees' Meeting Room**

Trustees:

Present: Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp

Teleconference: Carol Luciani, Mark Watson

Senior Administration:

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Rob De Rubeis, Michelle Shypula and Lorrie Temple (Superintendents of Education)

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: Cliff Casey

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Special Meeting of the Board of August 26, 2019.

Carried

1.4 Declaration of Interest - Nil

2. Committee and Staff Reports - Nil

3. Business In-Camera

Moved by: Dan Dignard

Seconded by: Cliff Casey

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

Carried

4. 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 of the Special Meeting of the Board.

Carried



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

5. Adjournment

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of August 26, 2019

Carried

Next meeting: Tuesday, September 24, 2019, 7:00 p.m. – Boardroom



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Special Meeting of the Board
Tuesday, September 17, 2019 ♦ 9:00 p.m.
Boardroom**

Trustees:

Present: Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani, Mark Watson

Senior Administration:

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Rob De Rubeis, Michelle Shypula and Lorrie Temple (Superintendents of Education)

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: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Special Meeting of the Board of September 17, 2019.

Carried

1.4 Declaration of Interest - Nil

2. Committee and Staff Reports - Nil

3. Business In-Camera

Moved by: Carol Luciani
Seconded by: Bill Chopp

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

Carried

4. Report on the In-Camera Session

Moved by: Carol Luciani
Seconded by: Dan Dignard

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

Carried



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

5. Adjournment

Moved by: Mark Watson

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of September 17, 2019

Carried

Next meeting: Tuesday, September 24, 2019, 7:00 p.m. – Boardroom

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

September 17, 2019

| AGENDA ITEM | MOTION |
|------------------------|---|
| 5.2 | THAT the Brant Haldimand Norfolk Catholic District School Board approves request from Holy Trinity Catholic High School for an excursion to Italy from Friday, March 13 to Sunday, March 22, 2020. |
| 5.3 | 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 a mission trip to New Orleans, LA from Friday, November 8 to Saturday, November 16, 2019. |

RECOMMENDATIONS:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of September 17, 2019.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of September 17, 2019.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Committee of the Whole
Tuesday, September 17, 2019 ♦ 7:00 pm
Boardroom**

Trustees:

Members: Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani, Mark Watson

Senior Administration:

Michael McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Rob De Rubeis, Michelle Shypula and Lorrie Temple (Superintendents of Education)

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: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the September 17, 2019 meeting.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Committee of the Whole Meeting Minutes - June 18, 2019

Moved by: Dan Dignard

Seconded by: Mark Watson

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the June 18, 2019 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 June 18, 2019 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Moved by: Dan Dignard

Seconded by: Carol Luciani

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 Summary of 2018-19 Reports to Board

Director McDonald indicated that this is an annual report used to highlight the work of the Board in the previous school year.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the 2018-19 Reports to Board Summary to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.2 Excursion – Italy

Superintendent DeRubeis presented a request from Holy Trinity Catholic High School for students to travel to Italy from March 13 – March 22, 2020. 30 students from Grade 9 and Grade 12 will experience local culture and history by visiting museums, galleries and churches and will allow students an opportunity to look at the arts with no school days being missed.

In response to trustee inquiries regarding the travel agency and the curriculum, Superintendent DeRubeis indicated that the travel agency was EF Educational Agencies and that the hospitality teacher was joining the trip with a focus on arts, history, architecture and faith formation and thus the curriculum expectations were being met.

Moved by: Cliff Casey

Seconded by: Carol Luciani

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 13 to Sunday, March 22, 2020.

Carried

5.3 Excursion – Mission trip to New Orleans, LA

Superintendent DeRubeis presented a request for an excursion mission trip to New Orleans, Louisiana from Assumption College School, Holy Trinity Catholic High School and St. John's College from Friday, November 8 to Saturday, November 16, 2019. Students will be involved with the St. Bernard Project in a small construction and clean-up project as a result of Hurricane Katrina and other natural disasters.

As part of the selection process, students were required to complete an application form and the applications were reviewed based on the written response, academic standing and student's attendance. Superintendent DeRubeis further indicated that the cost of the trip will be covered through donations. One trustee was impressed the way the students were determined for this excursion.



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 request from Assumption College School, Holy Trinity Catholic High School and St. John's College for a mission trip to New Orleans, LA from Friday, November 8 to Saturday, November 16, 2019.

Carried

5.3 Camp Blast Summer Learning Program

Superintendent Temple provided information on Camp Blast Program that was intended to support students from Grade 1 and 2 who would benefit from reinforcement of their literacy skills. She indicated that the program operated at four sites this year. 110 students participated and over half of them improved their reading level in just 15 days. Data was shared with the teachers and the hope is to continue this throughout the school year.

In response to trustee inquiries regarding the funding for this program and supervision, Superintendent Temple indicated that individual families didn't have to pay. Some funding was given in the past and although the funding had been reduced from CODE; it was made up by the literacy budget in the Board. Also, the supervision was done by Principals and Vice Principals at summer school.

Moved by: Mark Watson
Seconded by: Cliff Casey

THAT the Committee of the Whole refers the Camp Blast Summer Learning Program report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.4 Strategic Plan Process

Director McDonald indicated that the plan development will occur in three different phases: information gathering; review of previous plan, data analysis, and development of new plan; then implementation and monitoring of the plan.

To assist with the task of communication and data collection, Thought Exchange has been engaged and the messaging will be sent to the system. The aim is to reach out to all stakeholders to ask them a general question on how to make the Board a better place and gather feedback. Data will be collated by Thought Exchange. The Committee will be composed of representative stakeholders from all areas of the BHNCDSD community. Once the committee has developed the plan, it will be brought to the Board at the November Board meeting followed by the strategic roll out to the system. One trustee liked the idea of engaging Thought Exchange and the number of people that will be involved in this process.

Moved by: Cliff Casey
Seconded by: Carol Luciani

THAT the Committee of the Whole refers the Strategic Plan Process to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried



6. Information and Correspondence

Superintendent Keys provided information on the Business Services Customer Survey that was open till September 27, 2019. 145 responses were received till date. The purpose was to seek input and receive feedback from internal stakeholders to meet the changing needs of all employees. Data will be made available to the Board at the October Board meeting once the survey is closed and trends have been looked at.

Superintendent Shypula provided an update on the After School Skills Development Program with a focus on supporting students with autism spectrum disorder (ASD) having complex and varying needs. Skills development is an important component of learning that can help students with ASD reach their full potential in school and beyond. The Transfer process Agreement was received in August end which outlined the funding, program outcomes and deliverables. The Special Education and ABA leads have been brainstorming to solidify things and see what the program will completely look like around the funding umbrella.

In response to trustee inquiries regarding the staffing, timing and transportation for this program, Superintendent Shypula indicated that the aim is to have two programs at the elementary level in schools having high levels of autism. She also indicated that transportation funding was not provided by the Ministry and that the program will run on Tuesdays and Thursdays at one school and on Mondays and Wednesdays at the second school by the same individuals at both schools. Funding will have to be mapped out and we are looking at eight-week sessions per semester. Information pertaining to the final plan, number of students, hiring and delivery of service to autistic kids will be brought to the Trustees in a report at a future Board meeting.

Moved by: Mark Watson

Seconded by: Carol Luciani

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

Carried

7. Trustee Inquiries

8. Business In-Camera

Moved by: Dan Dignard

Seconded by: Carol Luciani

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: Bill Chopp

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-Camera session.

Carried

10. Future Meetings and Events

Chair Petrella drew attention to the upcoming meetings and events.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

11. Closing Prayer

The closing prayer was led by Chair Petrella.

12. Adjournment

Moved by: Bill Chopp

Seconded by: Mark Watson

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the September 17, 2019 meeting.

Carried

Next meeting: Tuesday, October 15, 2019, 7:00 p.m. – Boardroom

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

Prepared by: Robert De Rubeis, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: September 17, 2019
Submitted by: Michael McDonald, Director of Education & Secretary

EXCURSION – ITALY
Public Session

BACKGROUND INFORMATION:

Holy Trinity Catholic High School is requesting approval for an excursion to Italy from Friday, March 13 to Sunday, March 22, 2020 (no school days missed as trip runs through March Break). Staff supervisors will include Karen Linehan-Caulfield and Patricia Crimless. The cost of the trip is approximately \$4,335.00.

DEVELOPMENTS:

Approximately thirty (30) Grades 9 to 12 students from Holy Trinity Catholic High School will be travelling by air to Italy. This tour provides an opportunity for students to study the rich culture, cuisine and art of Italy. Students will have the opportunity to visit numerous sites in Rome, Capua, Matera, Alberobello and Bari. They will also strengthen their faith as they visit the Vatican Museum, Basilica of St. Nicholas and St. Peter's Basilica. The students and supervisors will attend mass on the Saturday or Sunday during their visit.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Holy Trinity Catholic High School for an excursion to Italy from Friday, March 13 to Sunday, March 22, 2020.

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

Prepared by: Robert De Rubeis, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: September 17, 2019
Submitted by: Mike McDonald, Director of Education

EXCURSION – MISSION TRIP TO NEW ORLEANS, LA
Public Session

BACKGROUND INFORMATION:

A request has been received on behalf of Assumption College School, Holy Trinity Catholic High School and St. John's College for a mission trip to New Orleans, LA during the period of Friday, November 8 to Saturday, November 16, 2019. This is the 26th mission trip in the past 24 years that has been organized by Board staff.

DEVELOPMENTS:

Up to twenty (20) Grade 11 and 12 students, with equitable representation from all three secondary schools, will participate in this Mission Trip. Students will be involved with the St Bernard Project in a small construction and clean-up project as a result of Hurricane Katrina and other Natural Disasters. The participation of the Board and its students over the past years has been recognized nationally. As always, the cost of the trip will be covered through donations.

As part of the selection process, students are required to complete an application form (Appendix A) and submit it to the designated staff member at their school. The staff member reviews the applications based on the following criteria:

- the written reasons for wanting to participate in the mission trip
- the academic standing of the student
- the student's attendance

After evaluating the applications, the designated staff member submits the names of all eligible applicants from their school to Simone Medeiros, Melanie Malecki, Kimberly Maxin, and Peter Svec mission trip organizer and coordinator. Simone Medeiros, Peter Svec and Melanie Malecki then meet with each student to discuss their reasons for wanting to participate in the mission trip and reviews the expectations and responsibilities of student participants. The Committee, consisting of Simone Medeiros, Peter Svec and Melanie Malecki, select the students who will participate and forward those names to the secondary Principals for approval. Arrangements are made to ensure that all classroom and evaluation responsibilities are met.

Chaperones will be confirmed once the mission trip has been approved by the Board. The names of the chaperone will be approved by the school principal and the Superintendent of Education.

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, Holy Trinity Catholic High School and St. John's College for a mission trip to New Orleans, LA from Friday, November 8 to Saturday, November 16, 2019.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Taylor Carroll, Student Trustee
Presented to: Board of Trustees
Submitted on: September 24, 2019
Submitted by: Rob De Rubeis, Superintendent of Education

STUDENT TRUSTEE REPORT

Public Session

BACKGROUND INFORMATION:

During the first week of school, all students welcomed the incoming grade nines with open arms. Each high school held a grade nine initiation where all student councils assisted in finding grade nine's lockers or directing them to their classes, in hopes to make the transition into high school very smooth. All high schools had their grade nine colour nights where the grade nines could get to know their classmates and enjoy an exciting night filled with cheering and dancing. Additionally, Assumption and St. John's had their grade nine boys and girls days to once again to promote a positive and welcoming environment for all the grade nine students.

DEVELOPMENTS:

Holy Trinity, Assumption and St. John's have distributed grade nine rep forms and have received a large interest from many grade nines that are eager to join their school's student council. Holy Trinity had their Homecoming dance and Holy Trinity and Assumption had Homecoming football games which were both great opportunities for their schools to show their school spirit. Assumption and St. John's also gave out free spirit wear t-shirts to all grade nines to promote their school spirit.

SCHOOL NEWS:

Holy Trinity had their grade nine colour night where they charged five dollars for tickets and it was a very successful night. Holy Trinity also began their annual fair preparations where they have created banners and cheers so far. They had their homecoming and first home football game on September 20th where they had a food drive called 'Titans Tackle Hunger'. To promote their homecoming football game, Holy Trinity created a buy-out where students could pay two dollars or donate two cans of food to go to the football game, and if a whole class did either of these options; they could skip period four to go to the football game.

Assumption sold tickets for five dollars for their colour night and each ticket had a colour for the grade nines to dress up as. The money they made from selling the tickets goes towards their spirit wear, which they charge ten dollars to make it more accessible for students. They had their grade nine boys and girls days where they held games in their gymnasium run by leadership students. Assumption also had a club fest where all clubs had sign-up sheets in their cafeteria for students to see all of their club options and were able to choose a club suitable for them.

St. John's had their first day orientation in which the grade nines and student council came to school for 8:55; to not be overwhelmed by the masses of people in the hallways. Then, they had an assembly with Chris Bray to give them an open mindset for beginning the school year. They had their colour night where they played games; had cheer offs and had their grade nine rep runners give their nomination speeches.

RECOMMENDATION:

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

2019-20
Trustee Meetings and Events

| Date | Time | Meeting/Event | New / Revised |
|--|---------------------------|---|----------------------|
| September 24, 2019 | 4:30 pm 7:00 pm | New Employee Commissioning Mass Board Meeting | |
| September 25, 2019 | 9:00 am | Mental Health Steering Committee Meeting | |
| September 26, 2019 | 3:30 pm | Policy Committee Meeting | |
| October 8, 2019 | | Norfolk Fair Day | |
| October 8, 2019 | 9:30 am | SEAC Meeting | |
| October 9, 2019 | 3:00 pm | Executive Council Meeting | |
| October 10, 2019 | 5:15pm | Service Recognition Dinner | |
| October 15, 2019 | 7:00 pm | Committee of the Whole | |
| October 22, 2019 | 7:00 pm | Board Meeting | |
| October 24–26, 2019 | | When Faith Meets Pedagogy Conference | |
| October 29, 2019 | 9:00 am | STSBHN Meeting | |
| November 13, 2019 | 3:00 pm | Executive Council Meeting | |
| | 9:30 am | SEAC Meeting | |
| November 19, 2019 | 7:00 pm | Committee of the Whole | |
| November 26, 2019 | 4:00 pm | Legal Expense Review Committee | |
| November 26, 2019 | 7:00 pm | Board Meeting | |
| December 3, 2019 | 6:30 pm 7:00 pm | Annual Meeting Mass (Bishop Crosby) Annual Board Meeting | |
| December 4, 2019 (to be confirmed) | 3:00 pm | Executive Council Meeting | |
| December 5, 2019 | 9:00 am | Mental Health Steering Committee Meeting | |
| | 9:30 am | SEAC Meeting | |
| December 10, 2019 | 7:00 pm | Board Meeting | |
| <i>December 22, 2019 - January 3, 2020</i> | | <i>CHRISTMAS BREAK</i> | |
| January 15, 2020 (to be confirmed) | 3:00 pm | Executive Council Meeting | |
| January 17-18, 2020 | | OCSTA Catholic Trustees Seminar (Toronto) | |
| | 9:30 am | SEAC Meeting | |
| January 21, 2020 | 7:00 pm | Committee of the Whole | |
| January 28, 2020 | 7:00 pm | Board Meeting | |
| February 11, 2020 | 9:30 am | SEAC Meeting | |
| February 12, 2020 (to be confirmed) | 3:00 pm | Executive Council Meeting | |
| February 18, 2020 | 7:00 pm | Committee of the Whole | |
| | 9:00 am | STSBHN Meeting | |
| February 25, 2020 | 7:00 pm | Board Meeting | |
| March 2, 2020 | 7:00 pm | Regional Catholic Parent Involvement Committee Meeting (RCPIC) | |
| March 11, 2020 (to be confirmed) | 9:00 am 3:00 pm | Mental Health Steering Committee Meeting Executive Council Meeting | |
| <i>March 16-20, 2020</i> | | <i>MARCH BREAK</i> | |
| | 9:30 am | SEAC Meeting | |
| March 24, 2020 | 7:00 pm | Committee of the Whole | |
| March 31, 2020 | 4:00 pm | Legal Expense Review Committee | |
| March 31, 2020 | 7:00 pm | Board Meeting | |
| April 15, 2020 (to be confirmed) | 3:00 pm | Executive Council Meeting | |
| | 9:30 am | SEAC Meeting | |
| April 21, 2020 | 7:00 pm | Committee of the Whole | |
| April 28, 2020 | 7:00 pm | Board Meeting | |

| Date | Time | Meeting/Event | New / Revised |
|--|---------------------------|---|----------------------|
| April 30, 2020 April 30 – May 2, 2020 | | OCSTA/OCSBOA Business Seminar (Ottawa) OCSTA AGM (Ottawa) | |
| <i>May 3-May 8, 2020</i> | | <i>Catholic Education Week</i> | |
| May 4, 2020 | 5:00 pm | Catholic Student Leadership Awards @ ACS | |
| May 5, 2020 (tentative) | 6:30 pm | Celebration of the Arts (@ Sanderson Centre) | To be confirmed |
| May 11, 2020 | 7:00 pm | Regional Catholic Parent Involvement Committee Meeting (RCPIC) | |
| May 12, 2020 | 9:30 am | SEAC Meeting | |
| May 13, 2020 (to be confirmed) | 3:00 pm | Executive Council Meeting | |
| May 19, 2020 | 7:00 pm | Committee of the Whole | |
| May 26, 2020 | 9:00 am 7:00 pm | STSBHN Meeting Board Meeting | |
| June 4-6, 2020 | | CCSTA AGM (Collingwood) | |
| June 10, 2020 (to be confirmed) | 9:00 am 3:00 pm | Mental Health Steering Committee Meeting Executive Council Meeting | |
| June 16, 2020 | 9:30 am | SEAC Meeting | |
| June 18, 2020 | 7:00 pm | Committee of the Whole | |
| June 23, 2020 | 7:00 pm | Board Meeting | |
| June 25, 2020 | 4:45 pm | Assumption College Graduation | |
| June 25, 2020 | 6:30 pm | Holy Trinity Graduation | |
| June 25, 2020 | 7:00 pm | St. John's College Graduation (@ Sanderson Centre) | |

Meetings scheduled at the Call of the Committee Chair: Accommodations Committee, Audit Committee, Budget Committee, Catholic Education Advisory Committee, Communications and Information Technology Advisory Committee, Legal Expenses Review Committee, Policy Committee