



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

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

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### Board Meeting Tuesday, October 22, 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:**  
Michael McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Robert De Rubeis, Michelle Shypula and Lorrie Temple (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 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 – September 24, 2019

Pages 3-6

##### 1.6 Business Arising from the Minutes

#### 2. Presentations

##### 2.1 Memorial Statement for Hugh Sutherland, Library Technician

##### 2.1 Cyber Security

##### 2.2 St. John's College Rosary Garden

#### 3. Delegations

#### 4. Consent Agenda

#### 5. Committee and Staff Reports

##### 5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting - October 15, 2019

Pages 7-13

Presenter: Dan Dignard, Vice-Chair of the Board

- Policy Renewal Process (pgs. 14-15)
- Ontario Catholic School Trustees' Association Annual Membership Fees (pg. 16)
- Excursion - Germany, Czech Republic, Poland and Hungary (pg. 17)



- 5.2 Student Trustee Update**  
Presenter: Taylor Carroll, Student Trustee

Page 18

- 6. Information and Correspondence**  
**7. Notices of Motion**  
**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,
- a. The security of the property of the board;
  - b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - c. The acquisition or disposal of a school site;
  - d. Decisions in respect of negotiations with employees of the board; or
  - e. Litigation affecting the board.

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

- 12. Future Meetings and Events**

Pages 19-20

- 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  
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**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)

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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: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the  
September 24, 2019 Board meeting.

**Carried**

**1.4 Declaration of Interest - Nil**

**1.5 Approval of Board Meeting Minutes - June 25, 2019**

Moved by: Mark Watson

Seconded by: Carol Luciani

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

**Carried**

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

Moved by: Mark Watson

Seconded by: Carol Luciani

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

**Carried**



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

Moved by: Mark Watson

Seconded by: Carol Luciani

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

**Carried**

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

Moved by: Mark Watson

Seconded by: Carol Luciani

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

**Carried**

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

Moved by: Mark Watson

Seconded by: Carol Luciani

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

**Carried**

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

**2. Presentations**

**2.1 Christ the King School Presentation**

Superintendent Shypula thanked Christ the King Community for making a difference in the Catholic learning experience of students and commended the team for working collaboratively and enabling students to reach their full potential. Principal Hanley presented the highlights of Christ the King school which focused on the three areas of strengths being collaboration and community, capacity to demonstrate kindness and student achievement. Ms. Hanley acknowledged the presence of the team for creating a positive healthy climate that respects all voices, with a focus on teamwork and sharing the vision of academic and student well-being.

**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**

Vice-Chair Dignard reviewed the business of the September 17, 2019 Committee of the Whole meeting and brought forward the following recommendations:

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.



## **BRANT HALDIMAND NORFOLK Catholic District School Board**

## **Minutes**

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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.

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 September 17, 2019.

**Carried**

Moved by: Cliff Casey

Seconded by: Carol Luciani

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

**Carried**

### **5.2 Student Trustee Update**

Student Trustee Carroll highlighted the initiatives taken by each high school regarding grade nine initiations as well as individual projects and accomplishments.

Moved by: Dan Dignard

Seconded by: Carol Luciani

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

**Carried**

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

In response to trustee inquiries, regarding staff attendance at the 'When Faith Meets Pedagogy Conference from October 24- 26, 2019 and the number of new permanent teachers that were hired this year, Director McDonald indicated that further information would be provided at a future meeting.

### **7. Notices of Motion - Nil**

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

### **9. Trustee Inquiries - Nil**

### **10. Business In-Camera**

Moved by: Cliff Casey

Seconded by: Carol Luciani

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

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

Moved by: Bill Chopp

Seconded by: Dan Dignard

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

**Carried**



## **BRANT HALDIMAND NORFOLK Catholic District School Board**

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### **12. Future Meetings and Events**

Chair Petrella drew attention to the upcoming meetings and events. There was a trustee inquiry regarding the change in timings for future SEAC meetings. Superintendent Shypula indicated that the timing aspect will be addressed at the October 8 SEAC meeting.

### **13. Closing Prayer**

The closing prayer was led by Chair Petrella.

### **14. Adjournment**

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the September 24, 2019 Board meeting.

**Carried**

# RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

October 15, 2019

AGENDA ITEM	MOTION
4.5	<p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the rescinding of the Policy Development Policy 100.03.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Board By-Laws, which includes the imbedding of Policy Renewal Process into the By-Laws.</p>
5.2	<p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$46,221.00 for the 2019-20 school year.</p> <p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued payment of the F.A.C.E levy with the Ontario Catholic School Trustees' Association and remits the annual fee of \$1 200.36 for the 2019-20 school year.</p> <p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves GSN funding for Central bargaining with the Ontario Catholic School Trustees' Association and remits the fee of \$43,017 for the 2019-20 school year.</p>
5.4	<p>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 Germany, Czech Republic, Poland and Hungary from Friday, June 26, 2020 to Sunday, July 5, 2020.</p>

**RECOMMENDATIONS:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of October 15, 2019.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of October 15, 2019.



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

Catholic Education Centre  
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**Committee of the Whole  
Tuesday, October 15, 2019 ♦ 7:00 pm  
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), Rob De Rubeis, Michelle Shypula and Lorrie Temple (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: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the October 15, 2019 meeting.

**Carried**

**1.4 Declaration of Interest - Nil**

**1.5 Approval of Committee of the Whole Meeting Minutes – September 17, 2019**

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the September 17, 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 September 17, 2019 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 Friends of the Educational Archives Committee Meeting of September 17, 2019 to the Brant Haldimand Norfolk Catholic District School Board for receipt.





- 4.3** THAT the Committee of the Whole refers the approved minutes of the Mental Health Steering Committee Meeting of June 14, 2019, 2019 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.4** THAT the Committee of the Whole refers the unapproved minutes of the Mental Health Steering Committee Meeting of September 25, 2019, to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.5** THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of September 26, 2019, to the Brant Haldimand Norfolk Catholic District School Board for receipt.

In response to trustee inquiries on agenda Item 4.3 and 4.4 - Mental Health Steering Committee Meeting minutes, Superintendent Shypula indicated that there is no funding provided to cover the costs of the Principals in attendance for this meeting. She also explained that resources on mental health are available in all schools and that the steering committee did not have any representation from Canadian Mental Health and trustee feedback would be considered.

Moved by: Carol Luciani

Seconded by: Dan Dignard

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 Primary and Junior/Intermediate Class Size**

Superintendent Keys presented the Primary and Junior/Intermediate class size report. He indicated that Memorandum 2019: SB14, requires school boards to submit detailed reports of their elementary class size date by October 31 of each school year and that the Board established class size compliance on the September 19, 2019 count date and the data had been submitted to the Ministry. He explained that it was a collaborative process involving the senior administration team and the administrators and no follow-up had been received from the Ministry yet.

In response to trustee inquiries on a portable being placed at Christ the King school, Superintendent Keys indicated that the portable was placed after taking space into account and this was not related to class sizes, and that the students were using the library and other reallocated spaces until the portable was moved.

The trustees also commended the Senior Administration team on getting the right numbers for the class size, as this would help develop staff competence and confidence in the future.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Primary and Junior/Intermediate Class Size report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**



## **5.2 Ontario Catholic School Trustees' Association Annual Membership Fees**

Chair Petrella reviewed the fee structure used to determine the annual membership fees with the provincial Trustees' Association. He indicated that the fee was calculated on the base amount, student enrolment in 2018-19 and special F.A.C.E. levy for promoting and protecting Catholic education and that the fee was set out in Regulation 2016/15 and included in the GSN allocation.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$46,221.00 for the 2019-20 school year.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued payment of the F.A.C.E. levy with the Ontario Catholic School Trustees' Association and remits the annual fee of \$1 200.36 for the 2019-20 school year.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves GSN funding for Central bargaining with the Ontario Catholic School Trustees' Association and remits the fee of \$43,017 for the 2019-20 school year.

**Carried**

## **5.3 Programs for Students with Autism**

Superintendent Shypula explained the significant evolution that has taken place over the last 10 years in the province with respect to supporting students with autism. She noted that there are currently 181 students with autism in elementary and secondary schools across our system and provided an overview of the work being done by Ms. Donohue, Ms. Klinck and the support staff to support these students. She highlighted the ongoing training being provided to school staff, including Principals, Teachers, Educational Assistants and the Applied Behavior Analysis (ABA) team. She indicated that to date, 38 students, schools and families had participated in the Connections for Students model. With the recent Ministry funding changes and as per the Child Treatment Centre (CTCs) knowledge, students will continue to receive IBI services until March 2020. She noted that implementation of the After Schools Skills Development Program will be done based on the parameters established by the Ministry of Education and that the funding for this program extends to June 2022.

In response to trustee inquiries on the training opportunities to the educators, Superintendent Shypula indicated that the Geneva Centre for Autism Summer Institute offers free online series for educators on their website and that professional learning for educational assistants during Professional Activity days would focus on ABA strategies and evidence based content in alignment with the Geneva guidelines. She also indicated that the ABA leads function as resources; and recognizing the need for additional support, screening for the third ABA position had begun. The trustees noted the increase in the number of students over the years.

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the Programs for Students with Autism report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**



#### **5.4 Excursion – Germany, Czech Republic, Poland and Hungary**

Superintendent De Rubeis, presented a request from Assumption College School for an excursion to Germany, Czech Republic, Poland and Hungary from Friday, June 26, 2020 to Sunday, July 5, 2020. Students will have the opportunity to gain a deeper understanding of Eastern European culture and history. The tour will also provide the attendees insights to social, economic and political conditions that existed during the Cold War, the advent of the nuclear age as well as what led to the fall of communism in the late 1980's and early 1990's. He indicated that no class time will be lost and that the trip was part of a one credit summer school course, CHT 30. He responded to trustee inquiries on staff supervisors and the summer school course duration and indicated that once the students return from the excursion, the remainder of the course would be completed online, to be concluded at the end of July 2020. Discussion ensued about the cost of the trip. In response to trustee inquiries on security measures for student safety, and paid supervisors, Superintendent De Rubeis indicated that he would bring further information to the Board.

Moved by: Mark Watson

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 for an excursion to Germany, Czech Republic, Poland and Hungary from Friday, June 26, 2020 to Sunday, July 5, 2020.

**Carried**

#### **5.5 Health and Safety Update**

Director McDonald presented the Health and Safety update. He indicated that the Board considers the Health and Safety of all its employees as important. He noted that the report identifies the committee members and gives a snapshot of the accidents and the incident reports that were submitted. The Appendixes provided a comparison on the Employee Accident/ Incident statistics from September 1, 2018 to February 28, 2019 and from March 1, 2019 to August 31, 2019. He explained that our statistics are in accordance with provincial experience. He noted that like all other boards there was an increase in the incidents of student aggression; and the plan was to bring the annual data to contextualize what those incidents were to facilitate comparison between the categories and what statistics bear. He also responded to trustee inquiries on employee aggression, traumatic events and incident types.

Moved by: Dan Dignard

Seconded by: Carol Luciani

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

**Carried**

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

Superintendent Temple provide and update on the HPE (Health and Physical Education) revised Curriculum and PPM 162 (procedures related to learning expectations related to Human Development and Sexual Health). She indicated that changes recently introduced to the HPE curriculum will continue to be fully addressed through the (Fully Alive) Family Life Education



program in a way that is consistent with Church teachings, and our faith tradition and that the Board would continue to teach the curriculum established by the Ministry of Education, and curriculum across all subject areas through the lens of our Catholic faith.

Superintendent Keys provided an update on Capital Projects and indicated that as part of the Capital Priorities Program submissions, the Joint-Use Elementary School Facility in Caledonia project was submitted to the Ministry. Capital funding for the two childcare locations at OLOP and HT had already been part of prior submissions; and are currently being assessed by the Ministry.

Moved by: Carol Luciani

Seconded by: Cliff Casey

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**

There were trustee inquiries on the current state of computers in schools. Discussion ensued on computer labs, cost of the programs being used by the teachers, meeting teacher needs, the transition process, functionality and issues faced by the teachers. Superintendent Temple provided an update on Freshgrade platforms and indicated that Freshgrade services were free until the end of the year. The trustees requested further information on the cost of the Pulse program and its functionality and indicated that going forward this should be a collaborative process.

In response to trustee inquiries on library technicians and the library at Waterford, Superintendent Temple indicated that the Senior Administration team is cognizant of the current situation of the library and a process is in place to remediate.

There was a trustee inquiry on enrollment projections, Superintendent Keys indicated that he would reach out to the consultant for the report and provide the information at a future meeting.

Superintendent Shypula responded to trustee inquiries on the Leveraging Digital pilot project for Educational Assistants and the Lexia Rollout and indicated that the rollout had begun at Jean Vanier with a focus on student learning and understanding. Superintendent Shypula indicated that a more formalized report will be brought to the Board at a future meeting.

## **8. Business In-Camera**

Moved by: Dan Dignard

Seconded by: Mark Watson

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: Mark Watson

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**

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### **11. Closing Prayer**

The closing prayer was led by Chair Petrella.

### **12. Adjournment**

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the October 15, 2019 meeting.

**Carried**

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**Next meeting:** Tuesday, November 19, 2019, 7:00 p.m. – Boardroom

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

Prepared by: Mike McDonald, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: September 26, 2019  
Submitted by: Mike McDonald, Director of Education & Secretary

### POLICY RENEWAL PROCESS

Public Session

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#### **BACKGROUND INFORMATION:**

Under 169(1)(d) of the Education Act, all school board's have the responsibility to develop and maintain policies which serve to aid student achievement and well being, create a positive learning environment, ensure effective stewardship and to deliver effective and appropriate educational programs to its pupils. Policy should be clear and accessible and help to clarify practice and to reduce the risk of liability. They should be reinforced by procedures which further identify the standards at the board and school level.

#### Bylaws

Pursuant to the provisions of the Education Act and regulations, Bylaws regulate the powers and responsibilities of the board and its officers and committees.

#### Policies

Policies refers to the sets of rules and directives that direct the board of trustees and the staff of the board. The policy statement is a clear, concise statement of position or direction of the board. The procedure (if included) provides clear direction to staff in addressing the intent of the policy statement.

#### Procedures

Procedures are a set of rules and directives that the staff of the board follow with respect to operational and administrative functions.

#### **DEVELOPMENTS:**

In an effort to ensure that policies and procedures are current with changing legislation and Ministry expectations and initiatives, as well as relevant in the changing context of education, all policies and procedures will be placed on a four-year revision cycle. Depending upon the nature of the policy or procedure, this review could prompt a comprehensive change to the policy or no changes at all. In the spirit of collaboration, and to ensure that all educational stakeholders have input to and an awareness of board policy, the review cycle will contain a feedback process whereby all stakeholders will have the ability to provide input. The schedule for renewal does not preclude the need to change the schedule if needed. From time to time there will be circumstances which dictate that a particular policy review will need to be expedited and in those cases, this process can be pre-empted.

## Review and Revision Process

1. Policies and Procedures are to be reviewed on a four-year schedule.
2. When a bylaw, policy or procedure is scheduled to be reviewed it will come to policy committee with any appropriate revision prior to being circulated to stakeholders.
3. Revised Bylaws are brought to the policy committee then the appropriate board meeting for review and approval.
4. Policies and Procedures shall be brought to the board for review. The Policy Committee will approve the circulation to stakeholders.
5. Policies and Procedures shall be circulated to all stakeholders for a minimum of 60 days, for input with respect to revision.
6. At the end of the circulation period the superintendent responsible for the policy or procedure will make the revisions, then bring a report to the first available committee of the whole for discussion, then approval at the Board meeting.
7. If the policy or procedures has been modified to a large degree as a result of the consultation process, the policy or procedure will be brought back to the Policy Committee before going to the Committee of the Whole.
8. If, after the stakeholder input period, there are only a few revisions to the policy or procedure, it will be brought directly to the Committee of the Whole.
9. All revised Bylaws, Policies and Procedures will be posted on the Board's website.

## The Renewal Process Cycle

### 300.01 – Workplace Harassment

Aug 19/19	- Presentation at Senior Administration Meeting (SAM)
Sept. 26/19	- Presentation at Policy Committee
Sept. 27 to Nov 26/19	- Stakeholder Feedback
Dec 2019	- Collate feedback, prepare revisions present to SAM
Jan 15/20	- Presentation at Executive Council
Jan 21/20	- Presentation at Committee of the Whole

### **RECOMMENDATION:**

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

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

Prepared by: Mike McDonald, Director of Education & Secretary  
Presented to: Committee of the Whole  
Submitted on: October 15, 2019  
Submitted by: Rick Petrella, Chair of the Board

**ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION –  
ANNUAL MEMBERSHIP FEES**

Public Session

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**BACKGROUND INFORMATION:**

The Ontario Catholic School Trustees' Association (OCSTA) continues to be a strong guiding and unifying force for Catholic education in our province, as they are represented at a number of key government tables and work with partner organizations to promote and protect Catholic education. On a yearly basis, the Board has remitted a membership fee.

**DEVELOPMENTS:**

The annual fee for our Board is calculated on a base amount of \$8,160 plus a cost of \$3.805 per student. Based on our 2018 -19 student enrolment of 10 003 ADE (Average Daily Enrolment), the membership fee for this year is \$46 221.00

In 2013-14, a special F.A.C.E. levy for promoting and protecting Catholic education was introduced and this levy will continue for 2019-20. The levy is calculated at 12 cents per pupil, for a total of \$1 200.36. HST does not apply to either the Membership Fees or the F.A.C.E. Levy.

Under the School Boards Collective Bargaining Act OCSTA continues to serve as the designated bargaining agent for its 29 Catholic District School Boards. The fee is set out in Regulation 206/15 and was included in the GSN allocation. The amount for the 2019-2020 school year is \$43 017.00.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$46,221.00 for the 2019-20 school year.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued payment of the F.A.C.E levy with the Ontario Catholic School Trustees' Association and remits the annual fee of \$1 200.36 for the 2019-20 school year.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves GSN funding for Central bargaining with the Ontario Catholic School Trustees' Association and remits the fee of \$43,017 for the 2019-20 school year.



**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: October 15, 2019  
Submitted by: Mike McDonald, Director of Education & Secretary

**EXCURSION – GERMANY, CZECH REPUBLIC,  
POLAND AND HUNGARY**

Public Session

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**BACKGROUND INFORMATION:**

Assumption College School is requesting approval for an excursion to Germany, Czech Republic, Poland and Hungary from Friday June 26, 2020 to Sunday July 5, 2020 (no school days missed as this is at the end of the school year). This trip is part of a one credit summer school course, CHT 3O – World History Since 1900 – Global & Regional Interactions. Once the students return from the excursion, the remainder of the course will be completed online and is scheduled to conclude at the end of July 2020.

Staff supervisors will include Ms. Terry MacKinnon, Mrs. Susie Picanco, Mr. Ryan O’ Donoghue and Mr. Laurence McKenna. The cost of the trip is approximately \$4,053.00. The tour is being organized by Explorica Canada Inc.

**DEVELOPMENTS:**

Approximately twenty-five (25) Grade 11 students from the *Canadian and World Studies Department* will travel by plane to Berlin, Germany to begin an educational excursion of Germany, Czech Republic, Poland and Hungary. This tour provides an excellent opportunity for students to gain a deeper understanding of Eastern European culture and history. This tour will address several of the curriculum expectations that are identified in the course including: the rise of empires in the late 19<sup>th</sup> and early 20<sup>th</sup> century in Eastern Europe, the forces that imperialism and nationalism had on the rise of World Wars I and II and the adverse impact these events had on the population’s identity and citizenship rights. The tour will also provide the attendees insights to social, economic and political conditions that existed during the Cold War, the advent of the nuclear age as well as what led to the fall of communism in the late 1980’s and early 1990’s. How these countries and societies have redefined themselves politically, socially and economically to compete globally in a free market will also be explored.

The students will participate in guided tours in Berlin, Prague, Kraków and Budapest and visit numerous sites such as; the Berlin Wall, Auschwitz Concentration Camp and Memorial and various other Museums and palaces. Students and staff will strengthen their faith by attending mass at the largest and most important temple in Prague, St. Vitus Cathedral which apart from the religious services, is a place of burial of several patron saints, sovereigns, noblemen and archbishops.

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

See next page for recommendation.

**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 Germany, Czech Republic, Poland and Hungary from Friday, June 26, 2020 to Sunday, July 5, 2020.

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

Prepared by: Taylor Carroll, Student Trustee  
Presented to: Board of Trustees  
Submitted on: October 22, 2019  
Submitted by: Mike McDonald, Director of Education & Secretary

### STUDENT TRUSTEE REPORT

Public Session

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#### **BACKGROUND INFORMATION:**

In October, all councils have now welcomed eager grade nines. St. John's recruited three grade nines who are very excited to help with fall events, Assumption welcomed seventeen new grade nine students because they were highly qualified and Holy Trinity has twenty to thirty new council members of all grades and have assigned them to their executive or union council.

#### **DEVELOPMENTS:**

Both St. John's and Holy Trinity had their pep rallies and all high schools had their homecoming dance. These pep rallies are to encourage school spirit and included recognizing the fall sports teams and introducing the new student council for 2019 to 2020. The homecoming dances are a great way for students to show their school spirit by wearing their school colours or spirit wear.

#### **SCHOOL NEWS:**

St. John's had their Friday Night Lights football game on October 4<sup>th</sup> where St. John's council had face paint and posters for their students to cheer on their football players. St. John's has created a new event called Socktober where they are collecting new socks to be donated to a First Nations Reserve up North and have a goal of collecting 1,000 pairs of socks before the end of the month. The fall pep rally will be hosted on the 17<sup>th</sup> and St. John's council has worked very hard on creating captivating games and has made an introduction to council video. Additionally, on the 17<sup>th</sup>, St. John's is holding a breast cancer awareness basketball game where students are encouraged to give a small donation at the door. St. John's homecoming will be on the 23<sup>rd</sup> and the council will be selling tickets on school cash online for \$10.

Holy Trinity had their pep rally on the 7<sup>th</sup> to hype up students for their fair the following day. The Norfolk Fair hosts the five school districts in Simcoe and gives each school space at the fair to hold competitions like tug of war and cheerleading. This fair is an old tradition in Simcoe and the winner of these games gets bragging rights. Holy Trinity had their homecoming where they sold tickets for \$5 and the dance had almost 500 attendants.

Assumption had their homecoming on October 4<sup>th</sup> and sold tickets for \$5 and had about 300 students attended. At the dance, they introduced the "bring your reusable water bottle" policy to cut down on plastic consumption and received great feedback. They will have their We Scare Hunger food drive on the 30<sup>th</sup> where Assumption student's trick or treat for non-perishable food items in the West Brant area. Assumption had their spirit wear week which included a flannel day and a sweater day which was a creative way for students to show their school spirit. Finally, they had a student council retreat after school at Assumption for their council to play ice-breaker games and get to know one another.

#### **RECOMMENDATION:**

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

**2019-20**  
**Trustee Meetings and Events**

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
<b>October 22, 2019</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
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	
<b>November 19, 2019</b>	9:30 am <b>7:00 pm</b>	SEAC Meeting <b>Committee of the Whole</b>	
November 26, 2019	5:00 pm	Legal Expense Review Committee	
<b>November 26, 2019</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
<b>December 3, 2019</b>	6:30 pm <b>7:00 pm</b>	Annual Meeting Mass (Bishop Crosby) <b>Annual Board Meeting</b>	
December 4, 2019 (to be confirmed)	3:00 pm	Executive Council Meeting	
December 5, 2019	9:00 am	Mental Health Steering Committee Meeting	
<b>December 10, 2019</b>	9:30 am <b>7:00 pm</b>	SEAC Meeting <b>Board Meeting</b>	
<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)	
<b>January 21, 2020</b>	9:30 am <b>7:00 pm</b>	SEAC Meeting <b>Committee of the Whole</b>	
<b>January 28, 2020</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
February 11, 2020	9:30 am	SEAC Meeting	
February 12, 2020 (to be confirmed)	3:00 pm	Executive Council Meeting	
<b>February 18, 2020</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>February 25, 2020</b>	9:00 am <b>7:00 pm</b>	STSBHN Meeting <b>Board Meeting</b>	
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>	
<b>March 24, 2020</b>	9:30 am <b>7:00 pm</b>	SEAC Meeting <b>Committee of the Whole</b>	
March 31, 2020	5:00 pm	Legal Expense Review Committee	
<b>March 31, 2020</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
April 15, 2020 (to be confirmed)	3:00 pm	Executive Council Meeting	
<b>April 21, 2020</b>	9:30 am <b>7:00 pm</b>	SEAC Meeting <b>Committee of the Whole</b>	
<b>April 28, 2020</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
April 30, 2020 April 30 – May 2, 2020		OCSTA/OCSBOA Business Seminar (Ottawa) OCSTA AGM (Ottawa)	
April 29 – May 1, 2020		Board Art Show (Haldimand Museum in Cayuga, Eva Brook Donly Museum in Simcoe and Wayne Gretzky Centre in Brantford)	
<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	6:30 pm	Celebration of the Arts (@ Sanderson Centre)	
May 11, 2020	7:00 pm	Regional Catholic Parent Involvement Committee Meeting (RCPIC)	

Date	Time	Meeting/Event	New / Revised
May 12, 2020	9:30 am	SEAC Meeting	
May 13, 2020 (to be confirmed)	3:00 pm	Executive Council Meeting	
<b>May 19, 2020</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>May 26, 2020</b>	9:00 am <b>7:00 pm</b>	STSBHN Meeting <b>Board Meeting</b>	
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	
<b>June 18, 2020</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>June 23, 2020</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
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