



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

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

---

### Board Meeting Tuesday, November 26, 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 – October 22, 2019

Pages 3-6

##### 1.6 Business Arising from the Minutes

#### 2. Presentations

##### 2.1 The Board will recognize the accomplishments of Neil Chopp

##### 2.2 CBC project/St. Peters “Shine”

##### 2.3 Overview of St Mary Catholic Learning Centre

#### 3. Delegations

#### 4. Consent Agenda

#### 5. Committee and Staff Reports

##### 5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting - November 19, 2019

Pages 7-11

Presenter: Dan Dignard, Vice-Chair of the Board

- Excursion – Panama (pg. 12)
- Insurance Renewal (pgs. 13-14)
- Inclement Weather & Temporary School/Facilities Closures (pgs.15-19)



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

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

---

- 5.2** Extended French Program at Assumption College School  
Presenter: Lorrie Temple, Superintendent of Education Pages 20-21
- 5.3** Student Trustee Update  
Presenter: Taylor Carroll, Student Trustee Page 22
- 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 23-24
- 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**

---

**Next meeting:** Tuesday, December 10, 2019, 7:00 p.m. – Boardroom



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

---

**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,  
Taylor Carroll (Student Trustee)

**Absent:** Mark Watson

**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**

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: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the October 22, 2019 Board meeting.

**Carried**

**1.4 Declaration of Interest - Nil**

**1.5 Approval of Board Meeting Minutes – September 24, 2019**

Moved by: Carol Luciani

Seconded by: Cliff Casey

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

**Carried**

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

**2. Presentations**

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

Chair Petrella read a memorial statement for Hugh Sutherland.



## **2.2 Cyber Security**

Norm Cicci, Manager of Information Technology, provided a presentation regarding Cyber Security. He reviewed the importance of passwords and education on cyber security. He provided an overview of how phishing emails can result in virus infections, identity and data theft. A summary of activities that have been undertaken to reduce risk such as geo-filtering, Sender Policy Framework and notification of external senders was provided.

Chair Petrella expressed concern regarding cyber security as it relates to phishing emails and highlighted the importance of utilizing sources to help identify and rectify gaps in cyber security.

## **2.3 St. John's College Rosary Garden**

Superintendent De Rubeis introduced Salvina D'Eramo and Marty Quinlan, teachers, along with Catherine Rocchi and Sebastian De Grandis, students, at St. John's College. A slideshow highlighting the creation and progress of building the garden was presented. Students enjoyed working together to create something special. The rocks were placed in the sequence of a rosary with each stone representing a prayer. The garden allows visitors to enjoy peace, reflect and pray. The garden was declared a great project to promote Catholic faith.

## **3. Delegations - Nil**

## **4. Consent Agenda - Nil**

## **5. Committee and Staff Reports**

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

Vice-Chair Dignard reviewed the business of the October 15, 2019 Committee of the Whole meeting and brought forward the following recommendations:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the rescinding of the Policy Development Policy 100.03.

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.

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.



Moved by: Dan Dignard

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 October 15, 2019.

**Carried**

Moved by: Dan Dignard

Seconded by: Carol Luciani

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

**Carried**

Moved by: Cliff Casey

Seconded by: Carol Luciani

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.

**Carried**

## **5.2 Student Trustee Update**

Student Trustee Carroll advised that schools have been busy welcoming their Grade 9 students and new council members. Schools have held their pep rallies and homecoming dances where students showed their school spirit by wearing school colours. Students of St. John's College have found much success with their new Socktober event where they have exceeded their goal of collecting 1,000 pairs of socks. Holy Trinity students enjoyed their participation in events at the Annual Norfolk Fair. Students at Assumption College are readily excited about truck or treating for non-perishable food items in their community.

Moved by: Cliff Casey

Seconded by: Dan Dignard

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

**Carried**

## **6. Information and Correspondence - Nil**

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

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

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

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

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

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

Moved by: Cliff Casey

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**

### **Minutes**

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

---

#### **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: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the October 22, 2019 Board meeting.

**Carried**

---

**Next meeting:** Tuesday, November 26, 2019, 7:00 p.m. – Boardroom

# RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

November 19, 2019

<b>AGENDA ITEM</b>	<b>MOTION</b>
5.1	THAT the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College Catholic High School for an excursion to Panama from Friday, March 12 to Saturday, March 20, 2021.
5.2	THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2020 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$127,476, excluding PST.
5.3	THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Inclement Weather & Temporary School/Facility Closures policy 400.01.

## **RECOMMENDATIONS:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of November 19, 2019.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of November 19, 2019.



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

---

### Committee of the Whole Tuesday, November 19, 2019 ♦ 7:00 pm Boardroom

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

**Absent:** 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 Trustee Luciani.

### 1.2 Attendance

As noted above.

### 1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the November 19, 2019 meeting.

**Carried**

### 1.4 Declaration of Interest - Nil

### 1.5 Approval of Committee of the Whole Meeting Minutes – October 15, 2019

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 minutes of the October 15, 2019 meeting.

**Carried**

### 1.6 Business Arising from the Minutes - Nil

## 2. Presentations

### 2.1 Educational Assistant Devices

Superintendent Shypula provided a PowerPoint presentation regarding leveraging digital assistance to Educational Assistants. She provided an overview of the consultation process which included the following:

- Feedback from a focus group
- Identifying potential challenges
- Creation of a core team
- Co-created a high-level implementation plan





Dave Szuty, E-Learning Consultant, reviewed the support available to users and how teacher capacity is being built.

Carmen McDermid, Student Achievement Lead – Special Education, spoke to the benefits that the technology would have in relation to student achievement.

**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 October 8, 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 Student Transportation Services Brant Haldimand Norfolk Board of Directors Meeting of October 29, 2019 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

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 Excursion – Panama**

Superintendent De Rubeis presented a request from Assumption College School for an excursion to Panama. Students will study one of the most diverse ecosystems in the world. They will also be immersed in local culture and conduct research regarding conservation of wetlands. He advised that students will also participate in faith formation at a local Mass.

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College Catholic High School for an excursion to Panama from Friday, March 12 to Saturday, March 20, 2021.

**Carried**

**5.2 Insurance Renewal**

Superintendent Keys provided an overview of the current liability insurance covered by the Ontario School Boards' Insurance Exchange (OSBIE). He reviewed the adjusted rates and premiums for the year. It was noted that boiler and machinery insurance will no longer be offered through OSBIE's provider and that new premiums are currently being negotiated.

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 2020 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$127,476, excluding PST.

**Carried**



### **5.3 Inclement Weather Policy**

Director McDonald presented the revised Inclement Weather Policy. He provided an overview of the changes including staff procedures, cold weather and an introduction of zones. Stakeholders were consulted and many of the major themes from the feedback were adopted. It was noted that the revised policy addresses the communication procedure in the event of an inclement weather day.

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Inclement Weather & Temporary School/Facility Closures policy 400.01.

**Carried**

### **5.4 Board Improvement Plan for Student Achievement**

Superintendent Temple shared the 2019-2020 Board Improvement Plan for Student Achievement. A chart outlining the current work that has been undertaken was reviewed. The plan boasts a focus on math and cohort. An summary of the identified Essential Practices was provided including Learning and Numeracy.

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the Board Improvement Plan for Student Achievement report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

## **6. Information and Correspondence**

Director McDonald advised that a successful Strategic Planning Session was recently held with stakeholders to help identify goals. The information collected will be reviewed and sent back to stakeholders for more feedback.

Vision 2020 will be held at Assumption College School in the near future. The event will celebrate STEM and will include guest speakers and workshops.

Superintendent Keys provided an update regarding upcoming capital projects and how they may affect summer programs.

Moved by: Dan Dignard

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**

Vice-Chair Dignard referred to Item 5.2 and inquired about safety precautions taken to minimize claims.

Superintendent Keys reviewed the safety requirements as they relate to claims.



**8. Business In-Camera**

Moved by: Bill Chopp

Seconded by: Dan Dignard

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

**Carried**

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

Vice-Chair Dignard and Trustee Chopp declared a conflict of interest in Item 5.3 of the In-Camera session and left the room. They did not take part in the consideration, discussion of or vote on any questions with relation to this item.

Moved by: Carol Luciani

Seconded by: Cliff Casey

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.

**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 November 19, 2019 meeting.

**Carried**

**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: November 19, 2019  
Submitted by: Michael McDonald, Director of Education & Secretary

**EXCURSION – Panama**  
Public Session

---

**BACKGROUND INFORMATION:**

Assumption College Catholic High School is requesting approval for an excursion to Panama from Friday, March 12 to Saturday, March 20, 2021 (only one school day missed as trip runs through March Break). Staff supervisors will include David Page, Marilyn Martello and Moira Graham. The cost of the trip is approximately \$3,729.00.

**DEVELOPMENTS:**

Approximately forty-four (44) Grades 9 to 12 students from Assumption College Catholic High School will be travelling by air to Panama. This tour provides an opportunity for students to study one of the world's most diverse ecosystems. Students will have the opportunity to visit numerous sites including the Smithsonian Tropical Research Institute. They will also conduct research at CREHO (Centro Regional para el Hemisferio Occidental), a facility looking to contribute to the wise use and conservation of wetlands.

Students will have an opportunity to experience faith formation during a group arranged church service.

Explorica is requiring approval of the excursion by November 30, 2019.

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 Catholic High School for an excursion to Panama from Friday, March 12 to Saturday, March 20, 2021 for approval.

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

Prepared by: Scott Keys, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: November 20, 2019  
Submitted by: Michael McDonald, Director of Education & Secretary

## INSURANCE RENEWAL

Public Session

---

### **BACKGROUND INFORMATION:**

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

As at January 1, 2020, OSBIE is in year four of the current five-year Subscription Period, which ends on December 31, 2021.

### **DEVELOPMENTS:**

Based on actuarial estimates, OSBIE was able to provide the following general rate adjustments for 2020:

	<b>General Rate Adjustment (%)</b>	<b>BHNCDSB Rate Adjustment (%)</b>
Liability	1.0	2.06
Property	-5.0	-0.43
Boiler and Machinery	Program change. Premiums to be determined.	-2.86
Crime	0.0	2.06
Automobile	-10.0	20.0
Privacy Data Liability	0.0	1.78

The provider of OSBIE's boiler and machinery insurance has indicated that they will no longer be offering this insurance to OSBIE and its members. As a result, OSBIE is currently negotiating premiums for this insurance. Before year end, a separate invoice will be forwarded to the Board for boiler and machinery insurance.

Overall improvements in the quality of risk have resulted in general rate decreases in Liability and Property insurance rates. In addition to their regular insurance program, OSBIE provides an incentive program to help reduce fees even further.

### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2020 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$127,476, excluding PST.

## Brant Haldimand Norfolk Catholic District School Board

## OSBIE INSURANCE

Insurance Premium Excluding Taxes					
Description	2017	2018	2019	2020	% Increase / Decrease
Property	63,303.00	57,530.00	54,155.00	45,268.00	-0.43
Crime	4,936.00	5,071.00	5,186.00	5,292.00	2.06
Boiler and Machinery	4,592.00	4,592.00	4,465.00	To be invoiced separately	-2.86
Liability	70,211.00	63,636.00	63,137.00	65,637.00	2.06
Subtotal	143,751.00	131,472.00	127,581.00	116,197.00	
Fleet Automobile	7,414.00	6,969.00	6,969.00	7,714.00	20.00
Privacy Data Liability	3,056.00	3,150.00	3,504.00	3565.00	1.78
<b>Total Insurance Premium</b>	<b>\$154,221.00</b>	<b>141,591.00</b>	<b>138,054.00</b>	<b>127,476.00</b>	

	Coverages	Deductibles
Property	Unlimited	\$10,000 per occurrence
Crime	\$1 million	\$500 per occurrence
Boiler and Machinery	To be invoiced separately	n/a
Auto	\$27 million	\$250
Liability	\$27 million	\$0
Privacy Data	\$2 million	\$10,000

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

Prepared by: Mike McDonald, Director of Education & Secretary  
Presented to: Committee of the Whole  
Submitted on: November 19, 2019  
Submitted by: Mike McDonald, Director of Education & Secretary

# INCLEMENT WEATHER & TEMPORARY SCHOOL/FACILITIES CLOSURES

Public Session

---

---

### **BACKGROUND INFORMATION:**

In 2016, the BHCNDSB revised the policy in an attempt to create consistent expectations for employees regarding inclement weather days, especially as they relate to temporary school closures. With the large number of weather related transportation cancellation events last year, there was some dissatisfaction with aspects of the policy and there was also the need for clarification and consistency in certain areas. Student and staff safety is the number one priority when school closure decisions are made.

### **DEVELOPMENTS:**

As a result of this, the need was determined to re-examine the policy with the purpose of making some changes and providing clarification. In an effort to ensure that the Board captured as much input as possible, the policy was circulated to stakeholders for feedback. A great deal of feedback was received, many staff and parents took the time to provide their opinion on possible changes. Although not all of the feedback was in agreement, and not all input could be incorporated into the revised policy, many of the major themes were adopted within the revised policy and procedure.

There were many changes made to the existing policy mostly in relation to the staff procedures for dealing with an inclement weather day. The most notable change to the policy which resulted in a variety of subsequent changes, is that the with two possible exceptions, when transportation is cancelled due to weather and road conditions, schools and school facilities, will be closed to both students and staff. The exceptions identified in the new policy relates to extreme cold weather which make the operations of the buses difficult and the wait times for students for the bus problematic.

The policy addresses the communication of inclement weather days and notes that, in recognition of the need for parents and staff to know in a timely manner, the Board will make their decision as early as possible once they have been able to gather the most recent data on weather and road conditions to make an informed decision

### **RECOMMENDATION:**

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board for approve the revised Inclement Weather & Temporary School/Facility Closures policy 400.01



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Inclement Weather & Temporary School/Facility Closures**

		<b>Policy Number:</b>	400.01
<b>Adopted:</b>	April 23, 2013	<b>Former Policy Number:</b>	N/A
<b>Revised:</b>	N/A	<b>Policy Category:</b>	Operations
<b>Subsequent Review Dates:</b>	N/A	<b>Pages:</b>	1

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes that the safety and well-being of staff and students is the highest priority. From time to time, the district encounters inclement weather that can lead to delays and temporary closures of schools.

**Policy Statement:**

It is the policy of the Board that the Director of Education or designate is authorized to delay bus start times or to close schools in the circumstances that inclement weather prevents students and staff from arriving to school safely. It is the responsibility of parents/guardians to decide if they want their child(ren) to travel to school on inclement weather days when transportation is not cancelled.

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

**References**

[http://www.stsbhn.ca/documents/Policies\\_Procedures/024.pdf](http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf)  
Education Act, R.S.O. 1990, c.E.2





---

## **Inclement Weather & Temporary School/Facility Closures AP 400.01**

<b>Procedure for:</b>	All Staff	<b>Adopted:</b>	April 23, 2013
<b>Submitted by:</b>	Mike McDonald (Director of Education)	<b>Revised:</b>	April 26, 2016
<b>Category:</b>	Operations		

---

### **Purpose**

The purpose of this Administrative Procedure is to provide direction to all staff regarding the expectations and processes to address the results of inclement weather.

### **Responsibilities**

Direction is given in this Administrative Procedure to supervisory officers, principals, teachers, managers, supervisors and all staff.

### **Information – N/A**

### **Procedures**

The Director of Education or designate, in consultation with Student Transportation Services, shall determine when school openings will be delayed or schools/facilities will be temporarily closed due to inclement weather. The Director of Education or designate shall determine if a zone is to be closed due to inclement weather. The Director of Education or designate is responsible for setting up a notification system to inform the district of any delays or temporary zone closures. All bus delays and temporary zone closures shall be initially communicated by Student Transportation Services Brant Haldimand Norfolk (STSBHN) and by BHNCD SB and local media

#### **1.0 Safety**

The BHNCD SB believes that the safety and well-being of staff and students is first and foremost. As such, once it is determined that weather conditions are unsafe, the decision will be made to cancel transportation and/or close zones. The determination of adverse weather conditions is subjective and consequently it is the responsibility of parents/guardians to decide if they want their child(ren) to travel to school on inclement weather days when transportation is not cancelled.

#### **2.0 Communication**

The BHNCD SB understands that prompt and clear communication of decisions are important for staff, students and parents and consequently will make every effort to communicate the decision as soon as possible. A decision to cancel transportation and temporarily close zones will be made by 6:30 a.m. where possible and STSBHN will begin to communicate the details (automated alerts, local media – radio/tv, social media). BHNCD SB will assist communication efforts via automated alerts, website posts and social media. For a complete list of media outlets partnered to broadcast inclement weather messaging, visit [stsbhn.ca](http://stsbhn.ca) – Frequently Asked Questions.

#### **3.0 School Zones**

The BHNCD SB is a large board geographically and as a result the weather conditions will vary from location to location. For the sake of this policy, the board will be divided into four zones. The zones are Norfolk county (Zone 1), Haldimand County (Zone 2), Brant County (Zone 3) and the City of Brantford (Zone 4). These zones will be communicated to parents and the community. In the event that not all of the zones of the Board are closed, the communication will be clear as to what zones are closed.



#### 4.0 Cancellation of Transportation and School Closure

In the event that inclement weather has been forecast, or is imminent, the STSBHN will collect data and information from a variety of sources and discuss the weather conditions with the Superintendent of Business or Director of Education. The decision to cancel transportation and close zones will be made based upon: the forecasted road conditions and visibility during student travel time. If it is believed that due to these factors safe travel is not possible, transportation will be cancelled.

When this occurs, the following will occur:

- All schools and Board facilities within the affected zone closed to students and staff and **all activities**, including but not limited to; community use of school rentals, athletic events/practices, and before and after school childcare, will be cancelled.
- If any zone is closed, all training sessions in the Board will be cancelled.
- If a bus route travels through a zone where transportation is cancelled the bus will not operate. Therefore, students who reside in a cancelled zone, but attend school in a zone which is open, will not have transportation provided, and if they reside in a zone where schools are open but they attend school in a zone which is closed transportation will also be cancelled.
- Once transportation has been cancelled in the morning, it remains cancelled all day.

#### 4.1 Staff Procedure

- (a) If transportation is cancelled to all zones, schools and facilities are closed to all students and staff.
- (b) If transportation is not cancelled in a zone where an employee works, the employee will make every reasonable effort to reach their normal place of employment using safety and common sense as the guiding principle. If after these considerations an employee cannot safely make it to their place of work they will alert their supervisor, record in Smartfind and make an application for an Inclement Weather Day, or other leave, to be adjudicated by the Human Resources Department.

#### 5.0 Cold Weather Cancellation of Transportation (Due to Risk of Bus Reliability) and Schools Remain Open

In the event that the Environment Canada identifies that the air temperature, with wind chill, is below -30 degrees and a high risk of frostbite could occur in 10 minutes or less, transportation will be cancelled but schools and facilities may remain open. This will be determined at 5:45 a.m. and messaged out accordingly. The cancellation of transportation due to air temperature and bus reliability, is to ensure that students are not stranded, without heat, on a disabled bus

#### 6.0 Early Dismissal

Early dismissal will occur only in extreme circumstances. The decision to have students transported home early will be made by 12:00 noon and the information shall be communicated to families and staff, posted on the Board website, communicated through social media and shared with local media.

When it is necessary to dismiss early, parents/guardians (or alternate emergency contacts) of students in Junior Kindergarten to Grade 8 and parents/guardians (or alternate emergency contacts) of Secondary students under 18 years of age will be contacted, unless the school has previously made alternate arrangements with parents/guardians. If no contact can be made before buses leave, students will remain at school until parents have been contacted and they have made arrangements to pick up their children. Adequate staff will remain at school to provide supervision.



<b>Zone 1 Norfolk County</b>	<b>Zone 2 Haldimand County</b>	<b>Zone 3 Brant County</b>	<b>Zone 4 City of Brantford</b>
<b>Elementary Schools</b>	<b>Elementary Schools</b>	<b>Elementary Schools</b>	<b>Elementary Schools</b>
Our Lady of Fatima	Notre Dame School	Blessed Sacrament	Christ the King
Sacred Heart	St. Mary's	Holy Family	Holy Cross
St. Bernard of Clairvaux	St. Michael's	Sacred Heart	Jean Vanier
St. Cecilia's	St. Patrick's	St. Theresa	Notre Dame
St. Frances Cabrini	St. Stephen's		Our Lady of Providence
St. Joseph's			Resurrection
St. Michael's			St. Basil
			St. Gabriel
			St. Leo
<b>Secondary Schools</b>			St. Patrick
Holy Trinity Catholic High School			St. Peter
St. Mary Satellite Campus			St. Pius X
			<b>Secondary Schools</b>
			Assumption College School
			St. John's College
			St. Mary Catholic Learning Centre
			<b>Board Facility Sites</b>
			Catholic Education Centre
			Facility Services
			IT Services

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

Prepared by: Lorrie Temple, Superintendent of Education  
Presented to: Board Meeting  
Submitted on: November 26, 2019  
Submitted by: Mike McDonald, Director of Education & Secretary

### EXTENDED FRENCH PROGRAM AT ASSUMPTION COLLEGE SCHOOL Public Session

---

---

#### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board has been reviewing the French programming (FSL) offered at the Secondary level and is seeking to expand the program to create a viable pathway for our students in French Immersion as well as Core French into Assumption Secondary School. Holy Trinity (already) currently has an Extended French program and BHNCDSB would like to offer this program at Assumption Catholic Secondary School as well for the 2020-21 school year.

#### **DEVELOPMENTS:**

Parents in the community, as well as staff across the system, have been looking for a viable pathway for their children/students to pursue further learning in French beyond Core French after elementary school. The Brant Haldimand Norfolk Catholic District School Board has demonstrated a strong interest in supporting FSL programming with French programming offered beginning in Grade 1 in all 28 of our Elementary Schools. We also offer French Immersion Programming in 5 Dual Track Elementary Schools: Jean Vanier (K-8); St Leo (K-3); St. Joseph Simcoe (K-3); Notre Dame Caledonia (K-1); Sacred Heart Paris (K-3).

Currently at ACS, we offer Modified/Open/Applied and Academic French as a Secondary Language Courses. Currently there is no pathway for extended or advanced French learning, outside of the traditional Core FSL programming, for students entering secondary school in Brantford.

Assumption CSS currently has the staff to fulfill the program requirements as well as the space and passion to begin this initiative.

#### **INFORMATION:**

In the Extended French program at the secondary level, students accumulate seven credits in French: four are for Extended French courses where students are taught French as a subject; three are for other subjects in which French is the language of instruction. These additional courses often include Geography, History, Careers and Civics, world Religions. Additional course offering in French could include Physical Education and Health.

The prerequisites for the Extended French program are that students have a minimum of 1260 hours of French instruction, or equivalent. These hours would not only be met by our French Immersion students but would also be met by our Core French students that have been taking 200 minutes of French each week since Grade 1.

Offering the Extended French program at Assumption College School would offer a viable pathway for students from Jean Vanier to further pursue their French studies at the Secondary level.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Extended French Program at Assumption College School for 2020-21 Report.

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

Prepared by: Taylor Carroll, Student Trustee  
Presented to: Board of Trustees  
Submitted on: November 26, 2019  
Submitted by: Mike McDonald, Director of Education & Secretary

### STUDENT TRUSTEE REPORT

Public Session

---

---

#### **BACKGROUND INFORMATION:**

During the month of November, all three high schools will be having their semi-formals, this dance is a great way for students to bond and have fun during a stressful time at midterms. St. John's semi-formal theme is a winter wonderland, Assumption's theme is a night under the stars and Holy Trinity's theme is The Great Gatsby.

#### **DEVELOPMENTS:**

St. John's has completed its Socktober collections in October and received over 3,000 pairs of socks! Sadly, Holy Trinity lost fair due to the reigning champions, Delhi. And Assumption had their fall feeder schools grade eight-day where the students got to go on tours, meet teachers and met the principal and vice-principals.

#### **SCHOOL NEWS:**

With the collected socks, SJC has decided to donate most of the socks to a homeless shelter in Windsor and will donate the baby socks they received to the Brantford General Hospital's Nicu centre. SJC participated in diabetes awareness month because they had an eagle named Jackson Hotrum who passed away due to juvenile diabetes. So, throughout the month SJC sold blue ribbons, blue cookies and handed out stickers which said, "for Jackson" and on national diabetes day (Nov 14) SJC encouraged everyone to wear a blue shirt in support. And, they have raised \$430 for juvenile diabetes research.

Holy Trinity had a successful pep rally where they showed off their derby car that was made for fair by the gr 12 auto class and painted by an art class. HT had another amazing Homecoming where they sold out at 600 attendants. They had a "Building Stronger Titans" mental health week where they did yoga, began preparing for their first exams in January and heard a fantastic public speaker named Michael Jacque.

The Assumption social justice group planned an Amplify your Culture event. This is during fourth period when students are called down to the cafeteria to see booths of different cultures and they serve food, dance and play music. They had an entertaining coffee house in November with singing and instrument playing and the money they raised from their coffee house goes towards their student council and their spirit wear. Lastly, ACS will be having their semi-annual spirit wear sale in November to make spirit wear more accessible for all students.

#### **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>December 3, 2019</b>	6:30 pm <b>7:00 pm</b>	Annual Meeting Mass (Monsignor Kroetsch) <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>		<b>CHRISTMAS BREAK</b>	
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>		<b>MARCH BREAK</b>	
<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>		<b>Catholic Education Week</b>	
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)	
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 8, 2020	5:00 pm	Audit Committee Meeting	
June 10, 2020	9:00 am	Mental Health Steering Committee Meeting	

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
(to be confirmed)	3:00 pm	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