



# 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, February 25, 2020 ♦ 7:00 p.m. Boardroom

#### Trustees:

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

#### Senior Administration:

Michael McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Rob De Rubeis, Kevin Greco, 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 – January 28, 2020

Pages 3-7

Approval of Special Meeting of the Board Minutes – February 18, 2020

Pages 8-9

### 1.6 Business Arising from the Minutes

## 2. Presentations

## 3. Delegations

## 4. Consent Agenda

## 5. Committee and Staff Reports

### 5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – February 18, 2020

Pages 10-14

Presenter: Carol Luciani, Vice-Chair

- School Year Calendar (ps. 15-20)
- Policy Template (pgs. 21-27)

### 5.2 Excursion – Los Angeles, CA

Pages 28-34

Presenter: Rob De Rubeis, Superintendent of Education

### 5.3 Strategic Plan Action Items

Pages 35-36

Presenter: Mike McDonald, Director of Education & Secretary

### 5.4 Student Trustee Update

Page 37

Presenter: Taylor Carroll, Student Trustee



- 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 her 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**
- 13. Closing Prayer**

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*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

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**Board Meeting  
Tuesday, January 28, 2020 ♦ 7:00 p.m.  
Boardroom**

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

**Absent:**

**Senior Administration:**  
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Rob De Rubeis, Kevin Greco 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 Vice-Chair Luciani.

**1.2 Attendance**

As noted above.

**1.3 Approval of the Agenda**

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the January 28, 2020 Board meeting.

**Carried**

**1.4 Declaration of Interest - Nil**

**1.5 Approval of Board Meeting Minutes – December 10, 2019**

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the December 10, 2019 Board meeting.

**Carried**

**Approval of Special Meeting of the Board Minutes – December 20, 2019**

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the December 20, 2019 Special meeting of the Board.

**Carried**



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

**2. Presentations**

Chair Petrella welcomed Kevin Greco who is taking on the role of Superintendent of Education and Kerry Eamer who is taking on the role of Manager of Human Resources.

**2.1 Ontario Association of Parents in Catholic Education (OAPCE) Certificate – Stéphane Rouleau, Co-Chair of the Regional Council Parent Involvement Committee (RCPIC)**

Superintendent De Rubeis introduced Stéphane Rouleau, Co-Chair of RCPIC. Mr. Rouleau presented the board with a certificate of appreciation. The mission of the committee is to preserve and enhance publicly funded English Catholic education in Ontario. RCPIC is the only Catholic parent organization to be recognized by the Ministry of Education and the Institute for Catholic 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 – January 21, 2020**

Vice-Chair Luciani reviewed the business of the January 21, 2020 Committee of the Whole meeting and brought forward the following recommendations:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an Art and Music trip to New York, NY from Thursday, May 14 to Monday, May 18, 2020.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the revisions to the Workplace Harassment Policy and Procedure 300.01.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the revisions to the Employee Expenses Policy 700.04.

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 January 21, 2020.

**Carried**

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of January 21, 2020.

**Carried**



## **5.2 Unapproved Minutes and Recommendations from the Budget Meeting – January 21, 2020**

Trustee Petrella, Chair of the Budget Committee, reviewed the business of the January 21, 2020 Budget Committee meeting and brought forward the following recommendations:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Revised Estimates – 2019-20 Operating Expenditure, in the amount of \$135,314,144.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Revised Estimates – 2019-20 Capital Expenditure, in the amount of \$7,662,590.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2020-21 Budget Plan Report and Consultation Survey.

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of January 21, 2020.

**Carried**

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of January 21, 2020.

**Carried**

## **5.3 Trustee Expenses**

Chair Petrella reviewed the provisions of the Trustee Expenses Policy 100.10. A summary of the trustee expenses for the period of September 1, 2018 to August 31, 2019 was provided.

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approve the Trustee Expenses Report for the period September 1, 2018 to August 31, 2019.

**Carried**

## **5.3 Student Trustee Update**

Student Trustee Carroll highlighted recent events in the school communities. All schools celebrated 12 days of Christmas in December which involved dress down days, building gingerbread houses and wearing Christmas sweaters. The high schools hosted grade eight nights where future students had the opportunity to visit and tour the schools. All the schools will also be holding a “techspolration” day to explore what the tech classes have to offer.

Moved by: Cliff Casey

Seconded by: Bill Chopp

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

**Carried**



**6. Information and Correspondence**

**6.1 Director's Annual Report: 2018-19**

Director McDonald presented the Director's Annual Report as an interactive website. The annual report highlights achievements throughout the year, reviews the year's progress and pillars of the strategic plan.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Director's Annual Report: 2018-19.

**Carried**

Director McDonald provided an update regarding the coronavirus including information from the Ontario Medical Officer of Health.

Director McDonald highlighted the beginning of the After School Skills Development Program. The program will run for six weeks and will have three BHNCDSD students participating.

Moved by: Carol Luciani

Seconded by: Bill Chopp

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

**Carried**

**7. Notices of Motion - Nil**

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

**9. Trustee Inquiries - Nil**

**10. 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.

**Carried**

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

Trustees Casey, Chopp and Dignard declared a conflict of interest in Item 6 of the In-Camera session and left the room. They 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: Mark Watson

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

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#### 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: Mark Watson

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the January 28, 2020 Board meeting.

**Carried**



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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**Special Meeting of the Board  
Tuesday, February 18, 2020 ♦ 6:30 p.m.  
Boardroom**

**Trustees:**

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

**Absent:** Mark Watson

**Senior Administration:**

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Rob De Rubeis, Kevin Greco, 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: Carol Luciani

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the February 18, 2020 Special Meeting of the Board.

**Carried**

**1.4 Declaration of Interest – Nil**

**2. Committee and Staff Reports – Nil**

**3. Information and Correspondence – Nil**

**4. Trustee Inquiries**

**5. Business In-Camera**

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

**Carried**

**6. 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.

**Carried**





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

### **Minutes**

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#### **7. Closing Prayer**

The meeting was closed with prayer led by Chair Petrella.

#### **8. Adjournment**

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the February 18, 2020 Special Meeting of the Board.

**Carried**

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**Next meeting:** Tuesday, March 25, 2020, 7:00 p.m. – Boardroom

**RECOMMENDATIONS FOR THE BOARD FROM THE  
COMMITTEE OF THE WHOLE**

February 21, 2020

<b>AGENDA ITEM</b>	<b>MOTION</b>
5.1	THAT the Brant Haldimand Norfolk Catholic District School Board adopts the new policy template.
5.2	THAT the Brant Haldimand Norfolk Catholic District School Board approves the proposed 2020-21 School Year Calendars for Elementary and Secondary schools.

**RECOMMENDATIONS:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of February 18, 2020.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of February 18, 2020.



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

Catholic Education Centre  
322 Fairview Drive  
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**Committee of the Whole  
Tuesday, February 18, 2020 ♦ 7:00 pm  
Boardroom**

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

**Absent:** Mark Watson

**Senior Administration:**

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

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**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: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the February 18, 2020 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**1.5 Approval of Committee of the Whole Meeting Minutes – January 21, 2020**

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 January 21, 2020 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 January 21, 2020 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 Unapproved Minutes and Recommendations from the Policy Committee Meeting – February 10, 2020**

Dan Dignard, Chair of the Policy Committee, reviewed the business of the January 21, 2020 Policy Committee meeting and brought forward the following recommendation:

THAT The Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board adopts the new policy template.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Policy Committee Meeting of February 10, 2020.

**Carried**

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 recommendation of the Policy Committee Meeting of February 10, 2020.

**Carried**

**5.2 School Year Calendar**

Superintendent Greco presented the proposed elementary and secondary calendars for 2020-21, which are in compliance with Regulation 304. A summary of the consultation process that took place in establishing the calendars was provided.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approves the proposed 2020-21 School Year Calendars for Elementary and Secondary schools.

**Carried**



**5.3 Excursion – Los Angeles, CA**

Superintendent De Rubeis presented a request from Assumption College School for an excursion to Los Angeles from Thursday, May 20, 2021 to Tuesday, May 25, 2021. The excursion will allow students to discover careers in the arts, drama and music. Students will have the opportunity to participate in acting workshops, examine art and its impact on history and culture over the last century and visit sites such as Universal Studios and the Dolby Theatre.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Excursion – Los Angeles, CA Report be TABLED to the February 25, 2020 Board meeting.

**Carried**

**5.4 Educational Field Trips Summary**

Superintendent De Rubeis presented a summary of approved educational field trips for the period of September 1, 2019 and January 31, 2020. He reviewed the purpose, expenses and length of some of the trips as outlined in the summary chart.

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Committee of the Whole refers the Educational Field Trips Summary report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**6. Information and Correspondence**

Director McDonald noted that the Vision 2020 event will be occurring this Thursday, February 20 at the Sanderson Centre.

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

**Carried**

**7. Trustee Inquiries – Nil**

**8. Business In-Camera**

Moved by: Cliff Casey

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**

Trustees Chopp and Dignard declared a conflict of interest in Item #6.1 of the in-camera session and left the room. They did not take part in the consideration of, or vote on any question 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: Bill Chopp

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the February 18, 2020 meeting.

**Carried**

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

Prepared by: Kevin Greco, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: February 18, 2020  
Submitted by: Michael McDonald, Director of Education & Secretary

## SCHOOL YEAR CALENDAR 2020-21

Public Session

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### **BACKGROUND INFORMATION:**

Regulation 304 “School Year Calendar, Professional Activity Days”, and Policy/Program No. 151 (last revised July 19, 2019) set out the conditions governing and establishing school year calendars and outlines the following criteria that must be met:

- school year commences on or after September 1 and ends on or before June 30;
- the minimum number of school days required is 194;
- the minimum number of instructional days is 187;
- school boards must dedicate three PA days per school year to provincial education priorities and may dedicate up to four additional PA days per school year; and
- a board may designate up to ten instructional days as examination days.

Professional activities are focussed on ensuring equity of outcome and wellbeing for all students. The three mandatory PA days must be focused on teacher’s professional learning with respect to the following current provincial education priorities as outlined in *Achieving Excellence*:

- Achieving Excellence
- Ensuring Equity
- Promoting Well-Being
- Enhancing Public Confidence

Calendar specifications:

- The school year has been set at 194 days;
- The first day of school will be September 2, 2020 and the final day will be June 30, 2021;
- All calendars designate seven Professional Activity days (three designated as Ministry days; four designated as Board-directed days). Of the seven days, five are shared;
- For the three Ministry-designated days, elementary and secondary calendars will share the same PA days (September 3, 2020, November 13, 2020 and April 23, 2021); and
- The elementary calendar includes two PA days for report card writing (January 18, 2021 and June 11, 2021).

### **DEVELOPMENTS:**

A School Year Calendar Committee meeting was held on January 22, 2020. The draft calendar was vetted by representatives from the Curriculum and Special Education Departments, OECA, OSSTF – Educational Support Staff/Early Childhood Educators/Plant Support Staff, the BHN Catholic Principals’ Council, Senior Administration, Board Trustees and the Regional Catholic Parent Involvement Committee executive. As has been past practice, the proposed calendars were developed over the

course of several meetings with representatives from the Grand Erie District School Board to maximize efficiencies in transportation.

In a Memo dated January 27, 2020 the Ministry of Education announced that Board's must devote one half day to Bullying Prevention, Intervention and De-escalation and one half day devoted to learning opportunities for all educators in supporting Students with Autism Spectrum Disorder as part of the third Provincially directed PA day.

Attached are the proposed 2020-21 calendars for elementary and secondary schools.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the proposed 2020-21 School Year Calendars for Elementary and Secondary schools.





# 2020-21 SCHOOL YEAR CALENDAR

## Brant/Haldimand Elementary

	1st Week					2nd Week					3rd Week					4th Week					5th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
			P	P	B	H																			
October				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
											H														
November	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
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December		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
																B	B	B	B	H	H	B	B	B	
January					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
					H											P									
February	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26					
											H														
March	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
											B	B	B	B	B										
April				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
					H	H														P					
May	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
																H									
June		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
										P													P		

The 2020-21 School Year Calendar provided a total of 187 Instructional and 7 Professional Development Days.

The first day of school will be September 8, 2020.

**H** School Holiday

**B** Board Designated Holiday

**P** Professional Activity Day

- |            |  |            |   |
|------------|--|------------|---|
| Sept. 2/20 | • Spiritual Day                            | Apr.23/21  | • Mental Health and Well-being                          |
| Sept. 3/20 | • K Teams 1-12 Student Achievement; OHST   | June 11/21 | • Report Cards: Assessment Evaluation Grading Reporting |
| Nov. 13-20 | • Reporting/Program Planning/Focus on Math | June 30/21 | • Fundamentals of Math                                  |
| Jan. 18-21 | • Reporting/Program Planning               |            |   |



# 2020-21 SCHOOL YEAR CALENDAR

## Brant/Haldimand Secondary

	1st Week					2nd Week					3rd Week					4th Week					5th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
			P	P	B	H																			
October				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
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November	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
										P															
December		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
																B	B	B	B	H	H	B	B	B	
January					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
					H																	E	E	E	E
February	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26					
	E	P	P								H														
March	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
											B	B	B	B	B										
April				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
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May	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
																H									
June		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
																		E	E	E	E	E	P		

The 2020-21 School Year Calendar provided a total of 187 Instructional and 7 Professional Development Days.

The first day of school will be September 8, 2020.

**H** School Holiday

**E** Examination Day

**B** Board Designated Holiday

**P** Professional Activity Day

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Sept. 2/20 • Spiritual Day</li> <li>Sept. 3/20 • K Teams 1-12 Student Achievement; OHST</li> <li>Nov. 13/20 • Using Differentiated Instruction to Close the Gap</li> <li>Feb. 02-21 • School Improvement Plans and Assessment</li> </ul> | <ul style="list-style-type: none"> <li>Feb. 03-21 • Numeracy Developing Evidence Based Strategies</li> <li>Apr. 23-21 • Mental Health and Well-Being</li> <li>June 30/21 • School Improvement Consolidation Evaluation Next Steps</li> </ul> |
|---|--|

## 2020-21 Professional Activity Dates- Elementary

### Professional Activity Day Devoted to Provincial Education Priorities

DATE	PA DAY THEME
Thursday, September 3, 2020	Multiple Theme Day (AM) FDK Teachers/ ECE Teams and Grades 1 to 12 Teachers: Inquiry-Based learning and pedagogical assessment documentation strategies (PM) Occupational Health and Safety Training
Friday, November 13, 2020	(PM) Focus on Math
Friday, April 23, 2021	Mental Health and Well-Being: (AM) Devoted to learning opportunities for all educators in supporting students with Autism Spectrum Disorder (PM) Devoted to bullying prevention, intervention and de-escalation training.
Friday, June 30, 2021	Multiple Theme Day (AM) Fundamental Mathematics: Developing and Implementing Strategies to Improve Student Achievement in Mathematics, with a Focus on Fundamental Math Concepts and Skills

### Other Professional Activity Days

DATE	PA DAY THEME
Wednesday, September 2, 2020	Faith Development- Faith Day
Friday, November 13, 2020	(AM) Parent/Teacher Interviews
Monday, January 18, 2021	Report Card Preparation- Assessment, Evaluation, Grading, Reporting
Friday, June 11, 2021	Report Card Preparation- Assessment, Evaluation, Grading, Reporting
Friday, June 30, 2021	Multiple Theme Day (PM) School Improvement, Evaluation/Consolidation and Next Steps

## 2020-21 Professional Activity Dates- Secondary

### Professional Activity Day Devoted to Provincial Education Priorities

DATE	PA DAY THEME
Thursday, September 3, 2020	Multiple Theme Day (AM) Board Improvement Plan for Student Achievement and Well-Being: School/Board Improvement Plans (Numeracy) (PM) Occupational Health & Safety Training
Friday, November 13, 2020	Multiple Theme Day: School/Board Improvement Plans (Using Differentiated Instruction and Assessment Strategies to Close the Age Gap)
Friday, April 23, 2021	Mental Health and Well-Being: (AM) Devoted to learning opportunities for all educators in supporting students with Autism Spectrum Disorder (PM) Devoted to bullying prevention, intervention and de-escalation training.

### Other Professional Activity Days

DATE	PA DAY THEME
Wednesday, September 2, 2020	Faith Development- Faith Day
Tuesday, February 2, 2021	School/Board Improvement Plans (School Improvement and Assessment)
Wednesday, February 3, 2021	Multiple Theme School/Board Improvement Plans – Numeracy Developing Evidence – Based Instructional Strategies
Friday, June 30, 2021	School/Board Improvement Plans (School Improvement, Consolidation/Evaluation/Next Steps)



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

Prepared by: Scott Keys, Superintendent of Business & Treasurer  
Presented to: Policy Committee  
Submitted on: February 10, 2020  
Submitted by: Mike McDonald, Director of Education & Secretary

### POLICY TEMPLATE

Public Session

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#### **BACKGROUND INFORMATION:**

As part of the Board's revised policy renewal process, Senior Administration reviewed the current template for policy and administrative procedures and is proposing modifications to the template to streamline the development and presentation of policies and administrative procedures.

#### **DEVELOPMENTS:**

Based on Senior Administration's review of the currently policy and administrative procedure template, best practices and other board templates, the proposed template would include the following modifications:

- Consolidation of the policy and administrative into one document.
- Removal of the *Belief Statement*, as this can be captured in the *Policy Statement*.
- Explicit *Application and Scope* section.
- Addition of a *Forms* section to provide clarification to staff on the forms associated with the administrative procedures.

Attached is a sample of the proposed template using the recently approved Employee Expense Policy and Administrative Procedures.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board adopts the new policy template.



## **Employee Expenses**

**# 700.04**

<b>Adopted:</b>	March 29, 2015
<b>Last Reviewed/Revised:</b>	January 28, 2020
<b>Responsibility:</b>	Superintendent of Business and Treasurer
<b>Next Scheduled Review:</b>	2023-2024

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### **POLICY STATEMENT:**

The Brant Haldimand Norfolk Catholic District School Board is committed to protecting the interests of taxpayers and be effective stewards of resources allocated to the board. Reasonable expenses incurred by employees in the course of fulfilling their responsibilities should be reimbursed while on Board business.

### **APPLICATION AND SCOPE:**

This policy establishes the appropriate reimbursement of expense incurred by individuals while on Board business and applies to all staff making an expense claim in the course of performing recognized duties and responsibilities.

The rules set out in this memo are applicable to all staff expenses whether reimbursed through an expense claim or paid by Purchasing Card (P-Card), cheque requisition, or school generated funds.

### **REFERENCES:**

- Education Act and Regulations
- The Income Tax Act
- Broader Public Sector Travel, Meal and Hospitality Expenses Directive
- Broader Public Sector Perquisites Directive
- 700.05 – Fundraising and School Generated Funds
- 700.07 – Corporate Credit Cards and Purchase Cards
- 700.10 – School Operating Budgets
- Vehicle Rented for School Board Purposes (March 17, 2014)

### **FORMS:**

- Expense Reimbursement Form
- Out of Province Travel Request
- Pre-Approval and Exception Form

### **DEFINITIONS:**

**Hospitality:** is the provision of food, beverage, accommodation, transportation, and other amenities to individuals who are not engaged to work for the Board or other broader public sector organizations (i.e. other school boards, Ontario government, agencies, and public entities).

**Perquisites (or perks):** refers to a privilege that is afforded to an individual or to a group of individuals, provides a benefit, and is not generally available to others.



## **ADMINISTRATIVE PROCEDURES:**

In general, expenses must be approved by the employee's immediate supervisor in accordance with Brant Haldimand Norfolk Catholic District School Board (the "Board") policy and this administrative procedure. In some cases, within this procedure, the level of approval required may be different and is specifically identified.

It is recommended that staff and/or supervisors should seek pre-approval of uncertain purchase types to ensure reimbursement will be approved by their supervisor and/or Financial Services.

Those individuals responsible for approving claims are prohibited from approving their own expenses. Expenses cannot be claimed by an individual that are incurred by his/her approver (i.e. an employee cannot submit a claim that includes the cost of their immediate supervisors' lunch even if they were at the same event, this results in the immediate supervisor approving their own expense.)

Expense claims without appropriate approvals and/or supporting documentation will be flagged for further follow up and subject to processing delays.

On an annual basis, the Manager of Financial Services (or designate) will review and make available a summary report on a sample of expenses and their compliance with this administrative procedure to the Superintendent of Business and Treasurer.

The Employee Expenses Administrative Procedure aligns with the standards expected by the Province of Ontario and its Ministries, including the Broader Public Sector Expenses Directive.

The Board assumes no obligation to reimburse expenses that are not in compliance with this administrative procedure.

### **1.0 Reporting Requirements**

- 1.1 Staff are expected to submit an approved Expense Reimbursement Form at least on a quarterly basis to Financial Services. All costs must be supported by original invoices and/or receipts including credit/debit card slips and itemized receipts providing details of the expense(s) are to be submitted. Business rationale and other details are required depending on the type of expense and may include purpose, date(s), point of origin and destination, other participants and appropriate approvals.
- 1.2 All approved expense claims (including mileage) must be received by Financial Services by September 10<sup>th</sup> of each year or the following business day should the 10<sup>th</sup> fall on a weekend. Reimbursement requests for prior year expenses received after that date will be refused and not paid, without exception.
- 1.3 The Board understands that from time to time receipts may become lost. It is the employees' responsibility to make every possible effort to obtain a duplicate receipt. Employees will be allowed one reasonably valued missed receipt per school year, at the discretion of Financial Services.
- 1.4 Any other extraordinary or unusual expense(s), that have been denied by Financial Services, that an employee or supervisor believes should be paid by the Board, must submit, in writing, to the Superintendent of Business and Treasurer the rationale for such claim. A decision will be given to the employee after the claim and the circumstances are reviewed. Pre-approval is recommended to ensure reimbursement will occur.

### **2.0 Travel Costs**

- 2.1 The Board recognizes that certain employees will be required to travel as part of their regular duties. Any travel required should be pre-approved as follows:
  - Travel within the district and Province of Ontario should be approved by the employee's supervisor
  - Travel outside the Province of Ontario must be approved by the Director of Education



- 2.2 Travel arrangements must be made using the most practical and economical method of transportation (air, train, taxi, vehicle). A comparison of costs and travel time for different modes of transportation may be requested from Financial Services to ensure the most reasonable, economical option. Air travel will be reimbursed at standard fare, up to economy/coach class or equivalent. Travel in business class (or higher) or optional upgrades will be considered personal and not reimbursed.

Travelers may use personal frequent-flyer program miles to upgrade tickets, provided there is no cost to the Board. The Board does not reimburse individuals who choose to use personal frequent-flyer miles.

The cost of flight changes or missed flights will be deemed a personal expense, except in the event of an emergency or extraordinary circumstance and accompanied with a written explanation and approval by the Superintendent of Business and Treasurer. Extenuating circumstances may be reimbursed as approved by the Superintendent of Business and Treasurer.

Passports are considered a personal expense and will not be reimbursed under any circumstance.

- 2.3 Vehicles should only be rented when it is economically justifiable. Unreasonable charges (i.e. penalties and surcharges levied for not filling up a gas tank or extra mileage charges) will not be reimbursed. Documented justification may be requested to support any vehicle rental. Please contact Procurement Services for suggested vendors or agencies.
- 2.4 The cost of taxi fares and other public transit (i.e. subway, trains, etc.) are reimbursable by the Board. The employee is responsible for ensuring a receipt is obtained. In the event that a receipt is difficult to obtain, the Board will allow a reasonable amount provided details are provided.
- 2.5 Subject to collective agreements and employee contracts, the Board will reimburse employees for use of their personal vehicle while on Board business for actual distances travelled at the pre-determined per kilometer rate. Mileage rates will be reviewed annually and communicated by the Superintendent of Business and Treasurer when a change is required.

It is highly encouraged, employees carpool when attending the same event to minimize costs.

- 2.6 Staff whose duties require them to travel throughout all or a portion of the district will be assigned a base work site or primary work location site from which mileage will be calculated. This will reflect their normal assignment. For those with one regular work site, this will be their normal assignment.

During workdays, eligible employees will be reimbursed for the distance actually travelled each day from the first work location to the various destinations and ending at the last work location of the day using the prescribed BHNCDSB Mileage Grid found on the staff portal.

Mileage claims for non-board sites and out of district travel (i.e. conferences) is based on the distance between the non-board site and the lessor of your primary work site or home.

Travel to/from an employee's home to their primary/first work location is considered personal and is not reimbursed by the Board.

- 2.7 Reimbursement for travel is not eligible for attendance at the following activities:

- School sponsored activities: field trips, athletic events, concerts/plays, graduation, etc.;
- School department head meetings;
- Professional development activities as identified in the school year calendar;
- Participation in School and Department meetings and activities;
- Unauthorized travel





However, due to the unique nature of their role including after hour/weekend requirements and responsibilities, Principals/Vice-Principals are eligible to claim an equivalent of one trip to/from their primary place of residence each month. This amount is claimed on the last day of each month, during the school year (September to June).

2.8 Reimbursement is provided for necessary and reasonable expenditures on standard parking, public transportation (i.e. subway), highway tolls when driving on Board business. Valet parking is not reimbursable unless there is no self-serve option (or self-serve is unavailable). Annual 407 ETR or other transponder charges are considered personal and not reimbursable.

2.9 Parking or traffic violations will not be reimbursed under any circumstance, including those using Board owned vehicles.

### **3.0 Accommodations**

3.1 Reimbursement for overnight accommodation will be provided for a standard room or equivalent. In the case of a conference or seminar, staff should stay at the host hotel if a group rate is offered to participants. Charges above the standard room rate will be considered personal and will not be reimbursed – this includes suites, executive floors or concierge.

3.2 Reasonable expenses eligible for reimbursement include internet access, laundry/dry-cleaning (when stays are longer than five (5) days), and standard parking charges. Expenses of personal nature (i.e. hotel movies, mini bars, concierge, fitness facility charges, etc.) are not eligible for reimbursement.

3.3 Penalties or charges incurred for non-cancellation of guaranteed hotel reservations are the responsibility of the employee and will not be reimbursed. Exceptional circumstances may allow for reimbursement and must be submitted, in writing, to the Superintendent of Business and Treasurer for decision.

### **4.0 Meals**

4.1 Reasonable and appropriate meals will be reimbursed while away on business at actual cost to a maximum of \$75.00 (Canadian dollars) per person, per day including taxes, gratuities and other sundry expenses. The lesser of the actual cost or the maximum will be reimbursed. This is not a per diem rate.

4.2 For greater clarity, reimbursement for meals is subject to the following limits:

- Breakfast           \$10.00
- Lunch                \$20.00
- Dinner               \$45.00

4.3 Meals charged to hotel rooms or room service require detailed receipts. Most hotels do not include the itemized receipts and employees are responsible to obtain the required documentation in order to ensure reimbursement.

4.4 Where a meal is included as part of a professional event (e.g., conference, workshop, etc.), the meal entitlement will not apply and not be reimbursed for meal costs the employee chose to incur.

### **5.0 Alcohol**

5.1 Alcohol cannot be claimed and will not be reimbursed.

5.2 Approval from the Director of Education is required where alcohol is being expensed to facilitate Board business or to respect cultural expectations.



## **6.0 Conferences, Seminars and Workshops**

- 6.1 Registration fees for approved conferences, seminars and workshops related to Board business will be paid directly by the Board or reimbursed by the Board. Fees and expenses for guest accompanying staff are not eligible or reimbursable. Attendance at conferences outside of Ontario must be approved by the Director of Education.
- 6.2 Pre or post conference activities such as sightseeing tours are considered personal and are not eligible for reimbursement.
- 6.3 The Board does not issue cash advances to employees.

## **7.0 Hospitality**

- 7.1 Hospitality may be extended on behalf of the Board in an economical and consistent manner when it can facilitate Board business and it is considered desirable as a matter of courtesy or protocol. Hospitality may never be offered solely for the benefit of trustees, employees or contractors of the Board or other designated agency of the Broader Public Sector.
- 7.2 Board employees should be aware that the acceptance of hospitality from vendors or agents (current or prospective) may constitute a conflict of interest and therefore is prohibited.
- 7.3 All hospitality expenses must be documented and include original itemized invoices or receipts. The claim must include event details regarding purpose, date(s), location, type of hospitality (meals, refreshments, etc.) and a list of attendees (those within and outside the Board).

## **8.0 Perquisites**

- 8.1 A perquisite (or "perk") is allowable only in limited and exceptional circumstances where it is demonstrated to be a business-related requirement for the effective performance of an individual's job. Any requests are to be submitted, in writing, to the Superintendent of Business and Treasurer.
- 8.2 The following perks are not allowed under any circumstance:
- Club membership for personal recreation or socializing purposes (i.e. fitness clubs, golf courses, or social clubs)
  - Tickets to cultural, sporting, or community events
  - Clothing allowances not related to health and safety or special job requirements
  - Access to private health clinics – medical services outside those provided by the provincial health care system or by the employee's group insured benefit plans
  - Professional advisory services for personal matters, other than those outlined in the Board Employee Assistance Program (EAP) (i.e. tax or estate planning)
- 8.3 These privileges cannot be provided by any means including:
- An offer of employment letter, as a promise of a benefit
  - An employment contract
  - A reimbursement of an expense



8.4 Staff must also be aware of receiving perks from outside stakeholders (i.e. vendors). The receipt of any perks from outside stakeholders, regardless of value, is prohibited and should be reported to the Supervisor of Procurement Services.

## **9.0 Community Events, Consultants and Other Expenses**

9.1 Staff will not be reimbursed for tickets to community events unless a staff member is requested to represent the Board at such community events by the Director of Education. Further, if any staff member wishes to be accompanied by a guest (i.e. spouse, friend etc.), the staff member/guest is responsible for the additional ticket expense.

9.2 Staff who wish to participate in fundraising events such as golf tournaments or walks are responsible for any payment of golf fees or donations, etc. Appropriate approvals must be received by the employee's immediate supervisor for any time off.

9.3 External consultants and other contractors will not be given or reimbursed for any hospitality, incidental or food expenses, including, but not limited to:

- Meals, snacks, and beverages
- Gratuities
- Laundry or dry cleaning
- Transportation
- Dependent Care
- Home office
- Personal telephone calls

9.4 Reimbursements for allowable expenses under this administrative procedure can be claimed only when the consultant or contractor's agreement with the Board specifically allows for it.

9.5 Appropriate token gifts of appreciation (e.g. Tim Horton's gift card or flowers) for volunteers, valued up to \$50 per person, may be offered in exchange for gratuitous offerings of service or expertise, including community partners engaging Board co-op students. These gifts can only be offered to people who are not engaged in work for the Board (i.e. employees, contractors). Justification may be requested to support a token gift of appreciation. A meal may be extended for a group of volunteers where it would be more cost effective than providing each volunteer with a token gift of appreciation. Gift cards should be purchased as required, the Board discourages staff from purchasing gift certificates in bulk and keeping on hand.

9.6 Donations to external charities may be made on behalf of schools (through school generated funds), if approved by the school Principal and disclosed in the annual school generated funds plan in advance. Supporting a fundraiser or event for a specific political party or candidate is not an eligible expense.

9.7 The purchase of mobile device accessories (i.e. wireless accessories, car chargers, or holsters) are considered personal use items and will not be reimbursed. Eligible mobile device accessories for Board issued cell phones or smartphones may be requested through the Supervisor of Procurement Services. Any charges above the Board's corporate plan (i.e. ring tones, roaming/travel add-on for non-Board use) are also considered personal and are to be reimbursed by the employee.

**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: Tuesday, February 18, 2020  
Submitted by: Michael McDonald, Director of Education & Secretary

**EXCURSION – Los Angeles**  
Public Session

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**BACKGROUND INFORMATION:**

The Art and Music department at Assumption College Catholic High School is requesting approval for an excursion to Los Angeles from Thursday, May 20, 2021 to Tuesday, May 25, 2021. Staff supervisors will include Katie Benoit and 4 others -TBD. The cost of the trip is approximately \$2995.00. The cost of the trip includes air fare, coach and driver guided tours, hotel accommodations, breakfast, dinner and admission to all attractions.

**DEVELOPMENTS:**

Approximately twenty-five (25) Grades 9 to 12 students from Assumption College Catholic High School will be travelling by air from Toronto to Los Angeles. This six-day tour provides an opportunity for students to explore a variety of careers in the arts, drama and music and deliver an experience that can not be replicated in the classroom, through video or online.

Specifically, the students will visit museums, movie studios, and theme parks where art is created, performed and displayed. Students will be directly involved in acting workshops led by professionals in the field. The workshops will highlight the principles and elements of acting including the definition of action, circumstance and justification. Art will also be examined in relation to the impact it has had culturally, historically and socially over the last century.

Students will have the opportunity to visit numerous sites including the Griffith Observatory, Madame Tussauds Wax Museum, Universal Studios, the Dolby Theatre and will attend a workshop with stage design, special effects artists and musical score musicians at Disneyland.

The students will attend Catholic Mass on Sunday.

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 Los Angeles from Thursday, May 20, 2021 to Tuesday, May 25, 2021 for receipt.

# REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Robert De Rubeis, Superintendent of Education  
Presented to: Board of Trustees  
Submitted on: Tuesday, February 25, 2020  
Submitted by: Michael McDonald, Director of Education & Secretary

## EXCURSION – Los Angeles Supplemental Report Public Session

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Upon presentation of the above report to the Board of Trustees at the February 18, 2020, Committee of the Whole meeting, additional information regarding this excursion was requested by both the Chair Petrella and Co-Chair Luciani.

The information below has been prepared in order to provide additional information to the Board of Trustees to help them discern the educational value of the proposed excursion, to provide additional information that was requested by the Board of Trustees so to assist with rendering a decision to approve or decline Assumption College's request to offer the excursion to its student body. The following commentary / information was provided by Tara Williams and Katie Benoit.

### 1. RATIONALE FOR LA ART/MUSIC TRIP

- To provide opportunities for students to experience the highest caliber performances
- To ignite a passion for the arts
- To experience Art on a global scale
- To inspire students to strive toward excellence at their craft and reveal potential career paths
- To realize that music and drama can be used as a tool to create a sense of community and affect others positively
- To allow students to fulfill their God-given gifts and talents
- To give students a bonding experience that will positively affect the ACS musical ensembles, dramatic clubs and the ACS community

### 2. CURRICULUM EXPECTATIONS

#### **Music (Instrumental and Vocal) Curriculum Expectations:**

Our students will be enriched through the opportunity to perform at a venue catered to our ensembles. observe and participate in a professional music workshop and attend a live performance.

#### **Developing Creativity**

- developing aesthetic awareness
- using the creative process
- using problem-solving skills
- taking an innovative approach to a challenge

#### **Communicating**

- manipulating elements and forms to convey or express thoughts, feelings, messages, or ideas through the arts
- using the critical analysis process
- constructing and analysing pieces of music, with a focus on analysing and communicating the meaning of the work
- using new media and technology to produce art works and to convey thoughts, feelings, and ideas about music

### **Understanding Culture**

- understanding cultural traditions and innovations
- constructing personal and cultural identity (developing a sense of self and a sense of the relationship between the self and others locally, nationally, and globally)

### **Making Connections**

- making connections between the cognitive and affective domains (expressing thoughts and feelings when creating and responding to pieces of music)
- creating and interpreting music on their own and with others, and performing independently and in groups
- making connections between the arts and other disciplines (e.g., transferring knowledge, skills, and understanding to other disciplines)

### **Dramatic Arts Curriculum Expectations:**

Our students will be enriched through the opportunity to perform at a venue catered to our dramatic groups, observe and participate in a professional drama workshop, and attend a live performance.

### **Creating and Presenting**

A3. Presentation Techniques and Technologies: use a variety of presentation techniques and technological tools to enhance the impact of drama works and communicate for specific audiences and purposes.

### **Reflecting, Responding, and Analysing**

B1. The Critical Analysis Process: use the critical analysis process to reflect on and evaluate their own and others' drama works.

B2. Drama and Society: demonstrate an understanding of how societies present and past use or have used drama, and of how creating and viewing drama can benefit individuals, groups, and communities.

B3. Connections Beyond the Classroom: identify knowledge and skills they have acquired through drama activities and demonstrate an understanding of ways in which they can apply this learning in personal, social, and career contexts.

### **Foundations**

C2. Contexts and Influences: demonstrate an understanding of the origins and development of drama and theatre arts and their influence on past and present societies.

### **3. COST**

- \$3,000 – was \$3,300 but was negotiated down. The price may be negotiated down further if a commitment is in place by the school to the trip organizer by end of May 2020.
- 5 Days in LA – Day 1 is a travel day but the group will be touring by noon so it is not only a travel day.

Costs included:

- Flights
- 5 nights in a hotel
- Breakfast daily
- Dinner daily
- Full-time tour director that travels with us at all times
- Coach bus for travel around LA during our stay
- Guided tour of LA
- Admission to Madame Tussauds Wax Museum
- Admission to the Griffiths Observatory
- Warner Brothers Studio Tour
- Cinema makeup workshop
- Acting workshop
- Admission to the Getty Museum
- Admission to Universal Studios (day pass costs between \$120-\$150 USD)
- Admission to Disney Land (day pass costs between \$120-\$160 USD) and three-hour art workshop
- HST

All tips for the tour director, bus driver and local guides/workshop leaders  
It covers basically everything aside from lunches, souvenirs and travel insurance.

#### **4. IMPORTANCE OF GLOBAL TRAVEL**

Travelling to different locations around the is important to make our students Global Citizens with a greater sense of awareness of what the world is like outside of Southern Ontario. For many students who attend, it may be his/her only opportunity to travel for many years to come.

As for the suggestion that a trip to Toronto/GTA to experience world class art/film could be substituted for travel to LA - an iconic and world renowned hub of art and film production (LA) would be analogous to saying Toronto has the Art Gallery of Ontario, so there is no need to see the Metropolitan Museum in NYC or the Uffizi Gallery in Florence.

This is a chance to give our students more than what they are already experiencing in the classroom or on day trips to the GTA.

#### **5. TWO-TIERED EDUCATION SYSTEM**

Although we understand why it would appear that these trips create the condition of a two - tiered education system, the price points of these trips are significantly discounted. As a result, many students who could not otherwise afford to take trips such as the LA excursion are able to do so. Many students that do not have parents that are able to pay for their trip get a part-time job and/or fundraise the money themselves. In the past, Assumption students have help fund raise so that their classmates could raise the funds needed to travel. It could be argued that the outpouring of support and compassion from the Assumption community to support those students aiming to attend such trips exemplifies many of the Gospel teachings that our Faith proclaims which include: Respect, Compassion, Humility, Service, Hope, Patience, Resilience and Love. Other students independently fundraise the cost of their entire trip. EF Tours has built in fundraising options for students.

Parent have also expressed appreciation to the school stating that that they are thankful that the school organizes excursions, as they want their child to have the opportunity to travel and learn, but that they do not have the money to take a whole family trip. Such excursion allows parents to pay in part of full the cost for only one individual to go and to give their child what they would otherwise be unable to give to them. It is the school's position that denying the students of these rich experiences would be unfortunate.

## **6. SUPPLY TEACHER COST**

While this is a concern, we have in the past provided coverage through our school activity supply budget and on calls. Departments and teachers are extremely generous with helping out with coverages for things like this within their own department. Typically, we would use our school activity budget for two supplies.

## **7. LOSS OF INSTRUCTIONAL TIME**

Although this is a concern (We don't want to diminish the amazing work being done in our classrooms), We feel that the educational value of such trips is just as important and worthwhile as what is done in the classroom. The students attending this trip would have to be approved by the trip organizer and administration, so we would have to be confident that they would be able to handle being responsible, independent learners by making sure that they catch up on all missed work.

**(Personal testimony from Katie:** "I went on a few of these trips when I was a student at St. John's, and I can honestly say that they changed my life. They ignited my passion for art, showing me that the world of art was so much bigger than my own pencil drawings and pictures of paintings from textbooks. And beyond the curriculum, the trips pushed me out of the only world I knew and into cultures and communities that you can't experience from reading about it online or having someone explain it to you in a lecture. As a young adult, it gave me the confidence in myself as a traveller, away from my parents, but still with the safety and protection of my school community. They are my clearest, strongest, most meaningful memories from my entire high school experience, and I would be truly devastated if the students today don't get the same chance at a life-changing experience of their own.)

## **8. HOW ARE TEACHERS CHOSEN TO BE CHAPERONES?**

Typically, it has to do with subjects taught. In this case, we would likely bring a combination of the following: an art teacher, a drama teacher, a dance teacher, a cosmetology teacher and a music teacher due to the itinerary's vast connections to a variety of art-based curriculum. These decisions are usually made within the departments and rotate based on the content of each trip. Similarly, the trip would be open to students in art-based classrooms, to make certain those going fully appreciate the educational tone of the trip. It also ensures that the teachers will know the students attending the trip.

## **9. CONNECTION TO SCHOOL IMPROVEMENT PLAN (SIP)**

This year ACS has a school wide goal of focusing on and developing the 6 Global Competencies with all students. The 6 Global Competencies have a direct correlation with the



Catholic Graduate expectations. The chart below connects the activities of the trip with each competency.

## COMPETENCY DEVELOPMENT

We at EF know that the primary goal of education is to enable students to develop the knowledge, skills, and characteristics that will lead them to become personally successful, economically productive, and actively engaged citizens—and we want to support you in this endeavor. In addition to proficiency in essential areas such as literacy, mathematics, and humanities, these “21st century” competencies can be developed on any EF tour to help students excel towards higher standards.<sup>1</sup>

COMPETENCY AREA	ON-TOUR COMPETENCY CONNECTIONS
<b>Critical Thinking and Problem Solving</b> Critical thinking in the 21st century requires students to solve problems, manage projects, and make effective decisions through a variety of digital tools and resources.	Travelling presents students with new situations that push them to problem solve and strategize (i.e. deciding how to spend their free time, how to fundraise, and how to budget their money on lunches and souvenirs).
<b>Creativity</b> Creativity is needed for social entrepreneurialism, considering novel ideas, and leadership for action.	Students will develop their creativity as they discover foreign experiences which revitalizes the mind and increases cognitive flexibility.
<b>Communication</b> Communication in a 21st century context requires students to communicate effectively: orally, in writing, with a variety of digital tools, and through listening skills.	Students practice effective oral communication & listening skills while on tour as they interact with peers, their tour director, locals, guides, etc. Students will learn how communication practices are contextual, and practice communicating in a new cultural setting. Students have the opportunity to foster their digital communication skills pre-tour through we Share.
<b>Collaboration</b> Collaboration in the 21st century requires students to work in teams, learn from and contribute to the learning of others, use social networking skills, and demonstrate empathy in working with diverse others. <sup>2</sup>	Students will learn from and contribute to the learning of others as they ask questions and participate in discussions (i.e. interacting with locals, hone social networking skills, and gain empathy in working with diverse others).
<b>Character Education</b> Research suggests that demonstrating non-academic, intrapersonal competencies are key to overcoming challenges and achieving long-term success, i.e. perseverance, honesty, responsibility, a growth mindset, self-confidence, and empathy.	Students will develop self-confidence as they are placed outside of their comfort zone—making decisions while away from their families and trying new foods and activities. Students will develop empathy for diverse others, and develop valuable life skills.
<b>Citizenship</b>	

Citizenship can be described as global knowledge, sensitivity to and respect for other cultures, and active involvement in addressing issues of human and environmental sustainability.<sup>3</sup>

Students will develop global knowledge, a deeper sense of self, and sensitivity to and respect for others as they are immersed in their host country's culture.

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

Prepared by: Mike McDonald, Director of Education & Secretary  
Presented to: Board Meeting  
Submitted on: Tuesday, February 25, 2020  
Submitted by: Mike McDonald, Director of Education & Secretary

### STRATEGIC PLAN PROCESS

Public Session

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#### **BACKGROUND INFORMATION:**

In 169(1) of the Education Act it states that “every board shall develop a multi-year plan”. In practice, a multi-year plan has been recognized as a strategic plan and Boards are legally obliged to develop a plan for a three (or greater) school year term(s).

On January 21, 2020, the BHNCDSD approved the Strategic Plan for 2020 - 2023. In that report the process which was followed to develop the plan was outlined. In order to be accountable to all stakeholders, feedback was solicited electronically and in person whereby all work groups, partners and communities were represented. That report also spoke to a further accountability measure whereby Senior Team, working with a variety of other staff, would be reporting to Board the action items which would address and realize the goals and commitments laid out in the plan as well as the measurement metrics which would be used to quantify success and monitor progress of the plan.

#### **DEVELOPMENTS:**

The Senior Team and their staff have taken a great deal of time and consultation to develop the action items which will move our Board to a successful completion of the strategic plan. The Senior Team has reflected upon the goals, current practice and new directives to ensure that the action items reflect the new plan and are not merely maintaining the status quo.

The “Action Plan” is organized to identify an action which will serve to meet a goal articulated in the “Strategic Plan”. After the action item has been determined there will be an explanation as to how success will be monitored and measured with the respect to that goal. Senior Team had many discussions with regards to the qualitative and quantitative metrics which could be created in order to measure our progress toward our desired outcome. In an effort to produce as accurate a measurement as possible, we will be using a consistent evaluation scale which employs both a “Likert scale” and anecdotal data. Senior Staff will receive training on qualitative analysis software to help inform our next steps from our qualitative data. The plan will then outline which member of the Senior Team is responsible for the realization of that action and progress will be visually represented through the use of a pie chart.

This action plan is dynamic. It may change with regards to a variety of factors and variables which may be linked to internal or external issues. This is the starting point at this point in time and the plan will be a living document.

#### **NEXT STEPS:**

A communication strategy is being developed to launch the new plan and strategic direction. Timelines are being considered in an effort to maximize the message and celebrate the Board’s focus over the next three years. The Senior Team will be using the goals and the action items of the new plan to inform their budgeting for the next fiscal year. Staff have been alerted that

alignment with goals of the new strategic plan will be a key budget consideration. In an effort to ensure that the plan has traction, the Senior Team will revisit the goals regularly at Senior Administration Meetings and it will be a standing agenda item on our principal meetings. Senior Team will communicate progress to the Board on a regular basis throughout the duration of the plan starting in June of 2020.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Plan Process Report.

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

Prepared by: Taylor Carroll, Student Trustee  
Presented to: Board of Trustees  
Submitted on: February 25, 2020  
Submitted by: Michael McDonald, Director of Education & Secretary

### STUDENT TRUSTEE UPDATE REPORT

Public Session

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#### **BACKGROUND INFORMATION:**

Each high school celebrated Valentine's Day this month, where both Holy Trinity and St. John's gave out candy grams and Assumption delivered carnations to students to spread love and positivity. Members from each school have returned from a mission trip in Guatemala where they interacted with the community and helped repair a school. Also, grade ten students from Holy Trinity and Assumption went on a Quebec trip.

#### **DEVELOPMENTS:**

Students from Assumption, St. John's and Holy Trinity are attending a STEM conference on February 20<sup>th</sup> for those who are interested in learning more about science, technology, engineering and mathematics. Holy Trinity and Assumption are beginning presidential applications for student council and Holy Trinity has begun giving out student council applications for the 2020-2021 student council. And each school is getting excited and preparing for March break trips with the Arts and Language Departments.

#### **SCHOOL NEWS:**

St. John's student council is promoting and attending the RISE Prep vs TRC basketball game on February 19<sup>th</sup>. St. John's council members are also preparing for a battery drive in March where used batteries will help sick children in third world countries. The zinc found in one AA battery is used to create medicine to save the lives of six people.

Holy Trinity had a Spirit Week where they sold candy grams, had a spirit wear day, played music in between classes and had a pie in the face competition where students voted if they wanted co prime ministers on student council or vice principals to get a pie in the face! The money they raised from the candy grams went towards the Australian fires.

Assumption had a Red Dress Day in honour of missing or murdered indigenous women and are promoting Black History Month by informing students of historical figures on their morning announcements and will be having a school-wide assembly. Also, before the school day is over, every Tuesday there is a thanksgiving address over announcements to encourage students to appreciate all aspects of their lives.

#### **RECOMMENDATION:**

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

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

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</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)	
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 (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