



BRANT HALDIMAND NORFOLK Catholic District School Board

Agenda

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

Board Meeting Tuesday, October 27, 2020 ♦ 7:00 p.m. Boardroom

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

Senior Administration:
Michael McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Robert De Rubeis, Kevin Greco, 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 – February 25, 2020 Pages 3-5
Approval of Board Meeting Minutes – September 22, 2020 Pages 6-9
- 1.6 Business Arising from the Minutes

2. Presentations

- 2.1 Memorial Statement for Karen Mitchell, Retired Principal, Sacred Heart
- 2.2 Memorial Statement for Ann Marie Smith, Teacher, St. Pius X
- 2.3 St. John's College Alumni Ariela Shares Transformational Faith Experience

3. Delegations

4. Consent Agenda

5. Committee and Staff Reports

- 5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Pages 10-16
Meeting – October 20, 2020
Presenter: Carol Luciani, Vice-Chair of the Board
 - Ontario Catholic School Trustees' Association Annual Membership Fees (pg. 17)
 - Devices for Education Assistants (pgs. 18-19)
 - School Generated Funds Policy 700.05 (pgs. 20-28)
 - School Operating Budget Policy 700.10 (pgs. 29-32)
 - Police Records Check Policy 300.15 (pgs. 33-38)
 - Volunteers Policy 300.12 (pgs. 39-44)
 - Volunteer and Trip Driver Policy 200.21 (pgs. 45-48)



- 5.2 Student Trustee Update**
Presenter: Alex Medeiros, Student Trustee

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- 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 50-51

- 13. Closing Prayer**

*Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. **Amen***

- 14. Adjournment**



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Board Meeting
Tuesday, February 25, 2020 ♦ 7:00 p.m.
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)

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: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the February 25, 2020 Board meeting.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Board Meeting Minutes – January 28, 2020

Moved by: Cliff Casey

Seconded by: Carol Luciani

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

Carried

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

Moved by: Cliff Casey

Seconded by: Carol Luciani

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

Carried

1.6 Business Arising from the Minutes – Nil



2. **Presentations - Nil**

3. **Delegations - Nil**

4. **Consent Agenda - Nil**

5. **Committee and Staff Reports**

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

Vice-Chair Luciani reviewed the business of the February 18, 2020 Committee of the Whole meeting and brought forward the following recommendations:

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

THAT the Brant Haldimand Norfolk Catholic District School Board adopts the new policy template.

Moved by: Carol Luciani

Seconded by: Bill Chopp

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

Carried

Moved by: Carol Luciani

Seconded by: Bill Chopp

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

Carried

5.2 Excursion – Los Angeles, CA

Superintendent De Rubeis advised that Assumption College School has rescinded their request.

5.3 Strategic Plan Process Report

Director McDonald presented the 2020-23 Strategic Plan Goals with action items. A chart was provided outlining the action items, measurements and responsibilities. It was noted that Catholicity had been woven throughout the plan. Discussions were held regarding qualitative and quantitative metrics being used to measure progress. Next steps in the process were reviewed including the development of a communication strategy to launch the new plan and budget planning.

Trustee Casey highlighted the importance of financial literacy, coding, cursive writing and dyslexia.

Moved by: Cliff Casey

Seconded by: Dan Dignard

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

Carried



5.3 Student Trustee Update

Student Trustee Carroll reviewed recent school events in the month of February. Each high school celebrated Valentine's Day by spreading love through sending carnations to students. Members from each school returned from a mission trip to Guatemala. Students also attended a STEM conference to learn more about science, engineering, math and technology. Applications for the 2020-21 student council were initiated. Other events included Red Dress Day, Spirit Week and a battery drive.

Moved by: Dan Dignard

Seconded by: Carol Luciani

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

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: Dan Dignard

Seconded by: Bill Chopp

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

Carried

11. Report on the In-Camera Session

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

Carried

12. Future Meetings and Events

Chair Petrella drew attention to the upcoming meetings and events.

13. Closing Prayer

The closing prayer was led by Chair Petrella.

14. Adjournment

Moved by: Cliff Casey

Seconded by: Dan Dignard

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

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

Board Meeting Tuesday, September 22, 2020 ♦ 7:00 p.m. Boardroom

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

Absent:

Senior Administration:

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

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: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the September 22, 2020 Board meeting.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Special Meeting of the Board Minutes – September 3, 2020

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the September 3, 2020 Special Meeting of the Board.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations - Nil

3. Delegations - Nil

4. Consent Agenda – Nil



5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – September 15, 2020

Vice-Chair Luciani reviewed the business of the September 15, 2020 Committee of the Whole meeting and brought forward the following recommendation:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the COVID-19 Economic Recovery Act, 2020 Report.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of September 15, 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 September 15, 2020.

Carried

5.2 Student Trustee Update

Student Trustee Medeiros provided an update on the student senate which is currently being composed. It was noted that the staggered entry for the first week of school was helpful to introduce students to new protocols in the building. She advised that new standards of following signage, sanitizing and mask wearing has become second nature for staff and students and that student council will be hosting their weekly meetings via Zoom.

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 New Math Curriculum

Superintendent Temple provided an update regarding the new math curriculum. The new curriculum concentrates on the student's growth mindset and how individuals learn math. Areas of focus include number sense, special sense, coding and financial literacy. There will now be one mark for all the strands instead of individual marks for each. It was noted that the overall expectations are the same for all grades. There will also be a digital version for parents to view and follow topics along with webinars for teachers.

Trustee Casey inquired as to when new textbooks would be available. Superintendent Temple advised that all material and resources will be available in a digital format.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

Catholic Education Centre
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Moved by: Cliff Casey

Seconded by: Carol Luciani

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

Carried

7. Notices of Motion - Nil

8. Notices of Motion Being Considered for Adoption – Nil

9. Trustee Inquiries

Trustee Dignard requested an update on how many students are switching from virtual school to in-person and which schools will be affected. Director McDonald advised that depending on the situation the registration numbers could go either way although there is no anticipation that it will affect classroom compliance. The next crossover dates were noted as October 1 and November 1, 2020.

Trustee Chopp requested an update on staffing. Superintendent De Rubeis advised that secondary schools are fully staffed while elementary schools still have some vacant positions.

Trustee Casey requested an update on transportation. Superintendent Keys advised that recruitment and onboarding of new drivers is ongoing.

Trustee Chopp inquired as to the process for the use of isolation rooms. It was noted that a letter would be sent home to families and that there is no expectation of submitting a note from a physician. Discussion was held regarding the process across the system.

10. Business In-Camera

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

Carried

11. Report on the In-Camera Session

Trustees Casey, Chopp and Dignard declared conflicts of interest in Item 3.1 of the in-camera session and left the room. They did not take part in the consideration, discussion 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

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.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

14. Adjournment

Moved by: Mark Watson

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the September 22, 2020 Board meeting.

Carried

Next meeting: Tuesday, October 27, 2020, 7:00 p.m. – Boardroom

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

October 20, 2020

AGENDA ITEM	MOTION
5.1	<p>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 \$47,795.00 for the 2020-21 school year;</p> <p>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 \$458.33 for the 2020-21 school year; and</p> <p>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 2020-21 school year.</p>
5.2	THAT the Brant Haldimand Norfolk Catholic District School Board approves the purchase of Samsung Tablets and related equipment for permanent Education Assistants.
5.4	THAT the Brant Haldimand Norfolk Catholic District School Board approves the updated Fundraising and School Generated Funds Policy and Administrative Procedure 700.05.
5.5	THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised School Operating Budget Policy and Administrative Procedures 700.10.
5.6	THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Police Records Check Policy 300.15.
5.7	THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Volunteers Policy 300.12.
5.8	THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Volunteer and Staff Trip Driver Policy 200.21.

RECOMMENDATIONS:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of October 20, 2020.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of October 20, 2020.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Committee of the Whole
Tuesday, October 20, 2020 ♦ 7:00 pm
Boardroom**

Members: **Trustees:**
Rick Petrella (Chair), Carol Luciani (Vice Chair), Cliff Casey, Bill Chopp, Dan Dignard,
Alex Medeiros (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)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Vice Chair Luciani.

1.2 Attendance

Attendance was as noted above.

1.3 Approval of the Agenda

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the October 20, 2020 meeting.

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Committee of the Whole Meeting Minutes – September 15, 2020

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the September 15, 2020 meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations - Nil

3. Delegations – Nil



4. Consent Agenda

4.1 Unapproved Minutes from the Regional Catholic Parent Involvement Committee Meeting – November 27, 2019.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Regional Catholic Parent Involvement Committee Meeting of November 27, 2019.

Carried

4.2 Unapproved Minutes from the Special Education Advisory Committee Meeting – February 11, 2020

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Special Education Advisory Committee Meeting of February 11, 2020.

Carried

4.3 Unapproved Minutes from the Special Education Advisory Committee Meeting - April 21, 2020

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Special Education Advisory Committee Meeting of April 21, 2020.

Carried

4.4 Unapproved Minutes from the Mental Health Steering Committee Meeting - June 10, 2020

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Mental Health Steering Committee Meeting of June 10, 2020.

Carried

4.5 Unapproved Minutes from the Special Education Advisory Committee Meeting - June 16, 2020

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Special Education Advisory Committee Meeting of June 16, 2020.

Carried

4.6 Unapproved Minutes from the Regional Catholic Parent Involvement Committee Meeting – June 17, 2020

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Regional Catholic Parent Involvement Committee Meeting of June 17, 2020.

Carried



**4.7 Unapproved Minutes from the Special Education Advisory Committee Meeting
- September 29, 2020**

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Special Education Advisory Committee Meeting of September 29, 2020.

Carried

**4.8 Unapproved Minutes from the Mental Health Steering Committee Meeting
- October 8, 2020**

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Mental Health Steering Committee Meeting of October 8, 2020.

Carried

5. Committee and Staff Reports

5.1 Ontario Catholic School Trustees' Association Annual Membership Fees

Chair Petrella reviewed the fee structure used to determine this year's membership fees with the provincial Trustees' Association. It was noted that the F.A.C.E levy had been reduced due to many events being cancelled due to COVID-19,

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$47,795.00 for the 2020-21 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 \$458.33 for the 2020-21 school year; and

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 2020-21 school year.

Carried

5.2 Devices for Education Assistants

Superintendent Greco provided an outline of the pilot project in which Education Assistants were provided with a device to enhance communication and collaboration. Details and function of the device were reviewed. The positive benefits of the device were underscored during school closures. A summary of evidence of success was shared which included collection of documentation reflected in the IEP expectations, deepened understanding of IEP, increased collaboration and use of evidence by teacher. It was found that the devices would be beneficial in the duties of an Education Assistant.

Trustee Chopp thanked staff for their work on the project.



Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the purchase of Samsung Tablets and related equipment for permanent Education Assistants.

Carried

5.3 Health and Safety Update

Superintendent Keys highlighted the board's commitment to health and safety and reviewed the goals of the Joint Health and Safety Committee. A summary of employee accidents and incidents statistics for the board was shared.

Moved by: Dan Dignard

Seconded by: Carol Luciani

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

Carried

5.4 School Generated Funds Policy 700.10

Superintendent Keys presented the revised policy. The policy provides guidance to all schools and groups regarding how to plan and administer fundraising and school activities. The policy was vetted with stakeholders and placed on the board website for public feedback. Revisions included updated language and reflect best practices.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the updated Fundraising and School Generated Funds Policy and Administrative Procedure 700.05.

Carried

5.5 School Operating Budget Policy 700.10

Superintendent Keys provided an overview of the revised policy. The policy outlines the process for developing and monitoring school operating budgets. The policy was vetted with stakeholders and placed on the board website for public feedback. Revisions included updated language and reflect best practices.

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised School Operating Budget Policy and Administrative Procedures 700.10.

Carried



5.6 Police Records Check Policy 300.15

Superintendent Greco presented the revised policy. Changes were made to update language and include the requirement of a vulnerable sector check. The revised policy also addresses changes to the safe storage of records. The title of the policy was adjusted from Criminal Background Checks to Police Records Check. It was noted that the policy was vetted with stakeholders and placed on the board website for public feedback.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Police Records Check Policy 300.15.

Carried

5.7 Volunteers Policy 300.12

Superintendent Greco presented the revised policy including the addition of a section regarding Rowan's Law. The policy was vetted with stakeholders and placed on the board website for feedback. Other revisions included updated language, process for determining the need for volunteers and process for adjudicating a Police Records Check.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Volunteers Policy 300.12.

Carried

5.8 Volunteer and Trip Driver Policy 200.21

Superintendent Greco reviewed the updated language and information regarding rented vehicles. The title was changed from Volunteer and Trip Drivers to Volunteer and Staff Trip Drivers to articulate that drivers could be volunteers or staff. The policy was vetted with stakeholders and placed on the website for public feedback.

Trustee Casey asked staff to report back with more info regarding using uber and other taxi services.

Trustee Dignard highlighted the process of renting a vehicle specifically for an event.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Volunteer and Staff Trip Driver Policy 200.21.

Carried

6. Information and Correspondence - Nil

7. Trustee Inquiries

Trustee Chopp requested a report regarding an update on Student Alternative Learning.



8. Business In-Camera

Moved by: Dan Dignard

Seconded by: Carol Luciani

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

Carried

9. Report on the In-Camera Session

Moved by: Cliff Casey

Seconded by: Bill Chopp

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: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the October 20, 2020 meeting.

Carried

Next meeting: Tuesday, November 17, 2020, 7:00 p.m. – Boardroom

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

Prepared by: Mike McDonald, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted on: October 20, 2020
Submitted by: Rick Petrella, Chair of the Board

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

Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

The annual fee for our Board is calculated on a base amount of \$8,160 plus a cost of \$3.805 per student. Based on our 2019 -20 student enrolment of 10 416.63 ADE (Average Daily Enrolment), the membership fee for this year is \$47,795.00

In 2013-14, a special F.A.C.E. levy for promoting and protecting Catholic education was introduced and this levy will continue for 2020-21. The levy is calculated at 12 cents per pupil, however it has been reduced by 2/3 using reserves due to many events being cancelled due to COVID-19 for a total of \$458.33. HST does not apply to either the Membership Fees or the F.A.C.E. Levy.

Under the School Boards Collective Bargaining Act OCSTA continues to serve as the designated bargaining agent for its 29 Catholic District School Boards. The fee is set out in Regulation 206/15 and was included in the GSN allocation. The amount for the 2020-21 school year is \$43 017.00.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$47,795.00 for the 2020-21 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 \$458.33 for the 2020-21 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 2020-21 school year.

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: October 20, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

DEVICES FOR EDUCATION ASSISTANTS

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) is committed to providing an extraordinary Catholic education for all students. Education Assistants have an integral role in collaborating with teaching staff to support students with exceptional needs. In the spring of 2019 the Board began the process of designing a pilot project in which Educational Assistants (EAs) were provided with a device to enhance communication and collaboration with Teachers in capturing and using evidence of learning to improve programming for students in Special Education.

To that end, a diverse Board team began the initial project planning including the creation of the EA Device Governance Team and the EA Device Proof of Concept (POC) process.

Throughout the 2019-2020 school year and into the 2020-2021 school year, EAs at 5 pilot schools were provided devices and technical and pedagogical training. Baseline data was collected from previous years to be able to later assess the impact of this project. Principals of the POC schools met with the EAs, classroom Teachers and SERTs to garner authentic feedback.

The EA device was provided to support the EA in their role of observing and reporting to the teacher on the students’ academic, motor and social development. Using the device, the EA can capture and catalogue evidence of the student’s learning and growth, and progress over time and give a voice to students in their own development. This rich evidence of learning and growth will provide teachers with greater insight to use in their next steps and enrich and enhance collaboration between the EA, SERT and other school team members.

Summary of Evidence of Success:

- Collection of documentation reflected in the IEP expectations
- Deepened understanding of the IEP and the expectations and intentional creation or learning activities by both the Teacher and EA
- Increased collaboration between the Teacher, SERT and EA
- Evidence is used by the Teacher to inform next steps and possible revisions to the IEP

The majority of feedback collected from the EA’s at the pilot schools was positive with fairly consistent use of the tool. The device itself has been deemed appropriate for the intended purpose.

DEVELOPMENTS:

Using the Portfolio App:

The original purpose of the EA Device is to:

- Use the device, and the associated apps, to collect evidence of learning which reflects IEP expectations
- Increase collaboration with the Teacher to deepen the EA’s understanding of the IEP and the related expectations
- Collect specific evidence to inform the Teacher’s next steps and revise the IEP as required

However, due to the current reality of the Covid-19 Pandemic, Education Teams have realized additional educational benefits of the device. Recognizing many students are learning remotely or may need to be absent for extending periods of time, and the classrooms may need to intermittently isolated for lengthy periods, EAs are also able to utilize a number of Apps and programs to support continuity of learning. Part of the process will also be

NEXT STEPS

1. I.T. to procure 126 devices, 155 protective covers and storage/charging tubs for each school
2. Special Education to establish initial software and app requirements
3. I.T. staff to deploy, train and document deployment
4. System Team to provide curriculum/pedagogical training
5. EAs, Teachers and Principals to receive information on Program Parameters and Expectations which include security measures and an acceptable use agreement form.

COSTING ESTIMATE

- Samsung Android Tablet – \$358.20 @ 126 (29 already deployed) = \$45,133.20
- Protective Case - \$16.53 @ 155 = \$2562.15
- Storage/Charging Tubs - \$247.99 @ 35 = \$8679.65
- 10% Annual Tablet Replacement Cost = \$4513.32

TOTAL approximate initial cost in 2020/2021 = **\$56, 375**

Approximate Annual Sustainment

- 155 devices (\$55,521) divided by 4-year cycle = \$13,880.25
- Anticipated Annual Replacement Cost - \$4513.32

TOTAL per year = **\$18, 393.57**

The devices will be available for all EAs and the frequency and depth of use will be at the discretion of the school team and Principal. EA assignment will factor into the plan for use. The device is one tool of many that EAs can use in collaboration with the team to assist students in learning. Devices are assigned to the EA but are owned by the school. Devices remain at the school at the end of each day unless otherwise determined by the Principal.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the purchase of Samsung Tablets and related equipment for permanent Education Assistants.

**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: October 20, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

**FUNDRAISING AND SCHOOL GENERATED FUNDS
POLICY 700.05**

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) recognizes that parents and communities may choose to support their schools through fundraising activities. These activities have the potential to enrich the experience of our students and also help build a broader sense of community.

This Policy and Administrative Procedure provides guidance to all schools and groups regarding how to plan and administer all fundraising and school activities and how to report on these activities to the school community. The procedures outlined apply to all funds received, raised or collected in the name of school or school activity, or on behalf of the Board, school or Catholic School Council.

DEVELOPMENTS:

To ensure that the Fundraising and School Generated Funds Policy and Administrative Procedure was up to date, revisions to the policy and procedures were developed in consultation with Financial Services, Senior Administration and other internal stakeholders. As such, changes were made to reflect best practices and language consistent with the Ontario Association of School Business Officials Guidelines for School Generated Funds and the Ministry of Education Fundraising Guidelines.

On June 4, 2020, the revised draft policy and administrative procedure was presented to the Policy Committee. The Policy Committee approved the changes and the policy and administrative procedure was circulated for stakeholder feedback from June 7, 2020 to August 7, 2020, as per the Board’s policy renewal process. Minor changes were made to the policy and administrative procedures based on the comments received from stakeholders.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the updated Fundraising and School Generated Funds Policy and Administrative Procedure 700.05.



Fundraising and School Generated Funds

700.04

Adopted:	September 9, 2003
Last Reviewed/Revised:	September 22, 2020
Responsibility:	Superintendent of Business & Treasurer
Next Scheduled Review:	2023-24

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board (the "Board") recognizes that parents and communities may choose to support their schools through fundraising activities. These activities have the potential to enrich the experience of our students and also help build a broader sense of community.

Fundraising activities must be complementary to Catholic education, voluntary, safe, accountable, and transparent. The Board is supportive of fundraising activities that increase student engagement, support Catholic values and promote a sense of philanthropy, awareness and understanding while building strong partnerships.

APPLICATION AND SCOPE:

This Policy and Administrative Procedure provides guidance to all schools and groups regarding how to plan and administer all fundraising and school activities and how to report on these activities to the school community. The procedures outlined applies to all funds received, raised or collected in the name of school or school activity, or on behalf of the Board, school or Catholic School Council.

REFERENCES:

- The Education Act
- Ontario Regulation 78/12 Gaming Control Act
- Ontario Regulation 612/00 School Council and Parent Involvement Committees
- 200.01 – Nutrition: Creating a Healthy Environment
- 200.02 – Fees for Learning Materials and Activities
- 200.31 – Catholic School Advisory Council
- 200.24 – Regional Catholic Parent Involvement Committee
- 300.17 – Professional Standards & Conflict of Interest
- 500.01 – Education Field Trips and Excursions
- 700.01 – Procurement
- 700.02 – Cash/Equipment Donations
- 700.04 – Employee Expenses
- Ontario Association of School Business Officials Guidelines for School Generated Funds (2014)
- Public Sector Accounting Board (PSAB) Accounting Standards
- Ministry of Education Fundraising Guidelines
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

FORMS:

- Proposed School Fees and Fundraising Plan
- Funds Received Form
- Purchase Approval Form
- Additional Fundraising Approval
- School Council Annual Report
- School Generated Funds: Change in Principal



DEFINITIONS:

Catholic School Council: Consists of parent volunteers who actively participate to improve our students' learning experience and enhance the accountability of the education system to parents. Catholic School Councils act in an advisory capacity to the school administrators to improve the overall effectiveness of the school.

Fundraising: Fundraising is any activity (as permitted under this Policy and Administrative Procedure) undertaken to raise money or other resources, that is approved by the school Principal, in consultation with and upon the advice of the Catholic School Council or Student Council.

School Community: The school community refers to students, parents, guardians and caregivers, Catholic school councils, trustees, school administrators, staff, members of the broader community and partners, as well as others, who support a local school and the students that attend that school.

School Generated Funds: School Generated Funds (SGF) are funds that are raised and collected in the school or broader community in the name of the school by Catholic School Councils or other school or parent-administered groups (with the exception of funds raised by the Ontario Home and School Associations). SGF are administered by the school Principal and are raised or collected from sources other than the Board's operating and capital budgets.

SGF is a broad category, which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs such as collections for and payments to charities or other third parties (i.e. school trips, lunch programs, etc.).

ADMINISTRATIVE PROCEDURES:

1.0 Fundraising Activities

- 1.1 School fundraising activities are conducted under the guidance of the school Principal, in accordance with Board policies and with advice and input from the school community. Funds raised for school purposes are used to complement, not replace, public funding for education. Fundraising must have a designated purpose as outlined in the *Proposed School Fees and Fundraising Plan*. All proceeds are to be used for their intended purposes.
- 1.2 Participation in fundraising activities is strictly voluntary. Individuals cannot be compelled to participate in any fundraising activity, nor should they be subject to penalties or be denied benefits, if they choose not to participate. Students participating in any fundraising activities will not be held responsible for any loss that may occur during the course of any fundraising.
- 1.3 Each school is permitted two school-sponsored community fundraising events per year, one of which may be for Catholic charitable purposes. Principals may also elect to donate a portion of their fundraising proceeds for Catholic charitable purposes. All additional funds raised or collected (i.e., class trips, hot lunches, milk, etc.) must be approved by the Principal, who will consult with the school Superintendent as required, through the annual School Fees and Fundraising Plan. Additional community fundraising may be permitted. Approval is required for any additional community fundraising and must be obtained prior to the commencement of any activities. The *Additional Fundraising Approval form* accompanies this Policy and Administrative Procedure.
- 1.4 The safety of students is a primary consideration in all fundraising activities; student fundraising requires appropriate supervision and should be age appropriate. The Board does not endorse or encourage any door-to-door fundraising and canvassing. Prior approval of the school Superintendent must be obtained for any fundraising activities conducted off school property. Students (under 18 years of age) participating in any fundraising activity off school property must have written parental or guardian consent.
- 1.5 Schools may engage in certain lotteries or games of chance, specifically raffles, 50/50 draws, cash calendars, and bingo. All other lotteries or games of chance are prohibited. The game of bingo must be held off site. In order to raise funds through the above activities, a lottery license must be obtained



through the Alcohol Gaming Commission of Ontario (AGCO) or the school's local municipality. It is the responsibility of the school Principal to ensure that all terms and conditions of the lottery license are met, which includes (but is not limited to): applicable fees, maintenance of a separate in-trust bank account and general ledger, and monthly and annual financial reports. Please contact the Manager of Financial Services prior to committing to any lottery or game of chance as a fundraiser.

- 1.6 Funds raised through initiatives at the school-level should normally be used in the year they are raised, unless designated for a specific, approved long-term project.
- 1.7 Approvals are required for any educational field trips or excursions in accordance with 500.01 *Education Field Trips and Excursions*. This includes any day trips (within and out of Brant, Haldimand, and Norfolk) and overnight trips (within and out of Canada). The Superintendent of Business & Treasurer must authorize any third-party agreement for fundraising or educational excursions prior to a school entering into such an agreement.

2.0 School Generated Funds

- 2.1 Funds are generated in schools from a number of different sources and used in a number of different ways. This Policy and Administrative Procedure applies to all funds that are received, raised or collected in the name of the school or school activity. These funds are under the direction and control of the school Principal. Generally, this means all funds available to the school, other than funds provided by the approved budget of the Board.
- 2.2 *Appendix A* outlines examples of acceptable and unacceptable uses of fundraising proceeds.

3.0 Roles and Responsibilities

- 3.1 Family of Schools Superintendent:
 - Reinforce to Principals the need to adhere to Board policies, procedures, and guidelines.
 - Verify that schools are complying with the reporting requirements of this Policy and Administrative Procedure (particularly the *Proposed School Fees and Fundraising Plan* and *Catholic School Council Annual Report*).
 - Report to the Manager of Financial Services or the Superintendent of Business & Treasurer:
 - funds that are lost or stolen.
 - any misuse of funds.
 - failure to follow any policy or guidelines.
- 3.2 Principal:
 - Ensure that the guidelines for *School Generated Funds* are implemented in compliance with this Policy and Administrative Procedure.
 - Ensure the Catholic School Council is aware of and understands their roles and responsibilities.
 - Ensure processes are in place to adequately control the funds within the school, including security over cash and records.
 - Act as one of the approved signing officers on the school bank account(s).
 - Ensure staff members or the school community are not collecting and managing funds in their own personal bank account.
 - Communicate responsibilities to all staff.
 - Ensure there is a primary contact for each club or class involved with financial transactions.
 - Review, sign and date monthly bank reconciliations, *Proposed School Fees and Fundraising Plan* and annual reports.
 - Review records monthly; at a minimum.



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Board Policy and Administrative Procedure

- Distribute and/or make available the annual *Proposed School Fees and Fundraising Plan* as outlined in this Policy and Administrative Procedure.
- Notify the school Superintendent and Manager of Financial Services immediately if funds are lost, stolen, or misused.
- Ensure the school, or any individual associated with the school, does not enter into contracts in the name of the school or the Board.

3.3 Staff and/or Primary Contact for School Activities

- Collect and count money from students or other sources as required.
- Complete the *Funds Received Form* to be accompanied with any money submitted.
- When cash/cheques are collected, they must be given to the designated individual in the main office on a daily basis (funds are not to be kept in the classroom).
- Ensure invoices have the appropriate approval(s) and are delivered to the designated individual for payment.
- Ensure details of financial activity related to their class or club are recorded correctly.
- Ensure funds received are disbursed as per the intent of the funds raised or collected.
- Request and review transaction reports on a regular basis and advise the designated individual of any discrepancy.

3.4 School Secretary

- Implement the guidelines for school generated funds as directed by the Principal.
- Act as one of the approved signing officers on the school bank account(s).
- Count and verify funds received for deposit.
- Prepare bank deposits and deposit funds at the bank as required.
- Issue cheques ensuring all requests for payments are properly supported and approved by the Principal.
- Maintain up-to-date accounting records, including posting and managing funds in *School Cash Online* and in a timely manner.
- Prepare monthly bank reconciliations and other reports as requested.
- Advise the Principal of deviations from the guidelines outlined in this Policy and Administrative Procedure.
- Prepare the annual financial report and submit it to the Principal.
- Assist during internal and external audits.

4.0 Accountability and Reporting

4.1 Banking Requirements

- Bank accounts shall be established for SGF and must be in the name of the school.
- Each school is entitled to possess one bank account, with the exception of an in-trust account as required by the terms and conditions of a school's lottery license.
- All cheques drawn from the SGF account require two signatures, one of which must be the Principal (or designate).
- It is acceptable to have up to four signing officers. The Principal must be one of the four. Typically, the Principal, Vice-Principal, Administrative Assistant or Catholic School Council Treasurer can be designated as a signing officer. In the absence of a Vice-Principal, the Teacher-in-Charge may act as a signing authority.
- Cheques will be pre-numbered and will include a cheque stub or duplicate cheque for recording disbursement information.
- Monthly bank statements and returned cheques (or images) are required to be sent to the school.



- It is recommended that such accounts be opened at a branch of the Board's bank, where possible.

4.2 Accounting Procedures

- A computerized accounting system (as supplied by the Board) must be used to track and report all revenues and expenditures for each school activity.
- All deposits and disbursements for any school generated activity must be recorded in the general ledger and reconciled monthly.
- All accounting records must be kept on file for seven years, in accordance with the Board's *Records Retention Schedule*. This includes all supporting documentation for deposits, disbursements, bank reconciliations and annual reports. Any questions regarding retention requirements should be directed to the Manager of Communications.

4.3 Harmonized Sales Tax (HST)

- Schools and fundraising groups will collect HST on sales, where required.
- Schools are eligible for the HST public sector rebate.
- The Principal shall prepare and submit an HST report to the Board annually; at a minimum.
- The Board will process rebates and provide an electronic funds transfer to the school.

4.4 Receipt of Funds

- All SGF are deposited intact to the bank account promptly and recorded into their appropriate category. Monies shall not be withheld for any payment of related expenses.
- All money received at the school is to be stored on site in the school's secure safe. Money is not to be removed from the school, unless to be taken directly to the bank.
- A *Funds Received Form* must be completed and accompany any money collected and submitted to the designated individual in the main office.
- Monies collected must be deposited soon after submission. Deposits are to be made on a weekly basis or more frequently if a significant amount has been collected.
- All supporting documentation, including *Funds Received Forms* and deposited slips shall be retained for audit and accountability purposes.
- Students will not be responsible for deposits.

4.5 Disbursements of Funds

- All payments are to be made by cheque; printed using the approved computerized accounting system.
- Pre-signing of cheques and the use of signature stamps are unacceptable.
- A *Purchase Approval Form* must be completed and accompany any request for payment prior to being reimbursed through SGF.
- Where funds are to be expended from a Catholic School Council category, the Minutes of the School Council meeting shall record the motion authorizing the expenditure and the purpose of its use.
- All disbursements must be accompanied by an original invoice, receipt or other sufficient supporting documentation prior to payment being issued.
- Cheques made payable to *cash* or payments in advance to employees are not acceptable.
- Any unused cheques are to be stored in a designated, secure location in order to prevent loss or theft.
- Under no circumstances should petty cash be used.
- All funds owing to the Board should be repaid by June 30th, to be included in the current year's budget.
- All void and non-sufficient funds (NSF) cheques will be retained as part of the accounting records.



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4.6 Taxable Receipts

- The Board facilitates and administers all charitable tax receipts on behalf of all schools and the Board.
- Funds are to be forwarded to the Supervisor of Accounting to process all tax receipts requested and the funds will be held in trust for the school until such time as the Principal requests the use of the funds.
- Charitable tax receipts are issued for donations of \$20 or more, unless requested by the donor.

4.7 Financial Reporting

- Bank reconciliations are to be completed on a monthly basis by a designated individual in the main office. The Principal will review and approve each bank reconciliation within 30 days of the bank statement date.
- The Principal is required to submit an annual *Proposed School Fees and Fundraising Plan*, indicating the intended fundraising and activity fees for the year. The schedule is submitted by November 15th of each year after seeking appropriate input from the school community. This Plan is to be forwarded to the school Superintendent, Supervisor of Accounting, and presented to the school community via a school newsletter, Catholic school council meeting or other accessible means.
- Year-end financial reports (as provided though the year-end roll-over) must be prepared annually and submitted to the Board by September 30th in order to be consolidated into the Board's audited financial statements.
- In accordance with *Ontario Regulation 612/00*, Principals are to complete a *Catholic School Council Annual Report*, indicating an overview of the highlights and activities for the current year. This report should be completed at the last School Council meeting each year and forwarded to the school Superintendent by June 30th.

4.8 Audit

- Records of all transactions for SGF and lottery accounts shall be available at the school for examination. The Superintendent of Business & Treasurer will designate an individual who may conduct audits on the procedures in place for all SGF. The results of the audits will be shared with the Principal, Administrative Assistant, school Superintendent and the Superintendent of Business & Treasurer.
- Records may also be requested by the Board's external or internal auditors from time-to-time.

4.9 Freedom of Information (FOI) Requests

- All FOI requests must be made through the Manager of Communications. Schools should not release any information until direction is given with respect to the request.



Appendix A

Acceptable and Unacceptable Sources and Uses of School Generated Funds

Examples of Acceptable Sources and Uses of School Generated Funds

The following are examples of acceptable sources and uses of school generated funds:

- Student Agenda
- Field Trips or excursions that are an extension of the curriculum and not mandatory as part of the completion of the grade/course. Alternative activities are provided for those not participating.
- Yearbooks
- Special lunch days
- Cost recovery for the replacement or repair of lost, damaged or broken materials, such as:
 - Textbooks or library books
 - Music or science supplies
 - Locks for student lockers
 - Vandalism of a locker or other school materials
 - Other loaned material
- Library book fairs
- Costs associated with Grade 8 or High School graduation
- Participation in enhancements to the physical and health education programs that are not required as part of the completion of the course, such as:
 - Rock Climbing
 - Curling
 - Ice Rentals
 - Self-Defense
- Participation in extra-curricular sports teams or events:
 - Rental of facilities (rink, field)
 - Costs of jerseys or other equipment
 - Costs of tournament entry fees and associated accommodations and transportation
- Participation in extra-curricular school clubs
 - DECA, band, Youth Leadership Conference
- Fees for printing and mailing transcripts or OSSD certificates to inactive students
- Voluntary purchases of school spirit wear
- Increase the number of computers or technology equipment in the school from what the budget originally allows
- School uniforms (most students deal directly with McCarthy's)
- Geography, History or other course trips abroad that are not required to complete a course. Alternative activities are provided for those not participating in the trips.
- School dances, semi-formals and proms
- Learning materials that are optional for the completion of the grade/course, such as:
 - Optional sewing kits and fabric in home economics
 - Higher-quality electronic materials for projects
 - Superior construction materials than those required to complete projects
- Voluntary participation in elementary retreats as part of the sacramental preparation program. Alternative arrangements are made for those not participating in the retreat.
- Assistance for students who cannot afford school activities
- Guest speakers or presentations
- Ceremonies, awards, plaques, trophies or prizes for students
- Scholarships or bursaries
- School yard improvement projects:
 - Playground equipment, Shade structures, Gardens
- Toonies for Tuition
 - Provides tuition assistance to Catholic students in provinces that have limited or no public funding for Catholic schools



Examples of Unacceptable Sources and Uses of School Generated Funds

(These transactions are to be completed through the school operating budget)

The following are examples of unacceptable sources and uses of school generated funds:

- A textbook fee or deposit
- Learning materials that are required for the completion of the grade/course, such as the items listed below.
The list below is not exhaustive:
 - French workbooks
 - Spanish workbooks
 - Accounting ledgers
 - Mathematics workbooks
 - Recorders or reeds
 - Calculators, protractors and other required math materials
 - Standard art or science supplies
 - Lab materials or safety goggles
- Locker fees or lock deposit
- Field trips or excursions where participation is mandatory for the completion of the grade/course or a quiz/test/project is required based on the field trip or excursion
- Items that are funded through the allocated budget of a school board, such as:
 - Staff development and training costs
- Learning materials that are required to meet the learning expectations of the grade/course, but are consumed by the student and cannot be used again by another student in the next grade/semester
- Fees for printing and mailing transcripts or OSSD certificates to active students
- Timetables or admit slips
- Participation in elementary retreats as part of the sacrament preparation program
- Participation in secondary retreats as part of the Religious Education program
- Participation in mandatory physical and health education programs that are required to complete the course.
- Mandatory flat fees for any course leading to graduation other than optional programming
- Maintenance, sanitation or emergency repairs of a school or other Board facilities
- Infrastructure improvements or capital projects (classroom, gymnasium or other additions) which:
 - Are funded through the Ministry of Education
 - Increase the student capacity of the school
 - Increase the school or Board operating or capital costs
- Purchase of goods or services from a company in which a School Council member or employee owns or has a direct or indirect financial interest
- Professional development activities for staff
- Any salary or wages of employees
- Honourariums or other monetary payments to employees
- Advance payments to employees
- Support for partisan political activity, group or candidates
- Any fundraising activity that is not compliant with:
 - Federal, Provincial, or Municipal legislation
 - Ministry of Education guidelines and policies
 - Relevant Board Policies or Administrative Procedures

**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: October 20, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

SCHOOL OPERATING BUDGET 700.10

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) provides annual operating budgets to each school that are intended to cover the needs of the school. Principals, knowing the specific needs of their school community, are given the authority to plan and purchase goods and services within their area of responsibility as identified in the annual budget allocation process.

This Policy and Administrative Procedure outlines the expectations regarding the process for developing and monitoring school operating budgets. The funds are used to manage the day-to-day operations of the school from classroom resources to furniture and equipment and office supplies. These are separate and distinct from School Generated Funds.

DEVELOPMENTS:

In order to ensure that the School Operating Budget Policy and Administrative Procedure was up to date, revisions to the policy and procedures were developed in consultation with Financial Services, Information Technology Services, select Principals, Senior Administration and other internal stakeholders. As such, changes were made to reflect best practices and language from relevant board policies and administrative procedures and other school board policies.

On June 4, 2020, the revised draft policy and administrative procedure was presented to the Policy Committee. The Policy Committee approved the changes and the policy and administrative procedure was circulated for stakeholder feedback from June 7, 2020 to August 7, 2020, as per the Board’s policy renewal process. Changes were made to the policy and administrative procedures based on the comments received from stakeholders:

- Schools are permitted to carry-forward up to 25% (instead of 10%) of funds remaining to the next budget year; amounts greater than 25% will be reallocated to other priorities.
- Principals have the opportunity to carry forward more than 25% for specific and identified purposes and must be supported by their Superintendent of Education and approved by the Superintendent of Business & Treasurer.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised School Operating Budget Policy and Administrative Procedures 700.10.



**School Operating Budgets
700.10**

Adopted:	October 28, 2008
Last Reviewed/Revised:	September 22, 2020
Responsibility:	Superintendent of Business & Treasurer
Next Scheduled Review:	2023-24

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board (the "Board") provides annual operating budgets to each school that are intended to cover the needs of the school. Principals, knowing the specific needs of their school community, are given the authority to plan and purchase goods and services within their area of responsibility as identified in the annual budget allocation process.

APPLICATION AND SCOPE:

This Policy and Administrative Procedure outlines the expectations regarding the process for developing and monitoring school operating budgets. The funds are used to manage the day-to-day operations of the school from classroom resources to furniture and equipment and office supplies. These are separate and distinct from School Generated Funds.

REFERENCES:

- 700.10 – Procurement
- 700.01 – Fundraising and School Generated Funds

FORMS: N/A

DEFINITIONS: N/A

ADMINISTRATIVE PROCEDURES:

1. School Operating Budgets

The School operating budget is intended to cover the costs associated with supplies, drapery, work order requests and replacement of or additional furniture, equipment and technology. Principals are responsible for developing a budget plan for their school community that reflects school and improvement needs within their school allocation.

School budget allocations for the next school year will be determined through the annual budget cycle once projected enrolment is available. Allocations are based on projected full-time equivalent (FTE) enrolment and can be comprised of the following, but not limited to:

- Base per Pupil Amount.
- Equity Amount - a top up to elementary schools for socio-economic realities in their community.
- Small School Amount - a top up to small elementary schools based on enrolment.

The school operating budget allocation (factors, thresholds and amounts) are reviewed and communicated annually as part of the Board's budgeting cycle.

Schools should not intentionally overspend their school operating budget. Schools are permitted to carry-forward up to 25% of funds remaining to the next budget year; amounts greater than 25% will be reallocated to other priorities. Principals have the opportunity to carry forward more than 25% for specific and identified purposes and must be supported by their Superintendent of Education and approved by the Superintendent of



Business & Treasurer. One Hundred percent (100%) of deficits will be carried forward and will require a deficit recovery plan where deficits are greater than 5% of their school operating budget for the year. A deficit recovery plan is required to be submitted to the school's respective Superintendent of Education and the Superintendent of Business & Treasurer to ensure budgeting practices are sound and sustainable.

Enrolment adjustments will be made to elementary and secondary school budgets after the October 31 enrolment counts have been finalized as part of the revised estimates process. These adjustments will ensure that each school receives the appropriate allocation based on actual enrolment versus initial projected enrolment.

School operating budgets are separate and distinct and are not to be used for items relating to School Generated Funds.

2. School Operating Budget Cycle

A number of functions related to school operating budgets occur throughout the year. Timing of typical activities are as follows:

- June: Principals complete their school operating budgets for the subsequent school year.
- September: Approved school operating budgets are made available in the financial accounting system for the start of the new school year.
- December: Adjustments are made to school's budgets based on actual FTE enrolment as of October 31 and any carry-over balances (including deficits) are calculated and applied from the previous school year to the instructional supplies account

3. Budget Monitoring Process

Principals are required to review their school operating budget monthly to ensure their spending is in line with their budget. Principals have access to their school budgets through the Board's financial accounting system.

Administrators must ensure that they maintain sufficient funds for July and August expenditures, which are typically charged a month behind.

At the Board level, school budgets will be reviewed monthly for reasonability of spending based on the number of months passed. Where a school has spent more than 60% of their budget before the end of February **or** is in a deficit position at any time during the school year, approval from the School Superintendent is required for all subsequent purchases.

School Operating expenses are to be charged to the proper account (i.e., textbooks and learning material, printing and photocopying, etc.). Expenses are to be coded to the proper budget account even if there are insufficient funds in that account; provided the school's overall operating budget has funds available.

4. Central Procurement

The following items will be purchased centrally through Procurement Services:

1. Drapery.
2. New classroom furniture, which includes student and teacher desks required for portable additions, enrolment or program expansion, such as French Immersion.
3. New technology, which includes standard classroom technology (i.e., active boards or similar technology).
4. Replacement of classroom furniture, which includes student and teacher desks due to condition and age.
5. Replacement of standard classroom technology due to condition and age.
6. Main office and staff room furniture.



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Administrative Procedure**

The intent of the central furniture strategy is to allow school budgets to focus on the curriculum needs of the school. Schools will still be permitted to purchase additional furniture, equipment and technology as needed to complement their learning environment.

Please note the following:

- A furniture and technology strategy will be developed by Procurement Services to align with the annual Renewal Plan.
- Ergonomic assessment needs will continue to be processed through Health and Safety.
- Damaged furniture, equipment and technology due to vandalism will remain the responsibility of the school/student, unless covered by insurance (the Board's deductible is \$500).
- Cafeteria tables, Learning Commons and Technology Department equipment are not included in the use of these funds.

**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: October 20, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

POLICE RECORDS CHECKS 300.15

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) is committed to ensuring a safe and secure working and learning environment for students, employees, volunteers and visitors. The BHNCD SB is in a position of trust regarding students and must strive to protect their intellectual, physical, mental and emotional wellbeing. The BHNCD SB will not hire or continue to employ persons or allow school access to Service Providers who:

- have not provided a Police Records Check (Vulnerable Sector Check)
- have provided a Police Records Check which has been adjudicated and found to present an unacceptable risk to students and/or staff.

DEVELOPMENTS:

This Policy and Administrative Procedure (currently named Criminal Background Checks) was last updated in 2010. Since this time, terms and criteria have evolved. The title has been changed to Police Records Checks and is reflected throughout the document.

The Glossary of key policy terms has been updated. Language used is adapted from Branford Police Services. The AP provides a definition for Vulnerable Sector Check (VSC) and a detailed description of what the VSC provides.

To reflect the Board's current practice, the AP explicitly states that Employees, Volunteers and Service Providers must also obtain a Vulnerable Sector Check that meets the conditions outlined by presenting a completed "**Consent for Police Records Check for a Sexual Offence for which a Pardon has been Granted or Issued**" form. The completed form must be presented to the Police Service when requesting the Police Records Check so that the appropriate search can be completed. Principals and Human Resource Services will maintain strict confidentiality when receiving and storing Police Records Checks.

The Procedure includes 2 new groups:

1. *Students Attending Universities, Colleges and other Programs.* While not employees of the Board, students who report for practicum/work placements must have a Police Record Check including the VSC.
2. *Community College Employees Instructing Dual Credit and other Courses.* These employees must have a Police Records Check including the VSC before they begin service.

Service Providers and Procurement

The revised AP includes updated language to be consistent with our process for securing service providers with respect to the requirement to provide Police Records Checks VSC.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Police Records Check Policy 300.15.



Police Records Checks

300.15

Adopted:	February 22, 2005
Last Reviewed/Revised:	May 28, 2020
Responsibility:	Human Resources
Next Scheduled Review:	2023-2024

POLICY STATEMENT:

The Board will not hire, or continue to employ persons, who have criminal convictions and/or patterns of behaviour which place students or staff at risk.

The Brant Haldimand Norfolk Catholic District School Board will not allow school access to *Service Providers* or *Others* who have direct and regular contact with students:

- who have not provided a Police Records Check (Only the Vulnerable Sector Check is acceptable to begin service in the Board or;
- who have provided a Police Records Check which has been adjudicated and found to present an unacceptable risk to students and/or staff.

APPLICATION AND SCOPE:

The Brant Haldimand Norfolk Catholic District School Board has the responsibility, under The Education Act, to provide a safe and secure working and learning environment for students, employees, volunteers, and visitors. The Board is in a position of trust regarding students and must strive to protect their intellectual, physical, mental, and emotional wellbeing.

REFERENCES:

Regulation 521/01
300.11 Hiring – Support Staff
Hiring - Academic Staff Policy
Pre-Employment Screening Policy
Criminal Records Act
Volunteer Policy
Security of Schools, Buildings and Grounds Policy
Municipal Freedom of Information & Protection of Privacy Act
Safe Schools Act, Regulation 521/02

DEFINITIONS (Adapted from Branford Police Services):

Criminal Record Check: This check is intended for applicants who are involved as a volunteer, employee or in any situation where a basic CRC is requested (i.e., retail). This check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons. The Police Criminal Record Check will include criminal convictions (summary and indictable), from Canadian Police Information Centre (CPIC) and/or local databases.



Criminal Record and Judicial Matters Check: A collection of offence information, including convictions, non-convictions and other relevant police contact information available from a local police agency's records management system and other systems/records, where authorized. This check is intended for applicants who are seeking volunteer and/or employment with agencies who require a criminal record check along with local police involvement. The agency has determined that a search of pardoned sex offenders database, and contacts relating to mental health apprehensions, is NOT required (i.e., border crossing or visa) therefore this check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.

Vulnerable Sector Check (must be used): This check is restricted to applicants seeking employment and/or volunteering with vulnerable individuals, children, elderly persons, the disabled, etc. It is a collection of offence information, including convictions, non-convictions and other relevant police contact information available from a local police agency's records management system and other systems/records where authorized. This check will include sexual offence convictions for which the individual has received a record suspension (pardon) where authorized by the Minister of Public Safety and Emergency Preparedness.

The Police Vulnerable Sector Check will include the following:

- Criminal convictions (summary and indictable) from CPIC and/or local databases;
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency;
- Absolute and Conditional Discharges where still within the applicable disclosure periods;
- Family Court Restraining Orders;
- Charged and processed by other means such as diversion;
- Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder;
- A review of all available police contacts including but not limited to theft, weapons, sex offences, or violent, harmful, or threatening behavior which may or may not have involved a mental health incident; and
- As authorized for release by the Minister of Public Safety and Emergency Preparedness, Criminal Code convictions for sexual offences for which a record suspension (pardon) was received, identified as a result of a Vulnerable Sector verification.

Offence Declaration: A written declaration signed by an individual listing all the individual's convictions for offences under the Criminal Records Act (Canada) up to the date of the declaration:

- that are not included in a Police Records Check (Vulnerable Sector Check) last collected by the Board; and,
- for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted.

Service Provider: An individual who is not an employee of the Board and who comes into direct and regular contact with pupils on a regular basis in the normal course of:

- providing goods or services under contract with the Board, carrying out his or her employment functions as an employee, or a person who provides goods or services under contract with the Board; or,
- providing services to a person who provides goods or services under contract with the Minister.

ADMINISTRATIVE PROCEDURES:

1.0 Police Records Checks for Employees

Ontario Regulation 521/01 (amended by Regulation 170/02 and 49/03) was established to ensure the safety and security of Ontario students.

- a) All current employees including retired employees who have become reemployed by the Board will provide an annual Offence Declaration in accordance with Ontario Regulation 521/01;
- b) All new employees will be required to provide, at their own expense, an original Police Records Check;
- c) The Consent Form must be submitted along with an Intent to Volunteer letter from the Board or a school.



1.1 Requirements

All new employees, volunteers, service providers, individuals requiring a placement for professional certification and other (the "applicant") are required to provide a Police Records Check that is satisfactory to the Board prior to the commencement of any duties. The Police Records Check must meet all the conditions outlined below:

- must have been completed through a local police service in the area in which they reside within the preceding 6 months;
- must include a Vulnerable Sector Check (VSC) including a search of the pardoned sex offender database; and,
- must be an original.

Searches completed by any private company or organization other than a police service **will not be accepted**.

1.2 Current Employees

Are required to provide to the Board an Offence Declaration by September 1 of each year in which the individual is employed by the Board.

1.3 New Employees

a) Condition of Employment

The Board shall collect a Police Records Check (VSC) in respect of the individual before the day the individual commences employment with the Board. All offers of employment with the Board shall be conditional upon the applicant supplying the required Police Records Check (VSC). The Board shall collect an Offence Declaration from the individual by September 1 of each year in which the individual is employed by the Board after the date of hire.

b) Emergency Provision

Normally, a candidate shall not commence employment with the Board until the current verification of their Police Records Check has been submitted and accepted. Only in an exceptional case will a person be permitted to commence employment with the Board before the Board has received the Police Records Check. In such a case, the candidate will be required to provide an Offence Declaration which may, at the Board's sole discretion, permit the candidate to commence employment prior to the submission of the Police Records Check. Before any such exception is made, a binding agreement shall be entered into between the employee, ensuring that the Police Records Check be provided without delay and in a timely manner. This agreement will preserve the Board's power to revoke the offer of employment, and dismiss the employee, should the Offence Declaration provided by the employee prove to be false or misleading in any respect.

Retention: The Board shall retain an original or a true copy taken from the original by the Board designated contact or designate. Completed Police Records Checks and Offence Declarations will be filed in a separate and secure location. Human Resources will not provide copies to employees. Access to these records is limited and controlled. Retention and disposal process are aligned with the Privacy and Information Management Guidelines and best practices in accordance with the Board's retention schedule.

Adjudication: Employees must obtain a Vulnerable Sector Check that meets the conditions outlined by presenting a completed "Consent for Police Records Check for a Sexual Offence for which a Pardon has been Granted or Issued" form. The completed form must be presented to the Police Service when requesting the Police Records Check so that the appropriate search can be completed. Where evidence is received of a criminal conviction or other relevant conviction, the designated Board contact will consider at least the following factors in determining an appropriate course of action:



- i) the length of time since offence(s);
- ii) any involvement of children and/or sexual activity and/or violence and/or acts of
- iii) dishonesty in the offence(s);
- iv) the employment history;
- v) the employee's attitude towards offence(s);
- vi) any treatment, counseling or other services received since offence;
- vii) other steps taken to rehabilitate;
- viii) any likelihood offence(s) will be repeated;
- ix) if alcohol or illegal drugs were a factor in commission of offence(s);
- x) the degree of cooperation with this investigation;
- xi) if the offence(s) committed while employed by the Board;
- xii) if the employee is a teacher, relevance of offence(s) to teacher duties as set out in the Education Act and Regulations;
- xiii) if employee is not a teacher, relevance of offence(s) to their employment duties; and, whether the offence(s) require any action pursuant to The Student Protection Act (including notification of the Ontario College of Teachers).

The course of action may include disciplinary action up to and including dismissal, and/or withdrawal of offer, and shall comply with other Board policies, collective agreements, and legislation.

Non-Compliance: Employees who fail to provide a signed Offence Declaration Form by the date prescribed by the Board may be suspended without pay until the form is received.

2.0 Police Records Checks for Students Enrolled in Universities and Colleges

These students reporting for practicum/work placements in Board programs and facilities must submit a Police Records Check (VSC) to the Principal or Supervisor on or before the first day of their assignment. The student must provide an original copy and have an issue date within one year. Principals are to make a photocopy of the original for their retention and the original copy of the Police Record Check is returned to the student.

3.0 Employees of Colleges and Universities

Employees not of the Board instructing students of the BHNCD SB must have a Police Record Check (VSC) completed with adherence to the policies and procedures of their institution. Police Record Checks must be submitted to the College prior to the commencement of their assignment.

4.0 Police Records Checks for Service Providers

Where a service provider is contracted by Procurement Services to provide services that put the service provider and/or its employees into direct and regular contact with students, the Procurement Services representative responsible for entering into the contract will advise the service provider with respect to the requirement to provide Police Records Checks.

A service provider who fails to comply with Police Records Check requirements of the Board will be barred from providing goods and/or services to the Board until such time as he/she is following the procedure.

5.0 Police Records Checks for Others Having Direct and Regular Contact with Students

In order to meet legislative requirements to collect Police Record Check from all individuals who have direct and regular contact with students and further the effort to ensure the safety of students and minimize potential Board liability, the Board will collect and adjudicate Police Records Checks Police Record Check on individuals in this category and who have been identified by the Board as potentially coming into direct and regular contact with students. Included in this category are the following:



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- a) Provincial organizations that provide services to schools, but who are not Service Providers as defined in the regulation (including but not limited to) and who are not exempt from these requirements as the organization has standards and practices in place which meet or exceed those of the Board.
- b) Based on organizational standards, employees of the following organizations will not be required to present a Police Records Check if they provide a valid organization issued photo-identification card clearly identifying them as an employee of the organization:
 - Public Health Departments
 - Victorian Order of Nurses
 - Community Care Access Centres
 - Children’s Mental Health Ontario
 - Provincial Schools Authority
 - Day Nurseries
 - Children’s Aid Societies
 - St. John’s Ambulance
 - Big Brothers of Canada
 - Big Sisters of Canada
- c) Trustees will provide a Police Records Check at the beginning of each term prior to the Inaugural Meeting.
- d) Students attending university or college programs which require practicum or cooperative placements in schools.
- e) School volunteers will provide a Police Record Check every three years and an offence declaration at the beginning of each school year other than years when they are required to provide a Police Record Check.
- f) Persons 18 years of age or over having direct and regular contact with students.
- g) Parish priests and other parish personnel will provide confirmation from the Bishop that an acceptable Police Record Check is on file with the Diocese.

Requirements: Board staff will:

- Ensure that all others are in compliance with Regulation 322/03;
- Develop a procedure for regularly, as required, updating the Others list, and informing new others about the requirements; and
- Ensure that persons who have not provided services to the Board for more than 12 months shall obtain an updated Police Records Check.

Adjudication: Where evidence is received of a criminal conviction or other relevant conviction, the designated Board contact will consider at least the following factors in determining an appropriate course of action:

- the length of time since offence(s);
- any involvement of children and/or sexual activity and/or violence and/or acts of dishonesty in the offence(s);
- the person’s attitude towards offence(s);
- any treatment, counseling or other services received since offence;
- other steps taken to rehabilitate;
- any likelihood offence(s) will be repeated;
- if alcohol or illegal drugs were a factor in commission of offence(s); and,
- the degree of cooperation with this investigation.

Consequences for Non-Compliance: Any *Other* who fails to comply with the Police Records Check requirements of the Board will be denied school access pending compliance.

Fees for Police Records Checks: Pursuant to this Policy, the Board will reimburse the cost of fees paid to police departments for the completion of Police Records Checks required of volunteers.

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: October 20, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

VOLUNTEERS POLICY 300.12

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (BHNCD SB). The BHNCD SB believes the support of volunteers enhances the learning opportunities for students. Every precaution is taken, in all situations, to provide and maintain safe, welcoming and secure learning and working environments. Volunteers are vetted, trained, supported and are subject to the same safety standards to which employees are held.

HIGHLIGHTS:

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- volunteers provide a Police Records Check Vulnerable Sector Check (VSC) every three years;
- volunteers provide a completed *Criminal Offence Declaration – Volunteer* form each year a criminal background check is not provided;
- volunteers provide a signed Volunteer Confidentiality Agreement;
- volunteers are trained and supported by the appropriate supervisor.

The Policy and AP were last revised in 2011. The revised version includes updated language to be aligned with Police Records Checks 300.15. Principals and Supervisors consult with various staff groups and determine the need for volunteers. The document outlines that the Board will recruit, select and screen volunteers and provide the volunteers with standardized Police Record Checks (VSC). The Board through the principal/supervisor will evaluate monitor the effectiveness of the volunteers. Principals and Human Resource Services will maintain strict confidentiality when receiving and storing Police Records Checks.

The document also outlines the process for adjudication if there is police information that requires adjudication. The revised document now includes the use of the Director of Education's Designate for a decision. Recognizing the growth of the Board, the Director or Designate will be able to adjudicate a Police Records Check (VSC) containing an offence, or police contact information.

Due to recent changes in the Police Records Check (VSC) process, it is essential that all schools/sites, in our system, use standardized language and forms and adhere to the procedures when seeking Police Records Check (VSC) for volunteers. All volunteers in our Board will provide a Police Records Check (VSC) before service begins.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Volunteers Policy 300.12.



Volunteers

300.12

Adopted:	March 29, 2015
Last Reviewed/Revised:	May 28, 2020
Responsibility:	Human Resources
Next Scheduled Review:	2023-2024

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board believes the volunteer support of parents/guardians and community members, increases and enhances the learning opportunities for students and assists staff in daily operations of the school. Every precaution is taken, in all situations, to provide and maintain safe, welcoming and secure learning and working environments. Volunteers are vetted, trained, supported and are subject to the same safety measure standards to which employees are held. The Board will ensure that:

- volunteers provide a police records check every three years;
- volunteers provide a completed *Criminal Offence Declaration – Volunteer* form each year a criminal background check is not provided;
- volunteers provide a signed Volunteer Confidentiality Agreement;
- volunteers complete the Concussion Awareness Training and Acknowledgement process annually; and,
- volunteers are trained and supported by the appropriate supervisor.

REFERENCES:

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Education Act, R.S.O. 1990, c.E.2, Section 171(1)(4)
Education Act and Regulation 521/01, as amended by Regulation 323/03
Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)
Occupational Health and Safety Act, PART III.0.1 Violence and Harassment Retention Schedule
300.15 Police Records Check/Vulnerable Sector Check (VSC)
500.01 Educational Field Trips Policy
Board Expenditure Guidelines
Safe Schools Act, Reg. 521/02
Concussions Policy and Administrative Procedure 200.08
Privacy and Information Management Generic Records Retention Schedule, MAY 8, 2019

FORMS:

[Criminal Offence Declaration – Volunteer form](#)

[Volunteer Confidentiality Agreement](#)

DEFINITIONS:

Volunteer: is an individual over the age of 18 who agrees to undertake, without pay, a designated task which supports any learning environment, or system-wide program.

Supervisor: is the principal or individual responsible for the activity at the site where the volunteer is offering his/her (their) time.



ADMINISTRATIVE PROCEDURES:

Purpose: to provide direction for supervisors/principals/vice-principals when volunteers are required in the Board.

RESPONSIBILITIES:

Supervisor/principal/vice-principal will:

- consult with various staff groups and determine the need for volunteers;
- provide the volunteer with standardized Police Records Check / Vulnerable Sector Check (VSC);
- recruit, select and screen volunteers;
- approve and delineate the tasks and the assignment of the volunteers;
- supervise and monitor the effectiveness of the volunteers;
- evaluate the volunteer program;
- recognize the volunteers with adherence to Board Expenditure Guidelines;
- escalate a Police Records Check / Vulnerable Sector Check (VSC) certificate containing an offence to the Director of Education or designate; and,
- facilitate an annual information meeting at the school for larger volunteer programs.

School Superintendents/Senior Administration will:

- provide guidance to supervisors/principals/vice-principals when requested.

Human Resource Coordinator will:

- when requested by a supervisor, provide via email, confirmation of an up-to-date Police Records Check / Vulnerable Sector Check (VSC) or Offence Declaration for an employee who wishes to volunteer at a particular site or in a program (full time/on-leave/occasional); and,
- if there are police contact information that requires adjudication, escalate the request to the Director of Education or designate for a decision.

Director of Education or designate will:

- adjudicate Police Records Check / Vulnerable Sector Check (VSC)s containing offence or police contact information.

Information: Due to recent changes in the Police Records Check / Vulnerable Sector Check (VSC) process, it is essential that all schools/sites, in our system, use standardized forms and adhere to the procedures when seeking Police Records Check / Vulnerable Sector Check (VSC) for volunteers. All volunteers in our Board will provide a Police Records Check / Vulnerable Sector Check (VSC) before service begins. See Board Policy and AP 300.15 Police Records Check / Vulnerable Sector Check (VSC)s.

PROCEDURES:

1.0 Principals

1.1 Determining the Need for Volunteers

It is up to the supervisor/principal/vice-principal to determine if there is a need for volunteers and to assess the volunteer program. If the supervisor is not the principal, the supervisor will submit an outline of the volunteer program to the school principal for approval.

1.2 Planning for Volunteers for the Upcoming School Year

The school principal has the option of sending home a letter to parents/guardians before the end of June each year outlining the Police Records Check / Vulnerable Sector Check (VSC) process. This letter provides the parents/guardians the ability to request the required forms from the school and begin the Police Records Check / Vulnerable Sector Check (VSC) process for the upcoming school year.



Police Records Check / Vulnerable Sector Check (VSC)s can take a lengthy time to process. It is recommended that principals provide potential volunteers as much time as possible to complete the process.

1.3 Processing Forms

Provide the appropriate forms to the potential volunteer. To ensure privacy, ALL forms must be returned in a sealed envelope directly to the principal. In jurisdictions where volunteers are charged for a Police Records Check processing or fingerprinting, the Board will not pay such costs.

- If the Police Records Check / Vulnerable Sector Check (VSC) certificate is free from occurrence or (if appropriate) the Offence Declaration indicates no offences have occurred and all other required forms have been received, provide the volunteer name and the date of the certificate to the school secretary for tracking; and,
- If a volunteer changes location or volunteers in more than one location, the Police Records Check information follows them or can be shared according to privacy of information legislation. Ensure that each location has a copy of all forms to ensure consistent tracking.

Processing Forms of a Volunteer Who is an Employee of the Board

- If someone wishes to act in a volunteer capacity and identifies themselves as a Board employee, the principal is required to email the appropriate Human Resources Coordinator and request confirmation that the Board holds an up-to-date Police Records Check / Vulnerable Sector Check (VSC) or Offence Declaration. The confirmation email must be kept on file in place of the paper copy of the Police Records Check / Vulnerable Sector Check (VSC) or Offence Declaration. If the Human Resource Coordinator has information that requires risk assessment, the request is escalated to the Director of Education or designate for adjudication;
- The email confirmation must be requested and provided each year the employee acts as a volunteer; and,
- All other volunteer sections of the Volunteer Administration Procedures apply.

Storage of Forms

All Police Records Check / Vulnerable Sector Check (VSC) certificates, Annual Offence Declarations for Volunteers and Volunteer Confidentiality Agreements, must be received in a sealed envelope by the principal and kept in a secure location in the principal's office. This information is private and must be handled accordingly. The only staff member at that school that has access to Police Records Check / Vulnerable Sector Check (VSC) certificates, Annual Offence Declarations for Volunteers and Volunteer Confidentiality Agreements is the Principal. All records must be disposed of in accordance with the Privacy and Information Management Guidelines and best practices and in accordance with the Board's retention schedule.

Maintaining Ongoing Records

- All volunteers should appear on a School Volunteer Tracking List maintained by the school secretary. Each year this list must be reviewed, and the appropriate forms filled out and submitted;
- Volunteers must provide a Police Records Check / Vulnerable Sector Check (VSC) every three years;
- Volunteers will sign an Annual Offence Declaration in the two years in which they do not have to submit the VSC; and,
- The Volunteer Tracking List must verify that each year a VSC or (if appropriate) Annual Offence Declaration has been submitted AND a Volunteer Confidentiality Agreement has been signed.



Volunteers on Educational Field Trips and/or Excursions

An up-to-date Police Records Check / Vulnerable Sector Check (VSC) and a completed Volunteer Confidentiality Agreement, must be provided by every volunteer on an educational field trip and/or excursion in advance of the event date. The ONLY exception to this requirement is for volunteers under constant and continued supervision by the Board staff (meaning all volunteers, students and staff remain together in one large group for the entire event).

Providing Information to Volunteers

- Once the volunteer has provided the supervisor with an acceptable Police Records Check / Vulnerable Sector Check (VSC) (or a completed Criminal Offence Declaration – Volunteer) and a completed Volunteer Confidentiality Agreement, the supervisor will provide an orientation of the work site (if applicable). The orientation program will consist of training with respect to duties as well as rules to be observed;
- Volunteers are insured under the Board's Public Liability Insurance Policy when performing assigned duties in good faith and in a reasonable and responsible manner. Volunteers should be aware that the Board's insurance does not include a loss of income provision should the volunteer sustain an injury that prevents him/her from resuming normal employment; and,
- Volunteers are required to complete the Concussion Awareness Training and Acknowledgement process annually.

Terminating Volunteer Service

- Volunteers, who do not adhere to Board policies and procedures, undertake an unauthorized role or conduct themselves in a way that is inconsistent with the values espoused by the Board or is contrary to the law, may have their assignment terminated at the discretion of the principal; and,
- Principals/Supervisors are expected to provide clear direction and expectations for volunteers and mentor volunteers as they learn the role.

2.0 Volunteers

2.1 Role of the Volunteer

A volunteer is expected to:

- Support and model the beliefs and values of our Catholic faith;
- Perform assigned duties as directed by the supervisor;
- Neither be responsible for the discipline or the evaluation of students;
- Not violate any collective agreement requirements;
- Maintain confidence with any personal information which is shared with them in the performance of their duties, in compliance with MFIPPA and Privacy and Information Management legislation;
- Follow dress and behavior codes and wear an identification badge when volunteering;
- Notify their supervisor of any absence as far in advance as possible;
- Follow Board health and safety rules; and,
- Meet all expectations regarding training and other requirements of the Board.

2.2 Required Forms:

- Volunteers must obtain the necessary forms from the school and process them at the police department closest to their place of residence;
- Volunteers are required to provide a Police Records Check / Vulnerable Sector Check (VSC) every three years or if there is a break in the volunteer's service of more than one year. In the years that a Police Records Check / Vulnerable Sector Check (VSC) is not required the volunteer is required to complete a Criminal Offence Declaration - Volunteers in advance of contact with student(s); and,
- Volunteers are required to complete a Volunteer Confidentiality Agreement every year.



2.3 Submitting the Required Forms:

All documentation must be submitted to the school principal in a sealed envelope.

3.0 Rowan's Law – Concussion Awareness Resources and Brant Haldimand Norfolk Catholic District School Board Concussion Code of Conduct

It is incumbent upon the BHNCD SB to ensure concussion education and awareness, and its administrative procedure is made available and followed by all school personnel and volunteers. Furthermore, the Board needs to ensure all staff, volunteers, parents/guardians, and students understand their roles and responsibilities.

Rowan's Law requires the Board to confirm that all volunteers have received the Concussion Awareness Resource and the BHNCD SB Concussion Code of Conduct through a signed acknowledgement before a volunteer can participate at any Board inter-school sport.

Volunteers can obtain a hard copy of the resource, code of conduct and acknowledgment by contacting the school or Human Resources in the Catholic Education Centre.

Volunteers must access the Concussion Awareness Procedures page on the Board's website (www.bhncdsb.ca) for the following resources to acknowledge review of:

1. Rowan's Law Concussion Awareness Resource
2. BHNCD SB Concussion Code of Conduct

Acknowledgement is valid for the current school year (September 1 to August 31) and must be renewed each year of volunteer work.

**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: October 20, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

VOLUNTEER AND TRIP DRIVER POLICY 200.21

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board is committed to ensuring the safety and well-being of students and staff. The purpose of this Policy and Administrative Procedure is to provide direction to Board staff and schools regarding the use of volunteer and staff trip drivers. It outlines for all Board staff and volunteers the administrative procedures to adhere to when Authorized by the Board to transport students.

DEVELOPMENTS:

The Volunteer and Trip Driver Policy and AP 200.21 was last revised in 2011. The Policy and AP has been updated with current language. The new title will be VOLUNTEER AND STAFF TRIP DRIVERS to distinguish between staff and volunteers that volunteer to transport students. It has also been updated according the latest OSBIE coverage and risk assessment information.

The Policy and AP describe the criteria required to bring into effect the Board's excess liability insurance as well as the legislation that strictly prohibits the use and operation of hand-held communication and electronic entertainment devices.

For an individual not employed by the Board to act as a volunteer driver they shall qualify to become a volunteer and adhere to the Board's policies regarding eligible volunteers. The AP lists the risk factors the Board will consider when assigning trip drivers for particular activities. The revised AP also includes an updated *Volunteer Driver Authorization to Transport Students* form.

This Policy and Administrative Procedure will now include a section titled, *Rented Vehicles Used for Board-approved Business* (vehicles rented for less than 30 days). The Board has purchased a Rental Vehicle Insurance Endorsement which, in the event of a third-party liability loss, the fleet policy is the primary coverage. What this means is that if a rented vehicle is involved in an accident, OSBIE's Fleet Policy will pay for liability as a result of the accident and the driver's personal auto policy will pay any liability in excess of OSBIE's insurance. To avoid personal liability, the rental contract must clearly show the Brant Haldimand Norfolk Catholic District School Board as the Renter, followed by the school name and then the teacher(s).

The Policy and Administrative Procedure continues to reiterate that under no circumstances are students permitted to drive a vehicle, which has been rented for purposes of the Board.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Volunteer and Staff Trip Driver Policy 200.21.



Volunteer and Staff Trip Drivers

200.21

Adopted:	September 24, 2002
Last Reviewed/Revised:	March 9, 2020
Responsibility:	Human Resources
Next Scheduled Review:	2023-2024

POLICY STATEMENT:

Recognizing that the best means of transporting students is by Board approved school bus transportation, the Brant Haldimand Norfolk Catholic District School Board understands that in certain circumstances, it may be necessary for volunteer drivers to be used in the transportation of students for school-approved activities.

In order for an individual, not employed by the Board, to act as a volunteer driver, they shall qualify to become a volunteer and adhere to the Board Policy on Volunteers 300.12 and Board Policy on Police Records Checks 300.15.

All trip drivers, including staff and volunteer drivers shall:

- Have adequate personal liability insurance coverage (minimum \$1,000,000)
- Have a valid Ontario driver's license
- Have a driving record that is free from Criminal Code violations in the last three years and from Ontario Highway Traffic Act offences of five demerit points or more
- Be 21 years of age or older

Students are not authorized to act as trip drivers.

REFERENCES:

300.12 Volunteers Policy
300.15 Police Records Checks Policy
Criminal Code of Canada
Ontario Highway Traffic Act

FORMS:

[Volunteer Trip Driver Form](#)

DEFINITIONS:

Trip Driver: Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to, trustees, Board employees and volunteers.

Volunteer Driver: A trip driver that is not an employee of the Board or a trustee who volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.



ADMINISTRATIVE PROCEDURES:

Purpose: to provide direction to Board Staff and Schools regarding the use of volunteer and staff trip drivers.

RESPONSIBILITIES:

All Board staff shall adhere to this administrative procedure. Specific direction is provided for principals, volunteers, and teachers.

PROCEDURES:

- 1.0** All trip drivers, including staff and volunteer drivers shall complete the Volunteer Driver Authorization to Transport Students form (Appendix A) and seek approval from the school principal before transporting students.
- 2.0** All trip drivers, including staff and volunteer drivers, are advised that, in order to bring into effect, the Board's Excess Liability Insurance, they shall:
 - Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
 - Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
 - Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
 - Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance;
 - Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)
 - Be aware that legislation strictly prohibits the use and operation of hand-held communication and electronic entertainment devices; including but not limited to cell phones, GPS, smart phones, iPods, laptops, DVD players, etc., while driving and prohibits viewing display screens unrelated to operating the automobile (see attached in red);
 - Be aware that seat belts must be in working condition and used by all passengers and that the volunteer driver is responsible to ensure that children from the age of 5 to 16 years of age are buckled up;
 - Be aware that the Ontario's Highway Traffic Act requires children to use a booster seat when they weigh 18 kg to 36 kg (40-80 lb.), are less than 145 cm (4 feet 9 inches) tall and are under the age of 8.
- 3.0** In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and adhere to the Board Policy on Volunteers 300.12 and Board Policy on Criminal Reference Checks 300.15.
- 4.0** The Board will consider the following risk factors when assigning trip drivers for particular activities:
 - Driver experience
 - Driving record, i.e., accident and conviction record
 - Vehicle condition
 - Weather conditions
 - Distance
 - Traffic density
- 5.0** The Volunteer Driver Authorization to Transport Students form (see Appendix) needs to be submitted annually.



6.0 Rented Vehicles Used for Board-approved Business (vehicles rented for less than 30 days).

6.1 Priority of coverage is as follows:

- Primary Auto Liability - Personal auto policy of driver who rents the vehicle
- Excess Auto Liability #1 - OSBIE Fleet Policy
- Excess Auto Liability #2- Rental Agency

6.2 Rental Vehicle Insurance Endorsement or OPCF 27

The Board has purchased Rental Vehicle Insurance Endorsement or OPCF 27, which, in the event of a third-party liability loss, the fleet policy is the primary coverage. What this means is that if a rented vehicle is involved in an accident, OSBIE's Fleet Policy will pay for liability as a result of the accident and the driver's personal auto policy will pay any liability in excess of OSBIE's insurance.

6.3 To avoid personal liability, the rental contract must clearly show the Brant Haldimand Norfolk Catholic District School Board as the Renter, followed by the School name and then the teacher(s), i.e., Brant Haldimand Norfolk Catholic District School Board, Mother Theresa Catholic High School, Mark Smith, John Hill, etc.

6.4 ALL individuals who will be driving the rented vehicle, otherwise the unlisted drivers will not be covered by OSBIE's endorsement. As a result, if a person is not listed on the rental agreement, they cannot drive the rented vehicle.

6.5 Renters who rent vehicles in Ontario under their own name for Board-approved use may be exposing their own insurance policies to a claim for any damage or injury, which may occur while the vehicle is in their custody or control.

6.6 Under no circumstances are students permitted to drive a vehicle, which has been rented for purposes of the Board.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Alex Medeiros, Student Trustee
Presented to: Board of Trustees
Submitted on: October 27, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

STUDENT TRUSTEE REPORT

Public Session

BACKGROUND INFORMATION:

All schools have slowly been getting into the groove of things after a hectic start to the year. They have been trying to integrate fun events and activities to make school enjoyable. The general consensus about the quadmester schedule is that students are having a hard time focusing. They feel that it is a challenge to remain interested in the same subject all day. On a positive note, some students report higher marks because there is so much time to allocate to one class.

DEVELOPMENTS:

On Tuesday October 20th, the student senate was able to have their first meeting. There was lots discussed and perspective was brought from each school. Both St. Johns and Holy Trinity have done activities to welcome new grade 9 students. They were successful and were able to adhere to public health guidelines. All schools participated in orange shirt day to support the Indigenous community. They have also had dress down days to raise money for various organizations. Council members are trying to find out if administration can set up electronic payment for these events to reduce contact with money.

SCHOOL NEWS:

Holy Trinity just concluded their presidential election. They have not had a spirit week yet, but it is in the works. Both Assumption and St. Johns have already had one, and they both went well. All schools have been conducting their student council meetings virtually.

RECOMMENDATION:

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

2020-21
Trustee Meetings and Events

Date	Time	Meeting/Event
November 3, 2020	8:30 am	Student Transportation Services Brant Haldimand Norfolk Board of Directors
November 4, 2020	7:00 pm	Regional Catholic Parent Involvement Committee
November 11, 2020	5:00 pm	Executive Council
November 16, 2020	5:00 pm	Audit Committee
November 17, 2020	1:00 pm 7:00 pm	Special Education Advisory Committee Committee of the Whole
November 24, 2020	4:00 pm 7:00 pm	Legal Expenses Review Committee Board Meeting
December 1, 2020	6:30 pm 7:00 pm	Annual Meeting Mass Annual Board Meeting
December 2, 2020	5:00 pm	Executive Council
December 8, 2020	7:00 pm	Board Meeting
December 10, 2020	9:00 am	Mental Health Steering Committee
December 15, 2020	1:00 pm	Special Education Advisory Committee
<i>December 21, 2020 - January 1, 2021</i>		CHRISTMAS BREAK
January 13, 2021	5:00 pm	Executive Council
January 19, 2021	1:00 pm 7:00 pm	Special Education Advisory Committee Committee of the Whole
January 20, 2021	7:00 pm	Regional Catholic Parent Involvement Committee
January 26, 2021	7:00 pm	Board Meeting
February 10, 2021	3:00 pm	Executive Council
February 16, 2021	1:00 pm 7:00 pm	Special Education Advisory Committee Committee of the Whole
February 23, 2021	2:00 pm 7:00 pm	Student Transportation Services Brant Haldimand Norfolk Board of Directors Board Meeting
March 10, 2021	5:00 pm	Executive Council
March 11, 2021	9:00 am	Mental Health Steering Committee
<i>March 15-19, 2021</i>		MARCH BREAK
March 23, 2021	1:00 pm 7:00 pm	Special Education Advisory Committee Committee of the Whole
March 30, 2021	7:00 pm	Board Meeting
April 14, 2021	5:00 pm	Executive Council
April 20, 2021	1:00 pm 7:00 pm	Special Education Advisory Committee Committee of the Whole
April 21, 2021	7:00 pm	Regional Catholic Parent Involvement Committee
April 27, 2021	7:00 pm	Board Meeting
April 29 - 30, 2021	TBD	Ontario Catholic School Trustees' Association AGM
<i>May 2 - May 7, 2021</i>		Catholic Education Week
May 12, 2021	3:00 pm	Executive Council
May 18, 2021	1:00 pm 7:00 pm	Special Education Advisory Committee Committee of the Whole
May 25, 2021	9:00 am 7:00 pm	Student Transportation Services Brant Haldimand Norfolk Board of Directors Board Meeting
June 3 - 5, 2021	TBD	Canadian Catholic School Trustees' Association AGM
June 9, 2021	5:00 pm 7:00 pm	Executive Council Regional Catholic Parent Involvement Committee
June 10, 2021	9:00 am	Mental Health Steering Committee
June 15, 2021	1:00 pm 7:00 pm	Special Education Advisory Committee Committee of the Whole
June 21, 2021	5:00 pm	Audit Committee

Date	Time	Meeting/Event
June 22, 2021	7:00 pm	Board Meeting
TBD	TBD	Assumption College Graduation
TBD	TBD	Holy Trinity Graduation
TBD	TBD	St. John's College Graduation

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