



BRANT HALDIMAND NORFOLK Catholic District School Board

Agenda

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

Board Meeting
Tuesday, March 29, 2022 ♦ 7:00 p.m.
Boardroom

Trustees:

Members: Rick Petrella (Chair), Carol Luciani (Vice-Chair), Cliff Casey, Bill Chopp, Dan Dignard, Mark Watson, Aidan O'Brien (Student Trustee)

Senior Administration:

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

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 22, 2022

Pages 3-6

1.6 Business Arising from the Minutes

2. Presentations

3. Delegations

4. Consent Agenda

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – March 22, 2022

Pages 7-11

Presenter: Carol Luciani, Vice-Chair

- Trustee Determination (pgs. 12-14)

5.2 Changing of Board Meeting Date

Page 15

Presenter: Mike McDonald, Director of Education & Secretary

5.3 Contract Awards (Q1/Q2 2022)

Pages 16-17

Presenter : Scott Keys, Superintendent of Business & Treasurer

5.4 Procurement Policy Amendment

Pages 18-19

Presenter : Scott Keys, Superintendent of Business & Treasurer



- 5.5 Student Trustee Update**
Presenter: Aidan O'Brien, Student Trustee

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6. Information and Correspondence

- 6.1 COVID Update**

7. Notices of Motion

8. Notices of Motion Being Considered for Adoption

9. Trustee Inquiries

10. Business In-Camera

- 207 (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves:
- a. The security of the property of the board;
 - b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or her or her parent or guardian;
 - c. The acquisition or disposal of a school site;
 - d. Decisions in respect of negotiations with employees of the board; or
 - e. Litigation affecting the board.

11. Report on the In-Camera Session

12. Future Meetings and Events

Page 21

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 22, 2022 ♦ 7:00 p.m.
Boardroom**

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

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: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the February 22, 2022 Board meeting.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Board Meeting Minutes – January 25, 2022

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the January 25, 2022 Meeting of the Board.

Carried

Approval of Special Board Meeting Minutes – February 9, 2022

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the February 9, 2022 Special Meeting of the Board.

Carried

Approval of Special Board Meeting Minutes – February 15, 2022

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the February 15, 2022 Special Meeting of the Board.

Carried



1.6 Business Arising from the Minutes – Nil

2. Presentations

2.1 A Registration Tour for Elementary/Secondary

Superintendent Temple shared a PowerPoint presentation on Elementary and Secondary Registration Information. The goal was to have all information available online. She reviewed the updated elementary parent guide and introduced the new secondary parent guide. Superintendent Temple provided a walk through of the registration process. A summary of Ministry of Education resources, curriculum documents and fact sheets were shared.

3. Delegations – Nil

4. Consent Agenda - Nil

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendation of the Committee of the Whole Meeting - February 15, 2022

Vice-Chair Luciani reviewed the business of the February 15, 2022 Committee of the Whole meeting and brought forward the following recommendation:

- THAT the Brant Haldimand Norfolk Catholic District School Board approves the proposed 2022-23 School Year Calendars for Elementary and Secondary schools.

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 February 15, 2022.

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 February 15, 2022.

Carried

5.2 Student Trustee Update

Student Trustee O'Brien advised that students have welcomed the return of semesters. Schools are celebrating Black History Month and highlighting contributions of black Canadians. Assumption College had a very successful month selling spirit wear.

Moved by: Mark Watson

Seconded by: Cliff Casey

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

Carried



6. Information and Correspondence

6.1 COVID Update

Director McDonald noted the option for temporary online learning has ended and that there will be an option for virtual learning for the 2022-23 school year. Vaccination clinics continue to be held in schools. The Ministry of Education introduced the Learning Recovery Action Plan and that boards will be returning to EQAO testing.

Superintendent Keys provided a summary of the Ministry's GSN announcement. The announcement included a support for students fund and additional funding for student mental health, broadband network operations and labour costs. It was noted that the COVID learning recovery fund is time limited funding and includes additional staffing supports. V

Moved by: Carol Luciani

Seconded by: Cliff Casey

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

Trustee Watson introduced the following motion:

THAT the Brant Haldimand Norfolk Catholic District School Board removes all masking requirements for kindergarten students.

There was no second therefore was not brought before the meeting.

9. Trustee Inquiries

Trustee Casey requested an update on transportation staffing. Superintendent Keys advised all routes are running with the occasional cancellations, however there are no major concerns at this time.

Trustee Luciani requested an update on clergy visiting schools. Superintendent Temple noted that there has been no new direction from the Dioceses.

10. Business In-Camera

Moved by: Dan Dignard

Seconded by: Carol Luciani

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: Bill Chopp

Seconded by: Cliff Casey

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

Carried



BRANT HALDIMAND NORFOLK Catholic District School Board

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12. Future Meetings and Events

Chair Petrella drew attention to the upcoming meetings and events.

13. Closing Prayer

The closing prayer was led by Chair Petrella.

14. Adjournment

Moved by: Mark Watson

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the February 22, 2022 Board meeting.

Carried

Next meeting: Tuesday, March 29, 2022, 7:00 p.m. – Boardroom

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

March 22, 2022

AGENDA ITEM	MOTION
5.2	<p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the following:</p> <ol style="list-style-type: none">1. THAT, for purposes of the 2022 election, the number of trustees is determined to be six.2. THAT, for purposes of the 2022 election, the Brant Haldimand Norfolk Catholic District School Board has not designated any low population areas within its jurisdiction.3. THAT, for the purposes of the 2022 election, the Brant Haldimand Norfolk Catholic District School Board has determined the distribution of trustees to be two trustees for the City of Brantford, two trustees for the County of Norfolk, one trustee for the County of Brant and one trustee for the County of Haldimand

RECOMMENDATIONS:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of March 22, 2022.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendation of the Committee of the Whole Meeting of March 22, 2022.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Committee of the Whole
Tuesday, March 22, 2022 ♦ 7:00 pm
Boardroom**

Members: **Trustees:**
Rick Petrella (Chair), Carol Luciani (Vice Chair), Cliff Casey, Bill Chopp, Dan Dignard,
Mark Watson, Aidan O'Brien (Student Trustee)

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: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the March 22, 2022 meeting.

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Committee of the Whole Meeting Minutes – February 15, 2022

Moved by: Bill Chopp

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the February 15, 2022 meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations - Nil

3. Delegations – Nil



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

Catholic Education Centre
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4. Consent Agenda

4.1 Unapproved Minutes from the Regional Catholic Parent Involvement Committee Meeting – February 23, 2022

Moved by: Mark Watson

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Regional Catholic Parent Involvement Committee Meeting of February 23, 2022.

Carried

4.2 Unapproved Minutes from the Student Transportation Services Board of Directors' Meeting – February 24, 2022

Moved by: Mark Watson

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Student Transportation Services Board of Directors' Meeting – February 24, 2022.

Carried

5. Committee and Staff Reports

5.1 Q2 Financial Report (February 28, 2022)

Superintendent Keys reported that the second quarter financials are on track with 49% of expenses spent and that there are no areas of concern. A summary of changes to the forecast was shared such as increase in revenue from EDC recognition and secondment reimbursements, additional salary and wages for leaves, cancelled professional development and supply costs related to Covid, reduced hydro during school closure period and various budget efficiencies. Discussion was held regarding the return of loaned devices and other Covid related expenses.

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the Q2 Financial Report (February 28, 2022) to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.2 Trustee Determination

Superintendent Keys advised that in preparation for the municipal elections to be held in October 2022 school boards are required to report to the Ministry the number and distribution of trustees based on the electoral population, and to determine whether or not to designate a trustee to low population areas. Based on ratepayer calculations, staff recommends no changes to the current number or distribution of trustees, and there is no need to designate a trustee to a low population area.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves the following:



1. THAT, for purposes of the 2022 election, the number of trustees is determined to be six.
2. THAT, for purposes of the 2022 election, the Brant Haldimand Norfolk Catholic District School Board has not designated any low population areas within its jurisdiction.
3. THAT, for the purposes of the 2022 election, the Brant Haldimand Norfolk Catholic District School Board has determined the distribution of trustees to be two trustees for the City of Brantford, two trustees for the County of Norfolk, one trustee for the County of Brant and one trustee for the County of Haldimand.

Carried

5.3 Right to Read Inquiry

Superintendent Temple reviewed the Right to Read public inquiry report on human rights issues affecting students with reading disabilities, such as Dyslexia from the Ontario Human Rights Commission. The report included detailed findings and recommendations for the Ministry of Education, school boards, and faculties of education on curriculum and instruction, early screening, reading interventions, accommodation, professional assessments, and systemic issues. A summary of the recommendations was shared. An outline of local next steps was provided including implementing standardized screening for Grade 1 students, the purchase and use of the Heggerty program, professional development for staff, developing plan with Special Education, seeking more resources.

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Right to Read Inquiry report.

Carried

5.4 Summer School 2022

Superintendent De Rubeis provided an outline of the compliment of more than 30 summer school credit bearing courses and programs being offered to BHNCD SB students in grades 7 to 12. Summer school is scheduled to run from July 4 - 28. The bulk of the courses will be offered online through Brightspace. It was noted that course offerings are made available to current grade 7 and 8 students fulfils a compulsory graduation credit.

Trustee Chopp inquired as to the impact on staffing. Superintendent De Rubeis advised that students are able to take courses in addition to their compulsory courses and broadening their selection and has not impacted the staffing.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the 2022 Summer School Update report.

Carried



6. Information and Correspondence

6.1 COVID Update

Director McDonald reviewed the return to school following March Break. Many practices such as mandatory masking, confirmation of screening and cohorting have been removed. Schools will continue to be mask-friendly for those who choose to continue to wear them. It was noted that virtual school registration for 2022-23 will open in the next few weeks.

Moved by: Carol Luciani

Seconded by: Mark Watson

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

Carried

7. Trustee Inquiries

Trustee Dignard inquired as to methods for the board to record and retain speaking engagements for professional development. It was recommended to include a clause in the contract that the board reserves the right to record the presentation.

8. Business In-Camera

Moved by: Carol Luciani

Seconded by: Mark Watson

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

Carried

9. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded by: Carol Luciani

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

Carried

10. Future Meetings and Events

Chair Petrella drew attention to the upcoming meetings and events.

11. Closing Prayer

The closing prayer was led by Chair Petrella.

12. Adjournment

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the March 22, 2022 meeting.

Carried

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: March 22, 2022
Submitted by: Mike McDonald, Director of Education & Secretary

TRUSTEE DETERMINATION AND DISTRIBUTION - 2022 ELECTIONS Public Session

BACKGROUND INFORMATION:

The municipal elections to be held in October 2022 will include the election of school board trustees. In preparation for the election, school boards are required to determine the number of trustees to be elected and the distribution of those trustees as allowed under Regulation 412/00 of the *Education Act*. In addition, school boards must determine whether to designate a trustee to low population areas. The rationale for designation of a trustee to low population areas is to ensure representation in areas in which there may be insufficient population to justify a trustee based solely on the calculation.

The *Education Act* allows district school boards to reduce their number of elected members below the number provided for in the Act and Regulation 412/00, but not below the minimum number of five members. This can only be accomplished by a resolution of the school board. If a school board chooses to exercise this option, the resolution must be passed before March 31st.

DEVELOPMENTS:

The Brant Haldimand Norfolk Catholic District School Board has four municipalities:

- The City of Brantford and the Counties of Brant, Haldimand and Norfolk.

The Board must approve the following:

1. The Number of Trustees According to the Population of the Electoral Group:

- As the Brant Haldimand Norfolk Catholic District School Board has an electoral population less than 45,000, the number of trustees for the Board is six. (*Regulation. 412/00*).

2. Low Population Representation:

- Based on the distribution, there is no need to designate a trustee to a low population area.

3. The Distribution of Trustees:

- Attached, as Appendix A, is a spreadsheet, which indicates the proposed allocation and comparisons back to 2010.

RECOMMENDATION:

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves the following:

1. THAT, for purposes of the 2022 election, the number of trustees is determined to be six.
2. THAT, for purposes of the 2022 election, the Brant Haldimand Norfolk Catholic District School Board has not designated any low population areas within its jurisdiction.
3. THAT, for the purposes of the 2022 election, the Brant Haldimand Norfolk Catholic District School Board has determined the distribution of trustees to be two trustees for the City of Brantford, two trustees for the County of Norfolk, one trustee for the County of Brant and one trustee for the County of Haldimand.

APPENDIX A

Trustee Determination and Distribution

Trustee Distribution - 2022

Municipality	Electoral Population				Trustee Distribution	
	2010	2014	2018	2022	Electoral Quotient	Number of Trustees
City of Brantford	16,233	15,096	15,512	14,407	2.768	2
County of Brant	4,777	4,367	4,240	4,209	0.809	1
County of Haldimand	5,182	4,402	4,254	3,946	0.758	1
County of Norfolk	10,249	9,420	9,254	8,664	1.665	2
Total	36,441	33,285	33,260	31,226	6.000	6

Trustee Determination - 2022

Trustee Determination by Electoral Population

- the number of trustees for Boards with an electoral population of less than 45,000 is 6 trustees

Trustee Determination by Population Density

- the number of trustees may be increased if the density factor is less than 4.0

$$\begin{aligned}
 \text{- the population density} &= \frac{\text{electoral population}}{\text{area in square kilometers}} \\
 &= \frac{31,226}{4,067} \\
 &= 7.68 \text{ (density factor } \neq \text{ number of trustees)}
 \end{aligned}$$

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

Prepared by: Michael McDonald, Director of Education & Secretary
Presented to: Board of Trustees
Submitted on: March 29, 2022
Submitted by: Michael McDonald, Director of Education & Secretary

CHANGE OF BOARD MEETING DATE

Public Session

BACKGROUND INFORMATION:

For the past two years secondary schools have not been able to hold face to face graduation ceremonies as a result of the COVID pandemic. Prior to COVID these graduation dates were scheduled well in advance so that the date could be coordinated with Senior Team and the Board calendar to ensure that there was not a conflict. With the reopening plan from the province, this advance booking was not possible. As a result of time and scheduling constraints the only time that St John's College was able to book their venue, and not be in conflict with Assumption College School's graduation, was on the same date as the June Board meeting.

DEVELOPMENTS:

Section 6.2.1.1 of the *Brant Haldimand Catholic District School Board By-laws* states that: "Unless otherwise ordered by special motion, the Brant Haldimand Norfolk Catholic District School Board will conduct regular meetings of the Board at 7:00 p.m. on the fourth Tuesday of each month at 322 Fairview Drive, in the City of Brantford."

In order for trustees of the Board to avoid conflict for these significant events, it is recommended that the date of the June Board meeting be changed from Tuesday June 28, 2022 to Monday June 27, 2022.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the change in date for the June 2022 Board meeting from Tuesday June 28, 2022 to Monday June 27, 2022.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Board of Trustees
Submitted on: March 29, 2022
Submitted by: Mike McDonald, Director of Education & Secretary

CONTRACT AWARDS (Q1/Q2 2022) Public Session

BACKGROUND INFORMATION:

The Board of Trustees approved Policy 700.01 Procurement which promotes and outlines procurement processes and decisions consistent with the ethical and strategic objectives of the Board, the Broader Public Sector Accountability Act and other applicable legal requirements and applies to all staff wishing to procure in the course of performing recognized duties and responsibilities.

To meet the requirement of the Policy, a quarterly report is presented to the Board of Trustees for information on all cooperative purchasing agreements. This report will also list all contracts approved by the Board in accordance with Policy 700.01.

DEVELOPMENTS:

The Board actively participates in cooperative procurement ventures with other school boards and other branches of government or their agencies of public authorities (i.e., Ministry of Government and Consumer Services or the Ontario Education Collaborative Marketplace) to obtain maximum value for money through economies of scale and/or shared services. This may also include the Board utilizing a piggy-back clause to existing Ministry or government services, district school boards and/or other cooperative group contracts, to the extent permitted by applicable law.

Appendix A outlines the contracts that have been awarded from September 1, 2021 – February 28, 2022, and alignment with Policy 700.01.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Contract Awards (Q1/Q2 2022) report.

Appendix A
Executed Contracts

Execution Date	Vendor	Purpose	Document	Procurement Process
01-Sep-21	Visual Education Centre	Learn 360 Subscription Renewal	N/A	Collaborative Agreement
03-Nov-21	Dafco Filtration Group Corp.	HVAC System Filtres	N/A	Collaborative Agreement
31-Jan-22	Reid & Deleye Ltd.	Barrier Free Washroom Upgrades at Sacred Heart (Langton)	T-2521	Request for Tender
26-Nov-21	Greentec International Inc.	Electronic Device Disposal and Recycling Program	N/A	Collaborative Agreement
01-Sep-21	Alumni Classroom Furniture Inc.	Classroom Furniture and Related Services	N/A	Collaborative Agreement

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

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Board of Trustees
Submitted on: March 29, 2022
Submitted by: Mike McDonald, Director of Education & Secretary

PROCUREMENT POLICY 700.01

Public Session

BACKGROUND INFORMATION:

In February 2020, the Board of Trustees approved the revised Procurement Policy 700.01 through the Board's policy review process.

Included in the policy is an Approval Authority Schedule (AAS) outlining the approval levels to be obtained prior to conducting purchases or engaging in services.

The purpose of this report is to obtain approval to the proposed amendment to the AAS based on changing operational needs of the Board.

DEVELOPMENTS:

Facility Services repairs, remodels, and provides daily, weekly, monthly preventative maintenance for the 28 elementary school, 4 secondary schools, and 3 administrative buildings. In addition, the Facility Services assists departments with various special events and projects.

To fulfill the department objectives and ensure our students, staff, and visitors continue to enjoy safe and healthy learning and work environments, Facility Supervisors are regularly required to incur smaller value purchases for parts or services. The current AAS does not provide for Supervisors to approve payment of such transactions.

In order to ensure continue efficient services provided by the department and payment to vendors, the following amendment is being proposed to the AAS:

Approval Authority Schedule (AAS): Goods and Non-Consulting Services	
Total Procurement Amount (excluding taxes)	Delegated Purchasing Authority Level
\$0 up to \$2,999.99	School Principal, Supervisor of Custodial Services, Supervisor of Maintenance, Supervisor of Capital and Sustainability
\$0 up to \$4,999.99	Supervisor of Procurement Services, Manager of Human Resource Services, Manager of Communications, Manager of Information Technology Services, Superintendents of Education
\$0 up to \$9,999.99	Manager of Facility Services and Construction, Manager of Financial Services
\$0 up to \$74,999.99	Superintendent of Business & Treasurer
\$0 up to \$99,999.99	Director of Education & Secretary
\$100,000 or more	Board of Trustees

This proposed amendment would deviate from the Board's Policy Renewal Process due to the operational nature of the change. The amendment remains in line with the Broader Public Sector Procurement Directive and objectives of the Procurement Policy.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the revisions to the Procurement Policy 700.01 effective March 30, 2022.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Aidan O'Brien, Student Trustee
Presented to: Board of Trustees
Submitted on: March 29, 2022
Submitted by: Mike McDonald, Director of Education & Secretary

STUDENT TRUSTEE REPORT

Public Session

BACKGROUND INFORMATION:

Thanh-Thanh Tieu consulted the Student Senate Committee about the student demographic survey once again. We were presented with a variety of names for the survey (e.g., "Valued Voices" and "Voices for Change") and provided feedback on these possible options. There was discussion about the importance of choosing an appropriate name. We appreciate the board's consultation with the Student Senate Committee for this survey.

DEVELOPMENTS:

The Student Senate Committee has decided to plan a retreat late in the spring, if possible, for all three student councils pending board approval. We discussed different ideas to incorporate into the retreat. A member of the Student Senate Committee will seek approval from Holy Trinity to host the retreat as the school may be able to accommodate the greatest number of students with the least amount of disruption. Secondary students have also been reminded that Student Trustee Election applications are due April 8th and that the election will take place April 28th at the board office.

SCHOOL NEWS:

Assumption College School is planning a Coffee house in the spring. Applications for student council are being received for future members. The STEM club is excited to return to in-person STEM presentations. The last two presentation took place in the lecture hall during both lunches. The school also hosted a dress down day in March to raise funds for Development and Peace for Ukraine.

On the week leading up to March Break, Holy Trinity hosted a spirit week that was very successful within the school. The school raised money for St. Vincent de Paul, as well as planning to give the proceeds for their upcoming dress down day towards a student's family whose father passed away. The school is also planning a Glow dance. Applications for student council are being received for future members.

St. John's College School hosted a jersey day in memory of Walter Gretzky prior to March Break. The school also hosted a pyjama day for cancer awareness. The school is also planning to host a culture day in April.

RECOMMENDATION:

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

2021-22
Trustee Meetings and Events

Date	Time	Meeting/Event
April 13, 2022	3:00 pm	Executive Council Meeting
April 14, 2022	3:00 pm	Policy Committee
April 19, 2022	1:00 pm	Special Education Advisory Committee
April 19, 2022	7:00 pm	Committee of the Whole
April 21-23, 2022		OCSTA AGM & Conference
April 25, 2022	3:00 pm	Budget Committee
April 26, 2022	7:00 pm	Board Meeting
April 27, 2022	7:00 pm	Regional Catholic Parent Involvement Committee
<i>May 1 - May 6, 2022</i>		<i>Catholic Education Week</i>
May 11, 2022	3:00 pm	Executive Council Meeting
May 12, 2022	3:00 pm	Policy Committee
May 17, 2022	1:00 pm	Special Education Advisory Committee
May 17, 2022	7:00 pm	Committee of the Whole
May 19, 2021	1:00 pm	Faith Advisory Committee
May 24, 2022	9:00 am	Student Transportation Services BHN
May 24, 2022	7:00 pm	Board Meeting
May 25, 2022	7:00 pm	Regional Catholic Parent Involvement Committee
May 30, 2022	1:00 pm	Accessibility Steering Committee
June 2-4, 2022		CCSTA AGM
June 9, 2022	3:00 pm	Policy Committee
June 14, 2022	3:00 pm	Budget Committee
June 15, 2022	3:00 pm	Executive Council Meeting
June 20, 2022	5:00 pm	Audit Committee
June 21, 2022	1:00 pm	Special Education Advisory Committee
June 21, 2022	7:00 pm	Committee of the Whole
June 28, 2022	4:30 pm 7:00 pm	St. John's College Graduation Board Meeting
June 29, 2022	4:45 pm 6:30 pm	Assumption College Graduation Holy Trinity Graduation

Meetings scheduled at the Call of the Committee Chair: Accommodations Committee, Audit Committee, Budget Committee, Faith Advisory Committee, Policy Committee