



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

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

### Board Meeting Tuesday, December 20, 2022 ♦ 7:00 p.m. Boardroom

**Members:**  
**Trustees:**  
Rick Petrella (Chair), Carol Luciani (Vice-Chair), Dennis Blake, Bill Chopp, Dan Dignard,  
Mark Watson, Halaena Buenviaje (Student Trustee)

**Senior Administration:**  
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Kevin Greco, Lorrie Temple, Phil Wilson (Superintendents of Education)

#### 1. Opening Business

##### 1.1 Opening Prayer

*Almighty God, bless us as we gather today for this meeting. Guide our minds and hearts so that we will work for the good of our community and be a help to all people. Teach us to be generous in our outlook, courageous in the face of difficulty, and wise in our decisions. We give you praise and glory, Lord our God, for ever and ever. Amen*

##### 1.2 Attendance

##### 1.3 Approval of the Agenda

Pages 1-2

##### 1.4 Declaration of Interest

##### 1.5 Approval of Board Meeting Minutes – October 25, 2022

Pages 3-5

##### Approval of Inaugural Board Minutes – November 22, 2022

Pages 6-8

##### Approval of Special Meeting of the Board Minutes – November 22, 2022

Pages 9-10

##### 1.6 Business Arising from the Minutes

#### 2. Presentations – Nil.

#### 3. Delegations – Nil.

#### 4. Consent Agenda

##### 4.1 Unapproved Minutes of the Budget Committee – December 13, 2022

Pages 11-14

#### 5. Committee and Staff Reports

##### 5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – December 13, 2022

Pages 15-27

Presenter: Carol Luciani, Vice-Chair of the Board

- Insurance Renewal (pgs. 23-24)
- Addition of Personal Activity Learning Program (PAL) at St. John's College (pgs. 25-26)
- Police Check By-Law Amendment (pgs. 27)

##### 5.2 English-as-a-Second Language (ESL) Staffing

Pages 28

Presenter: Lorrie Temple, Superintendent of Education



## BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

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

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- 5.3** Student Trustee Update (to be distributed)  
Presenter: Halaena Buenviaje, Student Trustee

**6. Information and Correspondence – Nil.**

**7. Notices of Motion – Nil.**

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

**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 29

**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**

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**Next Meeting:** Tuesday, January 24, 2022, 7:00 p.m. – Boardroom



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

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### Board Meeting Tuesday, October 25, 2022 ♦ 7:00 p.m. Boardroom

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

**Regrets:** Mark Watson

#### **Senior Administration:**

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

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## 1. Opening Business

### 1.1 Opening Prayer

The meeting was opened with prayer led by 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 October 25, 2022 Board meeting.

**Carried**

### 1.4 Declaration of Interest - Nil

### 1.5 Approval of Board Meeting Minutes – September 27, 2022

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the September 27, 2022 Meeting of the Board.

**Carried**

### 1.6 Business Arising from the Minutes – Nil

## 2. Presentations

### 2.1 The board will recognize the retirement of Trustee Cliff Casey

Chair Petrella thanked Trustee Casey for his service to Catholic education and underscored his achievements. The Board of Trustees and Senior Administration congratulated him on this milestone and highlighted his dedication to the system.

## 3. Delegations – Nil

## 4. Consent Agenda - Nil



**5. Committee and Staff Reports**

**5.1 Unapproved Minutes and Recommendations from the Committee of the Whole  
- October 18, 2022**

Vice-Chair Luciani reviewed the business of the October 18, 2022 Committee of the Whole meeting and brought forward the following recommendations:

- THAT the Brant Haldimand Norfolk Catholic District School Board approves the French as a Second Language (FSL) Update.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Trustee Honoraria for the period November 15, 2022 to November 14, 2023 to the Brant Haldimand Norfolk Catholic District School Board.

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of October 18, 2022.

**Carried**

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of October 18, 2022.

**Carried**

**5.2 Student Trustee Update**

Student Trustee Buenviaje advised that all three high schools are currently planning their semi formal dances and Halloween activities. It was noted that St. John's College hosted a successful Thursday Night Lights event where students cheered on the football team, got their faces painted and enjoyed refreshments. Students at Assumption College enjoyed their first spirit week and students at Holy Trinity have decided on a Old Hollywood theme for their semi formal dance.

Moved by: Cliff Casey

Second by: Carol Luciani

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

**Carried**

**6. Information and Correspondence**

Director McDonald advised that EQAO results will be issued in the near future.

Moved by: Cliff Casey

Seconded by: Dan Dignard

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

**Carried**



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

## **Minutes**

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

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**7. Notices of Motion - Nil**

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

**9. Trustee Inquiries – Nil**

**10. Business In-Camera**

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

**Carried**

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

Moved by: Dan Dignard

Seconded by: Cliff Casey

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: Carol Luciani

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the October 25, 2022 Board meeting.

**Carried**

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**Next Meeting:** Tuesday, November 22, 2022, 7:00 p.m. – Boardroom



**Inaugural Board Meeting  
Tuesday, November 22, 2022 ♦ 7:00 p.m.  
Norfolk Room**

**Trustees:**

**Present:** Dennis Blake, Bill Chopp Dan Dignard, Carol Luciani, Rick Petrella  
Halaena Buenviaje (Student Trustee)

**Absent:** Mark Watson

**Senior Administration:**

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

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**1. Opening Business**

**1.1 Opening Prayer**

Director McDonald opened the meeting with a prayer.

**1.2 Attendance and Welcome**

Director McDonald welcomed trustees and senior administration and noted that Trustee Watson was not in attendance.

**1.3 Approval of the Agenda**

Moved by: Dennis Blake

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Inaugural Meeting of the Board of November 22, 2022.

**Carried**

**2. Certification of Election Results by the Municipal Clerks**

Mike McDonald read the official election results, as follows:

For the Corporation of the City of Brantford, Bill Chopp and Rick Petrella – acclaimed

For the County of Brant, Dan Dignard – acclaimed

For the County of Haldimand, Mark Watson – acclaimed

For the County of Norfolk, Dennis Blake and Carol Luciani – declared

He congratulated all trustees and thanked them for their commitment to Catholic Education.

**3. Declaration of Office and Oath of Allegiance**

Trustees read and signed the Declaration of Office and Oath of Allegiance forms. Trustee Watson declared his oath and signed the form earlier.



**4. Appointment of Scrutineers**

Director McDonald appointed Superintendents Kevin Greco and Phil Wilson as Scrutineers for the nomination and election of Chair and Vice-Chair of the Board.

**5. Nomination and Election of Chair**

Director McDonald requested that ballots for the nomination of the Chair of the Board be distributed. Trustee Petrella was nominated and let his name stand. Director McDonald declared Trustee Petrella acclaimed to the position of Chair of the Board.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board destroys all ballots in the nomination and election of Chair of the Board.

**Carried**

**6. Nomination and Election of Vice-Chair**

Newly elected Chair Petrella assumed the Chair and requested that ballots for the nomination of the Vice-Chair be distributed. Chair Petrella declared Trustee Luciani as Vice-Chair of the Board.

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board destroys all ballots in the nomination and election of Vice-Chair of the Board.

**Carried**

**7. Appointment of Board Auditor**

Superintendent Keys presented staff's recommendation that Millard, Rouse & Rosebrugh LLP continue in their role as the Board's auditors for the year ending August 31, 2023.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the appointment of Millard, Rouse & Rosebrugh LLP as auditors for the year ending August 31, 2023.

**Carried**

**8. Inaugural Address by the Chair of the Board**

Chair Petrella thanked the Board for the support of his nomination and acclamation as Chair of the Board. Chair Petrella thanked his Excellency, Bishop Lobsinger for joining the Board and celebrating mass with our Catholic community. He congratulated Carol Luciani on her re-election as Vice-Chair of the Board, he welcomed Trustee Blake as he returns as a trustee of the Board and he welcomed the newest member of our Senior Team, Phil Wilson.



Chair Petrella commented on the strong fiscal health of our Board and for achieving another year of surplus. He is pleased that the Board has secured funding for the construction of two new schools, that the Board was able to provide resources in the areas of numeracy and literacy and that we were able to assist families navigate health and safety during the pandemic.

He commended staff for making the Board's 2020-23 Strategic Plan, *For All*, a remarkable success and confirmed the Board's commitment to work together with the support of our families, staff and parish community.

**9. Adjournment**

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Inaugural Meeting of the Board of November 22, 2022.

**Carried**

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**Next Meeting:** Tuesday, December 20, 2022, 7:00 p.m. - Boardroom





# BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

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### Special Meeting of the Board Tuesday, November 22, 2022 ♦ 7:00 p.m. Boardroom

**Trustees:**  
**Members:** Rick Petrella (Chair), Carol Luciani (Vice-Chair), Dennis Blake, Bill Chopp, Dan Dignard, Halaena Buenviaje (Student Trustee)

**Regrets:** Mark Watson

#### **Senior Administration:**

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

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## 1. Opening Business

### 1.1 Opening Prayer

The meeting was opened with prayer led by Chair Petrella.

### 1.2 Attendance

Attendance was as noted above

### 1.3 Approval of the Agenda

Moved by: Dan Dignard

Seconded by: Bill Chopp

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

**Carried**

### 1.4 Declaration of Interest - Nil

## 2. Committee and Staff Reports

### 2.1 Q4 Financial Report (August 31, 2022)

Superintendent Keys noted that the surplus of \$82,400 is attributed to higher average daily enrolment than planned, additional fuel escalator funding for transportation, additional funding to support local priorities and cancelled/postponed professional development and training. These favourable variances were offset by higher than anticipated supply and casual costs related to coverage for staff leaves, prior year Employee Life and Health Trust (ELHT) benefit adjustment, and increased consumable and utility costs.

Trustee Chopp commended the team for achieving a small surplus as many boards have reported deficits. Director McDonald commented that monies received as a result of the Board's increased enrolment was used toward teachers and staff in the classroom. He noted that other school boards found it necessary to use these funds elsewhere. Chair Petrella queried if the Board had any appetite to build contingency into the budget to assist with unexpected expenses like those acquired during the pandemic? Superintendent Keys noted that in the upcoming budget development process, Financial Services will attempt to estimate unexpected nuances such as job market, supply chain, etc. and take them into account in the budget process.



## BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

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Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Financial Statements for the Year-Ended August 31, 2022.

**Carried**

### 3. Business In-Camera

Moved by: Carol Luciani

Seconded by: Dennis Blake

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

**Carried**

### 4. Report on the In-Camera Session

Moved by: Carol Luciani

Seconded by: Dennis Blake

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

**Carried**

### 5. Closing Prayer

The closing prayer was led by Chair Petrella.

### 6. Adjournment

Moved by: Carol Luciani

Seconded by: Dennis Blake

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

**Carried**

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**Next Meeting:** Tuesday, December 13, 2022, 7:00 p.m. – Boardroom



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

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### Budget Committee Tuesday, December 13, 2022 – 3:00 p.m. Boardroom / Teams Meeting

**Trustees:**  
**Present:** Rick Petrella (Chair), Dennis Blake, Carol Luciani

#### **Senior Administration and Staff Members**

Mike McDonald (Director of Education & Secretary), Kevin Greco (Superintendent of Education), Scott Keys (Superintendent of Business & Treasurer), Jagoda Kirilo (Manager of Financial Services), Lorrie Temple (Superintendent of Education), Phil Wilson (Superintendent of Education)

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## 1. Opening Business

### 1.1 Opening Prayer

The meeting was opened with prayer led by Chair Petrella.

### 1.2 Attendance

Attendance was noted as above.

### 1.3 Approval of the Agenda

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Budget Committee approves the Agenda of December 13, 2022.

**Carried**

### 1.4 Declaration of Interest: Nil.

### 1.5 Approval of the Minutes of June 14, 2022

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee approves the Minutes of June 14, 2022.

**Carried**

### 1.6 Business Arising from the Minutes: Nil.

Trustee Blake queried if the childcare program at Holy Trinity Catholic High School had started? Superintendent Temple answered that the program has begun and that it is currently operational.

## 2. Staff Reports & Information Items

### 2.1 2022-23 Revised Estimates

Superintendent Keys noted that annually, the Ministry of Education requires school boards to complete revised estimates to address significant changes from the original estimates submitted



the previous June. He reported that a balanced budget continues to be projected for the 2022-23 School Year.

The Board's overall Average Daily Enrolment (ADE) is projected to increase by 374 to 11,471 students. Elementary enrolment projections indicate an increase of approximately 360 students and there will be a nominal increase at our secondary schools, which can be attributed to the growth and migration of new families into Brantford and Brant County.

Revenue and Expenses are expected to increase by approximately \$4.5 million primarily from:

- an increase in overall ADE, requiring additional classroom teachers and other student supports. Many of the additional supports (i.e., EAs) will be funded through the Ministry's COVID-19 supports.
- an increase in demand for home-to-school transportation as a result of increased enrolment. The Ministry has released their updated costing benchmark, which provided school boards with an additional 2% of revenue.
- additional projects and initiatives through Partnership and Priority Funding (PPF) primarily associated with cyber protection, ventilation, and carry-forward monies from prior year's tutoring funding.
- additional staff to address other health and safety needs, accommodation requirements, and mental health supports.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee refers the 2022-23 Revised Estimates Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

## **2.2 Annual Report on Accumulated Surplus**

Superintendent Keys provided an update on the accumulated surplus balance following the 2021-22 year-end reporting. He noted that the Board has an operating contingency of approximately 2.5% of its operating allocation which, according to Ministry benchmarks, places the Board in a low financial risk position. A summary of the Board's accumulated surplus is provided in Appendix A of this report.

As of August 31, 2022, the Board's accumulated surplus balance was approximately \$30.9 million. This amount is comprised of:

- \$19.9 million (prior year - \$18.7 million) in required commitments (or amounts the Ministry of Education requires school boards to set aside and are not available for internal use), of which, approximately \$8.6 million is reserved for portable classroom purchases over and above the Board's funding.
- \$3.8 million in specific purpose reserves (or amounts the Board has set aside through resolution) and unappropriated amounts
- \$7.1 million in unappropriated funds (or the amount available to be used for specific, approved purposes).



Chair Petrella questioned if funding for the Board's new secondary school would come from Education Development Charges (EDCs) and land priorities funding. Mr. Keys confirmed that the secondary school would be funded through EDCs and land priorities funding from the Ministry of Education.

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Budget Committee refers the Annual Report on Accumulated Surplus to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### **2.3 2023-24 Budget Plan**

Superintendent Keys outlined the Board's timeline for submission of the 2023-24 budget, in accordance with Ministry regulations. He noted that the chart outlined in the report, indicates the dates most relevant to the Trustees, which includes three Budget Committee meetings, a public consultation survey, and Board approval dates. Mr. Keys commented that Appendix A provides further detail on the 2023-24 Budget Schedule.

Trustee Blake asked how the public consultation surveys would be completed. Mr Keys commented that four or five survey questions would be forwarded by email, Twitter, etc. to students and staff. The results of the survey will be compiled and used during the 2023-24 budget process.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee refers the 2023-24 Budget Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**3. Trustee Inquiries:** Nil.

### **4. Business of the In-Camera Session:**

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee moves to an In-Camera Session.

### **5. Report on the In-Camera Session:**

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Budget Committee approves the business of the In-Camera Session.

### **6. Future Meetings**

Chair Petrella noted that the next Budget Committee Meeting has been scheduled on Monday, April 25, 2023 at 3:00 pm.



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

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**7. Adjournment**

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Budget Committee adjourns the meeting of December 13, 2022.

**Carried**

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**Next Meeting:** Monday, April 25, 2023 at 3:00 pm.

# RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

December 13, 2022

AGENDA ITEM	MOTION
5.2	THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2023 insurance renewal premium, payable to the Ontario School Board's Insurance Exchange (OSBIE), in the amount of \$153,199.00, excluding PST.
5.5	THAT the Brant Haldimand Norfolk Catholic District School Board approves the addition of Personal Activity Learning (PAL) and Community Living Programs at St. John's College, starting in September 2023.
5.7	THAT the Brant Haldimand Norfolk Catholic District School Board approves the addition of the following line in Section 6.1.2.1 of the <i>Brant Haldimand Norfolk Catholic District School Board By-Laws</i> : "All new trustees will provide a Police Record Check with a Vulnerable Sector Screening at the beginning of each term prior to the Inaugural Meeting. Current trustees will complete an Annual Offense Declaration."

**RECOMMENDATIONS:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of December 13, 2022.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of December 13, 2022.



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

Catholic Education Centre  
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**Committee of the Whole  
Tuesday, December 13, 2022 ♦ 7:00 pm  
Boardroom**

**Members:** **Trustees:**  
Rick Petrella (Chair), Carol Luciani (Vice Chair), Dennis Blake, Dan Dignard,  
Halaena Buenviaje (Student Trustee)

**Regrets:** Bill Chopp, Mark Watson

**Senior Administration:**

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

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**1. Opening Business**

**1.1 Opening Prayer**

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

**1.2 Attendance**

Attendance was as noted above.

**1.3 Approval of the Agenda**

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the December 13, 2022 meeting, as amended.

**Carried**

**1.4 Declaration of Interest - Nil**

**1.5 Approval of Committee of the Whole Meeting Minutes – October 18, 2022**

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 minutes of the October 18, 2022 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 Student Transportation Services Brant Haldimand Norfolk Board of Directors Meeting – November 1, 2022**

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Minutes from the Student Transportation Services Brant Haldimand Norfolk Board of Directors Meeting of November 1, 2022.

**Carried**

**4.2 Unapproved Minutes from the Regional Catholic Parent Involvement Council Committee Meeting – October 26, 2022**

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved Minutes from the Regional Catholic Parent Involvement Council Committee Meeting of October 6, 2022

**Carried**

**4.3 Unapproved Minutes from the Faith Advisory Committee Meeting – November 17, 2022**

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved Minutes from the Faith Advisory Committee Meeting of November 17, 2022.

**Carried**

**5. Committee and Staff Reports**

**5.1 Unapproved Minutes and Recommendations of the Accommodations Committee – December 1, 2022**

Trustee Dignard, Chair of the Accommodations Committee, reviewed the business of the December 1, 2022 Accommodations Committee Meeting and brought forward the following recommendations:

Moved by: Carol Luciani

Seconded by: Dan Dignard

That the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the following attendance boundary reviews:

- Southwest Brantford (Elementary) in January 2023.
- City of Brantford (Elementary) in Spring 2023.
- County of Brant (Elementary) in Fall 2023.
- Haldimand County (Elementary) and Board-Wide Secondary in 2023-24.

**Carried**



Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved Minutes from the Accommodations Committee Meeting of December 1, 2022.

**Carried**

## **5.2 Insurance Renewal**

Superintendent Keys reviewed details of the Board's 2023 insurance renewal with the Ontario School Boards' Insurance Exchange (OSBIE). He noted that the rates are adjusted based on the Board's experience in the past year. He commented that as a subscriber of OSBIE, the Board is both an insured and an owner and, as such, is eligible for a premium refund. For 2022, the Board received a premium refund of \$33,302.16.

Trustee Blake inquired about OSBIE's Legal Expense Coverage. Superintendent Keys noted that this type of insurance is related to legal expenses incurred from human rights, non-union employment, property dispute, etc. claims. The Board has purchased Legal Expense insurance coverage so that OSBIE will reimburse the Board for these types of claims.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves the 2023 insurance renewal premium, payable to the Ontario School Board's Insurance Exchange, in the amount of \$153,199.00, excluding PST.

**Carried**

## **5.3 Trustee Expenses**

Superintendent Keys presented a summary of trustee expenses in the areas of travel, communications, professional development and other expenses for the 2021-22 school year. As per policy, trustee expenses will be posted on the Board's website annually.

Moved by: Dennis Blake

Seconded by: Carol Luciani

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

**Carried**

## **5.4 EQAO Update**

Superintendent Temple shared an update on EQAO for 2021-22. The EQAO Assessment results are used to guide improvement initiatives as they relate to student achievement. She commented that it is important to note that as many of the variables of the test were changed (new digital format of the test, some students not participating due to virtual learning or covid, as well as a new curriculum launched in Grades 1-9 by the Ministry of Education during the pandemic) comparisons to old data are not relevant.

The Student Achievement Team was pleased with gains in Junior Reading, specifically in Grade 6, with results at 86.3% achieving level 3 and above, a success rate trending above the province. In addition, the Grade 9 Mathematics showed strong results exceeding those of the province.



Results for Primary reading, writing, and math are hovering just below provincial results, providing the Board with new baseline data to determine our next steps for educator learning. Data for Grade 6 math shows some concern and the Student Achievement Team is working to address the matter with new resources for instruction for Grades 1-9 as well as focused tutoring supports, which are free to families.

The Ontario, Secondary School Literacy Test (OSSLT), completed at all our secondary schools, saw good results as well. The Board's result for Grade 10 students, first time writing the assessment, had a success rate of 81.4%, just shy of the provincial average of 82.1%. Our previously eligible students, saw a tremendous success rate of 87.2%, which is 2% higher than the province.

Chair Petrella commented that the Board is proud of our students' test results and asked that Superintendent Temple come to the Board if further resources are required to assist students and teachers achieve higher success rates in the future. Superintendent Temple noted that trustees will be provided with an update in March for primary and junior students.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the EQAO Update Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### **5.5 Addition of Personal Activity Learning Program (PAL) at St. John's College**

Superintendent Wilson provided trustees with information and the rationale for adding the Personal Activity Learning Program (PAL) and the Community Living Programs at St. John's College (SJC), beginning in September 2023. He noted that, currently, the above courses are only offered at Assumption College School (ACS) and students who live in the SJC school boundary are bussed to ACS to obtain these courses, which are approaching or at capacity. Offering the programs at SJC would create an opportunity for program expansion as enrollment continues to increase and create equity among the course offerings at ACS and SJC.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves the addition of Personal Activity Learning (PAL) and Community Living Programs at St. John's College, starting in September 2023.

**Carried**

### **5.6 Supporting High Needs Students**

Superintendent Wilson noted that despite the use of tiered interventions by staff, some high needs students in the Board require more specialized and intensive support. To assist in meeting the needs of a few of our students and to support classroom staff, the Board will engage the services of Bartimaeus Inc. to assist in situations that require interventions with students experiencing moderate to extreme behavioural, emotional, psychological and/or developmental challenges.



Trustee Luciani wondered when Bartimaeus Inc. would begin working with our Board? Superintendent Wilson noted that the Board is in the process of engaging the company, so their staff can begin working with two students in January 2023.

Trustee Blake noted that this corporation would provide the Board with another tool for assisting staff and students. He questioned if the funds to hire Bartimaeus Inc. would come from the Special Education budget? Superintendent Wilson noted that the funds are currently in the Special Education budget, so he was not requesting additional funds to proceed with the program.

Chair Petrella wondered if there was an opportunity for staff members to job shadow staff from Bartimaeus Inc. so that the Board may be in a position to create this position in-house in the future? Superintendent Wilson noted that the hiring of Bartimaeus Inc. is a short-term intervention with a gradual release of intervention. Superintendent Greco offered that the hiring of the company will cross over into student support services to assist our behavioral consultants, etc.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Committee of the Whole refers the Support High Needs Students Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### **Police Check By-Law Amendment**

Director McDonald shared information regarding a proposed addition to the Board's By-Laws, specifically section 6.1.2.1, titled *Inaugural Meeting*. The addition of the wording in the recommendation would result in trustees having the same procedure as Board staff regarding police record checks.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves the addition of the following line in Section 6.1.2.1. of the *Brant Haldimand Norfolk Catholic District School Board By-Laws*: "All new trustees will provide a Police Record Check **with a Vulnerable Sector Screening** at the beginning of each term prior to the Inaugural Meeting. Current trustees will complete an Annual Offense Declaration."

**Carried as Amended**

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

## **7. Trustee Inquiries**

- 7.1 Trustee Blake noted that with the addition of amber lights flashing before red lights flashing on school busses, school bus drivers are concerned that commuters are now trying to beat the amber lights. He asked if STSBHN could further educate the public regarding this matter? Trustee Luciani countered that there have been commercials on various television stations regarding amber lights, so the public is aware.



7.2 Trustee Blake noted that internet and cell phone service is very poor in some areas of Norfolk County and asked if the Board could develop a timetable to bring these services to the same level as other geographic areas of the Board? Superintendent Keys noted that a major overhaul of the Board's internet providers was conducted several years ago and all schools now have high-speed internet and each student is receiving 1 mg of connectivity. He also noted that the Board is at the mercy of the providers, similar to families living in the community.

7.3 Trustee Dignard asked trustees to provide him with the names of individuals who have provided excellence in Catholic education. He will forward the names to the Board's Faith Advisory Committee.

7.4 **NOTICE OF MOTION**

Trustee Blake asked that the following Notice of Motion be tabled,  
THAT employees of the Brant Haldimand Norfolk Catholic District School Board return to physical workstations as of February 6, 2023.

**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: 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: Dennis Blake

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the December 13, 2022 meeting.

**Carried**



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

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**Next Meeting:** Tuesday, January 17, 2023, 7:00 p.m. – Boardroom

# 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: December 13, 2022  
Submitted by: Michael McDonald, Director of Education & Secretary

## INSURANCE RENEWAL

Public Session

### **BACKGROUND INFORMATION:**

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

As of January 1, 2022, OSBIE is in year two of the current five-year Subscription Period, which ends on December 31, 2026.

### **DEVELOPMENTS:**

Based on actuarial estimates, OSBIE was able to provide the following general rate adjustments for 2023:

	<b>General Rate Adjustment (%)</b>	<b>BHNCDSB Rate Adjustment (%)</b>
Liability	+2.0	0.0
Property	+12.0	-15.0
Boiler and Equipment Breakdown	+3.9	0.00
Crime	0.0	0.00
Automobile	-5.0	0.00
Cyber	+50.0	0.00
Legal Expense	0.0	0.00

Overall premiums are determined by OSBIE's appointed actuary. Board premium variances from year-to-year, result primarily from general rate adjustments (based on OSBIE's expected claims for the entire pool), exposure changes and loss experience, which is based on our Board's last five years of claims experience. In addition to their regular insurance program, OSBIE provides an incentive program to help reduce fees even further.

As a subscriber of OSBIE, the Board is both an insured and an owner. One of the main benefits of being an owner is that should OSBIE's Capital Reserves exceed certain targets, OSBIE's Board of Governors may issue a premium refund along with associated taxes. As part of OSBIE's value-added service, our Board received a premium refund of \$33,302.16 for 2022.

### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2023 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$153,199.00, excluding PST.

**Appendix A**

**Brant Haldimand Norfolk Catholic District School Board**

**OSBIE INSURANCE**

<b>Insurance Premium Excluding Taxes</b>					
<b>Description</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>% Increase / Decrease</b>
Property	45,268.00	41,491.00	36,459.00	36,870.00	0.99
Crime	5,292.00	5,536.00	5,650.00	5,787.00	0.98
Boiler and Equipment	7,017.00	7,010.00	7,003.00	7,276.00	0.96
Liability	65,637.00	74,861.00	70,380.00	73,198.00	0.96
Subtotal	123,214.00	128,898.00	119,492.00	123,131.00	
Cyber	n/a	n/a	5,412.00	8,053.00	0.67
Legal Expense	n/a	n/a	14,432.00	14,783.00	0.98
Fleet Automobile	7,714.00	7,237.00	6,137.00	7,232.00	0.84
<b>Total Insurance Premium</b>	<b>130,928.00</b>	<b>136,135.00</b>	<b>145,473.00</b>	<b>153,199.00</b>	

	<b>Coverage</b>	<b>Deductible</b>
Property	Unlimited	\$10,000 per occurrence
Crime	\$1 million	\$500 per occurrence
Boiler and Equipment Breakdown	\$5 million	\$1,000 per occurrence
Auto	\$27 million	\$0
Cyber	\$1 Million	Based on declaration
Legal Expense	\$500,000	\$0



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

Prepared by: Phil Wilson, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: December 13, 2022  
Submitted by: Mike McDonald, Director of Education & Secretary

### ADDITION OF PERSONAL ACTIVITY LEARNING PROGRAM AT ST. JOHN'S COLLEGE

Public Session

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#### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board strives to meet the educational needs of a wide variety of learners at the secondary level. The Special Education Department is committed to meeting the needs of all students to ensure they reach their full potential.

The Special Education Department offers three specific secondary programs for identified students to support academic, vocational, and personal growth and to prepare students for independent or supported living and employment settings.

The three programs are:

1. Personal Active Learning Program (PAL)
2. Community Living Program
3. Job Skills Program

Historically, the Personal Active Learning (PAL) and Community Living Programs have only been offered at Assumption College School in Brantford. Students who live in the St. John's College catchment area, who meet criteria for these self-contained programs, are routed and bussed to Assumption College School.

#### **INFORMATION GATHERING:**

Currently, St. John's College has 1.5 self-contained special education programs offering 20 students programming in Job Skills and Community Living Programs.

Assumption College School currently has 50 students in 4.0 self-contained classes (Personal Activity Living: 7 students, Community Living Program: 12 students, Job Skills: 1–15 students, Job Skills 2: 6 students). All four self-contained classes are at or almost at capacity.

Currently, there are three students at Assumption College School that reside in the boundary of St. John's College. The potential relocation of these students, future students entering secondary school, and two students that would transfer from the existing Job Skills Program would create another self-contained class at St. John's College. Without expansion of programming at St. John's College, anticipated future demand of these programs would put significant pressure on Assumption College School and/or programming options would be unavailable in student's home secondary school. Expanding the programs at St. John's College would allow students to access secondary programming in their home school boundary.

## Projected Enrolment in Secondary Self-Contained Classes (PAL/CL/JSP)

<b>Secondary School</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>
ACS (no expansion at SJC)	50	48	59	69
ACS (expansion at SJC)	50	45	52	59
SJC (with additional class)	20	25	35	41

We currently have 66 high needs students in kindergarten. The long-term future suggests the need for expansion at St. John's College:

- ACS Feeder Schools: 26 destined for ACS
- SJC Feeder Schools: 26 destined for SJC
- HT Feeder Schools: 14 destined for HT

### **DEVELOPMENTS:**

#### **Rationale for Opening a PAL/Community Living Program at St. John's College:**

- Projected needs coming forward in the next three years.
- Opportunity for program expansion as enrollment continues to increase.
- Cost efficiencies for specialized transportation services.
- Capped classes at Assumption College School are approaching or at capacity.
- Spread caseloads to create equity among Department Heads.
- Spread out Education Assistant support staff across the system.
- Honour familial connections for students with siblings attending St. John's College.
- Equity among program/course offerings within the two secondary schools.
- Allows students to attend their respective home school with familiar peers.
- Allows for more accurate placement of pathways.
- Physical space issues for growing and full schools like Assumption College School.

After analysing the current and future needs for students that require specialized secondary programming, it is proposed that beginning September 2023, St. John's College offers:

- Personal Activity Learning (PAL) and Community Living Combination (1 program).
- Job Skills Program (1.5 programs).

### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the addition of Personal Activity Learning (PAL) and Community Living Programs at St. John's College starting in September 2023.

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

Prepared by: Mike McDonald, Director of Education & Secretary  
Presented to: Board of Trustees  
Submitted on: December 13, 2022  
Submitted by: Mike McDonald, Director of Education & Secretary

**POLICE CHECK BY-LAW AMENDMENT**  
Public Session

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**BACKGROUND INFORMATION:**

The *Brant Haldimand Norfolk Catholic District School Board By-laws* outline the procedures and dispatch of business for the Board of Trustees, and for the business at the meetings of the Board and its committees.

**DEVELOPMENTS:**

There is currently nothing in the by-laws which speaks to the requirements and process for police checks for trustees. There is a brief reference in Policy 300.15 *Police Record Checks*, which relates to all staff of the Board, but the by-laws are silent in this respect.

As such, it is recommended that in an effort to remedy this fact, the following language be added to section 6.1.2.1 titled *Inaugural Meeting*: *All new trustees will provide a Police Record Check at the beginning of each term prior to the Inaugural Meeting. Current trustees will complete an Annual Offense Declaration.*

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the addition of the following line in section 6.1.2.1 of the *Brant Haldimand Norfolk Catholic District School Board By-Laws*: "All new trustees will provide a Police Record Check at the beginning of each term prior to the Inaugural Meeting. Current trustees will complete an Annual Offense Declaration."

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

Prepared by: Lorrie Temple, Superintendent of Education  
Presented to: Board of Trustees  
Submitted on: December 20, 2022  
Submitted by: Mike McDonald, Director of Education & Secretary

**ENGLISH-AS-A-SECOND LANGUAGE (ESL) / ENGLISH  
LANGUAGE LEARNER (ELL) SUPPORT FOR SEMESTER #2**  
Public Session

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**BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) has seen a significant increase in enrolment of ESL/ELL students and families over the last five years. This year, the Board has seen an unprecedented increase in enrolment over our projections and needs to address this increase with additional supports in both elementary and secondary school panels.

**DEVELOPMENTS:**

The projected enrollment of ESL/ELL students for 2022-23, was seven new students in the secondary panel and 20 new students in the elementary panel. Actual numbers, as of October 31, 2023, for new ESL/ELL students was 35 students in secondary and 61 new students in elementary; in addition to the 1,000+ students ESL teachers are already supporting across the district at various levels of language acquisition and time in Canada/Ontario. All indications are that these numbers will continue to grow, and have grown, since reporting for October 31, 2022.

Currently, we have a total of one consultant and 1.5 system teachers managing the intake, assessments, and support of all ESL/ELL students; in addition to being responsible for supporting the education of the staff/teachers to guide the transition to the Ontario Education System and the English language. With the increase as large as it has been, more support is required in both the secondary and elementary panels, to best meet the learning needs of these learners.

The BHNCD SB is recommending the addition two sections for ESL/ELL monitoring and instruction sections at Assumption College School, as well as the addition of 1.0 ESL/ELL System Teacher for the remainder of the 2022-23 school year. Funding is available to support this recommendation.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the addition of two sections for ESL/ELL monitoring and instructions at Assumption College School as well as the addition of a temporary 1.0 ESL/ELL System Teacher for the remainder of the 2022-23 school Year as noted in the English-as-a-Second Language (ESL) / English Language Learner (ELL) Support for Semester #2 report.

**2022-23**  
**Trustee Meetings and Events**

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>
<b>December 20, 2022</b>	<b>7:00 pm</b>	<b>Board Meeting</b>
<i>December 26 2022- January 6, 2023</i>		<i>CHRISTMAS BREAK</i>
January 11, 2023	3:00 pm	Executive Council Meeting
January 20-21, 2023		OCSTA Trustees Seminar
January 17, 2023	1:00 pm	Special Education Advisory Committee
<b>January 17, 2023</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>
<b>January 24, 2023</b>	<b>7:00 pm</b>	<b>Board Meeting</b>
February 15, 2023	3:00 pm	Executive Council Meeting
February 21, 2023	1:00 pm	Special Education Advisory Committee
<b>February 21, 2023</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>
February 22, 2023	7:00 pm	Regional Catholic Parent Involvement Committee
February 28, 2023	9:00 am	Student Transportation Services BHN
February 28, 2023	1:15 pm	Accessibility Steering Committee
<b>February 28, 2023</b>	<b>7:00 pm</b>	<b>Board Meeting</b>
March 8, 2023	3:00 pm	Executive Council Meeting
March 10, 2022	3:00 pm	Policy Committee
<i>March 13-17, 2023</i>		<i>MARCH BREAK</i>
March 21, 2023	9:00 am	Mental Health Steering Committee
March 21, 2023	1:00 pm	Special Education Advisory Committee
March 21, 2023	3:00 pm	Accommodations Committee
<b>March 21, 2023</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>
<b>March 28, 2023</b>	<b>7:00 pm</b>	<b>Board Meeting</b>
April 12, 2023	3:00 pm	Executive Council Meeting
April 18, 2023	1:00 pm	Special Education Advisory Committee
<b>April 18, 2023</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>
April 25, 2023	3:00 pm	Budget Committee
<b>April 25, 2023</b>	<b>7:00 pm</b>	<b>Board Meeting</b>
April 26, 2022	7:00 pm	Regional Catholic Parent Involvement Committee
April 27-29, 2023		OCSTA AGM & Conference
<i>April 30 - May 5, 2023</i>		<i>Catholic Education Week</i>
May 1, 2023	5:00 pm	Catholic Student Leadership Awards
May 10, 2023	3:00 pm	Executive Council Meeting
May 16, 2023	1:00 pm	Special Education Advisory Committee
<b>May 16, 2023</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>
<b>May 23, 2023</b>	<b>7:00 pm</b>	<b>Board Meeting</b>
May 26, 2023	9:00 am	Student Transportation Services BHN
May 30, 2023	1:15 pm	Accessibility Steering Committee
June 1-3, 2023		CCSTA AGM
June 13, 2023	3:00 pm	Budget Committee
June 14, 2023	3:00 pm	Executive Council Meeting
June 19, 2023	5:00 pm	Audit Committee
<b>June 20, 2023</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>
<b>June 27, 2023</b>	<b>7:00 pm</b>	<b>Board Meeting</b>
June 28, 2023	4:45 pm 6:30 pm	Assumption College Graduation 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, Faith Advisory Committee, Policy Committee