



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

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

### Board Meeting October 28, 2025 ♦ 6:30 pm Boardroom

#### Trustees:

Carol Luciani (Chair), Dan Dignard (Vice-Chair), Dennis Blake, Bill Chopp, Mark Watson, Rick Petrella (on-leave), Mulan How (Student Trustee), Riley O'Brien (Student Trustee)

#### Senior Administration:

Mike McDonald (Director of Education & Secretary), Rajini Nelson (Superintendent of Business & Treasurer), John Della Fortuna, Kevin Greco, Michael Lawlor, 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, forever. Amen*

##### 1.2 Attendance

##### 1.3 Approval of the Agenda

Pages 1-2

##### 1.4 Declaration of Interest

##### 1.5 Approval of the Board Minutes – September 23, 2025

Pages 3-7

##### 1.6 Approval of Special Meeting of the Board Minutes – October 21, 2025

Pages 8-9

##### 1.7 Business Arising from the Minutes

#### 2. Presentations

#### 3. Delegations

#### 4. Consent Agenda

##### 4.1 Unapproved Minutes of the Committee of the Whole, September 23, 2025

Pages 10-15

#### 5. Committee and Staff Reports

##### 5.1 Recommendations from the Committee of the Whole

Pages 16-41

- October 28, 2025

- Catholic Family Life Program #200.03 – Pages 17-19
- Volunteer and Staff Trip Drivers #200.21 – Pages 20-23
- Progressive Discipline #300.19 – Pages 24-25
- Educational Partnerships Including Third Party Professional and Paraprofessional Service Providers # 400.36 – Pages 26-39
- Trustee Honoraria – pages 40-41

##### 5.2 Student Trustee Update

Pages 42-44

Presenter: Mulan How (Student Trustee) and Riley O'Brien (Student Trustee)

##### 5.3 Trustee Vacancy

Page 45

Presenter: Mike McDonald, Director of Education & Secretary

##### 5.4 Trustee Vacancy Process

Pages 46-47

Presenter: Mike McDonald, Director of Education & Secretary

#### 6. Information and Correspondence

##### 6.1 Portfolio Updates

Presenter: Superintendents of Education



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### 7. Notices of Motion

### 8. Notices of Motion Being Considered for Adoption

Trustee Chopp put forward the following notice of motion for consideration,

#### 8.1 Trustee Inquiry Process – WITHDRAWN

That the Board of Trustees implement a revised Trustee inquiry process to support transparent and accountable governance, effective immediately.

1. Trustees may submit written questions to the Chair of the Board and the Director of Education no later than 72 hours prior to a scheduled Board meeting.
2. The Director of Education shall provide written responses to the questions submitted in the Information and Correspondence section of the public agenda for that meeting.
3. Both submitted questions, and the responses shall be included in the public record through the official Board minutes.
4. The intent of the process is to promote respectful communication between Trustees and senior administration, support Trustees in addressing constituent concerns, and reinforce the principles of transparency and accountability as outlined in Ministry guidance and Trustee retraining.

### 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.

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

### 10. Future Meetings and Events

Pages 48-49

### 11. 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*

### 12. Adjournment

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**Next meeting:** Tuesday, November 25, 2025, 6:30 p.m. – Boardroom



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

## **Minutes**

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### **Board Meeting Tuesday, September 23, 2025 ♦ 6:30 p.m. Boardroom**

#### **Trustees:**

Carol Luciani (Chair), Dan Dignard (Vice-Chair), Dennis Blake, Bill Chopp, Mark Watson  
Mulan How (Student Trustee), Riley O'Brien (Student Trustee)

#### **Regrets:**

Rick Petrella (on-leave)

#### **Senior Administration:**

Mike McDonald (Director of Education & Secretary), Rajini Nelson (Superintendent of Business & Treasurer),  
John Della Fortuna, Kevin Greco, Michael Lawlor, 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 Dignard.

#### **1.2 Attendance**

Attendance was as noted above.

#### **1.3 Approval of the Agenda**

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the September 23, 2025, Board meeting.

**Carried**

#### **1.4 Declaration of Interest - Nil.**

#### **1.5 Approval of Board Meeting Minutes – June 24, 2025**

Moved by: Bill Chopp

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the June 24, 2025, Meeting of the Board.

**Carried**

#### **1.6 Approval of Special Meeting of the Board Meeting Minutes – July 22, 2025**

Moved by: Bill Chopp

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the July 22, 2025, Special Meeting of the Board.

**Carried**



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### **1.7 Approval of Special Meeting of the Board Meeting Minutes – August 14, 2025**

Moved by: Bill Chopp

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the August 14, 2025, Special Meeting of the Board.

**Carried**

### **1.8 Approval of Special Meeting of the Board Meeting Minutes – August 27, 2025**

Moved by: Bill Chopp

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the August 27, 2025, Special Meeting of the Board.

**Carried**

### **1.9 Business Arising from the Minutes – Nil**

## **2. Presentations –**

- 2.1** The board remembered Sydney Hayter, a current Brant Haldimand Norfolk Catholic District School Board student.

## **3. Delegations - Nil**

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

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

### **5.1 Unapproved Recommendations of the Committee of the Whole Meeting – September 23, 2025**

Vice-Chair Trustee Dignard brought forward the recommendations from September 23, 2025, Committee of the Whole meeting.

- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Students with Prevalent Medical Conditions policy #200.05.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Administration of Oral Medication policy #200.19.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Electronic Participation at Meetings policy #100.09.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Emergency Preparedness and Response policy #400.04.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Threat to School Safety: Bomb Threat administrative procedure #400.23.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Threat to School Safety: Evacuation administrative procedure #400.27.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Threat to School Safety: Hold and Secure administrative procedure #400.32.



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- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Threat to School Safety: Shelter in Place administrative procedure #400.33.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Threat to School Safety: Lockdown administrative procedure #400.34.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Employee Assistance Program policy #300.13.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Health and Safety policy #300.16 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Work Refusal policy #300.21 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT the Brant Haldimand Norfolk Catholic District School Board approves the Transfers Related to School Safety policy #200.52 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Bill Chopp

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of September 23, 2025.

**Carried**

### **5.2 OCSTA Fees**

Superintendent Nelson presented the OCSTA fees for the 2024-2025 School Year. The Ontario Catholic School Trustees' Association (OCSTA) plays a vital role in supporting and protecting Catholic education in Ontario. Through active representation at government tables and collaboration with partner organizations, OCSTA ensures that Catholic education remains strong and valued in our province. As part of its commitment to this work, our Board contributes annually through membership fees and additional levies established by OCSTA.

Moved by: Dennis Blake

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the continued membership in the Ontario Catholic School Trustees' Association and authorizes payment of the annual membership fee of \$56,988 for the 2025-26 school year.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the continued participation in the Friends and Advocates of Catholic Education (FACE) levy administered through Ontario Catholic School Trustees' Association (OCSTA) and authorize payment of the annual fee of \$1,620 for the 2025-26 school year.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the payment of Core Education Funding to support Central bargaining through Ontario Catholic School Trustees' Association (OCSTA) in the amount of \$35,055.32 by October 31, 2025, and the remaining balance of the final amount to be remitted in December 2025.

**Carried**



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### **5.3 Issuance of RFSQ #1725**

Superintendent Nelson presented the Issuance for Request for Supplier Qualifications report #1725. Request for Supplier Qualifications #SQ-1725 invites Contractors to prequalify for mechanical services HVAC projects (which may include, but not be limited to, heating & cooling units, boilers, roof top units, heat pumps with related electrical) throughout the Board's jurisdiction on an "as required basis". This prequalification process allows the Board to review interested candidates' portfolio and evaluate their capabilities based on a predetermined list of criteria for which they are scored on. The term of this prequalification is effective (on or about January 2026) for a three (3) year period.

Moved by: Mark Watson

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the issuance of Request for Supplier Qualifications #SQ-1725.

**Carried**

## **6. Information and Correspondence**

### **6.1 Service Recognition Dinner**

Director McDonald updated the Trustees on the format for the service recognition dinner this year. There will be a change in process to honor retirees and employees who have worked 25 years with the board as it will take place in the late Spring instead of Fall. Further information will be forthcoming.

Moved by: Mark Watson

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Information and Correspondence since the last meeting.

**Carried**

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

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

Trustee Chopp put forward the following notice of motion.

### **8.1 THAT the Board of Trustees implement a revised Trustee inquiry process to support transparent and accountable governance, effective immediately.**

1. Trustees may submit written questions to the Chair of the Board and the Director of Education no later than 72 hours prior to a scheduled Board meeting.
2. The Director of Education shall provide written responses to the questions submitted in the Information and Correspondence section of the public agenda for that meeting.
3. Both submitted questions, and the responses shall be included in the public record through the official Board minutes.
4. The intent of the process is to promote respectful communication between Trustees and senior administration, support Trustees in addressing constituent concerns, and reinforce the principles of transparency and accountability as outlined in Ministry guidance and Trustee retraining.



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Moved by: Bill Chopp  
Seconded by: Dennis Blake

Concerns regarding potential overreach of questions that are an operational matter vs. governance matters were discussed. Further discussion was conducted to determine how information can be shared with constituents without a Trustee Inquiry process. Different options were considered for re-wording the notice of motion. It was then suggested that the Trustee Inquiry process would be best discussed at a future meeting.

The notice of motion was tabled by Vice-Chair Dignard to the next Board meeting.

### **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: Dennis Blake  
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 Luciani drew attention to the upcoming meetings and events.

### **13. Closing Prayer**

The closing prayer was led by Chair Luciani.

### **14. Adjournment**

Moved by: Dan Dignard  
Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the September 23, 2025, Board meeting.

**Carried**

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**Next Meeting:** Tuesday, October 28, 2025, 6:30 p.m. – Boardroom





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

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### **Special Meeting of the Board Tuesday October 21, 2025 ♦ 2:30 p.m. Board Room/ Microsoft TEAMS**

#### **Trustees:**

Carol Luciani (Chair), Dan Dignard (Vice Chair), Dennis Blake, Bill Chopp, Mark Watson

**Regrets:** Rick Petrella (on leave)

#### **Senior Administration:**

Mike McDonald (Director of Education & Secretary) Rajini Nelson (Superintendent of Business & Treasurer), John Della Fortuna, Kevin Greco, Michael Lawlor, Phil Wilson (Superintendents of Education)

**Regrets:**

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### **1. Opening Business**

#### **1.1 Opening Prayer**

The meeting was opened with prayer led by Chair Luciani.

#### **1.2 Attendance-** as noted above

#### **1.3 Approval of the Agenda**

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the October 21, 2025, Special Meeting of the Board.

**Carried**

#### **1.4 Declaration of Interest - Nil**

### **2. Committee and Staff Reports - Nil**

### **3. 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**

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

Moved by: Dan Dignard

Seconded by: Bill Chopp

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

**Carried**

### **4. Closing Prayer**

The meeting was closed with prayer led by Chair Luciani.





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#### **5. Adjournment**

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the October 21, 2025, Special Meeting of the Board.

**Carried**

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**Next meeting:** Tuesday, October 28, 2025, 6:30 p.m. – Boardroom



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

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### **Committee of the Whole Tuesday, September 23, 2025 ♦ 7:00 pm Boardroom**

#### **Trustees:**

Carol Luciani (Chair), Dan Dignard (Vice Chair), Dennis Blake, Bill Chopp, Mark Watson, Mulan How (Student Trustee), Riley O'Brien (Student Trustee)

**Regrets:** Rick Petrella (on leave)

#### **Senior Administration:**

Mike McDonald (Director of Education & Secretary), Rajini Nelson (Superintendent of Business & Treasurer)  
John Della Fortuna, Kevin Greco, Michael Lawlor, Phil Wilson (Superintendents of Education)

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### **1. Opening Business**

#### **1.1 Land Acknowledgement**

The meeting was opened with a land acknowledgement by Chair Luciani.

#### **1.2 Opening Prayer**

Trustee Dignard led the meeting in prayer.

#### **1.3 Attendance**

Attendance was as noted above.

#### **1.4 Approval of the Agenda**

Moved by: Dennis Blake

Seconded by: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the September 23, 2025, meeting.

**Carried as amended**

#### **1.5 Declaration of Interest – Nil**

#### **1.6 Approval of Committee of the Whole Meeting Minutes – June 17, 2025**

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 June 17, 2025, meeting.

**Carried**

#### **1.7 Business from the Minutes - Nil**

### **2. Presentations – Nil**

### **3. Delegations – Nil**



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### **4. Consent Agenda**

#### **4.1 Unapproved Minutes from the Mental Health Steering Committee – May 26, 2025**

Moved by: Mark Watson

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Mental Health Steering Committee Meeting of May 26, 2025.

**Carried**

#### **4.2 Unapproved Minutes from the Special Education Advisory Committee – June 17, 2025**

Moved by: Mark Watson

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Special Education Advisory Committee Meeting of June 17, 2025.

**Carried**

#### **4.3 Unapproved Minutes from the Budget Committee – July 22, 2025**

Moved by: Mark Watson

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Budget Committee Meeting of July 22, 2025

**Carried**

**Carried**

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

#### **5.1 Unapproved Minutes and Recommendations from the Policy Committee Meeting – September 16, 2025**

Vice-Chair Dignard presented the unapproved minutes and recommendations from the Policy Committee meeting which includes:

- THAT the Committee of the Whole refers the Students with Prevalent Medical Conditions policy #200.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT the Committee of the Whole refers the Administration of Oral Medication policy #200.19 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT Committee of the Whole refers the Electronic Participation at Meetings policy #100.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT Committee of the Whole refers the Emergency Preparedness and Response policy #400.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT Committee of the Whole refers the Threat to School Safety: Bomb Threat administrative procedure #400.23 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT Committee of the Whole refers the Threat to School Safety: Evacuation administrative procedure #400.27 to the Brant Haldimand Norfolk Catholic District School Board for approval.



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- THAT Committee of the Whole refers the Threat to School Safety: Hold and Secure administrative procedure #400.32 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT Committee of the Whole refers the Threat to School Safety: Shelter in Place administrative procedure #400.33 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT Committee of the Whole refers the Threat to School Safety: Lockdown administrative procedure #400.34 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT the Committee of the Whole refers the Employee Assistance Program policy #300.13 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT the Committee of the Whole refers the Health and Safety policy #300.16 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT Committee of the Whole refers the Work Refusal policy #300.21 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT Committee of the Whole refers the Transfers Related to School Safety policy #200.52 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Dan Dignard

Seconded by: Mark Watson

THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of September 16, 2025, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Dan Dignard

Seconded by: Mark Watson

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of September 16, 2025, to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### 5.2 Summary of 2024-2025 Reports to Board

Director McDonald presented the 2024-2025 reports to board report. Through committee work each year, the trustees and senior administration complete and submit numerous reports to the Board. To highlight the accomplishments of the Board, this report provides a summary of all the public session reports that came before the Board during the 2024-25 school year.

Moved by: Dennis Blake

Seconded by: Mark Watson

THAT the Committee of the Whole refers the 2024-25 Reports to Board Summary to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**



### **5.3 Summary of School Suspension Data 2024-2025**

Superintendent Greco presented the summary of school suspension data report for the 2024-2025 school year. Appendix A identifies the number of students who have had a suspension incident, the number of suspension incidents and the total number of suspension days for the 2024/2025 school year. For each incident, the principal is required to conduct an investigation and consider all mitigating and other factors regarding the allegations, before imposing any suspension on a student. There was discussion with regards to suspension data as it pertains to special education students.

Moved by: Bill Chopp

Seconded by: Mark Watson

THAT the Committee of the Whole refers the Summary of School Suspension Data 2024-2025 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### **5.4 Governance Review Update**

Director McDonald presented the Governance Review Update. This report reflects the Board's ongoing commitment to transparency, accountability, and continuous improvement following the Ministry of Education's 2024–2025 governance. This report represents the second update on progress. Since the June report, the chart has been updated and any action items remaining have or will be completed by the end of September. Discussion was had regarding item 8.3.2 - aligning compensation with board performance and student outcomes. It was noted that on October 21, 2025, senior team will meet with representatives from all Catholic School Advisory Council's in the Board. As part of this meeting, Principals, Catholic School Advisory Chairs and Vice-Chairs will have the opportunity to bring forward any questions or concerns from their school communities. Further dialogue will continue to happen at the school's parent council meetings and further questions or concerns will be brought forward at a future Catholic School Advisory Council meeting in February 2026. A question was asked if the budget process will have a similar feedback process and it was noted that as part of the annual budget process, a survey is sent out annually to all stakeholders seeking input for the future school year budget.

Moved by: Dan Dignard

Seconded by: Mark Watson

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

**Carried**

### **5.5 Quarterly Reporting - Senior Team and Trustee Expenses**

Director McDonald presented the quarterly senior team and trustee expense report. The report spoke about the need for fiscal responsibility through transparent and accountable management of discretionary expenses and contained a recommendation to present quarterly expense summaries at public meetings. At the Board meeting on June 24, 2025, the first expense summary was submitted. In compliance with this, Appendix A represents the expenses of the trustees and senior team of the Board from September 2024 to August 2025. Director McDonald noted that these are expenses submitted from June – August 2025. Some expenses may have occurred prior to June 2025 but were not submitted in the noted timeframe.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Senior Team and Trustee Expenses report for expenses incurred from September 2024 to August 2025.

**Carried**



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### **5.6 Summer Programs Update**

Superintendent Della Fortuna presented the summer programs update for the 2024-2025 school year. The Continuing Education program offered a wide range of summer learning opportunities to support student achievement, engagement, and well-being across the district. These included Night School Reach Ahead Grade 9 Tech Semester 2, Summer School eLearning, Summer School Coop, Summer School In-Person Tech Reach Ahead, Summer School Reach Ahead eLearning, SMCLC Satellite Campus In-person Learning, Focus on Youth, Camp Blast, Ready Set Go, International and Indigenous Languages, Elementary PLAR (Prior Learning Assessment and Recognition). The success of these programs was highlighted to the board.

Moved by: Mark Watson

Seconded by: Dan Dignard

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

**Carried**

## **6. Information and Correspondence**

### **6.1 Start Up Enrollment and School Organizations Update**

Superintendent Greco provided an update regarding the startup enrollment and school organizations for the 2025-2026 school year. The BHNCDSB continues to see tremendous growth year over year as the board has added an additional 500 students from the previous year. It was noted that the Board is in compliance with ministry classroom sizes in both elementary and secondary and the average size of a full day kindergarten classroom is 23 students, with only a few classes over 30 students.

### **6.2 New School Build Updates**

Director McDonald provided some updates on the new school build capital projects. The tremendous work of Rajini Nelson, Superintendent of Business, Lou Citino, Senior Manager of Facility and Construction Services, Nancy Sauve, Manager of Procurement and Risk Management Services, Norm Cicci Manager of Information Technology Services and their teams, along with Kerri Lomax, Principal at Pope Francis Catholic Elementary School and all of her staff were highlighted for opening the school on time and for how smoothly everything ran on the first day of school.

The approval to proceed was received from the Ministry for the future Brantford Catholic Secondary School (St. Padre Pio Catholic Secondary School) and the next steps include waiting for current tenders to close and be awarded.

The future sites for the Southwest Brant and Paris Catholic Elementary Schools are in the works. Board staff have been working with both County and City officials working through the process of purchasing the land. Several boundary review committee meetings are currently in progress and Trustees will receive a final report from the committees and ultimately vote on the recommendations.

Moved by: Dan Dignard

Seconded by: Mark Watson

THAT the Committee of the Whole receives the information and correspondence since the last meeting.



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### **7. Business In-Camera**

Moved by: Dennis Blake

Seconded by: Dan Dignard

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

**Carried**

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

Moved by: Bill Chopp

Seconded by: Mark Watson

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

**Carried**

### **9. Future Meetings and Events**

Chair Luciani drew attention to the upcoming meetings and events.

### **10. Closing Prayer**

The closing prayer was led by Chair Luciani.

### **11. Adjournment**

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the September 23, 2025, meeting.

**Carried**

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**Next meeting:** Tuesday, October 28, 2025 - 4:30 p.m. – Boardroom



# RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

October 28, 2025

AGENDA ITEM	MOTION
5.1	<p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the Catholic Family Life Program Policy #200.03.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the Volunteer and Staff Trip Drivers Policy #200.21</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the Progressive Discipline Policy #300.19</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the Educational Partnerships Including Third Party Professional and Paraprofessional Service Providers Policy #400.36</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the Trustee Honoraria for the period November 16, 2025 to November 14, 2026.</p>

## **RECOMMENDATIONS:**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of October 28, 2025



## Catholic Family Life Program #200.03

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<b>Adopted:</b>	September 23, 2020
<b>Last Reviewed/Revised:</b>	October 28, 2025
<b>Responsibility:</b>	Superintendent of Education
<b>Next Scheduled Review:</b>	2029-2030

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### Policy Statement

The Brant Haldimand Norfolk Catholic District School Board is committed to providing young people with a distinctly Catholic vision of human life, marriage, family, and sexuality. The Assembly of Catholic Bishops of Ontario (ACBO) has commissioned a Family Life Education (2023) curriculum, Grades 1-8, that recognizes that “every individual is a child of God, to be welcomed, and to be treated with love, respect, compassion and sensitivity” and that it is the role of Catholic schools to “accompany parents and support them in their role as teachers of the faith.” Furthermore, the ACBO has introduced several Catholic family life principles in the Religious Education (2016) curriculum, Grades 9-12, which they have authored. The elementary and secondary curricula are both endorsed by the Ontario Ministry of Education and have been adopted by the Brant Haldimand Norfolk Catholic District School Board.

In union with the Bishops of Ontario, the Brant Haldimand Norfolk Catholic District School Board recognizes the importance of providing our students with knowledge and moral guidance to help them develop a closer relationship with God and to better understand their lives and their impact on others. It is the expectation that all students shall have the opportunity to participate in the Family Life education program throughout their elementary and secondary school years. The inclusion of Family Life education will help students to achieve the Catholic Graduate Expectations, the desired qualities and attributes that Catholic school students strive to realize the fullness of humanity, commissioned by the ACBO in 1999.

In his Apostolic Exhortation, *Amoris Laetitia*, Pope Francis invited the Christian community “to value the gifts of marriage and family, and to persevere in a love strengthened by the virtues of generosity, commitment, fidelity and patience.” The intention of the Family Life education program is for students to witness the beauty of God’s gift of family, marriage, and sexuality while developing a true appreciation of the Catholic Church’s teachings about love, relationships, and humanity.

### Application and Scope

All students of the Board shall have the opportunity to participate in Catholic Family Life education programs.

#### 1.1 Elementary

- 1.1.1 “Fully Alive” remains the approved Family Life education program that aligns with the Family Life Education (2023) curriculum, Grades 1-8, to be used in Elementary schools of the Brant Haldimand Norfolk Catholic District School Board until the ACBO releases the new Family Life Education program, “Blessed & Beloved”, by grade level. Beginning in September 2024, Grade 1 educators will be using the new program entitled, “Blessed & Beloved” by the publisher RCL Benzinger.
- 1.1.2 A summary of the “Blessed & Beloved” and “Fully Alive” education programs, including an approximate timeline of when specific units are to be taught, shall be shared with families on an annual basis.
- 1.1.3 Family Life letters shall be forwarded to families before each unit starts outlining what topics will be covered and suggestions for parental involvement.

#### 1.2 Secondary



- 1.2.1 Family Life education shall be taught as a strand within the Religious Education program using the curriculum expectations outlined in the Ontario Catholic Secondary Curriculum Policy Document for Religious Education (2016).
- 1.3 Elementary and Secondary
- 1.3.1 Parents/Guardians may submit a request in writing to the Principal that their child be exempted from the units that teach Human Development and Sexual Health curriculum expectations in the elementary Health and Physical Education (2019) curriculum and in the secondary Health and Physical Education (2015).

## References

- Amoris Laetitia, Post-Synodal Apostolic Exhortation, 2016
- Assembly of Catholic Bishops of Ontario, Bishop Miehm Letter to the Education Community
- Family Life Education curriculum, Grades 1-8, 2023
- Institute for Catholic Education, Ontario Catholic School Graduate Expectations
- Ministry of Education, Exemption from Instruction related to the Human Development and Sexual Health (Expectations in The Ontario Curriculum: Health and Physical Education, Grades 1-8, 2019)
- Religious Education, Ontario Catholic Secondary Curriculum Policy Document, Grade 9-12

**Forms** – There are no forms attached to this policy.

## Appendices

- N/A

## Definitions

**Amoris Laetitia (The Joy of Love):** A post-synodal apostolic exhortation written in 2016 by Pope Francis addressing the pastoral care of families.

**Assembly of Catholic Bishops of Ontario (ACBO):** The association of Catholic bishops in the Province of Ontario. The ACBO is one of four regional assemblies of the Canadian Conference of Catholic Bishops (CCCC), the national association of all Catholic bishops of Canada. Diocesan Bishops are recognized as the primary teachers of the Catholic faith by the Holy See. The ACBO is a forum where the Bishops of Ontario reflect together and collaborate on projects that advance the faith and Catholic Education.

**Blessed & Beloved:** A Catholic Family Life education program for Grade 1-8 students that is endorsed by the ACBO and accepted by the Ministry of Education. Blessed & Beloved was introduced to schools in September 2024, beginning with implementation in Grade 1 classrooms. Additional grade-level curriculum will be introduced and implemented annually.

**Catholic Graduate Expectations:** A framework of objectives that outline the desired qualities and attributes of students graduating from Catholic schools. Created by the ACBO in 1999, these expectations are rooted in the Catholic faith and emphasize the development of well-rounded individuals. The Catholic Graduate Expectations call students to be discerning believers; effective communicators; reflective, creative and holistic thinkers; self-directed, responsible, lifelong learners; collaborative contributors, caring family members, and responsible citizens.

**Fully Alive:** A Catholic Family Life education program for Grade 1-8 students that is endorsed by the ACBO and accepted by the Ministry of Education. Fully Alive will be phased out with the introduction of the new Catholic Family Life education program Blessed & Beloved.



## **Administrative Procedures**

### **Director of Education**

- To oversee compliance of the Catholic Family Life Program Policy.
- To ensure that programs in Catholic Family Life education used in schools within the Board comply with Diocesan guidelines.

### **Superintendent**

- To ensure that appropriate funds are allocated for the provision of Catholic Family Life education resources.
- To ensure that Catholic Family Life education sessions are offered annually on an as needed basis.
- To collaborate with school administrators and the Student Achievement Consultant: Religion and Family Life to ensure that the Catholic Family Life education programs are implemented in schools.

### **Student Achievement Consultant: Religion and Family Life**

- To provide leadership in the provision of Catholic Family Life education programs.
- To support educators in the delivery of Catholic Family Life education programs.

### **Administrators**

- To establish the Catholic Graduate Expectations as the model objectives that all students should strive to meet.
- To monitor the delivery of Catholic Family Life education programs.
- To work in partnership with educators in the delivery of Catholic Family Life education programs and follow up with parents/families where necessary.
- To ensure that educators teach the Catholic Family Life education programs using only the prescribed curriculum and resources, which includes approved presenters for staff and/or students.
- To integrate Catholic values and teachings in all subject areas.
- To ensure that teachers share a summary of the Fully Alive or Blessed & Beloved Family Life education programs, including an approximate timeline of when specific units are to be taught, with parents/families annually.
- To ensure that teachers send Family Life Unit letters to parents/families before each unit begins outlining what topics will be covered and suggestions for parent/family involvement.

### **Parents and Families**

- To encourage their children to realize the Catholic Graduate Expectations.
- To become familiar with the Family Life education program so that they can have supportive discussions with their children.
- To support their children's learning by encouraging critical thinking, faith exploration, and good work/study habits.
- To communicate and positively collaborate with their child's educators.
- To ask relevant questions about their children's progress.



## Volunteer and Staff Trip Drivers # 200.21

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<b>Adopted:</b>	September 24, 2002
<b>Last Reviewed/Revised:</b>	October 28, 2025
<b>Responsibility:</b>	Superintendent of Education
<b>Next Scheduled Review:</b>	2029-2030

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### Policy Statement

The Brant Haldimand Norfolk Catholic District School Board recognizes that the best means of transporting students is by a Board approved school bus operated by a qualified school bus driver. From time to time, it may be necessary for a school administrator to approve volunteer and staff trip drivers to transport students for school-approved activities. The Board expects all volunteer and staff trip drivers to consistently demonstrate road safety and be properly licensed and insured to drive an automobile in the province of Ontario. All volunteer and staff trip drivers must recognize that the safety and wellbeing of the students they transport is being entrusted to them by parents/guardians and the Board.

In order for an individual, not employed by the Board, to act as a volunteer trip 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.

### Application and Scope

All volunteer and staff trip drivers, shall:

- Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation
- 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

The only person who will drive the volunteer or staff trip driver's automobile is the volunteer or staff trip driver. Students are not authorized to act as trip drivers nor should they operate the volunteer or staff trip driver's automobile.

### References

300.12 Volunteers Policy

300.15 Police Records Checks Policy

Criminal Code of Canada, 1985

Ontario Insurance Act, 1990

Ontario's Highway Traffic Act, 1990

Ontario Regulation 366/09: Display Screens and Hand-held Devices

Ontario's Distracted Driving Information

OPHEA: Healthy Schools, Health Communities, *Outdoor Education (General Procedures)*



## Forms

Volunteer Driver Authorization to Transport Students Form

## Definitions

**Automobile:** A motorized vehicle as defined under the Highway Traffic Act and Insurance Act of Ontario. For the purposes of this policy, the term automobile more specifically refers to a car, van, pick-up truck, or sports utility vehicle.

**OSBIE:** The Ontario School Boards' Insurance Exchange, or OSBIE, is a non-profit insurance reciprocal representing 80 school boards/school authorities and 40 Joint Ventures in Ontario. The primary goals of the Exchange are to insure member school boards against losses and to promote safe school practices.

**Staff Trip Driver:** Any person employed and authorized by the Board to drive students or staff to a trip/excursion in an automobile that they own or in a licensed automobile owned by another person. This includes, but is not limited to, trustees, contract workers, and long-term occasional employees.

**Third Party Liability Insurance:** A type of insurance coverage that financially protects a driver if they are considered responsible for damages or injuries to another person or their property. All drivers in Canada must have third-party liability coverage on their vehicle as part of their car insurance policy.

**Volunteer Trip Driver:** Any person who is not an employee of the Board who volunteers to drive students or staff to a trip/excursion in an automobile that they own or in a licensed automobile owned by another person.



## 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 Staff and volunteer trip drivers shall complete the Volunteer Driver Authorization to Transport Students form and seek approval from the school principal before transporting students.
- 2.0 The Board's Excess Liability Insurance can only be triggered when and/or volunteer trip drivers:
  - 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 from the use of a licensed automobile during a trip on Board-related business;
- 3.0 Have exhausted the vehicle owner's primary Third Party Liability insurance All staff and volunteer trip drivers must be aware of the following:
  - That any damage to the staff or volunteer trip driver's vehicle and 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;
  - That if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat;
  - 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 Ontario Regulation 366/09);
  - 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;
  - 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.
- 4.0 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.
- 5.0 The Board will consider the following risk factors when assigning staff and volunteer trip drivers for particular activities:
  - Driver experience
  - Driving record, i.e., accident and conviction record
  - Vehicle condition
  - Weather conditions
  - Distance
  - Traffic density





**6.0** Staff and volunteer trip drivers must annually submit the Volunteer Driver Authorization to Transport Students form

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

**7.1** 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

**7.2** 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. That is, 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.

**7.3** 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 the name of the staff or volunteer trip driver(s) (i.e., Brant Haldimand Norfolk Catholic District School Board, Mother Theresa Catholic High School, Mark Smith, John Hill, etc.).

**7.4** ALL individuals who will be driving the rented vehicle must be named in the rental contract. An unlisted drivers will not be covered by OSBIE's endorsement and is not endorsed as a staff or volunteer trip driver by the Brant Haldimand Norfolk Catholic District School Board.

**7.5** 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.

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



## **Progressive Discipline (Employees)**

**# 300.19**

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<b>Adopted:</b>	April 22, 2008
<b>Last Reviewed/Revised:</b>	October 28, 2025
<b>Responsibility:</b>	Superintendent of Education
<b>Next Scheduled Review:</b>	2029-2030

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### **POLICY STATEMENT:**

Employees of the Board occupy positions of public trust and confidence. It is the expectation of the Brant Haldimand Norfolk Catholic District School Board that all employees carry out their duties and responsibilities at a professional standard in accordance with Board policies and procedures, collective agreements, terms and conditions of employment and all relevant legislation. It is the policy of the Brant Haldimand Norfolk Catholic District School Board to apply progressive discipline as a corrective measure to ensure that employees maintain appropriate behaviour and perform their job duties in a responsible, effective and diligent manner.

### **APPLICATION AND SCOPE:**

This progressive discipline policy applies to all employees of the Board and provides a procedural framework to promote a consistent application of progressive discipline across BHNCDSB. All employees shall comply with Board policy and procedures, the Education Act and other related statutes and regulations.

### **REFERENCES:**

- [Education Act](#)
- [Ontario College of Teachers Act, 1996](#)
- [The Ontario Human Rights Code | Ontario Human Rights Commission \(ohrc.on.ca\)](#)
- [Employment Standards Act | ontario.ca](#)
- [HRS 300.17.P - Professional Standards and Conflict of Interest - Employees.pdf](#)
- [Early Childhood Educators Act](#)

### **FORMS:**

N/A

### **APPENDICES:**

N/A

### **DEFINITIONS:**

**Employee:** is an individual employed by the Board in a permanent, temporary or casual position.

**Supervisor:** a person who is in charge of a workplace or has authority over a worker.

**Workplace:** is any location in or near where an employee works. This includes Board Offices, Schools, Board Properties, vehicles used to complete work and travel between work sites, virtual platforms including Microsoft Teams, cell phones where employees interact in a professional capacity, school related activities, conferences, training sessions, workshops or other related functions.



**Progressive Discipline:** is a structured approach to managing staff performance or conduct issues. It provides a fair, consistent, and constructive process for when an employee fails to meet workplace standards for conduct, attendance, or performance. The goal is to give the staff member clear expectations, guidance, and opportunities to improve before more severe consequences are applied.

#### **ADMINISTRATIVE PROCEDURES:**

- 1.0 All employees are expected to carry out their duties and responsibilities in a collaborative and professional manner and shall comply with all Board policies and procedures, the Education Act and other related statutes and regulations. Employees are expected to act responsibly, maintain appropriate behaviour and act with integrity, honesty, and support Catholic values.
- 2.0 The Board is responsible for providing guidance, support and supervision to enable employees to conduct themselves appropriately at all times and to succeed in the performance of their duties.
- 3.0 The Board seeks to resolve conduct and performance concerns in a positive and proactive manner where possible.
- 4.0 The Board is committed to ensuring that employees maintain appropriate behaviour and carry out their duties in a responsible, effective and diligent manner. Employees who engage in conduct or whose behaviour conflicts with Board policy and procedures or acceptable standards of professionalism will be subject to progressive discipline.
- 5.0 Progressive Discipline provides a continuum of responses to correct inappropriate behaviour and/or achieve performance standards. Discipline is proportionate to the circumstances. The Board reserves the right to impose discipline in any order. The level of discipline doesn't have to be applied in sequential order.
- 6.0 Progressive discipline may start with a verbal caution and may culminate in suspension or termination.
- 7.0 Providing corrective measures through this policy of progressive discipline is not considered harassment or workplace harassment.
- 8.0 The principles of due process and fairness will be followed, and discipline will be proportionate to the circumstances.
- 9.0 Where an employee is a member of a regulatory body and has been the recipient of discipline, a report may be made by BHNCDNB to the appropriate regulatory body where required, or by the direction of the governing body or if required under legislation.



## Educational Partnerships Including Third Party Professional and Paraprofessional Service Providers # 400.36

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<b>Adopted:</b>	March 23, 2010
<b>Last Reviewed/Revised:</b>	October 28, 2025
<b>Responsibility:</b>	Superintendent of Education
<b>Next Scheduled Review:</b>	To be reviewed annually

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### Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (the Board) is committed to promoting effective working relationships with external agencies that foster continuous improvement in the delivery of programs and services for all students, including students with special education needs. The goal of any educational partnership must be to positively impact student learning and well-being. Closing achievement gaps for all students continues to be a Board priority.

The Brant Haldimand Norfolk Catholic District School Board recognizes that partnerships are integral to the education of its students. The Brant Haldimand Norfolk Catholic District School Board supports the implementation of educational partnerships with parishes, community groups, government agencies, business and industry. The Board will continue to engage in mutually beneficial partnerships with those who respect the Catholic vision of the Board's Multi-year Strategic Plan.

The Brant Haldimand Norfolk Catholic District School Board committed to:

1. Partnerships that:
  - Are consistent with Catholic Graduate Expectations
  - Assist the Board in providing equity of outcome for all students
  - Provide 'preferential option for the poor'
  - Empower students to achieve excellence and enhance student wellbeing
  - Motivate students to remain faithful to gospel values
  - Provide resources, expertise and personnel
  - Provide opportunities for whole school learning and development
  - Demonstrate real-world curriculum applications
  - Give students access to appropriate and extended resources
2. Partnerships that are mutually beneficial to all parties; therefore, all parties have the same rights.
3. Partnerships which are consistent with the mission and vision statements of the Brant Haldimand Norfolk Catholic District School Board and existing policies and procedures.
4. Effective and fiduciary responsibility when procuring partnership agreements.
5. The monitoring and evaluating of partnerships. Data will be collected, collated, and assessed by the school Board in collaboration with the partner to determine the impact on student learning and well-being.

### Application and Scope

Educational Partnerships can provide programs, services and/or experiences for students to enhance learning and well-being. Partnerships can also be commercial in nature and provide goods or services required by the Board. The Board may also enter a service partnership that provides support based on the holistic needs of a student. This policy and administrative procedure apply to situations in which an organization, business or community service provider applies to offer programs/services within a school(s) of the Board and, individual



or small group programs/ services (e.g., counselling, consultation, assessment, social skills training, anger management) that may augment or enhance, not duplicate the work of the existing Student Support Services staff.

Third party services are defined as services delivered by individuals who are not employees, volunteers, or agents of the Board. They do not perform the work of Board employees.

All such persons are required to act in accordance with the Education Act and the Board's Code of Conduct and all other safe and accepting schools' policies. Failure to follow these expectations will result in the request that the individual leave the premises and prompt an immediate review of the status of the current partnership agreement.

## References

- Ontario Ministry of Education Policy/Program memorandum No. 149: Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals (PPM 149).
- Police Records Check Policy 300.15
- Distribution of Materials Policy 400.08
- Volunteers Policy 300.12
- Equity and Inclusive Education Policy 200.23
- Fundraising and School Generated Funds Policy 700.05
- Education Act
- Provisions of Health Support Services in School Settings – P/PM81
- Incorporating Methods of Applied Behaviour Analysis (ABA) Into Programs for Students with Autism Spectrum Disorders (ASD) – P/PM149
- Municipal Freedom of Information and Protection of Privacy Act
- Personal Health Information Protection Act
- Freedom of Information and Protection of Privacy Act BD-2031
- BHNCDSB Special Education Plan

## Forms

- Form 1: Parental/Guardian Consent to Access Community Partner Services within Brant Haldimand Norfolk Catholic District School Board (OPS 400.36.F01)
- Form 2: Authorization for Exchange of Information (OPS 400.36.F02)
- Form 3: Partnership Agreement (OPS 400.36.F03)

## Appendices

- Appendix A: Procedure for External Service Providers

## Definitions

**External Partner/Agency:** an organization not internal to the Board that provides goods, programs, services and/or experiences for students required by the Board to enhance learning and well-being including those agencies that employ regulated health professionals, regulated social service professionals and paraprofessionals.

**Professional and Paraprofessional Service Providers:** may include, but are not limited to, Behaviour Consultants, Child and Youth Counsellors, Early Interventionists, Educational Assistants, Family Service Workers, ABA Therapists/Experts, Physiotherapists, Psychologists, Nurses, Occupational Therapists, Reading Specialists, Social Workers, Speech-Language Pathologists, etc.



## **Administrative Procedures**

When considering guest speakers to promote mental health, well-being, resiliency, matters of equity and diversity, race, lived experience, etc., careful consideration should be given to ensure the presentation is safe for every student, aligned with board strategies, Catholic teachings and curriculum.

The board has several resources available to assist administrators and educators in making informed decisions regarding speakers and presentations.

When considering guest speakers, refer to the tool of best fit to assist in ensuring presentations meet the intended outcome which includes:

- Indigenous Education Council – Resource Screening Tool
- BHNCD SB CONSIDER Resource Reflection Tool (attached)
- BHNCD SB Decision Support Tool (for mental health and well-being)
- BHNCD SB Decision Support Tool for Administrators Fillable FINAL Aug 2017
- School Mental Health Decision Support Tool: Student Mental Health Awareness Initiative-Version for School Administrators
- School Mental Health Ontario (smho-smso.ca)

### **The School Mental Health Decision Support Tool**

This tool will help to support the school decision-making process related to mental health awareness products or services and aims to ensure alignment with the board/school mental health strategy and action plan.

When considering speakers or third parties related to the work of board support staff, consult with the relative board support staff to explore if the content can be delivered internally, and/or if board staff should be present to provide support/collaborate.

## **1. Protocol for Guest Speakers**

**Guest Speakers in Schools:** As of the start of the 2024–2025 school year, the school will inform caregivers about events and activities with guest speakers or performances at least 14 calendar days before the activity.

If the school needs to arrange for an event in less than 14 days, they will provide caregivers with details as soon as they are confirmed. This information must include these details about the activity:

- Date, time, and location
- Title and topic or focus
- Connections to the curriculum and/or purpose
- Name(s) of the presenter(s), performer(s), and guest speaker(s) and the organization(s) they represent (if any)
- Details of any handout materials, giveaways, or literature to be provided

If details change, the school will notify caregivers as soon as possible.

This does NOT apply to third-party groups or individuals that are part of a school community and daily operations and/or learning activities and would therefore be exempt from this policy, such as visits



from the local Parish, Catholic Masses, and liturgical events. This also applies to members of the school community who contribute to faith formation within our Catholic school boards.

## **2. Protocol for General Partnerships**

- 2.0 All outside organizations/ individuals requesting direct access to work with students within a school or classroom setting, on more than one occasion, must have a completed Parental/Guardian Consent to Access Community Partner Services within Brant Haldimand Norfolk Catholic District School Board (Form 1).
- 2.1 Partnerships shall be formalized through written agreements, stating clearly stating the conditions and benefits to the parties, and where appropriate detailing the specifics outlined in the Parental/Guardian Consent to Access Community Partner Services within Brant Haldimand Norfolk Catholic District School Board (Form 1) and signed by appropriate personnel including the Superintendent in whose portfolio the partnership is shaped. See Appendix A and Appendix B.
- 2.2 It is the responsibility of both parties to ensure that all their pertinent staff have a copy of any agreement and adheres to its guidelines and intent.
- 2.3 When a service partnership is considered, discussion with union representatives and non-union representatives will assist in clarifying role expectations and generate ideas about how existing staff can facilitate the implementation of the proposed service delivery model. Ongoing consultation with the appropriate union representatives and the partner will assist in the referral, intervention, and termination process.
- 2.4 The community partners will obtain and/or maintain, at their own expense, commercial general liability insurance with a limit of not less than \$2,000,000 per occurrence without an aggregate, or such greater amount as the BHNCD SB may reasonably require. The policy will remain in effect for the duration of this agreement and shall include the following:
  - the Board as additional insured
  - a cross-liability clause
  - contractual liability coverage
  - automobile coverage for owned, hired, and non-owned vehicles
  - 30 days written notice of cancellation

A copy of the Insurance Certificate, including professional liability (errors and omissions) and general liability, will be kept on file at the school and/or Board Department depending upon the affiliation, and a copy forwarded to the Superintendent responsible for the partnership and to the Superintendent of Business Services.
- 2.5 The Board is not responsible for any loss arising from any act or omission on behalf of the partnership organization.
- 2.6 All partnerships must be transparent, with expectations and timelines clearly articulated within the project plan. The project supervisors maintain a copy of the project plan.





- 2.7 Consent/Confidentiality – Before any service is provided, it is important that written consent be obtained from parents when service involves student specific information sharing if the student is under 18 years of age, and from students themselves if they are over 18 years. (Please note that this may vary depending upon the legislation governing the external agency). Consent must be informed and time-limited with parents/students being advised about the type of service offered, who is delivering it, the timelines involved and their ability to access information. If the service providers require access to specific student information, informed consent must be completed for this as well. In any and all circumstances, confidentiality will be maintained.
- 2.8 Police Records Checks are required before any service is provided. Please reference Board Policy 300.15.
- 2.9 The Board will continually assess the number and type of partnerships within which it will engage, in order that we meet the needs of all students and availability of staff budget permits. Some partnerships have limited time involvement while others will require intensive involvement for a longer period of time.
- 2.10 In an educational partnership with a commercial enterprise, there will be a clear understanding that the purpose is the education of students with no promotion of brand names or products.
- 2.11 Governance of the schools will remain firmly and clearly with the trustees and administrators of the Board and all agreements will follow Board policy.
- 2.12 There shall be a clear statement of the nature and intent of the partnership with appropriate means of disengagement through a memorandum of agreement signed by both (or all) parties.
- 2.13 The Superintendent responsible for the partnership will ensure the partnership agreement is monitored and kept up to date.
- 2.14 A report will be provided to the Board annually of all such partnerships.
- 2.15 When entering the school on any occasion, the external partner, professional or paraprofessional service provider must sign in at the school office, present agency identification and wear Board visitor identification. When a visit to the school has been scheduled for a mutually convenient time, the external partner, professional or paraprofessional service provider should ensure that his/her visit agrees with the agreed-upon schedule.

### **3.0 Additional Procedure for Third Party Partnerships with Professional and Paraprofessional Service Providers**

The following procedures are to be followed in addition to procedures above in 1.0 Protocol for General partnerships. The professional or paraprofessional service providers in these cases could include, but are not limited to, Behaviour Consultants, Child and Youth Counsellors, Early Interventionists, Educational Assistants, Family Service Workers, ABA Therapists/Experts, Physiotherapists, Psychologists, Nurses, Occupational Therapists, Reading Specialists, Social Workers, Speech-Language Pathologists, etc.

Superintendent of Education will:

- Ensure that the administrative procedure is followed and aligned with Policy/Program Memorandum (P/PM) 149.

Principal/Vice Administrator will:

- Be responsible for the organization and management of the school, per the Education Act; and ensure that the procedures outlined in this Administrative Procedure are followed when working with third party professional or paraprofessional service providers.



## **Procedures**

- 3.1 Board staff will develop collaborative working relationships with those external agencies that provide services by regulated health professionals, regulated social services professionals and paraprofessionals within the Boards schools. within the Boards schools.
- 3.2 A request for service is initiated either by school staff or by a parent/guardian for a student to have access to external services provided by a professional (see Appendix A - Procedure for Service Providers).
- 3.3 Consent/Confidentiality- Before any service is provided in the school, it is important that written consent be obtained by school personnel (e.g., Administrator, SERT, ABA Lead, Student Support Services) from parent(s)/guardian(s) if the student is under 18 years of age, and from students themselves if they are over the age of 16 years.
- 3.4 Informed consent for the student to participate in and receive service(s) is completed between the agency delivering the service and the student. The agency will maintain the record of service and will deliver services confidentially to the student in accordance with legal requirements. Questions may be directed to the agency for further clarification
- 3.5 If the service providers require access to specific student information, a completed **Authorization for Exchange of Information** (Form 2) must be completed, and confidentiality will be maintained.
- 3.6 Where a Partnership Service Agreement is not in place, a **Partnership Service Agreement** (Form 3) will be prepared after the proposed program has been reviewed by the Board and found to be consistent with the Board's policies and procedures and then forwarded to the organization/individual for signature. A list of current Agency Partnership Service Agreements can be obtained from the Executive Assistant to the Superintendent of Education responsible for Special Education.
- 3.7 The organization/individual must return the Partnership Service Agreement with Certificate of Liability Insurance and ensure all third-party professional or paraprofessional service providers' staff have been screened for Police Records; including vulnerable sector queries before being permitted to work within schools. of the Board and that annual offence declarations are submitted to the appropriate supervisor on a regular basis. The agency shall provide, at the request by the Board, written documentation satisfactory to confirm such compliance as per the Board's Policy HRS 300.15.P, Section B - Police Records Checks for Service Providers and Section C - Police Records Checks for Others Having Direct and Regular Contact with Students.
- 3.8 The appropriate Superintendent will sign the Partnership Service Agreement, with a copy returned to the organization/individual once the required documentation has been received.
- 3.9 The organization/individual will receive approval for the program to commence once all documentation has been received and is subject to the approval of the principal at each proposed location.
- 3.10 It is the responsibility of both parties to ensure that all their pertinent staff have a copy of any agreement and adhere to its guidelines and intent.
- 3.11 Organization/individuals who have a signed Partnership Service Agreement will have the opportunity to renew their agreements annually. Organizations/ individuals will be invited to submit any proposed changes to their existing agreements. The amended agreement will be returned for signature. The signed amended agreement will be returned with updated documentation including criminal background checks and current certificate of liability insurance.



3.12 The Executive Assistant to the Superintendent of Education responsible for Special Education will file the original signed agreement.

#### **4.0 Possible Outcomes for Third Party Partnerships with Professional and Paraprofessional Service Providers**

##### **4.1 Consultation**

- 4.1.1 Principal, parent/guardian, professional or paraprofessional service provider, school personnel and central staff personnel meet at the school on a mutually convenient day and time.
- 4.1.2 Principal reviews procedures for involvement of professional or paraprofessional service provider, the roles of the principal, school staff, central staff personnel and the parent/guardian, as well as the purpose and focus of the meeting.
- 4.1.3 Professional or paraprofessional service provider shares information about students, which have been gained through assessment, counseling, therapy, etc.
- 4.1.4 Information is discussed by those in attendance at the meeting.
- 4.1.5 Based on the information provided and the ensuing discussion, the principal determines the need for:
  - 4.1.5.1 development of, or change to, the student's IEP.
  - 4.1.5.2 an observation and/or a demonstration by the third party; and
  - 4.1.5.3 future meetings and frequency of those meetings.

##### **4.2 Observation**

- 4.2.1 If observation has been agreed to, it will be done in the school setting with pertinent staff involved.
- 4.2.2 Classroom observation will be kept to a minimum at the discretion of the teacher or/or Principal.
- 4.2.3 Professional or paraprofessional service providers are limited to arrival at school on the appropriate day and time.
- 4.2.4 Principal reviews observation procedures with professional or paraprofessional service provider and approves observation form/format to be used.
- 4.2.5 If a professional or paraprofessional service provider fails to comply with the Board's procedures, access is denied.
- 4.2.6 The professional or paraprofessional service provider conducts observation for agreed-upon length of time.
- 4.2.7 Any school observations/impressions to be included in the written report should be reviewed by the Principal or teacher prior to finalization and distribution of the final report.
- 4.2.8 Demonstration may be done in the classroom or outside of the classroom.



- 4.2.9 Staff, in collaboration with the professional or paraprofessional service provider, determine:
  - 4.2.9.1 the date and time of the demonstration;
  - 4.2.9.2 the school/Board personnel to be involved;
  - 4.2.9.3 the strategy/technique to be demonstrated;
  - 4.2.9.4 the goal of the demonstration session; and
  - 4.2.9.5 the process of implementation of demonstrated strategy/technique.
- 4.2.10 Professional or paraprofessional service provider arrives at school on appointed day and time.
- 4.2.11 Administrator reviews demonstration procedures with the professional or paraprofessional service provider, as well as the role of the Administrator, school personnel and Board staff.
- 4.2.12 If a professional or paraprofessional service provider fails to comply with Board procedures, demonstration is not conducted.
- 4.2.13 A professional or paraprofessional service provider conducts a demonstration and answers questions which school personnel and/or Board staff may have about the strategy/technique.
- 4.2.14 Based on the discussion of the demonstration, Principal determines if the strategy/technique may be used by the school personnel and, therefore, becomes a component of the student's IEP, where appropriate.
- 4.2.15 A written summary of the proceedings of the demonstration, including the names of those in attendance, decisions made and plans for follow up will be distributed by the Principal to all those in attendance.
- 4.2.16 Principal may ask a member of the central staff to attend the demonstration and to give advice concerning the appropriateness of the strategy/technique, which the professional or paraprofessional service provider is demonstrating for use in the school context.

#### 4.3 Direct Service

In a few cases, short term, direct counselling, and/or intervention is provided for students by professional or paraprofessional service providers in the school setting.

#### 4.4 Transition Planning and Support

The community professional or paraprofessional service provider will work collaboratively with Board staff to promote the successful transition to the school setting for students with complex needs and/or those returning from care and treatment programs.

A list of current Agency Partnership Services Agreements can be obtained from the Executive Assistant to the Superintendent of Education responsible for Special Education.



## Parental/Guardian Consent to Access Community Partner Services within Brant Haldimand Norfolk Catholic District School Board

The Brant Haldimand Norfolk Catholic District School Board facilitates access for students to select community partner services for the purposes of supporting students in accessing personal well-being support.

I/we, \_\_\_\_\_ Parent(s)/Guardian Name(s), agree to \_\_\_\_\_ Student  
Name, \_\_\_\_\_ Date of Birth, to access service from the following agency during the school day:

### Please check selections

#### **Brantford and Brant County Services:**

- ☐ CONTACT Brant - information, referral and screening for mental health and well-being services
- ☐ John Howard Society of Hamilton, Burlington & Area- independent restorative practices facilitator, facilitate formal circles, coordinate and establish school circles, engaging at risk youth ages 12 to 21 engaged in conflict
- ☐ SOAR (formerly St. Leonard's Community Service) – integrated crisis services, counselling services for youth related to mental health and well-being and/or addictions
- ☐ Young Women's Program through Sexual Assault Centre of Brant - healthy relationship focused counselling services for well-being and support
- ☐ Woodview Mental Health & Autism Services - mental health and well-being counselling support programs
- ☐ Other: \_\_\_\_\_

#### **Haldimand and Norfolk County Services:**

- ☐ CONTACT Haldimand-Norfolk REACH - information, referral and screening for mental health and well-being services
- ☐ South Coast Wellness (formerly CAMHS) of Haldimand and Norfolk - counselling services for youth related to mental health and well-being and/or addictions
- ☐ Haldimand-Norfolk REACH- crisis support and mental health and well-being counselling support programs
- ☐ Haldimand and Norfolk Women's Services - healthy relationships focused counselling services for well-being and support
- ☐ John Howard Society of Hamilton, Burlington & Area- independent restorative practices facilitator, facilitate formal circles, coordinate and establish school circles, engaging at risk youth ages 12 to 21 engaged in conflict
- ☐ Other: \_\_\_\_\_

#### **Indigenous Services - Brant, Haldimand, Norfolk:**

- ☐ Six Nations of the Grand River Child and Family Services, Child and Youth Mental Health Program- mental health and well-being counselling support programs
- ☐ Other: \_\_\_\_\_

#### **My child may participate in services during:**

- ☐ Instructional time
- ☐ Nutrition Times
- ☐ Before or After School, within regular school day 8:30 am to 4:30 pm

#### **Consent Process:**



Informed consent for the student to participate in and receive service(s) is completed between the agency delivering the service and the student. The agency will maintain the record of service and will deliver services confidentially to the student in accordance with legal requirements. Questions may be directed to the agency for further clarification.

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Consent valid until: \_\_\_\_\_ If not indicated, until the end of the school year.

*c: OSR - Original copy; parent copy available upon request*

**Disclaimer**

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the Access to Community Partner Services Program. Questions regarding the collection of this information should be directed to Tracey Austin, Manager of Communications x11234.



## Authorization for Exchange of Information

<b>Student:</b>	<b>Date of Birth:</b>
<b>Student's current or last Brant Haldimand Norfolk Catholic District School:</b>	

I, the undersigned parent or guardian (or student if 18 years or older,) authorize Brant Haldimand Norfolk Catholic District School Board to:

- (check one)
- ☐ Forward information concerning the above named student to:
- ☐ Receive information concerning the above named student from the following professional person, agency school board:

<b>Name:</b>	<b>Phone:</b>
<b>Address:</b>	<b>City:</b>
<b>Postal Code:</b>	

The information I agree to release may be (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Psychological                    | <input type="checkbox"/> Physio/Occupational Therapy |
| <input type="checkbox"/> Psychiatric                      | <input type="checkbox"/> Social Work                 |
| <input type="checkbox"/> Cognitive/Educational Assessment | <input type="checkbox"/> Medical                     |
| <input type="checkbox"/> Behavioural                      | <input type="checkbox"/> Vision/Hearing              |
| <input type="checkbox"/> Speech and/or Language           | <input type="checkbox"/> Other (Specify): _____      |

I understand that any relevant information received by Brant Haldimand Norfolk Catholic District School Board will be shared with appropriate school board staff as per the Freedom of Information and Protection of Privacy Act.

\_\_\_\_\_  
Signature of parent or guardian, or student if 18 years or older

\_\_\_\_\_  
Date

**(Unless revoked, this permission is valid for on year from date signed)**

Distribution: ☐ Parent / Guardian ☐ OSR ☐ Other

### Disclaimer

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the Access to Community Partner Services Program. Questions regarding the collection of this information should be directed to Tracey Austin, Manager of Communications x11234.





## Partnership Service Agreement

BETWEEN

\_\_\_\_\_  
Brant Haldimand Norfolk Catholic District School Board, BHNCDSB  
(Name of School)

AND

\_\_\_\_\_  
(Name of External Provider)

This Partnership Service Agreement is a mutually supportive reciprocal contract between the Brant Haldimand Norfolk Catholic District School Board and \_\_\_\_\_ to provide the following service:

\_\_\_\_\_ agrees to abide by the mission and vision statements of the Brant Haldimand Norfolk Catholic District School Board.

\_\_\_\_\_ agrees that no fees are payable to it by the Board, and neither the Board, students/parents or staff of the Board are responsible for any expenses of \_\_\_\_\_ in connection with this provision of service.

Both parties acknowledge and agree that \_\_\_\_\_ is not an agent of the Board and that none of the service providers are employees or agents of the Board.

**Timeline:** The service will be provided by \_\_\_\_\_ effective from \_\_\_\_\_ until \_\_\_\_\_ however, either the Brant Haldimand Norfolk Catholic District School Board or \_\_\_\_\_ may terminate this agreement for any reason with reasonable notice to the other. Reasonable notice shall be 30 days.

During the time of this agreement, the following responsibilities are agreed upon:

### EXTERNAL PARTNER

#### 1. **Procedures**

Operates within the context of the Brant Haldimand Norfolk Catholic District School Board policies, operating procedures and collective agreements including, but not limited to, the Certificate of Insurance [professional liability (errors and omissions) and general liability], Criminal Background Checks, Reporting Children in Need of Protection, and the school's and Board's Code of Conduct. The Board's policies are available on the Board's website at [www.bhncdsb.ca](http://www.bhncdsb.ca).

#### 2. **Accountability**

Provide access to credentials and the required criminal background check of service providers to the school upon request and ensure that they comply with the rules of professional conduct for their profession.



3. **Liability**  
Provide the Board with a copy of a current Certificate of Insurance for a minimum of two million dollars relating to professional liability (errors and omissions) coverage and general liability. The Brant Haldimand Norfolk Catholic District School Board must be named on the Certificate of Insurance as additional insured.
4. **Loss**  
The Brant Haldimand Norfolk Catholic District School Board is not responsible for any loss arising from any act or omission on behalf of the partnership organization.
5. **Location**  
Service providers meet with students on school premises only in a specified location unless prior written consent is obtained from the parent/guardian of the student, and the Principal is given prior notice.
6. **Identification**  
Service providers must sign in at the school office for each visit, present agency identification and wear board visitor identification.
7. **Records**  
Partners maintain a record of services provided and monitor access.
8. **Evaluation**  
Partners cooperate with the Board in evaluating the effectiveness of the partnership.

#### **SCHOOL**

1. **Consent**  
Obtains appropriate written informed consent/release of information (Appendix B and/or C).
2. **Location**  
Provides a private room for the provision of service recognizing the need to co-ordinate the use of space with staff allocated to the school.
3. **Monitor**  
Monitors, along with the partner, the service and provides advice to service providers and to the school team when necessary.
4. **Evaluation**  
Cooperates with the external partner in evaluating the effectiveness of the services provided.

Both the Brant Haldimand Norfolk Catholic District School Board and (Name of External Provider) agree that all information obtained during the provision of services will remain confidential.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Director of Education  
(or designate)

\_\_\_\_\_  
External Partner

\_\_\_\_\_  
Date

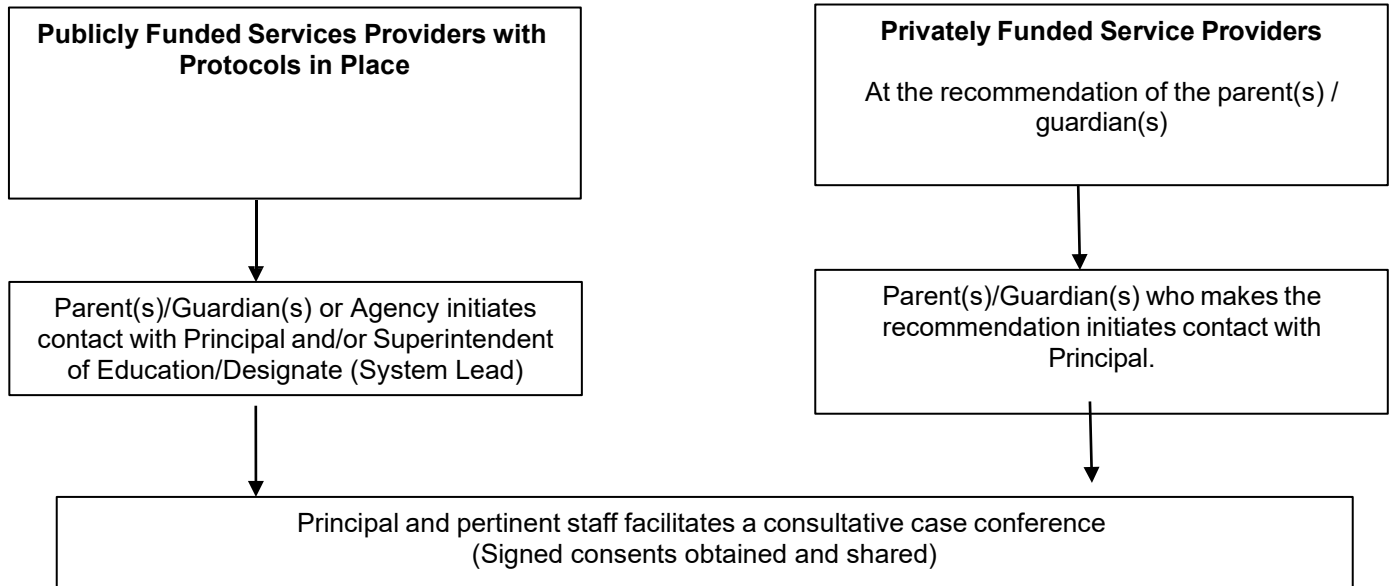
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*c: Superintendent of Education*



## Procedure for External Service Providers



Possible Outcomes	
1. Consultation	<ul style="list-style-type: none"><li>Meeting with school and Board staff</li><li>Share information</li></ul>
2. Observation	<ul style="list-style-type: none"><li>School/Board staff may be present</li><li>Observations/impressions reviewed with teacher or principal</li></ul>
3. Demonstration	<ul style="list-style-type: none"><li>Done inside or outside the classroom</li></ul>
4. Direct Service (Only applicable for Publicly Funded Service Providers)	<ul style="list-style-type: none"><li>Short term duration</li><li>Share information</li></ul>
5. Transition Support	<ul style="list-style-type: none"><li>Support for transitioning to school</li><li>Return from care and treatment centres</li></ul>

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

Prepared by: Rajini Nelson, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: October 28, 2025  
Submitted by: Mike McDonald, Director of Education & Secretary

### TRUSTEE HONORARIA

Public Session

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#### **BACKGROUND INFORMATION:**

Ontario Regulation 357/06 Honoraria for Board Members establishes the methodology for calculating the limits on honoraria paid under Section 191 of the Education Act. In accordance with Board Policy #100.06 Trustee Honoraria, the annual trustee honorarium is composed of the following three components:

- Base Amount
- Enrolment Amount
- Chair/Vice-Chair Amounts

These components collectively determine the total annual compensation for trustees, ensuring consistency with provincial legislation and board policy.

#### **DEVELOPMENTS:**

There have been no changes to the base amount for trustee honoraria. For the new term of office beginning November 16, 2025, the adjustment to trustee honoraria reflects changes in student enrolment. The calculation is based on the school board's fiscal year ADE enrolment that ends in the calendar year in which the term of office begins.

Trustees will continue to receive their honoraria bi-weekly by direct deposit, calculated as 1/26 of the total annual amount.

A detailed calculation of the trustee honoraria for the period November 16, 2025, to November 14, 2026, is provided in the accompanying chart (excluding student trustees).

	Chair	Vice-Chair	Trustee
Base Amount	\$5,900	\$5,900	\$5,900
Additional Base Amount (Chair & Vice-Chair)	5,000	2,500	
Enrolment Amount	\$3,649	\$3,649	\$3,649
Additional Enrolment Amount (Chair & Vice-Chair)	625	313	
<b>Total</b>	<b>\$15,174</b>	<b>\$12,361</b>	<b>\$9,549</b>

Trustee Honoraria (prior period)	\$14,901	\$12,108	\$9,315
Increase/(Decrease)	\$273	\$253	\$233

\* The enrolment amount is calculated by multiplying the 2024–2025 Estimates ADE by \$1.75 and dividing the result by the total number of trustees. The additional enrolment amounts are calculated by multiplying the 2024–2025 Estimates ADE by \$0.025 for the Vice-Chair and by \$0.05 for the Chair.

**RECOMMENDATION:**

THAT the Committee of the Whole refers the Trustee Honoraria for the period November 16, 2025, to November 14, 2026, to the Brant Haldimand Norfolk Catholic District School Board for approval.

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

Prepared by: Riley O'Brien, Mulan How, Student Trustees  
Presented to: Board of Trustees  
Submitted on: October 28, 2025  
Submitted by: Mike McDonald, Director of Education & Secretary

### STUDENT TRUSTEE REPORT

Public Session

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#### **BACKGROUND INFORMATION:**

St. John's College (SJC), Assumption College School (ACS), Holy Trinity Catholic High School (HT), and St. Mary's Catholic Learning Centre (SMCLC) have opened the school year 2025-2026 with several school spirit activities.

#### **DEVELOPMENTS:**

On September 30, 2025, the 2025-2026 Student Senate gathered for their first meeting of the school year and discussed school events and Senate activities that will be held this year. The Student Senate met again on October 14 to continue with these discussions and plan for the winter Student Council Retreat. The following school news was presented at these meetings:

#### **SCHOOL NEWS**

Assumption College School (ACS) has had a busy start to the school year with multiple events led by Student Council. Student Council hosted colour night for Grade 9 students and many friendships were formed as the freshman got to experience their first high school event. Assumption also had its homecoming event which was a major success. Senior sunrise, the gathering of Grade 12 students to watch the sunrise on campus, was a popularly attended event as participants joined together for this memorable moment to kick-off their final year of secondary school. Fall spirit week will be held shortly. Student Council has also distributed spirit wear to the student body. Assumption received a new lion costume as its mascot. Assumption's clubs also had a busy start to the year with STEM Club having its first meeting of the year and their first guest speaker. Assumption Prefects had their first meeting of the year and quickly reached the maximum number of tutoring pairings. Vocal Ensemble and Band have started their year with practices. The newly created Faith and Weightlifting Club had an overwhelming number of people sign-up quickly reaching their maximum capacity. Math Club has had their first couple of meetings where students get together to help each other learn Math concepts outside of the classroom.

The Senior Football team is off to a great start with a win against North Park. The Tennis team won the overall AABHN title for the fourth year in a row and three of the individual teams from Assumption moved on to CWOSSA. Two of these individual tennis teams captured first place at CWOSSA and will be moving on to OFSAA. The Girls' Basketball teams are off to a great start with dominating wins. The Baseball team has had similar success with a win against BCI. The Boys' Volleyball teams have also started their seasons winning multiple games and the Senior Boys' Volleyball team participated in tournaments in Paris and Hamilton.

St. John's College (SJC) has had a busy schedule right from the start of the school year as Student Council, clubs/groups, and sports teams were eager to start back up after the summer break. On the first day of school, Student Council members demonstrated leadership by holding up "We Can Help" signs in every hallway to assist the incoming Grade 9 students with questions about high school and the locations of their classes and lockers. On September 17, St. John's had their Grade 9 Colour Night, a night filled with fun games, led by Student Council. That evening two new Grade 9 Representatives were added to the Student Council. Senior Sunrise, where over 100 senior students gathered on the football field at 6:30am to watch the sunrise, was a new event introduced to St. John's by the Student Council and turned out to be a great success. Student Council organized a Fall Spirit Week for the student body which included Decades Day, Rock, Paper, Scissors Day, Green and White Day, and Spirit Wear Day. Student Council also successfully raised school spirit among the student body by hosting their Fall Pep Rally. Furthermore, the Divine Mercy Prayer Group, Campus Ministry, Concert Band, Worship Band, D&D Club, and ACE Club have eagerly recruited new members and started their programming. On October 1, the STEM Club visited the Rare Eco Centre to discuss the preservation of wildlife and ecosystems. The student body also initiated a 100-Person Prayer Challenge for morning announcements and the Hospitality class conducted a bake sale to raise money for the Toronto Market Trip.

St. John's sports teams are off to a strong start. The Junior Girls' Basketball team, Girls' Fast Pitch team, and Senior Boys' Football team remain undefeated, while the Senior Girls' Basketball team and Boys' Volleyball teams have only lost one game. For the first time, St. John's introduced a Girls' Flag Football team which consisted of 51 girls who were excited to try a new school sport.

Holy Trinity (HT) has also had busy start to the school year featuring one of its biggest events, Fair Day. HT began with a fair pep rally which focused on the events that the school would be participating in. Holy Trinity participated in many different competitions including decorating the grandstands, tug of war, cheerleading, road runners, and homecrafts. Holy Trinity's Student Council was in-charge of decorating the grandstands and student volunteers participated in the other events. Holy Trinity did very well placing 2<sup>nd</sup> for girls' tug of war, 3<sup>rd</sup> for cheerleading, and 2<sup>nd</sup> for road runners who will advance to AABHN. Overall, Holy Trinity achieved second place at Fair Day. Holy Trinity also had their derby car in the fair derby as well as the school bands playing at the fair.

Holy Trinity has also had their picture day, Orange Shirt Day, and Thanksgiving liturgy. Student Council also ran colour night for the Grade 9 students who had a lot of fun making new friends. Student Council also ran their annual homecoming event which included their largest dance since the pandemic with over 400 tickets sold. On Orange Shirt Day, Student Council distributed orange sprinkle donuts from Tim Hortons to promote truth and reconciliation. In addition, the 12 Days of Giving Food Drive began on October 14 and the following clubs have started: Student Council, the HT Newspaper, Book Club, Games Club, Bible Study, GSA, and Knit Club. Planning for the Italy trip in 2027 has also started. After School Tutoring for Grades 9 and 10 students will take place on Mondays, Tuesdays and Wednesdays whereas Grade 11 and 12 students will receive tutoring services on Thursdays and Fridays.

Holy Trinity athletics have resumed as the Swimming team has started, the Football season has reached its completion, Jr. Boys' Soccer placed 3<sup>rd</sup> in a tournament, and the Basketball, Volleyball and Tennis teams have started their seasons. HT's Rugby 7's has a tournament on October 17.



The students of St. Mary's Catholic Learning Centre (SMCLC) have quickly resumed their activities with the start of a new school year. St. Mary's Student Council is growing. The Breakfast Program has resumed as staff and students prepare a hot breakfast every Tuesday for all students to enjoy. Student Council members have independently promoted events and activities in their homerooms and are eager to take on the task of planning the school's social calendar and Halloween events. The Student Council have started homeroom activities on every Monday and Friday. Some of the activities for October include a Halloween movie trivia, a door decorating contest, and outdoor activities. In addition, Student Council planned an end-of-the-month pumpkin painting and costume contests for students to enjoy. The students of St. Mary's enjoyed a Thanksgiving lunch from Sherwood's Restaurant on the Friday prior to the holiday long weekend. St. Mary's students are thrilled with the start of the new school year.

**RECOMMENDATION:**

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

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

Prepared by: Mike McDonald Director of Education & Secretary  
Presented to: Board of Trustees  
Submitted on: October 28, 2025  
Submitted by: Mike McDonald, Director of Education & Secretary

### TRUSTEE VACANCY Public Session

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#### **BACKGROUND INFORMATION:**

On Friday October 24, 2025, the Director of Education & Secretary of the Board received a resignation letter from Trustee Mark Watson, seeking to resign from the Board effective immediately.

According to section 220(3) of the *Education Act*, this resignation will be ratified upon majority vote at the next meeting of the Board.

#### **DEVELOPMENTS:**

The aforementioned resignation letter is included in Appendix A of this report.

#### **RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the resignation of Trustee Mark Watson, effective October 28, 2025.

**October 24, 2025**

Director of Education & Secretary  
Brant Haldimand Norfolk Catholic District School Board  
322 Fairview Drive  
Brantford, ON N3R 2X6

Dear Mike,

After much reflection, I am tendering my resignation as Trustee of the Board, effective immediately.

It has been a privilege to serve our Catholic learning community and to support the mission of nurturing faith, inspiring excellence, and fostering belonging among our students and families during my many years as a teacher and principal, and over the past eight years as a trustee.

I extend my best wishes to the Board as it continues its important work in serving students and families.

With respect and gratitude,

*Mark Watson*

**Mark Watson**

Trustee, Haldimand County  
Brant Haldimand Norfolk Catholic District School  
Board

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

Prepared by: Mike McDonald, Director of Education & Secretary  
Presented to: Board of Trustees  
Submitted on: October 28, 2025  
Submitted by: Mike McDonald, Director of Education & Secretary

### TRUSTEE VACANCY PROCESS

Public Session

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#### **BACKGROUND INFORMATION:**

On Friday October 24, 2025, the Director of Education and Secretary of the Board, received a resignation letter from Trustee Mark Watson seeking to resign from the Board effective immediately.

At the October 28, 2025, regularly scheduled meeting of the board, that resignation will be ratified upon majority vote by the Board of Trustees.

#### **DEVELOPMENTS:**

In accordance with section 221(1) of the Education Act, the Board of Trustees have two options to fill the vacancy to the end of the term, November 2026. The first is to appoint a candidate within 90 days of the resignation – January 26, 2026. The second option is to work with the Haldimand County Municipal Clerk to hold a by-election.

If the Board were to decide on a by-election, Haldimand County is responsible for conducting the by-election including determining the nomination date and voting date.

In accordance with section 65(4) of *Municipal Elections Act*, the Clerk must set the nomination date not less than 30 days and not more than 60 days after the by-election is ordered by the Board, and the voting date would be set 45 days following the nomination date. This would leave less than one year until the next municipal election. Furthermore, as per section 7(3) of the *Municipal Elections Act*, the Board will be responsible for all the costs incurred in that process.

It is for these reasons that staff are recommending that the Board of Trustees appoint a candidate.

#### **Recommended Timelines for the Appointment Process:**

BHNCDSB will begin the advertisement of the vacancy and submission of applications process via a variety of sources immediately upon approval of the process.

The submission will include, an expression of interest, a current resumé, and a script of the intended verbal presentation to be submitted to the Office of the Director. This submission window will be open from Thursday October 30, 2025, to Thursday November 20, 2025.

Each qualified applicant will be invited to make a verbal presentation (maximum five minutes) to the Board of Trustees at a special meeting of the board.

The successful candidate will be appointed to the role through board motion and will be sworn in as soon as possible following the selection process.

To be eligible for appointment as the Catholic School Board Trustee for Haldimand County, an individual must be:

- A Roman Catholic;
- A Catholic school supporter;
- A resident of the jurisdiction of the school board;
- A Canadian citizen;
- At least 18 years of age; and,
- Not disqualified by any legislation from holding school board office.

The Board will finalize the specifics of this process led by the Chair of the Board which will identify the specific dates and actions to determine the successful candidate.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendation of the appointment of a new Trustee for Haldimand County through an appointment process as outlined in this report.

**2025-2026**  
**Trustee Meetings and Events**

Date	Time	Meeting/Event
October 27, 2025	6:30 pm	Regional Catholic Parent Involvement Committee
October 28, 2025	1:00 pm	Accessibility Steering Committee
<b>October 28, 2025</b>	<b>4:30 pm</b>	<b>Committee of the Whole</b>
<b>October 28, 2025</b>	<b>6:30 pm</b>	<b>Board Meeting</b>
November 10, 2025	5:30 pm	Audit Committee
November 13, 2025	3:00 pm	Executive Council
November 18, 2025	1:00 pm	Special Education Advisory Committee
November 18, 2025	3:00 pm	Policy Committee
<b>November 25, 2025</b>	<b>4:30 pm</b>	<b>Committee of the Whole</b>
<b>November 25, 2025</b>	<b>6:30 pm</b>	<b>Board Meeting</b>
December 8, 2025	3:00 pm	Accommodations Committee
December 8, 2025	3:00 pm	Executive Council
<b>December 9, 2025</b>	<b>6:30 pm</b>	<b>Annual Board Meeting</b>
December 11, 2025	3:00 pm	Budget Committee
December 16, 2025	1:00 pm	Special Education Advisory Committee
December 16, 2025	2:00 pm	Student Transportation Services BHN
<b>December 16, 2025</b>	<b>4:30 pm</b>	<b>Committee of the Whole</b>
<b>December 16, 2025</b>	<b>6:30 pm</b>	<b>Board Meeting</b>
<i>December 22 2025- January 2, 2025</i>		<b>CHRISTMAS BREAK</b>
January 13, 2026	1:30 pm	Faith Advisory Council Meeting
January 15, 2026	3:00 pm	Executive Council Meeting
<i>January 16-17, 2026</i>		<i>OCSTA Trustees Seminar</i>
January 19, 2026	6:30 pm	Regional Catholic Parent Involvement Committee
January 20, 2026	1:00 pm	Special Education Advisory Committee
January 20, 2026	3:00 pm	Policy Committee
<b>January 27, 2025</b>	<b>4:30 pm</b>	<b>Committee of the Whole</b>
<b>January 27, 2025</b>	<b>6:30 pm</b>	<b>Board Meeting</b>
February 10, 2026	2:00 pm	Student Transportation Services BHN
February 12, 2026	3:00 pm	Executive Council Meeting
February 17, 2026	1:00 pm	Special Education Advisory Committee
February 17, 2026	3:00 pm	Policy Committee
February 19, 2026	9:00 am	Mental Health Steering Committee
February 24, 2026	1:00 pm	Accessibility Steering Committee
<b>February 24, 2026</b>	<b>4:30 pm</b>	<b>Committee of the Whole</b>
<b>February 24, 2026</b>	<b>6:30 pm</b>	<b>Board Meeting</b>
March 10, 2026	3:00 pm	Policy Committee
March 12, 2026	3:00 pm	Executive Council Meeting
<i>March 16-20, 2026</i>		<b>MARCH BREAK</b>
March 24, 2026	1:00 pm	Special Education Advisory Committee
<b>March 24, 2026</b>	<b>4:30 pm</b>	<b>Committee of the Whole</b>
<b>March 24, 2026</b>	<b>6:30 pm</b>	<b>Board Meeting</b>
March 30, 2026	6:30 pm	Regional Catholic Parent Involvement Committee
April 1, 2026	3:00 pm	Accommodations Committee Meeting
April 9, 2026	3:00 pm	Executive Council Meeting
April 14, 2026	2:00 pm	Student Transportation Services BHN
April 16, 2026	1:30 pm	Faith Advisory Committee
April 21, 2026	1:00 pm	Special Education Advisory Committee
April 21, 2026	3:00 pm	Policy committee
April 28, 2026	4:30 pm	<b>Committee of the Whole</b>
April 28, 2026	6:30 pm	<b>Board Meeting</b>
April 30, 2026 – May 2, 2026		OCSTA AGM & Conference
<i>May 3-8, 2026</i>		<i>Catholic Education Week</i>

May 4, 2026	5:00 pm	Catholic Student Leadership Awards
May 11, 2026	3:00 pm	Budget Committee
May 11, 2026	6:30 pm	Regional Catholic Parent Involvement Committee
May 14, 2026	3:00 pm	Executive Council
May 19, 2026	1:00 pm	Special Education Advisory Committee
May 19, 2026	3:00 pm	Policy Committee
May 21, 2026	1:30 pm	Mental Health Steering Committee
May 26, 2026	1:00 pm	Accessibility Steering Committee
May 26, 2026	4:30 pm	<b>Committee of the Whole</b>
May 26, 2026	6:30 pm	<b>Board Meeting</b>
June 2026		CCSTA AGM
June 9, 2026	1:30 pm	Faith Advisory Committee
June 9, 2026	2:00 pm	Student Transportation Services BHN
June 11, 2026	3:00 pm	Executive Council
June 15, 2026	5:00 pm	Audit Committee
June 16, 2026	1:00 pm	Special Education Advisory Committee
June 16, 2026	3:00 pm	Policy Committee
June 22, 2026	3:00 pm	Budget Committee
June 23, 2026	1:00 pm	Accessibility Steering Committee
<b>June 23, 2026</b>	<b>4:30 pm</b>	<b>Committee of the Whole</b>
<b>June 23, 2026</b>	<b>6:30 pm</b>	<b>Board Meeting</b>
June 25, 2026	4:45 pm	Assumption College Graduation
	6:30 pm	Holy Trinity Graduation
	7:00 pm	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