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**Special Meeting of the Board  
Tuesday, June 23, 2020 ♦ 2:00 p.m.  
Virtual Meeting**

**Trustees:**

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

**Senior Administration:**

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

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**1. Opening Business**

**1.1 Opening Prayer**

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

**1.2 Attendance**

**1.3 Approval of the Agenda**

Pages 1-2

**1.4 Declaration of Interest**

**1.5 Approval of Special Meeting of the Board Minutes – May 21, 2020**

Pages 3-6

**1.6 Business Arising from the Minutes**

**2. Presentations**

**3. Delegations**

**4. Consent Agenda**

**4.1 Unapproved Minutes from the Policy Committee Meeting – June 4, 2020**

Pages 7-9

**4.2 Unapproved Minutes from the Student Transportation Services Brant Haldimand Norfolk Board of Directors Meeting – May 26, 2020**

Pages 10-15

**5. Committee and Staff Reports**

**5.1 Unapproved Minutes and Recommendations from the School-Naming Committee – June 9, 2020**

Pages 16-17

Presenter: Kevin Greco, Chair of the School-Naming Committee

- Re-Naming of Ninth Avenue Catholic Elementary School (pg. 18)

**5.2 Bank Operating Credit**

Pages 19-20

Presenter: Scott Keys, Superintendent of Business & Treasurer

**5.3 Financial Update as of May 2020**

Page 21

Presenter: Scott Keys, Superintendent of Education

**5.4 Catholic Family Life Program Policy**

Pages 22-25

Presenter: Lorrie Temple, Superintendent of Education



- 5.5** Capital Projects Update (to be distributed)  
Presenter: Scott Keys, Superintendent of Business & Treasurer

**6. Information and Correspondence**

- 6.1** Budget Update

- 6.2** COVID-19 Update

**7. Trustee Inquiries**

**8. 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 negotiation with employees of the board; or*
  - e. Litigation affecting the board.*

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

**10. Future Meetings and Events**

**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**



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

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### Special Meeting of the Board Thursday, May 21, 2020 ♦ 4:00 p.m. Video Conference

#### Trustees:

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

#### Senior Administration:

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

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## 1. Opening Business

### 1.1 Opening Prayer

The meeting was opened with prayer led by Chair Petrella.

### 1.2 Attendance

Pursuant to Section 5, Subsection 5.1(2) of Ontario Regulation 463/97 under the *Education Act* which requires that certain members of a board be physically present at meetings, will not apply when schools are closed as a result of an order made under the *Education Act*, the *Health Protection and Promotion Act* (HPPA) or the *Emergency Management and Civil Protections Act* (EMCPA). In these circumstances, a board will be able to meet exclusively by electronic/virtual means.

### 1.3 Approval of the Agenda

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the April 7, 2020 Special Meeting of the Board.

**Carried**

### 1.4 Declaration of Interest – Nil

### 1.5 Approval of Committee of the Whole Meeting Minutes – February 18, 2020

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

**Carried**

### Approval of Board Meeting Minutes – February 25, 2020

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

**Carried**



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

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### **Approval of Special Meeting of the Board Minutes – March 24, 2020**

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Minutes of the March 24, 2020 Special Meeting of the Board.

**Carried**

### **Approval of Special Meeting of the Board Minutes – April 7, 2020**

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Minutes of the April 7, 2020 Special Meeting of the Board.

**Carried**

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

#### **2. Presentations – Nil**

#### **3. Delegations – Nil**

#### **4. Consent Agenda**

**4.1** That the Brant Haldimand Norfolk Catholic District School Board receives the unapproved Minutes from the Friends of the Educational Archives Committee of January 21, 2020

**4.2** That the Brant Haldimand Norfolk Catholic District School Board receives the unapproved Minutes from the Special Education Advisory Committee of February 11, 2020

**4.3** That the Brant Haldimand Norfolk Catholic District School Board receives the unapproved Minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors Meeting of February 25, 2020

**4.4** That the Brant Haldimand Norfolk Catholic District School Board receives the unapproved Minutes of the Policy Committee Meeting of March 9, 2020

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board receives all reports and under the Consent Agenda.

**Carried**

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

##### **5.1 French Immersion Program Policy 200.30**

Superintendent Temple provided an outline of staffing concerns and introducing caps to kindergarten classes. It was also noted that the board will continue to actively recruit while working with Teacher Colleges and other partnerships.

Moved: Dan Dignard

Seconded: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised French Immersion Program Policy 200.30.

**Carried**



**5.2 Concussion Policy 200.08**

Superintendent Temple highlighted changes to the policy including an updated definition, and the addition of Concussion Awareness Strategies; Concussion Awareness Training; Concussion Prevention Strategies; Identification of a Suspected Concussion; Return to School/Learn Plan and Concussion Tracking. The policy will take effect in September 2020.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Concussion Policy 200.08.

**Carried**

**5.3 Financial Report as of February 2020**

Superintendent Keys outlined the few variances and noted the total spending was at 50% of the annual budget. It was also noted that there were changes to the forecast as a result of strikes, cancelled professional development, various budget efficiencies and an increase in administration costs. It should be noted that this forecast has not considered additional expenses related to COVID19 and extended school closures,

Moved by: Mark Watson

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board receive the Interim Financial report as at February 29, 2020.

**Carried**

**5.4 Board Enrolment Update as of March 31, 2020**

Superintendent Keys reviewed the enrolment chart and provided an overview of current and estimated enrolment numbers.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Enrolment Update Report as of March 31, 2020.

**Carried**

**5.5 Procurement Policy 700.01**

Superintendent Keys reviewed the development process which included consulting with various departments and legal. The policy would have an effective date of September 1, 2020.

Moved by: Cliff Casey

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the revisions to the Procurement Policy 700.01; effective September 1, 2020.

**Carried**



**6. Information and Correspondence**

**6.1 Budget Update**

Superintendent Keys provided an update regarding the budget. It is anticipated that the budget would be brought forward during the summer as GSNs have not yet been released. He also advised that there were no major changes expected.

Moved by: Carol Luciani

Seconded by: Cliff Casey

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

**Carried**

**7. Trustee Inquiries**

Trustee Casey commended staff's work on submissions for Catholic Education Week.

**8. Business In-Camera**

Moved by: Cliff Casey

Seconded by: Carol Luciani

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

**Carried**

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

Trustees Cliff Casey, Bill Chopp and Dan Dignard declared a conflict of interest in items 5.6 and 5.7 of the in-camera session and left the room. They did not take part in the consideration or discussion of, or vote on any question with relation to this item.

Moved by: Carol

Seconded by: Mark

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

**Carried**

**10. Future Meetings and Events - Nil**

**11. Closing Prayer**

The meeting was closed with prayer led by Chair Petrella.

**12. Adjournment**

Moved by: Mark Watson

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the May 21, 2020 Special Meeting of the Board.

**Carried**



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

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### Policy Committee Meeting Thursday, June 4, 2020 ♦ 3:00 p.m. Virtual Meeting

**Members:** **Trustees:**  
Dan Dignard (Chair), Cliff Casey, Bill Chopp, Carol Luciani, Rick Petrella, Mark Watson

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

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## 1. Opening Business

### 1.1 Opening Prayer

The meeting was opened with prayer led by Chair Dignard.

### 1.2 Attendance

Pursuant to Section 5, Subsection 5.1(2) of Ontario Regulation 463/97 under the *Education Act* which requires that certain members of a board be physically present at meetings, will not apply when schools are closed as a result of an order made under the *Education Act*, the *Health Protection and Promotion Act* (HPPA) or the *Emergency Management and Civil Protections Act* (EMCPA). In these circumstances, a board will be able to meet exclusively by electronic/virtual means.

### 1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of June 4, 2020 meeting.

**Carried**

### 1.4 Approval of Minutes from the Policy Committee Meeting – March 9, 2020

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the March 9, meeting.

**Carried**

### 1.5 Business Arising from the Minutes – Nil

## 2. Committee and Staff Reports

### 2.1 Fundraising and School Generated Funds 700.05

Superintendent Keys

How many major fundraisers does a school council have? (bill) there can be 2 fundraisers per year.

Signing authority – school with no VP can TIC have authority? (carol)

Must give atleast 10% from fundraiser to charitable organization (dan)

Suggestion what fundraisers can be used for (cliff)

Include Toonies for Tuition



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

Catholic Education Centre  
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Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Fundraising and School Generated Funds Policy 700.05 be forwarded for stakeholder input during the public consultation period.

**Carried**

### 2.2 Volunteers 300.12

Superintendent Greco updating language

Is there a paper trail/procedure on the director's designate? (dan)

In adjudication process should come to the board for awareness and approval (rick)

All forms to be submitted to the principal in sealed envelope (cliff)

Add clarity around if something comes back in the check. (rick)

Moved by: Rick Petrella

Seconded: Cliff Casey

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Volunteers Policy 300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### 2.3 School Operating Budget 700.10

Superintendent Keys

10% carryover budget (carol) would consider 25% or "in consultation with SO"

What is deductible for vandalism? (cliff) should be noted

Can we add "share budget with school council"?

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Policy Committee recommend that the School Operating Budget Policy 700.10 be forwarded for stakeholder input during the public consultation period.

**Carried**

### 2.4 Criminal Reference Check 300.15

Superintendent Greco

Who has access to personnel files? (cliff)

Clarify process (rick)

Moved by: Rick Petrella

Seconded by: Cliff Casey

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

**Carried**





## BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

Catholic Education Centre  
322 Fairview Drive  
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### 2.5 Volunteer and Trip Drivers 200.21

Superintendent Greco some

IF teacher is driving students to coop placement. (carol) would be covered under osbie  
What is the amount of our liability? (dan) send an email with info

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Volunteer Trip Driver Policy 200.21 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### 3. Discussion Items - Nil

### 4. Trustee Inquiries

### 5. Adjournment

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the June 4, 2020 meeting.

**Carried**

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**Next meeting:** TBD

## Minutes

**Present:**

**GEDSB:**

Rafal Wyszynski, Superintendent of Business & Treasurer - Director  
James Richardson, Trustee-Director

**BHNCDSB:**

Scott Keys, Superintendent of Business & Treasurer - Director

**CSC MonAvenir:**

Mario Nantel, Director of Transportation – President

**STSBHN Recording Secretary**

Philip Kuckyt, Manager of STSBHN – Secretary & Treasurer  
Kathryn Underwood, Executive Assistant to the Superintendent of Business GEDSB – Recording Secretary

**Regrets:**

Brenda Blancher, GEDSB Director of Education  
Mark Watson, BHNCDSB Trustee – Director  
Mike McDonald – BHNCDSB Director of Education  
Andre Blais, directeur de l'éducation CSC MonAvenir  
Dereck Chin, Chief of Business CSC MonAvenir – Director

**Recorder:** Kathryn Underwood, Recording Secretary

**A – 1 Opening**

**(a) Roll Call**

The meeting was called to order at 1:14 p.m.

**(b) Agenda Additions/Deletions/Approval**

Moved by: J Richardson

Seconded by: S Keys

“That the STSBHN Board of Directors approve the agenda of May 26, 2020 as circulated.”

**Carried.**

- (c) **Declaration of Conflict of Interest**  
None.

**B – 1 Approval and Signing of Minutes**

- (a) Minutes of February 25, 2020  
Moved by: S Keys  
Seconded by: J Richardson  
“That the minutes of February 25, 2020 be approved as distributed.”  
**Carried.**

**C – 1 In Camera-Legal Matter-NIL**

**D – 1 Business Arising from Previous Meeting**

- (a) Policy and Procedures Approval: Comments 039-043  
P Kuckyt highlighted the proposed changes and directed the committee to the summary page.

Moved by: R Wyszynski  
Seconded by: S Keys  
“That procedures 039-043 be approved as distributed.”  
**Carried.**

**E – 1 Standing Business**

- (a) KPI's  
P Kuckyt highlighted the significant changes in the areas of Financial, Service Performance, Safety, General Ridership and Communication.

Financial-identified operational cost savings as a result of the lower number of operating dates due to Job Action and COVID-19 school closures.

Service Performance-no significant changes. Staff are reviewing the ride times increases.

Safety-no significant changes.

General Ridership- Electronic notifications have been sent out for parents to complete and submit the courtesy transportation forms. GEDSB Information Technology staff are developing an electronic form and process for future courtesy applications.

Communication-no significant changes. P Kuckyt identified that there is a decrease in the number of users accessing the STSBHN websites as school has not been in session since mid-

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March. A new KPI will be added for September to track phone calls as a new phone system is anticipated to be in place for the start of the new school year.

(b) Goals and Objectives-Update and Review

P Kuckyt highlighted the progress to date to meet the short, medium and long-term goals and objectives.

Short Term- currently reviewing the new contract requirements for the agreement which arose from the recently closed RFP for home-to-school services, to ensure that the services will be achieved for September start up.

The Green Communities Canada Grant is significantly under budget and a request to extend the grant has been submitted to the Ministry of Education. Staff have developed a plan, along with the public health and municipal partners, if the extension is not approved to spend the \$120,000 grant before the end of the school year.

Safety Patroller Program for Norfolk and Haldimand has identified 165 interested students who are interested in being trained to become school bus patrollers. The trainer are currently scheduled to receive their training in August but it is unclear if this will be taking place due to social-distancing restrictions; it is unclear if an online training model will be an option if in-person training is not permitted.

Medium Term-Looking to adopt new technologies, possibly as early as the 2020-21 school year by running a pilot project with a camera system provider and GeoRef, our bus planning application software provider. The currently proposed scope of the pilot would be to provide a 'where is my bus' application to the families of 15% of the buses.

Long Term- No noted changes.

(c) 2019-20 Financial Statement

P Kuckyt highlighted the Financial Statement ending March 31, 2020. P Kuckyt highlighted under spent operating expenses due to strike savings and schools not operating since March Break due to COVID-19. Vendors are still receiving 88 % of their total daily rate and school boards have not been asked as of yet to refund the Ministry the difference.

In response to a question around value for money and ensuring school bus drivers and office staff at bus companies are being paid in full, P Kuckyt shared that payroll audits will be performed, once COVID-19 safety measures can be met. Audits normally commence in the spring of each year.

Summer school busing has been cancelled as face-to-face learning is not being pursued at this time by BHNCDSD sites; there will be an estimated savings of \$15,000 as a result. No

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decision has been made as of yet for GEDSB but it was noted that projected savings would be around \$50,000.

## **F – 1 New Business**

(a) Policy and Procedure Review: 044-049

The committee received the Policy and Procedure 044-049 as information only.

The committee agreed to provide feedback on the draft policies and procedures 044-049 to P. Kuckyt on or before October 2, 2020.

(b) Initial Estimates

P Kuckyt presented the initial estimates for the 2020-21 school year, based on currently projected enrollment, program requirements and the new school bus operator contract. He further indicated that this budget may change, due to recommendations from public health and new operating practices that may be in place for September as a result of COVID-19 and new social distancing expectations and requirements.

In response to a question, P Kuckyt indicated that COVID-19 may result in new transportation expectations such as the number of student riders who may be permitted to ride each type of school bus and a potential impact on the number of qualified school bus drivers will be will able to provide services due to their age. PPE measures pose challenges to ensure six feet distancing and staff and vendors are exploring ideas while maintaining transportation standards.

P Kuckyt reported that staff are waiting on direction from Special Education staff for rider aids as these supports for students makes social distancing challenging and consideration for PPE, for both staff and students, will need to be explored.

P Kuckyt reported that it anticipated that all previously ordered school buses will arrive before school start up, he indicated that manufacturing of school busses may be delayed due to manufacturing lines being re-deployed to efforts relating to COVID-19.

(c) RFP Implementation Update

P Kuckyt reported that the RFP implementation is going well and that on-going communication is occurring with both the exiting and the incoming vendors.

The transition for drivers, from one bus company to another, poses a challenge with restrictions of COVID-19 being in place. New hurdles for training of individuals from in person to on-line and the number of individuals trained is limited. STSBHN will continue to monitor on the transition and assist where possible to ensure that there is a smooth transition between contracts.

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(d) Return to School-COVID-19 Update

P Kuckyt indicated that the number of unknowns greatly outweighs the number of knows at this point and he will continue to update the operations committee as expectations and requirements arise either through the Ministry of Education or the local public health agencies. It is anticipated that STSBHN and its member school boards will receive more information by the end of June from the Ministry of Education on what the expectations for services will be for September. P Kuckyt shared with the directors that it takes staff approximately two (2) months to plan and review a transportation solution for the district and that a significant change in the service expectations may result in the currently planned 2020-21 solution to be significantly re-worked to include the new operating parameters.

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**G – 1 Adjournment**

The committee discussed the future meeting dates. All Meetings, Ed Centre, Norfolk Room:

November 3, 2020-8:30 a.m.

February 23, 2021-2:00 p.m.

May 25, 2021-9:00 a.m.

Moved by: R Wyszynski

Seconded by: S Keys

“That the May 26, 2020 STSBHN Board of Directors meeting be adjourned at 1:52 p.m.”

**Carried.**

Draft



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

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### School-Naming Committee Meeting Tuesday, June 9, 2020 ♦ 2:00 p.m. Virtual Meeting

**Members:** Kevin Greco (Chair), Bill Chopp, Father Peter Ciallella, Linda Cinelli, Andrea Dawson, Father Lukasz Kopaniak, Dan Pace, Rick Petrella

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#### 1. Opening Business

##### 1.1 Opening Prayer

The meeting was opened with prayer led by Father Kopaniak.

##### 1.2 Attendance

Pursuant to Section 5, Subsection 5.1(2) of Ontario Regulation 463/97 under the *Education Act* which requires that certain members of a board be physically present at meetings, will not apply when schools are closed as a result of an order made under the *Education Act*, the *Health Protection and Promotion Act* (HPPA) or the *Emergency Management and Civil Protections Act* (EMCPA). In these circumstances, a board will be able to meet exclusively by electronic/virtual means.

##### 1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Dan Pace

THAT the School-Naming Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of June 9, 2020 meeting.

**Carried**

#### 2. Committee and Staff Reports

##### 2.1 Re-Naming of Ninth Avenue Catholic Elementary School – the following names have satisfied the criteria:

###### (a) Introductions and discussion of policy

Chair Greco introduced the committee members. The Naming of Schools Policy 400.17 was reviewed along with an outline of the school naming process.

###### (b) Discussion of Names

Discussion was held regarding the importance of connecting the school to the community. It was noted that the school was formerly known as Lady Fatima and a connecting the school to the Holy Mother through its name would be a great honour. The following names were considered:

- Madonna Della Libera Catholic Elementary School
- Saint Jean Baptiste Catholic Elementary School
- Saint Sebastian Catholic Elementary School
- Saint Kateri Tekakwitha Catholic Elementary School





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

## **Minutes**

Catholic Education Centre  
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### **3. Recommended name(s) to Board for decision and approval**

Moved by: Rick Petrella

Seconded by: Father Kopaniak

THAT the School-Naming Committee recommends the following names for consideration of re-naming of Ninth Avenue Catholic Elementary School:

1. Madonna Della Libera Catholic Elementary School
2. Saint Kateri Tekakwitha Catholic Elementary School

**Carried**

### **4. Adjournment**

Moved by: Rick Petrella

Seconded by: Bill Chopp

THAT the School-Naming Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the June 9, 2020 meeting.

**Carried**

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

Prepared by: Kevin Greco, Superintendent of Education  
Presented to: Board of Trustees  
Submitted on: June 23, 2020  
Submitted by: Mike McDonald, Director of Education & Secretary

**RENAMING OF THE 9<sup>th</sup> AVENUE CATHOLIC  
ELEMENTARY SCHOOL**

Public Session

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**BACKGROUND INFORMATION:**

The Board of Trustees made the determination that the name of the elementary school on 9<sup>th</sup> Avenue was to be changed. In accordance with the Board's *Naming of Schools* Policy 400.17, the Board of Trustees began the process to select and approve a new name for the school. As per the policy, the name must reflect the Catholic identity of the school system and must be determined through a consultative process.

**DEVELOPMENTS:**

On May 28<sup>th</sup> a letter was sent to all families and staff at the school inviting suggestions and feedback on a new school name. Input was asked to be received by June 5<sup>th</sup>.

As per the policy, on June 9, 2020, a committee met to discuss the submissions and feedback in order to short list for the Board to select. The committee was comprised of the Chair of the Board (Rick Petrella), a trustee (Bill Chopp), two local pastors (Father Lukasz Kopaniak and Father Peter Ciallella), the school principal (Dan Pace), a staff member (Linda Cinelli) and a parent representative (Andrea Dawson). The committee was chaired by the Family of Schools superintendent Kevin Greco

That committee shortlisted the following two names which have also been submitted to Bishop Crosby for his guidance and confirmation in the names selected.

Two names were short-listed, as follows:

- Madonna Della Libera Catholic Elementary
- St Kateri Tekakwitha Catholic Elementary School

**RECOMMENDATION:**

THAT the School-Naming Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the following names for consideration of the re-naming of Ninth Avenue Catholic Elementary School:

- Madonna Della Libera Catholic Elementary
- St Kateri Tekakwitha Catholic Elementary School

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

Prepared by: Scott Keys, Superintendent of Business & Treasurer  
Presented to: Board of Trustees  
Submitted on: June 23, 2020  
Submitted by: Mike McDonald, Director of Education & Secretary

**BANK OPERATING CREDIT**  
Public Session

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**BACKGROUND INFORMATION:**

The *Education Act* requires that a school board approves an annual borrowing resolution empowering the Board to borrow, as required, by way of demand notes, to meet current obligations. The Board approved an operating credit of \$7.0 million for the 2010 year and has approved this operating credit amount each subsequent year since.

**DEVELOPMENTS:**

The operating requirements of the Board have not changed significantly. Operating credit enables the Board to meet its financial obligations when a timing issue occurs between payment by the Board and receipt of grants by the Ministry. Currently, the Board does not have any pending construction projects; therefore, operating credit is not required for this purpose.

The total credit is as follows:

Operating Line:	\$7,000,000
Purchase Card	<u>300,000</u>
<b>TOTAL:</b>	<b>\$7,300,000</b>

The credit has a renewal date of September 1, 2020. The Board's Corporate Purchase Card credit is underwritten by US Bank.

**RECOMMENDATION:**

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

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD (THE "Board")

A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the "Act"), the Board considers it necessary to borrow the amount of up to Seven Million, Three Hundred Thousand Dollars (\$7,300,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on January 1, 2010 and ending on August 31, 2021 (the "Period").

B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this

Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.

- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

RESOLVED THAT:

1. The Chair or Vice Chair and the Treasurer are authorized on behalf of the Board to borrow from time to time by way of promissory note, or overdraft, or bankers' acceptance from Canadian Imperial Bank of Commerce ("CIBC") authorized for borrowing purposes in accordance with Section 243 of the Act] a sum or sums not exceeding in the aggregate Seven Million, Three Hundred Thousand Dollars (\$7,300,000) to meet, until current revenue is collected, the current expenditures of the Board for the Period (including the amounts required for the purposes mentioned in Subsection 243(1) and 243(2) of the Act), and to give to CIBC promissory notes or bankers' acceptances, as the case may be, sealed with the corporate seal of the Board and signed by any two of the Chair or Vice Chair and the Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC;
2. The interest charged on all sums borrowed pursuant to this Resolution plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;
3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all the moneys collected or received in respect of the current revenues of the Board;
4. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenue already collected.

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

Prepared by: Scott Keys, Superintendent of Business & Treasurer  
Presented to: Board of Trustees  
Submitted on: June 23, 2020  
Submitted by: Mike McDonald, Director of Education & Secretary

**INTERIM FINANCIAL REPORT  
(MAY 31, 2020)  
Public Session**

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**BACKGROUND INFORMATION:**

Interim financial reports are presented to the Board to assist Trustees in their monitoring of the financial well-being of the school board. These reports are presented to the Board of Trustees three times per school year (as of November 30, February 29 and May 31) and a final year-end report is provided with an external audit report in the fall.

**DEVELOPMENTS:**

Changes have been made to the year-end forecast for the Board as a result of updated information from the previous interim forecast (February 29, 2020). The current forecasted results are compared to revised budget as presented to the Board of Trustees in January 2020.

Changes to the forecast as of May 31, 2020 resulted in:

- A reduction in Grants for Student Needs (GSNs) attributed to a decrease in average daily enrolment (ADE) at March 31.
- Known impact of COVID-19 school closures have been captured in the forecast: reduction in daycare rental fees, certain costs not incurred or reduced (utilities, professional development, supply staff, school supplies), additional cleaning products, sanitizers and personal protective equipment, purchase of replacement laptops for those redeployed for student use and photocopy and delivery costs for students requiring print materials.

As of February 29, 2020, projected average daily enrolment (ADE) decreased by 12.0. ADE is comprised of actual enrolment reported at October 31, 2019 and projected at March 31, 2020. The staffing compliment remains the same as projected in the revised budget.

In addition, about 73% of expenses have been spent as of May 31, 2020. Timing of expenses varies throughout the year with certain expenses paid towards the beginning of the school year (license renewal fees, membership fees, insurance, etc.), while salary and benefits are incurred relatively smoothly throughout the year. School and building renewal typically are incurred while schools are closed, namely March and summer breaks.

It should be noted that this forecast has not considered additional expenses related to any infrastructure changes to schools or classroom operations related to the re-opening of schools and Board sites as costing is not clearly known at this time.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receive the Interim Financial report as at May 31, 2020.

# REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Lorrie Temple, Superintendent of Education  
Presented to: Board of Trustees  
Submitted on: June 23, 2020  
Submitted by: Mike McDonald, Director of Education & Secretary

## CATHOLIC FAMILY LIFE PROGRAM POLICY 200.03

Public Session

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### **BACKGROUND INFORMATION:**

In 2015, the Ontario Ministry of Education introduced an updated Ontario Curriculum, Grades 1-8: Health and Physical Education (HPE), with revisions to the Human Development and Sexual Health strand. In Catholic schools, the content about human sexuality is not delivered as part of the Health and Physical Education program, but rather is incorporated as one aspect of the Family Life Curriculum (FLE). While most content introduced in the 2015 version of the provincial HPE curriculum was already a part of FLE curriculum, additional resources were developed in 2015-16 to ensure full alignment with the curriculum requirements of the day.

### **DEVELOPMENTS:**

Changes recently introduced to the HPE curriculum will continue to be fully addressed through the Family Life Education program in a way that is consistent with Church teachings, and our faith tradition. We teach the curriculum established by the Ministry of Education, and curriculum across all subject areas through the lens of our Catholic faith.

The revised curriculum largely restores the content put in place in 2015, with some further updates and some modest changes:

- The 2015 Curriculum had three strands (A: Active Living; B: Movement Competence: Skills, Concepts and Strategies; C: Healthy Living). Additionally, the curriculum identified “Living Skills”, with a note that the skills expectations were addressed across the HPE curriculum and that they should be assessed and evaluated within the other three strands.
- The 2019 curriculum has four strands (A: Social Emotional Learning Skills; B: Active Living; C: Movement Competence: Skills, Concepts and Strategies; D: Healthy Living. “Social Emotional Learning Skills” is introduced as an additional strand, replacing “Living Skills” expectations).
- The 2019 document includes concussion education from kindergarten to grade 8
- The 2015 Curriculum Expectations in the Healthy Living Strand focused on four topics and the 2019 Curriculum added one more:
  - ✓ Healthy Eating
  - ✓ Personal Safety & Injury Prevention
  - ✓ Substance Use, Addictions & Related Behaviours
  - ✓ Human Development & Sexual Health
  - ✓ Mental Health Literacy (*New - 2019*)

PPM 162 - The Ministry of Education has introduced an explicit expectation that school boards establish procedures to ensure that parents are informed in advance of learning expectations related to Human Development and Sexual Health, and that parents can choose to have their child or children exempted from instruction. ICE recently shared with boards, new and updated letters to share with families before all units of study in the Family Life Program.

The policy also includes Administrative Procedures for all stakeholders in the learning partnership. Recognizing that parents are the primary educators of their children in all areas of faith and morals, including sexuality, the *Fully Alive* program already includes resources supporting comprehensive communication between school and home detailing the content of the program. Parents have always had the right to remove their child from the program if they believe it is in the child's best interests, and they accept the responsibility of providing an education in sexuality at home.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Catholic Family Life Program Policy 200.03.



**Catholic Family Life Program  
# 200.03**

<b>Adopted:</b>	June 23, 2020
<b>Last Reviewed/Revised:</b>	N/A
<b>Responsibility:</b>	Superintendent of Education for School Effectiveness
<b>Next Scheduled Review:</b>	TBA

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**POLICY STATEMENT:**

The Brant Haldimand Norfolk Catholic District School Board is committed to supporting young people with a vision of human life, marriage, family, and sexuality based on the tenets of our Catholic faith. Amid an ever-changing world, our students require a Catholic vision of who they are and how they are meant to live. The Bishops of Ontario have embraced this mission through their ongoing commitment to, and involvement with “Fully Alive,” the Family Life program used in Catholic Elementary schools and the Religious Education courses used in Catholic high schools. The Brant Haldimand Catholic District School Board recognizes the importance of providing our students with knowledge and moral guidance to help them better understand themselves and others, and ultimately develop a closer relationship with God. Through this policy, the Board affirms its expectation that all students shall have the opportunity to participate in a Family Life education program throughout their elementary and secondary school years. It is the policy of the Brant Haldimand Norfolk Catholic District School Board to provide a program in Catholic Family Life education to all students in its schools.

**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” is the approved Family Life education program to be used in Elementary schools of the Brant Haldimand Norfolk Catholic District School Board.
- 1.1.2 A summary of the “Fully Alive” education program including an approximate timeline of when specific units are to be taught shall be shared with parents on an annual basis.
- 1.1.3 Family Life Unit letters shall be forwarded to parents prior to the beginning of each theme 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/Secondary

- 1.3.1 A parent or guardian may submit a request in writing to the Principal that his/her child be exempted from the units that teach Human Development and Sexual Health.

**REFERENCES:**

- Assembly of Catholic Bishops of Ontario, [Statement from Bishop Ronald P. Fabbro](#)
- [Ontario Catholic Elementary Curriculum Policy Document, Grades 1-8, Family Life Education](#)
- 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](#)
- [Ontario Catholic Elementary Curriculum Policy Document, Grades 1-8, Religious Education](#)
- [Ontario Catholic Secondary Curriculum Policy Document](#)
- [Ontario Conference of Catholic Bishops, Fully Alive \(Grades 1-8\)](#)





**FORMS:**

- There are no forms attached to this policy.

**ADMINISTRATIVE PROCEDURES:**

**1.0 Reporting Requirements**

1.1 Director of Education:

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

1.2 Superintendent of Education:

- 1.2.1 To ensure that appropriate funds are allocated for the provision of Catholic Family Life education resources.
- 1.2.2 To ensure that Catholic Family Life education sessions are offered annually on an as needed basis.

1.3 Student Achievement Consultant: Religion and Family Life:

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

1.4 Principals:

- 1.4.1 To monitor the delivery of Catholic Family Life education programs.
- 1.4.2 To work in partnership with teachers in the delivery of Catholic Family Life education programs and follow up with parents where necessary.

1.5 Teachers:

- 1.5.1 To teach the Catholic Family Life education program using only the prescribed curriculum and resources, which includes approved presenters for staff and/or students.
- 1.5.2 To integrate Catholic values and teachings in all subject areas.
- 1.5.3 To share a summary of the Fully Alive education program including an approximate timeline of when specific units are to be taught with parents annually.
- 1.5.4 To send Family Life Unit letters to parents prior to the beginning of each theme outlining what topics will be covered and suggestions for parent involvement.

1.6 Parents:

- 1.6.1 To become familiar with the Family Life education program to enhance their ability to discuss their child(ren)'s learning.
- 1.6.2 To communicate with their child's teachers.
- 1.6.3 To ask relevant questions about their children's progress.