



BRANT HALDIMAND NORFOLK Catholic District School Board

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

Committee of the Whole
Tuesday, April 19, 2016 ♦ 7:00 pm
Boardroom

Members: **Trustees:**
Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani,
Bonnie McKinnon, Robyn Zettler (Student Trustee)

Senior Administration:
Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of
Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of
Education)

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1. **Opening Business**
 - 1.1 Opening Prayer
 - 1.2 Attendance
 - 1.3 Approval of the Agenda Pages 1-2
 - 1.4 Declaration of Interest
 - 1.5 Approval of Committee of the Whole Meeting Minutes – March 22, 2016 Pages 3-7
 - 1.6 Business Arising from the Minutes
 - Student Transportation Services Brant Haldimand Norfolk Procedures 024-028
 2. **Presentations – Nil**
 3. **Delegations – Nil**
 4. **Consent Agenda**
 - 4.1 Unapproved Friends of the Educational Archives Committee Meeting Minutes – Pages 8-10
March 9, 2016
 5. **Committee and Staff Reports**
 - 5.1 Unapproved Accommodations Committee Meeting Minutes and Pages 11-13
Recommendations - April 11, 2016
Presenter: Cliff Casey, Chair of the Accommodations Committee
 - Surplus Property (pgs. 14-15)
 - Five-Year Facilities Renewal Plan (pgs. 16-25)



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- 5.2** Unapproved Policy Committee Meeting Minutes and Recommendations - April 12, 2016 Pages 26-28
Presenter: Cliff Casey, Chair of the Policy Committee
- Inclement Weather & Temporary School/Facility Closures Policy 400.01 (*revised*) (pgs. 29-34)
 - Management of Students with Asthma Policy 200.05 (*new*) (pgs. 35-47)
- 5.3** School Board Insurance Page 48
Presenter: Thomas R. Grice, Superintendent of Business & Treasurer
- 5.4** 2015-2018 Strategic Plan: Communication and Community Engagement Update Pages 49-50
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 5.5** Board Enrolment Update as of March 31, 2016 Pages 51-52
Presenter: Patrick Daly, Superintendent of Education
- 5.6** Research Initiated by External Agencies Update Pages 53-54
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 6. Information and Correspondence**
- 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 negotiations with employees of the board; or
 - e. Litigation affecting the board.
- 9. Report on the In-Camera Session**
- 10. Future Meetings and Events** Page 55
- 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**

Next meeting: Tuesday, May 17, 2016, 7:00 pm – Boardroom



Committee of the Whole
Tuesday, March 22, 2016 ♦ 7:00 pm
Boardroom

Trustees:

Present: Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani, Robyn Zettler (Student Trustee)

Absent: Bonnie McKinnon

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Petrella.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Chair Petrella noted that an excursion request to England and France will be added as Item 5.5.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the March 22, 2016 meeting, as amended.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Committee of the Whole Meeting Minutes – February 16, 2016

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the February 16, 2016 Committee of the Whole meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations – Nil

3. Delegations – Nil



4. Consent Agenda

Vice Chair Casey requested that Item 4.3 be removed from the Consent Agenda and dealt with as a separate item.

4.1 THAT the Committee of the Whole refers the unapproved minutes of the Regional Catholic Parent Involvement Committee meeting of February 22, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

4.2 THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee meeting of February 23, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

4.4 THAT the Committee of the Whole refers the unapproved minutes of the Catholic Education Advisory Committee meeting of February 24, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives all reports and approves all motions under the Consent Agenda.

Carried

Vice Chair Casey advised that the Board of Directors of the Student Transportation Services consortium are continuing with their regular review of transportation-related procedures. He distributed copies of Procedures 024, 025, 026, 027 and 028 and requested that feedback be provided to him at the April Committee of the Whole meeting.

Moved by: Cliff Casey

Seconded by: Carol Luciani

4.3 THAT the Committee of the Whole refers the unapproved minutes of Student Transportation Services Brant Haldimand Norfolk Board of Directors' meeting of February 23, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5. Committee and Staff Reports

5.1 2015-2018 Strategic Plan: Student Achievement Update

Superintendents Shypula and Daly provided an update on the work being done by the K-12 Student Achievement Team to address gaps in student learning, primarily in the areas of literacy and numeracy, in support of improved student achievement across the district. Some of the key initiatives that were highlighted included Primary and Junior Collaborative Inquiry Learning in Mathematics (CIL-M), the *Learning Language and Loving It* pilot with ELKP students, a Grades 7-10 teacher book study, a focus on capacity building for principals/teachers with respect to mathematics instruction, embedded technology in student learning, and cross-panel work with Grades 7-10 teachers. Superintendent Shypula also distributed copies of a resource provided by the Council of Ontario Directors of Education which has been distributed to Principals and School Council members to help parents engage with their children in the area



of mathematics. Several trustee inquiries were addressed and appreciation was expressed by trustees for the effort and work being done to improve student learning and achievement.

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the 2015-2018 Strategic Plan - Student Achievement Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.2 Programs for Students with Autism

Superintendent Telfer introduced Carmen McDermid, Special Education Lead and Crystal Donohue, ABA Program Lead. She explained the significant evolution that has taken place over the last 10 years in the province with respect to supporting students with autism. She noted that there are currently 140 students with autism in elementary and secondary schools across our system and provided an overview of the work being done by Ms. Donohue and support staff to support these students. She also highlighted the ongoing training being provided to Educational Assistants, classroom and FSL teachers. Trustee inquiries with respect to types of behaviour displayed and strategies used to address those behaviour challenges, professional diagnosis, and use of medication were addressed by Ms. Donohue.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole refers the Programs for Students with Autism report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.3 Bring Your Own Device (BYOD) Update

Superintendent Shypula provided an overview of the work that has been done to date since the concept of Bring Your Own Device (BYOD) to school was introduced in the fall of 2014. She noted that significant effort has been made to communicate with and educate parents about BYOD and provided examples of how BYOD is already shaping student learning in the classroom in the seven schools that began piloting the program in February 2016. The plan is to expand the program to an additional 10 schools in 2016-17, and to have all schools on board by 2017-18. Trustee inquiries regarding security and potential abuse by users, the changing role of the classroom teacher, keyboarding skills, and the use of BYOD in supporting home schooling/home instruction students were addressed by Superintendents Shypula and Grice.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Bring Your Own Device (BYOD) Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried



5.4 Excursion – Mission Trip to Columbia, SC

Superintendent Daly presented a request from Assumption College School, Holy Trinity and St. John's College for up to 20 Grades 11-12 students to participate in the Board's 22nd Mission Trip. This year's destination is Columbia, South Carolina where students will be involved with the St. Bernard Project, a construction and clean-up project resulting from flash floods.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School, Holy Trinity Catholic High School and St. John's College for an excursion Mission Trip to Columbia, SC during the period of Saturday, April 9 to Saturday, April 16, 2016.

Carried

5.5 Excursion – England & France: Girls' Rugby Tour 2017

Superintendent Daly presented a request from St. John's College for approximately 25 members of the Eagles Girls' Rugby team to participate in the Girls' Rugby Tour 2017. They will train with and compete against two different English and French rugby clubs, as well as have the opportunity to enjoy tours of historical and cultural attractions. Discussion ensued regarding the impact on pre-approved excursions in the event of a safety alert in the destination country. Director Roehrig commented that student safety is the Board's priority and that decisions would be made on a case-by-case basis, as required.

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the excursion request from St. John's College for the Girls' Rugby Team to travel to England and France from Saturday, March 11 to Saturday, March 18, 2017 to participate in the Girls' Rugby Tour 2017.

Carried

6. Information and Correspondence

Chair Petrella shared a communication from OCSTA that the Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) has been moved to the Central Region for purposes of Regional meetings. BHNCD SB joins Dufferin-Peel, Halton, Hamilton-Wentworth, Niagara, Toronto and York Catholic boards.

Chair Petrella reminded trustees who are not attending the OCSTA AGM to consider signing a Proxy form before the April 27, 2016 deadline.

Moved by: Dan Dignard

Seconded by: Carol Luciani

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

Carried

7. Trustee Inquiries - Nil



8. Business In-Camera

Moved by: Bill Chopp

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

9. Report on the In-Camera Session

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the in-camera session.

Carried

10. Future Meetings

Chair Petrella drew trustee attention to the list of future meetings and events.

11. Closing Prayer

Chair Petrella let the closing prayer.

12. Adjournment

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of March 22, 2016.

Carried

Friends of the Educational Archives
Wednesday, March 9, 2016 ~ 3:00 pm
Joseph Brant Learning Centre, Brantford

MINUTES

Present – Carol Ann Sloat, Mark Watson, Carol Luciani, Dana Stavinga, Janice Schweder, Diane Crowdis, Lorna Thompson, Ruth Lefler, Jan Freeman, Sylvia Weaver, Bob Stevenson, Betsy McBurney

Regrets – Brenda Blancher, Dan Walker, Jean Montgomery, Shawn McKillop, Louise Banfield, Paula Sue Rasokas, John Forbeck, Sheila Throop, Jim Pond

1. **Welcome and Introductions**

2. **Declaration of Conflict of Interest** - None

3. **Additional Items of Business**

Two items were introduced. Lorna Thompson brought a Dick and Jane Big Book. Ruth Lefler brought a recording of the Paris District High School Glee Club – 1959 – 60, which had been donated to the Archives by June Adlam.

4. **Approval of the Agenda**

Moved by Carol Ann Sloat and seconded by Carol Luciani. Carried.

5. **Minutes of Last Meeting** Corrections- June Adlam's name was removed and Carol Ann Sloat's name was correctly spelled.

Moved by Diane Crowdis and seconded by Janice Schweder that the minutes now be approved. Carried.

6. **Business Arising**

- a) Display case in BHNCD SB administration office – Carol Luciani will look into this matter further and inform Bob Stevenson of the possibilities by email.
- b) Oneida S.S.#1 School Nameplate – Negotiations with Norm Richard who is in possession of the nameplate have been unsuccessful. There will be no further attempts to have the nameplate returned unless Mr. Richard makes contact. A photo of the nameplate will be placed on file.
- c) Follow up on missing registers from BHNCD SB – There is contact with Tracey Austin with the Board and action is pending.
- d) Light display cases at entry to Grand Erie District School Board Education Centre – There is no power source available so the project cannot be completed.
- e) Sale of Surplus Yearbooks (Port Dover Composite) from the Archives – Policy and Procedure will be developed when Dan Walker, Archivist returns (absent due to illness). Until then, no surplus items can be sold.

7. **Correspondence**
Bob read a letter from John Forbeck, retired Director of GEDSB expressing his appreciation for recognition at the time of his retirement.
8. **Dan Walker**
With Dan's approval, Sylvia Weaver reported on Dan's recent health issues. Dan is feeling better but must have continuing care in Hamilton each week. Dan can return to the Archives for a few hours each week but needs assistance there from volunteers. An organizational meeting is set for Wednesday, March 23, 2016 at 10 AM at the Archives. Dan and several members of the Friends of the Archives plan to attend.
9. **Financial Report**
Treasurer Jean Montgomery was absent; therefore, there was no report.
10. **Newsletter**
Editor Mark Watson called for photos with short written explanations for the newsletter.
11. **Invitation**
Dana Stavinga, Curator at Wilson MacDonald Memorial School Museum, invited the Friends of the Archives to meet at the museum for the Annual Meeting on Wednesday, May 25, 2016. It was agreed to do this. There will be more information forwarded to the members closer to the date.
12. **Report from GEDSB**
Carol Ann Sloat, Trustee, reported that there are school closings being considered for September 2016. Coronation School, Brantford is being rebuilt. There are continuing plans to increase French Immersion programs.
13. **Report from BHCDSB**
Carol Luciani, Trustee, reported that the Board is developing a three-year strategy for school enrollments and French Immersion programs. At this time, no schools are being considered for closing.
14. **Report from Bob Stevenson** President, Friends of the Educational Archives
There continues to be research requests, but the material cannot always be located. Hazel Farr has offered material from Norfolk Retired Women Teachers of Ontario branch. Receiving R.W.T.O material is to be considered. Carol Ann Sloat will investigate and report to Bob Stevenson.

Bob then explained his progress with the Friends application for a charitable number from the Canadian Revenue Agency. Bob needs to collect more information from Jean Montgomery, Friends Treasurer. Bob will forward all the information he collects to Rob Leverty at the Ontario Historical Society who will review the material and suggest ways to make the application successful. Even after the application has been made, there will be a waiting period before it is known if the application is successful.

15. Input – Jamie Gunn, GEDSB

Jamie Gunn from the GEDSB joined us to advise re: progress and responsibilities of obtaining a charitable number. Mr. Gunn explained that financial statements need to be forwarded to the C.R.A. each year in order to retain the charitable number. Mr. Gunn offered to help Jean Montgomery as needed with managing the charitable number status

if/when obtained. Mr. Gunn also confirmed that a fourth portable could not be added to the site of the Educational Archives as another fire hydrant would have to be added to the area and the cost to GEDSB prohibits this.

16. **Donation from Father Jackman of the Jackman Foundation**
Sylvia Weaver reminded us of the donation offered by Father Jackman (see attachment, Minutes of December 3, 2015). A motion to accept this donation pending the receipt of a charitable number was moved by Sylvia Weaver and seconded by Diane Crowdis.
Carried.
17. **Honourary Membership**
John Forbeck will be awarded an honorary membership to the Friends of the Educational Archives.
Moved by Dana Stavinga and seconded by Jan Freeman. Carried.
18. **Executive Meeting**
An executive meeting to organize the AGM will be held on Monday April 25, time and place to be announced.
19. **Annual General Meeting**
The AGM is scheduled for Wednesday, May 26 at Wilson MacDonald Memorial School Museum near Selkirk, Ontario at 7 pm. Anyone interested is welcome to attend. Please contact Secretary Betsy McBurney, (905) 772 -3296, betsymcburney@gmail.com for further information.
19. **Meeting Adjourned**
The meeting adjourned at 4:45 p.m.

MINUTES AND RECOMMENDATIONS

ACCOMMODATIONS COMMITTEE

April 11, 2016

AGENDA ITEM	MOTION
6.1	<p>THAT the Accommodations Committee recommends that the Committee of the Whole refers the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval and declares that the former St. Bernard School, Brantford, Mident #779580, is not required for purposes of the Board; and</p> <p>THAT the Accommodations Committee recommends that the Committee of the Whole refers the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval and severs and sells the former St. Bernard School, Brantford property, in accordance with Regulation 444/98 of the Education Act.</p>
6.2	<p>THAT the Accommodations Committee recommends the Committee of the Whole refer the Five-Year Facilities Renewal Plan to the Brant Haldimand Norfolk Catholic District School Board for approval.</p>

THAT the Committee of the Whole refers the unapproved minutes of the Accommodations Committee Meeting of April 12, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations of the Accommodations Committee Meeting of April 12, 2016 to the Brant Haldimand Norfolk Catholic District School Board for approval.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Accommodations Committee Monday, April 11, 2016 – 6:00 p.m. Boardroom

Present: Cliff Casey (Chair), Bill Chopp, Patrick Daly, Dan Dignard, Tom Grice, Carol Luciani, Bonnie McKinnon, Rick Petrella, Chris Roehrig, Michelle Shypula, Leslie Telfer

1. Opening Prayer

Cliff Casey opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Bonnie McKinnon

Seconded by: Bill Chopp

THAT the Accommodations Committee approves the agenda of April 11, 2016.

Carried

3. Approval of the Minutes

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Accommodations Committee approves the minutes of April 28, 2015.

Carried

4. Declaration of Conflict of Interest - Nil

5. Business Arising from the Minutes - Nil

6. Information Items

6.1 Surplus Property

Superintendent Grice discussed the property severance and St. John's College sports field scenarios. Proceeds from the disposition of school property can be used for items normally funded through School Condition Improvement initiatives. Trustees asked that the motion be amended to include the word *severed* in the recommendation.

Moved by: Rick Petrella

Seconded by: Bill Chopp

THAT the Accommodations Committee recommends that the Committee of the Whole refers the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval and declares that the former St. Bernard School, Brantford, Mident #779580, is not required for purposes of the Board; and

THAT the Accommodations Committee recommends that the Committee of the Whole refers the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval and severs and sells the former St. Bernard School, Brantford property, in accordance with Regulation 444/98 of the Education Act.

Carried



6.2 Five-Year Facilities Renewal Plan

Superintendent Grice reviewed the School Renewal Plan for the 2016 to 2020 period, which includes roofing, mechanical, electrical and other upgrades required at several schools. He explained the funding available during the five-year period, including School Condition Grant Allocations and School Renewal Grants.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Accommodations Committee recommends the Committee of the Whole refer the Five-Year Facilities Renewal Plan to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

7. Trustee Inquiries - Nil

8. Move to In-Camera Session

Moved by: Carol Luciani

Seconded by: Rick Petrella

THAT the Accommodations Committee moves to an in-camera session.

Carried

9. Report on the In-Camera Session

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Accommodations Committee approves the business of the in-camera session.

Carried

10. Adjournment

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Accommodations Committee adjourns the meeting of April 11, 2016.

Carried

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD ACCOMMODATIONS COMMITTEE

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Accommodations Committee
Submitted on: April 11, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

SURPLUS PROPERTY

Public Session

BACKGROUND INFORMATION:

The former elementary school known as St. Bernard School was closed on June 30, 2013. Subsequently, the Board entered into a two-year leasing arrangement with the Grand Erie District School Board (GEDSB) for occupancy of the school by their students. The lease concludes June 30, 2016 and staff of the GEDSB have indicated that they will not need to exercise an extension option. The St. John's College property and the former St. Bernard School property abut each other and have been consolidated into a single parcel by merger of title. Should Trustees of the Board wish to declare the former St. Bernard School property as *surplus to the Board*, a severance of the above properties / lands will be required. Once severed, Administration has determined that the Board has no other viable use for the former St. Bernard School property.

DEVELOPMENTS:

Section 194 of the *Education Act* states that a Board has the power to sell, lease or otherwise dispose of a property on the adoption of a resolution that the property is not required for use by the Board. The disposition of the property is subject to the approval of the Lieutenant Governor in Council. Regulation 444/98 requires that an English-language separate district school board issue a proposal to sell real property to the following:

1. The French-language separate district school board in the area of jurisdiction of which includes the property.
2. The English-language public district school board or the board of district school area in the area of jurisdiction of which includes the property.
3. The French-language public district school board in the area of jurisdiction of which includes the property.
4. The board of a Protestant separate school in the area of jurisdiction of which includes the property.
5. The English-language college, within the meaning of Regulation 771 of the Revised Regulation of Ontario, 1990, for the area in which the property is located.
6. The French-language college, within the meaning of Regulation 771 of the Revised Regulations of Ontario, 1990, for the area in which the property is located.
7. The university named in the Schedule the head office of which is nearest to the property.

8. The Crown in right of Ontario.
9. The municipality in which the property is located.
10. If the property is located in an upper-tier municipality, that upper-tier municipality.
11. If the property is located in the geographical area within which a local services board may exercise its jurisdiction, the local services board.
12. The Crown in right of Canada.

Offers must be accepted in the order listed above.

The offer to sell must be available for 90 calendar days. The sale price must be at fair market value or some lesser amount as determined by the Regulation. If the Board does not receive an offer from the bodies listed above within the 90-day period, the Board may sell the property, subject to the approval of the Minister, to any other body or person.

RECOMMENDATION:

THAT the Accommodations Committee recommends that the Committee of the Whole refers the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval and declares that the former St. Bernard School, Brantford, Mident #779580, is not required for purposes of the Board, and

THAT the Accommodations Committee recommends that the Committee of the Whole refers the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval and sells the former St. Bernard School, Brantford property in accordance with Regulation 444/98 of the Education Act.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD ACCOMMODATIONS COMMITTEE

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Accommodations Committee
Submitted on: April 11, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

FIVE-YEAR FACILITIES RENEWAL PLAN Public Session

BACKGROUND INFORMATION:

In an effort to maintain the facility assets of the Brant Haldimand Norfolk Catholic District School Board to their highest standards, the Facilities Department monitors building conditions and allocates available money from the Ministry School Renewal Grant and School Condition Grant to facility projects that will continue to keep our buildings in good condition. Yearly, based on enrolment, the Board receives, on average, approximately \$1,400,000 for the School Renewal Grant. In addition, beginning in the 2011-12 school year and until the 2013-14 school year, the Board received a School Condition Improvement Grant of approximately \$1,050,000, which was to be used for capital-related projects. In the 2014-15 School Year, the grant was increased to \$1,657,809. For the 2015-16 school year, the School Condition Grant Allocation is \$1,487,865. For the 2016-17 year, the School Condition Grant Allocation is \$1,287,550.

Over a period of years, the Board has identified and completed capital projects that were to be financed from future revenues. School Renewal was one of the revenue streams that was considered as a funding source for past capital projects.

This report is designed to describe future school renewal projects, which must be considered for completion within the next five years, in order for the Board to continue to maintain quality learning assets for our students. The report will then specify past capital improvements, which require financing, for which school renewal and school condition revenues should be allocated. Any surplus of Revenue over Capital expenditure is enveloped year-over-year such that monies can only be spent on future Capital expenditures.

DEVELOPMENTS:

Sections of the following report summarize the main areas of Board facilities which must be addressed so that our buildings are maintained in a safe and operational manner. Some of the sections contain charts that detail potential expenditures on a year-by-year basis.

PROPOSED CAPITAL UPGRADES 2015-2019

Energy Related - Capital Upgrades Specific to Secondary Schools

Holy Trinity

Boilers

One of three atmospheric heating boilers has failed and two of three domestic hot water boilers have failed. All three atmospheric heating boilers are oversized and inefficient. A commercial-size water softener and three-way mixing valve should be installed to protect equipment. This upgrade should be completed in two phases:

- Phase 1 cost to replace the domestic hot water system is approximately \$180,000.
- Phase 2 cost to replace the atmospheric boilers with right-sized high efficiency boilers is approximately \$200,000.

Chiller

The chiller is oversized and cannot be zoned to cool isolated areas of the school. Due to size and complexity of the chiller, annual repairs and preventive maintenance contracts are required, including summer start-up and winterization. Small modular chillers can be used to sequentially stage and meet cooling demands during non-peak season and summer shut-down. The cost to replace the existing chiller with more efficient modular chillers is approximately \$200,000.

Commissioning / Balancing

Variable Air Volume (VAV) boxes supply fresh air to each room and they are out of balance. The entire HVAC system requires commissioning and re-balancing. The cost to rebalance air system and commission the HVAC system is approximately \$150,000.

Heat Recovery

The school was never designed to recover waste heat or cooling, which, typically, is accomplished by enthalpy wheels. New buildings are required, by code, to have energy recovery. The cost to conduct a feasibility study and mechanical review is approximately \$20,000.

St. John's College

Heat Pumps, Light Fixtures, Ceiling Tiles

Existing heat pumps are inefficient, have ongoing maintenance problems and need replacing. In addition, corridor light fixtures contain outdated T12 florescent tubes and need replacing with high efficiency T8 tubes with electronic ballasts. Replacement of classroom light fixtures was completed 2010. Corridor ceiling tiles will be replaced during the lighting upgrade. Phase 1 (second floor) of the heat pump / lighting upgrade was completed in 2015. Phase 2 (first floor) of the heat pump / lighting upgrade will be completed in the summer of 2016; with an estimated total cost of approximately \$450,000.

Energy Related - Capital Upgrades Specific to Elementary Schools

Boilers

A number of elementary schools still have old, inefficient boilers that should be replaced with high- efficiency boilers.

Based on age and condition, the following boilers will be replaced in order of priority:

Schools Based on Priority	Cost
St. Michael's School, Walsh	\$175,000
Sacred Heart School, Langton	\$175,000
St. Peter School, Brantford	\$175,000
St. Michael's School, Dunnville	\$175,000
Our Lady of LaSalette, LaSalette	\$175,000
Notre Dame Catholic Elementary School, Caledonia	\$100,000
Holy Family School, Paris	\$100,000
St. Mary's School, Hagersville	\$50,000
St. Patrick School, Brantford	\$50,000

Roof Top Units (RTU's)

Some elementary schools rely solely on gas-fired RTU's to supply all heating, cooling and ventilation. These units are original and typically sit on roofs exposed to the elements, which shortens their life cycle. It is recommended that original RTUs be replaced with economizers to take advantage of free cooling during shoulder seasons (spring and fall).

The following schools do not have boilers. Based on age and condition, the following roof top units will be replaced in order of priority:

Schools Based on Priority	# of Units	Cost
Resurrection School, Brantford	12	\$96,000
Christ the King School, Brantford	3	\$24,000
Our Lady of Providence Catholic Elementary School, Brantford	7	\$56,000
Holy Cross School, Brantford	3	\$24,000
The following schools rely on gas-fired units to supply heating and cooling to part of the School		
St. Michael's School, Dunnville	1	\$8,000
St. Mary's School, Hagersville	1	\$8,000
Holy Family School, Paris	4	\$32,000
Notre Dame Catholic Elementary School, Caledonia	1	\$8,000

Water Savings Measures

Replace flush boxes with flush valves in all boy's washrooms. The cost to replace the flush boxes with flush valves is approximately \$7,000 per washroom.

Electrical Upgrades

Replace all exterior High Pressure Sodium (HPS) lights with Induction / LED lights and tie into the Building Automation System (BAS) for scheduling. The cost to replace the HPS lights with Induction / LED lights is approximately \$4,000 per small elementary school and \$8,000 per large elementary school and secondary schools.

Some small elementary schools still have the original electrical primary service coming into the building. These small electrical services limit the ability to perform mechanical upgrades. Parts for the service are scarce or obsolete and the service is end-of-life. The cost to replace the electrical service is budgeted at approximately \$100,000 per school. No elementary schools are scheduled for electrical service upgrades in the next five years.

Building Automation System (BAS)

In schools, which have a six-pack portable arrangement, the six-packs should be tied into the BAS for energy savings. The cost to make modifications for tie-in is estimated to be \$7,000 per six-pack.

Windows

Windows in elementary schools are in various states of condition. Most are the original windows when schools or additions were built. Window replacement has been done randomly, based mainly on observed condition. Schools were identified in the 2010 Morrison Hershfield Energy Audit and Condition Survey needing replacement with double low-e or triple glazed windows. An allocation of \$40,000 / year is recommended for window upgrades throughout the system.

Make-Up Air Units (MAU)

Based on age, ventilation units in some elementary schools need replacing. This provides an opportunity to install more efficient equipment. Schools listed below have aging MAUs supplying ventilation to the gymnasium.

Based on age and condition, the following MAU units will be replaced in order of priority:

Schools Based on Priority	Cost
St. Cecilia's School, Port Dover	\$30,000
St. Frances Cabrini School, Delhi	\$30,000
St. Michael's School, Walsh	\$30,000
St. Peter School, Brantford	\$30,000
St. Patrick's School, Caledonia	\$30,000

Energy Related - Capital Upgrades Related to both Elementary and Secondary Schools

Roofing

Roof replacement strategies are based on IRC Consulting Engineers assessments and condition surveys. R-values in older roofing systems are generally 12 or lower depending on the amount of water saturation and insulation thickness. New roofing systems have R-values in the range of 20 to 24.

The following schools are organized by year of replacement with budget costs.

School	Recommendations	2016	2017	2018	2019	2020
Christ the King, Brantford	Roof Area 1.3, 1.4, 3.1				\$215,000	
Holy Cross, Brantford	Roof Area 3.1, 3.2			\$260,000		
St. Cecilia's, Port Dover	Roof Area 1.1, 3.1, 4.1, 5.1				\$235,000	
St. Frances Cabrini, Delhi	All Roof Areas					\$624,000

School	Recommendations	2016	2017	2018	2019	2020
St. John's College, Brantford	Roof Area 5.2		\$305,000			
St. Joseph's, Simcoe	Roof Area 1.1, 1.2		\$230,000			
	Roof Area 2.1, 6.1, 7.1					\$275,000
Sacred Heart, Langton	All Built-Up Roofing (BUR) areas	\$600,000				
St. Leo, Brantford	Roof Area 3.1, 3.2, 5.1				\$310,000	
St. Mary's, Hagersville	Facia, soffit, eaves	\$62,000				
St. Michael's, Dunnville	Roof Area 1.2, 1.3, 1.5			\$223,000		
St. Patrick's, Caledonia	Roof Area 2.1, 3.1 4.1, 4.2, Canopy			\$250,000		
St. Peter, Brantford	Roof Area 1.1, 1.2, 2.1		\$285,000			
St. Stephen's, Cayuga	Roof Area 4.1	\$43,000				
	Roof Area 1.1, 2.1, 2.2, 2.3, 3.1				\$230,000	
St. Theresa, Brantford	Roof Area 1.1, 1.2, 2.2			\$65,000		
Total		\$705,000	\$820,000	\$798,000	\$990,000	\$899,000

Window Treatments

In 2006, an engineering study was completed by Morrison Hershfield to determine the best practical choice for window coverings; based on solar absorptivity and shading coefficients. Windows are the greatest source of wasted energy. Our recommendation is to comply with the engineer's report and select coverings with a shading coefficient of 0.2 (20% solar energy penetrates) on sunny exposures. Replacement of window coverings will be scheduled; based on greatest need and greatest return throughout the system.

Sealants and Caulking

Sealants and caulking around windows and masonry joints are an inexpensive and effective way to reduce drafts and water penetration. Typical elementary schools cost approximately \$10,000 and secondary schools \$30,000 to remove and replace all sealants and caulking. Replacement of sealants and caulking will be scheduled; based on greatest need and greatest return throughout the system.

Weather Stripping

Proper weather stripping around exterior doors, particularly door sweeps and thresholds, dramatically reduces drafts. Evidence of poor weather stripping can often be seen at the bottom of exterior gym doors. Costs to replace sweeps and thresholds vary, but estimates range from \$3,000 per elementary schools to \$9,000 per secondary schools. Replacement of weather stripping will be scheduled; based on greatest need and greatest return throughout the system.

Energy Audits

The Morrison Hershfield Energy Audit and Condition Survey was originally completed in 2005 and updated in 2010. It has been an invaluable document, which has been used to identify capital projects and to aid in prioritizing and developing strategies for maximizing energy savings. The Board has submitted an Energy Plan to the Ministry of Education, as required by the new *Energy Act*. The Plan must be updated every five years. The Morrison Hershfield report requires update. This update scheduled to occur in 2018, at a cost of \$30,000.

Non-Energy Related - Capital Upgrades Related to both Elementary and Secondary Schools

Structural Upgrades

SIPOREX is a lightweight autoclaved aerated concrete (AAC) structural roof panel located in four elementary schools; Christ the King, St Joseph's, St Michael's, Walsh and St Peter. It is highly susceptible to moisture and loses strength when wet. It is prone to creep (sagging) after long periods of time. To date, there is no evidence that any of these panels are unsafe in our schools; however, these panels will be monitored and should problems arise, immediate action will be taken. As per an engineering study, undertaken in 2009, the panels continue to be in good condition. However, the Board should, again, consider an engineering study in order to be proactive in its assessment of the panel conditions. In 2017, a new engineering study is estimated to cost \$20,000.

Accessibility for Ontarians with Disabilities Act (AODA) Compliance

This Act requires full accessibility in all public buildings by 2025. The Board has committed / spent \$168,000, since 2012, to address various accessibility needs. Future building code changes and compliance will also have a financial impact on future Board budgets. New building design and older building retrofits will be required. During the next five years, \$60,000, annually, should be allocated for retrofits or for purchasing equipment to comply with AODA legislation.

Parking Lot and Play Area Pavement

Parking lots continue to be a high source of maintenance and are often deferred due to high capital costs. There are six Shared Parking Agreements with local parishes and adjoining schools; whereby various Diocese own most or all of the parking lot and our schools use the parking lots for staff or bus parking. Many are in poor condition and in need of replacing. The Board has been approached to share some of the replacement costs. Also, a number of schools have parking lots that are in poor condition or need additional work.

The following parking lot /play areas have been identified for rebuild:

Schools	Area	Cost
Assumption College School, Brantford	All South Parking Lots and Driveways	\$260,000
	West Bus Lane	\$100,000
	Student Parking and Entrance	\$115,000
St. Joseph's School, Simcoe	Parking Lot	\$100,000
	Sidewalk	\$12,000
St. Theresa School, Brantford	Parking Lot	\$100,000
St. Patrick's School, Caledonia	Parking Lot	\$68,000
St. Frances Cabrini School, Delhi	Play Area	\$65,000

Masonry

Based on a condition assessment completed by Morrison Hershfield in 2005, and again in 2010, masonry repairs are needed in our schools. Repair of masonry will be scheduled, based on greatest need. Annual, committed funds of \$40,000 is required for these repairs. A future report will also need to be commissioned to re-examine and update the state of masonry in our schools.

Classroom Unit Ventilators

Unit ventilators typically found under classroom windows on exterior walls, supply hydronic heat and ventilation to classrooms. Most of these older-style units do not have air conditioning (A/C) and none have energy-recovery ventilators (ERV's). Some units are nearing the end of their lifecycle and should be replaced with units that have A/C and ERV's. Typical retrofit costs vary between \$20,000 and \$30,000 per classroom. Classroom HVAC systems will be installed; based on greatest need throughout the system.

Lifting Devices

St. Johns College is a two-level, split level school at the main north entrance. The handicap lift is currently locked-out and needs major repair; which entails bringing it to building code standards. The cost to replace the car and controls is \$30,000.

St. Frances Cabrini School is a two-level, split school. To allow for full wheelchair access, a lift is needed in the south hallway. The cost to install a new handicap wheelchair lift is \$20,000.

Portable Classrooms

Over the past ten years, the Board has reduced its dependence on portable classrooms from 102 units to 51 units. The average age of the remaining portables is over 21 years. The Ministry of Education guideline for portable classroom lifecycle is 20 years. Portable classrooms are inspected monthly and annually with maintenance completed accordingly.

Options for portable classrooms are as follows:

- Repair as needed.
- Replacement Program; at a cost of approximately \$80,000 each.
- Lease-to-Own Program (5 years); at a cost of \$16,500 / year each.

Note: A request has been made to the Ministry of Education to permit a new, two-room port-a-pack with interconnecting hallway, site preparations, foundations and utilities to accommodate French immersion at St. Joseph's School, Simcoe in 2016. The estimated cost is \$298,000. Should it be required, a new, two-room port-a-pack with interconnecting hallway will be added in 2017; with a cost of \$232,000. Should it be required, a new, two-room port-a-pack with interconnecting hallway will be added in 2018; with a cost of \$232,000. The Board's accumulated surplus will fund the port-a-paks.

Five Year Costing Summary

The following table details the above-mentioned projects; budgeted over a five-year cycle.

Recommendation	2016	2017	2018	2019	2020
Engineering Reports					
Siporex-Structural Review		\$20,000			
Holy Trinity Mechanical Review			\$20,000		
St. Joseph's Mechanical Review				\$20,000	
Energy Audit			\$30,000		
Windows and Doors					
Window and Door Replacement		\$20,000	\$40,000	\$40,000	\$60,000
Holy Trinity Door Hardware					
Roofing					
Roof Replacement	\$705,000	\$820,000	\$798,000	\$990,000	\$899,000
Plumbing					
Washroom Upgrades	\$50,000	\$50,000	\$25,000	\$25,000	\$50,000
Replace Flush Boxes with Flush Valves	\$14,000	\$14,000	\$14,000	\$14,000	
Accessibility for Ontarians with Disabilities Act					
AODA Compliance	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Mechanical					
Boiler Upgrade		\$350,000	\$175,000	\$175,000	\$175,000
Make-Up Air Units (MAU)		\$30,000	\$30,000	\$30,000	\$30,000
Roof Top Unit Replacement (RTU)		\$96,000	\$24,000	\$56,000	\$24,000
Classroom HVAC Upgrades		\$180,000	\$180,000	\$180,000	
St Johns College Heat Pumps and Corridor Lights	\$450,000				
Holy Trinity Boilers and Domestic Hot Water (DHW) System	\$180,000	\$200,000			
Holy Trinity Chiller					\$200,000
Holy Trinity Balancing and Commissioning					
Elevators					
St. John's College Handicap Lift (AODA)		\$30,000			
St. Frances Cabrini Handicap Lift					\$20,000

Recommendation	2016	2017	2018	2019	2020
Electrical					
Exterior LED Lights	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000
Site Restoration					
St. John's College Site Restoration	\$435,000				
Paving	\$440,000	\$200,000	\$200,000	\$200,000	
St. Michael's, Walsh Drain	\$80,000				
Masonry					
Masonry Repairs		\$40,000	\$40,000	\$40,000	\$40,000
Sealant Caulking Weather Stripping			\$30,000	\$30,000	\$30,000
Portable Upgrades					
Purchase				\$80,000	\$80,000
Six-Pack BAS				\$7,000	\$7,000
St. Joseph's Two-Pack and Site Upgrade	\$298,000	\$232,000	\$232,000		
Renovations					
Blessed Sacrament	\$40,000				
Catholic Education Centre	\$30,000				
Renewal					
Principals' Renewal	\$385,000	\$350,000	\$350,000	\$350,000	\$350,000
Total Expenditure by Year	\$3,183,000	\$2,708,000	\$2,264,000	\$2,313,000	\$2,041,000
School Condition Improvement Allocation (SCIA) 2015 Carry-Over	\$244,000				
School Renewal 2015 Carry-Over	\$213,000				
Total Overall Expenditure	\$3,640,000	\$2,708,000	\$2,264,000	\$2,313,000	\$2,041,000

FUNDING SOURCE

GRANT	2016	2017	2018	2019	2020
School Condition Improvement Allocation (SCIA)	\$1,487,865	\$1,287,550	Unknown	Unknown	Unknown
Accumulated Surplus	\$733,000				
School Renewal	\$1,427,000	\$1,427,000	\$1,427,000	\$1,427,000	\$1,427,000
Total	\$3,647,865	\$2,714,550	\$1,427,000	\$1,427,000	\$1,427,000
Surplus Grant Available to Offset Other Previously-Committed Projects	\$7,865	\$6,550	-\$837,000	-\$886,000	-\$614,000

In the 2015-16 and 2016-17 school years, the School Condition Improvement grant is available as an off-setting revenue. Originally, this grant was made available on a three-year basis, beginning in 2011-12. The grant was further extended in 2014-15 for a further three years and is scheduled to end at the completion of the 2016-17 school year. The table above also shows an excess of expenditure over revenue beginning in 2017-18. Should the grant not be extended into 2017-18 and beyond, or otherwise be substituted for another capital allocation, the Five-Year Facility Renewal Plan will require revision.

It should be noted that an additional funding source, which is directed at projects that otherwise would be funded through the School Condition Improvement grant, would be Proceeds of Disposition (POD) from the sale of a school upon closure.

RECOMMENDATION:

THAT the Accommodations Committee recommends the Committee of the Whole refers the Five-Year Facilities Renewal Plan to the Brant Haldimand Norfolk Catholic District School Board for approval.

MINUTES AND RECOMMENDATIONS

POLICY COMMITTEE

April 12, 2016

AGENDA ITEM	MOTION
2.1	THAT the Policy Committee recommends that the Committee of the Whole refers the revised Inclement Weather & Temporary School/Facility Closures policy 400.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.
2.2	THAT the Policy Committee recommends that the Committee of the Whole refers the Management of Students with Asthma policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of April 12, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of April 12, 2016 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy Committee
Tuesday, April 12, 2016 ♦ 3:30 p.m.
Haldimand Room

Trustees:

Present: Cliff Casey (Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Rick Petrella

Absent:

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Patrick Daly and Michelle Shypula
(Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

The meeting opened with prayer led by Chair Casey.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Policy Committee approves the agenda of the April 12, 2016 meeting.

Carried

1.4 Approval of the Policy Committee Meeting Minutes – January 13, 2016

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Policy Committee approves the minutes of the January 13, 2016 meeting.

Carried

1.5 Business Arising - Nil

2. Committee and Staff Reports

2.1 Inclement Weather & Temporary School/Facility Closures Policy 400.01 (revised).

Director Roehrig reported that although the Policy's revised Administrative Procedure does not include any substantive changes, it does provide for clearer language regarding expectations of staff during inclement weather situations. He reviewed the key revisions and responded to trustee inquiries.



Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Inclement Weather & Temporary School/Facility Closures Policy 400.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.2 Management of Students with Asthma Policy 200.05 (new)

Superintendent Shypula introduced a new policy in response to Bill 20, Ryan's Law 2015 (Ensuring Asthma Friendly Schools). She advised that a Committee had been formed, which included various members from community agencies, to develop the policy and to ensure adherence to the legislative requirements. She reviewed the key components of the policy and responded to trustee inquiries.

Moved by: Bill Chopp

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Management of Students with Asthma Policy 200.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3. Discussion Items

3.1 Trustee Expenses Policy 100.10

Trustee Petrella inquired if a mechanism should be included in the existing *Trustee Expenses* Policy 100.10 to respond to situations where a trustee cancels his/her attendance at a conference/meeting, without just cause, after the Board has incurred pre-conference expenses for that trustee to attend the conference. Following some discussion, Director Roehrig offered to draft a cancellation clause to be included in the Policy for trustees to consider at the next Policy Committee meeting.

3.2 Social Media

Trustee Petrella inquired if the *Communication on Behalf of the Board* Policy 100.08 should include a section on the use of social media by trustees, such as Twitter, which is currently reflected as suggested guidelines only in the Policy's Appendix A. Discussion ensued and trustees requested that Director Roehrig present a suggested revision to the Policy, to include a section on communicating via social media, at the next Policy Committee meeting for trustee consideration.

4. Trustee Inquiries - Nil

5. Adjournment

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Policy Committee adjourns the meeting of April 12, 2016.

Carried

Next Meeting: At the call of the Chair



Policy: Inclement Weather & Temporary School/Facility Closures

		Policy Number:	400.01
Adopted:	April 23, 2013	Former Policy Number:	n/a
Revised:	N/A	Policy Category:	Operations
Subsequent Review Dates:	N/A	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that the safety and well-being of staff and students is the highest priority. From time to time, the district encounters inclement weather that can lead to delays and temporary closures of schools.

Policy Statement:

It is the policy of the Board that the Director of Education or designate is authorized to delay bus start times or to close schools in the circumstances that inclement weather prevents students and staff from arriving to school safely. It is the responsibility of parents/guardians to decide if they want their child(ren) to travel to school on inclement weather days when transportation is not cancelled.

Glossary of Key Policy Terms: N/A

References

http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf
Education Act, R.S.O. 1990, c.E.2



Inclement Weather & Temporary School/Facility Closures AP 400.01

Procedure for:	All Staff	Adopted:	April 23, 2013
Submitted by:	Chris N. Roehrig (Director of Education)	Revised:	TBD
Category:	Operations		

Purpose

The purpose of this Administrative Procedure is to provide direction to all staff regarding the expectations and processes to address inclement weather.

Information

~~Regardless of whether or not a school or site is open or closed, employees are expected to work. These procedures outline how employees may fulfill their obligation to be paid for working when inclement weather forces schools or sites to close. See Appendix A – Frequently Asked Questions.~~

Responsibilities

Direction is given in this Administrative Procedure to supervisory officers, principals, teachers, managers, supervisors and all staff.

Information – N/A

Procedures

The Director of Education or designate, in consultation with Student Transportation Services, shall determine when school openings will be delayed or schools/sites will be temporarily closed due to inclement weather.¹ The Director of Education or designate shall determine if a school/facility site is to be closed after the start of the day due to inclement weather. The Director of Education or designate is responsible for setting up a notification system to inform the district system of any delays or temporary school/facility closures. All bus delays and temporary school closures shall be posted on the Student Transportation Services Brant Haldimand Norfolk website (www.stsbhn.ca) and communicated to local radio stations.

1.0 Temporary School/Facility Closures

- 1.1 Central Office and non-school facilities will remain open. Only in rare situations will the Central Office and non-school facilities be closed. ~~Temporary closure will be at the discretion of the Director of Education or designate.~~ Schools may be temporarily closed to employees at the direction of the Director of Education or designate.
- 1.2 Schools shall remain open unless all bus transportation in the zone is cancelled, in which case the school shall be closed to students.

2.0 ~~Inclement Weather – Administration and Management~~ Managers, Principals and Senior Administration

- ~~2.1 It is the principal's or manager's responsibility to develop a School/Site Inclement Weather Plan. The plan will be renewed and reviewed with staff each year prior to the end of September. Where appropriate, it will be reviewed with students. The plan will include the following:~~

¹ http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf



- ~~2.1.1 The content of this Administrative Procedure.~~
- ~~2.1.2 Procedures to alert staff, parents and/or students of closure, cancelled transportation, or delayed dismissal.¹ *As per the provisions of the Child and Family Services Act – No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances.*²~~
- ~~2.1.3 The duties and responsibilities of all staff during a system or school closure, delayed dismissal, or cancelled or delayed transportation.~~
- ~~2.1.4 The process to address the safety of students who come to school despite closure.~~
- ~~2.1.5 An alternate work plan for each staff member when travel to the home school is deemed unsafe by the employee and public transit to the home school is not operating or available.~~

- 2.1 It is the principal's or manager's responsibility to review the content of this procedure with staff and to develop procedures to alert staff of closure, cancelled transportation, or delayed dismissal.¹
- 2.2 The principal of each school shall endeavour to ensure that sufficient staff are maintained at school to provide for the needs and supervision of the children in attendance. Where that is not possible, the appropriate supervisory officer should be advised immediately. *As per the provisions of the Child and Family Services Act – No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances.*²
- 2.3 In the event of a school closure before the school day starts, it is the responsibility of the Principal or designate to remain at the school until 9:30 a.m. to ensure that all students who come to the school are properly cared for and to ensure the safe return of these students to their homes.
- 2.4 In the circumstances that the Principal believes the school should be temporarily closed after the start of the school day, they shall consult with the Director of Education or designate before conveying any information regarding closing school early.¹

3.0 Inclement Weather – Non-Management Employees Teachers and Other Non-Management Employees

It is expected that employees will make every reasonable effort to attend at their normal place of work.

- 3.1 In the event of questionable road or inclement weather conditions:
 - 3.1.1 ~~Employees will call the supervisor at their normal place of work to confirm that the work site is open.~~ *shall be notified by the school principal or site supervisor (or designate) regarding the status of a school/site closure.* If the normal place of work is open, employees ~~should endeavour to~~ *shall* report to work ~~unless they deem travel to the normal place of work to be unsafe.~~
 - 3.1.2 If the normal place of work is closed or the employee deems travel to the normal place of work to be unsafe, the employee shall ~~consult with the supervisor and in consultation report to the nearest school/work site to which safe travel is possible and where their attendance is desirable.~~ There, they can assist other staff or, where appropriate, use available time to address their own work needs. ~~In consultation with the supervisor, where an employee feels it is unsafe to travel to an alternate site, staff are expected to use the time at home as time for planning, professional development and/or work related activities.~~ *-call contact the supervisor and, after consultation, choose one of the four options below:*

¹ http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf

² Child and Family Services Act R.S.O. 1990, c.C.11



Option A – Working at an Alternate School or Site	Option B – Working from Home to Complete Online Training or Other Approved Duties	Option C – Apply for a Day Off Without Pay	Option D – Apply for a Banked Lieu Day or Vacation Day (12-month employees)
<p>Contact an alternative site supervisor (school principal) to inquire as to whether or not they need assistance.</p> <p>Report to the alternative site for assignment.</p> <p>On an emergency basis, employees need to be available for assignment to an alternate site.</p>	<p>Complete alternate duties that include time for planning, professional development and/or work-related activities. Employees are encouraged to seek input from their supervisor regarding appropriate activities for working at home. Employees may complete online training that is required [e.g., WHMIS, Health and Safety, Safe Schools, Concussions, Accessibility for Ontarians with Disabilities Act (AODA)].</p>	<p>Submit leave of absence request form to supervisor for consideration.</p> <p>Report absence in SmartFIND.</p>	<p>Report absence in SmartFIND using Lieu Day or Vacation Day code.</p>

Please refer to Appendix A – Frequently Asked Questions.

- 3.1.3 Employees reporting to work late due to inclement weather will be considered to be present for that work day; ~~it is the responsibility of employees to notify their supervisor if they are going to be late arriving to the workplace.~~
- 3.1.4 Employees are expected to make ongoing efforts **throughout the day** to report to work, ~~and to report to work at the point in the day when it is safe to do so~~ the school/work site if it is open, and to report to work when it is safe to do so. Should inclement conditions clear during the day, it is an expectation that employees working an afternoon shift attend work at their school/work site as per usual.
- 3.1.5 Should inclement weather conditions become problematic after employees have arrived at work, they should consult their principal or supervisor to determine if early dismissal for the day can be arranged. **As per the provisions of the Child and Family Services Act – No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances.²**
- 3.1.6 In an emergency situation (an open school is understaffed), an employee that resides in an open zone and is working from home may be assigned to an alternate site by the appropriate superintendent if the employee deems that travel is safe.

4.0 Inclement Weather (Winter) – **Winter** Procedures for Plant and Facilities Staff

- 4.1 All buildings are equipped with temperature sensing devices integrated into the building automation system and monitored 24/7. An automated message will be sent to Facility Supervisors when room or boiler water temperatures fall below a predetermined minimum set point. Facility Supervisors, at their discretion, will call a contractor, facility staff or both to respond to the alert.
- 4.2 Additional school checks may be made, at the discretion of the Manager of Facilities or designate, for cold weather alerts or unusual winter weather conditions. Time, frequency and weather conditions will be determined by the Manager of Facilities or designate. A cold weather alert is currently defined as temperature below -20°C, including wind chill factor.
- 4.3 Facility staff will be paid in accordance with the collective agreement.

² Child and Family Services Act R.S.O. 1990, c.C.11



- 4.4 Any check of the building will include a systematic walk throughout the interior looking for broken or unsecure windows, water leaks and frozen pipes, and ensuring that power and heat are available in every room. Doors without exterior handles must be checked from the inside.
- 4.5 A complete tour outside the building will be made, inspecting all doors to ensure they are secure and a visual will be made for property damage or vandalism.
- 4.6 Minor repairs or adjustments may be required and considered part of the school check.
- 4.7 For safety reasons, some minor snow shoveling or sand/salting may be necessary at the entrance to the building and considered part of the school check.
- 4.8 Sidewalk and parking lot conditions will be entered into the Facility electronic snow sand/salt logbook.
- 4.9 Facility staff will notify the Supervisor for emergency assistance or if additional follow-up work is required. Work requests will be entered into the Facility electronic work order system.
- 4.10 Facility staff will notify the Supervisor for removal of large snow drifts on roofs.
- 4.11 Under no circumstance will staff climb outdoor ladders in winter weather to access roofs while working alone.

Definitions – N/A

References

http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf

Child and Family Services Act R.S.O. 1990, c.C.11



Appendix A

Inclement Weather - Frequently Asked Questions

<p>If my school is closed do I have to report to school?</p>	<p>If your school is closed, you may report to your school if it is safe to do so. If it is not safe to report to your school/site, you may report to a school near you that is open, safe to get to, and where your attendance is needed. If it is unsafe to report to an alternate site you should contact your supervisor and let them know you are working from home or request the day off without pay or (for 12 month employees) report absence in SmartFIND using Lieu Day or Vacation Day code.</p>
<p>If my school is open and I feel it is unsafe to get there, what do I do?</p>	<p>Call your supervisor to inform him/her that you will not be reporting to your school and report to the nearest school that is open, safe to travel to and where your attendance is needed. You should consider ongoing efforts to report to your school (for instance if weather patterns clear up). If it is unsafe for you to get to an alternate site, you should call your supervisor and let them know you are working from home or request the day off without pay or (for 12 month employees) report absence in SmartFIND using Lieu Day or Vacation Day code.</p>
<p>In order to get to my school, I need to drive through a zone where buses are cancelled. What do I do?</p>	<p>If your school/site is open, you are expected to get there unless you feel it is unsafe to do so. If you feel it is unsafe to do so, call your supervisor to inform him/her that you will not be reporting to your school and report to the nearest school that is open, safe to travel to and where your attendance is needed or contact your supervisor and let him/her know you will be working from home or request the day off without pay. You should consider ongoing efforts to report to your school/site (for instance, if weather patterns clear up).</p>
<p>After I have arrived at my school or site, it looks like the weather is getting worse and I want to go home early. What do I do?</p>	<p>Our primary responsibility is for the safety of the children/youth that are in our care. <i>As per the provisions of the Child and Family Services Act – No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances.</i> You should consult your principal / supervisor in this situation. Schools usually need to remain open until the end of the day if they start the day as open. There are many reasons for this:</p> <ul style="list-style-type: none"> • Parents of bused students make arrangements for children to be received at the end of the school day – sending students home prior to this creates situations where children have nobody at home to receive them. • If buses are needed to get students home, bus drivers are often unavailable outside their normal driving hours. • Road crews often schedule road clearing based on the fact that extra traffic will be on roads at the end of the school day; therefore, it can be unsafe to be on the roads prior to the end of the school day.
<p>If I arrive to work late because of inclement weather, will I be penalized?</p>	<p>No, employees who report to work late because of inclement weather will be considered in attendance and on time for that day. You should always notify your supervisor if you will be late for work.</p>
<p>How do I find out what would be appropriate, productive and worthwhile for working at home?</p>	<p>You should contact your principal/supervisor in this regard. Provided below is an incomplete list of considerations:</p> <ul style="list-style-type: none"> • complete required online training in the portal (e.g., WHMIS, Health and Safety, Safe Schools, Concussions, Accessibility for Ontarians with Disabilities Act (AODA)) • preparation, planning and marking • review school/site-based policies and procedures • review school board policies and administrative procedures (www.bhncdsb.ca) • participate in an online collaboration for professional development • professional reading in a relevant subject area • review safety manuals and safety procedures • work on your annual professional growth plan



Policy: Management of Students with Asthma

		Policy Number:	200.05
Adopted:	TBD	Former Policy Number:	n/a
Revised:	N/A	Policy Category:	Students
Subsequent Review Dates:	N/A	Pages:	2

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board is committed to promoting school environments that are safe, inclusive and provide opportunities for every student to reach his or her fullest potential. The purpose of this policy is to educate staff, students, parents/guardians and community partners (e.g., volunteers) on asthma prevention, signs, symptoms and management.

Policy Statement:

It is the policy of the Board that the safety of a student with a medical condition such as asthma, which can be a life-threatening condition without proper management is a shared responsibility of the board, school, family, health care provider and community partners.

The Board shall:

- ensure that all students have easy access to their prescribed asthma reliever inhaler(s) medication;
- reduce the risk of exposure to asthma causative agents in classrooms and common school areas;
- ensure that school board personnel are aware of which students within the school population have been identified as being at risk of having an asthmatic reaction; and
- outline the procedures necessary to intervene effectively in the event of an asthmatic episode.

Roles and responsibilities to implement these policy requirements are noted in the Management of Students with Asthma Administrative Procedure.

Glossary of Key Policy Terms:

Asthma

A respiratory condition marked by spasm in the bronchi of the lungs, causing difficulty breathing. It usually results from an allergic reaction or other forms of hypersensitivity.

Asthma Reliever Inhaler

Asthma reliever inhalers work to relieve asthma symptoms when they happen. When inhaled, they open up the airways and relieve symptoms such as wheezing, coughing and shortness of breath, often within minutes.

Medication

Medications that are prescribed by a health care provider and, by necessity, may be administered to a student or taken by a student during school hours or school-related activities (e.g., reliever inhaler and/or preventative medication).

Immunity

The Act to Protect Pupils with Asthma states that “No action or other proceeding for damages shall be commenced against an employee for an act or omission done or omitted by the employee in good faith in the execution or intended execution of any duty or power under this Act.”



Reference:

Bill 20: An Act to Protect Pupils with Asthma (Ryan's Law) (2015)

The Education Act Section 265 – Duties of Principal

The Education Act Section 264 – Duties of Teacher

Regulation 298 – Operations of Schools – General: Section 11 – Duties of Principals

Regulation 298 – Operations of Schools - General: Section 20 – Duties of Teachers



Management of Students with Asthma AP 200.05

Procedure for: Superintendents, All Administrators, School Staff,
Transportation Services

Adopted: TBD

Submitted by: Michelle Shypula, Superintendent of Education

Revised: N/A

Category: Students

Purpose

The purpose of the administrative procedure is to ensure the management and safety of asthmatic children in school settings. To minimize risk of an asthmatic episode and to ensure rapid response to any emergency, parents, students and school personnel must understand and fulfill their responsibilities.

Information – N/A

Procedures

1.0 Parent/Guardian of an Asthmatic Child (under the age of 16) or an Asthmatic Adult Student (16 years of age or older)

The parent/guardian of an asthmatic child or an asthmatic adult student is expected to:

- inform the principal of the student's asthma at the beginning of the school year regardless of whether the child is a new student or not;
- inform the principal of any changes to the student's asthma and/or medication;
- inform a new school of the student's medical needs, if the student transfers to another school within the Board's jurisdiction;
- complete the parent/guardian/adult student authorization form, Authorization for Administration of Asthma Medication (Appendix B), on an annual basis;
- provide a minimum of one up-to-date asthma reliever inhaler properly marked with the student's name, medication name and expiry date;
- ensure that upon expiry of the asthma reliever inhaler, that an updated asthma reliever inhaler is provided to the school;
- ensure that when his/her child is involved in an out-of-school learning experience, the child has a reliever inhaler on his/her person (if authorized by the parent) and that the supervising teacher has either the primary or the second reliever inhaler; and
- provide up-to-date emergency contact information (names/phone numbers).

2.0 Student with Asthma

- Dependent on the physical and mental capabilities of the student and the informed consent of the parent/guardian, the student with asthma has the responsibility to:
 - tell teachers, educational assistants, principal and friends about his/her asthma;
 - tell occasional personnel (e.g., occasional teachers, occasional educational assistants, lunch room supervisors, school bus drivers, volunteers) about his/her asthma;
 - tell teachers, educational assistants, and the principal where to find his/her reliever inhaler;
 - carry a reliever inhaler on his/her person at all times, where authorized by a parent/guardian;
 - follow the instructions of his/her physician and parent/guardian;



- know how and when to use asthma medication safely, including:
 - making sure their name is on the medication container
 - not sharing medication with friends
 - knowing when medication is empty
- tell parents and teachers every time medication is used;
- tell a teacher if help is required to take medication;
- wear a Medic Alert TM bracelet or equivalent, when provided by the parent/guardian;
- know what triggers asthma and know how to handle those triggers;
- tell teachers when asthma is bothering him/her;
- learn more about asthma by:
 - attending asthma education programs
 - seeing health care provider on a regular basis
 - visiting websites www.asthma-kids.com or www.puffr.ca

3.0 Principal

The Principal shall:

1.1 Student Registration/Annual Review

- Ensure that, upon student registration, parents, guardians and adult students be asked to confirm a diagnosis of asthma via medical note/certificate;
- At the beginning of each school year, update the medical information of each student enrolled in the school to determine if new medical conditions have developed and/or existing medical conditions have changed;
- At the beginning of each school year, provide general awareness information regarding asthma management in the school to the school community (see Appendix A - Parent/Guardian Information Letter);
- At the beginning of each school year, review the responsibilities outlined in this Administrative Procedure with staff; and

Authorization

- Require the parent/guardian/adult student to complete the Authorization for Administration of Asthma Medication form (Appendix B) once informed by the parent/guardian/adult student that a student has been diagnosed with asthma and may require the administration of asthma medication.

Records

- Develop and maintain a Student Medical file, that at a minimum contains:
 - current treatment and other information for each student with asthma, including copies of any medical notes and instructions from the student's health care provider;
 - emergency contact information;
 - Authorization for Administration of Asthma Medication (Appendix B);
 - Student Asthma Management Plan (Appendix C-2);
 - Student Log of Administered Asthma Reliever Medication (Appendix D).

Documentation

- Ensure that each time a staff member assists a student with the administration of the reliever inhaler, the incident will be recorded on the individual Student Log of Administered Medication (Appendix D);
- Ensure that the individual Student Log of Administered Medication form is maintained in the Student Medical file.



1.2 Student Asthma Management Plan

- For all students diagnosed with asthma, develop an individual Student Asthma Management Plan in consultation with the parent/guardian/adult student [see Appendices C-1 (cover letter for Plan) and C-2 (Student Asthma Management Plan)]. In developing the Plan, the principal shall take into consideration any recommendations made by the student's health care provider. The Plan will be reviewed on an annual basis, or sooner if updated information is provided.

- The Plan shall contain the following information:
 - student name, date of birth and a current picture;
 - symptoms which indicate an asthma reaction;
 - triggers that may initiate an asthma reaction;
 - monitoring and avoidance strategies and appropriate treatment;
 - instructions from the student's health care provider, if available;
 - emergency procedures;
 - location of the reliever inhaler(s), if spare medication is kept in the school;
 - if the student is under 16 years of age, whether the student has his/her parent's/guardian's permission to carry his/her asthma medication;
 - emergency contact information.

1.3 Medication

- Arrange to have one asthma reliever inhaler on the student's person, with parent/guardian written consent for students under 16 years old. If the student is 16 years or older, the student is not required to have his/her parent's/guardian's permission to carry his/her asthma medication;
- In the case where a student is not permitted by their parent/guardian to have their asthma medication on their person, medication will be stored in a safe, secure location (e.g. main office) that can be readily accessed for administration;
- If necessary, arrange to have a second asthma reliever inhaler in a safe, secure location (e.g., main office) and ensure the medication is already labeled with the name of the student, name of the medication and the expiration date;
- Ensure that any medication that has reached its expiry date is returned to the parent/guardian/adult student and replaced with up-to-date medication.
- Ensure that when a student is involved in an out-of-school learning experience, the student has a reliever inhaler on his/her person (if authorized by the parent) and that the supervising teacher has either the primary or the second reliever inhaler, as well as a cell phone to use in emergency situations.

1.4 Staff Education

- Identify all students diagnosed with asthma to all staff who interact on a regular basis with the student;
- Inform employees and others who are in direct contact on a regular basis with a student who has asthma about the contents of the Student Asthma Management Plan (see section 1.2); and
- Ensure that regular training on recognizing asthma symptoms and managing asthma exacerbations for all employees and others who are in direct contact with students with asthma is conducted (<http://www.ophea.net> Managing Asthma in Our Schools).



1.5 Prevention

- Take the necessary steps to create a supportive, safe environment for students with asthma, including though not limited to:
 - facilitating the use of asthma-friendly school supplies and products, such as scent free markers and cleaning products, dust free chalk, etc.;
 - monitor asthma triggers and take action to reduce exposure to asthma triggers in the classrooms and common areas, whenever possible;
 - create and support the expectation that students with asthma should be participating in physical activities to the best of their abilities, including recess/nutrition breaks and physical education;

4.0 School Staff

School staff are expected to:

- Participate in asthma awareness training;
- Remain vigilant concerning circumstances or events which may constitute a situation for a student at risk to experience an asthmatic episode and shall report these to the principal;
- Respond to a student experiencing an asthmatic episode and ensure the asthma reliever inhaler is administered immediately and inform the principal;
- After the medication has been administered, record the incident in the individual Student Log of Administered Asthma Reliever Medication (Appendix D). Employees may be preauthorized to administer medication or supervise a student while he/she takes medication in response to an asthma exacerbation if the school has the consent of the parent, guardian or student, as applicable. If an employee has reason to believe a student is experiencing an asthma exacerbation, the employee may administer asthma medication to the student for the treatment of the exacerbation, even if there is no preauthorization to do so.
- The Act to Protect Pupils with Asthma, May 2015 states that no action or other proceedings for damages shall be commenced against an employee for an act or omission done or omitted by the employee in good faith in the execution or intended execution of any duty or power under this Act.

5.0 Classroom/Subject Teachers

In addition to the duties described under School Staff (subsection 4.0), the classroom/subject teachers are expected to:

- review the information contained in the identified Student Asthma Management Plan;
- know and understand specific triggers for each identified student in the classroom;
- support the student with asthma to access their reliever inhaler when needed to relieve symptoms and/or to use as prescribed;
- ensure that the identified student is carrying an asthma reliever inhaler on his/her person (if authorized by parent) during all out-of-school trips and excursions;
- ensure that an additional asthma reliever inhaler (where available) and a cell phone are available during all out-of-school trips and excursions;
- monitor the presence of material within the classroom setting which may trigger an asthmatic reaction in the identified student;
- take measures to reduce student's exposure to asthma triggers whenever possible (e.g.; chalk dust, freshly-cut grass, furry animals, pollen, strong smelling markers, etc.);
- follow the recommendations made by the student's health care provider pertaining to physical education and exercise.



6.0 School Secretary

- In addition to the duties described under School Staff (subsection 4.0), the school secretary is expected to record the presence of the student's asthma in the school management system and follow the Emergency 911 procedure at the time of the asthma emergency.

7.0 Transportation

- When a student has an asthmatic episode, Student Transportation Services shall ensure that the current emergency plan received from the school principal is available:
 - on file;
 - at the dispatch office; and
 - in the assigned vehicle(s).
- Ensure that there has been adequate in-servicing of all drivers and substitute drivers in response to students with an asthmatic episode. This in-service shall include how to administer medication (e.g. asthma reliever inhaler) and shall be provided by Student Transportation Services on an annual or "as needed" basis.
- Ensure that an Emergency Plan provided by the school's principal is followed by the service provider. The current standard plan is that the driver radios dispatch for an ambulance and waits for the EMS to arrive, or if close to a hospital, drives there directly.
- Assign a specific seat to the student, if required;
- Be aware that the student is carrying an asthma reliever inhaler if indicated on the emergency plan.

Definitions

Asthma

A respiratory condition marked by spasm in the bronchi of the lungs, causing difficulty breathing. It usually results from an allergic reaction or other forms of hypersensitivity.

Asthma Reliever Inhaler

Asthma reliever inhalers work to relieve asthma symptoms when they happen. When inhaled, they open up the airways and relieve symptoms such as wheezing, coughing and shortness of breath, often within minutes.

Medication

Medications that are prescribed by a health care provider and, by necessity, may be administered to a student, or taken by a student during school hours or school-related activities (e.g., reliever inhaler and/or preventative medication).

Immunity

The Act to Protect Pupils with Asthma states that "No action or other proceedings for damages shall be commenced against a Board employee for an act or omission done or omitted by the employee in good faith in the execution or intended execution of any duty or power under this Act."

References

Bill 20, An Act to Protect Pupils with Asthma (Ryan's Law) 2015

The Education Act

The Education Act Section 265 – Duties of Principal

The Education Act Section 264 – Duties of Teacher

Regulation 298 – Operations of Schools – General: Section 11 – Duties of Principals

Regulation 298 – Operations of Schools - General: Section 20 – Duties of Teachers

OPHEA Asthma Training Program <http://www.ophea.net/node/1411>

Lung Association <http://www.lung.ca/asthma>

(print on school letterhead)

Date

Dear Parents/Guardians:

The Brant Haldimand Norfolk Catholic District School Board would like to advise all parents that one or more students in our school community has been diagnosed with Asthma. This is a chronic inflammatory disease of the airways, marked by spasm in the bronchi of the lungs, causing difficulty breathing. It usually results from an allergic reaction or other forms of hypersensitivity.

All our staff have been made aware of this situation and have been instructed in the correct procedures regarding asthma management.

Prevention, of course, is the best approach. Some common triggers of asthma include, but are not limited to dust, grass, pollen, pet fur/hair and strong smells or chemicals. Although this may or may not affect your child's class directly, we would ask for your understanding that in a school setting where children are in contact with a large number of students and staff, exposure to any number of asthma triggers may be increased. We would like to remind parents and students to please be mindful when making decisions such as wearing perfume, cologne or using other products with strong scents. Also, please check to ensure that your child's clothes are as free as possible from pet fur or hair.

We endeavour to make the school a safe environment for all students. Anyone wishing further information about asthma may contact the school.

Thank you for your continued support.

Sincerely,

Principal



AUTHORIZATION FOR ADMINISTRATION OF ASTHMA MEDICATION

(To be completed in consultation with parent/guardian/student)

Student Name: _____ DOB: _____

Grade: _____ Teacher: _____

Ontario Health Card #: _____

PARENT/GUARDIAN'S AUTHORIZATION FOR ADMINISTRATION OF ASTHMA MEDICATION

I acknowledge that the staff of the Brant Haldimand Norfolk Catholic District School Board are not trained medical personnel. However, I authorize the administration of a reliever inhaler, as prescribed by a physician/health practitioner, in the event that my child experiences an asthmatic episode on school property or during a school or school board sponsored event.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Principal's Signature: _____

PARENT/GUARDIAN'S AUTHORIZATION FOR SELF ADMINISTRATION OF ASTHMA MEDICATION

I consent to have my child, _____, carry a reliever inhaler on his/her person.

I consent to have my child, _____ self-administer the reliever inhaler **and** my child is aware that he/she must notify his/her teacher/principal/coach if he/she has self-administered his/her medication.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Principal's Signature: _____

ADULT STUDENT ACKNOWLEDGEMENT OF RESPONSIBILITIES FOR ASTHMA MEDICATION

I, _____, being over the age of 16 years, acknowledge that it is my responsibility to carry my asthma medication on my person and to self-administer, as required. In the event that I do self-administer my asthma medication during school hours, on school property, or while participating in any school activities, **I will advise the teacher / principal / coach.**

Adult Student Name: _____

Adult Student Signature: _____

Date: _____

Principal's Signature: _____

A new form is required upon the initial start of the process, at the beginning of each school year, and/or when medication changes are made. Completed form is to be kept in the Student Medical File.

(Print on School Letterhead)

Dear _____:

The school team at _____ (school name) is looking forward to an excellent year for your child, _____. In order to provide the best possible school Asthma Management Plan for your child, we request your assistance with the following:

1. Complete the attached Asthma Management Plan.
2. Meet with the school principal and the classroom teacher to explain your child's condition, medication, devices, and environmental triggers.
3. Submit the Authorization for Administration of Asthma Medication form for any medication that is administered in school. Please ensure that your child's asthma reliever inhaler is at school each day.
4. Meet with principal and classroom teacher to determine a plan for maintaining communication and continuity of program in the event of absences.
5. Prepare your child. Discuss and rehearse the medication plan, how to respond to symptoms, triggers, food restrictions, and school policies.
6. Keep the school staff up to date on any changes in your child's Asthma Management Plan.
7. Keep your physician up to date on school services and supports for your child.
8. Consider participating in advisory committees to support and improve comprehensive school health services and programs.

Please return the completed Asthma Management Plan to the school as soon as possible.

While we believe we are taking all precautions possible, we want to be sure that if this situation does present itself, we will be ready to deal with it.

Thank you for working with us to assist your child.

Sincerely,

(Name)
Principal

c: Ontario Student Record



STUDENT ASTHMA MANAGEMENT PLAN

(To be completed in consultation with parent/guardian/student)

Insert recent
coloured student
photo here

Student Name: _____ DOB: _____

Grade: _____ Teacher: _____

Ontario Education Number: _____

EMERGENCY CONTACT (List in priority of contact)

	Name	Relationship	Daytime Phone	Alternate Phone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

KNOWN ASTHMA TRIGGERS

- Colds/Viruses
 Physical Activity
 Weather
 Smells
 Chalk Dust
 Animals
 Pollen
 Anaphylaxis (specify Allergy) _____
 Other (please specify) _____

SYMPTOMS WHICH INDICATE ASTHMA REACTION

- Coughing
 Wheezing
 Shortness of Breath
 Chest Tightness
 Other (please specify) _____

MEDICATION & TREATMENT FOR AN ASTHMATIC EPISODE

- Salbutamol (Ventolin, Airmoir) Dosage: _____
- Terbutaline (Bricanyl): Dosage: _____
- Other _____ Dosage: _____

Reliever is used for the following:

- Relieve symptoms during an episode
 Prevent exercise induced asthma (taken/given 10-15 minutes prior to activity)
 Other (please specify) _____

Location of Medication:

- Student carries own inhaler
 Stored in accessible location in office
 Other _____

Can Student Self Administer?

- Yes
 No, requires assistance

INSTRUCTIONS FOR MANAGING WORSENING ASTHMA

Mild Asthma Symptoms	
<p>Look for one or more of:</p> <ul style="list-style-type: none"> • Continuous coughing • Complaints of chest tightness • Difficulty breathing • Wheezing (not always present) <p>These symptoms may also be accompanied by restlessness, irritability, tiredness.</p>	<p>What to do:</p> <ol style="list-style-type: none"> 1. Administer the reliever inhaler. If there is no improvement in 5-10 minutes, treat as an emergency – call 911 (follow instructions below). 2. Stay calm. Remain with the student. 3. Tell the student to breathe slowly and deeply. 4. Notify parent/guardian of episode. 5. Student can resume normal activities once feeling better. If the student requires a reliever inhaler again in less than 4 hours, medical attention should be sought.
Asthma Emergency	
<p>ANY of the following symptoms indicate an emergency:</p> <ul style="list-style-type: none"> • Unable to catch breath • Difficulty speaking a few words • Lips or nail-bed blue or grey • Breathing is difficult and fast (more than 225 breaths per minute) • No improvement within 5-10 minutes of taking reliever inhaler 	<p>What to do:</p> <ol style="list-style-type: none"> 1. Call 911. 2. Administer reliever inhaler immediately; continue to administer every few minutes until help arrives. 3. Stay calm. Remain with the student. 4. Tell the student to breath slowly and deeply. <p style="text-align: center;"><i>School personnel should not drive students to hospital.</i></p>

Other Instructions: _____

Medication requests will terminate June 30th of every school year. A new form is required upon the initial start of the process, at the beginning of each school year, and/or when medication changes are made. Completed form to be placed in Student Medical File.

PARENT/GUARDIAN/STUDENT SIGNATURE: _____ DATE: _____

PRINCIPAL SIGNATURE: _____ DATE: _____



STUDENT LOG OF ADMINISTERED ASTHMA INHALER MEDICATION

STUDENT NAME: _____

SCHOOL YEAR: _____

Date	Time	Medication	Method of Administration	Dosage	Initials of person administering

Completed form to be placed in Student Medical File

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: April 19, 2016
Submitted by: Chris Roehrig, Director of Education & Secretary

SCHOOL BOARD INSURANCE

Public Session

BACKGROUND INFORMATION:

The Board received notice from the Ontario School Boards' Insurance Exchange (OSBIE) that our current five-year subscription will end on December 31, 2016. As per our Subscribers' Agreement, the Board must provide written notification, prior to July 1, 2016, if we choose not to renew our subscription. If the Board does not provide written notice prior to July 1, 2016, our subscription will automatically renew for another five-year term.

OSBIE is a school-board owned, non-profit insurance program with 106 members representing 78 school boards and 28 joint ventures in Ontario. The primary goals of OSBIE are to insure member school boards against losses and to promote safe school practices. Consistent with common cooperative principles, each member in the reciprocal assumes a share of the risk carried by all members of the pool and also shares in any surplus of funds accumulated. The organization is run by a Board of Directors who is elected from the membership, based on regional representation.

DEVELOPMENTS:

In accordance with the Board's Purchasing Policy and Administrative Procedure, as well as the Broader Public Sector Procurement Directive, goods and services with a value of \$100,000 or greater must utilize an open, competitive procurement process unless an exemption, exception or non-application clause can be applied from a trade agreement. The Board's 2016 premium is \$184,245.84, including tax. Upon review, services provided to the Board through OSBIE may be classified as non-application from the Agreement on Internal Trade. The non-application clause is found in Annex 502.4, section L (b) which states *contracts with a public body or a non-profit organization*.

As a member of OSBIE, the Board has ownership in the organization. This membership includes a portion of the \$99 million guarantee fund, which has grown by \$42 million since the last subscription renewal. Since December 2006, subscribers have also shared in premium refunds of \$40 million. If the Board decides to terminate the Subscribers' Agreement, it will forfeit any portion of these benefits.

Further to competitive insurance premiums, OSBIE provides an abundance of support and assistance to the Board on a regular basis. This includes sample forms, guidelines for student activities, videos, webcasts, best practices, risk management support, etc.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the utilization of non-competitive procurement to allow the continuation of services provided by OSBIE for another five-year term, beginning January 1, 2017.

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted on: April 19, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

2015-2018 STRATEGIC PLAN – COMMUNICATION AND COMMUNITY ENGAGEMENT UPDATE

Public Session

BACKGROUND INFORMATION:

In November 2015, the Board approved the 2015-2018 multi-year strategic plan, which includes a focus on communication and community engagement. Communicating effectively with our internal and external stakeholders, utilizing social media and web-enabled communications effectively, and being responsive to and engaging with the community will improve our ability to generate support for our system.

DEVELOPMENTS:

There are three key goals that form the operational aspects of the strategic plan in relation to Communication and Community Engagement. The following is a summary of work that has begun relative to each goal.

Increase our profile in the community.

The first project of this goal was to create new visuals to be utilized from 2015 to 2018 in print and online. Our secondary visuals include students from our three secondary schools and highlight aspects of secondary school life. Our elementary visuals are a collection of five, colourful, engaging, happy students that can be used in a variety of print and online ads and messages.

We have increased the physical size and improved the placement and frequency of our print ads. As well, corresponding images and messages are pushed down to every school website to support each system-level initiative.

Improve awareness of the good things happening in our school.

Focus on using Twitter as a two-way communication tool continues to measure well with steady gains each month. For example:

- September 3, 2015 - 1,500 followers
- December 31, 2015 – 1,699 followers
- March 2, 2016 – 1,833 followers
- March 29, 2016 – 1,895 followers

Our individual school Twitter accounts are following the same trend.

We have reached out to Catholic Service Organizations and encouraged them to subscribe to the Board and school websites so that good news and new initiatives can be delivered directly to their electronic mailboxes.

We continue to connect with the local parishes and celebrate success stories and new initiatives.

Schools are increasing the frequency of media invitations to local events and we are connecting directly with our local media via Twitter and email with event reminders.

Improve customer service perceptions in our community

We have begun to implement new software that will provide parents/guardians with better, faster and comprehensive school-to-home / home-to-school communication. The software is being piloted in 5 elementary schools. All secretaries are scheduled to complete training before the end of April, 2016. This software, School Connects, has the ability to not only provide school information via parent email and text messages, but will act as our emergency communication tool in the event of a crisis.

We are executing our second public consultation process, a school climate survey, which gathers information directly from our students and parents and will be used to populate our school improvement plans.

RECOMMENDATION:

THAT the Committee of the Whole refers the 2015-2018 Strategic Plan – Communications and Community Engagement Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

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

Prepared by: Pat Daly, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: April 19, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

BOARD ENROLMENT UPDATE AS OF MARCH 31, 2016
Public Session

BACKGROUND INFORMATION:

The March 31 enrolment report to the Ministry of Education is important as it impacts grants that the Board receives to maintain its programs. The Average Daily Enrolment (ADE) is used by the Ministry for grant purposes. ADE has been calculated using the most current eSIS data.

DEVELOPMENTS:

Attached is the enrolment report, which indicates students attending our schools as of March 31, 2016. The actual ADE for 2015-26 is higher by 10.1 elementary students and 32.1 secondary students from the Ministry Revised Estimate numbers.

RECOMMENDATION:

THAT the Committee of the Whole refers the Board Enrolment Update as of March 31, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD
ENROLMENT AT MAR 31, 2016**

	J	K	ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	SPEC ED	Mar 31 2016 Actual includes Spec Ed	Mar 31 2016 Actual FTE Includes Spec Ed	Actual ADE OnSIS 2015- 2016	Ministry Projected Estimates FTE	Appendix A Variance from Ministry Projected Estimates
Blessed Sacrament	13	12	13	22	18	19	23	25	23	24		192	192.0	190.50	189.0	1.50
Christ the King	19	23	13	12	19	16	10	13	11	13		149	149.0	146.50	144.0	2.50
Holy Cross	18	24	20	25	26	30	21	22	22	31		239	239.0	243.00	250.0	-7.00
Holy Family	14	16	14	11	16	12	17	17	7	21		145	145.0	145.00	145.0	0.00
Jean Vanier	25	37	50	35	36	36	27	26	42	28		342	342.0	341.10	341.0	0.10
Notre Dame (Brantford)	36	25	36	27	27	37	23	34	21	27	25	318	318.0	319.00	320.0	-1.00
Notre Dame (Caledonia)	23	27	25	22	23	32	36	34	37	23		282	282.0	281.00	280.0	1.00
Our Lady of Fatima (Courtland)	7	7	13	11	8	12	12	12	14	7		103	103.0	103.00	104.0	-1.00
Our Lady of LaSalette	5	4	7	7	8	6	10	11	4	19		81	81.0	80.50	80.0	0.50
Our Lady of Providence	26	30	33	36	36	34	44	40	36	44		359	359.0	357.30	356.0	1.30
Resurrection	12	16	12	7	13	8	12	23	16	13		132	132.0	132.00	132.0	0.00
Sacred Heart (Langton)	10	18	16	20	20	23	24	33	20	24		208	208.0	206.50	205.0	1.50
Sacred Heart (Paris)	19	31	25	26	32	28	31	21	27	32		272	272.0	271.50	271.0	0.50
St. Basil	48	36	32	44	45	42	28	31	33	30		369	369.0	367.50	366.0	1.50
St. Bernard of Clairvaux	23	12	13	12	14	16	18	19	22	21		170	170.0	170.50	171.0	-0.50
St Cecilia's	9	10	14	15	17	12	14	14	25	21		151	151.0	150.00	149.0	1.00
St. Frances Cabrini	27	28	30	25	21	25	24	18	18	26		242	242.0	244.00	246.0	-2.00
St. Gabriel	35	25	45	48	49	49	47	40	49	50		437	437.0	434.50	431.0	3.50
St. Joseph	39	35	40	42	42	53	54	48	42	47	9	451	451.0	452.50	455.0	-2.50
St. Leo	23	38	16	39	24	23	19	20	25	26		253	253.0	251.50	250.0	1.50
St Mary (Hagersville)	12	15	11	15	11	15	15	19	7	11		131	131.0	129.50	128.0	1.50
St Michael's (Dunnville)	25	27	25	20	19	22	18	16	18	20		210	210.0	210.00	210.0	0.00
St Michael's (Walsh)	12	8	9	11	10	12	11	8	11	16		108	108.0	104.00	100.0	4.00
St Patrick (Brantford)	14	7	13	10	11	11	9	18	20	16		129	129.0	128.50	128.0	0.50
St Patrick (Caledonia)	9	11	11	22	10	14	15	22	13	9		136	136.0	135.00	134.0	1.00
St. Peter	14	10	19	18	26	10	25	15	19	9		165	165.0	162.50	160.0	2.50
St Pius	22	35	29	26	26	32	28	19	17	28		262	262.0	263.00	264.0	-1.00
St. Stephen	12	13	10	14	11	12	13	20	13	13		131	131.0	128.00	128.0	0.00
St Theresa	17	26	16	18	14	17	13	21	21	11		174	174.0	174.20	175.0	-0.80
TOTAL	568	606	610	640	632	658	641	659	633	660	34	6341	6,341.0	6322.10	6,312.0	10.10
								5	13	16						

	Gr 9	Gr 10	Gr 11	Gr 12	Total	Full-time			Part-time			Mar 31 2016 Actual includes Spec Ed	Mar 31 2016 Actual FTE Includes Spec Ed	Actual ADE OnSIS 2015- 2016	Ministry Projected Estimates FTE	Variance from Ministry Projected Estimates
						Number of Regular Students	High- Credit FTE	FTE	Number of Regular Students	High- Credit FTE	FTE					
Assumption	339	319	309	365	1,332	1,318	1,297.00	21.00	14	4.25	0.75	1,332	1,323.00	1344.25	1,331.29	12.96
Holy Trinity	235	204	216	243	898	873	864.25	8.75	25	6.50	3.50	898	883.00	897.63	889.55	8.08
St. John's	251	261	260	295	1,067	1,006	997.00	9.00	61	19.57	3.50	1,067	1,029.07	1044.79	1,033.79	11.00
TOTAL Secondary	825	784	785	903	3,297	3,197	3,158.25	38.75	100	30.32	7.75	3,297	3,235.07	3286.66	3,254.62	32.04
TOTAL Board												9,638	9,576.07	9,608.76	9,566.62	42.14

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted on: April 19, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

RESEARCH INITIATED BY EXTERNAL AGENCIES UPDATE

Public Session

BACKGROUND INFORMATION:

Since February 2014, the Director of Education appointed Dale Petruka, Ph.D. as Research Coordinator for the Board in lieu of .2 FTE teaching duties at St. Peter School. At the March 2015 Committee of the Whole meeting, a report was given regarding the research requests received in the first year of Ms. Petruka's duties. The following is a report of research requests from February 2015 to March 2016.

DEVELOPMENTS:

Since the role of Research Coordinator's inception, a total of 24 research proposals have been submitted to the Board. Of those, nine were approved and have already been completed (five were completed between the period of February 2015 and March 2016). Four projects are currently underway in our schools. The study on Self-Regulated Learning continues and has expanded to focus on children with hearing loss. Due to complications, the numeracy study introduced to trustees last year that was to begin in the fall of 2015 was delayed until April 2016. A total of 11 of the 24 research proposals were declined (they were either too similar to research that had already been approved, did not match Board Improvement Plan goals, or simply would not work logistically within our Board).

Completed studies/participation in the past year:

1. **PEARS Mental Health Program Pilot** – Two Masters students at King's University developed this program to teach Grades 11/12 students about mental health issues. One of our Grades 11/12 Health classes in one of our secondary schools is piloting this program to test its effectiveness.
2. **The Early Developmental Instrument (EDI)** – Conducted in the spring of 2015 in all of our Kindergarten classes. This is done every three years.
3. **Brock University Focus Group** – In the spring of 2015, former associate teachers were asked to give input into the development of their two-year B.Ed. program, which began September 2015.
4. **Centre for Addiction and Mental Health Survey** – Conducted in three Grade 7 and/or 8 classes in three elementary schools, and two classes in each grade in two secondary schools.
5. **Christian Meditation Survey** – Created in our own board was sent to all principals and teachers to gain an understanding of meditation practices within our own schools.

Studies currently underway:

1. **Dr. Lynda Hutchinson & Dr. Wendy Ellis, King's University - Self-Regulated Learning (SRL)**. During the 2015-16 school year, Dr. Hutchinson continues to work with schools doing follow-up to her research and supporting teachers as needed. In 2014-15, Dr. Hutchinson's research involved two elementary schools looking at how self-regulated learning and peer relationships are related to a student's learning and

achievement in school. She led monthly Collaborative Inquiry Learning Sessions (CIL-SRL) which indicated that Self-Regulated Learning was an area in need of further professional development in their School Improvement Plan. Mary Salem, our Board's STARS teacher and behavioural team member, also attended the sessions as did some of our system consultants. Dr. Hutchinson presented at a Student Achievement Leadership Training (SALT) session to voluntary members of our school system and did a half-day presentation to the elementary principals during a Family of Schools' meeting.

2. **Dr. Lynda Hutchinson, King's University & Dr. Sheila Moodie, Western University – Motivation and Self-Regulation in Children with Hearing Loss** (October 2015 to October 2016) – Involves 15 teachers with 200 students including 15-25 children with hearing loss to examine whether and how hearing loss impacts children's motivation and self-regulation in the elementary school years.
3. **Dr. Marcie Penner-Wilger, King's University, Improving Numeracy Outcomes in Elementary School Children** – Beginning in April 2016, researchers will test SK students at 12-15 elementary schools in our system to study the factors that predict how successful children will be in mathematics in elementary school (K-3). The purpose of the study is to develop measures to identify which children will struggle to learn math and to design targeted programs to improve children's math skills that draw on their cognitive skills (language, memory and/or spatial skills). This is a longitudinal study which will follow students each year until Grade 3.
4. A fourth-year student from King's University is doing a research project to answer the question, "In what ways are schools a space, or provide spaces for children to be meaning makers, allowing them to foster their agency and voice?" with one Grade 3 and one Grade 7/8 class in our system.

In addition, our Board's contact information continues to be available on the School University Research Exchange (SURE) website for any person studying or working at a university who is looking to do research involving our Board.

In her role as Research Coordinator, Dale attended the following meetings/events during the past year:

- Ontario Education Research Symposium (OERS) 2016
- Brock-Golden Horseshoe Educational Consortium meeting
- MISA PNC meetings

RECOMMENDATION:

THAT the Committee of the Whole refers the Research Initiative by External Agencies update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

2015-16
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
April 19, 2016	7:00 pm	Committee of the Whole	
April 26, 2016	10:00 am	SEAC Meeting	
April 26, 2016	7:00 pm	Board Meeting	
April 27-29, 2016		Board Art Show (three locations)	
April 28-30, 2016		OCSTA AGM	
<i>May 1-6, 2016</i>		<i>Catholic Education Week</i>	
May 3, 2016	6:00 pm	Celebration of the Arts – art viewing	
	6:30 pm	Celebration of the Arts - performances	
May 4, 2016	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
May 4, 2016	5:15 pm	Catholic Student Leadership Awards (HT – Bishop Crosby)	
May 5, 2016	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
May 5, 2016	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
May 10, 2016	4:00 pm	Budget Committee Mtg.	
May 10, 2016	2:00 pm	Executive Council Mtg.	New date / time
May 16, 2016	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
May 17, 2016	7:00 pm	Committee of the Whole	
May 24, 2016	10:00 am	SEAC Meeting	
May 24, 2016	7:00 pm	Board Meeting	
May 25, 2016	TBD	Friends of the Educational Archives Committee Mtg.	
May 27, 2016	10:00 am	<i>Have a Go track meet at Holy Trinity (secondary)</i> <i>(rain date May 30)</i>	
May 31, 2016	1:00 pm	STSBHN Governance Mtg.	
June 1, 2016	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
June 1, 2016	1:00 pm	Catholic Education Advisory Committee Mtg.	
June 1, 2016	4:00 pm	Budget Committee Mtg.	
June 2, 2016	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
June 2, 2016	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
June 9-11, 2016		CCSTA AGM	
June 13, 2016	10:00 am	<i>Have a Go track meet at Assumption College (elementary)</i> <i>(rain date June 14)</i>	
June 13, 2016	7:00 pm	Audit Committee Meeting	
June 15, 2016	2:30 pm	Executive Council Mtg.	New Time
June 21, 2016	7:00 pm	Committee of the Whole	
June 28, 2016	10:00 am	SEAC Meeting	
June 28, 2016	7:00 pm	Board Meeting	
June 29, 2016	4:45 pm	Assumption College Graduation	
June 29, 2016	6:30 pm	Holy Trinity Graduation	
June 29, 2016	7:00 pm	St. John's College Graduation	