



BRANT HALDIMAND NORFOLK Catholic District School Board

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

Committee of the Whole
Tuesday, November 15, 2016 ♦ 7:00 pm
Boardroom

Members: **Trustees:**
Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani,
Bonnie McKinnon, Rosalin Dubois (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)

- 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 – October 18, 2016 Pages 3-6
 - 1.6 Business Arising from the Minutes
- 2. Presentations – Nil**
- 3. Delegations – Nil**
- 4. Consent Agenda**
 - 4.1 Unapproved Regional Catholic Parent Involvement Committee Meeting Minutes – Pages 7-8
October 24, 2016
 - 4.2 Unapproved Special Education Advisory Committee Meeting Minutes – Pages 9-16
October 25, 2016
 - 4.3 Unapproved Student Transportation Services Board of Directors' Meeting Minutes – Pages 17-21
October 25, 2016
- 5. Committee and Staff Reports**
 - 5.1 Unapproved Minutes and Recommendations from the Policy Committee Meeting - Pages 22-26
October 25, 2016
Presenter: Cliff Casey, Chair of the Policy Committee



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- Protection of Anaphylactic Pupils 200.18 (*revised*) (pgs. 27-53)
- Transportation of Students 400.19 (*revised*) (pgs. 54-59)
- Fees for Learning Materials & Activities 200.02 (*revised*) (pgs. 60-65)
- Employee Assistance Program 300.13 (*revised*) (pgs. 66-69)
- Trustee Expenses Policy 100.01 (*revised*) (pgs. 70-75)
- Trustee Communication Policy 100.08 (*revised*) (pgs. 76-83)

- 5.2** 2015-2018 Strategic Plan – Safe and Accepting Schools Update Pages 84-91
Presenter: Leslie Telfer, Superintendent of Education
- 5.3** Insurance Renewal Pages 92-93
Presenter: Thomas R. Grice, Superintendent of Business & Treasurer
- 5.4** Board Enrolment Update as of October 31, 2016 Pages 94-95
Presenter: Patrick Daly, Superintendent of Education
- 5.5** Excursion – England and France Page 96
Presenter: Patrick Daly; Superintendent of Education

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 Pages 97-98

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, January 17, 2017, 7:00 pm – Boardroom



Committee of the Whole
Tuesday, October 18, 2016 ♦ 7:00 pm
Boardroom

Trustees:

Present: Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Rosalin Dubois (Student Trustee)

Absent:

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), 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 Trustee McKinnon.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the October 18, 2016 meeting.

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Committee of the Whole Meeting Minutes –September 20, 2016

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the September 20, 2016 Committee of the Whole meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations – Nil

3. Delegations – Nil



4. Consent Agenda

- 4.1** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of September 20, 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 Mental Health Steering Committee Meeting of September 29, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Bonnie McKinnon
Seconded by: Dan Dignard

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

5. Committee and Staff Reports

5.1 System Plan to Improve Student Achievement in Mathematics

Superintendent Shypula provided a comprehensive report on the action plan in place to support ongoing improvement in student achievement, particularly in the area of Junior Mathematics, which is an area of concern province wide. She provided data analysis of areas of strength and weakness, and commented that the identified need at this time is improving student learning and providing learning for educators to enhance their content knowledge for teaching mathematics. Superintendent Shypula expanded on the many strategies noted in her report that are in place on a going-forward basis. Discussion ensued and several questions of clarification were addressed by Superintendent Shypula and Director Roehrig.

Moved by: Carol Luciani
Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the System Plan to Improve Student Achievement in Mathematics to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.2 Integrated Accessibility Plan: Annual Report 2015-16

Superintendent Telfer provided a progress report on the status of the Board's 2013-2017 Integrated Accessibility Plan, which aims to remove barriers and improve access and opportunities for people with disabilities, as mandated by the *Accessibility for Ontarians with Disabilities Act (AODA)*. She noted that participation in a recent file review with respect to communication of and training on AODA legislation enhanced the Board's level of compliance. Goals for 2016-17 were outlined and Superintendent Telfer commented that the Board is on schedule to achieving full AODA compliance by the 2025 deadline.

Moved by: Dan Dignard
Seconded by: Carol Luciani

THAT the Committee of the Whole refers the Integrated Accessibility Plan Annual Report 2015-16 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried



5.3 Primary and Junior/Intermediate Class Sizes

Superintendent Daly provided details of the Board's compliance with Ministry regulations with respect to Primary and Junior/Intermediate class sizes. He noted that two primary teachers were added due to increased enrolment in order to meet the primary class size mandate of 90% of classes at 20 or fewer pupils. He reported that the Board's Junior/Intermediate average class size is 25.50 students, which is in keeping with Ministry requirement.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Primary and Junior/Intermediate Class Sizes report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.4 Ontario Catholic School Trustees' Association Annual Fees

Chair Petrella reviewed the fee structure used to determine this year's membership fees with the provincial Trustees' Association, which has not changed from last year.

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 continued membership with the Ontario Catholic School Trustees' Association and remits the annual membership fee of \$44,425 for the 2016-17 school year.

Carried

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves and remits the 2016-17 Special F.A.C.E. Levy fee of \$953.10 to the Ontario Catholic School Trustees' Association.

Carried

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board remits the Central Bargaining Fees for 2016-17 in the amount of \$43,017, which will be fully reimbursed through the annual Ministry GSN allocation to the Board.

Carried

6. Information and Correspondence

Chair Petrella provided suggested dates and location for the annual Christmas social.

Moved by: Bonnie McKinnon

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

Trustee Chopp informed the Board of a current telephone scam soliciting donations in support of the Thank-A-Vet program.



8. Business In-Camera

Moved by: Carol Luciani

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: Bonnie McKinnon

Seconded by: Cliff Casey

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 upcoming meetings and events.

11. Closing Prayer

Chair Petrella led the closing prayer.

12. Adjournment

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of October 18, 2016.

Carried



REGIONAL CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING
Monday, October 24, 2016 ♦ 7:00 p.m.
Boardroom

Present: See attached list.

1. Welcome

Superintendent Shypula and Edith Heleniak, RCPIC Chair, welcomed those in attendance.

2. Opening Prayer

Keri Calvesbert, Religion and Family Life Consultant, led the opening prayer.

3. Introduction

Superintendent Shypula invited all attendees to introduce themselves.

4. Overview Year Two of Board's Spiritual Theme: Love Tenderly

Keri Calvesbert, Religion and Family Life Consultant, highlighted the Board's Year 2 focus drawn from the three-year Board theme "Act Justly, Love Tenderly, Walk Humbly with Your God" (Micah 6:8). She explained this year's theme "Love Tenderly" reflects Agape love, the unconditional, self-sacrificing love that Jesus had for us and that the theme embodies the cardinal and theological virtues referenced in the Board's 2011 resource "Growing in Virtue". Keri outlined 2016-17 plans demonstrating the Board's commitment to compassionate, loving action across the district and in schools. She addressed the following in her presentation:

- information on the 2016-17 Praxis of Faith series
- an update on Christian Meditation
- an overview of Catholic social teaching and social justice activities
- introduction to the new Grade 3 Religious education program "Growing in Faith, Growing in Christ"
- implementation of the new Secondary Religious Education Policy Document once revision is complete
- a continued commitment toward strengthening relationship with our Catholic service organizations and parishes by offering invitations to participate in Praxis of Faith experiences, retreat days and social justice outreach opportunities.

5. French Learning: What's New? Quoi de Neuf?

Jackie Whiting, French as a Second Language Consultant, shared a PowerPoint presentation discussing the programs offered for learning French as a Second Language, as well as the benefits of becoming bilingual in Canada. Jackie shared the three main goals for FSL in Ontario and discussed what we are doing within the Board to accomplish these goals. In addition, members learned about documents that have been created by the Ministry to support all learners in the French language classroom: *Including Students with Special Needs in French as a Second Language Programs* and *Supporting English Language Learners in the FSL classroom*.



6. EQAO Update: Closing the Gap

Superintendent Shypula reviewed the 2015-16 Primary and Junior EQAO (Education Quality and Accountability Office) Literacy and Numeracy results. EQAO assesses how effectively Ontario's public education system is developing students' reading, writing and mathematics skills and provides reliable and useful information that is used by boards and schools to improve student achievement. In the district, both Primary and Junior Divisions surpassed last year's levels of achievement in reading and writing and also exceeded those of the province. Mathematics results in Grade 3 were on par with the province and in Grade 6 were slightly below that of the province. Superintendent Shypula shared with the parents the district's Math Action Plan for the 2016-17 school year and its alignment with the Ministry's recently released Renewed Mathematics Strategy.

7. Learning Math Today: Parent Resource Update

Michael Skrzypek (System Student Achievement Teacher: Mathematics, K-8) and Kerri Chartrand (Student Achievement Lead K-12) shared how the district is working with educators of elementary and secondary students to support them as students are encouraged to think accurately, flexibly, and efficiently about numbers. They discussed that the emphasis should not be placed on memorizing facts versus exploring mathematical concepts, but rather, on balancing these two instructional approaches. As well, they presented some of the myths that exist in relation to teaching mathematics today. They highlighted the value in engaging students in learning opportunities that allow students to think about numbers and how this allows them to build a bank of strategies that they can access when asked to apply their understanding in other mathematical contexts. Finally, they shared a Ministry of Education resource for parents called *Math Learning Today* which provides parents with an overview of the Ontario Math curriculum and how parents can support their children at home as they are learning mathematics. Further details about this resource can be accessed at the following link:
http://www.ontariodirectors.ca/Parent_Engagement/Parent_Engagement.html

8. Regional Parent Reaching Out Grant 2016- 17 Update

Superintendent Shypula provided parents with an update regarding the RCPIC's application for a Regional Parent Reaching Out (RPRO) Grant for the 2016-17 school year. The intent behind the RPRO Grant is to enhance the partnership between home and school and assist parents in supporting their children's learning experience. Based on feedback received during a system wide Catholic Parent Council webinar hosted in February 2016, the RCPIC Executive successfully applied for a grant focusing on "Raising Emotionally Healthy Children". A working group will meet on November 1, 2016 to begin planning for the expenditure of the RPRO Grant to best meet the needs expressed by parents.

9. Closing Remarks

Attendees were thanked for their participation by Chair Heleniak and the meeting was adjourned.



**SPECIAL EDUCATION ADVISORY COMMITTEE
Tuesday, October 25, 2016 – 10:00 a.m.
Boardroom**

Present: Teresa Westergaard-Hager (Acting Chair), Catherine Custodio, Carmen McDermid, Bonnie McKinnon, Christine Pearce, Paul Sanderson, Heather Shisler, Leslie Telfer

Regrets: Jill Esposto (Chair), Krista Emmerson, Lisa Stockmans, Tracey Taylor

1. Opening Prayer

Carmen McDermid led the group in the opening prayer.

2. Welcome and Opening Comments

Teresa Westergaard- Hager welcomed the group.

3. Approval of Agenda

Moved by: Paul Sanderson

Seconded by: Bonnie McKinnon

THAT the SEAC Committee approves the agenda of the October 25, 2016 meeting.

Carried

4. Approval of Minutes – September 20, 2016

Carmen McDermid noted revisions to reports Section 7.1.

Moved by: Catherine Custodio

Seconded by: Paul Sanderson

THAT the SEAC Committee approves the minutes of the meeting of September 20, 2016 meeting, as amended.

Carried

5. Correspondence

5.1 Letter for SEAC Chair

Superintendent Telfer updated the Committee on the letter received from the provincial Parent Association Advisory Committee (PAAC) and highlighted the training resources they provide in an effort to streamline consistency across the provincial SEAC groups.

5.2 Letter from the Ministry of Education

Superintendent Telfer reviewed the letter from the Ministry of Education regarding the collection of the SEAC Chair contact information to be provided by October 31, 2016.

5.3 Letter from the Renfrew County Catholic District School Board

Superintendent Telfer shared with the group the data provided in the letter on the employment statistics for students with disabilities compared to students without disabilities and what some of the responses are to some of those statistics.



6. Community Agency Updates

Catherine Custodio – Children’s Aid Society of Haldimand and Norfolk

Catherine reported that the Children’s Aid Society of Haldimand Norfolk is still in the process of updating their new data system (CPIN).

Teresa Westergaard-Hager – Community Outreach, Norfolk Association for Community Living

Teresa discussed barriers that individuals with disabilities, especially in the Simcoe area, are experiencing in finding employment. The discussion included supports that are available and challenges they continue to be faced with. Superintendent Telfer suggested making contact with Community Living Brantford to have a representative from their organization join the group for gathering of information and to compare statistics. Teresa further discussed the phasing out of sheltered workshops. Preliminary plans will be submitted to the Ministry by October 31, 2016.

Christine Pearce - Program Manager Woodview Mental Health & Autism Services

Christine shared that they have hired two new male employees to their organization working in the Woodview Elementary Day Treatment Program, who also work at Camp Unity. Christine commented on the continued success that the Positive, Active, Creative, Kids (PACK) team is providing and opportunities for skill building in the community on a bi-weekly basis where the clients with more complex needs are one week and the higher functioning clients are the alternate week. She also noted how the iFLY fundraiser that took place on October 22, 2016, with assistance of corporate sponsors, has helped increase awareness about Woodview.

Paul Sanderson – Contact Brant

Paul had no further update on Contact Brant.

Heather Shisler- Physiotherapist Lansdowne Children’s Centre

Lansdowne is currently developing a framework for a new Strategic Needs Plan and Heather detailed the excitement around the upcoming changes. Lansdowne’s Executive Director has shared with the staff the current trend in Children’s Treatment Centres of Ontario and the overseeing body (OACRS - Ontario Association of Children’s Rehabilitation Services) to rebrand and rename centres. This is designed to reflect the model of inclusion and family centre practice.

Bonnie McKinnon- Trustee BHCDSB

Bonnie shared information from the Regional Catholic Parent Involvement Committee (RCPIC) meeting on October 24 where members learned about the documents that have been created by the Ministry to support all learners in the French language classroom, namely *Including Students with Special Needs in French as a Second Language (FSL) Programs*, presented by Jackie Whiting, French Second Language Consultant. Superintendent Telfer added that FSL has been added to primary classes in four more schools within the Board and Carmen added that Jackie will be providing an in-service meeting for teachers to meet all student needs.



7. Reports

7.1 Student Achievement Leader: Special Education

System SERTs and Carmen McDermid attended the Coaching to Inclusion Conference in London to hear guest speaker Kelly Dunlop, School Psychologist and Behaviour Consultant with the Autism Education Center in Michigan. Kelly spoke about key inclusionary practices from the START project including key accommodations such as visual schedules. The START project provides evidence-based training, technical assistance and resources for educators to assist their current practices when working with students with Autism Spectrum Disorder. Also highlighted at the Conference were 'Champion of Inclusion' awards developed to recognize, celebrate, and highlight educators who exemplify exceptional, inclusionary practices. Patti Mitchell was chosen as this year's recipient from our Board. Patti has been instrumental in initiating and creating many inclusionary practices such as our Faith Retreats, Have a Go, Supplementary Gifted Program, etc. Carmen expressed the team's appreciation for all of her work.

7.2 Superintendent of Education

Superintendent Telfer shared that the Board has posted for an Applied Behaviour Analysis (ABA) Program Lead contract position which will focus on the needs of children with autism in our system. The position is to be filled immediately until August 31, 2017 with a possibility of a one-year extension. Additional Educational Assistants postings will fill gaps in the schools where additional assistance is needed.

Superintendent Telfer informed the group of a workshop with Dr. Joann Leavey on Wednesday, October 26, 2016 at the Catholic Education Centre. The focus of her talk will be on compassionate-loving strategies to assist students with their well-being.

Superintendent Telfer discussed the *Advanced Issues in SPEC ED Law* webinar which took place on October 17, 2016 and focused on the Human Rights Management and Managing Violent Behaviour presentations.

8. Closing Remarks/ Adjournment

The meeting adjourned at 11:20 am.

**Ministry
of Education**

**Ministère
de l'Éducation**

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September 29, 2016

Dear Special Education Advisory Committee Chair/Co-Chair,

In the Spring of 2015, the Ministry of Education held a Special Education Advisory Committee (SEAC) Provincial Conference in response to recommendations provided by the Minister's Advisory Council on Special Education (MACSE) regarding building SEAC capacity. Networking was a key theme of the day, and as SEACs across the province shared and learned from each other, many expressed a desire to have more formal and organized networking opportunities.

In response to these requests, a directory for SEAC Chairs/Co-Chairs is being developed with the goal of electronic distribution to all current SEAC Chairs/Co-Chairs. This directory can be used for SEACs to network and share resources, updates and best practices as they desire. The ministry will reach out to members annually to coordinate/maintain the directory, and in case of any broader ministry initiatives with direct implications for district school board SEACs.

We are hoping to collect e-mail addresses at which SEAC Chairs and Co-Chairs can be reached. A potential best practice may be to create a unique e-mail address for the SEAC Chairs/Co-Chairs that may stay the same even as positions rotate (e.g. SEACChair@dsbname.com). The directory will be distributed once it is finalized.

Please complete the following information for the 2016-17 SEAC Directory:

Name of SEAC Chair or Co-Chair: _____

Email address as you wish it to appear in the directory in your capacity as SEAC Chair/Co Chair:

Telephone Number (Optional) if you wish: _____

Consent to include contact information in SEAC Directory for distribution: (Yes or No)

Please let us know of any change in SEAC leadership throughout the year, and we will update the directory accordingly.

We are requesting that contact information be returned by email to Joy Antoniuk, Joy.Antoniuk@ontario.ca and Virginia Rutledge, Virginia.Rutledge@ontario.ca by October 31, 2016. We

appreciate your support in getting this information in as soon as possible. Questions about the SEAC Directory may be directed to Joy Antoniuk and/or Virginia Rutledge at the email addresses provided above or through telephone at 519-667-2034 or 519-667-2026, respectively.

Thank you for your commitment to enhancing parent engagement in support of improved student achievement and well-being, and for your commitment to the SEAC for your district school board.

Sincerely,

[Originally signed by]

Joy Antoniuk
Education Officers
Ministry of Education
London Regional Office

[Originally signed by]

Virginia Rutledge
Education Officers
Ministry of Education
London Regional Office

September 23, 2016

Dear Chair of SEAC,

The Provincial Parent Association Advisory Committee on Special Education Advisory Committees (PAAC on SEAC) is very pleased to announce the development of new SEAC Training resources. On the PAAC on SEAC website at www.paac-seac.ca you can find the revised **PAAC on SEAC Effective Practices Handbook for SEAC Members, 2016** available in English and French and three **SEAC Training Video modules**. These resources have been made possible through a Parents Reaching Out Grant from the Ministry of Education Parent Engagement Office. We encourage you to make use of the handbook for SEAC orientation and training, and to improve your SEAC effectiveness.

PAAC on SEAC was established in 1983 and brings together provincial parent associations that represent the interests of exceptional students to share information and provide support for SEAC Members. This handbook has been updated based on the results of a survey of SEAC members in 2014 and feedback from the provincial SEAC Conference in 2015. The handbook has information related to:

- Membership
- SEAC Roles and responsibilities
- Information and Knowledge Transfer
- SEAC Meeting Processes
- Provincial and Local Parent Associations

For each topic a list of Effective Practices has been generated from the experience of provincial parent associations and SEAC members across the province.

The three new video training modules are available on the PAAC on SEAC website and YouTube Channel. The video modules are:

- Purpose of a Special Education Advisory Committee
- Roles and Responsibilities
- Meeting Process

The handbook as well as the 2014 survey results and other SEAC resources are also available to download electronically, at no charge, from the PAAC on SEAC website at www.paac-seac.ca or by contacting one of the Co-Chairs. For additional information, please contact us at info@paac-seac.ca

Yours sincerely,



Alison Morse
Co-Chair



Katie Muirhead
Co-Chair

RECEIVED
BRANT HALDIMAND NORFOLK CATHOLIC DSB

OCT 04 2016

Leslie Telfer
Superintendent of Education

PAAC on SEAC c/o Tourette Canada
245-5955 Airport Road, Mississauga ON, L4V 1R9



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*...as an inclusive Catholic
educational community, we
are called to express our
mission as church, to pass
on the Good News of Jesus
Christ, to make it relevant in
the world today, and to be
the hope for the future.*

September 14, 2016

Dear SEAC Chair,

I am writing to you today in my capacity as the Chair of SEAC for the Renfrew County Catholic District School Board. As you may be aware, PPM 156 'Supporting Transitions for Students with Special Needs' came into effect on September 2, 2014. During the course of the 2014 - 2015 and the 2015 – 2016 school year our SEAC had been looking at the issue of transitions and we paid particular attention to the transition out of secondary school and employment prospects for our students with disabilities. During this time of discussion and research we have discovered the following:

- The Federal Government of Canada has the Employment Equity Act that identifies persons with disabilities as a designated group; and
- The Government of Ontario has an Employment Equity Act whereby it is recognized that people with disabilities experience higher rates of unemployment; and
- According to Statistics Canada, in 2011 the employment rate of Canadians aged 25 – 64 with disabilities was 49%, compared with 79% for Canadians without a disability; and
- The employment rate among persons aged 25 – 64 with a mild disability was 68%, compared with 54% of those with a moderate disability, 42% of persons with a severe disability and 26% among those with a very severe disability; and
- Some jurisdictions, such as the United States of America have established disability hiring goals, whereby any contractors bidding on federal contracts would need to demonstrate that they have established a goal of 7% of their workforce being disabled;

We invite you as Chair of your SEAC to bring this letter forward to your table and share this data. At RCCDSB we have brought this information forward to our Trustees and

we hope to have the RCCDSB HR Department begin to gather data on how many future job applicants identify as having a disability and what percentage of RCCDSB employees have a self disclosed disability. We hope that this data will help provide future direction to RCCDSB and ultimately lead to a more diverse staff. We believe that the inclusion of talented workers who happen to have a disability opens up the way to a strong, merit-based and representative public service that reflects the diversity of Canadian society.

We are hopeful that after having a fulsome conversation around the data presented in this letter that your SEAC table will feel moved to have a similar conversation within your respective boards.

Yours in Education,

A handwritten signature in blue ink, appearing to read "Anne Haley", is written over the typed name and title.

Anne Haley
SEAC Chair



**Board of Directors' Meeting
Tuesday, October 25, 2016 at 1:00 p.m.**

Grand Erie District School Board – Norfolk Room
349 Erie Avenue, Brantford

STSBHN Board of Directors:

GEDSB: Jamie Gunn, Superintendent of Business & Treasurer – Director
Greg Anderson, Trustee-Alternate Director
Philip Kuckyt, Manager of STSBHN – Secretary & Treasurer

BHNCDSB: Tom Grice, Superintendent of Business & Treasurer – President

CSDCCS: Mario Nantel, Director of Transportation – Director

STSBHN Recording Secretary

Kathryn Underwood, Assistant to the Superintendent of Business GEDSB

Regrets:

School Board Directors of Education

Brenda Blancher, Director of Education & Secretary GEDSB
Chris Roehrig, Director of Education & Secretary BHNCDSB
Réjean Sirois, directeur de l'éducation CSDCCS

GEDSB: James Richardson, Trustee- Director

BHNCDSB: Cliff Casey, Trustee – Director

CSDCCS: Bobby Somaroo, Superintendent of Business – Alternate Director

AGENDA

1.0 Call to Order, Welcome and Introductions – T Grice
The President called the meeting to order at 1:00 pm.

2.0 Approval of Agenda for October 25, 2016
P Kuckyt requested that an information item to be added to the agenda.

Moved by: J Gunn

Seconded by: M Nantel

“That the STSBHN agenda for October 25, 2016 be approved as amended.”

CARRIED.

3.0 In Camera Session

3.1 Legal Matter

Moved by: G Anderson

Seconded by: M Nantel

“That the committee move in Camera to discuss a legal matter.”

CARRIED.

3.2 Welcome to Open Session

The Public Session meeting was called to order by President, T. Grice at 1:35 p.m.

3.3 In Camera Report

Moved by: G Anderson

Seconded by: J Gunn

“That the STSBHN Board of Directors approve the three year contract offer with First Student Canada with their Ancaster division only.”

CARRIED.

4.0 Approval & Signing of Minutes

4.1 May 31, 2016

Moved by: J Gunn

Seconded by: Mario

“That the minutes of May 31, 2016 meeting be approved as distributed.”

CARRIED.

5.0 Business Arising from Previous Meeting

5.1 Policy and Procedures Approval: 029-033

The committee reviewed the comments and the suggested changes of the procedures.

Moved by: M Nantel

Seconded by: J Gunn

“That STSBHN approve procedures 029-033 as amended.”

CARRIED.

6.0 Standing Business

6.1 KPI's

P Kuckyt highlighted the significant changes in the areas of Financial, Services Performance, Safety, General Ridership and Communication.

Financials

P Kuckyt noted that the overall number of vehicles required to supply the necessary services remained fairly consistent year-to-year; he highlighted that there is a slight increase in mini busses. In addition to the mini buses there was also an increase in the number of parent/taxi services which he noted as being typical for the month of September to accommodate student transitions.

Services Performance

STSBHN had a department goal of reducing the number of students who ride over 75 minutes in both the regular and special education groups. P Kuckyt highlighted that although the departmental goal fell short of the 10 % goal, the overall reduction of 3% was achieved. He noted that there was a number of instances where out of boundary or out of district students had impacting the ride times. The committee agreed with the recommendation from P Kuckyt to track the ride time KPI's for only those students who are eligible under the Board policy.

Safety

Reported that there were a number of preventable accidents in September however there were no student injuries. P Kuckyt clarified his definition of a "preventable" event to include all instances where the driver could have done something to prevent the event from occurring.

General Ridership

Courtesy spots may have been impacted this year as a result of students in grade 7, now being assigned a weight of 1.5, compared to 1.0 the previous year.

Communication

The number of website visits and route changes were above the previous year's average due to the school start up process.

6.2 Goals and Objectives-Update and Review

P Kuckyt highlighted the Goals and Objectives and updated the Board of Directors on the progress.

6.3 Budget Analysis Report

P Kuckyt highlighted the budget analysis report up to August 31, 2016. He noted this is unaudited financial statement for the 2015-16 school year and highlighted some of the variances to budget.

Some of the fluctuations included rider aids, salaries, home to school, fuel fluctuator, and was overall under budget by \$250,518.17.

7.0 New Business

7.1 Policy and Procedures Review: 034-038

The Committee received the policies and procedures with the proposed changes as information only. Responses are requested by February 7th, 2017.

7.2 Partnership Opportunity-Information Only

P Kuckyt shared information on a new company, Force Multiplier Solutions that provides free hardware and software to be used on the buses for GPS and camera systems. They pay for the service through charging drivers who run bus stop arms. He highlighted the concerns and positive outcomes with partnering with this company. P Kuckyt indicated that he is currently reviewing partnering contracts and will advise the Board at a future date if pursuing a partnership is recommended.

DRAFT

8.0 Adjournment

Moved by: J Gunn
Seconded by: G Anderson

“That the October 25, 2016 STSBHN Board of Directors meeting be adjourned at 1:44 pm.”

CARRIED.

Next Meeting:	Tuesday February 28, 2017 GEDSB-Norfolk Room. 1:00 p.m.
Future Meeting Dates:	Tuesday May 30, 2017 GEDSB-Norfolk Room. 1:00 p.m.

DRAFT

MINUTES AND RECOMMENDATIONS

POLICY COMMITTEE

October 25, 2016

AGENDA ITEM	MOTION
2.1	THAT the Policy Committee recommends that the Committee of the Whole refers the revised Protection of Anaphylaxis Pupils policy 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 revised Transportation of Students Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.
2.3	THAT the Policy Committee recommends that the Committee of the Whole refers the revised Fees for Learning Materials and Activities Policy 200.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.
2.4	THAT the Policy Committee recommends that the Committee of the Whole refers the revised Employee Assistance Program Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.
2.5	THAT the Policy Committee recommends that the Committee of the Whole refers the revised Trustee Expenses Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.
2.6	THAT the Policy Committee recommends that the Committee of the Whole refers the revised Trustee Communication Policy 100.08 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 October 25, 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 October 25, 2016 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy Committee
Tuesday, October 25, 2016 ♦ 4:00 p.m.
Boardroom

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), Thomas R. Grice, 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: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee approves the agenda of the October 25, 2016 meeting.

Carried

1.4 Approval of the Policy Committee Meeting Minutes – April 12, 2016

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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

Carried

Moved by: Rick Petrella

Seconded by: Bill Chopp

THAT the Policy Committee approves the minutes of the Director of Education Performance Appraisal Sub-Committee meeting of May 30, 2016.

Carried

1.5 Business Arising

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee disbands the Director of Education Performance Appraisal Sub-Committee.

Carried



2. Committee and Staff Reports

2.1 Protection of Anaphylactic Pupils 200.18 (*revised*)

Superintendent Shypula reported that as part of the regular review cycle for policies, the Protection of Anaphylactic Pupils policy and administrative procedure was revised to reflect the updated template formats and current practices. She reviewed the provisions contained within the policy, which are in compliance with Sabrina's Law. In response to trustee inquiries, Superintendent Shypula confirmed that whether or not there are identified peanut allergies in a school, peanut products or substitutes such as wild butter are not permitted in the building nor on the bus, as it is safer to err on the side of caution. She also confirmed that students are responsible for providing their own EpiPen.

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Protection of Anaphylaxis Pupils policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.2 Transportation of Students 400.19 (*revised*)

Superintendent Grice reported that this policy was reviewed as part of the regular review cycle. Several minor revisions have been made, the most significant being that Grades 7 and 8 students are now counted as 1.5 instead of 1.0 when determining the bus capacity. An ongoing issue involving a daycare in the Notre Dame School area was discussed, initiated by Trustee Chopp.

Moved by: Rick Petrella

Seconded by: Bill Chopp

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

Carried

2.3 Fees for Learning Materials & Activities 200.02 (*revised*)

Director Roehrig reported that this policy underwent review as part of the regular policy review cycle and that although minor revisions were made, no substantive changes have been made.

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Fees for Learning Materials and Activities Policy 200.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



2.4 Employee Assistance Program (EAP) 300.13 (revised)

Superintendent Grice reported that an Administrative Procedure has been added to the original policy that provide details about the program, benefits of the program, who the service providers are, and how employees can access the program. In response to trustee inquiries, Superintendent Grice confirmed that the program is completely anonymous and that the program is not restricted to employees only--it is a family assistance program.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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

Carried

2.5 Trustee Expenses Policy 100.01 (revised)

Director Roehrig advised that in response to direction by trustees at the last Policy Committee meeting, language has been added to the policy that the Chair of the Board will adjudicate if an expense incurred in advance of a conference or workshop will be reimbursed should the trustee subsequently not attend the conference.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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

Carried

2.6 Trustee Communication Policy 100.08 (revised)

Director Roehrig reported that the Trustee Communication policy, formerly known as Communication on Behalf of the Board policy, has been revised in response to a request at the last Policy Committee meeting that the policy include language on the proper use of social media by trustees. He noted that the 'policy guidelines' section has been added, which is primarily the language from Appendix A of the original policy. These guidelines include a mixture of 'shoulds' (good practice) and 'shalls' (in areas where the Board has potential exposure). A new Appendix has been added which reflects best practices around social media.

Moved by: Carol Luciani

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Trustee Communication Policy 100.08 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



3. Discussion Items

3.1 Trustee attendance at school-based events

Trustee Petrella initiated a conversation to determine if a process or set of guidelines needs to be formalize with respect to what constitutes an appropriate school-based event for a trustee to attend. Director Roehrig reviewed the direction that he provided to school administrators in the past, whereby requests should be made through the Director's office to ensure that proper protocol is followed. Trustees decided that a formal policy is not required if the informal process is adhered to.

4. Trustee Inquiries - Nil

5. Adjournment

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee adjourns the meeting of October 25, 2016.

Carried

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

Prepared by: Michelle Shypula, Superintendent of Education
Presented to: Policy Committee
Submitted on: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

PROTECTION OF ANAPHYLAXIS PUPILS

Public Session

BACKGROUND INFORMATION:

An Act to Protect Anaphylactic Pupils: Sabrina's Law, came into force on January 1, 2006 and requires school boards to ensure they have policies and procedures in place to address anaphylaxis in schools, which includes providing instruction to staff and guidance on the administration of medication. The Brant Haldimand Norfolk Catholic District School Board recognizes that the safety and well-being of students with a medical condition such as anaphylaxis is a shared responsibility of the family, health care provider, school, board and community partners.

DEVELOPMENTS:

The Protection of Anaphylaxis Pupils Policy 200.18 was revised in consultation with a number of stakeholders and included Senior Administration, School Administration, Registered Nurse representation from the Brant County Health Unit, Health and Safety representation, and parents. In accordance with Sabrina's Law, the policy contains the following components:

- provision of strategies to reduce risk of exposure to allergens/anaphylactic causative agents
- provision of a communication plan for the dissemination of information on life threatening allergic reactions/anaphylaxis
- provision of regular training to deal with life threatening allergic reactions/anaphylaxis
- requires that every child with a life threatening allergic reaction/anaphylaxis have an emergency response plan
- requires every school to maintain a medical file for each child with a life threatening allergic reaction/anaphylaxis

This Policy and Administrative Procedure was vetted by all Administrators, Student Achievement Leads, the Regional Catholic Parent Involvement Committee Chair, and Union Presidents.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Protection of Anaphylaxis Pupils policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Protection of Anaphylactic Pupils

		Policy Number:	200.18
Adopted:	October 24, 2000	Former Policy Number:	n/a
Revised:	March 28, 2006	Policy Category:	Students
Subsequent Review Dates:	TBD	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) regarding the protection of anaphylactic students and strategies to reduce risk of exposure to allergens and anaphylaxis.

Policy Statement:

It is the policy of the Board that the safety of a student with a documented life threatening allergic reaction/anaphylaxis condition is a shared responsibility of the board, school, family, health care provider and community partners.

The Board shall:

- provide strategies to reduce risk of exposure to allergens/anaphylactic causative agents
- provide a communication plan for the dissemination of information on life threatening allergic reactions/anaphylaxis
- provide regular training on dealing with life threatening allergic reactions/anaphylaxis
- require that every child with a life threatening allergic reaction/anaphylaxis have an emergency response plan
- require every school to maintain a medical file for each child with life threatening allergic reaction/anaphylaxis

Roles and responsibilities to implement these policy requirements are noted in the Protection of Anaphylactic Pupils Administrative Procedure.

Glossary of Key Policy Terms:

Allergen:

A substance capable of causing an allergic reaction, e.g. pollens, moulds, animal dander, house dust mites, foods, insect stings, medications, natural latex, etc.

Allergy:

An altered immune response caused by a specific substance.

Allergic Reaction:

An adverse immune response following repeated contact with otherwise harmless substances such as pollens, moulds, foods or drugs.

Anaphylaxis:

A *severe life threatening form of allergic reaction*. It may begin with severe itching of the eyes or face, then other symptoms such as vomiting, diarrhea and difficulty breathing may develop. This may lead to coma or death. Foods such as peanuts and peanut oil products, other nuts, shellfish, eggs, milk and wheat as well as insect stings from bees and wasps, latex products and medication are the common allergens that produce anaphylaxis.



References

Bill 3 2005 Protection of Anaphylactic Pupils (Sabrina's Law)
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
Administrative Procedure 200.18 - Protection of Anaphylactic Pupils
Anaphylaxis Network of Canada www.anaphylaxis.org



Protection of Anaphylactic Pupils AP 200.18

Procedure for:	Principals/Vice-Principals	Adopted:	October 24, 2000
Submitted by:	Michelle Shypula, Superintendent of Education	Revised:	March 28, 2006
Category:	Students		

Purpose

In accordance with Sabrina's Law 2005 – An Act to Protect Anaphylactic Pupils, ensuring the safety of anaphylactic children in a school setting is a shared responsibility that necessitates the cooperation of all partners in the school community. This does not negate the responsibility of anaphylactic students and parents/guardians. To minimize risk of exposure and to ensure rapid response to any emergency, parents, students and school personnel must all understand and fulfill their responsibilities.

Information

The policy on Protection of Anaphylactic Pupils will meet the requirements of the Act to Protect Anaphylactic Students (Sabrina's Law, 2005). In accordance with Sabrina's Law, no action for damage shall be instituted respecting any act done in good faith or for any neglect or default in good faith in response to an anaphylactic reaction, unless the damages are the result of an employee's gross negligence." Accidental administration of the EpiPen®/Allerject™ is not a cause for concern according to Canadian Paediatric Society. There is little danger in reacting too quickly, and grave danger in reacting too slowly.

Background

Anaphylaxis is a severe life threatening form of allergic reaction. An allergen is a substance capable of causing an allergic reaction. Possible allergic symptoms are many and may rapidly lead to severe permanent injury, coma and/or death. There is no clinical method to predict the severity or progression of a reaction.

Certain foods, insect stings, latex products and medications are the most common allergens that produce anaphylaxis.

Anaphylaxis requires **immediate** first aid response and **immediate** medical intervention.

Anaphylactic Reactions: Possible Signs and Symptoms

Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an allergen. In rare cases, the time frame can vary up to several hours after exposure. The way these symptoms occur can vary from person to person and even from episode to episode in the same person.

An anaphylactic reaction can involve any of the following symptoms, which may appear alone or in any combination, regardless of the triggering allergen:

- Skin System: hives, swelling, itching, warmth, redness, rash
- Respiratory System (breathing): coughing, wheezing, shortness of breath, chest pain/tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny nose and itchy, watery eyes, sneezing), trouble swallowing, swelling of tongue
- Gastrointestinal System (stomach): nausea, pain/cramps, vomiting, diarrhea
- Cardiovascular System (heart): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
- Other: anxiety, headache, sense of doom

Because reactions are unpredictable, early symptoms should never be ignored, especially if the person has suffered an anaphylactic reaction in the past. It is important to note that anaphylaxis can occur without hives. If an allergic person expresses any concern that a reaction might be starting, the person should always be taken seriously.



Reducing the Risk

Avoidance of a specific allergen is the cornerstone of management in preventing anaphylaxis. Research is underway to better understand anaphylaxis. At present, the severity of reactions cannot be predicted. Therefore, it is not possible to identify which patients are most at risk for severe allergic reactions. Until there is a cure, avoidance of the allergen(s) is the only way to reduce the risk of an anaphylactic reaction. Measures can be taken to reduce, but not completely eliminate the risk of exposure. Eliminating allergens from areas within the school where the anaphylactic child is likely to come into contact may be the only way to reduce risk to an acceptable level. The less allergen brought into the school, the less risk of anaphylactic reaction. While schools cannot guarantee that an environment is completely safe, the School Anaphylactic Emergency Response Plan will include necessary measures and procedures to reduce the risk of anaphylactic reactions and assist staff in making the school as “allergen free” as possible.

Peanut Butter Substitutes

Since exposure to peanut butter and/or other nut-containing products could prove harmful or fatal to some students, peanut butter and all products containing nuts of any kind are not permitted in Brant Haldimand Norfolk Catholic Schools. Additionally, since school administrators, staff and volunteers are not food experts and are not qualified to decide what is (or isn't) real peanut butter, students arriving at school with a peanut butter substitute will be dealt with using the same protocol used for students who arrive at school with real peanut butter.

Despite its best efforts to limit the presence of nut-containing food products, parents of anaphylactic children should be aware the Brant Haldimand Norfolk Catholic District School Board cannot and does not guarantee schools are allergen free.

Responsibilities

Superintendents of Education:

The Superintendents of Education will monitor and advise principals and vice-principals regarding the implementation of Protection of Anaphylactic Pupils Procedures.

Principals/Vice-Principals and/or “Designate”

Principals and Vice-Principals and/or designate will monitor and advise staff regarding the implementation of Protection of Anaphylactic Pupils Procedures.

School Staff

School Staff will implement the anaphylaxis procedure in their school.

Parents/Guardians

Parents/Guardians will be aware of the anaphylaxis procedure for their school.

Transportation Services

Transportation Services will ensure that all drivers are aware of the anaphylaxis procedure.

Food Service Providers

Food Service Providers will ensure all staff are in-serviced in the anaphylaxis procedures for the Board.

Procedures

1.0 School Board

The School Board shall:

- Ensure that pupil registration forms have a section for anaphylactic information;
- Ensure that training for Emergency First Aid, CPR and Automated External Defibrillator (AED) is made available to individuals who are involved in the education of anaphylactic children;
- Ensure that the Board's policy and procedures are reviewed and reflect amendments to Sabrina's Law;
- Provide support to schools and staff to ensure enforcement of the school procedures and Board policy and procedures regarding anaphylaxis;
- Ensure that a protocol is developed with all transportation carriers to protect anaphylactic students who attend schools under the jurisdiction of the Brant Haldimand Norfolk Catholic District School Board;



- Ensure that all Board staff are trained to administer an EpiPen®/Allerject™
- Ensure that information on the “Protection of Anaphylactic Pupils” policy and procedures is added to school agendas/handbooks;
- Ensure that transportation and food service providers have a copy of the policy and procedures;
- Ensure each elementary school implements the School Management Plan • Elementary (Appendix A); and
- Ensure each secondary school implements the School Management Plan • Secondary (Appendix B).

2.0 Parent/Guardian of an Anaphylactic Child

When enrolling a student who has a life threatening allergy in a school under the jurisdiction of the Brant Haldimand Norfolk Catholic District School Board, the parent/guardian will:

- Inform the school in writing of the child’s allergies including updated information on the latest testing and latest anaphylactic response;
- Provide a medic alert bracelet for the child and strongly encourage the child to wear it at all times;
- Provide the school with written medical documentation that clearly outlines a physician prescribed protocol for the administration of medication;
- Provide the school with one (1) up-to-date application of the EpiPen®/Allerject™, to be stored in a safe, secure location (e.g. main office) and clearly marked with the student’s name and known allergen;
- Provide one (1) up-to-date application of the EpiPen®/Allerject™, to be carried by the student and clearly marked with the student’s name and known allergen;
- Provide support to school and teachers as requested;
- Participate in parent advisory/support groups on the topic (where applicable);
- Assist in creating the “Emergency Response Plan” with the school principal;
- Be willing to provide to students in the class “safe foods” and/or non-allergenic items for special occasions;
- Welcome calls from other parents with questions about “safe foods”;
- Provide a body pouch/fanny pack for transport of the EpiPen®/Allerject™;
- Provide training for their child in the use of the EpiPen®/Allerject™ (age appropriate);
- Register child with ambulance service; and
- Verify ambulance service response time to the child’s school.
- Teach their child to:
 - recognize the first symptoms of an anaphylactic reaction and communicate quickly to others when they feel a reaction is starting;
 - know where medication is kept and who can get it;
 - always carry his/her own auto-injector in a body pouch/fanny pack as part of a safe and healthy lifestyle;
 - say ‘no’ to shared lunches and snacks;
 - understand the importance of hand washing;
 - report bullying and/or threats to an adult in authority about his/her anaphylactic condition;
 - always sit in the same seat on the bus; and
 - ask if food is safe at celebrations/events.

3.0 School Principal/V.P. and/or Designate

The School Principal/VP and/or designate shall:

- Follow the procedures as outlined in the Board Policy and Administrative Procedures: Protection of Anaphylactic Pupils;
- Ensure that upon registration, parents/guardians and adult children 16 years of age and over are asked to supply information on life-threatening allergies;
- Ensure that an “Emergency Response Plan” is developed yearly in each school year
- Work as closely as possible with the parent(s)/guardians of the child to develop an Emergency Response Plan which includes medical information related to the type and severity of the allergy, monitoring and avoidance strategies, appropriate treatment and other health considerations (see Appendix C);
- Ensure parent/guardian of a child with anaphylaxis has a current copy of the Emergency Response Plan;
- Ensure that written documentation of diagnosis and medical protocol are on file in the O.S.R.;



- Maintain up to date emergency contacts and telephone numbers;
- Strongly encourage the parent/guardian to have the child wear a Medic Alert bracelet;
- Arrange for annual in-service regarding emergency procedures for students with anaphylaxis and correct use of auto-inject EpiPens®/Allerject™ for all staff, volunteers and others who have contact with the child;
- Provide all staff with the board policy, Protection of Anaphylactic Pupils;
- Ensure that all substitute teachers and support staff are informed of the presence of an anaphylactic child and have been adequately trained to deal with an emergency;
- Complete required Board report each term or semester (Appendix D);
- Attempt to obtain the cooperation of all parents/guardians in reducing the potential risks to all anaphylactic students (Appendix E.1 and Appendix E.2)
- Ensure the Manager of Transportation receives the Emergency Response Plan of any anaphylactic students who are transported to and/or from school under the authorization of the Board and local bus driver;
- Inform parents/guardians of students riding on a bus transporting an anaphylactic student (Appendix E.3);
- Post allergy alert forms in the staff room, classroom, office, bus, and at each entrance (Appendix F and/or Appendix G);
- Require the parent/guardian to provide the school with two (2) EpiPens®/Allerjects™ - one to be stored in a safe and secure location (e.g. main office) for the office and one to be carried by the student in an appropriate container (e.g. body pouch/fanny pack);
- Principals, staff and parents/guardians who arrange for the supply of food or food services for special events should be advised of the requirement to refrain from using food which may cause an allergic reaction;
- When selecting fund raising activities, the principal should be aware of the potential impact certain foods/ingredients may have upon anaphylactic students and refrain from using foods and/or products that may cause an allergic reaction;
- Ensure, in the case of an out-of-school activity, the staff, parent/guardian or an adult designated by the parent and acquainted with the procedure, accompany the student on such activity, and bring a copy of the emergency plan along with the EpiPen®/Allerject™.
- Ensure the following avoidance strategies are shared with staff and parents/guardians depending on the age of the child, the organization and physical layout of a school and the properties of the allergen itself:
 - establish safe lunchroom and eating area procedures, including cleaning and hand washing routines;
 - where children share a classroom with an anaphylactic child and inadvertently bring allergen products in their lunch, the principal shall provide a place for them to eat separately from the anaphylactic child and contact the parent to remind them of the policy banning these products from the classroom;
 - take special precautions around holidays and special celebrations, along with attempts to plan activities that are not food oriented;
 - communicate to the entire school community stressing “allergen safe” schools via newsletter and posting of allergen safe signs throughout the school (Appendix E.2);
 - provide specific communication to individual classrooms regarding allergens in that classroom (Appendix E.1)
 - ensure vending machines are free of allergens; and
 - ensure that food service providers in cafeterias (secondary schools) provide signage to alert of possible allergens.

4.0 Classroom Teacher

The classroom teacher shall:

- Display a photo poster in the classroom (with parent/guardian and/or adult student permission);
- Discuss anaphylaxis with the class in age appropriate terms;
- Encourage the students not to share lunches or trade snacks;
- Choose allergy free foods for classroom events;
- Establish procedures to encourage the anaphylactic child to eat only what she/he brings from home;
- Reinforce hand washing before and after eating for all students;
- Facilitate communication with other parents/guardians, as needed;
- Follow the school and board policies for reducing risks in classrooms and common areas;



- Leave information (including Emergency Response Plans) regarding students with medical conditions such as anaphylaxis in an organized, prominent and accessible format for substitute teachers
- Ensure that auto injectors (EpiPen®/Allerject™) and Emergency Response Plans are taken on field trips; and
- Monitor food at recesses and lunch times (age appropriate).

5.0 Student Transportation Services

Student Transportation 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 the response to students with life-threatening allergic reactions. This in-service shall include how to administer medication (e.g., EpiPen®/Allerject™) as well as signs and symptoms of students having a reaction. Student Transportation Services shall audit on an annual or "as needed" basis to ensure that this training has been provided by the operators to their staff;
- Ensure that the Emergency Plan provided by the school 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; and
- Be aware that the student is should be carrying his/her EpiPen®/Allerject™ if indicated on the emergency plan.
- Display School Bus Allergy Alert poster (Appendix G) in a prominent and visible location;
- Discourage students from eating food on the school bus.

6.0 Food Services/Food Service Providers

Food Services/Food Service Providers shall:

- Ensure that their personnel are trained to reduce the risk of cross-contamination through purchasing, handling, preparation, and serving of food. The contents of foods served in school cafeterias and brought in for special events should be clearly identified.
- Participate in the school's anaphylaxis training, which includes the identification of students at risk and how to use an EpiPen®/Allerject™.

7.0 Parents/Guardians

All Parents/Guardians shall:

- Respond cooperatively to requests from school to eliminate allergens from packed lunches, snacks and special occasions food;
- Participate in parent information sessions, if required;
- Encourage children to respect an anaphylactic child and all Board policies and procedures in place to protect the affected child;
- Learn to recognize symptoms of anaphylactic children;
- Avoid sharing food, especially with anaphylactic children;
- Follow school rules about keeping allergens out of the classroom/school; and
- Not send child(ren) to school with a snack or lunch that they have never had before.

8.0 Anaphylactic Students

Anaphylactic students shall:

- Take as much responsibility as possible in avoiding allergens;
- Eat only foods brought from home;
- Where age and/or ability appropriate, take responsibility for checking labels and monitoring intake;
- Wash hands before eating;
- Learn to recognize symptoms of anaphylactic reaction;



- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear;
- Carry an auto-injector (EpiPen®/Allerject™) on your his/her person (age appropriate and/or activity appropriate);
- Know where the auto-injector (EpiPen®/Allerject™) is located at all times;
- Where age and/or ability appropriate, know how to use the auto-injector (Epi-Pen®/Allerject™); and
- Wear a medic alert bracelet or chain.

Definitions

Allergen

A substance capable of causing an allergic reaction, i.e. pollens, moulds, animal dander, house dust mites, foods, insect stings, medications, natural latex, etc.

Allergy

An altered immune response caused by a specific substance.

Allergic Reaction

An adverse immune response following repeated contact with otherwise harmless substances such as pollens, mould, foods, or drugs.

Anaphylaxis

A **severe life threatening form of allergic reaction**. It may begin with severe itching of the eyes or face, then other symptoms such as vomiting, diarrhea and difficulty with breathing may develop. This may lead to coma or death. Foods such as peanuts and peanut oil products, other nuts, fish, shellfish, eggs, milk and wheat as well as insect stings from bees and wasps, latex products and medication are the common allergens that produce anaphylaxis.

Auto-injector

A “user-friendly” pre-loaded syringe used to administer epinephrine. (Epi-Pen® / Allerject™)

Epinephrine

A synthetic version of the hormone adrenaline; used in the treatment of anaphylaxis and life-threatening asthma attacks.

Triggers

Factors that can provoke allergic reactions or asthma episodes, including allergens and irritants.

References

Bill 3 2005 Protection of Anaphylactic Pupils (Sabrina’s Law)

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

Anaphylaxis Network of Canada www.anaphylaxis.org



IDENTIFICATION TO STAFF

- Request student to wear Medic Alert bracelet to identify specific allergies.
- Provide a copy of Emergency Response Plan with a photo of the student to all staff.
- Post a photo of the student with description of medical issue and emergency action plan in staff room and/or staff area of school office.
- Introduce the student to the staff, if possible.
- Include a copy of Emergency Response Plan with a photo of the student in Teacher Daybook, staff room, and school office.
- Conduct a staff meeting to identify the medical issue, communicate the planned response, and identify the student(s).

SCHOOL / CLASSROOM PREVENTION

- School Principal to write a letter to parents/guardians requesting their cooperation to avoid sending foods/products containing the allergen to school.
- Identify the seriousness of the condition to students and enlist their cooperation and support in avoiding bringing the allergen to school.
- Discourage sharing of snacks.
- Limit foods used in learning activities and class or school celebrations to those which do not contain allergen (preferably, use non-food items).
- Require students with allergies to eat only foods which are brought from home.
- Require all students to wash hands before and after eating.
- Require that all foods to be shared at school be sent in the original packaging.
- Establish a procedure to ensure that supply teachers are aware of students with medical issues and measures for classroom prevention.
- Expect students with allergies to accept personal responsibility for avoidance of consumption or exposure to foods containing the allergen, when age appropriate.
- Ensure the cleaning of all desktops takes place after lunch each day.

LUNCHROOM PREVENTION

- Lunchroom prevention requires students to eat lunch in their own classrooms or in an assigned designated area.
- Discourage sharing of lunches or utensils.
- Encourage hand washing before and after eating.
- Ensure that lunches and snacks provided by the school and/or parent/teacher groups exclude foods containing the allergen.
- Expect students with allergies to accept personal responsibility for avoidance of consumption or exposure to foods containing the allergen, when age appropriate.

OUT-OF-CLASS / SCHOOL PREVENTION

- Discourage students from eating food on the school bus.
- Discourage sharing of food in school yard and on the school bus.
- Ensure that all bus drivers receive copies of Emergency Response Plan and have received training in administration of the EpiPen®, Allerject™
- Ensure that foods provided by the school or food providers on field trips exclude allergen.
- Request parents to avoid sending foods containing the allergen in packed lunches for field trips.
- Inform food providers and caterers on school trips of restrictions and require that they eliminate foods containing the allergen from menus. Include Board Policy/Procedure when organizing school trips, etc.
- Ensure a list of ingredients of meals during overnight excursions is accessible to the student, staff, and parents/guardians.



- Encourage parent/guardian to accompany the child on field trips.
- Seek alternative trip locations to ensure student safety.
- Ensure that a hospital or emergency services are accessible.
- Ensure that a copy of the Emergency Response Plan is held by field trip supervisors.
- Expect students with allergies to accept personal responsibility for avoidance of consumption or exposure to foods containing the allergen, when age appropriate.



Recognizing that a total ban of certain allergens is not possible in secondary schools, the following procedures are recommended:

- Allergy Sheets for OSR (Responsibility: Guidance Head and Secretary)
- Allergy Alert signs for buses (Responsibility: Vice-Principal in charge of bussing)
- Allergy Alert signs for school entrances (Responsibility: Principal)
- Annually, all parents/guardians/adult student who will be responsible for participating in the “Emergency Response Plan” are to receive a complete copy of the Board’s Policy/Administrative Procedures: Protection of Anaphylactic Pupils and the Emergency Response Plan. Distribution to take place at timetable pick-up. (Responsibility: Guidance Head and Secretary)
- Each semester, the principal will submit to the appropriate Superintendent the names of every student and their parents/guardians who will have an “Emergency Response Plan” (Appendix D). (Responsibility: Guidance Secretary).
- The Policy/Administrative Procedures: Protection of Anaphylactic Pupils will be given to the Chair of the School Council. (Responsibility: Principal)
- Students who have food allergies will be encouraged to find alternate courses other than food-related courses due to possible accidents that could occur and also due to the fact that the school/Board cannot guarantee cross-contamination will not take place. (Responsibility: Guidance)
- Pictures of students who have reported life threatening allergies will be taken at timetable pick-up in August. Those who did not have their picture taken at that time will have them taken the first week of school. (Responsibility: Guidance Secretary)
- Pictures will be the responsibility of the Guidance Secretary and Office Co-Ordinator. The poster of these pictures will be prepared by the Secretary of Student Services. These will be posted in the Main Office photocopy room, the mailbox area of the Mail Office, the staff room, Student Services, each work room and the Custodian’s Room. (Responsibility: Office Co-Ordinator/Guidance Secretary)
- Students who have life threatening allergies will be encouraged to wear a Medic Alert bracelet, have at school a current EpiPen®, Allerject™ (option: to carry on his/her person or to be stored in a safe, accessible, identified location) and must have submitted the Emergency Response Plan. If a student does not comply, they will be sent home until all the requirements have been fulfilled. (Responsibility: Guidance Secretary to report to Principal.)
- The names of students with Anaphylaxis will be submitted to all transportation carriers in late August (school bus contractors/taxi companies/etc.). (Responsibility: Compilation of Information – Office Co-Ordinator; Vice-Principal in charge of transportation to pass on information)
- All staff members will be informed of those students having anaphylaxis in the school via their “annotated” class lists in their opening day packages and during staff meetings. This information will be redistributed for second semester. (Responsibility: SAS Secretary)
- Staff members must make note of these students each time they leave lesson plans in their absence. (Responsibility: Classroom Teacher)
- During the first September staff meeting, a demonstration of how to use the EpiPen®, Allerject™ will be held and an information sheet regarding EpiPen®, Allerject™ use will be distributed. (Responsibility: Principal)



Classroom Prevention – Responsibility: Classroom Teacher

Limit foods used in learning activities and class or school celebrations to those which do not contain allergen.

Establish a procedure to ensure that supply teachers are aware of students with anaphylactic issues and measures for classroom prevention.

Students are to eat in designated areas (e.g., school cafeteria, food services areas, and/or any other designated areas). Expect students with allergies to accept personal responsibility for avoidance of consumption or exposure to foods containing the allergen(s) when age appropriate.

Out-of-Class/School Prevention – Responsibility: All School Employees

- Trip organizers will ensure that all bus drivers receive copies of Emergency Response Plans and have received training in administration of an EpiPen®, Allerject™. Taxi drivers to be made aware of students with anaphylaxis.
- Trip organizers will attempt to avoid foods provided by the school or food providers on field trips that contain the allergen.
- Inform food providers of restrictions.
- Ensure a list of ingredients of meals during overnight excursions are accessible to the student, staff and parents/guardians.
- Ensure that a hospital and/or emergency services are accessible.
- Ensure that a copy of the Emergency Response Plan is held by field trip supervisors.
- Expect student to accept personal responsibility for avoidance of consumption or exposure to foods containing the allergen, when age appropriate.

Protocol for School Trips – Responsibility: Staff Member in charge

- The staff member (teacher) must ensure that any student with a life threatening allergy has his/her EpiPen®, Allerject™ prior to departure or the student shall not participate on the trip.
- The staff member must obtain a copy of the Emergency Response Plan for that student and have it with him/her on the trip.
- The staff member must inform all other participating students of the student's allergies and ask the students to avoid foods containing the allergens while on the trip and to please wash their hands thoroughly after eating foods which many contain the allergens.
- The staff member must inform the bus driver/taxi driver/airline hostess/etc. of the presence of a student with anaphylaxis.
- If a student should have an allergic reaction, the EpiPen®, Allerject™ should be administered immediately and an ambulance should be called, if possible. If this happens enroute, administer the EpiPen®, Allerject™ and have the bus driver go to the nearest hospital or call for an ambulance.



Brant Haldimand Norfolk
Catholic District School Board

Administrative Procedure
Appendix C
Sample Letter to Parent of Anaphylactic Child

Date:

Dear _____:

In order to provide the safest environment possible for _____ we are asking that you complete the enclosed Emergency Response Plan and return this to the school as soon as possible. Please complete all areas of this plan as completely 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.

We would like to complete this plan within three (3) weeks of the date of this letter. The completion of the plan will involve a meeting with you, the classroom teacher, and myself to discuss the plan.

Should you have any questions or concerns please call me.

Sincerely,

Principal



ADMINISTRATION OF PRESCRIPTION MEDICATION FOR ANAPHYLAXIS

THE FOLLOWING REQUEST(S) WILL EXPIRE ON JUNE 30TH OR WHEN THE PRESCRIPTION EXPIRES.
MEDICATION SHALL BE REMOVED FROM THE SCHOOL AT THAT TIME.

STUDENT'S NAME:		STUDENT'S D.O.B.	<u> </u> yy/mm/dd	TEACHER'S NAME:	
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Address		PLACE STUDENT'S PHOTO HERE (MUST BE KEPT CURRENT)	MEDICATION KEPT <input type="checkbox"/> With Student <input type="checkbox"/> In Office <input type="checkbox"/> Other
Telephone #	Contact during day		
Emergency Contact			
Ontario Health Card Number (Optional)			
Physician's Name			
Phone Number			

POSSIBLE SYMPTOMS:	LIST OTHER SYMPTOMS FOR YOUR CHILD:
<input type="checkbox"/> flushed face, hives, tingling in the mouth, swelling or itchy lips, tongue, eyes <input type="checkbox"/> tightness in throat, chest <input type="checkbox"/> difficulty breathing or swallowing, wheezing, coughing, choking <input type="checkbox"/> vomiting, nausea, diarrhea, stomach pains <input type="checkbox"/> loss of consciousness <input type="checkbox"/> fear and/or panic	

ACTION - EMERGENCY RESPONSE PLAN: (See Reverse for Additional Information)
<input checked="" type="checkbox"/> Use EpiPen®, Allerject™ immediately.
<input checked="" type="checkbox"/> DESIGNATE SOMEONE TO CALL AN AMBULANCE and advise the dispatcher that a student is having an anaphylactic reaction (a severe life-threatening allergic reaction).
<input checked="" type="checkbox"/> Call Parent/Guardian or other emergency contact person listed above.



ACTION - EMERGENCY RESPONSE PLAN con't:

- ✓ If ambulance has not arrived in 10-15 minutes and breathing difficulties are present (e.g. wheeze, cough, throat clearing), or student is unconscious - give a second EpiPen®, Allerject™.
- ✓ The student must be taken to a hospital immediately, even if symptoms subside entirely.
- ✓ Send an additional EpiPen®, Allerject™ (if available) with the EMS workers / ambulance driver.

Parent/Guardian Sign & Print
Name:

Date:

Physician Sign & Print Name:

Date:

NAME OF MEDICATIONS:

Exp.Date:

Personal information on this form is collected under the authority of the *Education Act*, RSO 1990, c.E.2 and the *Municipal Freedom of Information and Protection of Privacy Act*, RSO 1990, c.M.56. The Ontario Health Card Number will be shared with local Health Professionals. If you have any questions, please call the Freedom of Information Administrator at the Brant Haldimand Norfolk Catholic District School Board. (519) 756-6369.

PARENT INPUT ON EMERGENCY PLAN:

DESCRIPTION OF ALLERGY



This student has a life-threatening allergy to the following:

- AND - All foods containing these allergens in any form or amount, including the following:



STRATEGIES (List avoidance/safety rules for your child, if any):

PARENT/GUARDIAN and/or ADULT STUDENT COMMITMENTS:

- The child will carry an EpiPen®, Allerject™ in a body pouch/fanny pack at all times. (age/activity appropriate)
- An additional EpiPen®, Allerject™ will be located at the school at all times.
Located: with the child in school office
 other, please specify
- The child will be trained in the use of an EpiPen®, Allerject™ (age appropriate)
- The child will wear a Medic Alert identification at all times.
- The child will assume responsibility for avoidance of consumption or exposure to foods containing the allergen. (*when age appropriate*)



SCHOOL COMMITMENTS:

EpiPen®, Allerject™ and Staff Training

- All staff will receive training for the administration of the EpiPen®, Allerject™ annually
- All staff will be aware of the locations of the EpiPen®, Allerject™
- Principal and classroom teacher will meet with the parent(s)/guardians
- Other:

Staff Communications

- A staff meeting will be held to identify the issue, communicate the planned response and visually identify the student. Appropriate personnel will be notified:
 - classroom teacher
 - lunchroom supervisor
 - educational assistants
 - custodial staff
 - office staff
 - supply staff (teachers, etc.)
 - school council
 - other:

Distribution of the Plan

- Copies of the Plan will be provided to:
 - classroom teacher
 - lunchroom supervisor
 - educational assistants
 - custodial staff
 - office staff
 - supply staff (teachers, etc.)
 - bus driver
 - other:
- A copy of the Plan will be posted:
 - Office
 - Teacher Planning Book
 - Staff Room
 - Classroom
 - Other:



SCHOOL COMMITMENTS (continued):

Parent/Guardian Communications

- Parent/Guardian volunteers will be made aware of the Plan and locations of the EpiPen®, Allerject™.
- Letters will be sent home to all parents/guardians requesting their cooperation to avoid sending foods containing the allergen to school (at regular intervals / special occasions).
- Letter will be sent home to classroom students' parents/guardians requesting cooperation to avoid sending foods containing the allergen to school.
- Students will be notified of the condition and their cooperation and support in avoiding bringing foods containing the allergen to school will be sought.
- Food safety discussions will be conducted with students at the beginning of the school year and at regular intervals throughout the year while exercising sensitivity of the impact on affected student's self-esteem.
- Other:**

Lunch Program Practices

- The child will eat lunch in his/her classroom or the designated area where classmates eat.
_____ (designated area)
- Other:

Out-of-Classroom / Excursions

- A copy of the Emergency Response Plan will be supplied to field trip supervisors
- The field trip supervisor will ensure that sufficient EpiPens®, Allerjects™ are available for the excursion.
- Other:



In the event of an emergency at the school:

- Administration of the EpiPen®, Allerject™ will be done immediately:
 Located: with the child in school office
 other, please specify
- the individual administering the medication will immediately notify the principal/designate
- the principal/designate will contact the ambulance
- the principal/designate will contact _____ Hospital at (#)
- the Parents and/or the Emergency Contact Person, as indicated on page 1, will be notified of the situation

Principal's Signature: _____

Date: _____

PARENT/GUARDIAN - or - ADULT STUDENT AGREEMENT

I, _____, acknowledge my participation in the development of the Prevention and Management and Emergency Response Plan and agree to execute reliably the parent commitments listed within them. I give consent for the staff of _____ the school to execute the school commitments as outlined within the Plan.

In the event of an emergency, I authorize the school staff identified in the Plan to administer the designated medication and call for medical assistance. I agree to assume responsibility for all costs associated with medical treatment and absolve the Brant Haldimand Norfolk Catholic District School Board, and its employees, of responsibility for any adverse reactions resulting from administration of the medication.

Parent/Guardian or
Adult Student Signature: _____

Date: _____



School:

November 1

March 1

Principal:

NAME(S) OF STUDENT(S) (Surname) (Given Name)	DATE OF BIRTH (yy/mm/dd)	EMERGENCY PLAN IN PLACE
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

EPIPEN®, Allerject™ TRAINING
Staff training completed on (date): -----
Comments: ----- -----

ANAPHYLAXIS DRILL
School drill completed on (date):
Term/Semester 1 (to be completed no later than Oct. 31): _____, 20__
Term/Semester 2 (to be completed no later than Feb. 28): _____, 20__

COMMUNICATION COMPLETED TO:					
Student Body	<input type="checkbox"/> Yes <input type="checkbox"/> No	School Staff	<input type="checkbox"/> Yes <input type="checkbox"/> No	Parents	<input type="checkbox"/> Yes <input type="checkbox"/> No

_____ Principal's Signature	_____ Date
--------------------------------	---------------

Please submit completed form to your Superintendent of Education



Dear Parents

This year there is a student in your child's classroom who has a severe allergy to _____. This allergy, known as anaphylaxis, is a life threatening and dangerous condition which could lead to coma and death. This is a serious concern to all of us since children who suffer from this allergy may go into anaphylactic shock and cease breathing within minutes when they come into contact with even a trace amount of this substance.

At _____ School, providing a safe environment where all children can learn and grow to their potential is of utmost importance. We ask that you do not send _____ with your child to school. Your cooperation will help us to ensure that all of our children are safe and healthy while in our care. Please speak to your child about not sharing lunches and snacks with other children.

Please feel free to contact me at the office if you have any questions or concerns about this issue. Your support and care for the safety of all the children in our school family is always appreciated.

Sincerely yours

Principal



Dear (insert school name) Parents/Guardians

I am sending you this letter on behalf of our school community to seek your cooperation in ensuring the health and safety of all the children in our school family.

A child in our school family has a condition called **Anaphylaxis**. This is a severe allergic condition that can result in death for the child. This child is in (grade or level) and it is vital that we all join together to ensure that our school is a safe, secure place where all children can come and be protected. In this instance, we have a student/students who is/are allergic to _____.

It is requested that parents of all students do not pack any foods or send food items containing _____.

The following guidelines must be adhered to by all students, staff and visitors at our school.

1. Snacks are not to be shared with other students.
2. Utensils are not to be shared with other students.
3. Hands are to be washed after eating anything that may contain allergen products. Traces of the allergen can get on the bus seats or playground equipment, desks and personal belongings.

Thank you for your cooperation and support regarding this matter. At _____ School we are blessed to be able to count on all of our school families to help us create and maintain a safe, secure school environment for all our children. As always, if you have any concerns or questions about this issue please feel free to contact me at the office at your convenience. In the near future, the school will announce a parent meeting for you to become acquainted with the Board's Protection of Anaphylactic Pupils Policy and our school procedures.

Sincerely yours

Principal



Dear Parents

At _____ School, we have a number of students with severe, life threatening allergies to _____ . The children concerned recognize their situation and are very good about avoiding _____ .

However, this does not guarantee that an accident will never happen. Therefore, we do have emergency procedures in place at school and for the possibility that an emergency may occur when the student is riding the bus.

As you know, we already have a rule that prohibits eating and drinking on the bus. This rule has always been enforced, but now with the presence of students on your child's bus with a severe allergy to _____ , adhering to the rule of **not eating on the bus** may mean the difference between life and death for a child.

Please discuss with your children the extreme importance of following this rule. In this manner, we can all share in preventing what could become a tragic situation.

As always I thank you for your cooperation and support with this matter. Please feel free to contact me at the school if you have any questions or concerns about this issue.

Sincerely yours

Principal



School Allergy Alert

School Name:	
--------------	--

Please be advised that in this school, there is a student/there are students who suffer severe allergic reactions (anaphylactic shock) to the following allergens:

- Nuts and Nut Products (peanuts, cashews, etc.)
- Bee Stings (wasps, hornets, honey bees, etc.)
- Latex/Latex Products (balloons, gloves, etc.)
- Other:

These items/products are prohibited from certain areas / all areas of this school.

Principal's Signature:

Date:



School Bus Allergy Alert

Bus Number:	
School Name:	

Please be advised that on this bus, there is a student/there are students who suffer severe allergic reactions (anaphylactic shock) to the following allergens:

- Nuts and Nut Products (peanuts, cashews, etc.)
- Bee Stings (wasps, hornets, honey bees, etc.)
- Latex/Latex Products (balloons, gloves, etc.)
- Other:

Please be extremely careful with items containing any of the above items/products so as not to endanger this student / these students.

Principal's Signature:

Date:

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

TRANSPORTATION OF STUDENTS
Public Session

BACKGROUND INFORMATION:

The Transportation of Students Policy 400.19 was adopted in May 2010. With the establishment of the Student Transportation Services Brant Haldimand Norfolk (STSBHN) consortium on October 14, 2010, the Consortium has established a full set of policies that covers all aspects of the Board's Transportation of Students Policy and Procedure.

DEVELOPMENTS:

The Transportation of Students Policy was reviewed for completeness and accuracy and was only slightly modified for clarity of language regarding courtesy riders.

The Transportation of Students Procedure was reviewed for alignment with the policies of STSBHN. Some language was altered for emphasis or clarity. The only substantive change appears in Item 4.5 where students in Grades 7-12, rather than the previous Grades 9-12, are counted as 1.5 students when determining the bus capacity. This allows for more physical room for older students.

RECOMMENDATION:

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



Policy: Transportation of Students

		Policy Number:	400.19
Adopted:	May 25, 2010	Former Policy Number:	N/A
Revised:	TBD	Policy Category:	Operations
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (Board) has a responsibility to provide pupil transportation services that are safe, efficient and economical through the Student Transportation Services of Brant Haldimand Norfolk (STSBHN), a consortia of the Brant Haldimand Norfolk Catholic District School Board, the Grand Erie District School Board and the Conseil Scolaire de District Catholique Centre-Sud.

Policy Statement:

It is the policy of the Board to supply transportation services, to and from school, to the students enrolled in its schools in accordance with the guidelines outlined in this policy and the procedures endorsed by the Governance Committee Board of Directors of the STSBHN. The Board reserves the right to withdraw transportation services at any time.

The Board will take all reasonable precautions to ensure that all aspects of the transportation system comply with appropriate Acts, Regulations and Safety Standards. The Board will cooperate with provincial and local police departments in all matters related to school bus safety.

Glossary of Key Policy Terms:

Hazardous

A situation with the potential to cause possible harm, loss or injury to life, health, property or environment.

Courtesy Rider

A student who ~~resides within the transportation eligibility limits who wish to be considered on a wait list for any available seats~~ **does not qualify to receive transportation services, but who has been able to secure an empty seat on a bus** during a current school year.

Central Pick-Up Point

Central locations for the ~~delivery~~ **loading**/unloading of students from a school bus.

Transfer Point

locations where students transfer from one school bus to another.

References

- Education Act
- Highway Traffic Act



Transportation of Students AP 400.19

Procedure for:	Student Transportation Services	Adopted:	May 25, 2010
Submitted by:	Superintendent of Business & Treasurer	Revised:	TBD
Category:	Operations		

Purpose

To provide clarity on which students of the Board shall receive transportation services through the Student Transportation Services Brant Haldimand Norfolk (STSBHN).

Responsibilities

STSBHN Staff

- Plan and monitor the daily operators of the services provided to ensure that they meet the rules as set out in this procedure.

Principals and School Administration

- Follow the rules and expectations as set out in this procedure in order to assist STSBHN in ensuring safe and reliable provision of services.

Information

Student Transportation Services Brant Haldimand Norfolk (STSBHN) is a separate legal entity owned and operated by three local school boards. STSBHN was created to create, implement and manage efficient home-to-school and school-to-school transportation services for students enrolled at BHNCDSD, GEDSB and CSDCCS.

Procedures

1.0 Eligibility of Transportation

To be eligible for transportation service, a student must:

- 1.1 Be registered in and attending a school operated by the Board or be a student for whom the Board is responsible for under agreement with another board or agency.
- 1.2 Reside in the attendance area for the assigned school.
 - 1.2.1 The maximum walking distance for elementary school students living in urban areas shall be 1.6 kilometers and the maximum walking distance for secondary school students living in urban areas shall be 3.2 kilometres. The maximum walking distance for students living in rural areas shall be 0.8 kilometres. **All distances are to be calculated by the software utilized by STSBHN.**
 - 1.2.2 Additionally, a student may be eligible for transportation if the Superintendent of Education assigns a student to attend a school for the purpose of receiving a program of studies not available at the school in the student's home attendance area. If the student is withdrawn from the program, transportation will be withdrawn. *(copied from 1.3.3. below)*



- 1.3.1 The walking route is determined by ~~Transportation Services, STSBHN~~ to be hazardous **based on their review and assessment procedure.**
- 1.3.2 **The Superintendent of Education, in consultation with the STSBHN, will render decisions with regards to medical requests that are not short-term in nature as per the process established in STSBHN's procedures.** ~~practitioner stipulates, in writing and in specific terms, why a student's health necessitates the provision of transportation. Transportation for short term medical problems is the parent/guardian responsibility.~~
- 1.3.3 ~~the Superintendent of Education assigns a student to attend a school for the purpose of receiving a program of studies not available at the school in the student's home attendance area. If the student is withdrawn from the program, transportation will be withdrawn.~~
- 1.3 The Superintendent of Education responsible for Special Education, or designate, will approve transportation for students with special needs.
- 1.4 The student has been designated a *courtesy rider* under the procedures of the STSBHN.

2.0 Transportation Appeals

- 2.1 Requests for exceptions to the Policy should be directed to the Manager of ~~Transportation Services, STSBHN.~~
- 2.2 Requests to the Manager of ~~Transportation Services~~ **STSBHN** must be made in writing by the parent and are to detail all information the parent wishes considered.

3.0 Loading and Unloading

- 3.1 **Where reasonable and efficient,** buses will arrive at schools not earlier than 30 minutes before the regular start of the school **day.**
- 3.2 **Where reasonable and efficient,** buses will depart from schools not later than 30 minutes after the regular dismissal time.
- 3.3 **Where reasonable and safe,** students will not be required to walk more than 0.8 kilometers from the intersection of his/her driveway and the road to his/her pick-up point.
- 3.4 Where houses are grouped together, and a safe stop location exists, students will be required to meet at a central pick-up point.
- 3.5 ~~Except in~~ **Exceptional** circumstances **aside,** no student will be discharged from a bus at a transfer point until **all of** the transfer buses have arrived.
- 3.6 ~~A student who is authorized to attend a school other than their home school, (as described in 2.2) will use their home school as the pick-up and unloading point~~

4.0 In Transit

- 4.1 Elementary students will spend no more than 60 minutes on the bus each way on regular routes serving their home school, except in unusual circumstances.
- 4.2 Secondary students will spend no more than 75 minutes on the bus each way on regular routes serving their home school, except in unusual circumstances.



- 4.3 Students will not ride on more than two buses while travelling to or from school.
- 4.4 Elementary and secondary students ~~belonging to the STSBHN~~ may be transported on the same bus at the same time.
- 4.5 ~~Normally,~~ The number of students on a school bus will not exceed the manufacturer's capacity for that vehicle. Students in Grades 9 ~~7~~ -12 shall be counted as 1.5 students when determining the bus capacity. The loading of a bus may be altered from the manufacturer's recommended capacity based on average anticipated ridership.
- 4.6 Students are not permitted to travel on a bus while standing.
- 4.7 Video cameras may be used on school buses for the purpose of promoting proper behaviour and safety of students on the bus.

5.0 Requests to Travel on an Alternate Bus on a Regular Basis

The following conditions will be reviewed by ~~Transportation Services~~, STSBHN when a request for a student to travel on an alternate bus on a regular basis has been received:

- 5.1 Completion of the STSBHN prescribed form.
- 5.2 The student must be eligible for bus transportation from their home address.
- 5.3 Alternate bus transportation will not be ~~is not~~ provided for out-of-area students, except as indicated in Section 1.0, Eligibility for Transportation.
- 5.4 The alternate bus does not exceed capacity.
- 5.5 The alternate bus requested is part of a regularly-scheduled route.
- 5.6 ~~Only stops approved by Transportation Services, STSBHN are used.~~
- 5.7 ~~The student will normally ride the same bus in both directions.~~
- 5.8 Approval to travel on an alternate bus on a regular basis will be granted for the current school year only and requests must be made, in writing, annually to ~~Transportation Services~~, STSBHN.
- 5.9 Requests to travel on an alternative bus on a regular basis ~~will~~ **may** not be granted during the month of September. This will allow ~~Transportation Services~~, STSBHN to assess bus capacity and to make changes to bus routes during the first few weeks of the school year.

6.0 Transporting Equipment

- 6.1 Items considered dangerous to public safety and peace must not be transported on school busses (i.e., firearms, **weapons, etc.**).
- 6.2 Subject to the following conditions, equipment recommended to support school programs may be carried on a bus provided:
 - 6.2.1 The bus driver determines there is enough space on the bus and that the item is not a hazard **will not hinder the emergency evacuation process or could become a projectile during the course of the trip**. It is recommended that ~~prior~~ approval is obtained from the school principal, the bus operator and ~~Transportation Services~~ STSBHN **prior** to transporting equipment.



~~6.2.2—The bus is equipped with suitable storage space under the floor of the bus.~~

~~6.2.3—The bus has a seat available for such equipment and that the equipment can be carried in a safe manner. In some cases, a seat at the front of the bus may be most appropriate; in other cases, the back seat of the bus may be most appropriate. The bus driver will make this determination.~~

Definitions

Hazardous

A situation with a reasonable potential to cause harm, loss or injury to life, health, property or environment damages.

Courtesy Rider

~~A student who resides within the transportation eligibility limits who wish to be considered on a wait list for any available seats does not qualify to receive transportation services, but who has been able to secure an empty seat on a bus during a current school year.~~

Central Pick-Up Point

Central locations for the ~~delivery~~ loading/unloading of students from a school bus.

Transfer Point

locations where students transfer from one school bus to another.

References

Education Act

Highway Traffic Act

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

FEEES FOR LEARNING MATERIALS AND ACTIVITIES
Public Session

BACKGROUND INFORMATION:

As part of the regular review of all Board policies and administrative procedures, the policy for Fees for Learning Materials and Activities was subject to such a review.

DEVELOPMENTS:

There were no substantive revisions to this policy or administrative procedure. Some changes to language and itemization were made to improve usability for staff.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Fees for Learning Materials and Activities Policy 200.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Fees for Learning Materials and Activities

		Policy Number:	200.02
Adopted:	October 25, 2011	Former Policy Number:	n/a
Revised:		Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	2

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that no student should be denied access to school-based programs, curriculum materials or activities on the basis of their inability to pay. Each student should have an equal opportunity to benefit from the education system without being required to pay a fee. The Board believes that schools should be accountable to parents and students regarding the collection and expenditure of fees.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- In general, there should be no fees charged for day school programs.
- When a school chooses, with the support of its school community, to offer enhanced or optional programming, parents are asked to contribute resources in the way of time, money or materials to support these programs and/or activities.
- Fees may be charged on a cost recovery basis for some activities or events.
- In those cases where the schools choose to offer enhancements or supplementary learning materials beyond the core curriculum, fees are appropriate.
- Where fees are appropriate, they should be minimized as much as possible, with the goal of supporting student participation in programs and activities regardless of individual economic circumstances.
- School principals consult with local Catholic School Advisory Councils when considering the administration of fees. ~~and shall report to the broader school community regarding the schools' fee schedule that shall include an itemized list of fees that states the rationale and purpose of each fee and information about the process to confidentially address financial hardship.~~ **(moved as a separate bullet below)**
- **Where school fees are assigned, school principals shall report to the broader school community regarding the fee schedule that shall include an itemized list of fees that states the rationale and purpose of each fee. and information about the process to confidentially address financial hardship. (already addressed in next bullet)**
- A clearly communicated process is in place to make certain that families experiencing financial hardships have a confidential, discrete and dignified way of accessing financial support for learning materials and activities that require fees.

Glossary of Key Policy Terms:

Student Activity Fees

Voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extra-curricular activities, school dances or theme days.

Enhanced Programming and Materials

Voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course.



Brant Haldimand Norfolk Catholic District School Board

Optional Programming

Voluntary courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the core curriculum.

Fee Schedule

An itemized list of fees that states the rationale and purpose of each fee.

References:

Ministry Resource – <http://www.edu.gov.on.ca/eng/parents/feesGuideline>



FEES FOR LEARNING MATERIALS AND ACTIVITIES AP 200.02

Procedure for:	Board Staff	Adopted:	October 25, 2011
Submitted by:	Chris N. Roehrig (Superintendent of Education)	Revised:	N/A
Category:	Students		

Purpose

The purpose of this Administrative Procedure is to provide direction to all Board staff and schools regarding fees for learning materials and activities.

Responsibilities

It is the responsibility of principals and teachers to ensure that all students are able to exercise their right to attend a school without payment of fees. ~~Board staff~~ Principals shall ensure that when fees are charged, they are administered in a manner consistent with this administrative procedure. Specific direction is provided for principals, teachers and Catholic School Councils in this administrative procedure.

Procedures

1.0 Appropriate Administration of Fees

In general, there should be no fees charged for day school programs. Successful completion of a required grade or course leading to graduation cannot be dependent on the payment of any fee.

A fee shall be permissible for any activity, material, course or program if it is:

- Not required as part of the regular day school program;
- Voluntary and alternatives are offered;
- Non-essential or co-curricular in nature and is not required for graduation by an individual student;
- A voluntary upgrade or substitute of a more costly material to the material provided for course purposes.

Schools may administer student activity fees, fees for enhanced programming and materials and fees for optional programming. The principal shall ensure that:

- Purposes for which funds are collected are consistent with the Board's mission and vision.
- Fees levied for school purposes complement, not replace, public funding for education.
- Each student shall have an equal opportunity to benefit from all school programs and activities regardless of financial barriers.
- A clearly communicated process is in place to make certain that families experiencing financial hardships have a confidential, discrete and dignified way of accessing financial support for learning materials and activities that require fees.

2.0 Communication and Consultation

Fees should reflect the actual cost of the services or materials being provided to the student. Principals shall ensure that a transparent accounting of the amounts collected and expenditures allocated be made to the school community through newsletters and electronic media (e.g. website) and to the school's Catholic School Advisory Council.

Principals shall consult with their local Catholic School Advisory Council in the development of a Fee Schedule⁴ and be made aware of the use of student fees. Principals shall ensure that the Fee Schedule for an upcoming school year is made widely available to the school community (e.g. school newsletters, school website and student agenda books).



The principal shall consult with the local Catholic School Advisory Council regarding the process to confidentially address financial hardship of students in the school and shall publish the process that families experiencing financial hardship may follow to gain access to support for learning materials and activities that require fees. (e.g., school newsletters, school website and student agenda books).

3.0 Examples of Eligibility for Fees Related to Activities, Programs or Materials

ELIGIBLE FOR FEES	NOT ELIGIBLE FOR FEES
Optional programs such as Advanced Placement.	Registration or administration fees to enroll in a regular day school program.
Co-curricular trips, events or activities that are extensions to the curriculum and not required for graduation, (e.g., dances, school clubs, theme days, athletics, drama, student council activities).	A textbook fee or deposit. However , schools may recover the costs to replace or repair lost or damaged materials such as textbooks, library books, music supplies, or any loaned materials – these charges should not exceed the replacement or repair cost.
Extended student trips or excursions that are not necessary to meet the learning expectations of a particular grade or course (e.g. trips abroad).	Learning materials required for completion of the curriculum such as workbooks, cahiers, musical instruments, science supplies, lab materials kits and safety goggles.
Optional art or music supplies or higher quality woodworking materials that students choose to use for course completion, as long as the required materials are available at no cost.	Learning materials that are required to meet the learning expectations of the course but are consumed by the pupil and cannot be used again by another student in the next semester (e.g., chemical used in a chemistry experiment).
Student activity fees.	Mandatory flat fees for any course leading to graduation other than optional programming.
Co-curricular activities, special events, program enhancements or field trips (e.g. for costs of participation, rental of equipment or travel), if alternative programming and assignments are offered to students who chose not to participate	A fee for a guest speaker, visiting teacher, or in-class field trip or presentation where the material being presented is a mandatory element of the subject or course.
Student agenda books and yearbooks.	Items that are funded through the allocated budget of a school board including, but not limited to computers, workbooks, textbooks, staff development and training costs.
	Fees charged for the creation of discretionary accounts by teachers or departments.

Definitions

Student Activity Fees

Voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extra-curricular activities, school dances or theme days.

Enhanced Programming and Materials

Voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course.



Optional Programming

Voluntary courses or activities that students normally choose to attend through an application process (i.e., advanced placement programs), with the knowledge that these programs are beyond the core curriculum.

Fee Schedule

An itemized list of fees that states the rationale and purpose of each fee.

References

Ministry Resource – <http://www.edu.gov.on.ca/eng/parents/feesGuideline>

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EMPLOYEE ASSISTANCE PROGRAM

Public Session

BACKGROUND INFORMATION:

The Employee Assistance Program (EAP) Policy 300.13 was previously a stand-alone document and did not have a supporting Administrative Procedure. The policy has not had a revision since 2001.

DEVELOPMENTS:

The above policy has been reviewed and written in the most recent policy template format; specifically including a Belief Statement. An accompanying procedure has been established that details what an EAP program is, the benefits of the program, who the providers are and how employees access the program. The procedure also details session limits for employees and family members that may utilize the Employee Assistance Program.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers therevised Employee Assistance Program Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Employee Assistance Program (EAP)

		Policy Number:	300.13
Adopted:	November 13, 2001	Former Policy Number:	N/A
Revised:	TBD	Policy Category:	Human Resources
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board, as followers of Jesus Christ, fosters a workplace founded upon tenets and values of the Catholic Faith. The Brant Haldimand Norfolk Catholic District School Board in its compassion recognizes that employees, from time to time, may experience difficulties related to either personal and/or family difficulties and encourages such employees to seek and receive assistance from appropriate professional sources. The Brant Haldimand Norfolk Catholic District School Board strives to ensure respect, compassion and humanity are reflected and valued in our Catholic learning and work environments.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board supports the personal well-being of all of its employees - spiritual, emotional, mental, social and physical. The Board further recognizes that professional help may be required as additional support and, therefore, provides an Employee Assistance Program (EAP).

~~The EAP is available for all Board employees and their immediate family members (spouse, dependent children). This confidential assistance is provided at no cost to the employee.~~

Glossary of Key Policy Terms: N/A

References

~~Education Act, 2000.~~

Employee Assistance Program (EAP) Administrative Procedure – 300.13



Administrative Procedure – Employee Assistance Program (EAP) AP 300.13

Procedure for:	All Staff	Adopted:	November 13, 2001
Submitted by:	Superintendent of Business	Revised:	TBD
Category:	Human Resources		

Purpose

To provide an overview and direction to Board employees who wish to utilize the supportive, confidential Employee Assistance Program (EAP) and professional counselling services available to active Board employees or their immediate family members (spouse or dependent child/ren).

Responsibilities – N/A

Information

What is an EAP?

An Employee Assistance Program is an employee benefit program, which provides *confidential* and *voluntary* assistance to employees and immediate family members who wish to utilize the professional counselling services. The EAP is free of cost – to a maximum of ten (10) sessions per employee/family, per year.

The program provides counselling services to assist employees with coping and navigating through a multitude of personal stressors that can occupy one's mind – whether those be family-related, financial, marital/relationship matters, psychological, trauma or grief-related, or even related to substance abuse challenges, among others. Additional information can be provided by the Board's EAP Service Providers.

What are the benefits of an EAP?

As a Catholic community, we are called to be witness to our faith, reaching out to those in need. The EAP is one way of reaching out to the members of our community.

An EAP assists the Board by helping to preserve and maintain the well-being of its most valuable asset – its employees. Having an EAP reflects this belief and is a proven benefit to both employees and employers.

Who are the Board's EAP Service Providers?

The Board's EAP Service Providers are:

Mike Fidler & Associates Inc.*

39 Kent Street North, Unit 5

Simcoe, ON N3Y 4L2

t: 519-428-0776

e: fidlerassociates@amtelecom.net

*with Offices in:

Brantford, Caledonia and

Simcoe

Guthrie & Associates Inc.

108 St. George Street, Suite 5

Brantford, ON N3R 1V6

t: 519-752-8280

e: info@guthrieandassociates.com

Judith Wiley

72 Brant Avenue

Brantford, ON N3T 5Z8

t: 519-484-2287



Procedures

1.0 EAP Services – How to Access and Session Limits per Employee/Family

- 1.1 An employee of the Board, or an immediate family member of a Board employee, may seek assistance through a self-referral process by directly contacting any one of the Board's EAP Service Providers.
- 1.2 ~~Up to ten (10) visits per calendar year are available for the Board's employees and immediate family members. Any visits beyond ten (10) must be approved by the Superintendent of Education to a maximum of three (3), with the employee responsible for half the cost of each visit.~~ (reworded in 1.2 and 1.3 below)
- 1.3 Employees, or their immediate family member, are availed up to ten (10) sessions per year, per family. Sessions range from 50 minutes to 60 minutes depending on the Service Provider.
- 1.4 Should an employee, or their immediate family member, require sessions beyond the ten (10) sessions availed by the Board, the Service Provider must contact the Manager of Human Resources to seek approval for up to a maximum of three (3) additional sessions, which the employee is responsible for 50% of the cost of each session. Any additional sessions required by the employee or their immediate family member are to be 100% paid by the employee. The Service Provider will maintain anonymity of the employee or their immediate family member when requesting a maximum of three (3) additional sessions per employee/family.

2.0 EAP Services – Employee Expectations

- 2.1 Employees are expected to maintain an acceptable attendance level at work throughout treatment or utilization of EAP services, whether their own or their immediate family member.
- 2.2 Employees are expected to maintain acceptable job performance throughout treatment or utilization of EAP services, whether their own or their immediate family member.
- 2.3 Employees are expected to schedule any EAP service appointments outside of regular business hours, so not to interrupt their ability to maintain regular work attendance.

Definitions – N/A

References

Education Act, 2000

Employee Assistance Program (EAP) Policy – 300.13

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

TRUSTEE EXPENSES
Public Session

BACKGROUND INFORMATION:

A Trustee inquiry at the prior Policy Committee meeting prompted a request for staff to come back to Board with language added to the Trustee Expenses Policy 100.10 that would discourage trustees from registering for conferences and workshops, encumbering the Board with the fees and then not attending the conference/workshop.

DEVELOPMENTS:

The only change being brought forward for consideration by the Committee relates to the issue of whether or not the Board should cover fees incurred by trustees for conferences/workshops that they do not attend.

RECOMMENDATION:

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



Policy: Trustee Expenses

	Policy Number:	100.10
Adopted: March 29, 2005	Former Policy Number:	700.4 and 100.6
Revised: June 26, 2007; January 26, 2010; June 28, 2011	Policy Category:	Governance
Subsequent Review Dates: TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that trustees, in their role of stewards and guardians of Catholic Education, should be provided with resources, supports and reimbursements to fulfill their obligations, as allowed through the Education Act and the parameters and guidelines of this policy.

Policy Statement:

The Board will reimburse trustees for expenses incurred while conducting business on behalf of the Board, including hospitality expenses, which are in compliance with the Broader Public Services Expenses Directive. The Board also recognizes that, during their term of elected office, trustees require support services to effectively service their constituents.

Glossary of Key Policy Terms: Nil.

References

Education Act
Broader Public Sector Expenses Directive



Trustee Expenses AP 100.10

Procedure for:	Trustees	Adopted:	March 29, 2005
Submitted by:	Superintendent of Business & Treasurer	Revised:	June 26, 2007; January 28, 2010
Category:	Governance		June 28, 2011; January 27, 2015 October 27, 2015

Purpose

The purpose of this procedure is to provide direction regarding expenses incurred by Trustees while on Board business.

Responsibilities

The Chair of the Board shall approve all expenses for Trustees subject to Board policies, procedures or as otherwise approved by the Board. The Treasurer of the Board shall approve the expenses incurred by the Chair of the Board as provided in this procedure.

Information

This procedure was developed using the guidelines outlined in the Broader Public Sector Expenses Directive issued by the Ministry of Finance, effective April 1, 2011.

Procedures

1.0 Travel Costs – Personal Automobile

- 1.1 Mileage will be paid based on the number of kilometers from a trustee's home to the meeting location or Board event and back to their home.
- 1.2 Trustees must submit an approved Expense Report, in prescribed form, to the Finance Department when requesting reimbursement of travel expenses. Trustees should retain a copy of the form for their records as copies will not be provided.

2.0 Travel Costs - Other

- 2.1 Trustees may use the most cost-effective method of travel. If a method is used other than a personal automobile, reimbursement will be based on actual costs as supported by an invoice or receipt. These costs must not be greater than the amount incurred if a personal automobile was used as determined in (1.2) above.
- 2.2 Parking costs will be reimbursed based on actual receipts.

3.0 Hotels and Meals

- 3.1 Meal expenses will be reimbursed based on reasonable meal costs. Except in unusual circumstances, breakfast and an evening meal will be reimbursed only if trustees are required to be away from home overnight. Lunch will be reimbursed if trustees are required to attend meetings over the lunch period. Actual receipts or invoices must be submitted. Credit card or debit card receipts are not acceptable.
- 3.2 Reasonable costs for hotel rooms will be reimbursed if approved, in advance, by the Board. Costs such as movies, mini bar, personal telephone calls, etc., will not be reimbursed.



4.0 Professional Development

- 4.1 Registration fees for conferences and workshops related to Board business will be paid directly by the Board or reimbursed, if approved by the Chair of the Board.
- 4.2 Trustees will be reimbursed for travel to conferences, workshops and other events as approved by the Board. Attendance at the Annual General Meeting and Regional Meetings and other events sponsored by the Ontario Catholic School Trustees' Association (OCSTA), the Annual General Meeting of the Canadian Catholic School Trustees' Association (CCSTA) and When Faith Meets Pedagogy Conference are deemed approved for all trustees when these events are held in Canada. Attendance at the Annual Chair and Vice-Chair Conference is deemed approved for the Chair and Vice-Chair of the Board when held in Canada.
- 4.3 Other costs related to Board business, which are incurred while attending conferences and workshops, will be reimbursed if approved by the Chair of the Board.
- 4.4 If the conference or workshop fee includes meals, trustees will not be reimbursed for meal costs they choose to incur.
- 4.5 If a trustee registers for a conference or workshop, does not attend the conference or workshop and forfeits the conference/workshop fee, the reimbursement may not be approved unless there is an extenuating circumstance, as adjudicated by the Chair of the Board.

5.0 Hospitality

- 5.1 Hospitality expenses, approved in advance by the Chair of the Board, will be recognized when:
 - token gifts, value not to exceed \$30, are given to individuals not employed or contracted by the Board in appreciation or recognition of service;
 - engaging in an appropriate event on behalf of the Board; or
 - sponsoring events related to the business of the Board.

Hospitality may never be offered solely for the benefit of trustees, employees or contractors of the Board or other designated agency of the Broader Public Sector (BPS).

- 5.2 When hospitality is extended to vendors, or possible vendors, it is imperative that such hospitality is not perceived to give the vendor preferential treatment.
- 5.3 Other costs related to Board business, which are incurred while attending conferences and workshops, will be reimbursed if approved by the Chair of the Board. Board events involving employees are not considered hospitality functions and cannot be reimbursed as the Broader Public Expenses Directive states that hospitality may never be offered solely for the benefit of any individual covered by this policy. Expenses that are not considered hospitality and will not be reimbursed are office social events, personal retirement parties and holiday celebrations. Hospitality may be extended in an economical and consistent manner when:
 - it can facilitate the business of the Board;
 - it is considered desirable as a matter of courtesy or protocol;
 - engaging in discussions or hosting receptions regarding Board matters with representatives from other governments; the broader public sector; business and industry; public interest groups or labour groups;
 - providing individuals from national, international, or charitable organizations with an understanding or appreciation of Ontario and the workings of its government;
 - honouring distinguished individuals for exceptional public service in Ontario;
 - conducting prestigious ceremonies for heads of state, government or distinguished guests from the private sector;
 - the business of the Board includes hospitality functions.



- 5.4 Moderate and reasonable consumption of alcohol during an event described in 5.1 and 5.3 shall be pre-approved by the Board of Trustees for hospitality events that are consistent with the OPS/BPS guidelines; otherwise, expenses for alcohol are not permitted.
- 5.5 Original invoices or receipts, which clearly show costs and applicable sales taxes, must be submitted using the prescribed Expense Report form. Reimbursement for hospitality expenses are subject to approvals as are other expenses referred to in this policy.

6.0 Service Equipment

- 6.1 The following equipment will be provided to the trustee as required:
- Cellular telephone, including hands-free device, connection fees, air time and long-distance charges. Any outside-Canada charges, such as U.S. or international long distance, texting or roaming charges, will not be reimbursed by the Board.
 - A mobile device plus a modem and printer/scanner/copier to a value up to \$2,000 maximum per trustee, once every four years.
 - Connection and monthly charges for internet provision.
 - Calendaring devices.
- 6.2 At the end of the trustee's term of office, user fees for telephone and internet access will be terminated

7.0 Other

- 7.1 Standard Expense Forms, developed by the Finance Department, must be used when submitting expenses. Expense reports are to be submitted monthly if expenses incurred are over \$250 or quarterly if expenses incurred are less than \$250.
- 7.2 The Chair of the Board will approve Expense Reports for trustees and the Director of Education. The Superintendent of Business & Treasurer will approve expense reports for the Chair of the Board. The approver cannot authorize expense claims if the claim includes expenses which benefit the approver.
- 7.3 Original invoices or receipts, which clearly show costs and applicable sales taxes, are required for expenses other than automobile mileage costs.
- 7.4 Cash advances will not normally be provided, however, a trustee who is unable to use a personal credit card may make a written request to the Superintendent of Business & Treasurer at least ten business days prior to when the funds are required.
- 7.5 Donations or gifts to community groups, political parties, schools and charities will not be reimbursed.
- 7.6 Should there be a dispute regarding the eligibility of an expense, the trustee may contest the decision during a public session of the Board.
- 7.7 Trustee expenses will be posted on the Board's website annually following the close of the previous school year's financial records.

Definitions

Hospitality

The provision of food, beverages, accommodation, transportation and other amenities to individuals who are not elected trustees, appointees, employees, consultants or contractors engaged to work for the Board or other designated agencies of the Broader Public Sector (BPS).



References

Government of Ontario - Broader Public Sector Expenses Directive
Government of Ontario - Travel, Meal and Hospitality Expenses Directive

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

TRUSTEE COMMUNICATION

Public Session

BACKGROUND INFORMATION:

A Trustee inquiry at the prior Policy Committee meeting prompted a request for staff to come back to Board with language that clarifies how trustees should be using social media and to include the language into the policy from the Appendix A of the previous policy.

DEVELOPMENTS:

While the request from the Policy Committee was to insert the language from the social media section of the appendix into the policy, it seems prudent to include the entire appendix into the policy. Upon first glance, the insertion of the social media section appeared somewhat out of place when other forms of communication were not included. As a result, the submission includes the entire appendix for consideration. The changes from the previous appendix into the new policy are highlighted in yellow. Within these changes is a statement that discourages trustees from endorsing any product or service that may be used or is already used by the Board. This was added to protect the Board from the appearance of bias when confronted with future procurements and purchases.

The appendix has been altered to include a comprehensive list of 'do's and don'ts' for the use of social media. These are similar to the expectations that are in place for all staff.

The title of the policy has been changed to reflect the fact that the policy's scope has widened beyond 'communication on behalf of the board' to communication more generally.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Trustee Communication Policy 100.08 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Communication on Behalf of the Board
Trustee Communication

	Policy Number:	100.08
Adopted:	May 28, 2002	Former Policy Number: n/a
Revised:	December 10, 2013	Policy Category: Board Governance
Subsequent Review Dates:	n/a	Pages: 1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that effective communication between trustees and the community is rooted firmly in the statutory role of the trustee and our Catholic beliefs. The Board also believes that our Catholic virtues guide our best practices. In particular, the Board believes that the cardinal virtues of prudence, justice, fortitude and temperance provide guideposts for its communicative behaviours.

Policy Statement:

The Board believes that the Chair of the Board will issue statements to the public media and/or communicate with outside agencies on behalf of all trustees. Where there is doubt as to the interpretation of policy, or no established policy exists, the Chair of the Board shall seek directions from the Board regarding the substance and manner in which the matter is to be handled.

Although generally the Chair of the Board will speak and communicate on behalf of the Trustees, this shall not preclude Trustees from offering personal comments on Board actions.

Policy Guidelines

1.0 General

Trustees should consider sending any communication intended for staff, students, parents or the public to the Director of Education for review prior to sending. The purpose of the review will be to monitor the communication for consistency with system branding initiatives, spelling/grammar/syntax, compliance with Board policy, compliance with legal aspects related to privacy as well as factual accuracy. Trustees, as a courtesy to fellow trustees, should notify the Chair of the Board when communicating messages to groups of staff, students, parents or the public.

- 1.1 Trustees should communicate as clearly, respectfully, professionally, ethically and accurately as possible. This includes communication with staff, students, parents, the public and other Board members.
- 1.2 ~~As a general rule,~~ The Chair of the Board, or designate will speak for the Board. Individual Trustees shall refrain from speaking on behalf of the Board in areas where the Board has not yet taken a position, or where a resolution of the Board has not yet been passed.
- 1.3 Only the Chair of the Board or his/her designate will act as the spokesperson for all communications regarding matters under consideration by the Board, or for explanations of decisions and positions of the Board. This shall not preclude Trustees from offering trustee comments on Board actions insofar as Trustees should clearly identify that their trustee opinions or positions are not necessarily those of the Board.
- 1.4 In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, Trustees shall not divulge personal information related to the Board's students or staff. Furthermore, Trustees shall refrain from communicating any information that is discussed or shared at in-camera meetings or are otherwise communicated by staff or Trustees of the Board that have been marked as confidential.



- 1.5 Public statements should aim to promote Catholic Education, the Brant Haldimand Norfolk Catholic District School Board, and its schools.
- 1.6 Public statements should avoid criticism of the intentions or actions of other Board members, of staff, of parents, or of students.
- 1.7 Public statements should be consistent with the Board's Vision, its Mission Statement, and its governing values.
- 1.8 Trustees should never endorse products or services that may be used in the school district.

2.0 Email

- 2.1 As a general rule, Trustees should not respond to emailed correspondence on which they have been copied (cc'd), and should only respond to emailed correspondence sent directly to their attention.
- 2.2 When an email is addressed to all Trustees, the Chair of the Board should respond, and provide a courtesy copy (cc) of the response to the other Trustees.
- 2.3 Recognizing that email is not a secure vehicle of communication, Trustees should never use email to communicate sensitive or confidential information.

3.0 Social Media

The use of social media, blogs, and websites is the preferred vehicle of communication not only for students, but also for many parents.

- 3.1 Trustee posts, tweets, and comments must reflect the Vision, Mission, and Governing Values of the Board.
- 3.2 Trustees should monitor personal sites to ensure accuracy and timeliness of posts.
- 3.3 Trustee posts, tweet, and comments should never reflect negatively upon the Brant Haldimand Norfolk Catholic District School Board, its schools, its students, its staff, or fellow trustees.
- 3.4 Trustee posts falls into the public domain and it is not realistic for a member of the public to distinguish between a trustee's post as a trustee from a trustee's post as someone else (a parent for example). Trustees should be mindful of this dynamic when using social media platforms.

See Appendix A for Social Media 'Do's and Don'ts'

4.0 Media Relations

From time to time, Trustees may contact or be contacted by media officials. The following should be kept in mind when responding to media requests and contacting the media:

- 4.1 All media inquiries and Trustee communication with the media should be facilitated through the Director of Education to ensure that key messaging is appropriate and consistent with the position of the Board.
- 4.2 Only the Chair of the Board or his/her designate will act as the spokesperson for all communications regarding matters under consideration by the Board, or for explanations of decisions and positions of the Board. This shall not preclude Trustees from offering trustee comments on Board actions insofar as Trustees should clearly identify that their trustee opinions or positions are their own and are not necessarily those of the Board.
- 4.3 When speaking or corresponding with the media, individual Trustees shall uphold the decision of the Board and the implementation of any Board resolution once it has been passed by the Board.



5.0 Supporting Parent Engagement – Catholic School Advisory Councils (CSAC) and Regional Catholic Parent Involvement Committee (RCPIC)

Strong school systems have highly engaged parent communities. Trustees can support parent engagement by providing a communication bridge between CSAC and RCPIC. Trustees should consider the following ways to support the work of CSAC and RCPIC by:

- promoting the value of CSAC and RCPIC;
- facilitating communication among Councils within the trustee's district;
- attending RCPIC meetings where representatives from CSACs meet throughout the year;
- promoting the awareness of Board policies;
- raising awareness of the role of trustees and the Board as per the Education Act within the context of our local board; and
- reinforcing policies and practices designed to support community members on how they can influence decision making.

When a trustee desires to attend a Catholic School Advisory Council meeting, they should consider using the Director's Office as a resource for requesting attendance and scheduling visits. Minimally, trustees should, as a courtesy, contact the school principal to request attendance at a future meeting and inform fellow trustees of their intent.

References

Board By-Laws
Trustee Code of Conduct Policy 100.04
Trustee Communication Policy 100.08, General Guidelines (Appendix A)



Trustee Communication Appendix A

Social Media: The Do's & Don'ts

The following list of do's and don'ts apply to all social media networks and should guide trustee use of social media:

1. Live in Christ

As a member of the BHNCDSD, it is important that all activity on any social media network fall in line with our mission statement and values as a Catholic learning community.

2. Be Authentic

Gone are the days of being anonymous online, especially in social media. It is important for your followers and community to know who you are, what you stand for and who you represent. Your online activity should also be honest, allowing others to trust you and what you have to give and share back to the community.

3. Listen

A key success tool in social media is to be an active listener. There could be hundreds if not thousands of individuals, organizations and partners engaging with each other online, and listening to what is being said and/or asked will provide a clear path for your involvement.

4. Be Consistent

Your online identity and the organization you represent should be reflected in your profile description, what you post about and what you share. Try to avoid confusing your followers as to who they are actually following and what they can expect to receive.

5. Be Kind & Pleasant

Every interaction you participate in reflects on you, the BHNCDSD and our Catholicity. To build a trustworthy and admirable online presence, all of your communications should reflect kindness and take on the stewardship of God's gifts as your personal responsibility.

6. Participate

Beyond just listening, it is important to see the communication as a two-way street. People perceive those who listen and respond as individuals or organizations that care. In social media, you want to be a conversational listener, acknowledging that message reception alone is not enough, but a response (where appropriate and reasonable) is proper etiquette.



7. Don't share personal, work and/or confidential information

Avoid sharing any information relating to your personal life, your work, colleagues, partners, or other information that would be both irrelevant to your audience but could also be a security and privacy risk.

8. Don't criticize

Every post or comment you make is a reflection of you, the BHNCDSB as well as our Catholic beliefs. It is important not to criticize your followers, other organizations, partners or any other individual and to maintain a professional and respectful demeanor at all times.

9. Don't misrepresent

Everything you post online becomes part of the public domain, and as such, it is not always possible to remove or delete a post or comment, which means every action you take online should be properly thought out and considered beforehand.

Make sure to properly represent yourself and the BHNCDSB in your profile as well as your posts and comments. If you are sharing a post or comment from another online user, account or source, make sure to give them proper credit and avoid any plagiarizing.

10. Report inappropriate posts immediately

Report inappropriate postings, language, photos and videos immediately to your supervisor. Share as much information as you can (such as the account name, a copy of the exact posting, the time and date of the inappropriate post, etc.) so that the information can be reviewed and a decision made on how to handle the post.

Note: the outcome will depend on the details and severity of the information.

11. Make sure that you have consent

Ensure that consent forms have been read, signed and returned the school before you link, post, tweet or include images, work or references to any student.

General Guidelines

~~Trustees should consider sending any communication intended for staff, students, parents or the public to the Director of Education for review prior to sending. The purpose of the review will be to monitor the communication for consistency with system branding initiatives, spelling/grammar/syntax, compliance with Board policy, compliance with legal aspects related to privacy as well as factual accuracy. Trustees, as a courtesy to fellow trustees, should notify the Chair of the Board when communicating messages to groups of staff, students, parents or the public.~~

- ~~Trustees should communicate as clearly, respectfully, professionally, ethically and accurately as possible. This includes communication with staff, students, parents, the public and other Board members.~~
- ~~As a general rule, the Chair of the Board, or designate will speak for the Board. Individual Trustees shall refrain from speaking on behalf of the Board in areas where the Board has not yet taken a position, or where a resolution of the Board has not yet been passed.~~



- Only the Chair of the Board or his/her designate will act as the spokesperson for all communications regarding matters under consideration by the Board, or for explanations of decisions and positions of the Board. This shall not preclude Trustees from offering trustee comments on Board actions insofar as Trustees should clearly identify that their trustee opinions or positions are not necessarily those of the Board.
- In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, Trustees shall not divulge personal information related to the Board's students or staff.
- Public statements should aim to promote Catholic Education, the Brant Haldimand Norfolk Catholic District School Board, and its schools.
- Public statements should avoid criticism of the intentions or actions of other Board members, of staff, of parents, or of students.
- Public statements should be consistent with the Board's Vision, its Mission Statement, and its governing values.

Email

- As a general rule, Trustees should not respond to emailed correspondence on which they have been copied (cc'd), and should only respond to emailed correspondence sent directly to their attention.
- When an email is addressed to all Trustees, the Chair of the Board should respond, and provide a courtesy copy (cc) of the response to the other Trustees.
- Recognizing that email is not a secure vehicle of communication, Trustees should never use email to communicate sensitive or confidential information.

Social Media

The use of social media, blogs, and websites is the preferred vehicle of communication not only for students, but also for many parents.

- Trustee posts, tweets, and comments must reflect the Vision, Mission, and Governing Values of the Board.
- Trustees should monitor personal sites to ensure accuracy and timeliness of posts.
- Trustee posts, tweet, and comments should never reflect negatively upon the Brant Haldimand Norfolk Catholic District School Board, its schools, its students, its staff, or fellow trustees.

Media Relations

From time to time, Trustees may contact or be contacted by media officials. The following should be kept in mind when responding to media requests and contacting the media:

- All media inquiries and Trustee communication with the media should be facilitated through the Director of Education to ensure that key messaging is appropriate and consistent with the position of the Board.
- Only the Chair of the Board or his/her designate will act as the spokesperson for all communications regarding matters under consideration by the Board, or for explanations of decisions and positions of the Board. This shall not preclude Trustees from offering trustee



- ~~comments on Board actions insofar as Trustees should clearly identify that their trustee opinions or positions are their own and are not necessarily those of the Board.~~
- ~~When speaking or corresponding with the media, individual Trustees shall uphold the decision of the Board and the implementation of any Board resolution once it has been passed by the Board.~~

Supporting Parent Engagement – Catholic School Advisory Councils (CSAC) and Regional Catholic Parent Involvement Committee (RCPIC)

~~Strong school systems have highly engaged parent communities. Trustees can support parent engagement by providing a communication bridge between CSAC and RCPIC. Trustees should consider the following ways to support the work of CSAC and RCPIC by:~~

- ~~promoting the value of CSAC and RCPIC;~~
- ~~facilitating communication among Councils within the trustee's district;~~
- ~~attending RCPIC meetings where representatives from CSACs meet throughout the year;~~
- ~~promoting the awareness of Board policies;~~
- ~~raising awareness of the role of trustees and the Board as per the Education Act within the context of our local board; and~~
- ~~reinforcing policies and practices designed to support community members on how they can influence decision making.~~

~~When a trustee desires to attend a Catholic School Advisory Council meeting, they should consider using the Director's Office as a resource for requesting attendance and scheduling visits. Minimally, trustees should, as a courtesy, contact the school principal to request attendance at a future meeting and inform fellow trustees of their intent.~~

Some material borrowed (with permission) from the Halton Catholic District School Board's Communication Policy for Trustees.

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

Prepared by: Leslie Telfer, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: November 15, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

2015-2018 STRATEGIC PLAN – SAFE AND ACCEPTING SCHOOLS UPDATE

Public Session

BACKGROUND INFORMATION:

In November 2015, the Board approved the 2015-2018 multi-year strategic plan, which includes a pillar on Safe and Accepting Schools. As a result of feedback received in the 2015-16 online consultation process, the Board is focused on ensuring that parents, students and staff work together to make sure Catholic schools are safe places in which to learn, and that our students feel welcomed and included at school.

DEVELOPMENTS:

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

Enhance inclusive school environments that support positive mental health

Mental Health Champions have been identified at all schools. Mental Health Champions continue to serve as a support to the principal and staff in promoting mentally-healthy schools. All Champions are familiar with the Supporting Minds Ministry resource and have been trained in SafeTALK. SafeTALK is a 3.5 hour workshop that provides suicide alertness training for staff. During Bullying Awareness Week (November 20-26, 2016), schools will access a toolkit of resources aligned with the Board's "love tenderly" spiritual theme. In an effort to provide ongoing mental health literacy training to administrators, teachers and staff, the April 28, 2017 system-wide Professional Development day will be dedicated to Mental Health and Well-Being. All full and part-time staff will participate in workshops pertaining to the goals of our Board Mental Health Strategy. A keynote address will be provided by Gary Direnfeld, an expert on social work, family therapy and child development. Plans are also in place to promote Children's Mental Health Week, which is held at the same time as Catholic Education Week from May 1 to May 5, 2017.

Improve policies and procedures to have an impact on safety in schools and improve training for students, staff and leaders in the area of safe and accepting schools

The revised Student Behaviour, Discipline and Safety Policy and Administrative Procedure 200.09 is being implemented. To date, the District Code of Conduct has been revised and is posted on the Board's website. It is aligned with the Provincial Code of Conduct and uses language that reflects our Catholicity.

[http://www.bhncdsb.ca/sites/2016-17/files/resources/Appendix%20A%20-%20District Code%20of%20Conduct revised 20160516.pdf](http://www.bhncdsb.ca/sites/2016-17/files/resources/Appendix%20A%20-%20District%20Code%20of%20Conduct%20revised%2020160516.pdf)

The District Code of Conduct and the District Safe and Accepting Schools Plan (see Appendix A) formed the foundation for individual School Code of Conducts which have been developed by each school-based Safe and Accepting School Team. School Codes of Conduct have been shared with school communities and Safe and Accepting Schools Plans (see Appendix B for sample) will be posted on school websites.

Improve the communication of initiatives and supports that are in place to ensure student safety.

As outlined in the Strategic Plan, all schools participated in the *Every Voice Counts* Thought Exchange process with a focus on safe and accepting schools. Participation in the Thought Exchange process ran from April 12, 2016 to May 11, 2016.

A process for digging deeper into individual school data has been shared with all principals. The process encourages principals to identify their top themes and possible actions. At the conclusion of the process, the data and reports will inform the School Safe and Accepting Schools Plan and a School Survey Community factsheet (see Appendix C) will be posted on each school website.

RECOMMENDATION:

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



Brant Haldimand Norfolk Catholic District School Board

District Safe and Accepting Schools Plan 2016-17

*“This is what the Lord asks of you: only this, to **act justly**, to **love tenderly**, and to walk humbly with your God”. Micah 6:8*

Priority Area	Goals	Key Activities	Indicators of progress
<p>Promoting Gospel Values <i>Act Justly, Love Tenderly</i></p>	<p>Our Catholic Learning Communities will demonstrate the gospel values of Jesus including love, reconciliation, hospitality, justice, peace honesty and integrity</p> <p>Parents, students and staff will work together to ensure that BHNCD SB schools are safe places to learn</p>	<p>Review BHNCD SB District Code of Conduct with principals and support staff and ThoughtExchange data</p> <p>Policies and procedures related to student behaviour, discipline and safety will be reviewed with staff and students</p> <p>Safe Schools, Mental Health and Compassionate Care leadership team(s) will be formed at each school</p> <p>Develop a tool kit which roots Safe and Accepting schools resources and content with Elementary Religion curriculum resources and board spiritual theme, <i>Love Tenderly</i>. For example,</p> <ol style="list-style-type: none"> 1) Dover Cliffs visits with the elderly 2) St. Vincent and Dover Foodline support 3) Bags2School and clothing drive 4) FCC Drive Away Hunger 5) ‘Push for Change’ (youth homelessness) 6) Love Tenderly/Bullying awareness (Nov 20-26) <p>Provide Resources for reference in classrooms to promote safe , inclusive and caring learning environments and discuss the use of these resources with staff</p>	<p>Principals review District Code of Conduct with staff and use it as the foundation for the development of School Code of Conduct</p> <p>Create and monitor an Action plan to specifically address feedback from ThoughtExchange Survey</p> <p>Student Behaviour, Discipline and Safety Policy is consistently implemented across the district</p> <p>Established teams assist with the development, implementation and monitoring of Safe Schools plans</p> <p>Safe and Accepting Schools Plans submitted to Family of Schools Superintendent by Sept. 30, 2016</p> <p>Love Tenderly toolkit is utilized in all schools over the duration of 2016-17 school year</p> <p>Appropriate resources and communication materials are utilized in all schools and are accessible on the board website</p>

Priority Area	Goals	Key Activities	Indicators of progress
Promoting Mental Health and Wellness	<p>1. Christian Meditation will be an established practice within all schools, enriching the prayer experience for students and staff</p> <p>2. Ensure access to mental health prevention and promotion programming is available to all students</p> <p>3. Use data from our ThoughtExchange survey to inform our areas of concern in the area of Mental Health and well-being.</p>	<p>Expand practice of Christian Meditation with all students. Taking part in “Why I Like Meditation” submissions.</p> <p>Implement Fun FRIENDS and FRIENDS for Life in designated schools</p> <p>Work with Parent Council and parent community on available resources for Mental Health</p> <p>Meet with staff, disseminate the data and devise a plan of action to address key areas</p>	<p>Formulate teacher survey, exploring increased mental wellness as a fruit (by product) of Christian mediation</p> <p>Measurement tools should indicate students feel equipped to identify and support their own mental health needs and access help if needed</p> <p>Parent feedback (future surveys) will indicate improvement or growth in the identified areas. Acting on Actionable items from ThoughtExchange survey</p>
Capacity Building	<p>1. Ensure that potentially high-risk behaviour of students is properly assessed and supported</p> <p>2. Review and implement violent threat risk protocol for the Board</p> <p>3. Implement online training plan to address safe schools issues(bullying, harassment and discrimination)</p> <p>4. Review and implement revised 2016 Police Protocol</p> <p>5. Address areas of concern with regards to safe and inclusive education as discovered through ThoughtExchange process.</p>	<p>Provide ongoing training for all principals and other relevant staff in threat risk assessment</p> <p>Threat Risk Assessment Protocol will be reviewed with principals</p> <p>Respect in Schools program training will be accessible for completion by all BHNCD SB employees</p> <p>Revised Police protocol will be reviewed with principals for implementation fall, 2016</p> <p>Meet with staff, disseminate the data and devise a plan of action to address key areas</p>	<p>Principals, Superintendents, System SERTs and selected members of ALERT team trained in Level one Threat Risk Assessment Training in Spring 2016.</p> <p>Level two Threat Risk Assessment Training to be completed in 2017</p> <p>Protocol and expectations will be shared with students/parents/staff prior to implementation</p> <p>Revised Police protocol informs school practices and procedures</p> <p>Parent feedback (future surveys) will indicate improvement or growth in the identified areas</p>



St. Cecilia's

School Safe and Accepting Schools Plan 2016-17

*“This is what the Lord asks of you: only this, to **act justly**, to **love tenderly**, and to walk humbly with your God”. Micah 6:8*

Priority Area	Goal	Key Activities	Indicators of progress
<p>Promoting Gospel Values <i>Act Justly, Love Tenderly</i></p>	<p>1. Our Catholic Learning Communities will demonstrate the Gospel values of Jesus including love, reconciliation, hospitality, justice, peace honesty and integrity</p> <p>2. Parents, students and staff will work together to ensure that BHNCD SB schools are safe places to learn</p> <p>3. Virtue of the month and principal recognition to focus on ways to live out Gospel values</p> <p>4. Focused school activities throughout the year that capture the theme of Love Tenderly supported by a Social Justice team in the junior and intermediate grades to spread the message of justice and equity</p>	<p>Review BHNCD SB District Code of Conduct with staff and school community</p> <p>Review ThoughtExchange survey data with staff</p> <p>Policies and procedures related to student behaviour, discipline and safety will be reviewed with staff and students</p> <p>Develop a Safe Schools, Mental Health and Compassionate Care leadership team within the school</p> <p>Provide resources for reference in classrooms to promote safe, inclusive and caring learning environments and discuss the use of these resources with staff</p> <p>Catholic Virtues introduced and celebrated at monthly assemblies</p> <p>Used a board supported tool kit which roots Safe and Accepting schools resources and content with Elementary Religion curriculum resources and board spiritual theme, <i>Love Tenderly</i>. For example,</p> <ol style="list-style-type: none"> 1) Dover Cliffs visits with the elderly 2) St. Vincent and Dover Foodline support 3) Bags2School and clothing drive 4) FCC Drive Away Hunger 5) 'Push for Change' (youth homelessness) 6) Love Tenderly/Bullying awareness (Nov 20-26) 	<p>Review District Code of Conduct with staff and use it as the foundation for the development of School Code of Conduct</p> <p>Create and monitor an Action plan to specifically address feedback from ThoughtExchange Survey</p> <p>Student Behaviour, Discipline and Safety Policy is consistently implemented at the school level</p> <p>Monitor the development and implementation of Safe Schools plans</p> <p>Student demonstrate Catholic Virtues in their daily interactions</p> <p>Love Tenderly toolkit is utilized within our school over the duration of 2016-17 school year</p> <p>Students develop a deeper understanding of how our Gospel values impact our actions to serve others and deepen our faith</p>

Priority Area	Goal	Key Activities	Indicators of progress
<p>Promoting Mental Health and Wellness</p>	<p>1. Christian Meditation will be an established practice within all schools, enriching the prayer experience for students and staff</p> <p>2. Ensure access to mental health prevention and promotion programming is available to all students</p> <p>3. Use data from our ThoughtExchange survey to inform our areas of concern in the area of Mental Health and well-being.</p>	<p>Expand practice of Christian Meditation with all students. Taking part in “Why I Like Meditation” submissions.</p> <p>Christian meditation will take place in class and at assemblies.</p> <p>Implement Fun FRIENDS and FRIENDS for Life in designated schools</p> <p>Work with Parent Council and parent community on understanding available resources for Mental Health</p> <p>Meet with staff, disseminate the data and devise a plan of action to address key areas</p>	<p>Students will continue to reflect and articulate the positive experiences from Christian meditation</p> <p>Anecdotal evidence of coping strategies for issues around mental health such as anxiety</p> <p>Students and school community will become more familiar with available resources and communicate needs to mental health resources</p> <p>Subsequent feedback from public participation surveys indicate feedback is being heard and addressed</p>
<p>Capacity Building</p>	<p>1. Ensure that potentially high-risk behaviour of students is properly assessed and supported</p> <p>2. Review and implement violent threat risk protocol for the Board</p> <p>3. Implement online training plan to address safe schools issues(bullying, harassment and discrimination)</p> <p>4. Review and implement revised 2016 Police Protocol</p>	<p>Provide ongoing training for all staff in threat risk assessment</p> <p>Threat Risk Assessment Protocol will be reviewed with staff</p> <p>Respect in Schools program training will be accessible for completion by all BHNCD SB employees</p> <p>Revised Police protocol will be reviewed with principals and school staff for implementation fall, 2016</p>	<p>Principals, Superintendents, System SERTs and selected members of ALERT team trained in Level one Threat Risk Assessment Training in Spring 2016.</p> <p>Level two Threat Risk Assessment Training to be completed in 2017.</p> <p>Protocol and expectations will be shared with students/parents/staff prior to implementation.</p> <p>Revised Police protocol informs school practices and procedures.</p> <p>Students will be able to articulate the dangers and consequences of such things as cyber-bullying, and knowing resources available to them if they are in crisis.</p>

Priority Area	Goal	Key Activities	Indicators of progress
	<p>5. Students who are in crisis will be offered support services.</p> <p>6. Address areas of concern with regards to safe and inclusive education as discovered through ThoughtExchange process</p>	<p>School Team Meetings will be held and referrals will be made for such things as Child and Youth Worker (CYW) support, Resource, Education and Counselling Help (REACH) depending on the student need</p> <p>Meet with staff, disseminate the data and devise a plan of action to address key areas</p>	<p>Ongoing consultation and collaboration between school, support services and outside agencies to ensure student needs are being met.</p> <p>Monitor Action items from ThoughtExchange Action Plan as communicated to school community.</p>



EveryVoiceCounts
SCHOOL CLIMATE SURVEY

We would like to thank our students, parents, staff and school community for taking part in our school climate survey. By providing us with information that is important to you, particularly in the areas of school safety, inclusive education and mental-health and well-being, you effectively helped guide school planning. Together, you identified what we do well, where we could improve and what your priorities are. Here is how your feedback is making a difference.

The survey questions that we asked:

1. What are your thoughts on your school meeting the educational needs of all of its students?
2. What are your thoughts on your school's safety?
3. What are your thoughts on how student mental health and well-being is supported in your school?

Top feedback 'themes' that we heard are important to you:

- Safety and Supervision
- Special Needs/Exceptionalities
- Mental Health and Well-Being
- Teaching and Learning

Actions taken as a result of your survey feedback:

- Adding directional arrow signs for traffic in the parking lot.
- Developing strategies for students to handle confrontations in the school yard and on the bus.
- Providing families with more information on Holy Trinity's courses and levels.
- Helping the school community understand how Educational Assistant support is allocated and the types of support that are available.
- Working towards a clear understanding, for staff and parents, of homework expectations.
- Acquire support for staff to identify childhood stress.



If you have comments or questions, please contact Principal **Bill Acres** by calling **519-583-0231**. Please remember to visit www.stceciliaportdover.ca and follow us **@stceciliahawks**.

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
 Presented to: Committee of the Whole
 Submitted on: November 15, 2016
 Submitted by: Chris Roehrig, Director of Education & Secretary

INSURANCE RENEWAL

Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

For 2017, based on actuarial estimates, OSBIE has approved the following general rate adjustments:

	General Rate Adjustment %	BHNCDSB Rate Adjustment %
Liability	-5%	+2.76%
Property	-7.5%	-19.96%
Boiler and Machinery	0%	-2.67%
Crime	0%	+0.53%
Automobile	-12%	-21.44%
Cyber	0%	+0.48%

General Liability insurance rates have been trending upward for the past several years. However, since OSBIE has paid several claims, which increased rates, this trend has decreased and rates have stabilized at 2012 levels.

General Property insurance rates have continued to improve and have decreased to approximately 2014 rates.

General Boiler and Machinery insurance rates have not increased and include insurance and inspection-related expenses.

Fleet Automobile rates have decreased as a result of the change in Standard Active Benefits levels and good claims experience.

In addition to their regular insurance program, OSBIE provides an incentive program to help reduce fees even further.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2017 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$154,221, excluding PST.

Brant Haldimand Norfolk Catholic District School Board

OSBIE INSURANCE

Insurance Premium Excluding Taxes					
Description	2014	2015	2016	2017	% Increase / Decrease
Property	109,774.00	96,509.00	79,086.00	63,303.00	-19.96
Crime	4,874.00	4,935.00	4,910.00	4,936.00	+0.53
Boiler and Machinery	4,362.00	4,579.00	4,718.00	4,592.00	-2.67
Liability	76,855.00	72,975.00	68,322.00	70,211.00	+2.76
Non-Owned Auto	776.00	737.00	690.00	709.00	n/a
Subtotal	196,641.00	179,735.00	157,726.00	143,751.00	
Fleet Automobile	11,097.00	9,832.00	9,832.00	7,414.00	-21.44
Privacy Data Liability	0.00	2,909.00	3,040.00	3,056.00	+0.48
Total Insurance Premium	\$207,738.00	\$192,476.00	\$170,598.00	\$154,221.00	
Coverages:					
• Total Property	Unlimited				
• Crime	\$500,000				
• Deductible	\$10,000 / claim				
• Boiler and Machinery	Unlimited				
• Auto Limit	\$20 million				
• Liability	\$24 million				
• Privacy Data	\$2 million				

**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: November 15, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

BOARD ENROLMENT AS OF OCTOBER 31, 2016

Public Session

BACKGROUND INFORMATION:

The October 31st enrolment report, which is submitted to the Ministry of Education, is important as it impacts grants that the Board receives to maintain its programs.

DEVELOPMENTS:

Attached is the enrolment report, which indicates students attending our schools as of October 31, 2016. Actual enrolment for June and October 2016 are provided, as well as Ministry projections for October 2016. A column is provided to show enrolment variance at October between actual and projected enrolments, as well as a column to show enrolment variance between actual June and actual October student enrolment.

In the elementary panel, the actual Full-Time Equivalent (FTE) enrolment on October 31, 2016 is higher than projected in estimates by 110 students. In the secondary panel, the actual FTE enrolment is higher than projected in estimates by 132 students. With respect to net increase/decrease of students from June 2016, the actual FTE enrolment on October 31, 2016 is higher by 52.6 students in the elementary panel and 232.93 students higher in the secondary panel.

RECOMMENDATION:

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

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

	J	K	ONE	TWO	THREE	SPEC ED	FOUR	FIVE	SIX	SEVEN	EIGHT	SPEC ED	SPEC ED	Oct 31 2016	Oct 31 2016	Actual ADE	Ministry	Appendix A	Jun 30 2016	Oct 31 2016
														Actual	Actual FTE					
														Ed	Ed	OnSIS 2015-2016	Projected	Ministry	Jun 30 2016	Variance from
																	Estimates	Projected	FTE	Jun 30 2016
Blessed Sacrament	14	15	12	14	23		16	20	21	24	24		0	183	183	190.50	181.0	2.00	192.0	-9.0
Christ the King	18	21	23	14	10		19	16	10	14	12		0	157	157	146.50	141.0	16.00	153.0	4.0
Holy Cross	18	20	25	19	27		25	32	17	24	23		0	230	230	243.00	241.0	-11.00	243.0	-13.0
Holy Family	14	14	16	13	11		18	14	14	17	7		0	138	138	145.00	137.0	1.00	146.0	-8.0
Jean Vanier	31	30	39	49	36		34	39	28	23	41		0	350	350	341.20	333.0	17.00	344.0	6.0
Notre Dame (Brantford)	34	38	28	34	29		28	36	20	36	21	30	30	334	334	319.00	320.0	14.00	317.0	17.0
Notre Dame (Caledonia)	18	22	27	23	22		24	30	36	30	36		0	268	268	281.00	286.0	-18.00	281.0	-13.0
Our Lady of Fatima (Courtland)	4	7	8	11	12		8	14	11	13	14		0	102	102	103.00	105.0	-3.00	101.0	1.0
Our Lady of LaSalette	4	4	2	6	6		6	1	10	9	4		0	52	52	80.50	67.0	-15.00	81.0	-29.0
Our Lady of Providence	26	30	30	35	37		37	33	44	44	37		0	353	353	357.30	350.0	3.00	360.0	-7.0
Resurrection	9	11	16	13	9		12	8	11	22	16		0	127	127	132.00	138.0	-11.00	132.0	-5.0
Sacred Heart (Langton)	18	10	17	16	21		21	22	24	33	20		0	202	202	205.50	200.0	2.00	208.0	-6.0
Sacred Heart (Paris)	25	24	32	27	28		33	27	31	21	28		0	276	276	271.50	273.0	3.00	272.0	4.0
St. Basil	47	50	43	37	45		48	50	31	35	33		0	419	419	367.50	389.0	30.00	377.0	42.0
St. Bernard of Clairvaux	9	24	14	12	15		14	15	17	18	23		0	161	161	170.50	166.0	-5.00	172.0	-11.0
St. Cecilia's	8	7	10	12	15		17	12	15	15	26		0	137	137	150.00	143.0	-6.00	155.0	-18.0
St. Frances Cabrini	26	28	32	28	26		21	27	25	19	17		0	249	249	244.00	246.0	3.00	240.0	9.0
St. Gabriel	39	41	28	48	48		49	48	48	42	49		0	440	440	434.50	428.0	12.00	437.0	3.0
St. Joseph	43	40	36	37	41		43	55	55	47	45	9	9	451	451	452.50	454.0	-3.00	452.0	-1.0
St. Leo	49	25	39	19	39		28	23	19	22	26		0	289	289	251.50	258.0	31.00	253.0	36.0
St. Mary (Hagersville)	14	11	16	10	16		13	15	16	20	8		0	139	139	129.50	127.0	12.00	131.0	8.0
St. Michael's (Dunnville)	29	27	31	30	22		20	21	21	17	18		0	236	236	210.00	214.0	22.00	212.0	24.0
St. Michael's (Walsh)	15	11	8	8	10		10	11	10	8	9		0	100	100	104.00	95.0	5.00	105.0	-5.0
St. Patrick (Brantford)	13	14	6	13	10		9	11	11	19	19		0	125	125	128.50	128.0	-3.00	129.0	-4.0
St. Patrick (Caledonia)	9	9	10	14	22		10	16	14	22	13		0	139	139	135.00	141.0	-2.00	135.0	4.0
St. Peter	15	14	10	18	18		25	11	23	16	20		0	170	170	162.50	164.0	6.00	165.0	5.0
St. Pius	28	27	33	30	28		29	31	31	21	17		0	275	275	263.00	256.0	19.00	263.0	12.0
St. Stephen	14	12	13	12	15		12	11	15	19	12		0	135	135	128.00	131.0	4.00	131.0	4.0
St. Theresa	18	14	28	14	17		17	13	12	18	22		0	173	173	173.90	188.0	-15.00	170.4	2.6
TOTAL	609	600	632	616	658	0	646	662	640	668	640	39	39	6410	6410	6320.90	6,300.0	110.00	6,357.40	52.6

	Full-time					Part-time					High-Credit FTE	Oct 31 2016 Actual includes Spec Ed	Oct 31 2016 Actual FTE Includes Spec Ed	Actual ADE OnSIS 2015-2016	Ministry Projected Estimates FTE	Variance from Ministry Projected Estimates	Jun 30 2016 FTE	Oct 31 2016 Variance from Jun 30 2016		
	Gr 9	Gr 10	Gr 11	Gr 12	Total	Over 21	Number of Regular Students FTE	High-Credit FTE	Number of Regular Students FTE	High-Credit FTE										
Assumption	344	332	316	389	1,381		1,366	1,349.63	16.37	15	5.75	1.00	1,366	1,372.75	1343.25	1,346.40	26.35	1,301.75	71.0	
Holy Trinity	243	233	204	266	946		917	914.62	2.38	29	10.75	0.25	917	928.00	897.25	882.30	45.70	864.50	63.5	
St. John's	257	260	266	366	1,149		1,080	1,078.25	1.75	69	32.50	0.75	1,080	1,113.25	1046.04	1,053.20	60.05	1,014.82	98.4	
TOTAL Secondary	844	825	786	1,021	3,476	0.00	3,363	3,342.50	20.50	113	49.00	0.00	2.00	3,363	3,414.00	3286.54	3,281.90	132.10	3,181.07	232.93
TOTAL Board														9,773	9,824.00	9,607.44	9,581.90	242.10	9,538.47	285.53

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

Prepared by: Patrick Daly, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: November 15, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EXCURSION – ENGLAND & FRANCE
Public Session

BACKGROUND INFORMATION:

Holy Trinity Catholic High School is requesting approval for an excursion to England and France from Friday, March 10 (evening) to Saturday, March 18, 2017 (no school days missed due to March Break). Staff supervisors will be Patricia Crimless and Michael Leonard. The cost of the trip is approximately \$3,125 per student.

DEVELOPMENTS:

Approximately 15-22 Grades 9-12 students will travel by air to London, England to participate in an educational Vimy Ridge tour, *Canada's History: In their Footsteps*. This tour provides an excellent opportunity for students to participate in exploring England and France, where some of the hardest-fought conflicts took place during both World Wars.

During their visit in England, they will experience guided tours through historical sites such as Big Ben, Houses of Parliament, St. Paul's Cathedral, Westminster Abbey and the War Museum. As they travel via ferry across the English Channel to Calais, students will walk in the footsteps of the 20,000 Canadian soldiers in the 1917 Battle of Vimy Ridge in a memorable tour led by Parks Canada. Their journey continues the Normandy region of France where they will visit historical grounds such as Pointe du Hoc, Juno Beach and the Bény-Sur-Mer Canadian War Cemetery.

These varied experiences will provide students with a more in-depth knowledge of their Canadian history and exploration of two European countries through an educational lens.

All information has been provided in accordance with Board policy and procedures.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Holy Trinity Catholic High School for an excursion to England and France from Friday, March 10 (evening) to Saturday, March 18, 2017.

2016-17
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
November 15, 2016	7:00 pm	Committee of the Whole	
November 17, 2016	4:30 pm	Audit Committee Mtg.	
November 22, 2016	3:30 pm	Communications and Information Technology Advisory Committee Mtg.	
November 22, 2016	7:00 pm	Board Meeting	
November 23, 2016	9:00 am	Council of Catholic Service Organizations Mtg.	
November 29, 2016	7:00 pm	System-Wide Parent Councils Adobe Connect Session	
December 6, 2016	6:30 pm 7:00 pm	Annual Meeting Mass (Bishop Dabrowski) Annual Board Meeting	
December 7, 2016	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
December 7, 2016	3:00 pm	Executive Council Mtg.	
December 8, 2016	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
December 9, 2016	9:00 am	Mental Health Steering Committee Mtg.	
December 10, 2016	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
December 13, 2016	7:00 pm	Board Meeting	
December 20, 2016	10:00 am	SEAC Meeting	
<i>December 26, 2016 - January 6, 2017</i>		CHRISTMAS BREAK	
January 11, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
January 11, 2017	3:00 pm	Executive Council Mtg. <i>(to be confirmed)</i>	
January 12, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
January 13-14, 2017	TBD	Trustee PD Seminar	
January 14, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
January 17, 2017	7:00 pm	Committee of the Whole	
January 24, 2017	10:00 am	SEAC Meeting	
January 24, 2017	7:00 pm	Board Meeting	
February 1, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
February 2, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
February 11, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
February 14, 2017	10:00 am	SEAC Meeting	
February 15, 2017	3:00 pm	Executive Council Mtg. <i>(to be confirmed)</i>	
February 21, 2017	7:00 pm	Committee of the Whole	
February 22, 2017	1:00 pm	Catholic Education Advisory Committee Mtg.	
February 27, 2017	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
February 28, 2017	1:00 pm	STSBHN Governance Mtg.	
February 28, 2017	7:00 pm	Board Meeting	
March 1, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
March 2, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
March 3, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
March 7, 2017	10:00 am	SEAC Meeting	
March 8, 2017	3:00 pm	Executive Council Mtg. <i>(to be confirmed)</i>	
<i>March 13-17, 2017</i>		MARCH BREAK	
March 21, 2017	7:00 pm	Committee of the Whole	
March 28, 2017	7:00 pm	Board Meeting	
March 29, 2017	9:00 am	Council of Catholic Service Organizations Mtg.	
April 5, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
April 6, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
April 7, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
April 11, 2017	10:00 am	SEAC Meeting	
April 11, 2017	7:00 pm	System-Wide Parent Council Adobe Connect Session	
April 12, 2017	3:00 pm	Executive Council Mtg. <i>(to be confirmed)</i>	
April 18, 2017	7:00 pm	Committee of the Whole	

Date	Time	Meeting/Event	New / Revised
April 25-27, 2017		Board Art Show (three locations)	
April 25, 2017	7:00 pm	Board Meeting	
April 27-29, 2017		OCSTA AGM (Toronto)	
<i>April 30-May 5, 2017</i>		<i>Catholic Education Week</i>	
May 2, 2017	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
May 3, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
May 4, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
May 4, 2017	5:00 pm	Catholic Student Leadership Awards	
May 5, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
May 10, 2017	3:00 pm	Executive Council Mtg. (<i>to be confirmed</i>)	
May 15, 2017	1:00 pm	Catholic Education Advisory Committee Mtg.	
May 15, 2017	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
May 16, 2017	10:00 am	SEAC Meeting	
May 16, 2017	7:00 pm	Committee of the Whole	
May 23, 2017	7:00 pm	Board Meeting	
May 24, 2017	10:00 am	<i>Have a Go track meet at Assumption College (secondary)</i> <i>(rain date May 29)</i>	
May 30, 2017	1:00 pm	STSBHN Governance Mtg.	
May 31, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
June 1-3, 2017		CCSTA AGM	
June 1, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
June 2, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
June 7, 2017	10:00 am	<i>Have a Go track meet at Assumption College (elementary)</i> <i>(rain date June 8)</i>	
June 13, 2017	10:00 am	SEAC Meeting	
June 14, 2017	3:00 pm	Executive Council Mtg. (<i>to be confirmed</i>)	
June 20, 2017	7:00 pm	Committee of the Whole	
June 27, 2017	7:00 pm	Board Meeting	
June 29, 2017	4:45 pm 6:30 pm 7:00 pm	Assumption College Graduation Holy Trinity Graduation St. John's Graduation	

Meetings scheduled at the Call of the Chair: Accommodations Committee, Audit Committee, Budget Committee, Communications and Information Technology Advisory Committee, Legal Expenses Review Committee, Mental Health Leadership Steering Committee, Policy Committee.