



**Committee of the Whole  
Tuesday, April 18, 2017 ♦ 7:00 pm  
Boardroom**

**Members:**

**Trustees:**

Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, 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)

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**1. Opening Business**

- 1.1 Opening Prayer
- 1.2 Attendance
- 1.3 Approval of the Agenda Pages 1-2
- 1.4 Declaration of Interest
- 1.5 Approval of Committee of the Whole Meeting Minutes – March 21, 2017 Pages 3-6
- 1.6 Business Arising from the Minutes
  - Student Transportation Services Brant Haldimand Norfolk Procedures 039-043

**2. Presentations – Nil**

**3. Delegations – Nil**

**4. Consent Agenda**

- 4.1 Unapproved Special Education Advisory Committee Meeting Minutes – March 7, 2017 Pages 7-9
- 4.2 Unapproved Mental Health Steering Committee Meeting Minutes – March 28, 2017 Pages 10-13
- 4.3 Unapproved Budget Committee Meeting Minutes – March 28, 2017 Pages 14-15

**5. Committee and Staff Reports**

- 5.1 Unapproved Policy Committee Meeting Minutes and Recommendations Pages 16-21  
Presenter: Dan Dignard, Chair of the Policy Committee
  - Dress Code for Staff 300.02 (*revised*) (pgs. 22-26)
  - Regional Catholic Parent Involvement Committee 200.24 (*revised*) (pgs. 27-33)
  - Religious Education Qualifications for Academic Staff 300.09 (*revised*) (pgs. 34-36)



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

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

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- Service in Department of National Defense Policy 300.08 – rescind (pgs. 37-38) / Leave of Absence for Military Reservists AP 300.09 (new) (pgs. 39-40)
- Board By-Laws (pg. 41)
- Access to Legal Counsel Administrative Procedure (pgs. 42-43)

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| 5.2 | Global South Encounter - Guatemala Site Assessment Report<br>Presenter: Chris N. Roehrig, Director of Education & Secretary                | Pages 44-45 |
| 5.3 | 2015-2018 Strategic Plan: Communications and Community Engagement Update<br>Presenter: Chris N. Roehrig, Director of Education & Secretary | Pages 46-47 |
| 5.4 | Research Initiated by External Agencies Update<br>Presenter: Chris N. Roehrig, Director of Education & Secretary                           | Pages 48-51 |
| 5.5 | Board Enrolment Update as of March 31, 2017<br>Presenter: Patrick Daly, Superintendent of Education  | Pages 52-53 |
| 5.6 | Concussion Report<br>Presenter: Michelle Shypula, Superintendent of Education  | Pages 54-55 |
| 5.7 | Education Funding 2017-18<br>Presenter: Thomas R. Grice, Superintendent of Business & Treasurer  | Pages 56-59 |
| 5.8 | Financial Report as of February 28, 2017<br>Presenter: Thomas R. Grice, Superintendent of Business & Treasurer                             | Pages 60-65 |

## 6. Information and Correspondence

## 7. Trustee Inquiries

## 8. Business In-camera

207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- a. The security of the property of the board;
  - b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - c. The acquisition or disposal of a school site;
  - d. Decisions in respect of negotiations with employees of the board; or
  - e. Litigation affecting the board.

## 9. Report on the In-Camera Session

## 10. Future Meetings and Events

Page 66

## 11. Closing Prayer

*Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board, and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. Amen*

## 12. Adjournment

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Next meeting: Tuesday, May 16, 2017, 7:00 pm – Boardroom



**Committee of the Whole**  
**Tuesday, March 21, 2017 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

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

**Absent:**

**Senior Administration:**

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

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Trustee Luciani.

**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 March 21, 2017 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**1.5 Approval of Committee of the Whole Meeting Minutes – February 21, 2017**

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the February 21, 2017 Committee of the Whole meeting.

**Carried**

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

**2. Presentations – Nil**

**3. Delegations – Nil**



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

With reference to Item 4.4., Trustee Chopp, trustee representative on the Student Transportation Services Brant Haldimand Norfolk Board of Directors, distributed copies of Transportation Procedures 039 – 043, which are currently under review and requested feedback at the April Committee of the Whole meeting.

- 4.1 THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee meeting of February 14, 2017 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 Catholic Education Advisory Committee meeting of February 22, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.3 THAT the Committee of the Whole refers the unapproved minutes of the Regional Catholic Parent Involvement Committee meeting of February 27, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.4 THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' meeting of February 28, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

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 Renewing the Promise**

Director Roehrig provided background information leading up to the upcoming province-wide "Renewing the Promise: Exploring the Critical Role of Catholic Education in Contemporary Society" Symposium scheduled for November 2017. He also noted that a third pastoral letter outlining a renewed vision of Catholic education in Ontario, to be authored by Bishop Bergie of the Diocese of St. Catharines, will be released in May 2018. Director Roehrig explained that in order to help inform the content of the symposium and of the pastoral letter, a province-wide online Catholic community consultation is being undertaken over the course of the next couple of months. He then led trustees through the consultation process.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Renewing the Promise report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**



**5.2 Excursion – France and Italy**

Superintendent Daly reviewed an excursion request for approximately 45 Grades 10-12 students from Assumption College School and St. John's College to be immersed in France and Italy's culture during the 2018 March Break.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School and St. John's College for an excursion to France and Italy from Friday (evening), March 9 to Sunday, March 18, 2018.

**Carried**

**5.3 Excursion – England, France and Belgium**

Superintendent Daly presented a request from Assumption College School for approximately 30 Grades 9-12 students to participate in an English and History Tour of England, France and Belgium during the 2018 March Break.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to England, France and Belgium from Friday, March 9 (evening) to Sunday, March 18, 2018.

**Carried**

**5.4 Excursion – Girls' Rugby Tour, California, USA**

Superintendent Daly presented a request from St. John's College for approximately 25 members of the Eagles Girls' Rugby Team to participate in the Girls' Rugby Tour 2018. They will train with and compete against several rugby clubs in different cities, as well as have the opportunity to enjoy tours of historical and cultural attractions. Trustee Luciani expressed her concern regarding travel to the United States given the current political environment. Chair Petrella recommended that the Educational Field Trips and Excursion Policy be reviewed at a future Policy Committee meeting.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the excursion request from St. John's College for the Girls' Rugby Team to travel to California from Saturday, March 10 to Sunday, March 18, 2018 to participate in the Girls' Rugby Tour 2018.

**Carried**

**6. Information and Correspondence**

Superintendent Daly extended an invitation to trustees to attend a Truth and Reconciliation Celebration being held at Assumption College School as an educational awareness event on March 24, 2017.

Trustee McKinnon expressed her congratulations to everyone involved in the recent *The Wiz* production at Assumption College School. She noted that it was an exceptional and uplifting event.



Moved by: Bill Chopp

Seconded by: Dan Dignard

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

**Carried**

**7. Trustee Inquiries - Nil**

**8. Business In-Camera**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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: Carol Luciani

Seconded by: Bonnie McKinnon

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: Bonnie McKinnon

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of March 21, 2017.

**Carried**



**SPECIAL EDUCATION ADVISORY COMMITTEE  
Tuesday, March 7, 2017 – 10:00 a.m. - Boardroom**

**Present:** Jill Esposto (Chair), Keith Anderson, Catherine Custodio, Carmen McDermid, Bonnie McKinnon, Paul Sanderson, Heather Shisler, Leslie Telfer, Teresa Westergaard-Hager

**Regrets:** Krista Emmerson, Christine Pearce, Lisa Stockmans, Tracey Taylor

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**1. Opening Prayer**

Carmen McDermid led the group in the opening prayer.

**2. Welcome and Opening Comments**

Jill Esposto (Chair) welcomed the group.

**3. Approval of Agenda**

Moved by: Heather Shisler

Seconded by: Teresa Westergaard- Hager

THAT the SEAC Committee approves the agenda of the March 7, 2017 meeting.

**Carried**

**4. Approval of Minutes – February 14, 2017**

Moved by: Bonnie McKinnon

Seconded by: Teresa Westergaard- Hager

THAT the SEAC Committee approves the minutes of the February 14, 2017 meeting.

**Carried**

**5. Correspondence**

**6.1 Letter from Peterborough Victoria Northumberland and Clarington Catholic District School Board**

Superintendent Telfer shared a letter from the Peterborough Victoria Northumberland and Clarington Catholic District School Board to the Ministry of Education addressing the reduction to the Special Education High Needs Amount (HNA), which affects all school boards differently. HNA adjustments has not affected our Board negatively, but is something that requires continued attention.

**6.2 Establishing Working Relationships with Third Party Professionals or Paraprofessional Service Providers AP 400.36**

Superintendent Telfer reviewed and requested feedback on the new draft *Establishing Working Relationships with Third Party Professionals or Paraprofessional Service Providers* Administrative Procedure. Discussions ensued, feedback was provided, and Superintendent Telfer addressed various questions of clarification.





## 7. Community Agency Updates

*Teresa Westergaard-Hager - Supervisor, Community Outreach, Norfolk Association for Community Living*

Teresa shared the success of the community winter carnival held on Sunday, March 4, 2017 and how preparations are underway for the big fundraiser "Can U Dig It" on May 6, 2017. Teresa updated on several of the funding proposals that the Association is currently working on to increase resources and staffing for employment services, amongst many other initiatives. The organization is still currently seeking to fill the position of Passport Coordinator.

*Heather Shisler - Physiotherapist, Lansdowne Children's Centre*

Heather shared details on the upcoming three-day workshop, *Decoding the Autism Brain*, from March 21-23, 2017 presented by Kim Barthel. The workshop will include in-depth lectures, treatment strategies and deepening insights for professional staff who serve the Autism Spectrum Disordered population.

*Paul Sanderson - Resource Coordinator, Contact Brant*

Paul discussed the recent Indigenous Day Training Session he attended at Woodview Cultural Centre in Brantford and updated on the stories provided at the workshop. The workshop included a virtual tour of the Mohawk Institute Residential School. The school is the oldest school in Canada and they are currently in the process of acquiring funds to refurbish the building as a museum.

*Keith Anderson - Manager of Developmental Services, Family Counseling Centre of Brant*

Keith advised that several of his staff were receiving Dialectical Behaviour Therapy (DBT) training adapted for people with learning challenges. More information will be provided at the next meeting.

*Jill Esposito - Director of Services, Brant Family & Children Services*

Jill updated that Brant Family & Children Services will have their Annual Crown Ward Review starting this month. This is a process where there is an external review of services offered to children who have had Crown Ward status for two (2) plus (+) years. It is a way to ensure that youth in care are receiving optimal care so that outcomes for these youth are improved. Jill shared that there are many changes in the Child Welfare sector for Ontario including changes to the current Child and Family Services Act. The organization is still working towards moving their system to the Child Protection Information Network (CPIN), which is a single system for information gathering and sharing across the province. Brant FACS is also involved in the Coordinated Services Planning with community partners in Brantford.

*Bonnie McKinnon - Trustee Representative, Brant Haldimand Norfolk Catholic District School Board*

Trustee McKinnon thanked Jill Esposito for her presentation to the Regional Catholic Parent Involvement Committee (RCPIC) Meeting held on February 27, 2017. Trustee McKinnon explained that it was very informative for parents and helped them to understand the role of SEAC.





**8. Reports**

**8.1 Student Achievement Lead: Special Education**

Carmen McDermid shared information about the *Parents as Partners Workshop 2017* (Appendix A) and asked the group for assistance in promoting the upcoming Saturday workshop to any parents that they feel would benefit from the information provided. Designed to support families with the transition as their child prepares for kindergarten, the workshop will also connect families with their school team and community services that are available to them.

Carmen requested feedback on Special Education Resource Teacher (SERT) allocations for next year. Discussions ensued and feedback was provided to Carmen.

**8.2 Superintendent of Education**

Superintendent Telfer advised that the department is further reviewing the Safety Care Training Modules, in addition to Non Violent Crisis Intervention (NVC) Training.

**9. Closing Remarks/ Adjournment**

The meeting adjourned at 11:30 am.



**Board Mental Health Steering Committee Meeting  
Tuesday, March 28, 2017 ♦ 9:00 a.m.  
Catholic Education Centre**

**Present:** Dianne Wdowczyk-Meade (Chair), Bill Acres, Melissa Connelly, Charmaine Hanley, Deborah King-Bonifacio, Bonnie McKinnon, Carmen McDermid, John Nicholson, Lori Skye-LaForme, Arden Smelser, Leslie Telfer, Andrea Winger

**Absent:** Jane Angus, Keri Calvesbert, Karen Dickhout, Terry Dunnigan, Stephanie Haak, Connie McAllister, Terre Slaght, Paul Tratnyek, Tim Wirag, CYW representative

**Minutes Only:** Tracey Austin, Dale Petruka

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**1. Opening Prayer**

The opening prayer was provided by Keri Calvesbert and was led by Bill Acres.

**2. Introductions and Welcome**

Committee members were welcomed by Dianne Wdowczyk. Deborah King-Bonifacio was welcomed to the committee as the new Disability Management and Safety Coordinator, and Melissa Connelly was welcomed as the Student Achievement Literacy Consultant for Grades 7-12. Pat Brophy, Mary Bradford, Nita Apostoli-Surette and Laurence McKenna from Assumption College School and Jason Frittaion from Jack Talks were also welcomed as presenters.

**3. Approval of the Agenda**

The agenda was approved, as circulated.

**4. Approval of the Minutes**

The minutes of the December 9, 2016 Mental Health Steering Committee meeting were approved by consensus.

**5. Presentations**

**5.1 Jack Talks – Jason Frittaion, Program Lead**

Dianne Wdowczyk indicated she invited Jason to attend the Board Mental Health Steering Committee meeting after meeting him at the latest Provincial session for Mental Health Leads where Jack Talks was presented as a safe, engaging way to approach mental health promotion, the topic of suicide and life promotion with students. Jason explained the Jack Talks program, Jack Chapters and the Jack Summit to the group. Jack Talks is delivered in an assembly type atmosphere where trained youth engage others by talking about stigma and mental health promotion. Jack Chapters occurs when youth from the high school are interested in championing more work on mental health promotion in their schools and the summit occurs regionally where large groups of like-minded youth gather, again to fight stigma and to raise awareness. The cost of a Jack Talk is \$1,000 per school and is negotiable, if required. Jack Chapters would be supported by Jack.org which is a not for profit organization at no additional cost. Dianne Wdowczyk noted that Jack.org had consulted with the Decision Support Tool



provided by School Mental Health Assist and altered their programming to ensure it was engaging and above all, safe. Jason indicated the program also utilizes measurement tools to evaluate their program.

The committee was extremely interested in Jason's presentation and felt that including this resource in the 2017-2020 Mental Health and Addictions strategy was worth considering.

**5.2 Well-Being Centre: Pat Brophy, Mary Bradford, Laurence McKenna, Nita Apostoli-Surette, Andrea Winger - Assumption College School**

Laurence McKenna updated the committee on the "We All Belong" movement and the attitudinal shift at Assumption College School this year. Laurence spoke to the evolution of the movement and the notion of creating a well-being space at the school. Pat Brophy, Mary Bradford and Nita Apostoli-Surette discussed the current needs of the student population and that a well-being centre would provide a streamlined approach to supporting students with mental health needs. Additionally, this space would be a resource to staff and other students as it would be a hub of information and services. The proposed space is currently utilized by the Co-op department who have agreed to relocate to another part of the school. The group indicated they have secured some grant monies and continue to pursue further grant funding. Pat Brophy discussed the use of D2L modules in the hopes of a means to deliver psycho educational information to students for a variety of reasons, including those who may be on suspension. The group has conducted one focus group to date and were encouraged by the committee to gather more data from the students to ensure the space would be utilized. The Mental Health Steering Committee provided some good feedback to the group to consider regarding 'next steps'. The group indicated they would update the Committee on their progress and had asked to be considered for any potential funds for the upcoming year.

**6. Information Items**

**6.1 Mental Health and Well-Being PA Day**

Dianne Wdowczyk updated the Committee regarding the Mental Health and Well-Being PA day scheduled for April 28, 2017. She indicated that the keynote address will be delivered by Gary Direnfeld MSW, RSW. Gary will also be involved in a morning engagement session with Grades 11 and 12 students from all three high schools and an evening parent engagement session on April 27, 2017. Dianne indicated the keynote would be followed by breakout sessions made up of close to 30 different workshops building mental health literacy skills, tools and resources for the classroom and staff well-being. Following lunch, staff will meet with colleagues from their own schools for a consolidation session which will be led by the school principal. Dianne indicated this consolidation session is being offered based on the positive feedback from last year's PA day where staff particularly enjoyed having an opportunity to focus on the mental health issues in their own schools.

**6.2 Community Threat Risk Assessment Status**

Leslie Telfer indicated that together with Dianne Wdowczyk and Andrea Winger, they met with members of the Safe Schools team from the Grand Erie District School Board (GEDSB). The GEDSB was in agreement of drafting a second edition which would include the Brant Haldimand Norfolk Catholic District School Board as key participants. The second edition may be completed for June; however, the GEDSB indicated they likely would meet a deadline of



September where the protocol would need to be signed off by all partners. The Board Mental Health Steering Committee recommended the updated draft include a list of trained Violent Risk Threat Assessment staff from all community partners. Dianne indicated this was raised when meeting with the Safe Schools team from GEDSB and that she as the Mental Health Lead would have access to updated contact lists.

**6.3 Community Partnership Agreements status and new resources**

Leslie Telfer indicated that the new Establishing Working Relationships with Third Party Professional or Paraprofessional Service Providers Administrative Procedure 400.36, which originates from P/PM 149, is complete. Agencies which are already delivering services in our Board will be approached to update their partnership agreements; these will be reviewed on a regular basis. Leslie indicated that Dianne Wdowczyk, Arden Smelser and herself have met twice with the John Howard Society who are able to provide training and support in restorative practices to our Board. They have been given the Partnership Agreement for their review and signoff. Dianne, Leslie, Arden and Andrea Winger are slated to meet with Wesley Urban Street Ministries next week to discuss their youth outreach program.

**6.4 Student Support Services update**

Dianne indicated that the team served close to 500 students plus groups during the 2015-16 school year. As of March 1, the team has served 475 students plus 24 groups. Needs continue to be complex and consume a great deal of time by all team members. All members of the team have now been trained in the BRISC (BRIef Intervention for School Counsellors) and are utilizing it with at least five students each in accordance with the stipulations set out as part of the provincial pilot project.

**6.5 Suicide Intervention Training Update**

Dianne reported hosting an ASIST training last week where 15 participants, mostly educators from the elementary panel, were in attendance. At present, there are approximately seven elementary schools where they only have staff trained in Safe TALK. Administrators from the schools lacking an ASIST trained staff will be notified and encouraged to send a staff to the next available ASIST training. Dianne advised the training slated for May had to be postponed due to availability of supply teacher coverage. Dianne also indicated we would be training approximately 20 Grades 11 and 12 students from the Specialist High Skills Major program at Assumption College on April 3, 2017. The training will be held at St. Mary Catholic Learning Centre and will be a full day rather than a half day. The first half of the day will involve Safe TALK training while the second half of the day will include debriefing and self-care strategies.

**6.6 Student Engagement Opportunities**

As noted earlier, a focus group was held at Assumption College School with the intention of getting feedback regarding a well-being centre at the school. Dianne reported that students from Assumption College School and St. John's College had the opportunity to participate in a poster contest addressing youth voice and community mental health services. There were single entries from each school.



The Laurier University Masters in Criminology students recently completed their 'lunch and learn' sessions at St. Mary CLC and we await the report to complete the feedback loop with our students. Dianne indicated she has been invited back to St. John's College to work with their Grades 11 and 12 English classes, reviewing mental health in literature and to speak with English department staff regarding the Board Mental Health and Addictions Strategy.

## 7. Discussion Items

### 7.1 Mental Health and Addictions Strategy 2017-2020

Dianne indicated a Mental Health and Well-Being Culture Scan has been created and was piloted with staffs at Holy Trinity and St. Pius X school. The scan will be distributed to all staff via principals prior to the April 28 PA day in the hopes that staff will complete the survey and results will be reviewed during the Consolidation Workshop. Results from the scan will inform the 2017-2020 Mental Health and Addictions Strategy.

## 8. Upcoming Events:

- Gary Direnfeld, Student Session and Regional Catholic Parent Involvement Council, April 27, 2017
- Mental Health and Well-Being PA Day: April 28, 2017
- Mental Health Week and Catholic Education Week: May 1-5, 2017

## 10. Adjournment

The meeting was adjourned and members were thanked for their involvement.

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### Next Meetings:

Mental Health Literacy Working Group: TBA  
Mental Health Promotion Working Group: TBA  
Vulnerable Student Support Working Group: TBA

Mental Health Steering Committee (All): Tuesday June 13, 2017, 1-4 p.m., CEC Boardroom



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

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**Budget Committee  
Tuesday, March 28, 2017 – 4:00 p.m.  
Boardroom**

**Present:** Rick Petrella (Chair), Cliff Casey, Bill Chopp Patrick Daly, Dan Dignard, Thomas R. Grice, Carol Luciani, Bonnie McKinnon, Pat Petrella, Chris N. Roehrig, Michelle Shypula, Leslie Telfer

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**1. Opening Prayer**

Chair Petrella opened the meeting with prayer.

**2. Approval of the Agenda**

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Budget Committee approves the agenda of March 28, 2017.

**Carried**

**3. Approval of the Minutes**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Budget Committee approves the minutes of January 11, 2017.

**Carried**

**4. Declaration of Conflict of Interest - Nil**

**5. Business Arising from the Minutes - Nil**

**6. Staff Reports and Information Items**

**6.1 Trustee Budget Items**

Trustees inquired about the forecast for the preliminary budget. Superintendent Grice indicated that without Grants for Student Needs (GSN) announcements from the Ministry, the budget is difficult to forecast. Student enrolment is projected to remain constant, with a very small increase in the elementary panel. Superintendent Grice indicated that the OECTA and OSSTF Extension Agreements may impact staffing allocations.

Trustees also inquired about funding for improvements to St. Frances Cabrini School, as well as information regarding the Board's surplus, i.e., How did the Board get a surplus and how can it be accessed? Superintendent Grice provided the guidelines regarding the accumulation and spending of surplus. Some trustees indicated an interest in accessing the surplus funds.



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

## **Minutes**

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

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Interest from trustees with respect to the 2017-18 budget were:

- additional Special Education sections in secondary schools;
- additional Special Education Resource Teacher (SERT) time in some schools;
- additional Child and Youth Worker;
- Synervoice to be funded centrally; and
- full-time Faith Animator.

Trustees requested a summary of staffing allocations as a result of recent Agreements.

**7. Trustee Inquiries - Nil**

**8. Business of the In-Camera Committee – N/A**

**9. Report on the In-Camera Session – N/A**

**10. Adjournment**

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Budget Committee adjourns the meeting of March 28, 2017.

**Carried**

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Next Meeting: Thursday, April 20, 2017 – 4:30 pm



# MINUTES AND RECOMMENDATIONS

## POLICY COMMITTEE

April 12, 2017

AGENDA ITEM	MOTION
2.1	THAT the Policy Committee recommends that the Committee of the Whole refers the revised Dress Code for Staff Policy 300.02 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 Regional Catholic Parent Involvement Committee Policy 200.24 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 Religious Education Qualifications for Academic Staff Policy 300.09 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 rescinding of the Service in Department of National Defense Policy 300.08 and the adoption of the Leave of Absence for Military Reservists Administrative Procedure 300.08 to the Brant Haldimand Norfolk Catholic District School Board for approval.
3.4.1	THAT the following be added to Section 5.4.2 of the Board By-Laws:  b) The Chair in all matters related to the Brant Haldimand Norfolk Catholic District School Board shall have the right to retain independent legal counsel when required to conduct his/her duties as Chair.
3.4.2	THAT the following be added to Section 2 of the Access to Legal Counsel Administrative Procedure 100.09:  a) Matters involving the interests of the Trustees must be approved by the Board of trustees, <u>but can be initiated at any time at the discretion of the Chair of the Board;</u>  and  b) The Chair of the Board shall have the right to retain independent legal counsel at his/her discretion on all matters related to the Brant Haldimand Norfolk Catholic District School Board, and must inform trustees at the next meeting of the Board.

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of April 12, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of April 12, 2017 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy Committee**  
**Wednesday, April 12, 2017 ♦ 4:30 p.m.**  
**Boardroom**

**Trustees:**

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

**Absent:**

**Senior Administration:**

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

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting opened with prayer led by Chair Dignard.

**1.2 Attendance**

As noted above.

**1.3 Approval of the Agenda**

Chair Dignard recommended that Item 3.2 be removed from the agenda and that proposed revisions to the Board By-Laws and the Access to Legal Counsel Administrative Procedure 100.09 be added as Item 3.4.

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee approves the agenda of the April 12, 2017 meeting, as amended.

**Carried**

**1.4 Approval of the Policy Committee Meeting Minutes – January 11, 2017**

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Policy Committee approves the minutes of the January 11, 2017 meeting.

**Carried**

**1.5 Business Arising from the Minutes - Nil**

**2. Committee and Staff Reports**

**2.1 Dress Code for Staff 300.02 (revised)**

Director Roehrig advised that the Dress Code for Staff policy was part of the ongoing review of all policies of the Board. He noted that formatting and structural changes were made to reflect the current templates for policies and administrative procedures. He drew attention to the primary changes, which include the addition of the wearing of staff identification/swipe cards



and of Appendix A, which provides guidelines for acceptable and unacceptable standards of dress and appearance.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Dress Code for Staff Policy 300.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**2.2 Regional Catholic Parent Involvement Committee 200.24 (revised)**

As another policy of the regular review of all Board policies, Superintendent Shypula advised that the Regional Catholic Parent Involvement Committee policy required no significant revisions. Minor wording revisions, updated references and inclusion of meeting notification guidelines were highlighted as the primary changes.

Moved by: Bill Chopp

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Regional Catholic Parent Involvement Committee Policy 200.24 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**2.3 Religious Education Qualifications for Academic Staff 300.09 (revised)**

Director Roehrig brought forward the Religious Education Qualifications for Academic Staff as another policy that was reviewed as part of the regular review of all Board policies. He noted that this policy was revised to reflect the current template and that a new Administrative Procedure was created to clarify the notification requirements, record keeping and enrolment/completion processes.

Moved by: Bonnie McKinnon

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Religious Education Qualifications for Academic Staff Policy 300.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**2.4 Leave of Absence for Military Reservists AP 300.08 (new)  
Service in Department of National Defense (rescind)**

Director Roehrig advised that leave of absences for the military reserve are required and stipulated under the Employment Standards Act and, consequently, staff recommend that the existing outdated policy be rescinded and replaced by a new Administrative Procedure that outlines how these unpaid leave requests are handled internally.

Moved by: Carol Luciani

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the Service in Department of National Defense Policy 300.08 and the adoption of the Leave of Absence for Military Reservists Administrative Procedure 300.08 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



### 3. Discussion Items

#### 3.1 Bereavement Notices at Board Meetings

Chair Petrella requested trustee clarification on who should be acknowledged in the bereavement statements that are read at monthly Board meetings. Discussion ensued and trustees were in favour of including immediate family members of present employees, former trustees and Directors of Education, and mother- and father-in laws on a 'best effort' basis.

#### 3.2 Extended Leaves of Absences – deferred.

#### 3.3 Educational Field Trips and Excursions Policy 500.01

Discussion with respect to the potential impact on student excursions to the United States as a result of the current political climate and subjective restrictions being placed on border crossings took place. Director Roehrig advised that staff are exercising due diligence in assessing the risk levels and that he will bring back revisions to the current Administrative Procedure to reflect the federal government's new travel risk categories.

#### 3.4 Suggested revisions to Board By-Laws and Access to Legal Counsel Administrative Procedure (AP) 100.09

3.4.1 WHEREAS the Chair of the Board has requested to the right to seek independent legal counsel regarding Board matters; and

WHEREAS Section 5.4.2 of the Board By-Laws outlines the Rights of the Chair;

THAT the following be added to Section 5.4.2

b) The Chair in all matters related to the Brant Haldimand Norfolk Catholic District School Board shall have the right to retain independent legal counsel when required to conduct his/her duties as Chair.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the proposed revision to the Board By-Laws to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

3.4.2 Trustee Petrella presented the following addition to Section 2 of the Access to Legal Counsel Administrative Procedure 100.09:

Matters involving the interests of the Trustees must be approved by the Board of Trustees, but can be initiated at any time at the discretion of the Chair of the Board;

and

The Chair of the Board shall have the right to retain independent legal counsel at his/her discretion on all matters related to the Brant Haldimand Norfolk Catholic District School Board, and must inform trustees at the next meeting of the Board.



Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the proposed revision to the Access to Legal Counsel Administrative Procedure 100.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**4. Trustee Inquiries – Nil**

**5. Adjournment**

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee adjourns the meeting of April 12, 2017.

**Carried**

**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: April 12, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**DRESS CODE FOR STAFF**  
Public Session

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**BACKGROUND INFORMATION:**

As part of the ongoing and regular review of all policies and administrative procedures of the Board, the Dress Code for Staff Policy 300.02 was reviewed.

**DEVELOPMENTS:**

Since it has been 15 years since the last revision, there have been some formatting and structural changes to the policies and procedures of the Board. In this instance, a Belief Statement was added where none had previously existed. Additions to the policy statement includes references to appropriateness and compliance with the mission, vision and values of the Board.

The administrative procedure is new as one did not exist before; however, aspects of the prior policy were left in place. Additions to the policy include direction for health and physical education teachers, as well as technology teachers. An appendix that addresses guidelines for appropriate dress has been added. This section includes some aspects of dress that will not be accepted, as well as an indication of the Board's standard for best practice. Finally, reference to the requirements for identification badges has also been added.

This revised policy was vetted by Principals, Student Achievement Leads, Managers, School Advisory Council Chairs, Union Presidents, and Student Senate.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Dress Code for Staff Policy 300.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.





## Policy: Dress Code for Staff

		<b>Policy Number:</b>	300.02
<b>Adopted:</b>	June, 2001	<b>Former Policy Number:</b>	200.10
<b>Revised:</b>	N/A	<b>Policy Category:</b>	Human Resources
<b>Subsequent Review Dates:</b>	N/A	<b>Pages:</b>	1

### Belief Statement:

The Board believes that its employees need to project a professional image to the Catholic community. The professional image of our staff helps to instill high levels of confidence in our ability to provide exemplary, quality and faith-based education for our stakeholders.

### Policy Statement:

The Board expects that all staff dress in a professional and appropriate manner that reflects the vision, mission and values of the Board as articulated in its multi-year strategic plan.

**Glossary of Key Policy Terms:** N/A

### References:

Education Act, Section 302.(5)  
Regulations 612.00 and 613.00



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## Dress Code for Staff AP 300.02

**Procedure for:** All Employees  
**Submitted by:** Director of Education  
**Category:** Human Resources

**Adopted:** June, 2001  
**Revised:** TBD

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### Purpose

The purpose of this Administrative Procedure is to provide direction and guidance to employees with respect to the expectations of the Board regarding appropriate professional attire.

### Responsibilities

It is the responsibility of all employees to adhere to this directive.

### Information - N/A

### Procedures

#### 1.0 Dress Code

- ~~1.1 The staff dress code will be consistent with the established dress code for students.~~
- 1.1 Employees are expected to exemplify grooming standards in a manner that projects an appropriate image for the employee, the school, and the board. **Refer to the *Standard of Dress Guideline for All Employees (Appendix A)* for further information/suggestions.**
- ~~1.2 Professional dress is expected on all instructional days, including Professional Development days (excluding PD days scheduled at the end of the school year).~~
- 1.2 Teachers of **health and physical education or technology** are expected to dress appropriately according to **the subject being taught and safety requirements**. For the **generalist elementary teacher teaching health and physical education**, a return to professional attire is expected to take place during a natural break in the school day (i.e. recess, lunch hour).
- 1.3 Custodians are expected to wear their custodial uniform, including any safety equipment which is required, while on the job.

#### 2.0 Theme Days and Retreats

- ~~2.1 It is hoped that all staff will~~ **Staff are encouraged to** participate with the students on theme days and other dress-down days by wearing clothing in keeping with the theme. On these days, casual theme-related clothing is encouraged, keeping in mind that nothing should not compromise the relationship between either staff and students or staff and the larger community. Personal discretion should be used regarding theme days.

#### 3.0 Staff Identification/Swipe Cards

- 3.1 **All employees are expected to wear Board-issued staff identification/swipe cards in plain sight at all times while at the school/site or on official Board business (off-site meetings, workshops, etc.).**



**Definitions** - N/A

**References**

BHNCDSB Workplace Footwear Administrative Procedure 300.35

BHNCDSB Staff Identification and Access Administrative Procedure (TBD)



**APPENDIX A**

**Standard of Dress and Appearance Guidelines for All Employees**

**General Guidelines**

All Board employees are to:

1. wear clothes that are neat, well-fitting, of an appropriate length, clean and in good repair; and
2. have a physical appearance that is well-groomed, neat and clean.

**Acceptable Dress**

Employees should dress in what is commonly accepted as general business attire and in keeping with one's specific duties, responsibilities and activities. Some suggestions include:

- dress shirt/tie
- collared, short or long-sleeved shirts (with or without tie)
- dresses, blouses, dress pants, dress shorts for women, skirts
- sweaters and turtlenecks
- non-denim slacks
- loafers, dress shoes, walking shoes, cushioned-soled shoes or safety shoes

**Unacceptable Dress**

The following are not acceptable dress attire for Board employees:

- sports and work-out apparel (e.g., muscle shirts, yoga pants, track suits, sweat pants, etc., unless required for a special class/task)
- revealing clothing, spaghetti strapped or strapless dress/tops
- offensive slogans or graphics on any clothing, including outer wear
- ripped, torn or badly worn denim apparel

**Workplace Footwear**

See Workplace Footwear Administrative Procedure 300.35

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

Prepared by: Michelle Shypula  
Presented to: Policy Committee  
Submitted on: April 12, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**REGIONAL PARENT CATHOLIC INVOLVEMENT COMMITTEE**  
Public Session

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**BACKGROUND INFORMATION:**

As part of the regular review of all Board policies and administrative procedures, the Regional Parent Catholic Involvement Committee policy was subject to review.

**DEVELOPMENTS:**

There were no significant revisions to this policy or administrative procedure. Some changes to the policy and administrative procedures include, but are not limited to:

- updated references listed in the policy and procedure;
- inclusion of meeting notification guidelines; and
- minor wording revisions.

All recommended changes have been noted and included on the documents attached to this report. The revised policy was vetted by Trustees, Administration, the Student Achievement Leads and the Regional Catholic Parent Involvement Committee Chair.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Regional Catholic Parent Involvement Committee Policy 200.24 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Regional Catholic Parent Involvement Committee**

		<b>Policy Number:</b>	200.24
<b>Adopted:</b>	June 26, 2007	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	October 25, 2011	<b>Policy Category:</b>	Students
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

As a Catholic learning community, the Brant Haldimand Norfolk Catholic District School Board believes in the importance of the partnership of school, home, ~~parent~~ parish and broader community as a means of enhancing student success in a Catholic school environment. To support this partnership, the Board recognizes the need to have a regional body of representatives (Regional Catholic Parent Involvement Committee) to gather for training, ~~and dialogue~~, networking, to receive information and to provide input to the Board on a number of educational issues.

**Policy Statement:**

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

- The Regional Catholic Parent Involvement Committee provides for parents, students, staff, parish and other community members the opportunity to be actively involved in an advisory capacity in the operation of our schools and in the provision of Catholic educational services.
- The Regional Catholic Parent Involvement Committee operates within the parameters of the Education Act and Regulations, Board and school policies.

**Glossary of Key Policy Terms – N/A**

**References**

Regulation 612  
 Regulation 613  
 Education Act, R.S.O 1990  
 Ontario Regulation 612/00 School Councils and Parent Involvement Committees  
 Ontario Regulation 330/10 School Councils and Parent Involvement Committees  
 Implementation of the Ontario Parent Involvement Engagement Policy  
 Parent Engagement Ontario: <http://www.edu.gov.on.ca/eng/parents/involvement/>  
 Ministry Support to Enhance Parent Involvement  
 Planning Parent Engagement: A Guidebook for Parents and Schools CODE  
[www.ontariodirectors.ca/Parent\\_Engagement/Parent\\_Engagement.html](http://www.ontariodirectors.ca/Parent_Engagement/Parent_Engagement.html)  
 Helping Ontario Parents Get Involved in Their Children's Education  
 Parents in Partnership: A Parent Engagement Policy for Ontario Schools 2010  
 Regional Catholic Parent Involvement Committee By-Laws



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## Regional Catholic Parent Involvement Committee AP 200.24

<b>Procedure for:</b>	Principals and Vice-Principals	<b>Adopted:</b>	June 26, 2007
<b>Submitted by:</b>	Superintendent of Education	<b>Revised:</b>	October 25, 2011
<b>Category:</b>	Students		

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### Purpose

To outline the role of the Regional Catholic Parent Involvement Committee **as it relates to supporting, encouraging and enhancing parent engagement at the Board level in order to improve student achievement and well-being.**

### Responsibilities

All Board personnel shall follow this administrative procedure. Specific directions are provided for the Superintendent of Education and Regional Catholic Parent Involvement Committee members.

### Information

The Regional Catholic Parent Involvement Committee (formerly the Regional School Council) is a Board level committee inaugurated in September 2006, following the implementation of the Ontario Parent Involvement Policy by the Ministry of Education. **Working in partnership with Catholic School Advisory Councils, senior administration and with employees of the Board,** the Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee shall achieve its purpose by:

- ~~Working with Catholic School Advisory Councils, senior administration, and with employees of the Board to:~~
- Sharing effective practices to help engage parents/**guardians**, especially **those** parents/~~guardians~~ who may find engaging in their children's learning to be a challenge;
- Developing skills and acquiring knowledge that will assist **them** ~~Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee~~ and Catholic School Advisory Councils of the Board **in promoting engagement of parents/guardians for the improvement of student achievement and well-being; with their work;** and by
- Communicating information from the Parent Engagement Office of the Ministry of Education to Catholic School Advisory Councils of the Board and to the parents/guardians of students of the Board;
- Determining, in consultation with the senior administration, and in keeping with the Board's policies, how funding, if any, provided under the Education Act for parent involvement is to be used by the Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee;
- Reviewing new and revised policies and guidelines, and;
- **Addressing** other issues deemed appropriate by the Board.

### Procedures

#### 1.0 Superintendent of Education

The Role of the Superintendent of Education will be to:

- Facilitate and assist in the operation of the Committee;
- Support and promote the Committee's activities;
- Seek input from the Committee in areas for which it has been assigned responsibility;
- Act as a resource on laws, regulations, and Board policies;
- Communicate with the Chairperson of the Committee, as required;
- Ensure that copies of the minutes of meetings are maintained at the Catholic Education Centre;
- Assist the Committee in encouraging participation of community groups;





- Plan the agenda with the Committee Chairperson;
- Facilitate the implementation of approved Committee initiatives, and
- Facilitate all communication between the Regional Catholic Parent Involvement Committee and the Catholic School Advisory Councils and trustees.

## 2.0 Regional Catholic Parent Involvement Committee

The Brant Haldimand Norfolk Regional Catholic Parent Involvement Committee gathers for training and dialogue, networking, to receive information and to provide input to the Board on a number of educational issues. Specifically, the responsibilities of the Regional Catholic Parent Involvement Committee are as follows:

- The Regional Catholic Parent Involvement Committee is an advisory body. The advice provided by the council shall be in keeping with the Strategic Plan of the Board and school. This advice shall be supportive and in concurrence with the distinctive character, philosophy and goals of Catholic education and respectful of the faith and traditions of the Catholic Church.
- Committee members are to maintain a region-wide focus on all issues. It is understood that the individual members of the council do not speak on the council's behalf unless at the request of the Chair. The Chair must be diligent in ensuring that any views presented in the capacity of Chairperson represent fairly the position of the committee.
- From time to time the Director of Education or designate may ask for advice on specific topics or projects.
- The Regional Catholic Parent Involvement Committee may assist in the organization of activities, such as the following:
  - Annual Catholic School Advisory Council In-service;
  - Bi-Annual Catholic School Advisory Council Symposium.
- The Regional Catholic Parent Involvement Committee may propose specific projects for parental involvement in the schools, promotion of Catholic values with the parent community, and other specific projects. The proposals shall be presented through Senior Administration and shall contain objectives, description of activities, personnel, required budgets, and a brief statement of outcomes.
- The Board of Trustees, upon recommendation of Senior Administration, shall establish a yearly budget to address the various activities projected for the Regional Catholic Parent Involvement Committee.
- Four meetings shall be held between September and June. The Chair, in consultation with the Senior Administration representative, shall decide the dates of those meetings and be responsible to convene a special meeting(s) if required.

## 3.0 Membership

3.1 Representatives from each of the following groups:

- Catholic parent representative from each local Catholic School Advisory Council;
- Trustee, as appointed by the Chair of the Board (non-voting member);
- Superintendent of Education as appointed by the Director of Education (non-voting member);
- Religion Consultant for the Board;
- Principal or vice-principal – one elementary or one secondary school principal appointed in alternate years by the Catholic Principals' Council of Ontario (CPCO);
- Teacher – one elementary or one secondary teacher appointed in alternate years by the local Teachers' Association;
- Non-teaching staff member appointed by the local support staff federation;
- Secondary school student senate representative to be appointed by the Student Senate;
- Up to two (2) Catholic community representative(s) (appointed by council) who shall be nominated by the agency, association, or organization invited to nominate a representative. The Regional Catholic Parent Involvement Committee shall, at the first meeting in the new school year, decide upon which agencies, associations or organizations will be invited to nominate a community member. Upon receipt of the nominations, the Regional Council shall make appointments of up to two members to the council.



3.2 Parents shall form the majority of the Regional Catholic Parent Involvement Committee and at a commissioning ceremony will pledge to maintain the traditions of the Roman Catholic faith, in conjunction with the mission of the Brant Haldimand Norfolk Catholic District School Board. Parents/guardians elected to the Regional Catholic Parent Involvement Committee must reside within the boundaries of the school district they represent.

3.3 Members of the Regional Catholic Parent Involvement Committee will elect the Regional School Council Executive from among the parent representatives. This election will take place at the first meeting of the council of any given year. The Past Chair may remain as a voting member for two years.

#### **4.0 Election of Executive/Term of Offices**

- The term of office for the Regional Catholic Parent Involvement Committee (Chairperson, Vice-Chairperson, Secretary and Treasurer) shall be two years.
- Elections shall take place before the end of October in alternate years. Election forms will be sent to each Catholic School Advisory Council one month prior to the first Regional Catholic Parent Involvement Committee one month prior to the first Regional Catholic Parent Involvement Committee meeting in October. *(effective October 2007)*
- The Executive members of the Committee shall be elected or appointed through a nomination, or selection process, from the representatives. Where a vacancy cannot be filled by way of the election process, an appointment can be made by the Executive.
- Members of the Regional Catholic Parent Involvement Committee will not receive an honorarium or payment for general expenses.
- Names and addresses of members of council will be forwarded to the Director of Education within 30 days of election.
- Names of council members will be published to the Brant Haldimand Norfolk Catholic District School Board communities.

#### **5.0 Role of the Regional Catholic Parent Involvement Committee Chairperson**

- Plan the agenda with the appropriate Superintendent of Education.
- Chair the council meetings.
- Ensure the minutes of the meetings are recorded and maintained.
- Communicate regularly with the appropriate Superintendent and Catholic School Advisory Councils.
- Ensure that any views presented in the capacity of Chairperson represent fairly the position of the council.

#### **6.0 Other Executive Council Member Roles (Vice-Chairperson, Secretary, Treasurer)**

- The Vice-Chairperson shall assist the Chair with duties as assigned and, in the absence of the Chairperson, shall assume the duties of the Chair.
- The Secretary shall be responsible for keeping accurate minutes and records of the meetings, issuing and maintaining all correspondence and communication as directed by the council, and keeping an accurate list of names and contact information (telephone and e-mail) of the council members.
- The Treasurer shall be responsible for maintaining a record of all financial transactions of the council, presenting an account of the funds to the council at each meeting, and preparing a yearly financial statement.



## 7.0 Role of All Regional Catholic Parent Involvement Committee Members

- Participate in Committee meetings.
- Participate in information and training sessions.
- All members shall have the primary responsibility to work within the group to facilitate the approved mandate.

## 8.0 Role of Appointed Members

- The principal/vice-principal representative shall report the council's activities at the Academic Advisory Council (AAC) meetings.
- The teaching and non-teaching representatives shall communicate the council's activities to their local Bargaining Units.
- The Superintendent's report shall be reviewed at Senior Administration meetings.
- The trustee shall report at Board meetings.
- The student representative shall report to the Student Senate.
- The Spiritual Director will advise and assist the council with spiritual needs.

## 9.0 Meeting Procedures

- **Notice of each meeting shall be provided to all members of the RCPIC at least five days before the meeting by delivering a notice to each member by email or regular mail and by posting a notice on the board's website.**
- Meetings will open with a prayer.
- Meetings will commence promptly and will last no more than two hours, unless the majority of council members agree to a continuance of the meeting.
- Council meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent (50%) +1 of members, but at all times there must be a majority of parent members at a meeting.
- Minutes of the meetings are to be recorded and maintained at the Catholic Education Centre.
- The council may establish committees to carry out specific tasks or projects in accordance with the overall mandate of the council. The council will seek widespread participation in these activities. One parent member from the council must be a part of any committee formed.
- The council shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue. The Chair will not vote unless to break a tie.
- Council **members** will **inform/update** the local Catholic School Advisory Councils. Information to the local Catholic School Advisory Councils shall be disseminated through the school principal and the Chairperson of the Catholic School Advisory Council.

## 10.0 Meeting Agenda

- The Chairperson shall prepare the agenda for all meetings in consultation with the Superintendent of Education.
- A council Executive member may request an agenda item to be included on the agenda no less than seven days prior to a meeting date.
- Agendas shall be distributed to each council representative no less than two (2) days prior to the meeting.
- The format of the agenda shall include:
  - Open Prayer,
  - Attendance,
  - Approval of the agenda,
  - Declarations of interest,
  - Approval of minutes of previous council meeting,



- Business arising from previous meeting,
- Reports from Representatives and focus groups,
- New Business,
- Correspondence,
- Next meeting date, and
- Adjournment.

**Definitions** – N/A

**References**

Regulation 612

Regulation 613

Education Act, R.S.O 1990

Ontario Regulation 612/00 School Councils and Parent Involvement Committees

Ontario Regulation 330/10 School Councils and Parent Involvement Committees

Implementation of the Ontario Parent Involvement Engagement Policy

Parent Engagement Ontario: <http://www.edu.gov.on.ca/eng/parents/involvement/>

Ministry Support to Enhance Parent Involvement

Planning Parent Engagement: A Guidebook for Parents and Schools

[www.ontariodirectors.ca/Parent\\_Engagement/Parent\\_Engagement.html](http://www.ontariodirectors.ca/Parent_Engagement/Parent_Engagement.html)

Helping Ontario Parents Get Involved in Their Children's Education

Parents in Partnership: A Parent Engagement Policy for Ontario Schools 2010

Regional Catholic Parent Involvement Committee By-Laws

**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: April 12, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**RELIGIOUS EDUCATION QUALIFICATIONS FOR  
ACADEMIC STAFF**

Public Session

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**BACKGROUND INFORMATION:**

As part of the ongoing and regular review of all policies and administrative procedures of the Board, the Religious Education Qualifications for Academic Staff Policy 300.09 was reviewed.

**DEVELOPMENTS:**

Since it has been 12 years since the last revision, there have been some formatting and structural changes to the policies and procedures of the Board. In this instance, a Belief Statement was added where none had previously existed. The policy statement itself was revised to include two aspects:

- an encouragement to take additional qualifications beyond Part 1; and
- encouragement to participate in ongoing formation activities provided by the Board.

The entire administrative procedure is new as one did not exist in the prior policy. While the substance of the requirement has not changed significantly, clarifications have been added with respect to the notification requirements, record keeping and enrolment/completion processes.

This revised policy was vetted by Principals, the Bishops of all three Dioceses, Parish Priests, School Advisory Council Chairs, the OECTA President, and the Student Senate.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Religious Education Qualifications for Academic Staff Policy 300.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Policy: Religious Education Qualifications for Academic Staff

		<b>Policy Number:</b>	300.09
<b>Adopted:</b>	June 24, 2003	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	January 25, 2005	<b>Policy Category:</b>	Human Resources
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

### Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (the "Board") believes that our primary mission is to support the family and parish in animating the faith of our students. The Board believes that teaching positions and other positions involving interaction with students require a significant degree of participation in the religious life of the local parish and the Catholic school community. The Board believes that a minimum amount of professional development is required to foster professional knowledge of Religious and Family Life education and develop skills that help to enhance the integration of Catholic graduate expectations in the classroom and throughout the school.

### Policy Statement:

~~The Brant Haldimand Norfolk Catholic District School Board supports the continuing growth of staff in faith development through religious education courses.~~ It is the policy of the Board that at the time of hire, teachers will commit to complete Religious Education, Part 1, or equivalent, within two years of the appointment, subject to extenuating circumstances. Teachers are also encouraged to continue their Religious Education studies (e.g., Part 2, Specialist), as well as avail themselves of faith formation and catechesis opportunities offered by the Board. Furthermore, newly appointed principals and vice-principals shall have the Religious Education Specialist or equivalent, or shall actively pursue attaining the Religious Education Specialist Certificate within the first five years of assuming the position of responsibility.

### Glossary of Key Policy Terms:

#### Religious Education, Part 1

Refers to the OECTA/OCSTA Religious Education, Part 1 course.

#### Religious Education Specialist

Refers to the OECTA/OCSTA Religious Education course.

#### Equivalency

Equivalency is determined by the Registrar of the OECTA/OCSTA Religion Course or at the discretion of the Director of Education.

References: N/A



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## Religious Education Qualifications for Academic Staff AP 300.09

**Procedure for:** All Academic Staff  
**Submitted by:** Director of Education  
**Category:** Human Resources

**Adopted:** TBD  
**Revised:** N/A

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### Purpose

The purpose of the administrative procedure is to provide direction to newly-hired teachers, vice-principals and principals (academic staff) regarding the minimum religious education qualifications needed for employment with the Board and to provide guidance to the Human Resources department regarding the notification to staff and record keeping of information pertinent to the corresponding policy.

### Procedures

#### 1.0 Notification and Record Keeping

1.1 The Human Resources Department shall:

- Review qualifications of newly-hired teachers and vice-principals/principals to determine gaps in qualifications.
- Notify academic staff who are required to complete Religious Education Qualifications.
- Record and file successful completion of the teachers' required additional Religious Education Qualifications.

#### 2.0 Enrolment and Completion

2.1 Teachers

Upon notification from the Human Resources department, a teacher shall enroll and complete Religious Education, Part 1, or equivalent, within two years of the appointment, subject to extenuating circumstances. Upon successful completion of the course, the teacher shall notify the Human Resources Manager that the course is complete and that the qualification has been submitted to the registrar of the College of Teachers.

2.2 Vice-Principals and Principals

Upon notification from the Human Resources department, a vice-principal or principal shall enroll and complete the Religious Education Specialist, or equivalent, within five years of the appointment, subject to extenuating circumstances. Upon successful completion of the course, the vice-principal/principal shall notify the Human Resources Manager that the course is complete and that the qualification has been submitted to the registrar of the College of Teachers.

### Definitions

#### Religious Education, Part 1

Refers to the OECTA/OCSTA Religious Education, Part 1 course.

#### Religious Education Specialist

Refers to the OECTA/OCSTA Religious Education course.

#### Equivalency

Equivalency is determined by the Registrar of the OECTA/OCSTA Religion Course or at the discretion of the Director of Education.

**References** - N/A



**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: April 12, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**LEAVE OF ABSENCE FOR MILITARY RESERVISTS**

Public Session

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**BACKGROUND INFORMATION:**

As part of the ongoing and regular review of all policies and administrative procedures of the Board, Policy 300.08 Service in Department of National Defence was reviewed. Policy 300.08 did not refer to the Employment Standards Act.

**DEVELOPMENTS:**

After a thorough review, it was found that the Employment Standards Act includes references to how employers must handle requests for leaves of absences for the military reserve. In lieu of the fact that these leaves are required and stipulated under the Act, staff are recommending that the policy be rescinded and replaced by an administrative procedure that deals with reservists' requests for leaves of absence.

The proposed administrative procedure clarifies the notification process (by the employee) and the processes to be followed by the Human Resources Department.

The proposed administrative procedures clarifies that these leaves are without pay from the Board, subject to participation rules set out by the Employee Life and Health Trust, require employees to pay LTD premiums in the instance they choose to continue, and require that the onus of pension continuance be on the employee while on the leave.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the Service in Department of National Defense Policy 300.08 and the adoption of the Leave of Absence for Military Reservists Administrative Procedure 300.08 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Brant Haldimand Norfolk Catholic District School Board

### **POLICY: SERVICE IN DEPARTMENT OF NATIONAL DEFENSE**

<b>Adopted:</b>	23/09/03	<b>Policy No:</b>	300.08
<b>Revised:</b>	dd/mm/yy	<b>Policy Category:</b>	Human Resources

#### **Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board supports eligible employees in pursuing and accepting positions on secondment to the Department of National Defense.

#### **Policy Criteria:**

- § Application procedures will be those in place from the Department of National Defense and available on its web site.
- § No more than three staff members from the system will be on loan to the Department of National Defense at any one time.
- § Staff members on such assignments will resume the same or equivalent positions on return to the Board.
- § In cases of married couples, both staff members are eligible to apply for this assignment.
- § requests for extensions to leaves must be submitted to the Human Resources Department by March 1 annually.

**Glossary of Key Policy Terms: N/A**

Statutory / Regulatory / Related  
Board Policy Linkages:



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## Leave of Absence for Military Reservists AP 300.08

**Procedure for:** All Employees, Human Resources Department Staff, Payroll

**Adopted:** Month, dd, yyyy

**Submitted by:** Director of Education

**Revised:** N/A

**Category:** Human Resources

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### Purpose

The purpose of this administrative procedure is to provide direction to the Human Resources Department and guidance to military personnel who are employees of the Brant Haldimand Norfolk Catholic District School Board (the "Board").

### Information

Employees who are reservists in the Canadian Forces and who are deployed to an international operation or to an operation within Canada that is or will be providing assistance in dealing with an emergency or its aftermath (including search and rescue operations, recovery from natural disasters such as flood relief, military aid following ice storms, and aircraft crash recovery) are entitled under the Employment Standard Act (ESA) to unpaid leave for the time necessary to engage in that operation. In the case of an operation outside Canada, the leave would include pre-deployment and post-deployment activities that are required by the Canadian Forces in connection with that operation.

~~Employees must have worked for the Board for a minimum of six (6) consecutive months to be eligible for a reservist leave.~~

### Procedures

#### 1.0 Canadian Military Forces Personnel

Upon notification by the Department of National Defense that an employee is being deployed to active duty, **subject to six months of consecutive service with the Board**, the employee shall promptly notify the Director of Education or designate in writing that the employee is requesting an unpaid leave of absence for the purposes of deployment with the Canadian military. Furthermore, the employee shall provide reasonable evidence demonstrating their entitlement to the leave.

#### 2.0 Human Resources Department

Upon notification by the Director of Education or designate of the request for an unpaid leave of absence by an employee who is being deployed for active duty, the Manager of Human Resources or designate will confirm with the employee such things as:

- length of leave of absence (LOA) – start date and end date of leave
- extension of leave while off, if necessary
- requirements for notification of return to work
- return to work – two weeks' notice (postponement period)

The Human Resources Department will notify the Payroll Department by entry of the leave in the Human Resources Information System (iSYS).



### 3.0 Benefits

Continued participation in group life, Extended Health Care (EHC) and dental benefits is subject to the eligibility requirements as determined by the Employee Life and Health Trust. Employees should contact the Trust prior to the leave to determine what, if any, coverage will continue during the leave.

Employees may be eligible to continue to participate in the Long Term Disability (LTD) plan by paying the premiums, but LTD benefits are not payable for disability resulting from war/riot/insurrection. Employees should contact the LTD insurer to obtain additional information regarding plan coverage.

Employees on approved leave are eligible to purchase pension service for the leave of absence. The leave of absence will be reported accordingly to Teacher Pension Plan (TPP) or OMERS, as applicable.

### 4.0 Payroll

The Payroll Department will ensure that the employee receives any outstanding salary payments due to the employee for the time worked prior to the leave, on the next available pay period.

### Definitions

#### Employment Standards Act 2000

Known as the ESA, is a law that sets minimum standards for workplaces in Ontario.

### References

Employment Standards Act 2000 (ESA)

### **5.3 Election of Vice Chair**

- 5.3.1 The Chair shall then take the Chair and shall conduct the election for the office of Vice Chair using the same procedures as set out for the election of the office of the Chair.
- 5.3.2 At the first meeting after a vacancy occurs in the office of Vice Chair, the vacancy shall be filled by the same method used for the election at the inaugural meeting.

### **5.4 Officers' Duties and Rights**

- 5.4.1 Duties of the Chair (as per Education Act 218.4, 2009, c. 25, s. 25)
- (a) preside over meetings of the board;
  - (b) conduct the meetings in accordance with the board's procedures and practices for the conduct of board meetings;
  - (c) establish agendas for board meetings, in consultation with the board's director of education or the supervisory officer acting as the board's director of education;
  - (d) ensure that members of the board have the information needed for informed discussion of the agenda items;
  - (e) act as spokesperson to the public on behalf of the board, unless otherwise determined by the board;
  - (f) convey the decisions of the board to the board's director of education or the supervisory officer acting as the board's director of education;
  - (g) provide leadership to the board in maintaining the board's focus on the multi-year plan;
  - (h) provide leadership to the board in maintaining the board's focus on the board's mission and vision; and
  - (i) assume such other responsibilities as may be specified by the board.

In addition to the duties assigned under provincial legislation, and these By-Laws, the Chair shall:

- (j) be a signing officer of the Board as prescribed in the By-Laws; and
- (k) call special meetings of the Board.
- (l) co-ordinate the biennial performance appraisal of the Director of Education.

#### **5.4.2 Rights of the Chair**

- a) If eligible by law to vote on a matter, the Chair of the Board, when present, shall:
  - be an ex-officio member of all Committees;
  - be counted in determining the quorum; and
  - have the right to vote at all Committee Meetings; however, the intention to vote must be declared when the item is first on the floor.
- b) The Chair in all matters related to the Brant Haldimand Norfolk Catholic District School Board shall have the right to retain independent legal counsel when required to conduct his/her duties as Chair.



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## Access to Legal Counsel AP 100.09

<b>Procedure for:</b>	Director of Education, Superintendent of Business Chair of the Board, Board of Trustees	<b>Adopted:</b>	October 26, 2004
<b>Submitted by:</b>	Director of Education	<b>Revised:</b>	December 10, 2013
<b>Category:</b>	Board Governance		

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### Purpose

The purpose of this Administrative Procedure is to provide direction to the Director of Education, the Superintendent of Business, the Chair of the Board and the Board of Trustees in relation to accessing legal counsel.

### Responsibilities

This Administrative Procedure applies to the Director of Education, the Superintendent of Business, the Chair of the Board and the Board of Trustees.

### Procedures

- 1.0 Matters on which legal services should be sought include, but are not limited to:
  - Probable or pending litigation
  - Labour relations or other human resources issues
  - Preparation of certain contracts and agreements
  - Real estate transactions
  - Other issues involving complex legislation.
- 2.0 The use of legal counsel is restricted to matters involving the corporate issues of the Board, or trustees and employees in the performance of their corporate duties. Approval to seek legal counsel is required as follows:
  - Matters involving the interests of the Trustees must be approved by the Board of Trustees, **but can be initiated at any time at the discretion of the Chair of the Board;**
  - **The Chair of the Board shall have the right to retain independent legal counsel at his/her discretion on all matters related to the Brant Haldimand Norfolk Catholic District School Board, and must inform trustees at the next meeting of the Board.**
  - School issues, such as attendance, custody, possible litigation involving school personnel, or other matters involving students, must be approved by the Director of Education.
  - Real estate, construction, contracts, labour relations and human resources issues must be approved by the Superintendent of Business or by the Director of Education.
  - All other matters must be approved by the Director of Education or the Board of Trustees.
- 3.0 The Director of Education or the Chair of the Board will determine the appropriate legal counsel to consult depending on the matter(s) involved.
- 4.0 Invoices from law firms will be approved by the Director of Education, the Superintendent of Business, or the Chair of the Board, as appropriate.



- 5.0** Copies of invoices for legal services submitted to the Accounting Department for payment shall not contain personal or confidential information. Employee or labour relations information to support invoices shall be kept in a confidential file by the Manager of Human Resources. Confidential information regarding contracts, real estate transactions and other business issues shall be maintained by the Superintendent of Business. All other confidential information submitted to support invoices shall be maintained in a confidential file by the Director of Education.
- 6.0** The Board will not accept responsibility for legal services obtained by staff who have not obtained approval as required herein. The Superintendent of Business & Treasurer may advise law firms to refrain from undertaking legal services that have not been properly authorized.
- 7.0** The Board will be kept apprised of matters that require the Chair to seek legal advice. The Board will receive bi-annual updates on legal matters and related costs.

**Definitions – N/A**

**References – N/A**

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Committee of the Whole  
Submitted on: April 18, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### GLOBAL SOUTH ENCOUNTER - GUATEMALA SITE ASSESSMENT REPORT

Public Session

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#### **BACKGROUND INFORMATION:**

At the February 28, 2017 Board meeting, the Board gave approval for two staff members to participate in a site assessment to investigate the program, impact and safety related to offering a Global South Encounter in Guatemala for students in 2018.

#### **DEVELOPMENTS:**

Paul Tratnyek, Faith Animator, and Keri Calvesbert, Religion and Family Life Consultant, travelled to Antigua, Guatemala from March 21-27, 2017 to assess the One by One outreach program that is working in partnership with St. Jerome's University and the Diocese of Hamilton Education Partnership to provide a global south encounter with secondary school students. Representatives from St. Jerome's University (SJU), Waterloo Catholic DSB, BHNCDSD and One by One participated in the site assessment.

Board employees had the opportunity to learn about the work being done with those living in poor conditions. They also had the opportunity to visit the sites of some of the One by One development projects that student groups visit and help with. Paul and Keri saw some completed works that students were involved with while participating in recently prior One by One encounters (e.g., building of children's playground, school renovations, constructed roads, painted houses). They also had the opportunity to meet local Guatemalan community leaders living in the villages to talk about significant impact recent projects have had in improving the quality of life for the people living there and the positive relationships being formed with One by One and their participants.

Groups of students including teacher supervisors come for 10 days, which includes travel. They are housed in a gated villa with 24-hour security. Rooms are shared (males in one section and females in another). The villa is located in the beautiful city of Antigua, one-hour (by bus) away from the City of Guatemala. One by One hires safe, dependable local drivers and uses modern vehicles for transporting students and chaperones to and from the airport and the communities within a 100 km radius of Antigua.

The program is designed to heed Pope Francis' call to experience a "culture of encounter" by learning about the people, their history, culture and faith, and provides students an opportunity for participating in service learning through community projects, as referenced above.

During this visit, the partners in attendance worked on creating a program that allows students to reflect upon their experience in the context of our faith and our Catholic Social Teachings. The foundations for designing the Global South: Guatemala Encounter are based on SJU's *Beyond Borders* program. Learning objectives for the program were developed by the partners while in Guatemala. Further fleshing out of the learning goals and objectives are in the works with the partnership including a focus on pre-departure preparation and reintegration upon students' return from this encounter.



From the time of being greeted by One by One at the airport to the time of final departure, safety was of upmost priority for One by One. Participants always travel in groups; no one is left alone at any time. The One by One people living in Guatemala intentionally prepare people about safety concerns prior to heading out on day trips (e.g., wear backpacks on the front in the market; hold cellphones in hands not in pockets, etc.). They also prepared participants with cultural sensitivity (e.g., all would be introduced to community leaders first before entering a community; wearing proper attire, etc.). A first aid kit was carried at all times during the experience and local medical facilities are easily accessible in Antigua. In the event of an emergency, One by One staff have accompanied individual students on a flight back home to Canada, remaining with the student until parental pick up (due to illness or homesickness).

Students were not present on this assessment trip; however, in hearing from One by One and Wellington Catholic District School Board about students' transformational experience, it is evident that student encounters can be life changing. The Guatemala encounter is raising student awareness about global and local structural injustices, environmental concerns, the role of power and privilege, the value of global and local community service, and the importance of sustainable relationships rooted in our concern for the common good (e.g., Acts 1:43-47). This encounter is leading students to ask similar questions about how their experience in Guatemala applies at home in Canada with our own Indigenous populations, our Canadian mining practices abroad, and what it means to act justly, love tenderly, and walk humbly with our God.

Students are moved to action, finding new ways to support the communities in Guatemala and also looking at ways they can support and challenge the needs in their local communities. Students are returning home sharing stories of their global south encounter with elementary and secondary students, family members, and in parishes which has led to engagement of local communities back home in supporting the poor and marginalized in small Guatemalan villages by participating further in the work of One by One.

### **Tentative Dates**

The 2018 encounter date is tentatively scheduled for the beginning of Semester 2 (beginning of reading week at St. Jerome's and possibly over Family Day weekend) and would be 10 days, including travel to and from. The cost is between \$2,300 - \$2,500 CDN. \$500 of the total will be used for local development projects.

A student excursion trip report will be brought to Board for approval in the fall of 2017.

### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves moving forward with planning a One by One Global South Excursion to Guatemala tentatively scheduled for February 2018.

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Committee of the Whole  
Submitted on: April 18, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### 2015-2018 STRATEGIC PLAN – COMMUNICATION AND COMMUNITY ENGAGEMENT UPDATE

Public Session

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#### **BACKGROUND INFORMATION:**

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

#### **DEVELOPMENTS:**

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

##### **Increase our profile in the community.**

We continue to use the new visuals created for the 3-year term. Phase 2 of the campaign includes the use of the second set of images which have benefited from a few additions that focus on our French Immersion program.

Our standardized 'Guide for Parents' continues to be updated reflecting new information and changes to existing processes. On track for publication during the 2017-18 school year is our 'Special Education – Guide for Parents'. Our parents will benefit from this new comprehensive source of information.

##### **Improve awareness of the good things happening in our school.**

Focus on using Twitter as a two-way communication tool continues to measure well with steady gains. Online activity includes testimonials and video evidence.

##### **System account:**

- Followers have increased from 1,895 (March 29, 2016) to 2,816 (March 29, 2017)
- Impressions are on the upward trend, especially for time sensitive and celebratory tweets including inclement weather, safety, programming (International Languages, French Immersion), leadership (initiatives and milestones).

##### **School accounts:**

Schools continue to engage their communities using Twitter and school newsletters. We have seen a notable increase of schools following teachers who have set up new Twitter accounts. This has created an excellent web of information sharing. The use of video is also on the increase, which is a progressive method of engagement. Schools are using Twitter not only to celebrate successes, but to promote events. This is assisting them with community knowledge and attendance at events.

Our work with the Catholic Service Organizations, local parishes and community partners continues. We have also begun to share many of their stories and events via Twitter and our Board website (including calendar). Offering this service contributes to the expansion and quality of our communication web.

**Improve customer service perceptions in our community.**

Training for the new school-to-home / home-to-school communication system is complete; however, we made the decision to halt the deployment of the software in anticipation of a new and improved version that not only enables attendance and emergency communication to happen, but further offers parents the ability to 'pre-register' absences and tailor communication to their preferences. The new component is called 'Safe Arrival'. Training for the new component will take place before the start of the 2017-18 school year with the system-wide rollout scheduled for the second week in September 2017.

We completed our second public consultation process, a school climate survey, which gathered information directly from our students and parents. This information was used to populate our school improvement plans as well as inform our administrators and senior staff of our parents' perception of safety, safe and accepting schools, and program choices and priorities.

**RECOMMENDATION:**

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

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Committee of the Whole  
Submitted on: April 18, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### RESEARCH INITIATED BY EXTERNAL AGENCIES UPDATE

Public Session

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#### **BACKGROUND INFORMATION:**

The role of Board Research Coordinator was assigned to Dale Petruka, Ph.D. in February 2014. Since then, a total of 35 research proposals have been received of which 23 have been approved and 12 declined (proposals may be declined because they are too similar to research that has already been approved, do not match the Board Improvement Plan goals, or simply will not work logistically within our Board). To date, 15 research projects have been completed and 8 projects are currently underway in our schools.

#### **DEVELOPMENTS:**

Between the period of March 2016 to March 2017, 11 research proposals were received, of which 10 have been approved.

#### **Research Currently Underway**

- 1. Dr. Marcie Penner-Wilger, King's University, Improving Numeracy Outcomes in Elementary School Children** – This is the second year of a four-year study. Last year, Kindergarten students in 14 of our elementary schools participated. This year the study will follow those same students into Grade 1. The purpose of the study is to develop measures to identify which children will struggle to learn math, and design targeted programs to improve children's math skills that draw on their cognitive skills (language, memory and or spatial skills). This is a longitudinal study which will continue to follow students until the end of Grade 3.
- 2. CODE Project: Science and Innovation** – A survey was sent to all secondary school principals and vice-principals, secondary Science teachers, secondary students who were taking Science at the time the survey was distributed, elementary school principals and vice-principals, Grades 7/8 and 8 elementary teachers, specialized Science consultants, and Grades 7/8 and 8 students. On behalf of the Ministry of Education, the purpose of this study is to identify strategies, contexts, and learning environments that foster innovation in science and improved student engagement. Survey data has been collected and is being analyzed. We may be asked to participate in a focus group in the next phase of this research.
- 3. 2017 Ontario Student Drug and Health Survey** – Four randomly selected classes (two Grade 7 and two Grade 8) from five elementary schools and eight classes (two classes representing each grade between 9 and 12) in two secondary schools will be surveyed between the months of March-May 2017. This study is done in collaboration with the Haldimand-Norfolk Health Unit in order to obtain reliable community-level results for that area.

4. **McMaster University Developmental Temperature Taking Tool** – This research is being conducted through our Parenting & Family Literacy Centres (PFLC) located at two of our elementary schools. As part of the Special Needs Strategy, the goal of this research is to create and validate a screening tool to identify delays in pre-school children so that appropriate services can be accessed at an early age.
5. **University of Waterloo Robotics Research Project for CODE** – Patrick Daly and Peter Svec are taking the lead to coordinate this study in three of our elementary schools. Researchers are observing primary/junior level classes that use robotics or are incorporating 21<sup>st</sup> century learning skills. The researcher would also like to do a focus group within our district.
6. **Dr. Debra Langan, Wilfred Laurier Department of Criminology, Understanding the Experiences of Brantford Youth When They Want Services** – This research is part of on-going research by the City of Brantford to improve access to social services for youth in Brantford. Dr. Langan is using her Masters of Criminology students to help her conduct the research, while at the same time giving her students first-hand experience doing research. Students at St. Mary’s Catholic Learning Centre are being asked to participate in individual or small group interviews about how they access various social services.
7. **Ministry of Education’s Beginning Teachers’ Learning Journeys Longitudinal Research Project** – This is a five-year study that will follow three groups of newly-hired Long Term Occasional (LTO) and permanent contract teachers who are participating in the New Teacher Induction Program (NTIP), as well as newly-hired Occasional Teachers hired within the past five years but are not currently eligible for NTIP. It will follow a group for three consecutive years. It involves a 10-minute annual survey and possible follow-up focus group teleconferences or interviews. Release time for focus group participants will be provided by the Ministry of Education. *“The focus of this study is to evaluate the impact of mentorship supports, provided through NTIP and otherwise, that contribute to the learning and growth of beginning teachers and to identify any support gaps that exist for beginning teachers. Additionally, the study will gather data regarding preparedness and support beginning teachers experience as they enter the profession and navigate the continuum to full employment.”*
8. **Raising Self-Esteem Levels in Adolescent Females Using Art Therapy, The Toronto Art Therapy Institute** – A Masters student is conducting research in one of our elementary schools to fulfill the requirements for her thesis. She is conducting three after-school art therapy lessons to increase girls’ self-esteem which she hopes will improve performance in school.

A list of completed studies is attached as Appendix A.

In her role as Research Coordinator, Dale Petruka has participated in the following events over the past year:

- ICSEI – International Congress for School Effectiveness and Improvement, Ottawa, January 2017
- MISA PNC meeting
- The Penner Prize, 4th year Psychology Project Presentations and Award Ceremony at King’s University - panelist/judge

**RECOMMENDATION:**

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

### Completed External Research Studies

1. **Dr. Lynda Hutchinson & Dr. Wendy Ellis, King's University: Self-Regulated Learning (SRL)** – The researchers concluded that teachers who participated in the Teacher Learning Teams (TLT) tended to show a qualitative increase in their implementation of Self-Regulation (SR) promoting tasks and practices during the school year. Teachers who participated in the TLT perceived that it helped them to achieve a deeper understanding of their students, classrooms, and the tasks and practices associated with SR. Teachers in the TLT perceived that the tasks and practices associated with SR led to an increase in their students' SR.
2. **Dr. Lynda Hutchinson, King's University & Dr. Sheila Moodie, Western University: Motivation and Self-Regulation in Children with Hearing Loss** – Researchers found that children with hearing loss received statistically significantly lower ratings of SR compared to their normal hearing classmates and that this was true across grades from SK to Grade 6. Also, higher levels of classroom noise (which was measured with a sound meter) were statistically significantly associated with fewer opportunities for children to control challenges in support of self-regulation, engage in self-evaluations of their learning, and participate in a community of learners. Higher levels of classroom background noise were also associated with less knowledge of, and understanding of hearing loss (an aspect of inclusive classrooms).
3. **A 4<sup>th</sup> year student from King's University** conducted a research project to answer the question **“In what ways are schools a space, or provide spaces for children to be meaning makers, allowing them to foster their agency and voice?”** with one Grade 3 and one Grade 7/8 class in our system. A research report was not submitted; therefore, findings are unknown.
4. **Western University, Suspension and Expulsion Program Evaluation** – Ten members of our district (3 elementary principals, 1 social worker, a home instruction teacher, a SAL teacher, the Principal of Continuing Education, and three secondary Vice-Principals) completed a 45-minute on-line survey. The purpose of this study was to gain a better understanding of suspension and expulsion implementation, outcomes, and prevention activities in districts across Ontario. Findings have not been presented.
5. **Ph.D. Candidate, University of Ottawa, School Health Partners Research** – This research involved one lengthy interview with a member of our district who coordinates work with our Health Unit to learn about the nature and logistics of the relationship. Findings are unknown at this time.
6. **Ph.D. Student, University of Ottawa, Female Directors of Education** – As part of her research about female Directors of Education in Ontario, a Ph.D. candidate was seeking to determine how many female Directors of Education there were in Ontario school boards after 1999. Overall findings have not been provided.
7. **PEARS Mental Health Program Pilot** – Two Master level students at King's University developed this program to teach Grades 11-12 students about mental health issues. One of our Grade 11-12 Health classes in one of our secondary schools piloted this program to test its effectiveness. The students used the feedback to improve their program.

8. **The Early Developmental Instrument (EDI)** was conducted in the spring of 2015 in all Kindergarten classes. This is done every three years. Findings will be shared with Kindergarten teachers at the April 28, 2017 Professional Development Day.
9. **Brock University Focus Group** – In the spring of 2015, former associate teachers were asked to give input into the development of their two-year B.Ed. program, which began September 2015. Findings are unknown.
10. **Centre for Addiction and Mental Health** – A survey was conducted in three Grades 7 and/or 8 classes in three elementary schools and two classes in each grade at two secondary schools. Findings have been shared with the Board's mental health support staff.
11. **Christian Meditation Survey** – A survey created by Board staff was sent to all principals and teachers in our district to gain a better understanding of meditation practices within our schools. At the time, Christian Meditation was in the early stages of implementation district-wide and was having positive effects in some classrooms across our system. A full report of research findings was provided to the Board's Faith Animator.
12. **2015 Ontario Student Drug Use and Health Study** – This study involved a survey given to three elementary school Grade 7 & 8 classes and two of each Grades 9-12 classes at two secondary schools. A very lengthy (308 page) report was provided to the district.
13. **Seneca College Mathematics Field Test Study** – The Field Test study involved giving a sample of a Mathematics entrance exam to at least one class in all three secondary schools. Feedback was provided by our students and teachers to improve the entrance exam.
14. **McMaster University Coordination and Activity Tracking in Children Study** – This involved the distribution of an invitation to participate in research to all JK students in our system. Research is on-going; therefore, no report has yet been provided to the district.
15. **University of Ottawa** – A researcher examining school registration forms and language preference identifiers asked that our district provide copies of our registration forms.

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

Prepared by: Pat Daly, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: April 18, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**BOARD ENROLMENT UPDATE AS OF MARCH 31, 2017**  
Public Session

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**BACKGROUND INFORMATION:**

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

**DEVELOPMENTS:**

Attached is the enrolment report, which indicates students attending our schools as of March 31, 2017. The actual ADE for 2016 -17 is higher by 24.60 elementary students and 29.18 secondary students from the Revised Ministry Projected Estimates.

**RECOMMENDATION:**

THAT the Committee of the Whole refers the Board Enrolment Update as of March 31, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



**BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD  
ENROLMENT AT MAR 31, 2017**

Appendix A

	J	K	ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	SPEC ED	Mar 31 2017 Actual includes Spec Ed	Mar 31 2017 Actual FTE Includes Spec Ed	Actual ADE OnSIS 2016- 2017	Revised Ministry Projected Estimates ADE	Variance from Ministry Projected Estimates
Blessed Sacrament	14	14	12	14	23	16	20	20	25	24	0	182	182.0	182.5	183.0	-0.50
Christ the King	16	21	23	14	10	19	17	10	16	12	0	158	158.0	157.5	157.0	0.50
Holy Cross	19	21	27	18	26	26	33	18	24	23	0	235	235.0	232.5	230.0	2.50
Holy Family	13	14	16	14	11	18	14	14	17	7	0	138	138.0	138.0	138.0	0.00
Jean Vanier	10	11	15	17	12	20	19	16	7	24	0	151	151.0	155.3	160.0	-4.70
Jean Vanier (French Imm)	21	17	21	31	22	10	20	11	14	15	0	182	182.0	185.8	190.0	-4.20
Notre Dame (Brantford)	34	39	28	35	30	29	36	20	36	21	0	308	308.0	306.0	304.0	2.00
Notre Dame (Brantford) (SPED)								12	5	12	29	29	29.0	29.5	30.0	-0.50
Notre Dame (Caledonia)	18	25	28	23	21	24	32	35	32	36	0	274	274.0	271.0	268.0	3.00
Our Lady of Fatima (Courtland)	4	7	8	11	12	8	14	11	13	15	0	103	103.0	102.5	102.0	0.50
Our Lady of LaSalette	4	4	2	7	6	6	1	10	10	4	0	54	54.0	53.0	52.0	1.00
Our Lady of Providence	26	30	30	35	37	38	34	44	42	37	0	353	353.0	354.0	355.0	-1.00
Resurrection	9	12	16	13	9	12	8	12	22	16	0	129	129.0	128.0	127.0	1.00
Sacred Heart (Langton)	18	11	17	16	21	21	22	23	33	20	0	202	202.0	202.0	202.0	0.00
Sacred Heart (Paris)	16	15	32	27	29	33	27	31	21	28	0	259	259.0	258.5	259.0	-0.50
Sacred Heart (Paris) (French Imm)	9	9									0	18	18.0	18.0	18.0	0.00
St. Basil	50	53	46	37	45	50	51	31	38	34	0	435	435.0	427.0	417.0	10.00
St. Bernard of Clairvaux	10	23	14	12	15	14	15	17	18	23	0	161	161.0	161.0	161.0	0.00
St Cecilia's	11	8	11	13	17	17	12	15	15	26	0	145	145.0	141.0	137.0	4.00
St. Frances Cabrini	27	28	32	28	26	22	27	26	19	18	0	253	253.0	251.0	249.0	2.00
St. Gabriel	39	42	29	48	49	52	48	51	42	50	0	450	450.0	445.0	440.0	5.00
St. Joseph	28	31	36	37	43	42	55	56	47	45	0	420	420.0	419.0	418.0	1.00
St. Joseph (SPED)								3	1	5	9	9	9.0	9.0	9.0	0.00
St. Joseph (French Imm)	15	9									0	24	24.0	24.0	24.0	0.00
St. Leo	15	9	21	19	41	28	23	19	23	26	0	224	224.0	222.0	220.0	2.00
St. Leo (French Imm)	33	17	19								0	69	69.0	68.5	68.0	0.50
St Mary (Hagersville)	14	12	13	10	15	14	14	17	19	7	0	135	135.0	137.0	139.0	-2.00
St Michael's (Dunnville)	29	28	29	32	23	20	19	23	16	18	0	237	237.0	237.0	237.0	0.00
St Michael's (Walsh)	15	11	9	8	10	11	11	9	9	9	0	102	102.0	101.0	100.0	1.00
St Patrick (Brantford)	13	14	7	13	12	10	12	10	20	20	0	131	131.0	127.5	124.0	3.50
St Patrick (Caledonia)	9	9	11	14	21	10	16	14	22	13	0	139	139.0	139.0	139.0	0.00
St. Peter	14	14	11	18	17	23	11	22	16	19	0	165	165.0	167.5	170.0	-2.50
St Pius	26	27	34	30	28	29	31	31	21	17	0	274	274.0	274.5	275.0	-0.50
St. Stephen	15	12	14	10	15	13	11	15	19	12	0	136	136.0	135.5	135.0	0.50
St Theresa	19	15	28	15	16	17	13	12	18	22	0	175	175.0	174.0	173.0	1.00
	613	612	639	619	662	652	666	658	680	658	38	6459	6459.0	6434.6	6,410.0	24.60

	Full-time							Part-time				Mar 31 2017 Actual includes Spec Ed	Mar 31 2017 Actual FTE Includes Spec Ed	Actual ADE OnSIS 2016- 2017	Revised Ministry Projected Estimates ADE	Variance from Ministry Projected Estimates
	Gr 9	Gr 10	Gr 11	Gr 12	Total	Number of Regular Students FTE	High- Credit FTE	Number of Regular Students FTE	High- Credit FTE							
At Mar 31, 2017 Actual																
Assumption	349	327	307	358	1,341	1,324	1,306.87	17.13	17	4.65	2.00	1,341	1,330.65	1351.20	1,338.43	12.77
Holy Trinity	245	226	203	237	911	886	879.00	7.00	25	8.37	0.92	911	895.29	911.40	904.80	6.60
St. John's	258	259	263	339	1,119	1,050	1,042.50	7.50	69	24.45	3.75	1,119	1,078.20	1095.48	1,085.66	9.81
<b>TOTAL Secondary</b>	<b>852</b>	<b>812</b>	<b>773</b>	<b>934</b>	<b>3,371</b>	<b>3,260</b>	<b>3,228.37</b>	<b>31.63</b>	<b>111</b>	<b>37.47</b>	<b>6.67</b>	<b>3,371</b>	<b>3,304.14</b>	<b>3358.07</b>	<b>3,328.89</b>	<b>29.18</b>
<b>TOTAL Board</b>												<b>9,830</b>	<b>9,763.14</b>	<b>9,792.67</b>	<b>9,738.89</b>	<b>53.78</b>

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

Prepared by: Michelle Shypula, Superintendent of Education  
 Presented to: Committee of the Whole  
 Submitted on: April 18, 2017  
 Submitted by: Chris N. Roehrig, Director of Education & Secretary

**CONCUSSION REPORT**  
Public Session

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**BACKGROUND INFORMATION:**

In March 2014, the Ministry of Education released Policy/Program Memorandum No. 158 requiring all school boards in Ontario to develop and maintain a policy on concussions. Following a robust consultative and vetting process with various stakeholders, Concussion Policy 200.08 was adopted by the Board on January 27, 2015.

**DEVELOPMENTS:**

The Board uses two tools in order to monitor the occurrence of concussion:

- Ontario School Boards’ Insurance Exchange (OSBIE) Reporting
- Student Concussion Diagnosis Report - submitted to the Superintendent of Education in January and June of each school year

In response to the Board’s request for concussion data, Table 1 and Table 2 illustrate the number of elementary and secondary students who have experienced school and non-school related concussions since the policy’s implementation and includes all students who have had multiple concussions during this time. The tables include the following timelines:

- February 2015 – June 2015
- September 2015 – June 2016
- September 2016 – January 2017

Table 1

<b>School-Related Concussions</b>	<b>February 2015 to June 2015</b>	<b>September 2015 to June 2016</b>	<b>September 2016 to January 2017</b>	<b>Number of Students with Recurring Concussions</b>
<b>Elementary Students</b>	16	41	7	2
<b>Secondary Students</b>	12	43	9	2
<b>Total</b>	<b>28</b>	<b>84</b>	<b>16</b>	<b>4</b>

Table 2

Non-School Related Concussions	February 2015 to June 2015	September 2015 to June 2016	September 2016 to January 2017	Number of Students with Recurring Concussions
Elementary Students	6	17	7	3
Secondary Students	10	38	31	7
<b>Total</b>	<b>16</b>	<b>55</b>	<b>38</b>	<b>10</b>

Table 3 provides an analysis of where school-related concussions have taken place from February 2015 to January 2017.

Table 3

Breakdown of Occurrences 2015 to 2017	Classroom	Gymnasium	School Yard	School-Related Sporting Event	Other (Bus, Class trips, Hallways, etc.)
Elementary Students	5	6	44	3	6
Secondary Students	6	6	5	36	11
<b>Total</b>	<b>11</b>	<b>12</b>	<b>49</b>	<b>39</b>	<b>17</b>

In an effort to minimize the occurrence and impact of concussions during school-based events, the Board requires all staff to participate in annual on-line training to prevent, develop awareness, identify and manage head injuries and/or concussions. Additionally, in September 2016, the Ontario Physical and Health Education Association (OPHEA) required school boards to provide concussion awareness and prevention information prior to participating in physical education classes and trips that involve physical activity. Principals, all teaching staff, and coaches were provided with resources to support this practice.

**RECOMMENDATION:**

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

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: April 18, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### EDUCATION FUNDING FOR 2017-18

Public Session

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#### **BACKGROUND INFORMATION:**

On April 12, 2017, the Minister of Education released information regarding Grants for Student Needs (GSN) for 2017-18. This release was very late with respect to previous release timelines as the 2016-17 release occurred on March 24, 2016.

The GSN allocation continues to mirror vital priorities of the Ministry of Education, including Achieving Excellence in Teaching and Learning, Ensuring Equity, Promoting Well-Being and Enhancing Public Confidence. The Ministry continues to plan and implement strategies in an attempt to ensure that the publicly-funded education system is fiscally sustainable, while at the same time, realizing the province's goals for education, namely the improvement of student achievement.

In 2017-18, total projected education funding through the GSN increases from \$23.0 billion in 2016-17 to \$23.8 billion. Per-pupil funding is projected to increase in 2017-18 to \$12,100, an increase of 3.3 percent from 2016-17.

#### **DEVELOPMENTS:**

Collective Agreements in the education sector were set to expire on August 31, 2017. The agreements were successfully renegotiated during the winter/spring of 2016/2017 and are now referred to as Extension Agreements. These agreements will provide two additional years of labour stability ending on August 31, 2019. The 2017-18 GSN reflects investments for the first year of the agreements to support the following:

- For 2017-18, the GSN will fund a 0.5 percent lump sum payment to unionized employees for professional development, equivalent to the amount that would have been generated if the salary benchmarks for these staff had been increased by 0.5 percent.
- For 2017-18, the GSN will fund salary enhancements by an increase in the salary benchmarks for teaching and non-teaching staff of 1.5 percent for the entire 2017-18 school year.
- For 2017-18, the GSN will provide an inflation protection increase to the Health Trusts of 4%.

Some of the announcements that directly affect the Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) include:

- The reduction of funding in benefits benchmarks continues to be phased in as a result of the elimination of retirement gratuities. The reduction phase-in is 0.167 percent and continues each year over a 12-year period, beginning in 2013-14.

- The Student Transportation Grant will be increased by two percent in 2017-18 to recognize higher operating costs. As in previous years, this cost update will be netted against a school board's transportation surplus.
- The non-staff portion of the School Operations Allocation will be increased by two percent to fund increases in commodities (natural gas, electricity, water), facility insurance and other costs.
- As a result of the education sector labour negotiations, several targeted education investments were made in addition to compensation and benefit enhancements. The Ministry has established a Local Priorities Fund (LPF). This fund has allocated the equivalent of 5.5 OECTA Full Time Equivalent (FTE) teachers, the equivalent of 8.2 to 9.4 (FTE) OSSTF Education Workers and a professional development fund of \$37,213 to Early Childhood Educators.
- The Community Use of Schools Allocation will increase by three percent to allow boards to reduce the rates for school space used by the community. The additional allocation to BHNCDSD is \$3,855. This allocation is intended to help boards with the costs involved with keeping schools open after hours such as heating, lighting, and cleaning.
- Funding will be provided to help boards manage work undertaken for the Health Trust implementation and managing collective agreements in the form of a Human Resources Transition Supplement within the School Boards Administration and Governance Grant.
- For 2017-18, the GSN will provide funding to lower the funded Full Day Kindergarten (FDK) average class size to 25.75 from the current 26.0. The regulation has been updated to require that 90 percent of FDK classes have 30 or fewer students in 2017-18. Up to 10 percent of FDK classes can reach up to 32 students if they meet one of the regulation exceptions.
- For 2017-18, the funded Grades 4-8 average class size will be reduced to 24.17. Over five years, the funded class size average for Grades 4-8 will be reduced to 22.85. Any board with a regulated Grades 4-8 class size average maximum exceeding 24.5 will be required to reduce its Grades 4-8 maximum class size average to 24.5 within five years.
- In 2014-15, the Ministry introduced the School Board Efficiencies and Modernization (SBEM) strategy to provide incentives and supports for school boards to make more efficient use of school space. The Ministry stated at the time that the approach to managing school space in schools diverts significant funding to support underutilized space and is fiscally unsustainable. As a result, the Ministry is taking a measured and phased approach to promoting more efficient use of school space. This strategic approach is being phased in over three years, which began in 2015-16. 2017-18 is the final year of phase-in. The SBEM elements consist of the following:
  - Revising GSN grants and allocations to encourage school boards to make more efficient use of school space. These measures will result in changes to and top-up funding and benchmarks under the:
    - a) School Facility Operations and Renewal Grant;
    - b) School Foundation Grant;
    - c) Geographic Circumstances Grant; and
    - d) Declining Enrolment Adjustment.

- The Ministry will eliminate Base Top-up Funding through the School Facility Operations and Renewal Grant, while continuing to protect Enhanced Top-Up funding support for schools that are isolated from other schools of the Board. Criteria for Enhanced Top-Up funding will change with the elimination of supported and rural school grants and the introduction of funding based upon distance between schools. Under this approach, any elementary school facility that is at least 10 kilometers away from the next closest school facility (elementary or secondary) of the Board will qualify for Enhanced Top-Up funding. Any secondary school facility that is at least 20 kilometers away from the next closest secondary school facility of the Board will also qualify for Enhanced Top-Up funding.
- The Benchmark for School Facilities Operating Costs will increase by \$3.23/m<sup>2</sup> to \$84.38/m<sup>2</sup> and is being phased-in over three years.
- Changes were made to the Declining Enrolment Adjustment to encourage school boards to adjust more quickly to declining enrolment.

Other impacts of the 2017-18 grants are:

- The School Condition Improvement (SCI) funding will be maintained at the 2016-17 level for 2017-18 and 2018-19. This funding is used to keep schools across Ontario in a state of good repair. In addition, the Ministry is providing an additional \$40 million province-wide in School Renewal Allocation. With the SCI funding, seventy percent (70%) of a school board's allocation must target key building components and systems, with the remaining 30 percent addressing other locally-identified needs. Key building components include items such as foundations, roofs, windows, HVAC systems and plumbing.
- With the introduction of the Government of Ontario's Climate Change Action Plan and 2020 Greenhouse Gas (GHG) reduction targets, the Ministry is providing funding to support the reduction of GHG emissions from facilities in the education sector. This funding is being made available to boards immediately to take advantage of the 2017 summer months for emission reduction projects. The program supports the replacement, renewal and installation of new energy efficient building components in older elementary schools, secondary schools and administrative buildings.
- The Differentiated Special Education Needs Amount (DSENA), formerly known as the High Needs Amount (HNA) Allocation, of the Special Education Grant will be reduced by a further 25 percent in 2017-18. This represents the fourth year of a four-year phase-out of the Differentiated Special Education Needs Amount Allocation. The new Special Education Grant funding model, based on Measures of Variability (MOV) and the Special Education Statistical Prediction Model (SESPM), was introduced in 2014-15 and is in its fourth year of implementation.
- The Ministry has continued with its investment in Indigenous Leads in every school board. The allocation of the Indigenous Education Grant in 2017-18 ensures that all school boards receive a base amount of funding to establish a position at a supervisory officer level that is dedicated to supporting implementation of the Ontario First Nation, Métis and Inuit Education Policy Framework. In 2017-18, this minimum level of funding is structured such that school boards will be required to spend at least half of the allocation on a dedicated position, and will also be required to confirm that any remaining portion of the amount has been used to support the Framework through the Board Action Plan (BAP) on Indigenous Education.

- In 2010, the Ministry established a School Board Administration and Governance Advisory Group (BAAG) to develop a new funding model for school board administration. In 2017-18, the funding model will be in its fourth and final year of implementation. Three of the seven allocations in the current grant, which represents the majority of funding, will be replaced with no changes made to the four remaining allocations. School boards will continue to have flexibility to allocate a portion of certain GSN grants and other non-GSN revenue to support school board administration expenses.
- Enhanced Program Other (EPO) Grants will be \$140.4 million provincially in 2017-18. Of this amount, \$101.4 million has been allocated on a board-by-board basis as part of the GSN release and \$39.0 million will be allocated later in the year.

The GSN funding memo 2017:B04 also indicates the government will launch an engagement on new approaches to supporting education in rural and remote communities. As well, in response to the Auditor General's recommendation that the Ministry of Education revisit the current student transportation funding formula, the Ministry will proceed with a 12- to 18- month multi-stakeholder engagement to solicit input and feedback to renew the vision of student transportation in Ontario. The engagement will focus on transportation funding principles, the roles of government and school boards, and interactions with other services outside of education.

As in previous years, some of the funding for specific initiatives will be announced at a later time.

**RECOMMENDATION:**

THAT the Committee of the Whole refers the Education Funding for 2017-18 report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Board of Trustees  
Submitted on: March 28, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### FINANCIAL REPORT AS OF FEBRUARY 2017 Public Session

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#### **BACKGROUND INFORMATION:**

Attached is the Board Expenditure Report for the period ending February 28, 2017.

#### **DEVELOPMENTS:**

There are few variances to report at this time. Our total spending, at 49.1% of the annual budget, puts us right on track, as six months into the year, we would expect to have spent approximately 50% of the total budget. The Board is also in line with last year at this time, having spent 49.0% of budget at February 2016.

Salaries are monitored closely each month and the current projection to year end is slightly below budget. This expenditure, currently at 49.7% of the budget, compares exactly to last year where salaries were also 49.7% spent at this time. Mid-year contract changes with the teaching group have not yet been allocated at the second quarter end; however, estimated costs are included in the projection.

The expected spending level for salaries varies by employee group. At February, teaching staff have received approximately 50% of annual pay. Support staff have received between 50% and 62% of annual pay for 12-month and 10-month employees by this time of year, explaining the slight variation of percentage spent between the various salary lines.

Benefits Expenditure are below expected spending at second quarter-end with 45.0% spent compared to 46.1% spent last year. However, the phased-in transfer to the Provincial Trust Plan for our four employee groups creates some uncertainty for forecasting purposes.

Salaries and Benefits account for approximately 80% of the total Operating Budget. Any savings realized by end of year on these two budget lines is significant to the bottom line.

Most property and liability insurance premiums, membership and software contracts require payment of annual fees early in the year, leaving these budget lines with a higher percentage spent in the first half of the year. A pay-out of OSBIE Insurance Surplus, of approximately \$63,000, was realized in the early part of this school year, offsetting some of these costs.

School Renewal spending, to date, amounts to approximately \$409,000, which is approximately 40% of budget. A significant portion of School Renewal is completed during March Break and the summer months, due to the nature of these projects. The expenditure identified as New Pupil Places is the interest portion of debenture debt payments, with one of two annual payments made in the first half of the year. Principal payments are no longer included in the Operations Expenditure budget.



The Governance / Trustees budget is 48.3% spent, which is on track for this Budget year. Last year's spending was slightly less at 37.8%. Also reflected in the second quarter report is payment of the annual OCSTA fees captured in the Administration & Other Support Department.

The Continuing Education Program expenses totalled \$81,373 or 26.9% of budget for the first half of the year. This program, re-established in the 2013-14 school year, includes the Heritage Language and Summer School programs offered.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Financial Report as of February 2017 report.

BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
FOR THE MONTH ENDING February 28, 2017

	Budget	Expenditures	% Spent
<b>OPERATING INSTRUCTION</b>			
SALARIES & WAGES	52,786,404	26,229,488	49.7
EMPLOYEE BENEFITS	6,829,850	2,883,168	42.2
STAFF DEVELOPMENT	205,967	71,930	34.9
SUPPLIES & SERVICES	2,079,688	733,835	35.3
REPLACEMENT F & E	996,525	463,616	46.5
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	427,938	267,278	62.5
OTHER	3,300	-	0.0
AMORTIZATION	267,972	133,986	50.0
Total INSTRUCTION	63,597,644	30,783,301	48.4
<b>SPECIAL EDUCATION</b>			
SALARIES & WAGES	11,853,041	6,155,391	51.9
EMPLOYEE BENEFITS	2,277,341	1,135,859	49.9
STAFF DEVELOPMENT	36,200	5,421	15.0
SUPPLIES & SERVICES	186,579	51,745	27.7
REPLACEMENT F & E	597,008	178,510	29.9
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	82,500	53,755	65.2
Total SPECIAL EDUCATION	15,032,669	7,580,682	50.4
<b>SCHOOL MANAGEMENT/SCHOOL SERVICES</b>			
SALARIES & WAGES	6,851,484	3,441,584	50.2
EMPLOYEE BENEFITS	964,951	470,871	48.8
STAFF DEVELOPMENT	35,735	5,388	15.1
SUPPLIES & SERVICES	396,944	172,324	43.4
REPLACEMENT F & E	12,350	7,466	60.5
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	185,400	132,505	71.5
Total SCHOOL MANAGEMENT/SCHOOL SERVICES	8,446,864	4,230,137	50.1
<b>STUDENT SUPPORT SERVICES-GENERAL</b>			
SALARIES & WAGES	655,408	322,345	49.2
EMPLOYEE BENEFITS	124,073	56,427	45.5
STAFF DEVELOPMENT	2,400	997	41.5
SUPPLIES & SERVICES	16,729	3,592	21.5
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total STUDENT SUPPORT SERVICES-GENERAL	798,610	383,361	48.0
<b>COMP &amp; OTH TECH STUDENT SUPP SERV</b>			
SALARIES & WAGES	902,659	422,894	46.9
EMPLOYEE BENEFITS	230,468	112,141	48.7
STAFF DEVELOPMENT	30,000	825	2.8
SUPPLIES & SERVICES	82,910	32,812	39.6
REPLACEMENT F & E	5,000	531	10.6
FEES & CONTRACTUAL SERVICES	50,963	9,225	18.1
Total COMP & OTH TECH STUDENT SUPP SERV	1,302,000	578,429	44.4
<b>LIBRARY SERVICES</b>			
SALARIES & WAGES	718,894	383,272	53.3
EMPLOYEE BENEFITS	148,244	79,202	53.4
STAFF DEVELOPMENT	2,000	-	0.0
SUPPLIES & SERVICES	75,868	21,493	28.3
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	23,534	24,042	102.2
Total LIBRARY SERVICES	968,540	508,008	52.5
<b>GUIDANCE SERVICES</b>			
SALARIES & WAGES	879,790	461,729	52.5
EMPLOYEE BENEFITS	90,221	41,086	45.5
SUPPLIES & SERVICES	5,611	2,581	46.0
REPLACEMENT F & E	-	-	0.0
Total GUIDANCE SERVICES	975,622	505,396	51.8

BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
FOR THE MONTH ENDING February 28, 2017

	Budget	Expenditures	% Spent
<b>TEACHER SUPPORT SERVICES</b>			
SALARIES & WAGES	1,095,165	528,386	48.3
EMPLOYEE BENEFITS	119,322	54,469	45.7
STAFF DEVELOPMENT	15,200	5,618	37.0
SUPPLIES & SERVICES	63,324	16,667	26.3
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	11,577	9,880	85.3
Total TEACHER SUPPORT SERVICES	1,304,588	615,020	47.1
<b>GOVERNANCE/TRUSTEES</b>			
SALARIES & WAGES	64,700	31,436	48.6
EMPLOYEE BENEFITS	2,588	740	28.6
STAFF DEVELOPMENT	23,000	10,224	44.5
SUPPLIES & SERVICES	30,800	17,041	55.3
REPLACEMENT F & E	2,000	-	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
OTHER	-	-	0.0
Total GOVERNANCE/TRUSTEES	123,088	59,441	48.3
<b>SENIOR ADMINISTRATION</b>			
SALARIES & WAGES	787,858	393,929	50.0
EMPLOYEE BENEFITS	77,847	36,228	46.5
STAFF DEVELOPMENT	30,359	15,910	52.4
SUPPLIES & SERVICES	31,303	7,399	23.6
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	10,900	8,156	74.8
OTHER	1,500	1,277	85.1
AMORTIZATION	-	-	0.0
Total SENIOR ADMINISTRATION	939,767	462,898	49.3
<b>ADMINISTRATION &amp; OTHER SUPPORT</b>			
SALARIES & WAGES	126,530	55,677	44.0
EMPLOYEE BENEFITS	28,185	12,665	44.9
STAFF DEVELOPMENT	6,100	2,515	41.2
SUPPLIES & SERVICES	43,300	16,641	38.4
REPLACEMENT F & E	-	224	0.0
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	115,750	72,041	62.2
OTHER	32,900	9,413	28.6
AMORTIZATION	49,201	24,601	50.0
Total ADMINISTRATION & OTHER SUPPORT	401,966	193,777	48.2
<b>HUMAN RESOURCES ADMINISTRATION</b>			
SALARIES & WAGES	438,530	211,182	48.2
EMPLOYEE BENEFITS	115,032	48,392	42.1
STAFF DEVELOPMENT	5,950	746	12.5
SUPPLIES & SERVICES	27,400	27,908	101.9
REPLACEMENT F & E	-	1,350	0.0
FEES & CONTRACTUAL SERVICES	256,120	72,943	28.5
Total HUMAN RESOURCES ADMINISTRATION	843,032	362,521	43.0
<b>INFORMATION TECHNOLOGY ADMINIS.</b>			
SALARIES & WAGES	58,841	27,653	47.0
EMPLOYEE BENEFITS	15,312	7,006	45.8
SUPPLIES & SERVICES	-	-	0.0
REPLACEMENT F & E	3,350	-	0.0
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	11,000	20,267	184.3
Total INFORMATION TECHNOLOGY ADMINIS.	88,503	54,926	62.1
<b>DIRECTOR'S OFFICE</b>			
SALARIES & WAGES	262,285	87,211	33.3
EMPLOYEE BENEFITS	59,809	19,463	32.5
STAFF DEVELOPMENT	1,800	904	50.2
SUPPLIES & SERVICES	15,355	1,767	11.5
REPLACEMENT F & E	3,150	576	18.3
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total DIRECTOR'S OFFICE	342,399	109,922	32.1

BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
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	Budget	Expenditures	% Spent
<b>PAYROLL ADMINISTRATION</b>			
SALARIES & WAGES	163,376	78,175	47.9
EMPLOYEE BENEFITS	42,892	20,686	48.2
STAFF DEVELOPMENT	1,500	-	0.0
SUPPLIES & SERVICES	2,000	760	38.0
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	86,900	42,362	48.8
Total PAYROLL ADMINISTRATION	296,668	141,984	47.9
<b>FINANCE</b>			
SALARIES & WAGES	389,442	178,489	45.8
EMPLOYEE BENEFITS	83,568	37,821	45.3
STAFF DEVELOPMENT	5,900	628	10.7
SUPPLIES & SERVICES	7,900	1,240	15.7
REPLACEMENT F & E	5,000	-	0.0
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	129,355	76,908	59.5
OTHER	-	-	0.0
Total FINANCE	621,165	295,087	47.5
<b>PURCHASING &amp; PROCUREMENT</b>			
SALARIES & WAGES	78,644	36,825	46.8
EMPLOYEE BENEFITS	18,285	8,219	45.0
STAFF DEVELOPMENT	1,500	683	45.5
SUPPLIES & SERVICES	1,200	310	25.9
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	500	439	87.9
Total PURCHASING & PROCUREMENT	100,129	46,476	46.4
<b>SCHOOL OPERATIONS</b>			
SALARIES & WAGES	4,016,732	1,836,308	45.7
EMPLOYEE BENEFITS	1,028,982	491,234	47.7
STAFF DEVELOPMENT	3,000	368	12.3
SUPPLIES & SERVICES	2,640,248	1,248,443	47.3
REPLACEMENT F & E	36,800	7,640	20.8
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	743,000	529,644	71.3
AMORTIZATION	3,939,990	1,969,996	50.0
Total SCHOOL OPERATIONS	12,408,752	6,083,632	49.0
<b>SCHOOL MAINTENANCE</b>			
SALARIES & WAGES	725,123	322,162	44.4
EMPLOYEE BENEFITS	174,188	82,375	47.3
STAFF DEVELOPMENT	2,500	777	31.1
SUPPLIES & SERVICES	827,616	453,982	54.9
REPLACEMENT F & E	4,500	2,040	45.3
INTEREST ON LONG TERM DEBT	70,930	35,969	50.7
RENTAL EXPENDITURE	-	1,811	0.0
FEES & CONTRACTUAL SERVICES	280,793	147,441	52.5
Total SCHOOL MAINTENANCE	2,085,650	1,046,556	50.2
<b>SCHOOL RENEWAL</b>			
SALARIES & WAGES	-	-	0.0
SUPPLIES & SERVICES	1,009,389	409,453	40.6
INTEREST ON LONG TERM DEBT	-	-	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total SCHOOL RENEWAL	1,009,389	409,453	40.6
<b>NEW PUPIL PLACES</b>			
INTEREST ON LONG TERM DEBT	2,193,442	1,108,021	50.5
FEES & CONTRACTUAL SERVICES	-	-	0.0
TANGIBLE CAPITAL ASSETS	-	-	0.0
Total NEW PUPIL PLACES	2,193,442	1,108,021	50.5

BRANT HALDIMAND NORFOLK CDS BD  
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	Budget	Expenditures	% Spent
<b>OP &amp; MAINT/CAPITAL-NON INSTRUC</b>			
SALARIES & WAGES	41,831	28,863	69.0
EMPLOYEE BENEFITS	11,821	7,811	66.1
STAFF DEVELOPMENT	-	-	0.0
SUPPLIES & SERVICES	142,486	63,566	44.6
REPLACEMENT F & E	2,000	-	0.0
INTEREST ON LONG TERM DEBT	38,222	19,382	50.7
RENTAL EXPENDITURE	18,484	9,290	50.3
FEES & CONTRACTUAL SERVICES	36,284	5,709	15.7
Total OP & MAINT/CAPITAL-NON INSTRUC	291,128	134,621	46.2
<b>DIRECT CAPITAL &amp; DEBT</b>			
INTEREST ON LONG TERM DEBT	318,046	160,591	50.5
OTHER	146,395	-	0.0
Total DIRECT CAPITAL & DEBT	464,441	160,591	34.6
<b>TRANSPORTATION - GENERAL</b>			
SALARIES & WAGES	-	-	0.0
EMPLOYEE BENEFITS	-	-	0.0
STAFF DEVELOPMENT	-	-	0.0
SUPPLIES & SERVICES	-	-	0.0
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	211,190	133,507	63.2
Total TRANSPORTATION - GENERAL	211,190	133,507	63.2
<b>TRANSPORTATION - HOME TO SCHOOL</b>			
FEES & CONTRACTUAL SERVICES	4,659,130	2,761,937	59.3
Total TRANSPORTATION - HOME TO SCHOOL	4,659,130	2,761,937	59.3
<b>TRANSPORTATION-SCHOOL TO SCHOOL</b>			
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION-SCHOOL TO SCHOOL	-	-	0.0
<b>TRANSPORTATION - BOARD, LODGING...</b>			
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION - BOARD, LODGING...	-	-	0.0
<b>TRANSPORTATION - BLIND &amp; DEAF</b>			
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION - BLIND & DEAF	-	-	0.0
<b>CON ED</b>			
SALARIES & WAGES	260,799	73,672	28.3
EMPLOYEE BENEFITS	24,391	6,692	27.4
STAFF DEVELOPMENT	500	-	0.0
SUPPLIES & SERVICES	15,600	1,009	6.5
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	1,000	-	0.0
Total CON ED	302,290	81,373	26.9
<b>OTHER NON-OPERATING</b>			
SUPPLIES & SERVICES	3,500,000	1,750,000	50.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
OTHER	-	-	0.0
Total OTHER NON-OPERATING	3,500,000	1,750,000	50.0
<b>Total</b>	123,308,667	60,581,053	49.1

2016-17  
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
<b>April 18, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
April 20, 2017	4:00 pm	Budget Committee Meeting	
April 25-27, 2017		Board Art Show (three locations)	
<b>April 25, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
April 27-29, 2017		OCSTA AGM (Toronto)	
April 30-May 5, 2017		<i>Catholic Education Week</i>	
May 2, 2017	6:00 pm	Celebration of the Arts – art viewing	
	6:30 pm	Celebration of the Arts - performances	
May 3, 2017	9:00 am	SAL Committee Meeting (@ Holy Trinity)	
May 3, 2017	1:00 pm	Joint Catholic Education Advisory Committee & Council of Catholic Service Organizations Meeting	
May 4, 2017	1:00 pm	SAL Committee Meeting (ACS) @ St. Mary CLC	
May 4, 2017	5:00 pm	Catholic Student Leadership Awards	
May 5, 2017	9:00 am	SAL Committee Meeting (SJC) @ St. Mary CLC	
May 9, 2017	4:00 pm	Budget Committee Meeting	
May 10, 2017	3:00 pm	Executive Council Meeting	
May 10, 2017	4:30 pm	Policy Committee Meeting	
May 15, 2017	7:00 pm	Regional Catholic Parent Involvement Committee Meeting	
May 16, 2017	10:00 am	SEAC Meeting	
<b>May 16, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>May 23, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
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 Meeting	
May 31, 2017	9:00 am	SAL Committee Meeting (@ Holy Trinity)	
June 1-3, 2017		CCSTA AGM	
June 1, 2017	1:00 pm	SAL Committee Meeting (ACS) @ St. Mary CLC	
June 2, 2017	9:00 am	SAL Committee Meeting (SJC) @ St. Mary CLC	
June 6, 2017	4:00 pm	Budget Committee Meeting	
June 7, 2017	10:00 am	<i>Have a Go track meet at Assumption College (elementary)</i> <i>(rain date June 8)</i>	
June 12, 2017	4:30 pm	Audit Committee Meeting	NEW
June 13, 2017	10:00 am	SEAC Meeting	
June 13, 2017	1:00 pm	Mental Health Steering Committee Meeting	NEW
June 14, 2017	3:00 pm	Executive Council Meeting	
<b>June 20, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>June 27, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
June 29, 2017	4:45 pm	Assumption College Graduation	
	6:30 pm	Holy Trinity Graduation	
	7:00 pm	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.