



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

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

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

**Members:** **Trustees:**  
Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani,  
Bonnie McKinnon, Olivia O'Neill (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 – October 17, 2017 Pages 3-6
  - 1.6 Business Arising from the Minutes
- 2. Presentations**
- 3. Delegations**
- 4. Consent Agenda**
  - 4.1 Unapproved Catholic Education Advisory Committee Meeting Minutes -  
October 16, 2017 Pages 7-8
  - 4.2 Unapproved Special Education Advisory Committee Meeting Minutes -  
October 17, 2017 Pages 9-16
  - 4.3 Unapproved Friends of the Educational Archives Meeting Minutes –  
October 17, 2017 Pages 17-18
  - 4.4 Unapproved Council of Catholic Service Organizations Meeting Minutes -  
October 18, 2017 Pages 19-20
  - 4.5 Unapproved Regional Catholic Parent Involvement Committee Meeting Minutes –  
October 23, 2017 Pages 21-24
  - 4.6 Unapproved Student Transportation Services Brant Haldimand Norfolk Board of  
Directors' Meeting Minutes – October 31, 2017 Pages 25-43



**5. Committee and Staff Reports**

- 5.1** Board Enrolment Update as of October 31, 2017 Pages 44-45  
Presenter: Patrick Daly, Superintendent of Education
- 5.2** Excursion – New York City, NY USA Page 46  
Presenter: Patrick Daly, Superintendent of Education
- 5.3** Insurance Renewal Pages 47-48  
Presenter: Thomas R. Grice, Superintendent of Business & Treasurer

**6. Information and Correspondence**

- 6.1** Memorandum from OCSTA regarding the 2018 AGM & Conference Resolutions Pages 49-58

**7. Trustee Inquiries**

**8. Business In-camera**

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

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

- 10. Future Meetings and Events** Pages 59-60

**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**



**Committee of the Whole**  
**Tuesday, October 17, 2017 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

**Present:** Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon, Olivia O'Neill (Student Trustee)

**Absent:** Thomas R. Grice (Superintendent of Business & Treasurer)

**Senior Administration:**

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

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

The Excursion – Germany & Switzerland report was added as Item 5.4.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the October 17, 2017 meeting, as amended.

**Carried**

**1.4 Declaration of Interest – Nil**

**1.5 Approval of Committee of the Whole Meeting Minutes – September 19, 2017**

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the September 19, 2017 Committee of the Whole meeting.

**Carried**

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

**2. Presentations - Nil**

**3. Delegations – Nil**



**4. Consent Agenda**

- 4.1** THAT the Committee of the Whole refers the unapproved minutes of the Mental Health Steering Committee Meeting of September 27, 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 Special Education Advisory Committee Meeting of September 19, 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 Ontario's Renewed Early Years and Child Care Policy Framework**

Superintendent Telfer provided an overview of Ontario's Early Years and Child Care Policy Framework which was introduced in 2013. She highlighted the introduction of full-day kindergarten and the enactment of the *Child Care and Early Years Act 2014* (CCEYA). She noted the continued engagement and support of joint decision-making alongside municipal service managers, district social services administration boards, community partners and families. Superintendent Telfer also outlined the support for the Early Years Experiences Collection at Kindergarten registration. An explanation of the transition of Parent and Family Literacy Centres to a new operating system in September 2018 was provided.

Moved by: Bonnie McKinnon  
Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the report on Ontario's Renewed Early Years and Child Care Policy Framework.

**Carried**

**5.2 Primary and Junior/Intermediate Class Sizes**

Superintendent Daly presented details of the Board's compliance with Ministry regulations with respect to class sizes in the Primary and Junior/Intermediate area. He advised that a primary class and a full-day kindergarten class were added to maintain compliance.

Moved by: Carol Luciani  
Seconded by: Cliff Casey

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

**Carried**



### **5.3 Integrated Accessibility Plan Annual Report 2016-17**

Superintendent Shypula outlined the intent of the *Ontarians with Disabilities Act, 2001* (ODA) to improve access and opportunities for people with disabilities. She noted the Accessibility Committee conducts research, identifies barriers and communicates with the Board of Trustees, public and stakeholders. The Integrated Accessibility Plan was presented along with the timeline for review and updating.

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Integrated Accessibility Plan Annual Report 2016-17 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### **5.4 Excursion – Germany & Switzerland**

Superintendent Daly presented a request from Assumption College School for an excursion to Germany and Switzerland from Friday, March 8 (evening) to Sunday, March 17, 2019. Students will visit the European Organization for Nuclear Research and focus on innovation and technology.

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 for an excursion to Germany and Switzerland from Friday, March 8 (evening) to Sunday, March 17, 2019.

**Carried**

## **6. Information and Correspondence**

Director Roehrig shared the ThoughtExchange results and Insights Report which outlines contemporary issues in Catholic education.

## **7. Trustee Inquiries**

Trustees commented on the success of Faith Day which was held on Friday, October 13, 2017 and thanked staff for their work.

## **8. Business In-Camera**

Moved by: Bill Chopp

Seconded by: Dan Dignard

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

**Carried**



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

Moved by: Cliff Casey

Seconded by: Bill Chopp

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: Dan Dignard

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of October 17, 2017.

**Carried**



**Catholic Education Advisory Committee (CEAC)  
Monday, October 16, 2017 ♦ 1:00 p.m.  
Boardroom**

- Present:** Carol Luciani (Chair), Carolyn Boerboem, Pat Brophy, Keri Calvesbert, Mary Theresa Coene, Father Alan Dufraimont (Norfolk), Peter Giordano (SSVP), Father Luke Kopaniak (Brantford), John Kuilboer, Father Vijay Martin (Haldimand), Steve Norman, Pat Lenz (SSVP), Colin Phee, Chris N. Roehrig, Paul Tratnyek
- Regrets:** Carole Allen (F.A.C.E. – Resource to Committee), Cliff Casey, Dan Dignard, Edith Heleniak, Tom Laracy, Bonnie McKinnon, Olivia O’Neill, John Webb
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**1. Opening Prayer**

Keri Calvesbert led the opening prayer.

**2. Welcome**

Chair Luciani welcomed the new members of the committee and sought introductions from the group.

**3. Approval of the Minutes**

The minutes of the May 3<sup>rd</sup>, 2017 meeting were approved.

**4. Information and Discussion Items**

**4.1 St. John’s Bible Project**

Keri Calvesbert introduced a pilot project that the district will be leading on integrating the St. John’s Bible into a variety of subject areas from K – 12. Subject area emphasis may include Religion, Arts, Technology, Science and English/Language Arts (among others). This project may be recommended for inclusion in the next three-year strategic plan of the Board. Currently and ad hoc committee of curriculum experts are examining a way forward for this work. The committee gave some advice on possible connection to the upcoming three-year spiritual theme.

**4.2 Renewing the Promise Update**

The Director of Education gave a summary of the data that was collected across the province on the state of formation and catechesis in Catholic schools (Insights Report). The district participated in this data gathering and will benefit from the data analysis to inform our next three-year spiritual theme and the next multi-year strategic plan. In the short term – the Insights Report will be used at the upcoming Renewing the Promise Conference which, in turn, will be used to inform an upcoming pastoral letter on Catholic education that is due for release in May of 2018.

**4.3 Catholic Education Advocacy – Nil**



#### **4.4 Praxis of Faith Update**

Paul Tratnyek (Faith Animator) gave a synopsis of the upcoming adult formation work that will take place this year (Praxis of Faith – Appendix A). Paul informed the group of how this year's Praxis of Faith series fits into the evolution of faith formation activities that have taken place over the past four years.

#### **4.5 Guatemala Encounter**

Keri Calvesbert gave an update on the progress being made to implement a social justice learning experience in the global south. This is the first of its kind for the district and will take place in February. Students and staff facilitators will begin training in December. Fundraising for the event is underway.

#### **4.6 St. Vincent De Paul Partnership**

Representative gave an update of the district partnership with the Society of St. Vincent De Paul which included progress on the move to the new site at the former YMCA in Brantford. They representatives shared some of the challenges they are experiencing in this time of transition but their goal is to maintain high levels of service to the community they serve. The school programs have had to be modified for the time being because of pressures due to space in their current facility. They are also embarking into the world of social media.

#### **4.7 Council of Catholic Service Organizations**

Director of Education Roehrig sought input from the committee regarding the next steps for the Council of Catholic Service Organizations. The partnership with the SSVDP is the obvious gold standard for progress with this initiative. Getting members of the organizations to commit to meeting has been hard work for the district. The committee felt that despite the challenges that the initiative should continue to move forward. There was agreement that the conversation in the broader Catholic community was necessary and would lead to future success.

#### **4.8 Diocesan Updates**

Father Al gave an update on changes to the governance structure in the Ingersoll Deanery. Father Tom Ferreria is the new Dean. Father Luke gave an update regarding the changes in leadership in the Brant Deanery – he is the new Dean for Brant.

#### **4.9 Board Spiritual Theme 2018 - 2021**

The committee discussed the successes of the past three-year theme and pointed to the many ways that next three theme could inform the next one. In particular the fact that it was easy to remember (a short theme parsed into three smaller parts) was valuable. They also indicated that it fit well into where the district was in its journey and seemed to reflect the communal discernment of the district. Theme was also rooted in scripture which was also seen as important. The Catholic Education Advisory Committee unanimously endorsed the creation of an ad hoc committee to make a recommendation to the CEAC and then to the Board regarding the next three-year spiritual theme. The CEAC was invited to volunteer for membership of the ad hoc committee. The ad hoc committee will be led by the Director of Education and will report to the CEAC later this year.

### **5. Adjournment**

The meeting was adjourned by the Chair Luciani.





**SPECIAL EDUCATION ADVISORY COMMITTEE  
Tuesday, October 17, 2017 – 10:00 a.m. - Boardroom**

**Present:** Jennifer Chapman, Catherine Custodio, Mischa Jansink, Carmen McDermid, Jill Esposito, Paul Sanderson, Michelle Shypula

**Regrets:** Krista Emmerson, Bonnie McKinnon, Christine Pearce, Tracey Taylor, Teresa Westergaard-Hager

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**1. Opening Prayer**

Carmen McDermid led the group in the opening prayer.

**2. Welcome and Opening Comments**

Jill Esposito welcomed the group and a round of introductions were made for the benefit of new members, Mischa Jansink from Lansdowne's Children Centre and Jennifer Chapman from Haldimand-Norfolk Children's Aid Society.

**3. Approval of Agenda**

Moved by: Catherine Custodio

Seconded by: Paul Sanderson

THAT the SEAC Committee approves the agenda of the October 17, 2017 meeting.

**Carried**

**4. Approval of Minutes – September 19, 2017**

Moved by: Catherine Custodio

Seconded by: Jill Esposito

THAT the SEAC Committee approves the minutes of the September 19, 2017 meeting.

**Carried**

**5. Community Agency Updates**

*Paul Sanderson- Resource Coordinator – Contact Brant*

Paul provided an update regarding Woodview's Parenting Support hub located at Major Ballachey School on Wednesday evenings. Individual counselling sessions start at 4:00 pm. Children up to 12 years of age can meet with their parent in counselling sessions and youth over 12 can meet on their own with a counsellor. Services are accessible for anyone in the community. See Appendix A for a flyer containing additional information.

*Catherine Custodio- Child Welfare Supervisor- Haldimand-Norfolk Children's Aid Society*

Catherine noted that October is Child Abuse Prevention Month. On Thursday, October 5, 2017, the Haldimand-Norfolk Children's Aid Society organized a Youth Dinner for Youth in Care where staff donated the turkey and fixings. On Wednesday, October 18, 2017, the agency will be holding a Foster and Kin Caregivers Appreciation Dinner for foster parents as well as family members who have an increasing active role in caregiving for other family members. Catherine gave a reminder that next Tuesday, October 24, 2017, is Dress Purple Day for Child Abuse Prevention Month.



*Jill Esposto- Director of Services- Brant Family & Children Services*

Jill shared promotional #IBREAKthesilence buttons with the group in support of Child Abuse Prevention Month and Dress Purple Day on Tuesday, October 24, 2017. Jill expressed gratitude on behalf of Brant Family and Children's Services for the work of community partners and local agencies who have promoted the Child Abuse Prevention Awareness campaign and coordinated promotional materials such as the Brantford Police Force purchasing bracelets. The agency and the Board have organized VIP Pods to visit local schools on Dress Purple Day to let students know that many people in the community are working together to keep them safe and provide supports they can rely on. The VIP Pods included participants such as; Andrew Koster, Executive Director of Brant FACS, members of Brantford and Brant Council, Brantford Police Sergeant for the Community Safety and Crime Prevention, representatives from Brant OPP, Brantford Fire and Brant Fire, Chris Roehrig, Director of Education & Secretary and many other local agency representatives. The first VIP Pod for the Board is being held in the morning at Holy Cross School at 10:00 am and the second VIP Pod is being held at 2:00 pm at Sacred Heart School in Paris, Ontario. There are two VIP PODS also set up with the Grand Erie District School Board. Students and staff will participate by wearing purple. Students of BHNCD SB are also receiving lessons that combine the Board's theme, *Walking Humbly*, with child protection and more specifically, *"It takes a village to keep kids safe"*.

Jill also provided an update on changes to the new legislation for the *Child and Youth Family Services Act*. The Act is anticipated to be passed in the spring of 2018 although new directives may be sent out as early as in January 2018. The Act will include revisions such as protection services extended to 16 and 17 year old aged youths. Jill shared information on Duty to Report and many other areas where the Act and directives could directly affect our youth and discussions ensued between members on various dilemma's that agencies are facing.

*Mischa Jansink- Family Service Coordinator- Lansdowne Children's Centre*

Mischa advised that Lansdowne held their Annual Mud Run this past weekend. This year, the run consisted of 32 obstacles, including a climbing wall and tractor tire hurdles. Funds raised from the event go towards supporting Lansdowne Children's Centre and tuition costs for the Every-Kid-Counts camp program. She noted that more details would follow when the final numbers are released.

## **6. Reports**

### **6.1 Student Achievement Leader: Special Education**

For the benefit of new SEAC members, Carmen provided an overview of the Special Education Services offered by BHNCD SB. A description of all the Special Education programs offered within the Board for exceptional students was shared in a hand out (see Appendix B).

Carmen also reviewed with the committee a handout describing the 'Program Intervention Process' which outlines classroom, school and system level intervention processes followed when concerns are raised regarding a student's progress in class (see Appendix C – p.18 of the Spec. Ed. Plan).

Carmen shared information about a newly formed (August 2017) Ministry of Education Curriculum Writing team established to look at alternative programming for students who are not accessing the Ontario curriculum. Debbie Dignan, SERT Itinerant, was chosen by a Ministry committee to participate on that writing team. Debbie currently supports staff in our Elementary Transition Classrooms and Secondary Special Education Classrooms with the development of



Individual Education Plans (IEPs). She also problem-solves with school teams regarding appropriate programming and how to best support complex student needs, administers a variety of achievement assessments, models teaching strategies and plans professional development to support individualized programming and inclusive program practices.

Carmen updated SEAC about the role of our .4 Self- Regulation Itinerant SERT, Nancy Smykaluk. She supports and provides input when schools are establishing a calming room and/or learning space that promotes self-regulation. To date, Phase 1 (five schools) and Phase 2 (13 elementary & 3 secondary schools) have been provided with the following items: portable bubble tubes, tube cushions, the nest (oversized bean bag cushion), bean bag chair, fidget/sensory items (theraputty, chew toys, squeeze balls, rainsticks, wiggle cushions, weighted animals, noise reducing headsets, etc.). The goal is to have the remaining 11 elementary schools receive these materials by year-end. Nancy also demonstrates lessons from the Zones of Regulation book, works with a school team to brainstorm additional self-regulation strategies, co-creates resources and provides professional development around the use of fidget tools and/or sensory items.

The Board is pleased to announce the hiring of a new Applied Behaviour Analysis (ABA) Lead, Stephanie Villalobos (temporarily replacing Laura Klinck) on October 10. Stephanie joins us as a former Instructor Therapist who provided Intensive Behaviour Intervention therapy to children with autism at Lansdowne Children's Centre.

## **6.2 Superintendent of Education**

Superintendent Shypula provided background information on the *Ontarians with Disabilities Act* (ODA) passed in December 2001. Following the introduction of the ODA, the *Accessibility for Ontarians with Disabilities Act* (AODA) became law on June 13, 2005. The act aims to identify, remove and prevent barriers for people with disabilities in the Province of Ontario. On June 3, 2011, the Integrated Accessibility Standards Regulation, Ont. Reg. 191/11 was released to cover accessibility standards in information and communication, employment and transportation. In October 2012, the regulation was amended to include the Design of Public Spaces under Ontario Regulation 413/12. In 2013, the regulation was amended again more specifically to Boards, expecting that their Design of Public Spaces include accessibility requirements by January 2016. School Boards and other public sector institutions are currently disseminating the AODA standards and it is the province's expectation that full accessibility for Ontarians with disabilities will be achieved by January 2025.

Superintendent Shypula noted that the Brant Haldimand Norfolk Accessibility Committee (BHNAC) continues to meet on a regular basis to identify and eliminate barriers in our facilities to provide accessibility and services for all students, employees, parents of students and members of the community with disabilities. In November, scheduled meetings with SEAC and BHNAC will review and update the Integrated Accessibility Plan as it is approaching the end of its 5-year cycle. A new 5-year plan for 2017-22, in compliance with AODA and Ont. Reg. 191/11, will be completed and include a comprehensive analysis of the Brant Haldimand Norfolk Accessibility Plan. The plan will identify facilities that require further projects in order to achieve compliance. Following these consultations, the Board will submit its Accessibility Compliance Report on December 31, 2017.



Superintendent Shypula updated that the focus for the System PA Day on October 13, 2017 was on year three of the spiritual theme for Micah 6:8 "*Act Justly, Love Tenderly, WALK HUMBL Y with your God*". The day began with a Eucharistic Liturgy, celebrated by his Excellency, Bishop Bergie, Bishop of the Diocese of St. Catharines. Following mass, Michael Hryniuk, who holds a Doctorate in Theology and Personality Theory and is in the department of Psychology at Tyndale University College, empowered the group to examine their personal faith journeys while *Walking Humbly*. The afternoon focused on school and Board communities joining in groups to discern their *Graced Light History* and to reflect and make a commitment to actions that demonstrate *Walking Humbly* during the 2017-18 school year.

## **7. Closing Remarks/ Adjournment**

In closing, Superintendent Shypula shared a personal reflection with the group as follows:

- know that with God at our sides, we are strong,
- not only value ourselves but also the unique and wonderful gifts and talents that each and every one of us brings to our communities, and
- that we are all children of God.

Superintendent Shypula thanked Catherine Custodio for all her contributions to SEAC and wished her all the best on behalf of all members. The meeting adjourned at 11:25 am.

# WOODVIEW PARENTING SUPPORT

## WHEN

**Wednesdays**

**September 2017 - June 2018**

**2:00 p.m. - 8:00 p.m.**

**Last drop-in is at 7:00 p.m.**

## WHERE

### NEIGHBOURHOOD HUB

Located in Major Ballachey School

**105 RAWDON STREET, BRANTFORD**

**WITH  
BILL**



**AND  
TAMMY**



## DROP IN AND GET:

### PARENT COACHING

**Group or individual.  
Questions answered  
about parenting your  
child**

### INDIVIDUAL COUNSELLING AFTER 4:00 p.m.

**Bring your child 0-18  
years of age to have a  
single session with a  
counsellor** *Parent  
with child under 12*

### WHY

**Get the service you  
want, when you want it.  
If individual sessions  
are booked up, you may  
join the group.**

# Special Education Secondary

The Brant Haldimand Norfolk Catholic District School Board strives to meet the educational needs of a wide variety of learners at the secondary level. The Special Education Department is committed to meeting the needs of all students to ensure they reach their full potential.

The Special Education Department offers three specific programs for identified students to support academic, vocational and personal growth and to prepare students for independent or supported living and employment settings.

The three programs are:

1. Personal Active Learning Program (PAL)
2. Community Living Program
3. Job Skills Program

## What are the benefits of these programs?

- Support of smaller class size with trained personnel.
- Instruction in literacy and numeracy.
- Structured, regular routines.
- Consistent behavioural expectations.
- Instruction and practice in appropriate social skills.

## Personal Active Learning Program

This program is designed to serve students in a non-credit program with intensive supports to enhance student learning. Student strengths are developed and their needs met as outlined in their IEP. These strengths and needs are met through a multi-sensory approach that includes academics, sensory awareness, augmentative communication, special physical activities, and other opportunities to enhance learning. Classes will be offered at Assumption College School in Brantford and at Holy Trinity Catholic High School in Simcoe.

### Criteria for admission to the PAL Program will include:

- Non-independent.
- Cognitive level <1 percentile - moderate.
- Severe needs in receptive and expressive language, psychological development, perception, motor development, academics, and medical factors.

### The PAL Program will have:

- A class size of eight (8) students.
- Extensive support of educational assistants to ensure student safety.
- A self-contained environment with integration opportunities.
- Support provided by speech-language pathologists, school child & youth worker, board consulting psychologist, and other available support staff.
- A close liaison with outside organizations regarding student programming.





## Community Living Program

This program is designed to serve students in a non-credit program whose ultimate post-secondary goal is to seek supported living and supported employment in the community. Classes will be offered at Assumption College School in Brantford and at Holy Trinity Catholic High School in Simcoe.

**Criteria for placement in the Community Living Program is outlined as follows:**

- Partially independent – needs some supervision.
- Cognitive ability between <1st and 12th percentile - mild range.
- Moderate concerns in receptive and expressive language, psychological development, perception, motor development, academics, and medical factors that can affect learning.
- Liaison with outside agencies regarding program where appropriate.

**The class will have the following:**

- A maximum of twelve (12) students.
- A maximum of three (3) educational assistants.
- Speech-language pathologist and child & youth worker support when necessary.
- An environment with planned and supported integration opportunities.

## Job Skills Program

This class is designed to serve students in a program which provides courses (credit and/or non-credit bearing) combined with on-the-job training, geared toward an ultimate post-secondary goal of independent community living and realistic employment. Classes will be offered at Assumption College and St. John's College in Brantford and at Holy Trinity Catholic High School in Simcoe.

**Criteria for placement in the Job Skills Program is outlined as follows:**

- Independent other than physical needs, (i.e. personal care) due to medical conditions.
- Cognitive ability between <1st and 12th percentile - mild.
- Minor concerns in receptive and expressive language, psychological development, perception, motor development, academics, and medical factors that will affect learning.

**The class will have:**

- A maximum of sixteen (16) students.
- One (1) educational assistant.
- Liaison with outside agencies as required.
- An environment that will allow for planned integration opportunities in locally developed and other credit courses.

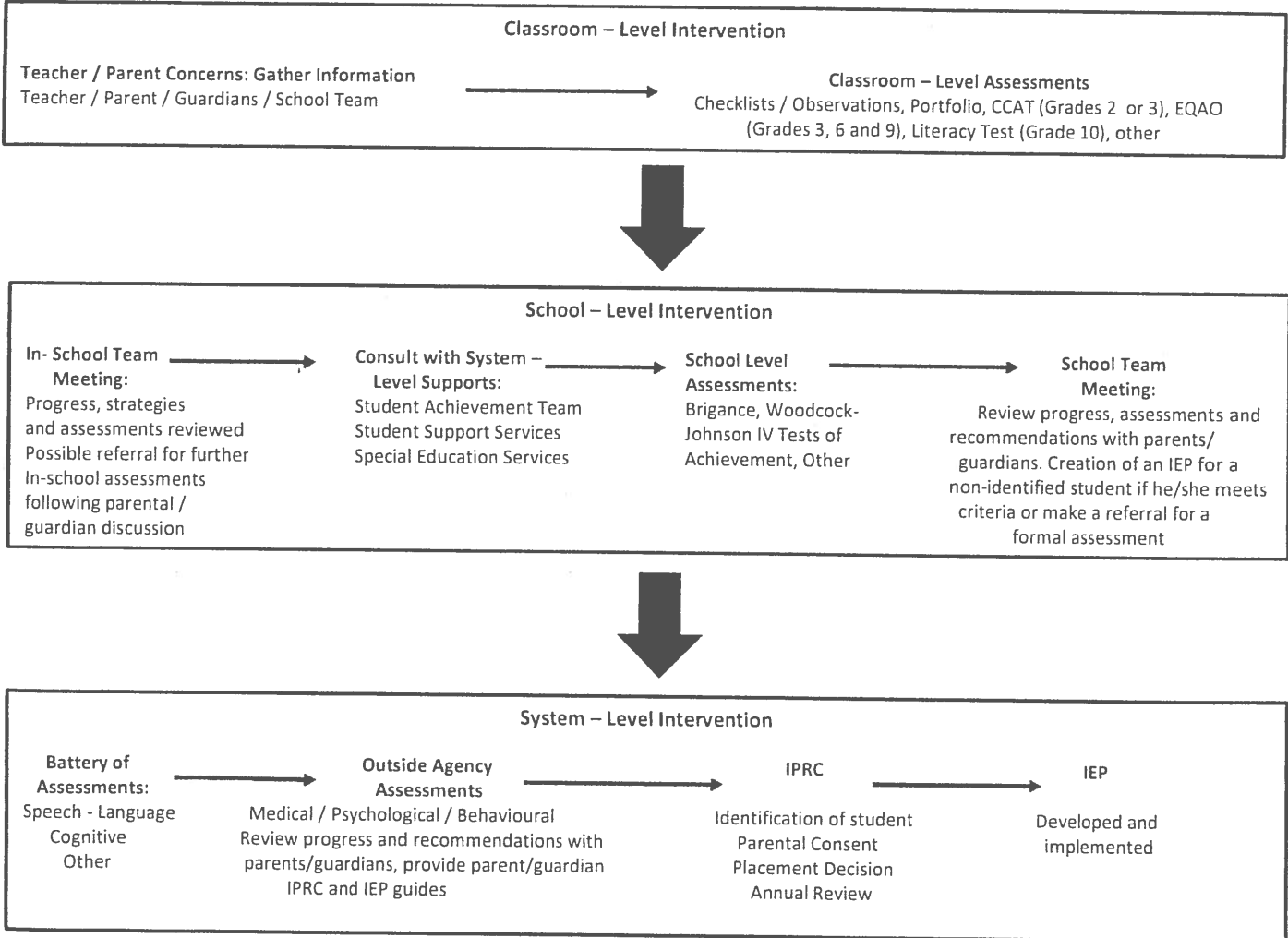


**Brant Haldimand Norfolk  
Catholic District School Board**

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**Excellence in Learning ~ Living in Christ**  
[www.bhncdsb.ca](http://www.bhncdsb.ca)

**Program Intervention Process**





## Friends of the Educational Archives

General Meeting October 17, 2017 3:00 PM

GEDSB Board Room

Present: Dan Walker, Bob Stevenson, Ruth Lefler, Janice Schweder, Diane Crowdis, Lorna Thomson, Carol Ann Sloat, Paula Rasokas

Regrets: Jean Montgomery, Dana Stavinga, Sylvia Weaver, Jim Pond, Betsy McBurney, Carol Luciani, Brenda Blancher, Peter Marchand

1. Dan welcomed everyone.
2. Declaration of Conflict of Interest – none
3. New Business: Janice presented the draft budget that had been prepared by Jean Montgomery. It was prepared on the assumption that we will again have \$2500 from each board for a total of \$5000.

Ruth mentioned that it did not seem right that the paper shredding had been charged to us. Carol Ann said that she had mentioned to Brenda Blancher that a lot of extra stuff gets sent to us and that we have to properly dispose of it. Should we be expected to pay that cost?

Carol Ann invited Catherine Underwood to answer Ruth's questions about why we as volunteers need liability insurance. Catherine explained that the Friends of the Educational Archives is an entity unto itself and that it is in a partnership with the GEDSB. The board insurance covers property but not liability or crime so that is what we are paying for. She said that none of us in the Friends organization are personally responsible for the debt which seems to get larger every year.

Our premium is based on the number of people on the Board of Directors. Last year it was incorrectly determined that the number on the board was 9 so that is why our premium increased. That number will need to be adjusted from 9 back down to 5. Dan said we could get insurance from the Ontario Historical Society for a much smaller premium than through the board. Carol Ann thinks that the policy comes up for renewal on Jan.1, 2018, so we should investigate alternatives before then.

Dan pointed out to Catherine that the Archives holds documents that have, in the recent past, been valuable to the Board in legal matters.

*Catherine left and we continued with our meeting but just before we adjourned she came back with new information. She had been talking to OSBE, the insurance company, and she found out that they will look at reducing our premium based on reducing the number on the Board of Directors from 9 to 5. However we are locked in for 5 years and we can't opt out until 2021.*

Janice said that Jean had requested that Dan notify her when boxes are ordered and he agreed to do that. Dan also added that there should be a discount on the price of the boxes because we are OHS members.

Carol Ann said that the bank accounts are fine as they are now. The Board handles the main one and the petty cash account is in Simcoe.

Janice handed out the latest revision of the constitution. She spoke to the minor changes which were made to Articles 3.1 c), 3.4 a), 3.6 a), 4.8 f), 4.10, 5.5, 7.2, 9.1 and the final comment.

Lorna mentioned that we need to have the ability to access Excel on our computer so that the many pictures of plaques and trophies that Jim Pond has taken can be transferred from his jump drive to the computer in the Archives.

4. Approval of Minutes April 6, 2017: moved by Paula Rasokas and seconded by Ruth Lefler with the correction of the spelling of Anna Melick
5. Report from GEDSB: Carol Ann reported that Anna Melick School closed at the end of June 2017. Grandview School in Dunnville will be closing at the end of June 2018. West Lynn School in Simcoe is closing at the end of June 2018.
6. Report from BHNCSB: none as there were no representatives present
7. Archivist's Report: Dan told us that the Niagara District Archives wants to collaborate with us. He also said that the shipment of Archival materials arrived from the Archives of Ontario this summer and we are currently unpacking and organizing them. Dan will check for materials from BHNCSB materials.
8. Meetings in Haldimand and Norfolk: It was discussed that there are meeting rooms at the High Schools in Caledonia and Hagersville. Maybe Peter could look into a possible meeting at Holy Trinity in Simcoe.
9. Motion to Adjourn: moved by Janice Schweder

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## **BRANT HALDIMAND NORFOLK COUNCIL OF CATHOLIC SERVICE ORGANIZATIONS**

*The purpose of this informal council is to provide an opportunity for the leadership of the various Catholic service organizations in the city of Brantford and the counties of Brant, Haldimand and Norfolk and the Catholic school board to meet on a semi-annual basis to share successes and challenges in an effort to find ways to support each other's goals.*

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### **MEETING MINUTES**

Wednesday, October 18, 2017 ♦ 9:00 – 11:00 am  
Boardroom, Catholic Education Centre – 322 Fairview Drive, Brantford

**1. GATHERING & PRAYER**

Director Roehrig led the opening prayer.

**2. INTRODUCTIONS (WHOLE GROUP) & APPOINTMENT OF  
RECORDING SECRETARY**

Present: Anna Brady, Laurie Burley, Cara C., Cliff Casey, Keri Calvesbert, Mike Fidler, Peter Giordano, Andrew Hall, Bev Johnson, Shirley Latullipe, Bonnie McKinnon, Steve Norman, Susie Picanco, Chris Roehrig, Deb Sheldrake, Paul Tratnyek, John Webb

**3. REVIEW OF PREVIOUS MEETING MINUTES – MAY 3, 2017 (joint with CEAC)**

The minutes of the May 3, 2017 meeting were reviewed and approved.

**4. UPDATES FROM SERVICE ORGANIZATIONS**

Mike Fidler, Knights of Columbus, Norfolk shared good news about youth willing to volunteer at the Chip Wagon (Norfolk County Fair). The shifts were 4 hours in length. St. Joseph's and HT students have provided 88 hours of volunteer hours and the Knights are hoping to double number of hours next year. Mike hopes that there is an opportunity to build relationship, share faith and our faith experience and create community with our schools. A good time to invite elementary students to help out is upon entry into their Grade 9 year.

Anna shared that membership in CWL begins at 16. Councils around country that have a young girls league (can contact National). Anna spoke about CWL involvement against Pornography. "Over 18" a documentary is being shown across the Hamilton Diocese (not for public viewing yet). Keri Calvesbert will send out invitation to the viewings. Bev Johnson spoke about the importance of reaching out to homeless youth/persons. Director Roehrig reminded all present that permission is not needed to contact Principals and VP's (open doors to service organizations).

Shirley shared the the CWL work the breakfast program at Sacred Heart School. Bazaars are coming up and volunteers are needed. Personal invitation/contacts work best to recruit volunteers (students can get volunteer hours for this).

**5. SUMMARY OF SCHOOL-BASED SOCIAL JUSTICE INITIATIVES**

Keri Calvesbert briefly shared about the Guatemala Encounter taking place February 2-11, 2018. Twenty secondary students, along with chaperones will be participating in this in partnership with St. Jerome's University and One by One, Guatemala.

**6. SHARE DISTRICT INSIGHTS REPORT FROM RENEWING THE PROMISE INITIATIVE**

Director Roehrig shared insights report for Renewing the Promise Symposium (ICE). Local data will be used to inform new spiritual theme and strategic plan for BHNCD SB. Director Roehrig encouraged attendees to share provincial report with constituencies (p. 7 – highlights emergent themes within provincial data; p. 8-9 - challenges to successful CE system; p. 10-11 – opportunities in CE). The outcome of the Symposium will be a pastoral letter from Bishops in May 2018. Directors office will send out an electronic version of Insights report. A CEAC sub-committee is being formed to communally discern new board spiritual theme. Please email Chris Roehrig if interested in being part of this.

**7. UPDATE FROM SOCIETY OF ST. VINCENT DE PAUL**

Peter Giordano spoke about SSVV moving to new store next fall. Their challenge is for storage temporarily. SSVV will have less than \$200,000 debt moving into new building result of fundraising. The hope is to maintain uninterrupted service to neighbours in need during transition. There are renovation plans in the works for new building including a teaching area. SSVV has supported over 2000 home and office visits for assessment, donated over \$150,000 gift cards, and serviced 1250 families. 300 beds have been given out for the Bed Campaign to date. SJC donated \$500 to SSVV following pilgrimage to the store (cheque from Faith Day Challenge Games). Secondary schools have bins for donations. Elementary schools generous with donations. SSVV is taking on a North of 60 project: filling sea cargo containers with partner conferences (1-year project), based on needs identified by the community. SSVV is hoping to support Guatemalan twinning, provide assistance financially. They have a new marketing plan involving face book page/twitter/website.

Director Roehrig suggested for adult education programs for the new store, SSVV to have a conversation with Chris to tap into BHNCDDB resources as satellite classrooms can use Board equipment.

**8. 2017-18 PRAXIS OF FAITH SERIES**

Paul provided an update on contemplative prayer experiences that are being offered across the system for faith formation for staff. This year, we are targeting specific groups across the system to align with Board Strategic Plan. Any non-staff specified retreats are open for others to attend.

**9. SUMMARY OF NEXT STEPS – FUTURE AGENDA ITEMS**

Director Roehrig stated next meeting to be determined for the Spring of 2018.

**10. CLOSING PRAYER**

Director Roehrig led the closing prayer.

**PRIORITIES**

- Catholic service organization activity at the school level to promote community service hours and to promote future membership.
- Communication between and promotion of our respective organizations collectively (sharing success stories/ events).
- Working together to protect our school system and the future Church.
- Improving access points for youth faith formation (respecting student voice and interests).

**FUTURE AGENDA ITEMS**

N/A

**INFORMATION ITEMS**

N/A



**REGIONAL CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING**

**Monday, October 23, 2017 – 7:00 pm - Boardroom**

**Present:** Bonnie McKinnon (Trustee), Corrie Bakker, Lidia Bellington, Lindsay Blasdell, Oksana Broeders, Alisha Bryson, Jaclyn Hill, Christal Maguire, Melanie Montague, Courtney Montgomery, Michael Pin, Colin Phee, Alexandra Renneberg, Jennifer Saunders, Michelle Shypula, Shannon VanDalen, Mark Watson, Greg Wilson

**Guest(s):** Keri Calvesbert, Jennifer Charnish, Kerri Chartrand

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**1. Opening Prayer**

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

**2. Welcome and Opening Comments**

Superintendent Shypula welcomed the group and led a round of introductions for the benefit of all members and guests in attendance. Mark Watson, Principal at St. Patrick's School, Caledonia, and Principal Lead for RCPIC, presented charts to the group containing questions regarding parent engagement and challenges. Parents were encouraged to submit their responses to the questions listed below throughout the evening.

- What does parent engagement mean to you?
- What challenges you as a parent of a student in one of our Catholic Elementary Schools?
- What challenges you as a parent of a student in one of our Catholic Secondary Schools?

**3. Approval of Agenda**

Moved by: Bonnie McKinnon

Seconded by: Colin Phee

THAT the RCPIC Committee approves the agenda of the October 23, 2017 meeting.

**Carried**

**4. Declaration of Interest- Nil**

**5. Approval of Minutes – Monday, May 15, 2017**

Moved by: Colin Phee

Seconded by: Bonnie McKinnon

THAT the RCPIC Committee approves the minutes of the May 15, 2017 meeting.

**Carried**

**6. Business Arising from the Minutes**

Parent members inquired if the committee would consider a Keynote and application for Regional Grant this school year. Superintendent Shypula provided an overview of the process to apply for a Regional Grant with the Ministry of Education. She also provided a breakdown of events involved for the 2016-17 symposium in April 2017. When reviewing the best way to engage parents, an application for a new Regional Grant would need to be provided to the Ministry in May 2018 for the 2018-19 school year.

**7. Correspondence- Nil**



**8. Walk Humbly- Overview of Year Three, Our Board Spiritual Theme- Keri Calvesbert**

Keri Calvesbert, Religion and Family Life Consultant, provided members with a brief introduction to what it means to “*Walk Humbly with your God*” as the Year Three focus of our Board spiritual theme taken from Micah 6:8. She noted that to “*Walk Humbly*” means to pay attention to the presence of God in our lives and in the lives of those around us. When we pay attention to and recognize God’s presence, we are better able to serve God and others through acting justly and loving tenderly.

Information was shared to identify concrete plans that will take place in the 2017-2018 year to provide outreach, prayer, and faith formation in order to enable our staff and students across the district to deepen their relationship with God and to “*Walk Humbly*”. Christian Meditation was introduced in the district as a way of entering into a deeper awareness of God’s presence. Christian Meditation is currently practiced in all of the Elementary Schools. Work is being done to expand and continue the practice with all students with a key focus for Secondary Schools during the 2017-2018 school year. Keri also gave an overview of the Praxis of Faith series being offered. This year, the series consists of five Contemplative Retreats, a Trilogy Series on Contemplative Living, an Advent Retreat and Theology on Tap. The Elementary Social Justice Teams have added another five Grade 6 students to their teams for a total of 15 students per team. Already, teams are reaching out both locally and globally to support various social justice initiatives. In celebration of Year Three, a Culminating Social Justice Retreat Day is planned for May 2018. In September 2017, the new Religious Education program, “Growing in Faith, Growing in Christ” was revealed to all Grade 4 teachers across the district. All Grade 4 teachers participated in an in-service day and received their print and access to digital classroom resources. On October 24, 2017, Elementary Schools will participate in “Dress Purple Day” to raise awareness of the important role communities play in preventing child abuse. The focus of this day for schools is to make the connection between the Board spiritual theme of “*Walk Humbly*” and the importance of child protection. Teachers in all schools will be provided with lesson plans (divisional) to explore with how God calls us to “*Walk Humbly*” and care for others just like his Son, Jesus. Students will complete a “*Walk Humbly*” activity. All lesson plans include Catholic Connections and Ministry curriculum links to Language Arts. In November, teachers will receive a *Safe and Accepting Schools Toolkit: Walk Humbly* which will include teacher and classroom resources, opening and closing prayer services and a Twitter Challenge to root Bullying Awareness.

Keri announced that the Guatemala Global South Encounter was approved by the Board in September 2017. Secondary students from all three high schools along with chaperones will be participating in this encounter experience in Guatemala in February 2018. Finally, Keri shared that the “Christian Meditation Reflections” book published for Catholic Education Week 2017 has undergone a second print and is available for purchase (\$15.00/each). All members received a complimentary copy of the book.

**9. STEM (Science, Technology, Engineering and Math) Innovation Update- Jen Charnish**

Jen provided an overview of STEM Education and how the initiative is being delivered to schools within our Board. A description of STEM education was provided which included modules that will be introduced to students such as makerspaces/maker movement, coding, design theory and Engineering. The Board currently has 10 schools receiving STEM education instruction and Jen reviewed how all 28 elementary schools would be receiving the instruction from a 3-year timeline. A handout was shared with parents regarding the STEM education (see handout Appendix A). Jen proceeded to respond to parents inquiries and provided parents a chance to engage in some of the activities that have been introduced to students as part of STEM education.



**10. EQAO (Education Quality and Accountability Office) Update: Closing the Gap- Kerri Chartrand**

Kerri Chartrand, Student Achievement Lead, reviewed the 2016-17 Primary, Junior and Secondary EQAO (Education Quality and Accountability Office) Literacy and Numeracy results. She reviewed historical data and averages and advised that results of EQAO testing are what guides school improvements plans. The Board uses the data from the test results to look at staff development so that high-quality programming to our students is provided. Looking at the results, Number Sense continues to be a need in both divisions. Kerri reviewed current strategies that the Board has developed to meet those needs such as providing additional training on Measurement concepts for Grade 1 and 4 educators within our Board. Kerri responded to parent questions and discussions ensued on the varying levels of scores from Grade 3, Grade 6 and Grade 9 testing. Parents were encouraged to visit the EQAO website for further information related to the purpose of EQAO and for further information specifically for parents. Additionally, a link was provided to the group: <http://www.ontariodirectors.ca/> which is a website where parents can access information that can assist them in better understanding the Ontario Mathematics curriculum and in providing mathematics support at home.

**11. BREAK**

**12. Commissioning Ceremony**

RCPIC executive appointments were made as follows:

Colin Phee – Chair  
Stephane Rouleau – Vice-Chair  
Ashley Malo – Vice Secretary  
Megan Flexman- Vice Secretary

A commissioning ceremony was held for all RCPIC members present and Colin Phee was acknowledged as the new Chair for the RCPIC executive. It was noted that Vice Chair, Stéphane Rouleau and Vice Secretaries, Ashley Malo and Megan Flexman were not in attendance.

**13. Closing Remarks/ Adjournments**

Attendees were thanked for their participation and the meeting adjourned at 9:00 pm.

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**Next Meeting:** Wednesday, November, 29, 2017 (7:00 p.m.) – System Wide Catholic Parent Council Skype Meeting  
Monday, February 26, 2018 (7:00 p.m.)- Regional Catholic Parent Involvement Committee Meeting

# STEM EDUCATION

SCIENCE  
TECHNOLOGY  
ENGINEERING  
MATH

## What is STEM?

A STEM approach to teaching and learning emphasizes application of knowledge, skills and values from the disciplines of Science, Technology, Engineering and Mathematics, in an integrated manner to help students solve problems encountered in the real world.

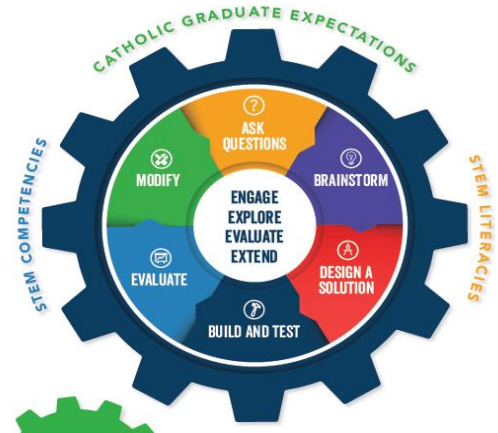
STEM trends are changing education:

- Maker Movement
- Engineering Design
- Coding
- Inquiry and Project Based Learning

## Why is STEM Important?

Just as we don't teach children to write because we think they will all be authors, we don't utilize a STEM approach because we expect all children to be engineers or mathematicians.

STEM approaches stress important 21<sup>st</sup> century skills that will prepare students for the changing world ahead—this might be in traditional STEM fields, but will also help them develop the capacity for creativity and critical thinking required to thrive in jobs that may not even exist yet.



## Proficient STEM Students are...

Computational Thinking  
Scientific and Procedural Thinking  
Geospatial Thinking  
Digital Citizenship  
Problem Solving  
Critical Thinking  
Creativity  
Communication  
Collaboration  
Persistence  
Empathy  
Reflective Learning



**Board of Directors' Meeting  
Tuesday, October 31, 2017 at 1:00 p.m.**

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

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**STSBHN Board of Directors:**

**GEDSB:** Rafal Wyszynski, Superintendent of Business & Treasurer - Director  
Philip Kuckyt, Manager of STSBHN – Secretary & Treasurer  
James Richardson, Trustee- Director

**BHNCDSB:** Tom Grice, Superintendent of Business & Treasurer – Director  
Bill Chopp, Trustee – Director

**CSCM:** Mario Nantel, Director of Transportation – President

**STSBHN Recording Secretary**

Kathryn Underwood, Executive Assistant to the Superintendent of Business  
GEDSB

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**MINUTES**

- 1.0 Call to Order, Welcome and Introductions – M Nantel  
The President called the meeting to order 1:00 pm.
- 2.0 Approval of Agenda for October 31, 2017  
P Kuckyt, requested an addition agenda item under 8.4: 2016-17 School Survey Results and Bus Ride Times to be added.  
Moved by: T Grice  
Seconded by: B Chopp  
  
“That the STSBHN agenda for October 31, 2017 be approved as amended.”  
CARRIED.
- 3.0 Update of Director Registrar  
P Kuckyt informed the committee that with the retirement of the former Superintendent of Business and the replacement by Rafal Wyszynski, Superintendent of Business and Treasurer, the STSBHN Director positions have been updated and accepted by the parties.

M Nantel indicated a change to the School Board Director for Conseil Scolaire Catholique MonAvenir and requested to add André Blais, Director de l'Éducation.

4.0 In Camera Session

There were no in camera items.

5.0 Approval & Signing of Minutes

5.1 The committee reviewed the minutes of Tuesday May 30, 2017.

Moved by: B Chopp

Seconded by: T Grice

"That the minutes of May 30, 2017 be approved as distributed."

CARRIED.

6.0 Business Arising from Previous Meeting

6.1 Policy and Procedures Approval: 015, 044-049 (attached) – P Kuckyt  
P Kuckyt reviewed the comments and suggested changes on the procedures 015, 044-049.

Moved by: J Richardson

Seconded by: R Wyszynski

"That the STSBHN approve procedures 015, 044-049 as presented.

CARRIED.

7.0 Standing Business

7.1 KPI's– P Kuckyt

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

Financial-no significant changes. The costs per vehicle have increased year over year, except full sized adapted vehicle class showed a slight decrease (due to the lower average KM per route this year). P Kuckyt highlighted the change in number of operators providing rider's aides and spoke to the benefits of using Educational Assistants for rider aids from both a standard and cost perspective.

Service Performance- Ride times of regular stream students did see an increase which the department is currently looking into. As the extracts from member board student databases was not yet started, P Kuckyt indicated that he anticipates that the actual rates will decrease once the student data cleanup is completed. It was also noted that the metrics relating to students who are receiving specialized services, due to need or self-contained classroom placement, have shown a slight decrease.

Safety- Two preventable accidents in September occurred however no injuries reported. Information on the number of safety patrollers was not available at this time.

General Ridership- P Kuckyt reviewed the trends in the percentage of students transported by board as well as current number of courtesy riders, by panel.

Communication-increase in the number of persons visiting the web site. Call volume had increased prior to the first day of school as well as Twitter followers have increased.

The committee discussed the confusion of having two different PD days and the need to notify in advance through the various communication methods of different PD or Exam days.

7.2 Goals and Objectives-Update and Review– P Kuckyt  
P Kuckyt highlighted the Goals and Objectives and updated the group on the progress. He reported the new website is running and is working on populating the forms section of the site and updating new vendor contacts who have been added as approved vendors.

7.3 Budget Analysis Report – P Kuckyt  
P Kuckyt highlighted the budget analysis report up to August 31, 2017 and identified that there are no significant variations. A financial statement for 2017-18 will be provided at the next meeting.

#### 8.0 New Business

8.1 Policy and Procedures Review: 001-006-P Kuckyt  
The committee received the policies and procedures with the proposed changes as information only. Responses on the procedures are requested by February 9, 2018.

T. Grice recommended that Procedure 002 to be deferred until the May 22, 2018 for further discussion at the STSBHN Operations Committee.

M Nantel suggested that the Review Dates on the Procedures should be amended to reflect Next Review.

8.2 Ombudsman Report, Summary Report  
P Kuckyt reviewed the summary report on the ombudsman report in the categories of High, Medium and Low Risk. It was noted that a communication protocol will be drafted by P Kuckyt and submitted to the next operation committee for consideration.

8.3 Walk Distance Review  
P Kuckyt provided an overview of the policy and the current walk distances. T Grice suggested that this item would be discussed in more detail with the STSBHN Operations Committee.

B Chop expressed that there is interest from BHNCD SB to explore decreasing the current walk distances for both Elementary and Secondary panels. T Grice

reported on the need to have some direction as soon as possible if changes were to occur for the 2018-19 school year.

P Kuckyt indicated that an analysis was completed three years ago including the financial and the number of students impacted. P Kuckyt offered to update this information to present it at the February 2018 STSBHN Board of Directors meeting for discussion.

J Richardson asked if we could include information on how often students are asked to walk where there are no sidewalks. P Kuckyt reported that for rural areas, bus pick ups are scheduled at the end of driveway while in urban areas, students may be required to walk to a group stop. It was noted that many communities, especially in older subdivisions, do not have sidewalks. No additional information was requested.

Ride Times-B Chopp discussed the ride time policy and how the BHNCSDB policies do not align with the STSBHN policy. P Kuckyt reviewed the current STSBHN policy and outlined how staff apply the policy.

#### 8.5 STSBHN-Customer Satisfaction Survey

P Kuckyt highlighted that the survey was sent to all school principals in the spring of 2017. P Kuckyt reviewed the 2016-17 survey results and comparisons from the 2015-16 school year survey.

B Chopp requested that the number or neutral responses be collected separately as this may effect the weighted average.

At the May meeting Procedure 002 will be reviewed and future survey results are to include neutral responses but concentrate on the number of satisfied/unsatisfied responses.

9.0 Adjournment  
Moved by: B Chopp  
Seconded by: J Richardson

"That the October 31, 2017 STSBHN Board of Directors meeting be adjourned at 2:10 pm.

<b>Next Meeting:</b>	<b>Tuesday February 20, 2018 AGM</b> <b>Tuesday May 22, 2018</b>
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**All located at the GEDSB-Norfolk Room. 1:00 p.m.**



<b>Title :</b> <b>Administrative Detail</b>	<b>Procedure # : 001</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Operating Guidelines</b>	<b>Page : 1 of 1</b>	<b>Review :</b> <b>October 2020</b>

Deleted: 2017

<p><b>Authority and Governance</b></p>	<p>Student Transportation Services Brant Haldimand Norfolk (STSBHN) administers student transportation on behalf of Conseil Scolaire catholique <u>MonAvenir (CSCMonAvenir)</u>, Grand Erie District School Board (GEDSB), and the Brant Haldimand Norfolk Catholic District School Board (BHNCDSB).</p> <p>STSBHN is governed and given strategic direction by <u>assigned representatives of each of the member school boards</u>.</p> <p>The day-to-day business of STSBHN is overseen by the Operations Committee that is comprised of the senior business official responsible for transportation from the above mentioned Boards.</p>
<p><b>Boards' Responsibility To Provide Transportation</b></p>	<p>Transportation to and from school is the responsibility of the students and their parents or guardians.</p> <p>The Education Act states that "a Board may provide for a pupil who is enrolled in the school that the board operates, transportation to and from the school that the pupil attends."</p> <p>In accordance with the Education Act, the provision of transportation is permissive and may be revoked at the Boards' discretion.</p> <p>Policies and procedures have been established to ensure that school transportation services are at all times safe, reliable and equitable.</p>
<p><b>Safety of Students</b></p>	<p>STSBHN considers the safety of students to be of paramount importance and will take all reasonable precautions to ensure that all aspects of the transportation system comply with the appropriate Acts, Regulations and Safety Standards. STSBHN will co-operate with provincial and local police in all matters related to school bus safety.</p>

Deleted: de District

Deleted: Centre-Sud

Deleted: CSDCCS

Deleted: the Board of Directors consisting of senior administrators and a trustee from each of the above mentioned Boards

<b>Title :</b> <b>New Transportation Requests</b>	<b>Procedure # : 003</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Operating Guidelines</b>	<b>Page : 1 of 2</b>	<b>Review :</b> <b>October</b> <b>202017</b>

<b>Statement</b>	Any request for school transportation services, including changes and courtesy requests, must be made, by the parents/guardians through the school using the Transportation Request form (TF001).
<b>Procedures</b>	<p>A Transportation Request form (TF001) must be submitted by the parents/guardians to the school principal/ designate, who will review and approve the request before it is forwarded to STSBHN.</p> <p><b>The school principal/ designate will:</b></p> <ol style="list-style-type: none"> <li>1. Ensure that the parents/guardians have fully completed the form.</li> <li>2. Verify the information provided.</li> <li>3. Sign/ Initial the form to indicate that it has been reviewed and is accurate.</li> <li>4. Send the information to STSBHN by fax or email.</li> <li>5. Record the student's information in the member Board's student database and ensure that it is kept up-to-date.</li> </ol> <p><b>STSBHN will:</b></p> <ol style="list-style-type: none"> <li>1. Verify the eligibility of the request, based on the information provided and criteria established in the transportation policies and procedures.</li> <li>2. Plan and organize transportation for the student if eligible;</li> <li>3. Update the routing software with the updated student details. Within twenty four (24) hours of receiving the TF001 Form, information will be updated and made accessible to the school, parent, and the school bus operator via the online secure portal; information on the portal will include</li> </ol>

<b>Title :</b> <b>New Transportation Requests</b>	<b>Procedure # : 003</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Operating Guidelines</b>	<b>Page : 2 of 2</b>	<b>Review :</b> <b>October</b> <b>2020<del>17</del></b>

	<p>details on the student's bus route number, stop location(s) and the pick-up and drop-off time(s). During most times of the school year, transportation requests will come into effect forty-eight (48) hours after the request is submitted to STSBHN.</p> <p>4. Ensure that current student data is accurately maintained in the transportation software database, based on the information contained in the Board's student database.</p>
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<b>Title :</b> <b>Responsibility of Students</b>	<b>Procedure # : 004</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Roles and Responsibilities</b>	<b>Page : 1 of 4</b>	<b>Review :</b> <b>October 2020</b>

Deleted: 2017

<p><b>Statement</b></p>	<p>Students who are granted the privilege of being provided transportation services must behave in accordance with the expectations of (004) Responsibility of Students and all other Board Policies pertaining to codes of conduct while travelling on the school bus. Those who behave in an unsafe or inappropriate manner will lose this privilege, in accordance with (025) Progressive Discipline for Infractions on a School Bus.</p> <p>The time spent travelling by school bus is an extension of the school day and therefore, the principal is responsible for any disciplinary action required to correct the negative action(s) of a student(s).</p> <p>Students must obey the instructions of the bus driver who is charged with keeping them safe while being transported. Any infractions will be forwarded to the school Principal by the school bus driver or their office.</p>
<p><b>Procedures</b></p>	<p><b>Students must:</b></p> <ol style="list-style-type: none"> <li>1. Be at the bus stop no later than five (5) minutes before the scheduled arrival time of the bus; the bus will not wait for latecomers.</li> <li>2. Always keep a safe distance from the road or the street while waiting for the bus.</li> <li>3. Respect other people's property and belongings while waiting for the school bus.</li> <li>4. Wait for the bus to come to a complete stop with the crossing gate and stop arm fully extended before moving forward to board the bus.</li> <li>5. Be responsible for compensation for any damage or destruction to school bus property; the parent/guardian of the child(ren) will be held responsible if the student is under <u>the age of 18</u>.</li> </ol>





<b>Title :</b> <b>Responsibility of Students</b>	<b>Procedure # : 004</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Roles and Responsibilities</b>	<b>Page : 2 of 4</b>	<b>Review :</b> <b>October 2020</b>

Deleted: 2017

<b>Procedures...continued</b>	<p><b>While on the bus, students must:</b></p> <ol style="list-style-type: none"> <li>1. Take a seat of their choosing or, if applicable, go to the seat that has been assigned to them.</li> <li>2. Remain seated at all times, facing forward, with their back against the back seat cushion and their legs facing toward the front of the bus.</li> <li>3. Avoid distracting or speaking to the bus driver, except in the case of an emergency.</li> <li>4. Refrain from being noisy, swearing or using abusive language.</li> <li>5. Refrain from getting into fights, annoying, hitting or biting other individuals on the bus.</li> <li>6. Refrain from eating, drinking, spitting, or dirtying the inside of the bus.</li> <li>7. Refrain from smoking, drinking alcohol or using drugs.</li> <li>8. Refrain from throwing objects inside or outside the vehicle.</li> <li>9. Keep their hands, legs, and head inside the bus at all times.</li> <li>10. Keep their books, school bags and any other objects on their lap and keep the aisle clear.</li> <li>11. Refrain from bringing items on the bus that are overly large, cumbersome, dangerous, or offensive. Animals, firearms, explosives, water guns, and other dangerous or cumbersome items are forbidden on school buses unless they meet the requirements as set out in (034) Transportation of Equipment or (039) Transporting with Service Animals.</li> </ol>
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<b>Title :</b> <b>Responsibility of Students</b>	<b>Procedure # : 004</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Roles and Responsibilities</b>	<b>Page : 3 of 4</b>	<b>Review :</b> <b>October 2020</b>

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<b>Procedures...continued</b>	<p>12. Be liable for any damage done deliberately to the bus.</p> <p>13. Only board the bus to which he/she has been assigned, and embark or disembark only at their own bus stop.</p> <p>14. Help to keep the bus safe and clean.</p> <p>15. Take all their personal belongings with them when leaving the bus.</p> <p>16. Follow all of the bus driver's instructions in the event of an emergency.</p> <p>17. Refrain from engaging in activities or actions that bully other students or the bus driver while aboard the vehicle.</p> <p><b>While unloading from the bus, students must:</b></p> <ol style="list-style-type: none"> <li>1. Remain seated until the bus comes to a complete stop.</li> <li>2. Leave the bus in an orderly and timely fashion using the handrail when walking down the stairs. If transferring to another bus, navigate to the transfer bus in an orderly and timely fashion.</li> <li>3. If departing at the school, make their way directly into the school or other designated staging area until the bell sounds.</li> <li>4. Immediately continue up his/her laneway if it is directly beside the door of the bus.</li> <li>5. When crossing the road, line up in single file and when everyone is off the bus walk along the shoulder for 3 meters. When the bus driver indicates it is safe to proceed, cross the road, at the front of the bus, while continuing to check for on-coming traffic.</li> <li>6. Do not go back to the side of the bus for any reason after departing from the vehicle. This is a danger zone and must</li> </ol>
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<b>Title :</b> <b>Responsibility of Students</b>	<b>Procedure # : 004</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Roles and Responsibilities</b>	<b>Page : 4 of 4</b>	<b>Review :</b> <b>October 2020</b>

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	be avoided at all times.
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<b>Title :</b> <b>Responsibility of Parents/ Guardians</b>	<b>Procedure # : 005</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Roles and Responsibilities</b>	<b>Page : 1 of 4</b>	<b>Review :</b> <b>October</b> <b><del>2017</del>2020</b>

<b>Statement</b>	<p>Parents/guardians must ensure that their child(ren) know the rules and expectations involved in riding a school bus. Parents/guardians are responsible for their child's safety from the time he/she leaves home up to the time when he/she boards the bus and again as soon as he/she gets off the bus to go home.</p>
<b>Procedures</b>	<p><b>Parents/Guardians must:</b></p> <ol style="list-style-type: none"> <li>1. Inform their child(ren) about the safety and behaviour rules to be followed at the bus stop and while travelling on the bus.</li> <li>2. Be aware that the school bus is an extension of the classroom. The school principal's authority still applies aboard the school bus. The school principal remains responsible for the behaviour and discipline of students while they are on a school bus.</li> <li>3. Understand that school transportation services are a privilege, not a right, and can be withdrawn if the rules are not followed according to (025) Progressive Discipline for Infractions on a School Bus.</li> <li>4. Ensure that their child(ren) arrives at the bus stop no later than five (5) minutes before their scheduled pick-up time.</li> <li>5. Be responsible for their child(ren)'s safety and behaviour up until he/she boards the bus.</li> <li>6. Cooperate with the school principal, staff of STSBHN, and the bus driver to ensure that their child(ren) behaves properly while travelling on the bus.</li> <li>7. Assume responsibility for their child(ren) when he/she is dropped off at the designated bus stop, upon his/her</li> </ol>

<b>Title :</b> <b>Responsibility of Parents/ Guardians</b>	<b>Procedure # : 005</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Roles and Responsibilities</b>	<b>Page : 2 of 4</b>	<b>Review :</b> <b>October</b> <del>2017</del> <u>2020</u>

<b>Procedures...continued</b>	<p>return from school. Children attending kindergarten MUST have a responsible individual assigned to bring them to, and stay with them at, their stop in the morning and meet them at their drop off stop in the afternoon. In the event that the child(ren) is not met at the end of the day, the child(ren) will remain on the bus for the remainder of the route and will be returned to the school where the principal/ designate will oversee their care. Repeated incidents of having a child(ren) not met by a responsible individual will result in progressive discipline up to and including removal of the privileges riding the school purpose vehicle. Refer to (033) Transportation of Kindergarten Students for additional information.</p> <ol style="list-style-type: none"> <li>8. Be responsible for all deliberate damage or acts of vandalism caused by their child(ren) if they are under the age of 18.</li> <li>9. Inform the school using the <del>(TF001)</del> Transportation Request form <u>(TF001)</u> regarding any <del>cancellation of bus service or to request that</del> changes be made to their child(ren)'s transportation.</li> <li>10. Make a note of the bus driver's and school bus operator's names as well as the bus route number and its arrival time.</li> <li>11. Submit to the child(ren)'s school the completed <del>(TF043)</del> Transportation Not Required form <u>(TF043)</u> if transportation services are not required or need to be reinstated.</li> <li>12. Inform the school about any problem that occurred on the bus that jeopardized the students' well-being and safety indicating the bus number, date, time, and nature of the problem.</li> <li>13. Be aware of (024) Inclement Weather Bus Cancellations procedure and the zone they are associated with.</li> </ol>
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<b>Title :</b> <b>Responsibility of Parents/ Guardians</b>	<b>Procedure # : 005</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Roles and Responsibilities</b>	<b>Page : 3 of 4</b>	<b>Review :</b> <b>October</b> <del>2017</del> <u>2020</u>

<p><b>Procedures...continued</b></p>	<p>14. Visit <a href="http://www.stsbhn.ca">www.stsbhn.ca</a> or the school board's homepage after 6:30 AM and/or listen to the radio, or other media/ social media sources identified by STSBHN, on mornings of inclement weather to find out the status of <del>school bus</del> transportation <u>services</u>.</p> <p>15. Make the final decision about whether or not their child(ren) should go to school on <del>mornings-days</del> of inclement weather.</p> <p>16. Be aware that when a bus does not travel a route in the morning due to inclement weather conditions, it will not operate in the afternoon, <u>unless otherwise specified</u>.</p> <p>17. Not stop or park in school bus loading zone areas.</p> <p>18. Make sure that their child(ren) is dressed appropriately in the event of inclement weather.</p> <p>19. Where required, assist their child(ren) in: opening doors, fastening/ unfastening seatbelts, attaching/ releasing safety vests to harness points, and securing them to wheelchairs.</p>
<p><b>Prohibitions</b></p>	<p>It is strictly prohibited for parent(s)/ guardian(s) to board the school bus at any time except to provide assistance, to their child(ren), with harness equipment or other accepted special need devices.</p> <p>Parents are prohibited to speak to the bus driver or anyone working on behalf of STSBHN in an angry or aggressive manner, or to use abusive and <u>/or</u> disrespectful language.</p> <p>Parents and guardians are prohibited from negotiating or attempt to negotiate with the bus driver and the school principal, in order to change the bus stop, pick-up or drop-off time, or other travel arrangement for their child which would differ from the transportation service planned by STSBHN. All</p>



<b>Title :</b> <b>Responsibility of Parents/ Guardians</b>	<b>Procedure # : 005</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Roles and Responsibilities</b>	<b>Page : 4 of 4</b>	<b>Review :</b> <b>October</b> <b><del>2017</del>2020</b>

	requests to have stop location(s) and time(s) changed must be made via <del>(TF030)</del> Request for Stop Location Review <u>(TF030)</u> and sent directly to the attention of STSBHN.
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<b>Title :</b> <b>Responsibility of Principal</b>	<b>Procedure # : 006</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Roles and Responsibilities</b>	<b>Page : 1 of 4</b>	<b>Review :</b> <b>October</b> <b><del>2017</del>2020</b>

<b>Statement</b>	<p>The school bus is an extension of the classroom. The school principal's authority still applies aboard the school bus. The school principal remains responsible for the behaviour and discipline of his/her students while they are on a school bus.</p> <p>The principal must be aware of the Safe Schools Act as it pertains to transportation.</p>
<b>Responsibilities</b>	<p><b>The school principal must:</b></p> <ol style="list-style-type: none"> <li>1. Ensure student information is updated in their Boards' student data system on a regular basis <del>including alternate addresses for transportation purposes.</del></li> <li>2. Devise and implement safe procedures for the loading, unloading, and transfer of bussed students on the school's property and ensure that those procedures are followed.</li> <li>3. Where necessary, facilitate the assignment of bus buddies to those student in primary grades.</li> <li>4. Ensure that all kindergarten students have a kindergarten <del>bus</del>-tag on their person before leaving the school at the end of the day.</li> <li>5. Ensure that the areas reserved for school buses on school property are kept clear and free of <u>vehicles and/ or</u> hazards.</li> <li>6. Ensure that all staff members, students, and parents/guardians are familiar with procedures relating to:             <ol style="list-style-type: none"> <li>i) (004) Responsibility of Students,</li> <li>ii) (036) Video Cameras on School Buses, and</li> <li>iii) Other Board Policies on Code of Conduct.</li> </ol> </li> <li>7. Distribute a copy of the Code of Conduct for Bus Students (TF008) to students when they register.</li> </ol>



<b>Title :</b> <b>Responsibility of Principal</b>	<b>Procedure # : 006</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Roles and Responsibilities</b>	<b>Page : 2 of 4</b>	<b>Review :</b> <b>October</b> <b><del>2017</del>2020</b>

<b>Responsibilities... Continued</b>	<p>8. Provide the required assistance for bussed students who, as identified by a member Board's Special Education Department, have a special need.</p> <p>9. Advise <del>the bus driver and</del> STSBHN staff of <u>any</u> student(s) who, <del>by arrangement with the school,</del> must be met by an adult <u>or designate who are not in kindergarten.</u></p> <p>10. Advise all students of their school of the Inclement Weather procedure including which zone their school is associated with as well as where information can be obtained in the event of a zone closure/ delay.</p> <p>11. Ensure that sufficient staff is available to provide supervision in the event a bus must return to the school at the end of the day.</p> <p>12. Upon receipt of a Report of Student conduct on Bus (TF017), take whatever measures are necessary, including the withdrawal of transportation privileges per (025) Progressive Discipline, <u>to correct the negative behaviour being displayed while being transported.</u> Parents/guardians shall be notified of their student's misconduct <del>on buses,</del> when appropriate. If a student's bus transportation privileges are to be suspended or withdrawn, the parent/guardian and STSBHN must be notified.</p> <p>13. Authorize all emergency transportation requests and provide written documentation to the bus driver confirming that the request has been approved according to (028) Emergency/ Temporary Transportation Requests.</p> <p>14. Provide STSBHN with copies of the Life-Threatening Management and Prevention Plan forms (TF002), or other Board specific form, for all affected students at their school. These forms are to be received by STSBHN no later than the start of each school year.</p>
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<b>Title :</b> <b>Responsibility of Principal</b>	<b>Procedure # : 006</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
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	<p>15. Ensure that the necessary steps are taken in the event of an accident, as stipulated in (023) Procedures for Accidents or Incidents.</p> <p>16. Provide STSBHN with any request for courtesy transportation in accordance with (017) Courtesy Transportation.</p> <p>17. Where required and on the school's property, provide staff to assist a student(s) in: opening door(s), fastening/ unfastening seatbelts, and attaching/ releasing safety vests to harness points. If a student is required to transition to/ from an assistive mobility device, school staff will also be made available to assist in securing the student to the device prior to entering the school purpose vehicle.</p>
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<b>Title :</b> <b>Responsibility of Principal</b>	<b>Procedure # : 006</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
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**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC  
DISTRICT SCHOOL BOARD COMMITTEE OF THE WHOLE**

Prepared by: Pat Daly, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: November 21, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**BOARD ENROLMENT AS OF OCTOBER 31, 2017**  
Public Session

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**BACKGROUND INFORMATION:**

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

**DEVELOPMENTS:**

Attached is the enrolment report, which indicates students attending our schools as of October 31, 2017. Actual enrolment for June and October 2017 are provided, as well as Ministry projections for October 2017. A column is provided to show enrolment variance at October between actual and projected enrolments, as well as a column to show enrolment variance between actual June and actual October student enrolment.

In the elementary panel, the actual Full-Time Equivalent (FTE) enrolment on October 31, 2017 is higher than projected in Estimates by 114 students. In the secondary panel, the actual FTE enrolment is higher than projected in Estimates by 12.7 students. With respect to net increase/decrease of students from June 2017, the actual FTE enrolment on October 31, 2017 is higher by 105 students in the elementary panel and 179 students higher in the secondary panel.

**RECOMMENDATION:**

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

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

													Oct 31 2017	Oct 31 2017	Actual ADE OnSIS 2016- 2017	Ministry Projected Estimates FTE	Appendix A Variance from Ministry Projected Estimates	Jun 30 2017 Count	Oct 31 2017 Variance from Jun 30 2017
	J	K	ONE	TWO	THREE	SPEC ED	FOUR	FIVE	SIX	SEVEN	EIGHT	SPEC ED	SPEC ED	Actual Includes Spec Ed					
Blessed Sacrament	27	21	17	14	15		24	16	23	21	29	0	207	207	182.50	177.0	30.00	188.0	19.0
Christ the King	20	18	20	24	18		9	17	19	10	15	0	170	170	158.00	162.0	8.00	160.0	10.0
Holy Cross	17	20	26	24	17		29	24	31	20	24	0	232	232	232.00	226.0	6.00	230.0	2.0
Holy Family	12	14	12	13	14		11	18	13	13	18	0	138	138	138.00	142.0	-4.00	139.0	-1.0
Jean Vanier	8	11	13	21	19		13	22	18	18	7	0	150	150	155.10	149.0	1.00	148.0	2.0
Jean Vanier (French Imm)	32	22	17	17	29		22	10	19	11	14	0	193	193	186.50	187.0	6.00	183.0	10.0
Notre Dame (Brantford)	18	33	42	31	35		33	30	40	20	36	0	318	318	306.00	314.0	4.00	307.0	11.0
Notre Dame (Brantford) (SPED)									1	13	4	0	18	18	29.50	30.0	-12.00	29.0	-11.0
Notre Dame (Caledonia)	35	18	24	30	24		23	24	31	34	33	0	276	276	271.50	257.0	19.00	279.0	-3.0
Our Lady of Fatima (Courtland)	10	4	7	8	11		13	8	14	11	13	0	99	99	102.50	105.0	-6.00	102.0	-3.0
Our Lady of LaSalette												0	0	0	53.00	0.0	0.00	64.0	-54.0
Our Lady of Providence	19	26	32	31	34		41	36	34	43	46	0	342	342	354.00	351.0	-9.00	366.0	-14.0
Resurrection	13	15	12	19	14		12	12	13	13	23	0	146	146	128.00	128.0	18.00	130.0	16.0
Sacred Heart (Langton)	11	18	10	18	16		22	22	22	21	33	0	193	193	202.00	205.0	-12.00	203.0	-10.0
Sacred Heart (Paris)	10	17	15	32	27		30	32	28	32	20	0	243	243	258.50	258.0	-15.00	258.0	-15.0
Sacred Heart (Paris) (French Imm)	13	9	17									0	39	39	18.00	26.0	13.00	18.0	21.0
St. Basil	43	55	47	45	42		48	49	49	29	38	0	445	445	427.00	461.0	-16.00	434.0	11.0
St. Bernard of Clairvaux	22	13	29	14	18		19	17	18	20	24	0	194	194	161.00	177.0	17.00	164.0	30.0
St. Cecilia's	9	10	10	11	14		16	16	13	17	16	0	132	132	139.50	128.0	4.00	144.0	-12.0
St. Frances Cabrini	28	29	29	35	26		29	25	28	30	24	0	283	283	250.50	272.0	11.00	249.0	34.0
St. Gabriel	22	39	41	29	50		49	51	46	54	43	0	424	424	444.50	429.0	-5.00	446.0	-22.0
St. Joseph	29	29	30	37	39		44	42	61	57	49	0	417	417	419.50	424.0	-7.00	422.0	-5.0
St. Joseph (SPED)									3	4	2	0	9	9	9.00	6.0	3.00	9.0	0.0
St. Joseph (French Imm)	25	20	13									0	58	58	24.50	34.0	24.00	25.0	33.0
St. Leo	10	14	9	22	19		41	28	21	17	21	0	202	202	221.00	218.0	-16.00	222.0	-20.0
St. Leo (French Imm)	39	34	19	20								0	112	112	68.00	86.0	26.00	66.0	46.0
St. Mary (Hagersville)	13	12	13	15	10		15	14	12	18	18	0	140	140	137.00	143.0	-3.00	135.0	5.0
St. Michael's (Dunnville)	22	33	28	30	33		23	20	19	23	15	0	246	246	237.00	245.0	1.00	235.0	11.0
St. Michael's (Walsh)	12	14	10	11	9		11	11	13	7	10	0	108	108	101.00	103.0	5.00	103.0	5.0
St. Patrick (Brantford)	11	14	16	6	12		14	10	13	10	20	0	126	126	127.50	116.0	10.00	128.0	-2.0
St. Patrick (Caledonia)	14	10	11	11	15		21	12	16	15	22	0	147	147	138.50	143.0	4.00	139.0	8.0
St. Peter	13	17	15	12	19		18	23	11	22	14	0	164	164	167.50	162.0	2.00	166.0	-2.0
St. Pius	28	24	24	36	29		28	31	32	31	24	0	287	287	274.50	281.0	6.00	278.0	9.0
St. Stephen	9	18	11	14	9		14	13	11	14	19	0	132	132	135.50	140.0	-8.00	137.0	-5.0
St. Theresa	18	20	18	27	15		17	16	14	12	18	0	175	175	173.50	166.0	9.00	174.0	1.0
<b>TOTAL</b>	<b>612</b>	<b>651</b>	<b>637</b>	<b>667</b>	<b>632</b>	<b>0</b>	<b>689</b>	<b>649</b>	<b>686</b>	<b>660</b>	<b>692</b>	<b>0</b>	<b>6565</b>	<b>6565</b>	<b>6431.50</b>	<b>6,451.0</b>	<b>114.00</b>	<b>6,460.00</b>	<b>105.0</b>

						Full-time		Part-time				Oct 31 2017 Actual Includes Spec Ed	Oct 31 2017 Actual FTE Includes Spec Ed	Actual ADE OnSIS 2016- 2017	Ministry Projected Estimates FTE	Variance from Ministry Projected Estimates	Jun 30 2017 Count	Oct 31 2017 Variance from Jun 30 2017		
	Gr 9	Gr 10	Gr 11	Gr 12	Total	Over 21	Number of Regular Students FTE	High- Credit FTE	Number of Regular Students FTE	High- Credit FTE										
At Oct 31, 2017 Actual																				
Assumption	371	352	327	396	1,446		1,426	1,418.50	7.50	20	7.50	0.50	1,446	1,434.00	1345.75	1,406.75	27.25	1,318.00	128.0	
Holy Trinity	224	237	240	258	959		924	921.00	3.00	35	12.00	0.25	959	936.25	910.38	919.12	17.13	905.00	54.0	
St. John's	241	261	253	353	1,098		1,034	1,030.00	4.00	64	27.50	0.25	1,098	1,061.76	1093.88	1,093.42	-31.67	1,101.00	-3.0	
<b>TOTAL Secondary</b>	<b>836</b>	<b>840</b>	<b>820</b>	<b>1,007</b>	<b>3,503</b>	<b>0.00</b>	<b>3,384</b>	<b>3,369.50</b>	<b>14.50</b>	<b>119</b>	<b>47.00</b>	<b>0.00</b>	<b>1.00</b>	<b>3,503</b>	<b>3,432.00</b>	<b>3350.00</b>	<b>3,419.29</b>	<b>12.71</b>	<b>3,324.00</b>	<b>179.00</b>
Jun 2016	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12					3384	3503									
<b>TOTAL Board</b>	<b>676</b>	<b>825</b>	<b>783</b>	<b>779</b>	<b>871</b>								<b>10,068</b>	<b>9,997.00</b>	<b>9,781.50</b>	<b>9,870.29</b>	<b>126.71</b>	<b>9,784.00</b>	<b>284.00</b>	

11/15/2017

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

Prepared by: Patrick Daly, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: November 21, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**EXCURSION – NEW YORK CITY, NY USA**  
Public Session

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**BACKGROUND INFORMATION:**

Assumption College School is requesting approval for an excursion to New York City, New York from Friday, April 6, 2018 to Monday, April 9, 2018. Supervising teachers will include Steve Glowala and Naomi Ratelband. The estimated cost of the trip is \$855.

**DEVELOPMENTS:**

Approximately forty (40) students from Assumption College School will travel by motor coach to New York City to be given an opportunity to experience the highest calibre performing arts, perform themselves and observe and participate in professional music workshops. In addition, students will experience the history and culture of New York City with tour visits including Carnegie Hall, Times Square, the 9/11 Memorial, Greenwich Village, SoHo and Chelsea and Central Park. Students will attend a Broadway show and a performance by the Choir of Trinity Wall Street.

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

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to New York City, NY from Friday, April 6, 2018 to Monday, April 9, 2018.

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: November 21, 2017  
Submitted by: Chris Roehrig, Director of Education & Secretary

**INSURANCE RENEWAL**  
Public Session

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**BACKGROUND INFORMATION:**

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

**DEVELOPMENTS:**

For 2018, based on actuarial estimates, OSBIE has approved the following general rate adjustments:

	<b>General Rate Adjustment</b> %	<b>BHNCDSB Rate Adjustment</b> %
Liability	-2%	-9.4%
Property	-4%	-9.1%
Boiler and Machinery	0%	n/a
Crime	0%	2.7%
Automobile	-6%	-9.4%
Privacy Data Liability	0%	3.0%

Overall improvements in the quality of risk have resulted in general rate decreases in Liability, Property and Automobile insurance rates.

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

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2018 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$141,591, excluding PST.

## Brant Haldimand Norfolk Catholic District School Board

## OSBIE INSURANCE

Insurance Premium Excluding Taxes					% Increase / Decrease
Description	2015	2016	2017	2018	
Property	96,509.00	79,086.00	63,303.00	57,530.00	-9.1
Crime	4,935.00	4,910.00	4,936.00	5,071.00	+2.7
Boiler and Machinery	4,579.00	4,718.00	4,592.00	4,592.00	0.0
Liability	72,975.00	68,322.00	70,211.00	63,636.00	-9.4
Non-Owned Auto	737.00	690.00	709.00	643.00	-9.4
Subtotal	179,735.00	157,726.00	143,751.00	131,472.00	
Fleet Automobile	9,832.00	9,832.00	7,414.00	6,969.00	-6.0
Privacy Data Liability	2,909.00	3,040.00	3,056.00	3,150.00	+3.0
<b>Total Insurance Premium</b>	<b>\$192,476.00</b>	<b>\$170,598.00</b>	<b>\$154,221.00</b>	<b>141,591.00</b>	
Coverages:					
• Total Property	Unlimited				
• Crime	\$500,000				
• Deductible	\$10,000 / claim				
• Boiler and Machinery	Unlimited				
• Auto Limit	\$20 million				
• Liability	\$27 million				
• Privacy Data	\$2 million				





Ontario Catholic School  
Trustees' Association

October 25, 2017

**MEMO TO:** Chairpersons and Directors of Education  
Catholic District School Boards

**FROM:** Marino Gazzola, Chair, Resolutions Committee

**RE:** 2018 AGM & Conference Resolutions

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**PLEASE REVIEW THIS INFORMATION AT A MEETING OF YOUR BOARD**

The OCSTA Annual General Meeting will once again offer an opportunity for delegates to consider and vote on all resolutions received from OCSTA members.

The study and processing of resolutions is one of the fundamental responsibilities of the Association. The resolution process provides member boards with the opportunity to shape the work of the Association by bringing important issues which have provincial implications to the attention of all trustees in the province.

During the year, important issues of a provincial nature that arise at the board level may be used to develop resolutions for OCSTA. Resolutions may be submitted to OCSTA any time up until the deadline of *January 31, 2018*.

Please Note:

*OCSTA's Annual Finance Brief to the Minister and submission to the yearly Pre-Budget Consultation process serve as effective opportunities for advocacy regarding education funding issues. Boards are encouraged to submit education funding issues requiring Association action and advocacy throughout the year. However, should a board prefer to use the AGM Resolutions process for funding issues with provincial implications, they are, of course, welcome to do so. Funding issues submitted through the resolutions process may be recommended for inclusion in the OCSTA Finance Brief the following year.*

**Resolutions may be submitted to OCSTA at any time up to the deadline of January 31, 2018.**

Attachments

- *Guidelines*
- *Template*
- *Explanation of Committee Recommendations & Resolution Procedures*
- *OCSTA Mission, Vision, Strategic Priorities*
- *Chart of 2016 Resolutions with AGM Decisions*
- *Related By Law Section 5.9 (Resolutions)*

# Guidelines for Preparing Resolutions

To improve the effectiveness of the resolution process, we ask boards to review the following guidelines.

Resolutions are your opportunity to shape the work of the Association by addressing problems, solutions or concerns, which affect Catholic education in Ontario. **A resolution approved by the membership at the Annual General Meeting calls for priority action by OCSTA and the commitment of OCSTA resources to address the particular issue outlined in the resolution.**

**A. All Resolutions will be reviewed by the Resolutions Committee and a Committee Recommendation will be added to each Resolution. Committee Recommendations will be guided by the following criteria.**

The resolution:

- a. Is in keeping with the Mission, Vision and Strategic Priorities of the Association.
- b. Is of a provincial nature and addresses an area of concern for the province's Catholic school boards is a matter that requires attention or action.
- c. Is written in language appropriate for province-wide consideration (language contained in resolutions is often incorporated into subsequent communications to the government or other relevant parties).
- d. Is accompanied by substantiated rationale.
- e. Does not deal with education funding issues.
  - OCSTA addresses education funding issues in the Annual Finance Brief to the Minister and submission to the yearly Pre-Budget Consultation. Boards are encouraged to submit education funding issues requiring Association action and advocacy as they arise throughout the year.

## **B. Steps in Preparing a Resolution**

1. Review the Mission, Vision and Strategic Priorities of OCSTA.
2. Identify the concern. Be sure the concern is a matter of **province-wide** scope.
3. Research and gather sufficient supporting background materials to substantiate the resolution. If the concern has been presented/dealt with in a previous resolution, review the outcome of that process to assess what changes in approach/additional information might be useful.
4. Write the resolution in the following proposed format taking care to ensure that:
  - a. Each "*Whereas*" is accompanied by adequate background material.
  - b. The "*Therefore be it Resolved*" directs OCSTA to take specific action.

## **C. Writing A Resolution**

### Structure

The resolution should be assigned a succinct title that identifies the problem or issue (or its proposed solution). There should be two parts to the resolution: a preamble followed by a resolving clause (or clauses).

#### 1. Preamble

The preamble is a brief statement of background or rationale coming before the resolving clause(s). The purpose of the preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood.

Each clause in a preamble is written as a separate paragraph, beginning with the word "WHEREAS".

## 2. Resolving Clauses

A resolving clause indicates what action(s) is to be taken given the “WHEREAS” clause(s) in the preamble. If more than one action is being recommended, the “Therefore be It Resolved” portion should be divided into a), b), c), etc.

## 3. Submission Statement

Please include the following information in the submission statement.

[Mover’s Name]  
[Seconder’s Name]  
[Board Name]  
[Topic]

## D. Submission Deadline Date

The **final** deadline date for receipt of resolutions in the OCSTA office is **12:00 p.m. EST, January 31, 2018**. We encourage boards to submit their resolutions at any time from May to January by email to Jane Ponte at [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca).

## E. Regulations

Please see the attached current regulations regarding submission and presentation of resolutions at the AGM.

These guidelines and the enclosed template and the resolution session procedures have been provided as a reference that we hope you will find useful in preparing effective resolutions for your Association and Catholic education in Ontario.

# Template

Please **do not use** tables, text boxes or any type of graphic or letterhead. The type of font to be used in this document is **Times New Roman 12pt**.

The following example is taken from a Resolution dealt with at a previous AGM and is provided for your reference.

**Moved by:** [Mover's Name] [Board Name]

**Seconded by:** [Secunder's Name]

**Topic:** [e.g. Vacancies on School Boards]

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**Whereas:** from time to time a vacancy occurs in the office of a member of the board; and

**Whereas:** according to Section 221(1) of the *Education Act*, the vacancy must be filled by either a by-election or by appointment; and

**Whereas:** boards choosing to appoint a new trustee will, most commonly, engage in an open and fair process of selection; and

**Whereas:** the *Education Act* requires that the process be fully completed within 60 days of the office becoming vacant; and

**Whereas:** the 60 day time period may encompass a part of the year (e.g. Christmas, summer months, March Break) when board operations and processes are reduced, thus making the timelines very tight and, potentially, unmanageable;

**Therefore be it Resolved that:**

OCSTA petition the Ministry of Education to review the section of the *Education Act* which relates to trustee vacancies with a view to extending the timeline by either increasing the number of days or altering the requirement that the process be completed within a designated number of regular school days.

*If you have any questions regarding this template please contact Jane Ponte either by telephone at 416-932-9460 ext. 223 or by e-mail at [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca).*

## ***Explanation of Committee Recommendations & Resolution Session Procedures***

Resolution sessions will be conducted using “**Robert’s Rules of Order**” and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

### ***Explanation of Committee Recommendations***

The **Resolutions** Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

- i. **Approve**  
The direction given in the “therefore be it resolved” section of the resolution will be carried out.
- ii. **Approve and refer to the ..... committee for appropriate implementation.**  
The resolution will be forwarded to the designated committee for implementation.
- iii. **Receive and refer to the ..... committee for study.**  
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.
- iv. **Not approve**  
No action will be taken.
- v. **No recommendation**  
The committee is not making any recommendation with respect to the resolution.
- vi. **No action required**  
The intent of the resolution has been met. No further action will be taken.

### ***Resolution Session Procedures***

Delegates wishing to speak to a resolution must go to one of the floor microphones and state their name and the name of the board they represent.

The mover of a resolution will have the opportunity to be the first and last to speak to that resolution. Other trustees may speak **once** to a resolution.

The chairperson may declare a motion out of order giving the reasons for doing so. The chairperson’s decision may be challenged by a majority vote of those voting delegates at the session when the vote is called.

Voting will be by a show of hands. Delegates carrying proxies must have and show proper identification - i.e. proxy badge. Ballots will be provided in the event that a vote by ballot is called for.

**Note Re Quorum:** *Quorum for the transaction of business at any meeting of the Members shall require the presence in person or by proxy of not less than a total of forty (40) current Members.*

## ***Grouped Resolutions***

- a. the chair of the session will ask for a mover and seconder to approve the **grouping** of various related resolutions.
- b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.
- c. delegates will vote on the committee recommendation for each group.

Delegates may request that any resolution(s) be removed from a “group” to be handled individually. These will be addressed when the group from which they have been removed has been dealt with.

## ***Resolutions Handled Individually***

*These will include resolutions removed from the groups, resolutions for which the committee has not made any recommendation and resolutions from the floor.*

### **A. Resolutions with committee recommendations**

1. The chair of the session will announce the resolution number and the name of the sponsoring board:
  - the chair will call for the sponsoring board to move and second **the committee recommendation;**
  - delegates will speak to the committee recommendation;
  - delegates will vote on the committee recommendation.
2. If the sponsoring board does not move the committee recommendation from the floor:
  - the chair will call for the sponsoring board to move their **original resolution;**
  - delegates will speak to the resolution;
  - delegates will vote on the resolution.
3. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

### **B. Resolutions without committee recommendations**

1. These resolutions will be handled as follows:
  - the chair will call for the sponsoring board to move their **original resolution;**
  - delegates will speak to the resolution;
  - delegates will vote on the resolution.
2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

### C. Amendments from the Floor

Amendments made on the floor relate to the “therefore be it resolved” section of the resolution and **must be written out** and handed to the chairperson. The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

- the chair will **read** the amendment;
- delegates will speak to the amendment;
- delegates will vote on the amendment;
- delegates will vote on the resolution as amended.

If the amendment is defeated:

- delegates will be asked to speak to the original resolution;
- delegates will vote on the original resolution.

### D. Members’ Discussion Rights

Under Article 5.11 (*Members Discussion Rights*), a Member may raise a matter for discussion at the Annual General Meeting. Subject to the provisions in Articles 5.10.1 to 5.10.5, and 5.11, the item may be addressed, and may be referred to a committee of OCSTA for further consideration, but it shall not be put to a vote at the meeting at which it has been raised.

If the Member continues such discussion for three minutes or more, the Chair of the meeting may interrupt the Member and permit others to speak and/or make any subsidiary motion related thereto.

*Revised March 9, 2017*



## Ontario Catholic School Trustees' Association

### Our Mission

*Inspired by the Gospel, the Ontario Catholic School Trustees' Association provides the provincial voice, leadership and service for elected Catholic school trustees to promote and protect publicly funded Catholic education in Ontario.*

### Our Vision

*Ontario is enriched by a publicly funded Catholic education system governed by locally elected Catholic school trustees who serve with faith, commitment and compassion.*

The Association's **Strategic Priorities** are as follows:

#### **1. Enhance Political Advocacy for Catholic Education**

- a. Strengthen current advocacy platform by building positive new relationships and reinforcing existing ones with groups like OAPCE, OCSOA, CWL, etc.
- b. Communicate and promote current messages about the value of Catholic education to our key target audiences: parents, students, politicians, teachers, alumni, parishioners, etc.

#### **2. Engage Trustees in an Enriched Development Program**

- a. Assess the current needs and interests of members to guide development of appropriate programming.
- b. Ensure OCSTA programming provides timely and relevant content to support trustees in their roles as advocates and spokespersons for Catholic education.

#### **3. Manage Human and Fiscal Resources to Effectively meet Changing Needs**

- a. Align the work of committees, staff and fiscal resources behind structures and initiatives that support the association's three key priorities.
- b. Ensure OCSTA is structurally aligned to successfully fulfill its role as the legislated Employer Bargaining Agent for all of Ontario's English Catholic District School Boards.



## 2017 OCSTA Resolutions with AGM Decisions

#	Board	Topic	AGM Decision
1.	Dufferin-Peel	Student Transportation Funding	Approve and refer to Political Advocacy Committee
2.	Dufferin-Peel	Funding for Students with Diverse Learning Needs Including Special Education Needs	Approve and refer to Political Advocacy Committee
3.	Hamilton-Wentworth	Ontario's Renewed Mathematics Strategy Funding to School Boards	Approve and refer to Political Advocacy Committee
4.	Windsor-Essex	Honouring the Truth, Reconciling the Future	Approve and refer to Catholic Education & Trustee Enrichment Committee
5.	Dufferin-Peel	Daily Occasional Teacher Roster Caps	Receive and refer to Labour Relations Committee
6.	Dufferin-Peel	Ontario Regulation 274/12 – Hiring Practices	Receive and refer to Labour Relations Committee
7.	Renfrew	School Organizational Models	Receive and refer to Political Advocacy Committee
8.	Windsor-Essex	Transportation Funding	Receive and refer to Political Advocacy Committee

**Excerpt from  
Ontario Catholic School Trustees Association  
General Working By-law 2016-1**

**5. MEETINGS OF MEMBERS**

5.9 Resolutions from CDSB's

Any CDSB may submit a Resolution for consideration at an Annual Meeting to address any challenge or opportunity which affects Catholic education in Ontario, subject to the following:

- 5.9.1 each such Resolution shall have been received at the Head Office of the Corporation not less than sixty (60) days prior to the date of the Annual Meeting;
- 5.9.2 each such Resolution shall have been considered and reported upon by a Committee of the Board, or by the Board of Directors;
- 5.9.3 each such Resolution shall be circulated among all CDSB's not less than thirty (30) days prior to the Annual Meeting;
- 5.9.4 each such Resolution shall be included in the notice of the Annual Meeting; and
- 5.9.5 no such resolution shall be acted upon unless approved by a majority of the votes cast at an Annual Meeting.

**2017-18**  
**Trustee Meetings and Events**

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
<b>November 21, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
November 28, 2017	10:00 am	SEAC Meeting	
<b>November 28, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
November 29, 2017	7:00 pm	System-Wide Parent Councils Adobe Connect Session	
<b>December 5, 2017</b>	6:30 pm <b>7:00 pm</b>	Annual Meeting Mass (Bishop Bergie) <b>Annual Board Meeting</b>	
December 6, 2017	9:00 am	SAL Committee Mtg. (HT)	
December 6, 2017	3:00 pm	Executive Council Meeting	
December 7, 2017	9:00 am	SAL Committee Mtg. (SJC)	
December 7, 2017	1:00 pm	SAL Committee Mtg. (ACS)	
December 12, 2017	10:00 am	SEAC Meeting	
<b>December 12, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
December 13, 2017	9:00am	Mental Health Steering Committee	
<i>December 25- January 5, 2018</i>		<i>CHRISTMAS BREAK</i>	
January 10, 2018	9:00 am	SAL Committee Mtg. (HT)	
January 10, 2018	3:00 pm	Executive Council Meeting	
January 11, 2018	9:00 am	SAL Committee Mtg. (SJC)	
January 11, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
<b>January 16, 2018</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
January 19-20, 2018	TBD	Trustee PD Seminar	
January 23, 2018	10:00 am	SEAC Meeting	
<b>January 23, 2018</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
February 1, 2018	9:00 am	SAL Committee Mtg. (SJC)	
February 1, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
February 7, 2018	9:00 am	SAL Committee Mtg. (HT)	
February 12, 2018	1:00 pm	Catholic Education Advisory Committee	
February 14, 2018	3:00 pm	Executive Council Meeting	
February 20, 2018	10:00 am	SEAC Meeting	
<b>February 20, 2018</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
February 26, 2018	7:00 pm	Regional Parent Involvement Committee Mtg.	
<b>February 27, 2018</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
February 28, 2018	9:00 am	SAL Committee Mtg. (HT)	
March 1, 2018	9:00 am	SAL Committee Mtg. (SJC)	
March 1, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
March 7, 2018	3:00 pm	Executive Council Meeting	
<i>March 12-16, 2018</i>		<i>MARCH BREAK</i>	
March 20, 2018	10:00 am	SEAC Meeting	
<b>March 20, 2018</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
March 27, 2018	9:00 am	Mental Health Steering Committee	
<b>March 27, 2018</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
April 4, 2018	9:00 am	SAL Committee Mtg. (HT)	
April 5, 2018	9:00 am	SAL Committee Mtg. (SJC)	
April 5, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
April 11, 2018	9:00 am	Council of Catholic Service Organizations	
April 11, 2018	3:00 pm	Executive Council Meeting	
April 17, 2018	10:00 am	SEAC Meeting	
<b>April 17, 2018</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>April 17, 2018</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	

Date	Time	Meeting/Event	New / Revised
April 26-28, 2018		OCSTA AGM (Niagara Falls)	
May 2, 2018	9:00 am	SAL Committee Mtg. (HT)	
May 3, 2018	9:00 am	SAL Committee Mtg. (SJC)	
May 3, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
<i>May 6-11, 2018</i>		<i>CATHOLIC EDUCATION WEEK</i>	
May 7, 2017	5:00 pm	Catholic Student Leadership Awards	
May 9, 2018	3:00 pm	Executive Council Meeting	
May 14, 2018	7:00 pm	Regional Parent Involvement Committee Mtg.	
<b>May 15, 2018</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
May 22, 2018	9:00 am	STSBHN Governance Meeting	
May 22, 2018	10:00 am	SEAC Meeting	
<b>May 22, 2018</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
June 7-9, 2018		CCSTA AGM	
June 7, 2018	9:00 am	SAL Committee Mtg. (SJC)	
June 7, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
June 13, 2018	9:00 am	Mental Health Steering Committee	
June 13, 2018	9:00 am	SAL Committee Mtg. (HT)	
June 13, 2018	3:00 pm	Executive Council Meeting	
June 13, 2018	4:30 pm	Audit Committee	
June 19, 2018	10:00 am	SEAC Meeting	
<b>June 19, 2018</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>June 26, 2018</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
June 29, 2018	4:45 pm 6:30 pm 7:00 pm	Assumption College Graduation Holy Trinity Graduation St. John's Graduation	

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