



BRANT HALDIMAND NORFOLK Catholic District School Board

Agenda

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

Committee of the Whole Tuesday, October 15, 2019 ♦ 7:00 pm Boardroom

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

Senior Administration:
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Rob De Rubeis, Michelle Shypula and Lorrie Temple (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

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

1.2 Attendance

1.3 Approval of the Agenda

Pages 1 - 2

1.4 Declaration of Interest

1.5 Approval of Committee of the Whole Meeting Minutes – September 17, 2019

Pages 3 - 8

1.6 Business Arising from the Minutes

2. Presentations - Nil

3. Delegations - Nil

4. Consent Agenda

4.1 Unapproved Special Education Advisory Committee Meeting Minutes - September 17, 2019

Page 9

4.2 Unapproved Friends of the Educational Archives Committee Meeting Minutes - September 17, 2019

Pages 10 - 11

4.3 Approved Mental Health Steering Committee Meeting Minutes - June 14, 2019

Pages 12 - 17

4.4 Unapproved Mental Health Steering Committee Meeting Minutes - September 25, 2019

Pages 18 - 20

4.5 Unapproved Policy Committee Meeting Minutes - September 26, 2019

Pages 21 - 23

5. Committee and Staff Reports

5.1 Primary and Junior/Intermediate Class Sizes Presenter: Scott Keys, Superintendent of Business & Treasurer

Pages 24 - 25

5.2 Ontario Catholic School Trustees' Association Annual Membership Fees Presenter: Mike McDonald, Director of Education & Secretary

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- 5.3** Programs for Students with Autism Pages 27 - 28
Presenter: Michelle Shypula, Superintendent of Education
- 5.4** Excursion – Germany, Czech Republic, Poland and Hungary Page 29
Presenter: Robert De Rubeis, Superintendent of Education
- 5.5** Health and Safety Update Page 30 – 32
Presenter: Mike McDonald, Director of Education & Secretary
- 6. Information and Correspondence**
- 7. Trustee Inquiries**
- 8. Business In-Camera**
207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- a. The security of the property of the board;
 - b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - c. The acquisition or disposal of a school site;
 - d. Decisions in respect of negotiations with employees of the board; or
 - e. Litigation affecting the board.
- 9. Report on the In-Camera Session**
- 10. Future Meetings and Events** Pages 33 - 34
- 11. Closing Prayer**
Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board, and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. Amen
- 12. Adjournment**

Next meeting: Tuesday, November 19, 2019, 7:00 p.m. – Boardroom



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Committee of the Whole
Tuesday, September 17, 2019 ♦ 7:00 pm
Boardroom**

Trustees:

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

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Petrella.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the September 17, 2019 meeting.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Committee of the Whole Meeting Minutes - June 18, 2019

Moved by: Dan Dignard

Seconded by: Mark Watson

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the June 18, 2019 meeting.

Carried

1.6 Business Arising from the Minutes - Nil

2. Presentations - Nil

3. Delegations - Nil

4. Consent Agenda

4.1 THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of June 18, 2019 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Moved by: Dan Dignard

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 Summary of 2018-19 Reports to Board

Director McDonald indicated that this is an annual report used to highlight the work of the Board in the previous school year.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the 2018-19 Reports to Board Summary to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.2 Excursion – Italy

Superintendent DeRubeis presented a request from Holy Trinity Catholic High School for students to travel to Italy from March 13 – March 22, 2020. 30 students from Grade 9 and Grade 12 will experience local culture and history by visiting museums, galleries and churches and will allow students an opportunity to look at the arts with no school days being missed.

In response to trustee inquiries regarding the travel agency and the curriculum, Superintendent DeRubeis indicated that the travel agency was EF Educational Agencies and that the hospitality teacher was joining the trip with a focus on arts, history, architecture and faith formation and thus the curriculum expectations were being met.

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Holy Trinity Catholic High School for an excursion to Italy from Friday, March 13 to Sunday, March 22, 2020.

Carried

5.3 Excursion – Mission trip to New Orleans, LA

Superintendent DeRubeis presented a request for an excursion mission trip to New Orleans, Louisiana from Assumption College School, Holy Trinity Catholic High School and St. John's College from Friday, November 8 to Saturday, November 16, 2019. Students will be involved with the St. Bernard Project in a small construction and clean-up project as a result of Hurricane Katrina and other natural disasters.

As part of the selection process, students were required to complete an application form and the applications were reviewed based on the written response, academic standing and student's attendance. Superintendent DeRubeis further indicated that the cost of the trip will be covered through donations. One trustee was impressed the way the students were determined for this excursion.



Moved by: Carol Luciani
Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School, Holy Trinity Catholic High School and St. John's College for a mission trip to New Orleans, LA from Friday, November 8 to Saturday, November 16, 2019.

Carried

5.3 Camp Blast Summer Learning Program

Superintendent Temple provided information on Camp Blast Program that was intended to support students from Grade 1 and 2 who would benefit from reinforcement of their literacy skills. She indicated that the program operated at four sites this year. 110 students participated and over half of them improved their reading level in just 15 days. Data was shared with the teachers and the hope is to continue this throughout the school year.

In response to trustee inquiries regarding the funding for this program and supervision, Superintendent Temple indicated that individual families didn't have to pay. Some funding was given in the past and although the funding had been reduced from CODE; it was made up by the literacy budget in the Board. Also, the supervision was done by Principals and Vice Principals at summer school.

Moved by: Mark Watson
Seconded by: Cliff Casey

THAT the Committee of the Whole refers the Camp Blast Summer Learning Program report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.4 Strategic Plan Process

Director McDonald indicated that the plan development will occur in three different phases: information gathering; review of previous plan, data analysis, and development of new plan; then implementation and monitoring of the plan.

To assist with the task of communication and data collection, Thought Exchange has been engaged and the messaging will be sent to the system. The aim is to reach out to all stakeholders to ask them a general question on how to make the Board a better place and gather feedback. Data will be collated by Thought Exchange. The Committee will be composed of representative stakeholders from all areas of the BHNCDSB community. Once the committee has developed the plan, it will be brought to the Board at the November Board meeting followed by the strategic roll out to the system. One trustee liked the idea of engaging Thought Exchange and the number of people that will be involved in this process.

Moved by: Cliff Casey
Seconded by: Carol Luciani

THAT the Committee of the Whole refers the Strategic Plan Process to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried



6. Information and Correspondence

Superintendent Keys provided information on the Business Services Customer Survey that was open till September 27, 2019. 145 responses were received till date. The purpose was to seek input and receive feedback from internal stakeholders to meet the changing needs of all employees. Data will be made available to the Board at the October Board meeting once the survey is closed and trends have been looked at.

Superintendent Shypula provided an update on the After School Skills Development Program with a focus on supporting students with autism spectrum disorder (ASD) having complex and varying needs. Skills development is an important component of learning that can help students with ASD reach their full potential in school and beyond. The Transfer process Agreement was received in August end which outlined the funding, program outcomes and deliverables. The Special Education and ABA leads have been brainstorming to solidify things and see what the program will completely look like around the funding umbrella.

In response to trustee inquiries regarding the staffing, timing and transportation for this program, Superintendent Shypula indicated that the aim is to have two programs at the elementary level in schools having high levels of autism. She also indicated that transportation funding was not provided by the Ministry and that the program will run on Tuesdays and Thursdays at one school and on Mondays and Wednesdays at the second school by the same individuals at both schools. Funding will have to be mapped out and we are looking at eight-week sessions per semester. Information pertaining to the final plan, number of students, hiring and delivery of service to autistic kids will be brought to the Trustees in a report at a future Board meeting.

Moved by: Mark Watson

Seconded by: Carol Luciani

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

Carried

7. Trustee Inquiries

8. Business In-Camera

Moved by: Dan Dignard

Seconded by: Carol Luciani

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

Carried

9. Report on the In-Camera Session

Moved by: Bill Chopp

Seconded by: Dan Dignard

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

Carried

10. Future Meetings and Events

Chair Petrella drew attention to the upcoming meetings and events.



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Minutes

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11. Closing Prayer

The closing prayer was led by Chair Petrella.

12. Adjournment

Moved by: Bill Chopp

Seconded by: Mark Watson

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the September 17, 2019 meeting.

Carried

Next meeting: Tuesday, October 15, 2019, 7:00 p.m. – Boardroom



**SPECIAL EDUCATION ADVISORY COMMITTEE
Tuesday, September 17, 2019 – 9:30 a.m. – Boardroom**

- Present:** Bill Chopp (*Trustee*), Susan Battin
- Resources:** Carmen McDermid (*Student Achievement Lead: Special Education*), Patti Mitchell (*Parent, County of Brant*), Michelle Shypula (*Superintendent of Education*)
- Regrets:** Laura Bergeron (*ad hoc*), Jennifer Chapman, Christine Dragojlovich, Jill Esposto, Lauren Freeborn, Shannon Mason (*Principal and Principal Lead: Special Education Staffing*), Tracey Taylor, Teresa Westergaard-Hager, Nil Woodcroft
-

- 1. Opening Prayer**
 - 2. Welcome and Opening Comments**
The meeting was called to order at 9:30 am and attendance was noted as above.
 - 3. Approval of Agenda**
 - 4. Approval of Minutes – June 18, 2019**
 - 5. Election of Chairperson 2019-20**
 - 6. Correspondence**
 - 6.1 Letters from Greater Essex County District School Board**
 - 7. Community Agency Updates**
 - 8. Reports**
 - 8.1 Student Achievement Leader: Special Education**
 - 8.2 Superintendent of Education**
 - 9. Closing Remarks/ Adjournment**
At 10:00 am a quorum was not reached and the meeting adjourned.
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Next Meeting: Tuesday, October 8, 2019, 9:30 am – Catholic Education Centre - Boardroom

**Friends of the Educational Archives
Annual General Meeting Minutes
September 17, 2019 ♦ 7:00 pm**

Regrets: Jean Montgomery, Ruth Lefler, Brenda Blancher, Bob Stevenson, Dana Stavinga, Tracy Austin, Kerri Chartrand (replacing Lisa Duwyn)

Present: Janice Schweder, Jim Pond, Diane Crowdis, Lorna Thomson, Carol Ann Sloat

Welcome and Introductions by Janice Schweder

1. Approval of minutes of previous meeting:

Moved by: Carol Ann Sloat
Seconded by: Lorna Thomson

2. Declaration of Conflict of Interest: none

3. Approval of Financial Report prepared by Jean Montgomery and presented by Janice Schweder.

Currently we have a deficit of \$3115.51 but later this fall we will get \$2500 each from the two boards and possibly \$1100 from HODG Grant. That will put us in the black. We will arrange for Catherine Underwood to discuss insurance as that is a big expense.

Moved by: Jim Pond
Seconded by: Lorna Thomson

4. Year in Review and Future Directions: Janice Schweder

The work bee group have continued to manage and organize materials at the Archives on Wednesday mornings. In mid-October volunteers representing the BHNCDSD will join us and will work on materials relating to their schools. There has been continued outreach for public awareness. Lorna and Ruth created and manned a 12-foot display booth at the Paris Fair which generated considerable interest. A display is planned for Simcoe Fair with the same location as last year which was disappointing as it was not really appropriate. Jim and Bob have worked on displays in public libraries which have included every library in Norfolk County, Dunnville Library, Caledonia Library, Jarvis Library, and St. Paul's Library in Brantford. Brant County libraries are not accepting our displays due to space limitations. We have once again applied for the HODG Grant. We will approach Raf Wyzsinsky to see if he knows of any other grants that would be available to us. We will approach the teacher organizations of Brant, Haldimand and Norfolk to see if they would be interested in volunteering or donating to us and we will try to arrange an opportunity for them to visit the Archives.

5. Meeting dates for 2020 with an executive meeting one hour in advance of each are as follows:

General Meetings on **Tuesday, January 21, 2020 at 4:00 pm** and on **Tuesday, May 19, 2020 at 4:00 pm**

Annual General Meeting with election of officers – **Tuesday, September 15, 2020 at 7:00 pm**

6. Election and/or confirmation of new officers:

President – Janice Schweder, Vice President – Jim Pond, Past President – Bob Stevenson, Treasurer – Jean Montgomery, Secretary – Diane Crowdis

7. Remarks GEDSB:

Carol Ann Sloat reported that there are no school closures in Grand Erie this year.

8. Remarks BHCDSB – none

9. Privacy Issues:

Lisa Howells (Privacy Officer – reports to Brenda Blancher) came to speak to us about privacy issues at the Archives. Most of the materials at the Archives are classified as personal i.e. attendance registers, index cards. The board is mandated to keep records for at least 55 years. Lisa Howell thinks that they should be shredded after that time period but that is something that would have to be discussed and decided by the board. Requests for information from GEDSB are to be referred to her before being released, even if it's from a law enforcement agency. A Guide to Privacy and Access to Information in Ontario Schools is the document from which she is working, and it can be accessed online. Requests for information have to be investigated. If someone is doing a reunion and looking for lists of former students, we cannot just give them out. She concluded by saying that her main message was that we need to take a step back and consider before releasing or sharing information.

10. Adjournment



**Board Mental Health Steering Committee Meeting
Friday, June 14, 2019 ♦ 9:00 a.m.
Catholic Education Centre**

Present: Dianne Wdowczyk-Meade (Chair), Keri Calvesbert, Darren Duff, Connie McAllister, Carmen McDermid, Heidi Pasztor, Dale Petruka, Michelle Shypula, Arden Smelser, Rita Raposo, Andrea Winger

Absent: Melissa Connelly, Flora Ennis, Lori Skye-Laforme, Carol Luciani (Board Trustee), Amy Marlett, Colin Phee, Michael Pin, Chandra Portelli, Terre Slaght, Paul Tratnyek, Susan Wells, CYW representation

Minutes Only: Tracey Austin

1. Opening Prayer

Keri Calvesbert led the group with an end-of-year prayer.

2. Introductions and Welcome

Dianne Wdowczyk welcomed and thanked committee members for attending the meeting. Darren Duff was welcomed to the committee as new Vice Principal at Assumption College, and although absent, Carol Luciani was welcomed as the new trustee representative.

3. Approval of the Agenda

Michelle Shypula indicated Dianne had taken ill earlier in the morning and today's meeting would cover essential topics to aid in the planning of the Mental Health Action plan for the upcoming school year. Content not covered in today's agenda would be included in the minutes or deferred until September. The agenda was approved as circulated.

4. Approval of the Minutes

Dianne reminded the group that due to the number of inclement weather days, the Mental Health Steering Committee meeting scheduled for March 7, 2019 was cancelled. The minutes of the December 13, 2018 Mental Health Steering Committee meeting were approved by consensus.

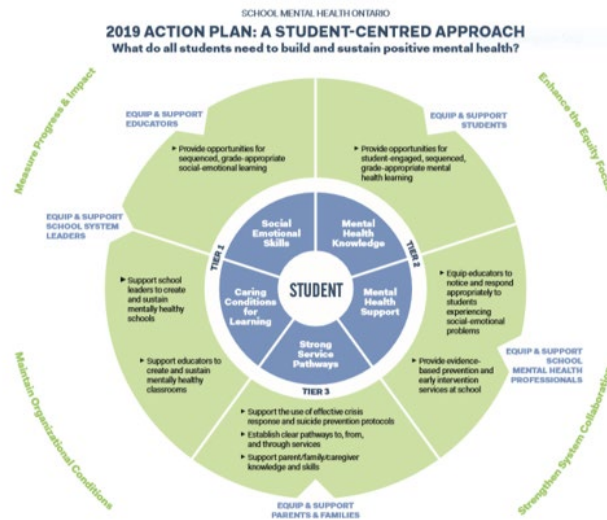
5. Information & Discussion Items

5.1 Year-end review and 2019-20 Action Planning – Dianne Wdowczyk

Dianne indicated the Board is entering the 3rd year of the 2017-20 Mental Health Strategy. As in every year, an action plan for the 2019-20 school year is required. Dianne indicated the focus of the plan, as emphasized by the Ministry is about reaching students. Dianne asked committee members to keep this in mind while reviewing this past year and hearing about the new tiers provided by School Mental Health Ontario. She also asked committee members to keep their respective portfolio's in mind when making suggestions for the upcoming action plan. Additionally, Dianne reminded the group of our priority populations which include Indigenous students, those who identify as LGBTQ+, newcomers, early learners and those struggling with mental health or attendance. Post it notes and chart paper was provided for committee members to share their thoughts to assist in the drafting of the 2019-20 action plan.



Dianne drew attention to the graphic created by School Mental Health Ontario and noted emphasis on measuring progress and impact. Dianne was pleased to announce a position for a Research Associate with a focus on school mental health had recently been posted; made possible with funds committed specifically for measuring impact of the Mental Health Workers in Secondary Schools.



5.2 Tier 1: Equip & Support System Leaders, Equip and Support Educators

5.2.1 *Caring Conditions for Learning: Mental Health and Well Being PA day- Trauma Sensitive Classrooms, Leader Resources* *Chandra Portelli & Dianne Wdowczyk*

Chandra Portelli was unavailable to attend today's meeting; however, she did prepare a summary of feedback regarding the Mental Health and Well-Being PA day. Overall, feedback was very good and comments (via Thought Exchange) were quite deep and meaningful. Respondents indicated a desire to go deeper in their learning and indicated they would use information gleaned from the day to improve upon their practice. Dianne indicated we have secured Dr. McLeod to work with our district in the upcoming school year. Suggestions regarding where Dr. McLeod might spend time with targeted groups included working with Student Support Services, the Special Education Department, principal groups, and perhaps targeting specific schools.

5.2.2 *Social Emotional Skills: Mindfulness without Borders, Mind UP* *Melissa Connelly, Dianne Wdowczyk, Connie McAllister*

Melissa Connelly was unavailable to attend today's meeting; however, she did prepare a video presentation reflecting student voice with regards to the Mindfulness Without Borders program. This item is to be deferred for the September meeting.



Connie McAllister and Dianne spoke briefly about the possibility of targeting Kindergarten classes with the Mind UP program. Further discussion to occur.

5.3 Tier 2: Equip and Support Students, Equip and Support School Mental Health Professionals

- 5.3.1 *Mental Health Knowledge:* Co-op Education, St. Mary's CLC, Secondary English, Drama, History, Phys.Ed *Dianne Wdowczyk, Andrea Winger*

Andrea Winger shared a year-end summary regarding the Alternative Education programs and the success experienced by students.

Dianne and Andrea indicated students enrolled in Co-op classes in all three secondary schools received a session on 'mental health 101' this past year and will do so again in the upcoming school year.

Dianne indicated the Drama and English classes at St. John's College have also continued to include Mental Health as key areas of exploration within their curriculum.

- 5.3.2 *Mental Health Support:* BRISC, VTRA, Traumatic Events Response System, CBT, MH, youth and the law, Cannabis education for ALERT teams *Dianne Wdowczyk*

Dianne indicated much work has been done in this area. Members of the Student Support Services Team have participated in various trainings to ensure their skills are current and up to date with evidence-based practices like Cognitive Behavioural Therapy (CBT) and the BRISC (Brief Intervention for School Counsellors). Training through Osgoode Law- Mental Health Youth and the Law was also accessed by a few team members.

Dianne also reported hosting Kevin Cameron again this year where he trained all administrators, Student Support Services and the Special Education team in the Traumatic Events System (TES) model.

Additionally, Dr. Tara Bruno from Kings College, Western University spent a half day with the Secondary Student Success teams, educating them on Cannabis Use in Youth. Dianne indicated Dr. Bruno has agreed to continue to work with our board in the upcoming school year.

5.4 Tier 3: Equip and Support Parents and Families

Dianne Wdowczyk

- 5.4.1 *Strong Service Pathways:* Student Support Services Stats, Third Party Partnership

Dianne shared a number of Third-Party Partnership agreements that were finalized this year and have been added to the Appendix in the corresponding Administrative Procedure for easy reference.

Dianne indicated the Student Support Services data prepared for a Ministry report that was submitted on May 1, 2019 (charts included below). Dianne indicated the team has been very busy and recognizes the additional two CYW's and 1.5 MSW's hired for this school year aided the team in feeling they were able to engage students and staff in more meaningful and impactful work.



Number of students served by the school MHW		Category of service - PLEASE LIST -
Existing MHW <i>(employed before program)</i>	New MHW <i>(employed starting Feb.)</i>	
Data reflects service provided by the 3 MSW's hired prior to September 2018 AND 7 CYW's	Data reflects the 1.5 new MHW (MSW's) who were hired September 2018	
665	196	Referral, Screening, Assessment and Intervention
2025	408	Targeted Classroom/Group Interventions
428	169	Staff and System Consultations
225	8	Staff Capacity Building

Nr. of students referred to more intensive services by ALL school-based MHW	Category of Service (PLEASE LIST)
77	Internal Referral
21	Crisis Supports
9	Tele-Mental health consultation
24	Mental Health & Addictions Nurses in Schools (MHANS)
27	Mental Health Workers in schools (CMH)
93	Out patient MH services via Contact Agency or direct referral
36	Physician (Family, Pediatrician)
16	Child protection
17	Bereavement and/or Divorce Support
12	Transitional Age Youth MH supports



5.4.2 *Protocols:* Suicide Intervention, Compassionate Care Response, VTRA, Child protection, JPSA

As noted in earlier meetings, the Suicide Intervention Administrative Procedure and Compassionate Care Response Guidelines are up for review. The Violent Threat Risk Assessment (VTRA) Protocol and the Joint Protocol for Student Achievement (JPSA) continue to be active, and the Joint Protocol for Child Protection is in the final stages for approval as reported by Michelle Shypula.

5.4.3 *Parent Engagement:* Updated Website, Cannabis Resources, Substance Use and Youth- What Adults Need to Know, RCPIC,

Dianne noted a goal area for this year's action plan was to engage and support parents. A great deal of resources was made available to parents, particularly with regards to navigating a world where Cannabis is now legal. Many cannabis information resources have been uploaded to our board website and a parent forum was held in May in partnership with our coterminous board and community partners. The Skype session informing the Regional Catholic Parent Involvement Committee and Student Council's of the Board's Mental Health and Addictions Strategy as well as board supports for mental health was very well received in November of this past school year.

6. Task Focused Items: Time permitting, and if not addressed above, committee members will further explore/plan for the following:

6.1 Student Resiliency/Support Plan

Dianne indicated this continues to be a work in progress. A draft document will be shared in the fall.

6.2 Suicide Intervention Administrative Policy (Review)

Currently under review. Defer to the fall.

6.3 Compassionate Care Response Guidelines (Review)

Dianne and Keri indicated a working group would be formed in order to review and revise the document. The recent training with Kevin Cameron in Traumatic Events Response Systems will very much help to inform the work.

7. New Considerations

7.1 Supporting Transgendered Youth

Dianne reported the Student Support Services Team wondered if a document could be created for administrators to use as a tool to support students who may be transitioning. The committee was in favour of such an internal 'tip sheet' however indicated content and guidance should be provided through the Diocese.



7.2 Mental Health First Aid training

Dianne suggested this training might be worth exploring as part of the Professional Development plan for administrators.

7.3 The Birdy Book Series – Positive Affirmations & Life Lessons (JK-3)

Dianne indicated this series has been brought to our attention by the author. Further exploration and a run through the Decision Support Tool is recommended.

8. Adjournment

The meeting was adjourned, and members were thanked for their involvement and wished a very restful and rejuvenating summer. Dianne indicated the 2019-20 Action plan would be created based on input from today's meeting



**Board Mental Health Steering Committee Meeting
Wednesday, September 25, 2019 ♦ 9:00 a.m.
Catholic Education Centre**

Present: Dianne Wdowczyk-Meade (Chair), Mellissa Connelly, Huyen Dam, Darren Duff, Connie McAllister, Carmen McDermid, Heidi Pasztor, Dale Petruka, Rita Raposo, Michelle Shypula (Superintendent of Education), Lori Skye-Laforme Arden Smelser, Kim Spencer, Andrea Winger

Absent: Keri Calvesbert, Flora Ennis, Carol Luciani (Trustee), Amy Marlett, Colin Phee, Chandra Portelli, Terre Slaght, Susan Wells, CYW representation

Minutes Only: Tracey Austin

Minute Taker: Anna Henrique

1. Opening Prayer

Michelle Shypula led the group in prayer

2. Introductions and Welcome

Dianne Wdowczyk welcomed and thanked committee members for their participation. The committee welcomed Huyen Dam, Research Associate for Mental Health and was advised that Kim Spencer would be joining the committee as principal responsible for Indigenous students. The committee reviewed its membership and recommended Danielle Becks, responsible for the New Teacher Induction Program (NTIP), be invited to join the committee. Superintendent Shypula indicated she would extend the invitation to Danielle.

3. Approval of the Agenda

Dianne Wdowczyk asked that item 6.2 be amended to include Jack Summit. The agenda was approved as circulated.

4. Approval of the Minutes

The minutes of the June 14, 2019 Mental Health Steering Committee meeting were approved by consensus.

5. Information Items

5.1 Mental Health Audit

Superintendent Shypula indicated Price Waterhouse Cooper had been secured by the Board to conduct an audit with regards to the Mental Health Strategy. She indicated this was a positive endeavor in order to conduct a Risk/Needs Assessment with regards to student mental health. Michelle indicated the audit was quite comprehensive and occurred during the summer months. The final report is due in October and will be shared at the next Mental Health Steering Committee.



5.2 Research Associate for Mental Health

Dianne introduced Huyen Dam, Research Associate for Mental Health who began in July, 2019. Dianne reminded the group this position was earmarked and funded through the Mental Health Workers in Secondary Schools Transfer Payment Agreement. Huyen reflected on the desired outcome of her work indicating the importance of capturing student voice. Rita Raposo, Carmen McDermid and Lori Skye-Laforme all expressed interest in meeting with Huyen to explore further how the voices of the students in their portfolios could be captured.

5.3 Mindfulness Without Borders

Deferred from the June meeting, Mellissa Connelly reflected on the Social Emotional Learning Program "The Mindfulness Ambassador Program", piloted in all Grade 9 and 10 English classes. The program was well received by students and where classroom curriculum links were presented in class, students fared well emotionally and academically. Mellissa indicated a D2L for teachers was created to aid in embedding the program content into classroom curriculum. Mellissa indicated results from the OSSLT were promising and shared a video capturing student voice. The students reported on the following benefits after having participated in the Mindfulness Ambassador Program:

- A greater ability to manage stress
- A greater ability to prepare for assignments and exams
- Increased confidence
- Increased perspective taking
- Increased empathy
- Enjoyed time to meditate and/or be still at the beginning of class .

The committee commended Mellissa on the pilot and are looking forward to next steps.

6. Discussion Items

6.1 Terms of Reference

Dianne indicated the Audit committee had one recommendation for the Terms of Reference and suggested deferring this item to the next meeting in December. The committee agreed.

6.2 Board Mental Health & Well-Being 2019-20 Action Plan

Dianne indicated the new action plan was drafted based on the feedback gleaned at the June meeting and reflects the direction of School Mental Health Ontario. The committee reviewed the items in each of the five pillars and approved the action plan pending the addition of a few items. Dianne will make the changes and circulate the plan to the committee and send the revised draft to School Mental Health Ontario. The five pillars continue to be:

- **Pillar 1:** Mental Health and Addiction Capacity-Building
- **Pillar 2:** Evidence-Based Mental Health and Addictions Programming to Enhance Quality
- **Pillar 3:** Equity for Specific Populations to enhance Equity in School Mental Health
- **Pillar 4:** System Coordination Pathways to Enhance Collaboration
- **Pillar 5:** Enhance Momentum in Youth and Family Engagement



6.3 Rob Nash Project and The Jack Summit

Dianne indicated the Royal Bank of Canada (RBC) is now sponsoring the Rob Nash Project, an assembly style-super show, speaking to students about addictions and suicide. The project reached out to Dianne with an interest in holding a show in Brantford. Dianne informed the committee that she, the mental health lead from Grand Erie District School Board and the Suicide Prevention Coordinator for Brant, along with the Director from Woodview Mental Health and Autism Services shared a conference call with the Rob Nash Project to learn more. Dianne, Andrea and Arden indicated that based on their experiences in the fall of 2016, when Holy Trinity hosted a Rob Nash show, and their knowledge of best practices and the Decision Support Tool, unless safer practices are put in place, that they would not be in support of the show. Dianne indicated she understood School Mental Health Ontario has had conversations with Rob Nash and recommended we wait to learn more. The committee agreed with this recommendation and suggested administrators be reminded of the importance of running mental health programs/presentations through the Decision Support Tool and/or reach out to Dianne.

Dianne informed the group that Haldimand Norfolk REACH will once again be hosting a Jack Summit in the fall of this year for secondary students living in Haldimand and Norfolk. This is an event that promotes mental health and well-being with the use of post-secondary student mentors.

As the event was hosted at Holy Trinity in March 2018 the summit is exploring the use of a Grand Erie School likely in Haldimand. Dianne indicated Berto Cacilhas, principal at Holy Trinity is aware of the summit and is in support of Holy Trinity students attending pending a date. Visit www.jack.org for more information.

6.4 Board Scan

Dianne indicated School Mental Health Ontario is conducting its annual Board Scan regarding the Mental Health and Addictions Strategy. The committee was asked to assist in the completion of the scan by providing feedback with regards to their top mental health concerns in elementary and secondary schools. The committee agreed to participate, and suggested administrators also be polled for this vital information. Dianne and Michelle agreed they would bring this item forward for review, particularly as we plan for our 2020-2023 Mental Health and Addictions Strategy.

7. Upcoming events

- ASIST training: September 30-October 1, 2019
- Level 1 VTRA training through GEDSB: October 3-4, 2019
- Mind UP training: October 9, 2019
- World Mental Health Day: October 10, 2019
- Child Abuse Prevention Month: October. Go Purple Day: October 24, 2019

8. Adjournment

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

Upcoming Meetings: December 5, 2019, March 11, June 10, 2020

All meetings run 9am-11pm and will occur at the Catholic Education Centre: 455 Fairview Drive



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Policy Committee Meeting
Thursday, September 26, 2019 ♦ 6:00 p.m.
Norfolk Room**

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

Teleconference: Mark Watson

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

Absent: Michelle Shypula (Superintendent of Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Casey.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of September 26, 2019 meeting.

Carried

1.4 Approval of Minutes from the Policy Committee Meeting – March 21, 2019

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the March 21, 2019 meeting.

Carried

In response to trustee inquiries on Discussion items 3.1 - Purchasing 700.01 and 3.2 - Director of Education Performance Appraisal 100.2; Director McDonald indicated that the Procurement policy will be discussed and revised at the next October Policy Committee meeting, and that the Director of Education Performance Appraisal had already been approved by the Board and had been moved into the Board By-Laws.

Director McDonald also addressed trustee concerns regarding 3.3 - Hiring of Academic Staff 300.10 and indicated that the vice-principals do not automatically move into the Principal pool which is indicated in the current policy and that a new leadership program and orientation session was being worked upon that would be communicated to the principals. He also mentioned that the principal positions will be posted.

There was also trustee inquiries on 3.7 Board By-Laws with regards to issuing a laptop to the Student Trustee at the beginning of the School year and 3.9 Inclement Weather and Temporary School/Facility Closures 400.01, Director McDonald indicated that the laptop for the Student



Trustee will be taken into consideration and that the Inclement weather, cold temperature guidelines and transportation policy will be reviewed in October.

1.5 Business Arising from the Minutes - Nil

2. Committee and Staff Reports

3. Discussion Items

3.1 Policy Renewal Process

Director McDonald presented the Policy Renewal process indicating that in order to ensure that policies and procedures are current with changing legislation, Ministry expectations and initiatives and the changing context of education, all policies and procedures will be placed on a four-year revision cycle. He explained the rationale and how we plan on operationalizing it.

In response to trustee inquiries regarding stakeholder groups and feedback process, Director McDonald indicated that the policy will be posted on the Board website and that messaging would also go to parents, workgroups and other stakeholders followed by tweets on Twitter. He also indicated that it was the intent that going forward the Policy and Administrative Procedure will be jointly brought together to reflect the true spirit of the policy and to avoid duplication.

Moved by: Rick Petrella

Seconded by: Carol Luciani

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

Carried

3.2 Workplace Harassment Policy and Administrative Procedure 300.01

Director McDonald indicated that the policy and procedure had been revised and developed in consultation with BLG and that changes have been made to reflect the updated legislative language, as well as clarifying responsibilities and the process around making a harassment complaint. He indicated that this would go for public consultation and feedback and will be brought to the Board meeting in January.

There were trustee concerns on the sections around bad faith declaration of harassment, vexatious comments and retention of records, Director McDonald indicated that they would look at including language around bad faith, vexatious comments and the provision of storing confidential records with a third-party firm. In response to a trustee inquiry regarding online training and reporting by the Principals, Director McDonald indicated that the P/VP task calendar was being reviewed on a monthly basis to ensure that we are being compliant.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee recommends that the policy and procedure Workplace Harassment 300.01 be sent out for stakeholder input during the public consultation period.

3.3 Employee Expenses Policy 700.04

Superintendent Keys indicated that in order to streamline and enhance the direction and clarity of the employee expense reimbursement process, a thorough review of the current policy and administrative procedure was undertaken. In response to trustee inquiries regarding conference expenses and home office expenses, Superintendent Keys indicated that the numbers were



mandated looking at other school boards and that this would go for public consultation and feedback and then reviewed with the stakeholders.

There was also a trustee inquiry on the reimbursement of mileage to Co-op teachers for driving students to the Co-op; Superintendent De Rubeis indicated that he would get further information on the average number of trips the Co-op teacher would make to facilitate this and then apply the mileage; and that he would have a conversation with the Principals and the job skills teachers in the Co-op team on this. Discussion ensued on allocating a special budgeted amount for this and how it would impact the Board.

Director McDonald also addressed trustee concerns regarding travel costs (2.6) travel between a base work site and the primary work location and (8.0) Perquisites. Once stakeholder feedback was received, he emphasized on the importance of having a consistent policy for all employees to eliminate confusion and that the revised policy language will clearly articulate the expenses that the Board would pay.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Policy Committee recommends that the Employee Expenses Policy 700.04 be sent out for stakeholder input during the public consultation period.

3.4 Student Behaviour, Discipline and Safety Policy 200.09 - District Code of Conduct

Director McDonald presented the Student Behaviour, Discipline and Safety Policy and indicated that The Ministry of Education's *Policy/Program Memorandum 128 (PPM 128)* The Provincial Code of Conduct and School Board Codes of Conduct was revised in August. This provincial Code of Conduct had been amended to include a restriction on the use of personal mobile devices and its usage during instructional time for educational, special education and medical purposes. He explained that it was the expectation of the Ministry that school boards' District and School Codes of Conduct will reflect these legislative changes no later than November 2019. He indicated that the Code of conduct is part of a larger policy and that it will be appended into the policy based on the revision cycle and would subsequently go out for stakeholder input.

In response to trustee inquiries on progressive discipline for staff and students, messaging and the roles and responsibilities for School Boards; Director McDonald indicated that Ministry guidelines were being followed at schools and that he would provide further information at a future meeting.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the revised District Code of Conduct to be included in the School Behaviour, Discipline and Safety Policy 200.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.

4. Trustee Inquiries – Nil

Director McDonald responded to a trustee inquiry with regards to the frequency of the Policy Committee meetings and indicated that the meetings will be held on a monthly basis.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

5. Adjournment

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the September 26, 2019 meeting.

Carried

Next meeting: At the call of the Chair

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

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: October 15, 2019
Submitted by: Michael McDonald, Director of Education & Secretary

PRIMARY AND JUNIOR/INTERMEDIATE CLASS SIZES Public Session

BACKGROUND INFORMATION:

Memorandum 2019: SB14, Elementary Class Size Reporting for 2019-20 provides the following instruction to school boards when determining class size within a school, which in turn determines class configuration.

Class Size Requirements

For 2019-20, as in previous years, school boards must continue to organize elementary classes in accordance with Ontario's class size regulation (O. Reg. 132/12: Class Size). The regulated elementary class size requirements are summarized below.

- At least 90 per cent of primary classes must have 20 or fewer students.
- All primary classes must have 23 or fewer students.
- All combined primary and junior/intermediate classes must have 23 or fewer students.
- The board-wide class size average for Full-Day Kindergarten (FDK) must not exceed 26 students.
- FDK classes must have 29 students or fewer. However, up to 10 per cent of FDK classes may have up to 32 students if one of the following exceptions applies:
 - If purpose-built accommodation is not available (this exception will sunset after 2021- 22);
 - If a program will be negatively affected (e.g., French Immersion); or
 - Where compliance will increase the number of FDK/Grade 1 combined classes.
- The board-wide class size average for Grade 4 to Grade 8 must not exceed 24.5 students, unless otherwise indicated in the table in section 7(2) of the class size regulation (O. Reg. 132/12: Class Size). For BHNCD SB, the compliance number for 2019-20 is 24.5 students down from 24.88 students in 2018-19.

DEVELOPMENTS:

School boards are required to submit detailed reports of their elementary class size data to the Ministry by October 31 of each school year; based on a count date in September. The Brant Haldimand Norfolk Catholic District School Board established class size compliance on the September 19, 2019 count date.

The BHNCDSD elementary class size compliance submission included:

- 91.3% of primary classes having 20 or fewer students;
- All combined primary and junior classes (Grades 3/4) have 23 or fewer students;
- Total number of primary classes is 103 with a total enrolment of 1,897 students;
- The board-wide average class size at the intermediate level (Grades 4 – 8) is 24.41 students;
- Total number of intermediate classes is 148 with enrolment of 3,613 students;
- The board-wide class size average for FDK is 23.7 students.
- All FDK classes have 29 students or fewer, with the exception of three classes (5.6%)

RECOMMENDATION:

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.

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

Prepared by: Mike McDonald, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted on: October 15, 2019
Submitted by: Rick Petrella, Chair of the Board

**ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION –
ANNUAL MEMBERSHIP FEES**

Public Session

BACKGROUND INFORMATION:

The Ontario Catholic School Trustees' Association (OCSTA) continues to be a strong guiding and unifying force for Catholic education in our province, as they are represented at a number of key government tables and work with partner organizations to promote and protect Catholic education. On a yearly basis, the Board has remitted a membership fee.

DEVELOPMENTS:

The annual fee for our Board is calculated on a base amount of \$8,160 plus a cost of \$3.805 per student. Based on our 2018 -19 student enrolment of 10 003 ADE (Average Daily Enrolment), the membership fee for this year is \$46 221.00

In 2013-14, a special F.A.C.E. levy for promoting and protecting Catholic education was introduced and this levy will continue for 2019-20. The levy is calculated at 12 cents per pupil, for a total of \$1 200.36. HST does not apply to either the Membership Fees or the F.A.C.E. Levy.

Under the School Boards Collective Bargaining Act OCSTA continues to serve as the designated bargaining agent for its 29 Catholic District School Boards. The fee is set out in Regulation 206/15 and was included in the GSN allocation. The amount for the 2019-2020 school year is \$43 017.00.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$46,221.00 for the 2019-20 school year.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued payment of the F.A.C.E levy with the Ontario Catholic School Trustees' Association and remits the annual fee of \$1 200.36 for the 2019-20 school year.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves GSN funding for Central bargaining with the Ontario Catholic School Trustees' Association and remits the fee of \$43,017 for the 2019-20 school year.

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

Prepared by: Michelle Shypula, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: October 15, 2019
Submitted by: Mike McDonald, Director of Education & Secretary

PROGRAMS FOR STUDENTS WITH AUTISM

Public Session

BACKGROUND INFORMATION:

In May 2007, the Ministry of Education released Policy/Program Memorandum 140 (P/PM 140), *Incorporating Methods of Applied Behaviour Analysis (ABA) into Programs for Students with Autism Spectrum Disorders (ASD)*, to provide direction to school boards to support their use of applied behaviour analysis as an effective instructional approach in the education of students with autism spectrum disorder. P/PM 140 has two main requirements: 1) school boards must offer students with ASD special education programs and services including, where appropriate, special education programs using ABA methods, and 2) school board staff must plan for the transition between various activities and settings involving students with ASD.

Since 2008, school boards have received funding to hire additional board level ABA expertise to support principals, teachers and teams. This has allowed for provision and coordination of ASD training and resources and has facilitated collaboration between service providers and schools. Crystal Donohue was hired at that time to act as ABA Program Lead.

Responsibilities of the ABA Program Lead include the facilitation of a yearly self-assessment monitoring process and to ensure that all training is being completed as outlined in P/PM 140 and Policy/Program 156 (PPM 156), *Supporting Transitions for Students with Special Education Needs*. The P/PM 140 survey provides a snapshot for the Ministry on the implementation of ABA methods by school boards. The results of the survey generate a provincial profile for the Minister's Advisory Council on Special Education (MACSE) on the implementation of ABA.

Included in the ABA Program Lead responsibilities to further support students with ASD, and to plan for seamless transitions, the Connections for Students model was introduced. Connections for Students was to be implemented by all school boards by the spring of 2010. In addition, in April 2014, the Ministry of Education developed a list of requirements that may be included in training opportunities provided by school boards to educators. The implementation of training requirements are monitored by the Ministry through the annual reporting process. Training opportunities include a partnership with the Geneva Centre for Autism Summer Institute which offers summer training and ABA online e-Learning modules. The Ministry provides a number of allocated spaces to participate in the ABA Certificate Course for Educators. In 2018-19 school year 10 staff received certification in this training. Additionally, Geneva offers free online series for educators on their website.

DEVELOPMENTS:

Currently, the Board has 181 students identified *Communication: Autism*. Students with a diagnosis of ASD are represented across all three counties and in both the elementary and secondary panels. Fifty-two Educational Assistants are allocated to schools to provide support to students who are identified *Communication: Autism*. In the district, five students are currently attending Intensive Behavioural Intervention (IBI) with various service providers. Five students are on a waiting list for IBI therapy.

To date 38 students, schools and families have participated in the Connections for Students model. Connection for Students meetings are monthly meetings held with the classroom teacher, principal, SERT, parent and a Hamilton Health Science ASD Consultant prior to the student's discharge from IBI, and every six months after discharge. With the recent Ministry of Children, Community and Social Services funding changes regarding services being provided by Child Treatment Centres (CTC) (e.g. Lansdowne, Haldimand Norfolk Reach) and the distribution of Childhood Budgets from the province, the future pathway model for students with ASD is unclear. According to our district CTCs knowledge, students will continue to receive IBI services until March 2020.

In January 2017, recognizing that additional personnel would be required to support our students with ASD, Laura Klinck was hired as the second system ABA lead. Further to this, in the spring of 2019, the Ministry of Education allocated funding to hire an additional board-level ABA expertise professional to support principals, teachers, educators and other school staff as outlined above and in facilitating school boards' collaboration with community services providers, parents and in supporting the Connections for Students model.

In the spring of 2019, information was made available for all educators and support staff regarding online learning opportunities being offered through the Geneva Centre, a pioneer in the development of leading-edge resources, programs and services to support children and youth with autism.

In August 2019, the Ministry announced its plan to fund and implement an After School Skills Development Program (ASSDP) across all 72 school boards in the province. This program is intended to enhance skills in students with ASD and will focus on social, communication, self-regulation and life-planning skills development, all of which will help them to succeed academically. The funding for this program extends to June 2022 and the district is currently engaged in planning the scope of this project based on parameters established by the Ministry of Education.

Ongoing training has been provided by the ABA team to build staff capacity in the use of ABA strategies. During the 2018-19 school year, this included:

- Provision of training to 42 teachers involved in the New Teacher Induction Program (NTIP);
- Training provided to five recently hired Special Education Resource Teachers (SERTs);
- Provision of training to Educational Assistants during Professional Activity days;
- Regular opportunities for school teams to consult with the ABA team
- Provision of 1:1 coaching for staff working directly with students with ASD

The focus of this training has been on function of behaviour, proactive strategies to promote skill development, reduction of behaviour challenges and effective use of positive reinforcement.

In alignment with the Ministry of Education's directives, the board will continue to provide training and support on ABA instructional methods to increase educator's skill and confidence when implementing ABA instructional methods in the classroom.

RECOMMENDATION:

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

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

Prepared by: Robert De Rubeis, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: October 15, 2019
Submitted by: Mike McDonald, Director of Education & Secretary

EXCURSION – GERMANY, CZECH REPUBLIC, POLAND AND HUNGARY
Public Session

BACKGROUND INFORMATION:

Assumption College School is requesting approval for an excursion to Germany, Czech Republic, Poland and Hungary from Friday June 26, 2020 to Sunday July 5, 2020 (no school days missed as this is at the end of the school year). This trip is part of a one credit summer school course, CHT 30. Once the students return from the excursion, the remainder of the course will be completed online and is scheduled to conclude at the end of July 2020.

Staff supervisors will include Ms. Terry MacKinnon, Mrs. Susie Picanco, Mr. Ryan O' Donoghue and Mr. Laurence McKenna. The cost of the trip is approximately \$4,053.00. The tour is being organized by Explorica Canada Inc.

DEVELOPMENTS:

Approximately twenty-five (25) Grade 11 students from the *Canadian and World Studies Department* will travel by plane to Berlin, Germany to begin an educational excursion of Germany, Czech Republic, Poland and Hungary. This tour provides an excellent opportunity for students to gain a deeper understanding of Eastern European culture and history. This tour will address several of the curriculum expectations that are identified in the course including: the rise of empires in the late 19th and early 20th century in Eastern Europe, the forces that imperialism and nationalism had on the rise of World Wars I and II and the adverse impact these events had on the population's identity and citizenship rights. The tour will also provide the attendees insights to social, economic and political conditions that existed during the Cold War, the advent of the nuclear age as well as what led to the fall of communism in the late 1980's and early 1990's. How these countries and societies have redefined themselves politically, socially and economically to compete globally in a free market will also be explored.

The students will participate in guided tours in Berlin, Prague, Kraków and Budapest and visit numerous sites such as; the Berlin Wall, Auschwitz Concentration Camp and Memorial and various other Museums and palaces. Students and staff will strengthen their faith by attending mass at the largest and most important temple in Prague, St. Vitus Cathedral which apart from the religious services, is a place of burial of several patron saints, sovereigns, noblemen and archbishops.

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 Germany, Czech Republic, Poland and Hungary from Friday, June 26, 2020 to Sunday, July 5, 2020.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Mike McDonald, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted on: October 15, 2019
Submitted by: Mike McDonald, Director of Education & Secretary

HEALTH AND SAFETY UPDATE

Public Session

MULTI - JOINT HEALTH AND SAFETY COMMITTEE INFORMATION:

The Multi-Joint Health and Safety Committee at Brant Haldimand Norfolk Catholic District School Board is committed to fostering employee health and safety in the workplace through co-operation and joint efforts in the design and implementation of education programs for employees; in the investigation and resolution of safety problems; the training and support of committee members; and in the development and promotion of an increased awareness of occupational health and safety matters.

The 2019 – 2020 Joint Health and Safety Committee is comprised of the following members:

NAME	BOARD POSITION	JHSC POSITION
Leslie Brown	Educational Assistant (OSSTF – ESS)	Worker Representative
Lou Citino	Manager of Facilities	Management Representative
Christine Denn	Elementary Teacher (OECTA)	Worker Representative
Lisa Gleason	Human Resources Assistant	Recording Secretary
Deborah King-Bonifacio	Disability Management & Safety Coordinator	Management Representative
Amber Martin	Elementary Teacher (OECTA)	Worker Representative
John Nicholson	Vice-Principal	JHSC Management Co-Chair
Daniel Pace	Principal	Management Representative
Richard Sarafinchin	Caretaker (OSSTF – PSS)	JHSC Worker Co-Chair

DEVELOPMENTS:

Please refer to the following Appendixes which provide Employee Accident/Incident statistics for the BHNCD SB:

Appendix A – Accident/Incident statistics for the period of September 1, 2018 to February 28, 2019.

Appendix B – Accident/Incident statistics for the period of March 1, 2019 to August 31, 2019.

RECOMMENDATION:

THAT the Committee of the Whole refers the Health and Safety Update to the Brant Haldimand Norfolk Catholic District School Board for receipt.

BHNCD SB Accident/Incident Statistics

September 1, 2018 to February 28, 2019

	Caretaker	EA	ECE	Elementary Library Technician	Elementary Secretary	Elementary Teacher	Lunch Monitor	Non-Union	Occasional Teacher	Principal/VP	Secondary Secretary	Secondary Teacher	Grand Total
INCIDENT TYPE	#	#	#	#	#	#	#	#	#	#	#	#	#
Struck or Contact By	1	22				3				1		1	28
Struck Against/Contact With		1				1							2
Fall	1	4				6	1			1		4	17
Slip/No Fall	1					1							2
Caught In, Under, On or Between													0
Exposure												2	2
Over Exertion	1	3		1									5
Repetitive Body Movement													0
Traumatic Event												2	2
Aggression		101				15			1			8	125
Other						1							1
Bee Sting													0
Sprain/Strain	1											2	3
Laceration/Cut													0
Grand Total(s)	5	131	0	1	0	27	1	0	1	2	0	19	187

BHCNDSB Accident/Incident Statistics

March 1, 2019 to August 31, 2019

	Caretaker	Cleaner	CYW	EA	ECE	Library Technician	Elementary Secretary	Elementary Teacher	Lead Hand	Lunch Monitor	Non-Union	Occasional Teacher	Principal VP	Secondary Secretary	Secondary Teacher	Grand Total
INCIDENT TYPE	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#
Struck or Contact By		1		13	2			9							2	27
Struck Against/Contact With	1			5											1	7
Fall	1			4			1	4							1	11
Slip/No Fall																0
Caught In, Under, On or Between		1														1
Exposure		1													2	3
Over Exertion				2					1							3
Repetitive Body Movement																0
Traumatic Event					1									1		2
Aggression				70	4			5					1			80
Other			1	3				1							1	6
Bee Sting																0
Sprain/Strain	1	1														2
Laceration/Cut				1												1
Grand Total(s)	3	4	1	98	7	0	1	19	1	0	0	0	1	1	7	143

2019-20
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
October 15, 2019	7:00 pm	Committee of the Whole	
October 22, 2019	7:00 pm	Board Meeting	
October 24–26, 2019		When Faith Meets Pedagogy Conference	
October 29, 2019	9:00 am	STSBHN Meeting	
November 13, 2019	3:00 pm	Executive Council Meeting	
November 19, 2019	9:30 am 7:00 pm	SEAC Meeting Committee of the Whole	
November 26, 2019	5:00 pm	Legal Expense Review Committee	
November 26, 2019	7:00 pm	Board Meeting	
December 3, 2019	6:30 pm 7:00 pm	Annual Meeting Mass (Bishop Crosby) Annual Board Meeting	
December 4, 2019 (to be confirmed)	3:00 pm	Executive Council Meeting	
December 5, 2019	9:00 am	Mental Health Steering Committee Meeting	
December 10, 2019	9:30 am 7:00 pm	SEAC Meeting Board Meeting	
<i>December 22, 2019 - January 3, 2020</i>		<i>CHRISTMAS BREAK</i>	
January 15, 2020 (to be confirmed)	3:00 pm	Executive Council Meeting	
January 17-18, 2020		OCSTA Catholic Trustees Seminar (Toronto)	
January 21, 2020	9:30 am 7:00 pm	SEAC Meeting Committee of the Whole	
January 28, 2020	7:00 pm	Board Meeting	
February 11, 2020	9:30 am	SEAC Meeting	
February 12, 2020 (to be confirmed)	3:00 pm	Executive Council Meeting	
February 18, 2020	7:00 pm	Committee of the Whole	
February 25, 2020	9:00 am 7:00 pm	STSBHN Meeting Board Meeting	
March 2, 2020	7:00 pm	Regional Catholic Parent Involvement Committee Meeting (RCPIC)	
March 11, 2020 (to be confirmed)	9:00 am 3:00 pm	Mental Health Steering Committee Meeting Executive Council Meeting	
<i>March 16-20, 2020</i>		<i>MARCH BREAK</i>	
March 24, 2020	9:30 am 7:00 pm	SEAC Meeting Committee of the Whole	
March 31, 2020	5:00 pm	Legal Expense Review Committee	
March 31, 2020	7:00 pm	Board Meeting	
April 15, 2020 (to be confirmed)	3:00 pm	Executive Council Meeting	
April 21, 2020	9:30 am 7:00 pm	SEAC Meeting Committee of the Whole	
April 28, 2020	7:00 pm	Board Meeting	
April 30, 2020 April 30 – May 2, 2020		OCSTA/OCSBOA Business Seminar (Ottawa) OCSTA AGM (Ottawa)	
April 29 – May 1, 2020		Board Art Show (Haldimand Museum in Cayuga, Eva Brook Donly Museum in Simcoe and Wayne Gretzky Centre in Brantford)	
<i>May 3 - May 8, 2020</i>		<i>Catholic Education Week</i>	
May 4, 2020	5:00 pm	Catholic Student Leadership Awards @ ACS	
May 5, 2020	6:30 pm	Celebration of the Arts (@ Sanderson Centre)	

Date	Time	Meeting/Event	New / Revised
May 11, 2020	7:00 pm	Regional Catholic Parent Involvement Committee Meeting (RCPIC)	
May 12, 2020	9:30 am	SEAC Meeting	
May 13, 2020 (to be confirmed)	3:00 pm	Executive Council Meeting	
May 19, 2020	7:00 pm	Committee of the Whole	
May 26, 2020	9:00 am	STSBHN Meeting	
	7:00 pm	Board Meeting	
June 4-6, 2020		CCSTA AGM (Collingwood)	
June 10, 2020 (to be confirmed)	9:00 am	Mental Health Steering Committee Meeting	
	3:00 pm	Executive Council Meeting	
June 16, 2020	9:30 am	SEAC Meeting	
June 18, 2020	7:00 pm	Committee of the Whole	
June 23, 2020	7:00 pm	Board Meeting	
June 25, 2020	4:45 pm	Assumption College Graduation	
June 25, 2020	6:30 pm	Holy Trinity Graduation	
June 25, 2020	7:00 pm	St. John's College Graduation (@ Sanderson Centre)	

Meetings scheduled at the Call of the Committee Chair: Accommodations Committee, Audit Committee, Budget Committee, Catholic Education Advisory Committee, Communications and Information Technology Advisory Committee, Legal Expenses Review Committee, Policy Committee