



BRANT HALDIMAND NORFOLK Catholic District School Board

Agenda

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

Committee of the Whole Tuesday, January 21, 2020 ♦ 7:00 pm Boardroom

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

Senior Administration:
Michael McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Robert 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 – November 12, 2019

Pages 3-6

1.6 Business Arising from the Minutes

2. Presentations

3. Delegations

4. Consent Agenda

4.1 Unapproved Minutes from the Mental Health Steering Committee Meeting - September 25, 2019

Pages 7-10

4.2 Unapproved Minutes from the Special Education Advisory Committee Meeting - November 19, 2019

Pages 11-15

4.3 Unapproved Minutes from the Special Education Advisory Committee Meeting -December 10, 2019

Pages 16-19

5. Committee and Staff Reports

5.1 Excursion – New York City, NY Presenter: Robert De Rubeis, Superintendent of Education

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5.2 Strategic Plan Process Presenter: Mike McDonald, Director of Education & Secretary

Pages 21-22

5.3 Workplace Harassment Policy 300.01 Presenter: Mike McDonald, Director of Education & Secretary

Pages 23-37



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- 5.4 Employee Expenses Policy 700.04
Presenter: Scott Keys, Superintendent of Business & Treasurer

Pages 38-45

6. Information and Correspondence

- 6.1 French Immersion Update

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,
- The security of the property of the board;
 - 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;
 - The acquisition or disposal of a school site;
 - Decisions in respect of negotiations with employees of the board; or
 - Litigation affecting the board.

9. Report on the In-Camera Session

10. Future Meetings and Events

Pages 46

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

11. Adjournment

Next meeting: Tuesday, February 18, 2020, 7:00 p.m. – Boardroom



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

Catholic Education Centre
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Committee of the Whole Tuesday, November 19, 2019 ♦ 7:00 pm Boardroom

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

Absent: Mark Watson

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

The meeting was opened with prayer led by Trustee Luciani.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the November 19, 2019 meeting.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Committee of the Whole Meeting Minutes – October 15, 2019

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the October 15, 2019 meeting.

Carried

1.6 Business Arising from the Minutes - Nil

2. Presentations

2.1 Educational Assistant Devices

Superintendent Shypula provided a PowerPoint presentation regarding leveraging digital assistance to Educational Assistants. She provided an overview of the consultation process which included the following:

- Feedback from a focus group
- Identifying potential challenges
- Creation of a core team
- Co-created a high-level implementation plan



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Dave Szuty, E-Learning Consultant, reviewed the support available to users and how teacher capacity is being built.

Carmen McDermid, Student Achievement Lead – Special Education, spoke to the benefits that the technology would have in relation to student achievement.

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 October 8, 2019 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 Student Transportation Services Brant Haldimand Norfolk Board of Directors Meeting of October 29, 2019 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

Carried

5. Committee and Staff Reports

5.1 Excursion – Panama

Superintendent De Rubeis presented a request from Assumption College School for an excursion to Panama. Students will study one of the most diverse ecosystems in the world. They will also be immersed in local culture and conduct research regarding conservation of wetlands. He advised that students will also participate in faith formation at a local Mass.

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College Catholic High School for an excursion to Panama from Friday, March 12 to Saturday, March 20, 2021.

Carried

5.2 Insurance Renewal

Superintendent Keys provided an overview of the current liability insurance covered by the Ontario School Boards' Insurance Exchange (OSBIE). He reviewed the adjusted rates and premiums for the year. It was noted that boiler and machinery insurance will no longer be offered through OSBIE's provider and that new premiums are currently being negotiated.

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 2020 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$127,476, excluding PST.

Carried



5.3 Inclement Weather Policy

Director McDonald presented the revised Inclement Weather Policy. He provided an overview of the changes including staff procedures, cold weather and an introduction of zones. Stakeholders were consulted and many of the major themes from the feedback were adopted. It was noted that the revised policy addresses the communication procedure in the event of an inclement weather day.

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Inclement Weather & Temporary School/Facility Closures policy 400.01.

Carried

5.4 Board Improvement Plan for Student Achievement

Superintendent Temple shared the 2019-2020 Board Improvement Plan for Student Achievement. A chart outlining the current work that has been undertaken was reviewed. The plan boasts a focus on math and cohort. An summary of the identified Essential Practices was provided including Learning and Numeracy.

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the Board Improvement Plan for Student Achievement report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

6. Information and Correspondence

Director McDonald advised that a successful Strategic Planning Session was recently held with stakeholders to help identify goals. The information collected will be reviewed and sent back to stakeholders for more feedback.

Vision 2020 will be held at Assumption College School in the near future. The event will celebrate STEM and will include guest speakers and workshops.

Superintendent Keys provided an update regarding upcoming capital projects and how they may affect summer programs.

Moved by: Dan Dignard

Seconded by: Carol Luciani

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

Carried

7. Trustee Inquiries

Vice-Chair Dignard referred to Item 5.2 and inquired about safety precautions taken to minimize claims.

Superintendent Keys reviewed the safety requirements as they relate to claims.



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

Vice-Chair Dignard and Trustee Chopp declared a conflict of interest in Item 5.3 of the In-Camera session and left the room. They did not take part in the consideration, discussion of or vote on any questions with relation to this item.

Moved by: Carol Luciani

Seconded by: Cliff Casey

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.

11. Closing Prayer

The closing prayer was led by Chair Petrella.

12. Adjournment

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the November 19, 2019 meeting.

Carried



**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 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 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.



**Brant Haldimand Norfolk
Catholic District School Board**

Minutes

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

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



**SPECIAL EDUCATION ADVISORY COMMITTEE
Tuesday, November 19, 2019 – 9:30 a.m. – Boardroom**

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

1. Opening Prayer

Carmen McDermid led the group in the opening prayer.

2. Welcome and Opening Comments

Superintendent Shypula welcomed guests and members and a round of introductions were led for the benefit of all in attendance.

3. Approval of Agenda

Moved by: Lauren Freeborn

Seconded by: Jill Esposto

THAT the SEAC approves the agenda of the November 19, 2019 meeting.

Carried

4. Approval of Minutes – October 8, 2019

Moved by: Lauren Freeborn

Seconded by: Jill Esposto

THAT the SEAC approves the minutes of the October 8, 2019 meeting.

Carried

5. Election of Chairperson for 2019-2020 and Meeting Time Survey Review

Christine Dragojlovich offered to stay on as chair. (Acclaimed)

Survey sent out – meetings will be 1:30 – 3:30 the second Tuesday of each month – begins January 21, 2020.

6. Presentation

6.1 Assumption College Students – Remembrance Day Liturgy

Assumption students performed a moving Remembrance Day Liturgy for the Committee members and the staff at the CEC.



7. Correspondence

7.1 Draft Letter to Community Partners

The draft letter was shared with the group. The intention is to have more organizations join SEAC. Jill has already shared the letter with various community partners.

8. Community Agency Updates

Lauren Freeborn – Service Planning Coordinator, Contact Brant

Lauren updated that Alysha Weir has left Contact Brant and Lyndsey Campbell will start on November 25th as the new Assistant Resource Coordinator.

Jill Esposto - Director of Services, Brant Family & Children's Services

Jill updated about Brant Family and Children's Services new modernization of child welfare. The changes will be rolled out in the near future. Jill reported that despite financial challenges, it is business as usual after some difficult cuts and the agency is moving forward. People are struggling in the aftermath of the layoffs and it is hard to manage without the resources.

Jennifer Chapman - Child Welfare Supervision, The Children's Aid Society of Haldimand and Norfolk

Jennifer reported they had a successful thanksgiving dinner that they hosted for youth living independently. Their next event is Christmas. There is new legislation coming in January which will require access to records requests to be completed within 30 days and the agency is reviewing anticipated workload demands.

Tara Buchanan – Community Living Brant

Tara reported that Community Living Brant is waiting for a new funding formula. This area was chosen as a pilot for employment supports. They are looking forward to seeing the new model for this. They are focused on building relationships with the community. Also, they are focused on youth transitioning from school to the workplace. Employment support for youth has been lower to the age of 16. They believe this will be beneficial to youth having support sooner.

Tracey Taylor – Developmental Services Manager, H-N REACH

Tracey reported that they are reviewing the new Serious Occurrence guidelines and procedures. Passport funding continues to be approved.

Christine Dragojloivch - Clinical Manager, Woodview Mental Health & Autism Services

Christine reported that there is a Grand Opening at Woodview's Harmony Square location (120 Colborne Street, Unit 106/107) for youth and families on November 21st from 5 p.m. - 7 p.m. Harmony Square has a drop in for youth on Thursdays & Fridays from 4 p.m. - 8 p.m. and Saturdays from 1 p.m. - 3 p.m. (attached is a December calendar) Please share with all agency and school personnel.



Fortitude Youth View is recruiting new members. Fortitude provides leadership opportunities for youth - contact Robyn Sharpe at rsharpe@woodview.ca or by phoning (519) 752 - 5308 x 125 for more information

Woodview is hosting its annual Family Christmas party for their clients on December 17th at Woodman Recreation Centre. A turkey dinner, Santa, crafts and a surprise for each family will be provided

Bill Chopp – Trustee BHNCDSB

Bill reported that he is interested in hearing the budget information. He suggested we share how budgets are structured so each group can understand the stresses encountered in the budgets.

9. Reports

9.1 Student Achievement Leader: Special Education

Carmen reported on the various professional development opportunities the Special Education Services team have most recently been offering. The October 11th Professional Development day had approximately 110 Educational Assistants participate in four specific workshops including: Functional ABA Skills to promote independence, implementation of Individual Education Plan goals and expectations, supporting social skills development and Clicker 6 to support literacy development. Some Educational Assistants were involved in completing certifications in Nonviolent Crisis Intervention (NVCi) and First Aid. Educational Assistants involved in the Leveraging Digital Proof of Concept received specific training and support in using their new device with a clear focus on capturing learning to support student growth and learning. Goals for using the device include but are not limited to: more in-depth collaboration between the classroom teacher and the EA, further support in collecting and tracking of Individual Education Plan (IEP) expectations and improved communication with parents through the collection of rich data demonstrating student learning.

On October 16th, principals received a detailed presentation on the progression of steps to follow when a student is academically struggling. Information was shared about available resources to access from the early onset of a concern through to the implementation of an IEP and possible IPRC.

A Community of Practice meeting was held on October 30th for all SERTs and Secondary Special Education Department Heads. Jennifer Huxley, Lansdowne Children's Centre, discussed changes in School Based Rehabilitation Services (SBRS) while Maxine Lean and Lauren Freeborn (both from Contact Brant) explained Coordinated Service Planning and how schools can assist families in making referrals. Another key agenda item included additional Lexia training from Greenfield Learning Inc. to further support student academics for those students with a Learning Disability (LD) or similar LD profile. Additionally, SERTs received information on other resources to be used to support literacy programming and interventions.

On the November 15th Professional Development Day, the Special Education Department launched an online NVCi 'Flex' Seat which allowed Educational Assistants to access and review core NVCi information and strategies while remaining in their home school. They also received Occupational Health & Safety Training.



Annually, the BHCNDSB nominates an inclusionary champion who best demonstrates leadership in the vision of achieving quality inclusive education through developing and/or implementing effective inclusive practices. On November 12th, at the Coaching to Inclusion Conference in London, Debbie Dignan was recognized as this year's champion and as a most deserving recipient of this award. Congratulations Debbie!

9.2 Superintendent of Education

Michelle elaborated on the Educational Assistant Leveraging Digital for Student Learning Pilot. All Principals were informed about the pilot in August to ensure clear communication of its purpose and how it aligned with student achievement. It is important the Educational Assistants (EAs) have the tools necessary to capture the student's learning and needs. Along with building the capacity of EAs, teachers also need to understand how to use digital evidence to assess and determine instructional next steps for students. In all pilot schools, professional development for the classroom teachers and the Special Education Resource teachers is being provided similar to that of the EAs so they have common knowledge of the use of digital to capture learning.

The Ministry of Education announced in August 2019 that all school boards in Ontario would offer an After Schools Skills Development Program (ASSDP) for students with Autism Spectrum Disorder (ASD). In partnership with the Grand Erie District School Board (GEDSB), Lansdowne Children Centre and Haldimand Norfolk Reach, it is the hope that we can partner together to develop and implement an effective program for our students in both districts who are on the spectrum. Team members from Brant Haldimand Norfolk Catholic District School Board and GEDSB will be consulting with both Lansdowne and Haldimand Norfolk Reach to discuss next steps in program implementation on December 5th. The expected launch of the program is January 2020.

Program and Policy 158 (PPM 158) School Board Policy on Concussion was recently revised. PPM 158 was issued at the end of September with new guidelines that require implementation for January 31, 2020. The following are significant changes to the PPM:

- receipt of confirmation of annual review of approved Concussion Awareness Resources by individuals participating in board-sponsored inter-school sports
- the establishment of Concussion Codes of Conduct for individuals participating in board-sponsored inter-school sports and the receipt of confirmation of annual review of the relevant Code of Conduct by those individuals and;
- annual concussion training for relevant school staff.

The shared Child Protection Protocol has been updated to reflect The Child, Youth and Family Services Act 2017 which replaced the Child and Family Services Act 1990. The protocol was created in collaboration with various partners to reflect the new legislation and will be rolled out to the district in December.



10. Closing Remarks/ Adjournment

The meeting adjourned at 11:35 am and Superintendent Shypula thanked members for their contributions to the meeting.



**SPECIAL EDUCATION ADVISORY COMMITTEE
Tuesday, December 10, 2019 – 9:30 a.m. – Boardroom**

Present: Jill Esposto, Lauren Freeborn, Jennifer Chapman, Christine Dragojlovich, Shannon Mason (*Principal and Principal Lead: Special Education Staffing*), Tara Buchanan, Patti Mitchell (*Parent, County of Brant*), Nil Woodcroft, Mischa Dinsmore, Carmen McDermid (*Student Achievement Lead: Special Education*), Michelle Shypula (*Superintendent of Education*)

Guest: Debbie Dignan

Regrets: Laura Bergeron (*ad hoc*), Teresa Westergaard-Hager, Susan Battin, Carol Luciani (Trustee), Tracey Taylor

1. Opening Prayer

St. John's job skills class led the prayer and presented a farewell and gifts to Michelle for her retirement.

2. Welcome and Opening Comments

Superintendent Shypula welcomed guests and members and a round of introductions were led for the benefit of all in attendance.

3. Approval of Agenda

Moved by: Jill Esposto

Seconded by: Nil Woodcroft

THAT the SEAC approves the agenda of the December 10, 2019 meeting.

Carried

4. Approval of Minutes – November 19, 2019

Moved by: Jennifer Chapman

Seconded by: Patti Mitchell

THAT the SEAC approves the minutes of the November 19, 2019 meeting.

Carried

5. Presentation

Debbie Dignan

There are eight system special education programs among the three secondary schools. Courses taught in these programs are referred to as 'K courses' or 'alternative courses' meaning that learning expectations do not come from Ontario Curriculum documents. The Ministry of Education provides school boards with course titles to be taught in the system special education secondary programs, but not a curriculum of what should be taught. A team consisting of secondary special education classroom teachers and the Itinerant SERT for Alternative Programming from the Brant Haldimand Norfolk Catholic District School wrote curriculum for the K courses. This curriculum/framework consists of competencies or skills which can be tailored to each student's needs. These K course frameworks are a valuable tool for teachers as it provides them with developmentally appropriate tasks and skills to be developed in our students. Furthermore, embedded within the K Course frameworks is the principle that all students, regardless of their exceptionality, can learn and further develop skills to reach their individual potential.



Debbie discussed two of the eleven frameworks with the group and members had an opportunity to look over each of the eleven curriculum frameworks. Debbie also shared a document that was created for parents outlining the different system special education programs at the secondary level.

6. Community Agency Updates

Lauren Freeborn – Service Planning Coordinator, Contact Brant

Lauren provided an update on the new Ontario Autism Program (OAP) report from the OAP Advisory Panel. The Panel's recommendations are that the OAP funding should be specific to therapeutic interventions. If the child is eligible or receiving Special Services at Home (SS@H) in addition to OAP, the SS@H dollars should continue to be received in addition to OAP funding and be specific to respite opportunities. These recommendations are just a portion of what the report comments on and have not been accepted by the province as of yet.

Jill Esposto - Director of Services, Brant Family & Children's Services

Jill reported they are in a holding pattern waiting for the new modernization framework from the government. She indicated that the cuts have been hard to work around and continue to have impact for staff and clients. She shared the good news that there is a new representative for SEAC who is a long-standing foster parent with Brant FACS and she has had extensive experience working with children with special needs.

Jennifer Chapman - Child Welfare Supervision, The Children's Aid Society of Haldimand and Norfolk

Jennifer reported that they are preparing for the agency Christmas dinner provided to youth living independently that continue to work with the Society. The agency is training staff for new legislation coming in January.

Tara Buchanan – Community Living Brant

Tara reported they hosted an awareness event. They are preparing for changes due to the restructuring of the employment changes. Independent funding allows for services to be accessed. They are huge waitlists for supports so this funding helps.

Christine Dragojloivch - Clinical Manager, Woodview Mental Health & Autism Services

Christine reported that REACH, BHNCDSB, Grand Erie and Woodview Mental Health & Autism Services collaborated together and invited Dr. Kristen McLeod to provide Trauma Informed Training on November 28th and 29th. This training opportunity was very successful! Woodview has chosen to utilize NVCI rather than PMAB, so that all community partners are using the same techniques for support and de-escalation during crisis situations. Woodview's Elementary Day Treatment Program will be accepting two new clients in the new year to have a full complement of students by June 2020.



Nil Woodcroft – HN Reach

Nil reported that REACH has recently had meetings with representatives from both boards to review the 2019 transition to school process and set plans for the new year. REACH will host the BHCNDSB on February 20 for the initial review of students transitioning to school in September 2020. This year an additional meeting will be scheduled at the end of September to evaluate each student's transition. REACH looks forward to once again partnering with the BHCNDSB to ensure all students have a successful transition into school.

Patti Mitchell – Parent

Patti reported that the Brantford Special Olympics Committee have placed a bid to host the 2021 Summer Games. They are one of many communities hoping to host the games and are waiting to hear a decision. For the 2020 Winter and Spring Games there are a number of athletes attending representing Brantford. Additionally, Brantford is now offering two new programs. One program is specifically for older athletes with a focus on Health and Wellness.

Mischa Dinsmore – Lansdowne

Lansdowne has now moved to a fee for service for Autism Services which can include behaviour services, intensive behaviour intervention, applied behaviour analysis and individual goal-based treatment. Additional information can be located on the Lansdowne Children's Centre website. Lansdowne has seen a number of children receive their childhood budget which is funding specifically for children with Autism for treatment. The childhood budget is separate from the funding given to families for respite such as Special Services at Home. The document for school entry (Lansdowne clients heading into Kindergarten for September 2020) has been modified with feedback provided in previous years. It is more user friendly, one page in length and focuses on the child (following F-word categories: Function, Family, Fitness, Fun, Friends and Future). Lansdowne has transitioned into operating the Alternate Care [respite] Program. This program provides home-based respite care to families parenting a child/youth under the age of 18 diagnosed with a developmental delay. If a family cannot be matched to the youth, community service providers can provide the respite support.

7. Reports

7.1 Student Achievement Leader: Special Education

Carmen McDermid

Carmen reviewed the specific requirements of PPM 140 (Incorporating Methods of Applied Behaviour Analysis (ABA) into Programs for Students with Autism Spectrum Disorder) to be implemented by school board staff. One of the requirements is to implement ABA strategies to support students transitioning between various activities and settings. The Board has been using a software program called Boardmaker to select specific pictures to create visual schedules to support student's transitions. Recently, a new, online version of Boardmaker was released and over the past five months a number of system team members (ABA Leads, System and Itinerant teachers, Speech and Language Pathologists, etc.) have piloted it. Feedback from staff about the new program has been overwhelmingly positive. They specifically noted that the updated version has countless premade visual schedules which is a huge time saver, rather than using individual pictures to create schedules. The new program has incredibly improved the number and quality of picture symbols as well. System staff commented on the ease of being able to access and work on the program online. Beyond the visuals, there are also great speech supports available to further support students. In the new year, Carmen is looking to purchase a



three-year corporate license which would allow unlimited access to any/all staff. This could further build capacity with all staff members due to how easily it can be accessed. Previously, each school was provided with one Boardmaker CD, which meant only one person in a school could be working on the program at one time. With the new online program, multiple staff members could be accessing the program at any time and/or working together collaboratively to create supports for our students. Additionally, minimal professional development is required to be able to use this new program which should also help promote its usage in schools. Once the licenses have been purchased, information and instructions on how to use it will be shared with all school staff members.

7.2 Superintendent of Education

Michelle Shypula

The Joint Protocol for Student Achievement (JPSA) was implemented in partnership with a number of stakeholders including the Grand Erie District School Board, Haldimand Norfolk Children's Aid Society (CAS) and Brant Family and Children Services (BFACS) in September 2018. This protocol was developed to enhance the partnership between our child protection agencies and kindergarten to grade 12 students in our district, who are in the care of/or receiving services from CAS. Students who receive support as a result of the JPSA may include students with special needs. The ultimate goal of the JPSA is to support the educational success of children and youth involved in the child welfare system in order for them to reach their fullest potential.

As part of the Ontario Government's engagement with the various sectors to strengthen the relationship between the child welfare system and school boards, system leaders were invited to attend a teleconference on November 22, 2019, hosted by the Ministry of Education which focused on:

- A discussion on the current implementation of the JPSA one year in, and;
- An opportunity to provide feedback regarding successes, challenges and potential next steps to enhance the effectiveness of the protocol.

The Ministry of Education will be collating the feedback received and will be sharing this information with the various stakeholders.

Our Team will be reconvening on January 16, 2020 to determine how we will use this information to refine and improve the processes we are currently using.

8. Closing Remarks/ Adjournment

Michelle thanked everyone for coming to the meeting and wished everyone a Merry Christmas. Meeting adjourned at 11:05 a.m.

Next Meeting: Tuesday, January 21, 2020, 1:30 p.m. – Catholic Education Centre - Boardroom

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

Prepared by: Robert De Rubeis, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: January 21, 2020
Submitted by: Mike McDonald, Director of Education

EXCURSION – NEW YORK CITY, NY
Public Session

BACKGROUND INFORMATION:

A request has been received on behalf of St. John's College (SJC) to send approximately 40 students on an Art and Music trip to New York City, NY during the period of Thursday, May 14 to Monday, May 18, 2020. Supervision will be provided by four SJC staff members.

DEVELOPMENTS:

New York City is one of the major cultural centres of the world. This tour provides Art and Music students an opportunity to make connections with the course curriculum they are studying and experience the rich and diverse culture of New York City.

Visits include:

- Metropolitan Museum of Art, Museum of Modern Art, Radio City Music Hall, Times Square, Grand Central Station
- The Museum of Moving Images which will provide students with an interactive tour that will guide them through the developments of technology since the 1800s
- A variety of key architectural sites including Rockefeller Centre, Ground Zero Empire State Building which allows students to experience firsthand the impact of space in the context of early-mid 20th Century and modern-day architecture

A Broadway show is included as another example of the important role that art and music has on our lives and how it helps to define, capture and preserve culture.

Visiting such a culturally rich destination such as New York City also opens students' minds to the career opportunities that are available within the Arts. Music, Fashion Design, Media Communications and Architecture sectors.

Students will be attending a Mass at St. Patrick's Cathedral and a visit to the Neo Gothic Cathedral of St. John the Divine is also planned.

The students and supervisors will travel by bus and the anticipated cost of the trip for each student is approximately \$1095.00. Breakfast and dinner are included in this fee.

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 St. John's College for an Art and Music trip to New York, NY from Thursday, May 14 to Monday, May 18, 2020.

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: Jan 21, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

STRATEGIC PLAN PROCESS

Public Session

BACKGROUND INFORMATION:

In 169(1) of the Education Act it states that “every board shall develop a multi-year plan”. In practice, a multi-year plan has been recognized as a strategic plan and Boards are legally obliged to develop a plan for a three (or greater) school year term(s).

On Sept 17 2019, the plan development process was brought to the Board. That plan identified that the process would occur in three different phases: information gathering; review of previous plan, data analysis, and development of new plan; and implementation and monitoring of the plan.

DEVELOPMENTS:

In order to communicate and collect information from as many varied stakeholders as possible to inform our new strategic plan, ThoughtExchange was engaged to ask questions and analyze responses electronically. Once this information was collated and analyzed it was presented to a large committee of stakeholders which had representation from all aspects of the BHNCD SB community, including trustees, senior administration, parents, students, bargaining unit leaders, representatives from all employee groups, clergy, elected officials and community members on November the 14th at the Greens of Renton.

The major themes from that meeting, and from the stakeholder feedback, which helped inform the planning which occurred that day, and subsequent to that meeting was:

- Catholicity and faith formation should not be a separate commitment but rather threaded through all of our work and actions as a district
- The plan should be accessible and inclusive to all internal and external stakeholders and therefore should be concise and written in parent friendly language
- Wellness was a major concern for all stakeholders in the community

The committee synthesized the information down to three overall commitments and began work on the goals. At the end of the meeting senior team continued to synthesize and revise the plan while reaching back to the committee for continued input. Updates were brought to the Board of Trustees throughout that process and the final draft was prepared and graphically represented and is now ready for Board Approval.

NEXT STEPS:

Once the plan has been approved the plan will be formally communicated to the BHNCD SB staff then rolled out to the wider community and press. Senior Team with their teams has been working on the action items, measurement metrics and responsibilities and upon approval of the plan will present those specifics to the Board. Throughout the duration of the plan, senior team

will come to the Board to present progress toward meeting the commitments and goals of the plan.

RECOMMENDATION:

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

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

Prepared by: Mike McDonald, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: January 21, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

WORKPLACE HARASSMENT POLICY 300.01

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the Board) recognizes that the inherent right of all individuals to be treated with dignity and respect is central to Catholic values and beliefs and supports a safe and nurturing environment for all staff and students. As such, all of its employees should work and learn in an environment that is free from harassment in all of its forms and sources: including but not limited to employees, supervisors, parents, visitors, members of the public and any other individuals who come into contact with employees of the Board.

DEVELOPMENTS:

In order to ensure that the Workplace Harassment Policy and Procedure policy was up to date, revisions to the policy were developed in consultation with legal advice. As such, changes were made to reflect updated legislative language and best practice and on September 26th, this new draft policy and procedure was presented to Policy Committee. Policy committee approved the changes and the policy and procedure was circulated for stakeholder feedback. As per the BHNCDSB policy renewal process, the policy and procedure went out for feedback from September 27, 2019 to November 29th, 2020 and five comments were received.

As a result of feedback suggested from stakeholders, changes were made to the policy to clarify the process in the event of that workplace harassment is reported from an employee to be coming from a parent as well as clarification around the process of reporting.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revisions to the Workplace Harassment Policy and Procedure 300.01.



Policy: Workplace Harassment

		Policy Number:	300.01
Adopted:	April 23, 2002	Former Policy Number:	N/A
Revised:	November 24, 2015; June 27, 2017	Policy Category:	Human Resources
Subsequent Review Dates:	TBD	Pages:	3

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) recognizes that the inherent right of all individuals to be treated with dignity and respect is central to Catholic values and beliefs and supports a safe and nurturing environment for all staff and students. As a Catholic Learning Community, the Board believes that all of its employees should work and learn in a respectful, non-threatening environment that is free from harassment in all of its forms and from all sources, including but not limited to employees, supervisors, parents, visitors, members of the public and any other individuals who come into contact with employees of the Board.

Policy Statement:

The Board recognizes its duties regarding Workplace Harassment and Workplace Sexual Harassment under the Ontario *Human Rights Code* and the *Occupational Health and Safety Act*.

Employees are encouraged to report workplace harassment. The Board will investigate and deal with all complaints or incidents of workplace harassment in a fair and timely manner. Information about a complaint or incident will not be disclosed except to the extent necessary to protect employees, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

An employee will not be penalized for reporting an incident or participating in a workplace harassment investigation.

If an employee needs assistance, he or she may contact the Joint Health and Safety Committee, their union representative (if applicable), or the Human Rights Legal Support Centre.

In order to protect its employees, the Board will ensure that:

- In consultation with the Joint Health and Safety Committee, the Board will maintain a Workplace Harassment Administrative Procedure to implement this policy as required under clause 32.0.1(1)(b), of the *Occupational Health and Safety Act*.
- The Administrative Procedure includes measures for:
 - a working environment that is free from harassment.
 - all employees to be educated on harassment in the workplace, to ensure an understanding of the importance of the policy and to be made aware that harassment is not acceptable and will not be tolerated.
 - all those working for the Board, and those using the services of the Board, to be informed that harassment in the workplace or in the provision of services; (i.e., educational and other) may be an offence under the law.
 - employees to be made aware of the types of behaviour that may be considered harassment.
 - the Board’s responsibilities relative to harassment, identified in terms of awareness, prevention and response.
 - an impartial external investigator to receive and investigate a report of workplace harassment, if the alleged respondent(s) are in a position of authority or perceived authority.



Glossary of Key Policy Terms:

Harassment

The Ontario *Human Rights Code* defines Harassment as “engaging in a course of vexatious comment or conduct against a worker, in a workplace, that is known, or ought reasonably to be known to be unwelcome”. This includes among other things, disparaging comments (i.e., inappropriate gender-related comments), distribution of discriminatory materials, behaviour intended to incite hatred or other verbal or physical conduct of a nature, which is known or ought reasonably to be known to be unwelcome, or where such conduct involves any of the prohibited grounds of discrimination as defined by the Ontario *Human Rights Code*.

Prohibited Grounds

- a. Race
- b. Ancestry
- c. Place of origin
- d. Colour
- e. Ethnic origin
- f. Citizenship
- g. Creed
- h. Sexual orientation
- i. Gender identity
- j. Gender expression
- k. Age (in employment - over 18)
- l. Record of offences (in employment - a conviction for an offence under provincial law or a conviction under the *Criminal Code* for which a pardon has been granted and not revoked)
- m. Sex (includes pregnancy)
- n. Marital status
- o. Family status (parent and child relationship)
- p. Disability or perceived disability (under the Ontario *Human Rights Code*). This means that the person has or has had, or is believed to have or have had:
 - any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
 - a condition of mental impairment or a developmental disability;
 - a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
 - a mental disorder; or
 - an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

Workplace Harassment

The *Occupational Health and Safety Act* defines workplace harassment as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. The definition of workplace harassment includes workplace sexual harassment.

Behaviours that may be considered workplace harassment include:

- bullying;
- teasing;
- intimidating or offensive jokes or innuendos;
- displaying or circulating offensive pictures or materials;
- offensive or intimidating telephone calls, email or text messages.



Workplace harassment is broad enough to include what is often called psychological harassment or personal harassment.

Reasonable action taken by an employer or supervisor relating to the management and direction of a worker or the workplace is not workplace harassment.

Workplace Sexual Harassment

The *Occupational Health and Safety Act* defines workplace harassment as:

- Engaging in a course of vexatious comment or conduct against a worker in the workplace because of sex, sexual orientation, gender identify or gender expression, where the course of comment or conduct is known, or ought reasonably to be known, to be unwelcome; or
- Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Sexual Solicitation or Advances

Section 7(3)(a) of the Ontario *Human Rights Code* sets out a person's right to be free from a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome. This provision of the Ontario *Human Rights Code* is violated when the person making the solicitation or advance knows, or should reasonably know, that such behaviour is unwelcome.

References

Education Act

Ontario Human Rights Code

Criminal Code of Canada

Canadian Charter of Rights and Freedoms

Occupational Health and Safety Act

Brant Haldimand Norfolk Catholic District School Board Volunteers Policy 300.12

Brant Haldimand Norfolk Catholic District School Board Workplace Violence Policy 300.20



Workplace Harassment AP 300.01

Procedure for: All Staff

Submitted by: Superintendent of Business

Category: Human Resources

Adopted: April 23, 2002

Revised: November 23, 2010; November 24, 2015;
June 27, 2017

Purpose:

This Administrative Procedure has been developed to support and implement the Workplace Harassment Policy (300.01) in order to clarify roles and responsibilities regarding workplace harassment, to assist employees with their complaint and to provide direction to supervisors in receiving and responding to a complaint.

The Board has a legal, ethical and moral responsibility to investigate allegations of workplace harassment. This policy applies to and addresses workplace harassment from all sources, including but not limited to employees, supervisors, parents, visitors, members of the public and any other individuals who come into contact with employees of the Board.

Definition of Terms:

Workplace Harassment:

Any alleged behaviour that appears to meet the definition of harassment, workplace harassment or sexual harassment found in the *Glossary of Key Policy Terms* of the Workplace Harassment Policy.

Complainant:

A person who considers that they have been subjected to harassment or harassment related reprisal even though that individual may not lay a formal written complaint.

Respondent:

A person who is alleged to have engaged in Workplace harassment as defined in the *Glossary of Key Policy Terms* of the Workplace Harassment Policy.

Investigator:

An Investigator may include Human Resources, Superintendent of Education, the Director of Education, or an external investigator.

Reprisal:

A reprisal is an action, or threat, that is intended as retaliation for claiming or enforcing a right under the Ontario *Human Rights Code* or the *Occupational Health and Safety Act*.

Responsibilities:

The Administration of the Board is responsible for:

- discouraging and preventing employment-related harassment and harassment in the provision of services;
- ensuring that an investigation is conducted into incidents and complaints of workplace harassment that is appropriate in the circumstances;
- ensuring that the employee who has allegedly experienced workplace harassment (the "Complainant") and the alleged harasser (the "Respondent"), if he or she is an employee of the Board, are informed in writing of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation;



- imposing appropriate remedial and preventive measures, which may include discipline up to and including dismissal of an employee(s) when a complaint of harassment is found to have been substantiated;
- providing appropriate procedural assistance to a Complainant(s), as well as to Respondent(s);
- formally acknowledging to a person found to have been harassed that harassment has taken place and to provide them with support and assistance as appropriate;
- formally acknowledging to a person who has been named as a harasser if harassment is not found to have taken place;
- regularly reviewing the Workplace Harassment Administrative Procedure to ensure alignment with the Workplace Harassment Policy;
- maintaining records as required;
- providing awareness of the Board's commitment to providing a harassment-free environment and the existence of the procedures available under the Policy; and
- providing training and resources for all those working for and providing services to the Board to fulfill their responsibilities under the Workplace Harassment Policy.

Employees are responsible for:

- promoting a working and learning environment that is free from harassment and assisting anyone who believes they are being or may have been harassed;
- notifying the supervisor or principal if they believe that a colleague or another person employed by the Board has been the victim of harassment; and
- completing the mandatory *Violence and Harassment in the Workplace* online training module within one month of date of hire.

Information

The Ontario *Human Rights Code* requires that employers have procedures to prevent and respond to allegations of harassment or discrimination. The *Occupational Health and Safety Act* has been amended to include workplace harassment (including sexual harassment) as a hazard for which employers must develop prevention and response strategies. These procedures support the legislated requirements and the Board's commitment to providing a safe working environment.

Workplace Harassment

The *Occupational Health and Safety Act* defines workplace harassment as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Harassment may also be a form of discrimination if based on one of the Prohibited Grounds as outlined in the Ontario *Human Rights Code*.

- a) Types of behaviour which may constitute harassment include, but are not limited to:**
- jokes causing embarrassment or offence, told or carried out after the person telling the jokes has been advised that they are offensive, or that are by their nature clearly embarrassing or offensive;
 - racial epithets;
 - mimicking of person's accent or pronunciation of words;
 - comments ridiculing individuals because of race-related characteristics or religious dress;
 - the display of offensive material and graffiti (including electronic format, fax or voice mail);
 - the display of symbols or emblems, including dress, that indicates or incites hatred or notions of supremacy;
 - degrading words used to describe a person;
 - derogatory remarks directed towards members of a group protected under the Ontario *Human Rights Code*;
 - verbal and non-verbal abuse, intimidation or threats.



b) Types of behaviour associated with sexual harassment include, but are not limited to:

- leering (prolonged and intense staring);
- sexually suggestive or obscene comments or gestures;
- unwelcome sexual flirtations, advances, propositions;
- sexual solicitation or advance from a person in a position to confer, grant or deny a benefit;
- unwanted gifts;
- unwanted and persistent requests for dates;
- requests for sexual favours;
- unwanted touching;
- verbal abuse or threats of a sexual nature;
- bragging about sexual prowess;
- questions or discussions about sexual activities;
- stalking;
- gender-based remarks about a person's physical appearance or behaviour;
- persistent unwanted contact or attention after the end of a consensual relationship;
- sexual assault;
- any comments, gestures or above-identified behaviour in relation to sexual orientation or gender identity
- reprisal or threat of reprisal for rejection of a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit.

c) Other Types of Harassment:

Poisoned Work Environment

The notion/concept of a poisoned environment is one which is created when a workplace is hostile or unwelcoming because of insulting or degrading comments or offensive actions aimed at an employee or others within the workplace. Negative comments or conduct which humiliates, demeans and is devaluing of members of groups targeted by the unwelcome behaviour can be considered to poison a work environment.

d) What is not Harassment?

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

e) Parental Harassment

Parental Harassment may be understood as persistent parental or community criticism of, or interference with, school programs or teacher performance or a course of interaction that is vexatious, unwarranted or unsubstantiated. Parental harassment does not include the normal interaction of parents with school staff regarding their children. A staff member who believes they have been subjected to harassment by a parent should follow the procedures for reporting workplace harassment as outlined in this Administrative Procedure.

Procedure: Reporting Workplace Harassment

Any employee of the Board has the right to file a complaint about situations which they believe to be discriminatory or harassing behaviour, whether they are directly involved as the victim of the behaviour or have observed the behaviour exercised against another or others. Employees can report incidents or complaints of workplace harassment verbally or in writing.

When submitting a written complaint, the Complainant may provide the details of their complaint in writing or by completing the *Brant Haldimand Norfolk Catholic District School Board's Workplace Harassment Complaint Form* (Appendix A).



If submitting a written complaint outside of the prescribed form, please include the following:

- Name of the Complainant(s) and contact information;
- Name of the Respondent(s), position and contact information (if known);
- Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known);
- Details of what happened including date(s), frequency and location(s) of the alleged incident(s);
- Any supporting documents the Complainant(s) may have in their possession that are relevant to the complaint; and
- A list of any documents a witness, another person or the Respondent(s) may have in their possession that are relevant to the complaint.

Once completed, the complaint, completed form and any supporting documentation should be forwarded in confidence to the Manager of Human Resources at hrmanager@bhncdsb.ca.

When reporting verbally, the reporting contact, along with the Complainant, will record the necessary information.

The procedures set out below should also be used by any employee who believes they have been the subject of any act of reprisal for bringing an instance of discriminatory or harassing conduct to the attention of the Board through these procedures or otherwise.

Harassment or discrimination involving a student of the Board will be addressed under the *Safe Schools Act* and should be reported to the appropriate School or Board Administration.

1.0 Employee Responsibilities: Bringing Forward a Complaint

- 1.2 A Complainant is encouraged to bring the matter to the attention of the Respondent by making direct and clear objection indicating that the comment or conduct is not acceptable. This may resolve the issue. It is important that the Complainant document (note the details of) any communication they have with the Respondent (i.e., date, time, place, witnesses, etc.).
- 1.3 Where the Complainant does not feel able to bring the matter directly to the attention of the Respondent, or where such an approach is attempted and does not produce a satisfactory result, the Complainant should report the harassment to their direct supervisor.
- 1.4 In the case where the Respondent is the Complainant's direct supervisor, the Complainant should report the harassment to the next level of management or another Board employee who is in a position to provide guidance and assistance with the complaint. This may include another Supervisor, Principal, Manager, Superintendent or Director of Education.
- 1.5 If the Complainant wishes to bring forward a formal written complaint, they may do so by providing the details of their complaint in writing or by completing the *Brant Haldimand Norfolk Catholic District School Board's Workplace Harassment Complaint Form* (Appendix A). Once completed, the complaint, completed form and any supporting documentation should be forwarded in confidence to the Manager of Human Resources at hrmanager@bhncdsb.ca.
- 1.6 A complaint should be brought to the attention of the Board within six (6) months of the occurrence of the events which gave rise to the complaint. However, where a reasonable circumstance exists for failing to bring the complaint within six (6) months and the delay would not result in any prejudice to the Respondent, a complaint may be accepted beyond the six (6) month limit.



2.0 Supervisor Responsibilities: Responding to a Complaint

Where an allegation of harassment is brought forward by an employee, the Supervisor or Board personnel receiving the complaint will advise the Complainant of the following:

- 2.1 the option to request assistance from their Principal/Supervisor, or next higher level of management if the Principal/Supervisor is the Respondent, in resolving the complaint informally; this may include meeting with all parties to discuss the matter; exploring the notion of conflict resolution, mediation or any other options to affect a satisfactory solution;
- 2.2 the availability of counseling and other support services provided by the Board, such as the Employee Assistance Plan (EAP);
- 2.3 the right to submit a formal written complaint under Policy 300.01. If the Complainant chooses to lay a formal written complaint, the Complainant should be advised that their complaint will be forwarded to the Manager of Human Resources to initiate the formal investigation process.
- 2.4 the right to withdraw from any further action in connection with the complaint at any stage. The Complainant should be advised that the Board has a legal obligation to investigate allegations of harassment and will continue to investigate the complaint even if they choose to withdraw from any further action;
- 2.5 all incidents or complaints of workplace harassment, including identifying information about any individuals involved, shall be kept confidential by all parties involved in an investigation, except to the extent where it is necessary to reveal details in order to protect employees, to investigate the complaint, to take corrective action or otherwise as required by law.

3.0 Formal Complaint Process

- 3.1 The Board personnel who received the complaint or the Complainant will inform the Manager of Human Resources that they wish to submit a formal written complaint. This should be done within 24 hours of receiving the complaint. If the Complainant wishes to bring forward a formal written complaint, they should do so by providing the details of their complaint in writing or by completing the *Brant Haldimand Norfolk Catholic District School Board's Workplace Harassment Complaint Form* (Appendix A). Once completed, the complaint, completed form and/or any supporting documentation should be forwarded in confidence to the Manager of Human Resources at hrmanager@bhncdsb.ca.
- 3.2 The Manager of Human Resources will assign the investigation to the appropriate Board personnel who will conduct an impartial investigation into the complaint. Investigations may be conducted by a member of the Human Resources Department, a Superintendent of Education, the Director of Education or an external investigator, dependent upon the position of the Complainant or Respondent and at the discretion of the Manager of Human Resources.
- 3.3 While the investigation is on-going, the Complainant, the Respondent, and any witnesses will be instructed not to discuss the complaint, incident(s) or the investigation with other employees or witnesses unless necessary to obtain advice about their rights.
- 3.4 The assigned Investigator will meet with the Complainant and Respondent individually and will outline the formal complaint process as outlined in the following stages.



4.0 Stage 1: Documentation and Notification Process

- 4.1 The Investigator will advise the Complainant of their right to take other avenues of recourse such as:
- utilizing any applicable provisions of the Collective Agreement;
 - filing a complaint with the Ontario Human Rights Commission;
 - filing a complaint with the Ministry of Labour;
 - resolving the issue through federation/union mechanism if both Complainant and Respondent are members of the same bargaining unit;
 - taking civil action;
 - reporting the incident to the police and take action under the *Criminal Code*.
- 4.2 The Investigator will advise the Complainant that the Respondent is entitled to receive information regarding the allegations made against them so that they can respond accordingly.
- 4.3 Both parties will be advised that even if the matter is resolved to the satisfaction of the Complainant, the Board is obliged under the *Occupational Health and Safety Act* and the *Ontario Human Rights Code* to continue the inquiry into the complaint and to take whatever remedial action is appropriate.

5.0 Stage 2: Investigation

- 5.1 The assigned Investigator will collect evidence by meeting with the Complainant and Respondent (separately), interview witnesses and otherwise investigate all aspects of the matter that are relevant in determining whether or not the allegations of harassment are substantiated.
- 5.2 All individuals who are interviewed will be advised that they may be accompanied by a union representative (if applicable). The union representative will be advised that their participation in the investigation is to support the employee through the process.
- 5.3 All parties involved in the investigation including the Complainant, Respondent and any witnesses will be advised that confidentiality must be maintained by all parties throughout and following the investigation process.
- 5.4 Comprehensive, confidential notes will be kept by the Investigator.

6.0 Stage 3: Report and Conclusion

- 6.1 At the conclusion of the investigation, the Investigator will prepare a summary of the investigation findings.
- 6.2 Both the Complainant and the Respondent will be informed in writing whether the allegations of harassment are substantiated or unsubstantiated.
- 6.3 The Investigator will recommend appropriate remedial action which should be taken in the circumstances. It should be noted that remedial action may be recommended regardless if the allegations of harassment are substantiated or unsubstantiated.
- 6.4 Such remedial action may include, but not be limited to:
- counseling;
 - education on harassment;



- formal written apology;
- change of work assignment of the Complainant and/or Respondent;
- disciplinary action up to and including dismissal.

6.5 The Investigator will advise the appropriate Supervisor of the investigation findings in writing, and recommend any disciplinary and/or remedial action to be taken. The Supervisor, in consultation with a member of Senior Administration is responsible for determining the level of disciplinary action and/or remedial action to be taken, based on the investigative findings.

7.0 Stage 4: Appeal of the Decision

7.1 The Complainant and/or Respondent may appeal the decision to the Director of Education who will review the investigative findings and determine whether an additional investigation will be conducted either by another Investigator employed by the Board or by an external investigator.

8.0 Retention of Records

8.1 Records of the investigation will include:

- a) a copy of the complaint or details about the incident;
- b) a record of the investigation including notes;
- c) a copy of witness statements, if taken;
- d) a copy of the investigation report;
- e) a summary of the results of the investigation that was provided to the Complainant and to the Respondent, if an employee of the Board;
- f) a record of any corrective action taken to address the complaint or incident of workplace harassment;
- g) a copy of any appeal related records;
- h) a copy of any corrective action taken to address the complaint or incident of workplace harassment.

8.2 All documentation collected during the formal process must be kept confidential and maintained in a filing system in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. All documents must be kept in a sealed envelope and stored in the office of the Manager of Human Resources.

8.3 The results of an investigation, and any report created in the course of, or for the purposes of the investigation, are not a report respecting occupational health and safety for the purposes of subsection 25(2) in the *Occupational Health and Safety Act*, and therefore are not required to be shared with the Joint Health and Safety Committee.

8.4 For the purposes of the *Occupational Health and Safety Act*, records must be kept for at least one year from the conclusion of the investigation.



9.0 Reprisal

- 9.1 The Ontario *Human Rights Code* (Section 8) and the *Occupational Health and Safety Act* (Section 50), require that employers protect employees from reprisal or threats of reprisal. A reprisal is an action, or threat, that is intended as retaliation for claiming or enforcing a right under the *Code*.
- 9.2 Employees who file a complaint under the Workplace Harassment policy or who are involved in an investigation related to Workplace Harassment will be protected against reprisal and retaliation.
- 9.3 Under the Ontario *Human Rights Code* and the *Occupational Health and Safety Act*, reprisal against an individual will be treated as harassment when such actions occur, for;
- a) having invoked the Policy (whether on behalf of oneself or another individual);
 - b) having participated or cooperated in an inquiry or investigation process under the Policy; or
 - c) having associated with a person who has invoked the Policy or participated in these Administrative Procedures.
- 9.4 In the event that an employee is shown to have not acted in good faith and has initiated a complaint under the Workplace Harassment policy in a frivolous or malicious manner, the Board may take formal disciplinary action against the Complainant. Such discipline is not considered reprisal or a breach of this policy. Documentation regarding the disciplinary action will be placed in the employee's personnel file.

10.0 Consequences of Engaging in Harassment

10.1 Under Statute

- 10.1.1 Persons who engage in harassment prohibited by the Ontario *Human Rights Code* are liable under the *Code* for damages payable to the Complainant. In addition, a person who violates the *Code* or who obstructs a Human Rights investigation may also be liable to prosecution under the *Code* and, on conviction, subject to a monetary fine as determined by the Ontario Human Rights Commission.
- 10.1.2 Persons who engage in workplace harassment prohibited by the *Occupational Health and Safety Act* are liable for disciplinary action up to and including dismissal.
- 10.1.3 Persons who have knowledge of, or who acquiesce in, harassment may be found in violation of the Ontario *Human Rights Code*, or the *Occupational Health and Safety Act*, as having indirectly engaged in prohibited activity and are subject to the same consequences as those who directly engage in discrimination or harassment.

10.2 At Common Law

- 10.2.1 Persons who engage in harassment or discrimination, directly or indirectly, may be sued.

10.3 In Employment

- 10.3.1 Employees who engage, directly or indirectly, in discrimination or harassment may be disciplined up to and including dismissal.



11.0 Confidentiality

- 11.1 The Board understands that it is difficult to come forward with a complaint of harassment and recognizes a Complainant's interest in keeping the matter confidential.
- 11.2 To protect the interests of the Complainant, the Respondent and any others who may report incidents of harassment, confidentiality will be maintained throughout the investigation process to the extent practicable and appropriate under the circumstances.

References

Education Act

Ontario Human Rights Code

Criminal Code of Canada

Canadian Charter of Rights and Freedom

Occupational Health and Safety Act

Brant Haldimand Norfolk Catholic District School Board Workplace Harassment Policy 300.1

Brant Haldimand Norfolk Catholic District School Volunteers Policy 300.12



BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

WORKPLACE HARASSMENT COMPLAINT FORM

EMPLOYEE INFORMATION:

Employee Name:	
Employee Position:	
Location:	
Date:	
Supervisor Name:	

RESPONDENT INFORMATION:

Respondent Name:	
Respondent Position:	
Relationship of the Respondent to Complainant:	<input type="checkbox"/> Co-worker <input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Supervisor <input type="checkbox"/> Principal <input type="checkbox"/> Visitor <input type="checkbox"/> Other: _____

DETAILS OF ALLEGED HARASSMENT:

Please describe the incident(s) of alleged harassment in as much detail as possible, including details such as but not limited to:

- When the incident(s) took place (dates and times);
- Where the incident(s) happened;
- Who was involved in the incident(s);
- The nature of the incident(s) – specifically what was said or done (words, tones actions);
- Who witnessed the incident(s);
- A verbal/written report of the incident(s) to management (who, when, where, how); and,
- How the incident impacted you.

Please add additional pages if the space insufficient. If applicable, please attach any supporting documentation which is relevant to the complaint or provide a list of any documentation that a witness, other person or the Respondent may have in their possession that is relevant to the complaint.

WITNESS INFORMATION:

Please provide the names and contact information of any witnesses or other person(s) with relevant information to provide about the alleged incident:

ACKNOWLEDGEMENT & SIGNATURE:

- I acknowledge that I have read and reviewed the Brant Haldimand Norfolk Catholic District School Board's Workplace Harassment Policy and Administrative Procedure, 300.01.

- I understand that I shall not be subject to any adverse treatment as a result of making this complaint, provided that it has not been made for an improper purpose and that I have provided information that I know not be incorrect, untrue, malicious or misleading. To the best of my knowledge, I certify that information provided in this complaint is accurate, true, and complete.

- I understand that all incidents or complaints of harassment, including identifying information about individuals involved shall be kept confidential to the *greatest extent possible* by all parties, except to the extent where it is necessary to reveal details in order to protect employees, to investigate the complaint, to take corrective action or otherwise as required by law. This may include but is not limited providing full disclosure and related information of the complaint to the Respondent during the investigation process.

- I acknowledge that in order to preserve the integrity of the investigation process and to protect the interest of all parties, I am required to maintain confidentiality and will not alert or discuss this complaint, or any ensuing investigation, with any employees or witnesses until necessary to obtain advice about their rights.

NAME (Please Print):

SIGNATURE:

DATE:

Please forward this completed form and any additional or supporting documentation in confidence to the Manager of Human Resources at hrmanager@bhncdsb.ca

**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: January 21, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

EMPLOYEE EXPENSES POLICY 700.04

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) is committed to protecting the interests of taxpayers and be effective stewards of resources allocated to the Board. Reasonable expenses incurred by employees in the course of fulfilling their responsibilities should be reimbursed while on Board business.

This policy and administrative procedure establishes and outlines the appropriate reimbursement of expenses incurred by individuals while on Board business and applies to all staff making an expense claim.

DEVELOPMENTS:

In order to ensure that the Employee Expenses Policy and Administrative Procedure was up to date, revisions to the policy were developed in consultation with Finance and Accounting, Procurement, Senior Administration and other internal stakeholders. As such, changes were made to reflect best practices and language consistent with the Broader Public Sector, Meal and Hospitality Expenses Directive.

On September 26, 2019, this new draft policy and administrative procedure was presented to the Policy Committee. The Policy Committee approved the changes and the policy and administrative procedure was circulated for stakeholder feedback from September 27, 2019 to November 29, 2019, as per the BHNCD SB policy renewal process. A few minor comments were received.

As a result of feedback suggested from stakeholders, changes were made to the policy to clarify language and remove the section on professional memberships as this is not an expense to be reimbursed while on Board business. The same section was also renamed to *Conferences, Seminars, and Workshops*.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revisions to the Employee Expenses Policy 700.04.



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Employee Expenses

		Policy Number:	700.04
Adopted:	March 29, 2005	Former Policy Number:	N/A
Revised:	June 26, 2007; February 23, 2010; June 28, 2011; February 1, 2020	Policy Category:	Finance
Subsequent Review Dates:	September 2023	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board is committed to protecting the interests of taxpayers and be effective stewards of resources allocated to the Board. Reasonable expenses incurred by employees in the course of fulfilling their responsibilities should be reimbursed while on Board business.

Policy Statement:

This policy establishes the appropriate reimbursement of expense incurred by individuals while on Board business and applies to all staff making an expense claim.

Glossary of Key Policy Terms: Nil.

Refer to Administrative Procedure 700.04.

References:

- Education Act and Regulations
- The Income Tax Act
- Broader Public Sector Travel, Meal and Hospitality Expenses Directive
- Broader Public Sector Perquisites Directive
- 700.05 – Fundraising and School Generated Funds
- 700.07 – Corporate Credit Cards and Purchase Cards
- 700.10 – School Operating Budgets
- Vehicle Rented for School Board Purposes (March 17, 2014)



**Employee Expenses
AP 700.04**

Procedure for:	All Employees	Adopted:	March 29, 2005
Submitted by:	Superintendent of Business & Treasurer	Revised:	June 26, 2007; February 23, 2010; June 28, 2011; March 5, 2015; April 24, 2018; February 1, 2020
Category:	Finance		

Purpose

The purpose of this administrative procedure is to outline and provide direction regarding appropriate reimbursement of expenses incurred by employees while on Board business.

Responsibilities

In general, expenses must be approved by the employee's immediate supervisor in accordance with **the** Brant Haldimand Norfolk Catholic District School Board (the "Board") policy and this administrative procedure. In some cases, within this procedure, the level of approval required may be different and is specifically identified.

It is recommended that staff and/or supervisors should seek pre-approval of uncertain purchase types to ensure reimbursement will be approved by their supervisor and/or Financial Services.

Those individuals responsible for approving claims are prohibited from approving their own expenses. Expenses cannot be claimed by an individual that are incurred by his/her approver (i.e., an employee cannot submit a claim that includes the cost of their immediate supervisors' lunch even if they were at the same event, this results in the immediate supervisor approving their own expense).

Expense claims without appropriate approvals and/or supporting documentation will be flagged for further follow up and subject to processing delays.

On an annual basis, the Manager of **Financial Services** (or designate) will review and make available a summary report on a sample of expenses and their compliance with this administrative procedure to the Superintendent of Business & Treasurer.

Information

The Employee Expenses Administrative Procedure aligns with the standards expected by the Province of Ontario and its Ministries, including the Broader Public Sector Expenses Directive.

The rules set out in this administrative procedure are applicable to all staff expenses whether reimbursed through an expense claim or paid by Purchasing Card (P-Card), cheque requisition, or school generated funds.

The Board assumes no obligation to reimburse expenses that are not in compliance with this administrative procedure.

Definitions

Hospitality: is the provision of food, beverage, accommodation, transportation, and other amenities to individuals who are not engaged to work for the Board or other broader public sector organizations (i.e., other school boards, Ontario government, agencies, and public entities).



Perquisites (or perks): refers to a privilege that is afforded to an individual or to a group of individuals, provides a benefit, and is not generally available to others.

Procedures

1.0 Reporting Requirements

- 1.1 Staff are expected to submit an approved Expense Reimbursement Form at least on a quarterly basis to Financial Services. All costs must be supported by original invoices and/or receipts including credit/debit card slips and itemized receipts providing details of the expense(s) to be submitted. Business rationale and other details are required depending on the type of expense and may include purpose, date(s), point of origin and destination, other participants and appropriate approvals.
- 1.2 All approved expense claims (including mileage) must be received by Financial Services by September 10th of each year or the following business day should the 10th fall on a weekend. Reimbursement requests for prior year expenses received after that date will be refused and will not be paid, without exception.
- 1.3 The Board understands that from time to time receipts may become lost. It is the employees' responsibility to make every possible effort to obtain a duplicate receipt. Employees will be allowed one reasonably valued missed receipt per school year, at the discretion of Financial Services.
- 1.4 Any other extraordinary or unusual expense(s), that have been denied by Financial Services, that an employee or supervisor believes should be paid by the Board, must submit, in writing, to the Superintendent of Business & Treasurer the rationale for such claim. A decision will be given to the employee after the claim and the circumstances are reviewed. Pre-approval is recommended to ensure reimbursement will occur.

2.0 Travel Costs

- 2.1 The Board recognizes that certain employees will be required to travel as part of their regular duties. Any travel required should be pre-approved as follows:
 - Travel within the district and Province of Ontario should be approved by the employee's supervisor.
 - Travel outside the Province of Ontario must be approved by the Director of Education & Secretary.
- 2.2 Travel arrangements must be made using the most practical and economical method of transportation (air, train, taxi, vehicle). A comparison of costs and travel time for different modes of transportation may be requested from Financial Services to ensure the most reasonable, economical option. Air travel will be reimbursed at standard fare, up to economy/coach class or equivalent. Travel in business class (or higher) or optional upgrades will be considered personal and not reimbursed.

Travelers may use personal frequent-flyer program miles to upgrade tickets, provided there is no cost to the Board. The Board does not reimburse individuals who choose to use personal frequent-flyer miles.

The cost of flight changes or missed flights will be deemed a personal expense, except in the event of an emergency or extraordinary circumstance and accompanied with a written explanation and approval by the Superintendent of Business & Treasurer. Extenuating circumstances may be reimbursed as approved by the Superintendent of Business & Treasurer.

Passports are considered a personal expense and will not be reimbursed under any circumstance.



- 2.3 Vehicles should only be rented when it is economically justifiable. Unreasonable charges (i.e., penalties and surcharges levied for not filling up a gas tank or extra mileage charges) will not be reimbursed. Documented justification may be requested to support any vehicle rental. Please contact Procurement **Services** for suggested vendors or agencies.
- 2.4 The cost of taxi fares and other public transit (i.e., subway, trains, etc.) are reimbursable by the Board. The employee is responsible for ensuring a receipt is obtained. In the event that a receipt is difficult to obtain, the Board will allow a reasonable amount provided details are **provided**.
- 2.5 Subject to collective agreements and employee contracts, the Board will reimburse employees for use of their personal vehicle while on Board business for actual distances travelled at the pre-determined per kilometer rate. Mileage rates will be reviewed annually and communicated by the Superintendent of Business & Treasurer when a change is required.

It is highly encouraged that employees carpool when attending the same event to minimize costs.

- 2.6 Staff whose duties require them to travel throughout all or a portion of the district will be assigned a base work site or primary work location from which mileage will be calculated. This will reflect their normal assignment. For those with one regular work site, this will be their normal assignment.

During workdays, eligible employees will be reimbursed for the distance actually travelled each day from their **first work location**, **between** to the various destinations and ending at the last work location of the day using the prescribed BHNCD SB Mileage Grid found on the staff portal.

Mileage claims for non-board sites and out of district travel (i.e., conferences) is based on the distance between the non-board site and the lessor of your **primary** work site or home.

Travel to/from an employee's home to their primary/first work location is considered personal and is not reimbursed by the Board.

- 2.7 Reimbursement for travel is not eligible for attendance at the following activities:

- School sponsored activities: field trips, athletic events, concerts/plays, graduation, etc.
- School department head meetings.
- Professional development activities as identified in the school year calendar.
- Participation in School and Department meetings and activities.
- Unauthorized travel.

However, due to the unique nature of their role; including after hour/weekend requirements and responsibilities, Principals/Vice-Principals are eligible to claim an equivalent of one trip to/from their primary place of residence each month. This amount is claimed on the last day of each month, during the school year (September to June).

- 2.8 Reimbursement is provided for necessary and reasonable expenditures on standard parking, public transportation (i.e., subway), highway tolls when driving on Board business. Valet parking is not reimbursable unless there is no self-serve option (or self-serve is unavailable). Annual 407 ETR or other transponder charges are considered personal and not reimbursable.

- 2.9 Parking or traffic violations will not be reimbursed under any circumstance, including those using Board owned vehicles.



3.0 Accommodations

- 3.1 Reimbursement for overnight accommodation will be provided for a standard room or equivalent. In the case of a conference or seminar, staff should stay at the host hotel if a group rate is offered to participants. Charges above the standard room rate will be considered personal and will not be reimbursed; this includes suites, executive floors or concierge.
- 3.2 Reasonable expenses eligible for reimbursement include internet access, laundry/dry-cleaning (when stays are longer than **five (5)** days), and standard parking charges. Expenses of a personal nature (i.e., hotel movies, mini bars, concierge, fitness facility charges, etc.) are not eligible for reimbursement.
- 3.3 Penalties or charges incurred for non-cancellation of guaranteed hotel reservations are the responsibility of the employee and will not be reimbursed. Exceptional circumstances may allow for reimbursement and must be submitted, **in writing**, to the Superintendent of Business & Treasurer for decision.

4.0 Meals

- 4.1 Reasonable and appropriate meals will be reimbursed while away on business at actual cost to a maximum of \$75.00 (Canadian dollars) per person, per day including taxes, gratuities and other sundry expenses. The lesser of the actual cost or the maximum will be reimbursed. This is not a per diem rate.
- 4.2 For greater clarity, reimbursement for meals is subject to the following limits:
- Breakfast \$10.00
 - Lunch \$20.00
 - Dinner \$45.00
- 4.3 Meals charged to hotel rooms or room service require detailed receipts. Most hotels do not include the itemized receipts and employees are responsible to obtain the required documentation in order to ensure reimbursement.
- 4.4 Where a meal is included as part of a professional event (i.e., conference, workshop, etc.), the meal entitlement will not apply and not be reimbursed for meal costs the employee chose to incur.

5.0 Alcohol

- 5.1 Alcohol cannot be claimed and will not **be** reimbursed.
- 5.2 Approval from the Director of Education & Secretary is required where alcohol is being expensed to facilitate Board business or to respect cultural expectations.

6.0 Conferences, Seminars and Workshops

- 6.1 Registration fees for approved conferences, seminars and workshops related to Board business will be paid directly by the Board or reimbursed by the Board. Fees and expenses for a guest accompanying staff are not eligible or reimbursable. Attendance at conferences outside of Ontario must be approved by the Director of Education & Secretary.

~~6.2 Professional memberships required as part of an employee's role with the Board will be paid directly by the Board or reimbursed by the Board. Payment of any late fees are associated with late payments are personal and will not be reimbursed by the Board under any circumstances.~~



6.3 Pre- or post-conference activities such as sightseeing tours are considered personal and are not eligible for reimbursement.

6.4 The Board does not issue cash advances to employees.

7.0 Hospitality

7.1 Hospitality may be extended on behalf of the Board in an economical and consistent manner when it can facilitate Board business and it is considered desirable as a matter of courtesy or protocol. Hospitality may never be offered solely for the benefit of trustees, employees or contractors of the Board or other designated agency of the Broader Public Sector.

7.2 Board employees should be aware that the acceptance of hospitality from vendors or agents (current or prospective) may constitute a conflict of interest and, therefore, is prohibited.

7.3 All hospitality expenses must be documented and include original itemized invoices or receipts. The claim must include event details regarding purpose, date(s), location, type of hospitality (meals, refreshments, etc.) and a list of attendees (those within and outside the Board).

8.0 Perquisites

8.1 A perquisite (or "perk") is allowable only in limited and exceptional circumstances; where it is demonstrated to be a business-related requirement for the effective performance of an individual's job. Any requests are to be submitted, in writing, to the Superintendent of Business & Treasurer.

8.2 The following perks are not allowed under any circumstance:

- Club membership for personal recreation or socializing purposes (i.e., fitness clubs, golf courses, or social clubs).
- Tickets to cultural, sporting, or community events.
- Clothing allowances not related to health and safety or special job requirements.
- Access to private health clinics – medical services outside those provided by the provincial health care system or by the employee's group insured benefit plans.
- Professional advisory services for personal matters, other than those outlined in the Board Employee Assistance Program (EAP) (i.e., tax or estate planning)

8.3 These privileges cannot be provided by any means including:

- An offer of employment letter, as a promise of a benefit
- An employment contract
- A reimbursement of an expense

8.4 Staff must also be aware of receiving perks from outside stakeholders (i.e., vendors). The receipt of any perks from outside stakeholders, regardless of value, is prohibited and should be reported to the Supervisor of **Procurement** Services.

9.0 Community Events, Consultants and Other Expenses

9.1 Staff will not be reimbursed for tickets to community events; unless a staff member is requested to represent the Board at such community events by the Director of Education & Secretary. Further, if any staff member wishes to



be accompanied by a guest (i.e., spouse, friend etc.), the staff member/guest is responsible for the additional ticket expense.

- 9.2 Staff who wish to participate in fundraising events such as golf tournaments or walks are responsible for any payment of golf fees or donations, etc. Appropriate approvals must be received by the employee's immediate supervisor for any time off.
- 9.3 External consultants and other contractors will not be given or reimbursed for any hospitality, incidental or food expenses, including, but not limited to:
- Meals, snacks, and beverages
 - Gratuities
 - Laundry or dry cleaning
 - Transportation
 - Dependent care
 - Home office
 - Personal telephone calls
- 9.4 Reimbursements for allowable expenses under this administrative procedure can be claimed only when the consultant or contractor's agreement with the Board specifically allows for it.
- 9.5 Appropriate token gifts of appreciation (i.e., Tim Horton's gift card or flowers) for volunteers, valued up to \$50 per person, may be offered in exchange for gratuitous offerings of service or expertise, including community partners engaging Board co-op students. These gifts can only be offered to people who are not engaged in work for the Board (i.e., employees, contractors). Justification may be requested to support a token gift of appreciation. A meal may be extended for a group of volunteers; where it would be more cost effective than providing each volunteer with a token gift of appreciation. Gift cards should be purchased as required, the Board discourages staff from purchasing gift certificates in bulk and keeping on hand.
- 9.6 Donations to external charities may be made on behalf of schools (through school generated funds), if approved by the school Principal and disclosed in the annual school generated funds plan in advance. Supporting a fundraiser or event for a specific political party or candidate is not an eligible expense.
- 9.7 The purchase of mobile device accessories (i.e., wireless accessories, car chargers, or holsters) are considered personal use items and will not be reimbursed. Eligible mobile device accessories for Board issued cell phones or **smartphones** may be requested through the Supervisor of **Procurement** Services. Any charges above the Board's corporate plan (i.e., ring tones, roaming/travel add-on for non-Board use) are also considered personal and are to be reimbursed by the employee.

2019-20
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
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)	
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 7:00 pm	STSBHN Meeting Board Meeting	
June 4-6, 2020		CCSTA AGM (Collingwood)	
June 8, 2020	5:00 pm	Audit Committee Meeting	
June 10, 2020 (to be confirmed)	9:00 am 3:00 pm	Mental Health Steering Committee Meeting 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