



BRANT HALDIMAND NORFOLK Catholic District School Board

Agenda

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

Committee of the Whole
Tuesday, February 18, 2020 ♦ 7:00 p.m.
Boardroom

Trustees:

Members: 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), Rob De Rubeis, Kevin Greco 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 – January 21, 2020

Pages 3-6

1.6 Business Arising from the Minutes

2. Presentations

3. Delegations

4. Consent Agenda

4.1 Unapproved Minutes from the Special Education Advisory Committee
of January 21, 2020

Pages 7-11

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Policy Committee
February 10, 2020

Pages 12-15

Presenter: Dan Dignard, Chair of the Policy Committee

- Policy Template (pgs. 16-22)

5.2 School Year Calendar

Pages 23-28

Presenter: Kevin Greco, Superintendent of Education

5.3 Excursion – Los Angeles, CA

Page 29

Presenter: Rob De Rubeis, Superintendent of Education

5.4 Educational Field Trips Summary (to be distributed)

Presenter: Rob De Rubeis, Superintendent of Education



6. Information and Correspondence

7. Trustee Inquiries

8. Business In-Camera

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

9. Report on the In-Camera Session

10. Future Meetings and Events

Page 30

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



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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,
Taylor Carroll (Student Trustee)

Absent:

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: Mark Watson

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the January 21, 2020 meeting.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Committee of the Whole Meeting Minutes – November 19, 2019

Moved by: Bill Chopp

Seconded by: Carol Luciani

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

Carried

1.6 Business Arising from the Minutes - Nil

2. Presentations - Nil

3. Delegations - Nil

4. Consent Agenda

4.1 THAT the Committee of the Whole refers the unapproved minutes of the Mental Health Steering Committee Meeting of September 25, 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 Special Education Advisory Committee Meeting of November 19, 2019 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



- 4.3** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of December 10, 2019 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Carol Luciani

Seconded by: Cliff Casey

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 – New York City, NY

Superintendent De Rubeis presented a request from St. John's College for an arts and music trip to New York City, NY. Students will be visiting various museums, galleries and architectural sites.

Moved by: Dan Dignard

Seconded by: Cliff Casey

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.

Carried

5.2 Strategic Plan Process

Director McDonald reviewed the process of selecting stakeholders to participate. Will ensure that we are checking in to see that the document is being lived and referred to.

Moved by: Cliff Casey

Seconded by: Carol Luciani

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

Carried

5.3 Workplace Harassment Policy 300.01

Director McDonald presented the revised policy. Importance of dignity and respect in the workplace. Was reviewed at the September Policy Committee. Legal has reviewed. Has been changes regarding parental harassment.

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 revisions to the Workplace Harassment Policy and Procedure 300.01.

Carried

5.4 Employee Expenses Policy 700.04



Superintendent Keys presented the revised Employee Expenses Policy. Reviewed the mileage, vetted with stakeholders.

Trustee Chopp inquired as to the mileage changes.

Superintendent Keys advised this would relate to teachers who travel to different schools. The mileage would begin at your first work location.

Moved by: Bill Chopp

Seconded by: Dan Dignard

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.

Carried

6. Information and Correspondence

6.1 French Immersion Update

Superintendent Temple provided an update regarding registration. Have instituted a cap. Will be date stamping registrations as they come in and tracking siblings. Presented a letter that reviews frequently answered questions. Have been working alongside transportation to compliment their procedures.

Moved by: Carol Luciani

Seconded by: Dan Dignard

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 - Nil

8. Business In-Camera

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

Carried

9. Report on the In-Camera Session

Moved by: Carol Luciani

Seconded by: Mark Watson

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



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Moved by:

Seconded by:

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the January 21, 2020 meeting.

Carried

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



**SPECIAL EDUCATION ADVISORY COMMITTEE
Tuesday, January 21, 2020 – 1:30 p.m.
Boardroom**

- Members:** Bill Chopp (*Trustee*), Tara Buchanan, Jennifer Chapman, Mischa Dinsmore, Jill Esposto, Lauren Freeborn, Nil Woodcroft
- Regrets:** Patti Mitchell, Christine Dragojloivch, Carmen McDermid
- Resources:** Shannon Mason (*Principal Lead: Special Education Staffing*), Michelle Shypula (*Superintendent of Education*)
- Guests:** Kevin Greco (*Superintendent of Education*), Lorrie Temple (*Superintendent of Education*), Dianne Wdowczyk (*Mental Health Lead*)
-

1. Opening Prayer

2. Welcome and Opening Comments

Michelle introduced the team. Kevin Greco, new Superintendent introduced himself and shared his experiences that brought him here today. Jill agreed to chair the meeting.

3. Approval of Agenda

Motion: Mischa Dinsmore
Approved: Lauren Freeborn
THAT the SEAC approves the agenda of January 21, 2020.
Carried

4. Approval of the Minutes

Motion: Tara Buchanan
Approved: Lauren Freeborn
THAT the SEAC approves the minutes of December 10, 2019.
Carried

5. Presentation

5.1 Trauma Informed Classrooms

Dianne Wdowczyk, Mental Health Lead, spoke to the rationale behind schools becoming trauma informed. She shared that research indicates trauma is the number one predictor of whether a child will remain in school, be identified as having behavioural concerns, or be suspended.

Dianne indicated the use of a tiered approach to Mental Health capacity building to ensure the right people receive the right level of training. The first step to becoming trauma informed occurred during the



Mental Health and Well Being PA day in April 2019 where Dr. Kristen McLeod, a registered clinical developmental psychologist spent the day with over 1000 educators and support staff, familiarizing them with trauma and what it means to be trauma informed.

As a result of positive feedback and a desire to deepen learning in trauma, the following plan was established using a tiered approach:

Tier 1- Equip and Support System Leaders and Educators

Dr McLeod is slated to work with the following targeted groups to promote system growth in the area of Trauma Informed Schools:

- Administrators
- Special Education Resource Teachers
- Special Education System Supports
- Educational Assistants
- Kindergarten educators (*Enhanced Mind UP Implementation*)

Dianne indicated impact on staff will be measured using the ARTIC (*Attitudes Related to Trauma Informed Care*) through the *Traumatic Stress Institute*. Additionally, the Mental Health and Well Being PA day, April 2020 is slated to continue on with the theme of trauma Informed Schools. Dianne indicated implementation of Tier 1 of the plan is contingent upon job action.

Tier 2- Equip and Support Professionals

Dianne indicated the Board's team of Child and Youth Workers and Social Workers have been engaging in clinical consultation with Dr. McLeod in order to better support the students on their caseloads and school communities who may have higher rates of students experiencing trauma.

Tier 3- Engage Community Partners and Establish Clear Pathways to Care

Dianne shared the goal between community agencies and schools is to make it easier for students and families to navigate systems of supports and access them. Dianne indicated our communities collaborate well and have a shared vision. A joint training was held in the fall between the clinical teams of both school boards, Woodview and REACH.

6. Community Agency Updates

Lauren Freeborn – Service Planning Coordinator, Contact Brant

Contact Brant and Community Living Brant are holding a Fetal Alcohol Spectrum Disorder (FASD) event at the Best Western on February 28, 2020 from 1:00 p.m.- 4:00 p.m. where Dr. Scott will talk about the Myths vs. Realities with regards to FASD. If parents are interested in attending, they can contact Linda McFadyen (Contact Brant) or Rishia Burke (Community Living Brant) to reserve a ticket. (Appendix A) Families who are waiting for Ontario Autism Program (OAP) funding should get a letter regarding their funding before March 31, 2020. When they receive the funding, they need to wait for a confirmation letter to follow before they can start spending those funds.

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

A developmental service scenario was shared. The agency is awaiting what Child Welfare will look like prior to the Spring. Services have been cut while waiting for funding announcement. This has had a huge impact on the agency. Issues/concerns are still coming in regarding the drug crisis in our area. The long-term impact is still unknown for students/children born to drug addicted mothers.



Jennifer Chapman - Child Welfare Supervision, The Children's Aid Society of HN

The society is waiting for Ministry direction regarding the modernization of Child Welfare Educational Liaison. Shannon has a shared role with Brant in working with children in care at Grade 8 level helping them to transition to secondary school. She is looking also at how Grade 9 students transitioned to high school. Ideas of where to go next and ideas to pursue if funding is renewed for Shannon's role. HN CAS continue to advocate for services.

Tara Buchanan – Community Living Brant

The agency is working on training with Dr. McLeod. Employment supports and funding are their focus, as well as shifting and model changes (Early On). There is a new plan to work more directly with schools and to reevaluate past practices.

Nil Woodcroft – HN REACH

HN REACH an agency which offers multiple services and a variety of programs i.e. Developmental, Autism, Early Childhood Intervention Programs, Family Early Intervention Program, Clinical, Youth Services and Coordinated Service Planning.

Transition to school plans are well under way with families' input being provided to complete these reports. There will be a joint meeting with the Board personnel on February 20, 2020 to begin this year's process. They also work closely with Occupational Therapists, Physical Therapists and Speech-Language Therapists from Lansdowne Children's Centre to ensure comprehensive information is provided to the Board to assist in planning for entry to school.

Mischa Dinsmore – Lansdowne

A brief overview of services offered at Lansdowne was provided. Lansdowne has received government funding to conduct a Functional Program to plan for space needs for a new building. The agency continues to have broad discussions on how space would be utilized as needs for each department/therapy are unique (although at this time there is not a specific location or site for new building).

Bill Chopp – Trustee

Trustee Chopp submitted agenda minutes from the Educational Support Program Advisory Committee Meeting (Appendix B). He deferred to speak to it until the February meeting.

7. Reports

7.1 Superintendent of Education

In August, 2019 the Ministry announced its plan to fund and implement an After School Skills Development Program (ASSDP) across all 72 school boards in the province. This program is intended to enhance skills in students with Autism Spectrum Disorder and will focus on social, communication, self-regulation and life-planning skills development. This PP funding extends till June 2022 (\$62,000 per year). This information triggered the planning process for our ASD team, including Carmen McDermid, Laura Klinck, Courtney Kay and Michelle Shypula.



The board has also reached out to a number of boards who piloted this initiative in 2016. There were varying degrees of success and a number of challenges reported. After much brainstorming and consultation to launch a meaningful program, that meets the deliverables mandated by the Ministry, BFACS is very excited to announce they are moving forward with an ASSDP in partnership with our co-terminous board and our Children’s Treatment Centre (CTC) Lansdowne and HN REACH.

Essentially, the agency will be offering six, six-week programs that will run one day per week for 1.5 hours: from 4:00 p.m. until 5:30 p.m. or 4:30 p.m. until 6:00 p.m., depending on the site. There will be a maximum of six students invited into each program (this may be lower depending on the needs of the children) with program implementation and supervision being provided by two to three members of our CTCs – again, it is contingent on the specific strengths and needs of each group.

Desired outcomes of the program will focus will on:

- Family Participation: participation in services and use of strategies across environments (generalization of skills to home setting).
- Student Skill Development: e.g. generalization to home/community.
- Staff Skill Development: e.g. teaching processes, data collection, generalization in what has been learned to the classroom, school environment.
- Applied Behavioural Analysis Staff Development: e.g. increased collaboration with partners, more collaboration, less “direction”.
- Administrator Development: e.g. increased understanding and use of ABA strategies, effective implementation of Safety Plans.

The BHNCDDB’s ABA Leads and Grand Erie’s Leads will be responsible for overseeing all the program logistics, monitoring and working closely with the schools, families and CTC partners.

Below, are the start dates and locations that the program will run:

Date	Location	Time
January 27, 2020	BHNCDDB - St. Michael’s, Dunnville	TBD
February 11, 2020	BHNCDDB - TBD, Caledonia	TBD
February 12, 2020	BHNCDDB - TBD, Brantford	TBD
February 26, 2020	Grand Erie - Elgin Avenue, Simcoe	TBD
April 22, 2020	BHNCDDB - TBD, Brantford	TBD
April 28, 2020	Grand Erie - Cobblestone Public School - Brant	TBD

A Service Agreement has been collaboratively developed and is currently being signed by all parties in the hopes of being finalized prior to the January 27, 2020 launch date. The agency is continuing to consult re: possible locations that will be a good fit for the program to run in BHNCDDB. Conversations, at this point, have taken place with the principals of St. Michael’s (D) (confirmed), Notre Dame Caledonia, St. Mary CLC and possibly another Brantford school for the date of April 22, 2020. Communication has happened with school teams and parents re: students who would benefit from the program consent and parent feedback survey to be administered at the start and completion of the program.



8. Closing Remarks/Adjournment

Jill thanked Michelle for her work on this committee. She welcomed Kevin to the group.

Meeting adjourned at 2:50 p.m.

DRAFT

Next meeting date, time, location: Tuesday, March 24, 2020 (1:30 p.m.) – CEC

**RECOMMENDATION FOR THE COMMITTEE OF THE WHOLE
FROM THE POLICY COMMITTEE**

February 10, 2020

AGENDA ITEM	MOTION
2.3	THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board adopts the new policy template.

RECOMMENDATIONS:

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of February 10, 2020 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendation of the Policy Committee Meeting of February 10, 2020 to the Brant Haldimand Norfolk Catholic District School Board for approval.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Policy Committee Meeting Monday, February 10, 2020 ♦ 6:00 p.m. Boardroom

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

Senior Administration:
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Kevin Greco, Lorrie Temple (Superintendents of Education)

Absent: Rob De Rubeis, Mark Watson

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Dignard.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of February 10, 2020 meeting.

Carried

1.4 Approval of Minutes from the Policy Committee Meeting – September 26, 2019

Moved by: Cliff Casey

Seconded by: Carol Luciani

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

Carried

1.5 Business Arising from the Minutes - Nil

2. Committee and Staff Reports

2.1 Procurement Policy 700.01

Superintendent Keys highlighted the stewardship responsibility of public funds by school boards. The purpose of the policy was emphasized to promote and outline the procurement process. A summary of revisions was provided including an updated Approval Authority Schedule, Procurement Thresholds and contract management. It was noted that the policy had been renamed from Purchasing to Procurement.

Moved by: Rick Petrella

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Procurement Policy 700.01 be vetted for stakeholder input during the public consultation period.

Carried



2.2 French Immersion Program Policy 200.30

Superintendent Temple provided an overview of the French Immersion Program across the District. The recruitment of strategy for French qualified teachers was reviewed along with measurers needed for sustaining a quality French program. Revisions to the policy included introducing a cap in the Kindergarten French Immersion program and the addition of a chart outlining subject areas.

Moved by: Cliff Casey

Seconded: Bill Chopp

THAT the Policy Committee recommends that the French Immersion Program Policy 200.30 be vetted for stakeholder input during the public consultation period.

Carried

2.3 Policy Template

Superintendent Keys presented the revised policy template. The purpose of the template is to streamline the document and allow for easier placement of items. The template also consolidates two documents into one. Revisions also include the addition of an application, scope and forms sections.

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board adopts the new policy template.

Carried

2.4 Concussion Policy 200.08

Superintendent Temple emphasized the board's commitment to ensuring the safety and well-being of students. The board recognized the seriousness of concussion injuries. A summary of the revisions to the policy was provided including updating the definition of a concussion, prevention strategies and return to school plan. Discussion was held regarding identifying suspected concussion and safely removing students utilizing a "red flag" protocol.

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Concussion Policy 200.08 be vetted for stakeholder input during the public consultation period.

Carried

3. Discussion Items

3.1 Communication of Policy Updates

Director McDonald advised that the creation of a policy review schedule has been undertaken and reviewed the policy review process which includes a 60 day stakeholder feedback period and presenting new and revised policies with administrators on a regular basis.



BRANT HALDIMAND NORFOLK Catholic District School Board

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Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT a hard copy of all Policies and Procedures be made available for viewing at the Catholic Education Centre.

Carried

4. Trustee Inquiries - Nil

Schedule of Policies on next meeting.

5. Adjournment

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the February 10, 2020 meeting.

Carried

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

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: February 10, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

POLICY TEMPLATE

Public Session

BACKGROUND INFORMATION:

As part of the Board's revised policy renewal process, Senior Administration reviewed the current template for policy and administrative procedures and is proposing modifications to the template to streamline the development and presentation of policies and administrative procedures.

DEVELOPMENTS:

Based on Senior Administration's review of the currently policy and administrative procedure template, best practices and other board templates, the proposed template would include the following modifications:

- Consolidation of the policy and administrative into one document.
- Removal of the *Belief Statement*, as this can be captured in the *Policy Statement*.
- Explicit *Application and Scope* section.
- Addition of a *Forms* section to provide clarification to staff on the forms associated with the administrative procedures.

Attached is a sample of the proposed template using the recently approved Employee Expense Policy and Administrative Procedures.

RECOMMENDATION:

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board adopts the new policy template.



Employee Expenses

700.04

Adopted:	March 29, 2015
Last Reviewed/Revised:	January 28, 2020
Responsibility:	Superintendent of Business and Treasurer
Next Scheduled Review:	2023-2024

POLICY 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.

APPLICATION AND SCOPE:

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

The rules set out in this memo 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.

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)

FORMS:

- Expense Reimbursement Form
- Out of Province Travel Request
- Pre-Approval and Exception Form

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.



ADMINISTRATIVE PROCEDURES:

In general, expenses must be approved by the employee's immediate supervisor in accordance with 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 and Treasurer.

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

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) are 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 not 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 and 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



- 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 and Treasurer. Extenuating circumstances may be reimbursed as approved by the Superintendent of Business and 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 and Treasurer when a change is required.

It is highly encouraged, 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 site 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 the first work location to the various destinations and ending at the last work location of the day using the prescribed BHNCDSB 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 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 and 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 (e.g., 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 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 guest accompanying staff are not eligible or reimbursable. Attendance at conferences outside of Ontario must be approved by the Director of Education.
- 6.2 Pre or post conference activities such as sightseeing tours are considered personal and are not eligible for reimbursement.
- 6.3 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 and 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. 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 (e.g. 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.

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

Prepared by: Kevin Greco, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: February 18, 2020
Submitted by: Michael McDonald, Director of Education & Secretary

SCHOOL YEAR CALENDAR 2020-21

Public Session

BACKGROUND INFORMATION:

Regulation 304 “School Year Calendar, Professional Activity Days”, and Policy/Program No. 151 (last revised July 19, 2019) set out the conditions governing and establishing school year calendars and outlines the following criteria that must be met:

- school year commences on or after September 1 and ends on or before June 30;
- the minimum number of school days required is 194;
- the minimum number of instructional days is 187;
- school boards must dedicate three PA days per school year to provincial education priorities and may dedicate up to four additional PA days per school year; and
- a board may designate up to ten instructional days as examination days.

Professional activities are focussed on ensuring equity of outcome and wellbeing for all students. The three mandatory PA days must be focused on teacher’s professional learning with respect to the following current provincial education priorities as outlined in *Achieving Excellence*:

- Achieving Excellence
- Ensuring Equity
- Promoting Well-Being
- Enhancing Public Confidence

Calendar specifications:

- The school year has been set at 194 days;
- The first day of school will be September 2, 2020 and the final day will be June 30, 2021;
- All calendars designate seven Professional Activity days (three designated as Ministry days; four designated as Board-directed days). Of the seven days, five are shared;
- For the three Ministry-designated days, elementary and secondary calendars will share the same PA days (September 3, 2020, November 13, 2020 and April 23, 2021); and
- The elementary calendar includes two PA days for report card writing (January 18, 2021 and June 11, 2021).

DEVELOPMENTS:

A School Year Calendar Committee meeting was held on January 22, 2020. The draft calendar was vetted by representatives from the Curriculum and Special Education Departments, OECA, OSSTF – Educational Support Staff/Early Childhood Educators/Plant Support Staff, the BHN Catholic Principals’ Council, Senior Administration, Board Trustees and the Regional Catholic Parent Involvement Committee executive. As has been past practice, the proposed calendars were developed over the

course of several meetings with representatives from the Grand Erie District School Board to maximize efficiencies in transportation.

In a Memo dated January 27, 2020 the Ministry of Education announced that Board's must devote one half day to Bullying Prevention, Intervention and De-escalation and one half day devoted to learning opportunities for all educators in supporting Students with Autism Spectrum Disorder as part of the third Provincially directed PA day.

Attached are the proposed 2020-21 calendars for elementary and secondary schools.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the proposed 2020-21 School Year Calendars for Elementary and Secondary schools.



2020-21 SCHOOL YEAR CALENDAR

Brant/Haldimand Elementary

	1st Week					2nd Week					3rd Week					4th Week					5th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
			P	P	B	H																			
October				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
											H														
November	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
										P															
December		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
																B	B	B	B	H	H	B	B	B	
January					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
					H											P									
February	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26					
											H														
March	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
											B	B	B	B	B										
April				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
					H	H														P					
May	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
																H									
June		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
										P													P		

The 2020-21 School Year Calendar provided a total of 187 Instructional and 7 Professional Development Days.

The first day of school will be September 8, 2020.

H School Holiday

B Board Designated Holiday

P Professional Activity Day

- | | | | |
|------------|--|------------|---|
| Sept. 2/20 | • Spiritual Day | Apr.23/21 | • Mental Health and Well-being |
| Sept. 3/20 | • K Teams 1-12 Student Achievement; OHST | June 11/21 | • Report Cards: Assessment Evaluation Grading Reporting |
| Nov. 13-20 | • Reporting/Program Planning/Focus on Math | June 30/21 | • Fundamentals of Math |
| Jan. 18-21 | • Reporting/Program Planning | | |



2020-21 SCHOOL YEAR CALENDAR

Brant/Haldimand Secondary

	1st Week					2nd Week					3rd Week					4th Week					5th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
			P	P	B	H																			
October				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
											H														
November	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
										P															
December		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
																B	B	B	B	H	H	B	B	B	
January					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
					H																	E	E	E	E
February	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26					
	E	P	P								H														
March	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
											B	B	B	B	B										
April				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
																				P					
May	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
																H									
June		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
																		E	E	E	E	E	P		

The 2020-21 School Year Calendar provided a total of 187 Instructional and 7 Professional Development Days.

The first day of school will be September 8, 2020.

H School Holiday

E Examination Day

B Board Designated Holiday

P Professional Activity Day

- | | |
|---|--|
| <ul style="list-style-type: none"> Sept. 2/20 • Spiritual Day Sept. 3/20 • K Teams 1-12 Student Achievement; OHST Nov. 13/20 • Using Differentiated Instruction to Close the Gap Feb. 02-21 • School Improvement Plans and Assessment | <ul style="list-style-type: none"> Feb. 03-21 • Numeracy Developing Evidence Based Strategies Apr. 23-21 • Mental Health and Well-Being June 30/21 • School Improvement Consolidation Evaluation Next Steps |
|---|--|



2020-21 Professional Activity Dates- Elementary

Professional Activity Day Devoted to Provincial Education Priorities

DATE	PA DAY THEME
Thursday, September 3, 2020	Multiple Theme Day (AM) FDK Teachers/ ECE Teams and Grades 1 to 12 Teachers: Inquiry-Based learning and pedagogical assessment documentation strategies (PM) Occupational Health and Safety Training
Friday, November 13, 2020	(PM) Focus on Math
Friday, April 23, 2021	Mental Health and Well-Being: (AM) Devoted to learning opportunities for all educators in supporting students with Autism Spectrum Disorder (PM) Devoted to bullying prevention, intervention and de-escalation training.
Friday, June 30, 2021	Multiple Theme Day (AM) Fundamental Mathematics: Developing and Implementing Strategies to Improve Student Achievement in Mathematics, with a Focus on Fundamental Math Concepts and Skills

Other Professional Activity Days

DATE	PA DAY THEME
Wednesday, September 2, 2020	Faith Development- Faith Day
Friday, November 13, 2020	(AM) Parent/Teacher Interviews
Monday, January 18, 2021	Report Card Preparation- Assessment, Evaluation, Grading, Reporting
Friday, June 11, 2021	Report Card Preparation- Assessment, Evaluation, Grading, Reporting
Friday, June 30, 2021	Multiple Theme Day (PM) School Improvement, Evaluation/Consolidation and Next Steps

2020-21 Professional Activity Dates- Secondary

Professional Activity Day Devoted to Provincial Education Priorities

DATE	PA DAY THEME
Thursday, September 3, 2020	Multiple Theme Day (AM) Board Improvement Plan for Student Achievement and Well-Being: School/Board Improvement Plans (Numeracy) (PM) Occupational Health & Safety Training
Friday, November 13, 2020	Multiple Theme Day: School/Board Improvement Plans (Using Differentiated Instruction and Assessment Strategies to Close the Age Gap)
Friday, April 23, 2021	Mental Health and Well-Being: (AM) Devoted to learning opportunities for all educators in supporting students with Autism Spectrum Disorder (PM) Devoted to bullying prevention, intervention and de-escalation training.

Other Professional Activity Days

DATE	PA DAY THEME
Wednesday, September 2, 2020	Faith Development- Faith Day
Tuesday, February 2, 2021	School/Board Improvement Plans (School Improvement and Assessment)
Wednesday, February 3, 2021	Multiple Theme School/Board Improvement Plans – Numeracy Developing Evidence – Based Instructional Strategies
Friday, June 30, 2021	School/Board Improvement Plans (School Improvement, Consolidation/Evaluation/Next Steps)



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

Prepared by: Robert De Rubeis, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: Tuesday, February 18, 2020
Submitted by: Michael McDonald, Director of Education & Secretary

EXCURSION – Los Angeles
Public Session

BACKGROUND INFORMATION:

The Art and Music department at Assumption College Catholic High School is requesting approval for an excursion to Los Angeles from Thursday, May 20, 2021 to Tuesday, May 25, 2021. Staff supervisors will include Katie Benoit and 4 others -TBD. The cost of the trip is approximately \$2995.00. The cost of the trip includes air fare, coach and driver guided tours, hotel accommodations, breakfast, dinner and admission to all attractions.

DEVELOPMENTS:

Approximately twenty-five (25) Grades 9 to 12 students from Assumption College Catholic High School will be travelling by air from Toronto to Los Angeles. This six-day tour provides an opportunity for students to explore a variety of careers in the arts, drama and music and deliver an experience that can not be replicated in the classroom, through video or online.

Specifically, the students will visit museums, movie studios, and theme parks where art is created, performed and displayed. Students will be directly involved in acting workshops led by professionals in the field. The workshops will highlight the principles and elements of acting including the definition of action, circumstance and justification. Art will also be examined in relation to the impact it has had culturally, historically and socially over the last century.

Students will have the opportunity to visit numerous sites including the Griffith Observatory, Madame Tussauds Wax Museum, Universal Studios, the Dolby Theatre and will attend a workshop with stage design, special effects artists and musical score musicians at Disneyland.

The students will attend Catholic Mass on Sunday.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College Catholic High School for an excursion to Los Angeles from Thursday, May 20, 2021 to Tuesday, May 25, 2021.

2019-20
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
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