



**Committee of the Whole
Tuesday, October 20, 2020 ♦ 7:00 pm
Boardroom**

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

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

1. Opening Business

- 1.1 Opening Prayer
Almighty God, bless us as we gather today for this meeting. Guide our minds and hearts so that we will work for the good of our community and be a help to all people. Teach us to be generous in our outlook, courageous in the face of difficulty, and wise in our decisions. We give you praise and glory, Lord our God, for ever and ever. Amen
- 1.2 Attendance
- 1.3 Approval of the Agenda Pages 1-2
- 1.4 Declaration of Interest
- 1.5 Approval of Committee of the Whole Meeting Minutes – September 15, 2020 Pages 3-7
- 1.6 Business Arising from the Minutes

2. Presentations

3. Delegations

4. Consent Agenda

- 4.1 Unapproved Minutes from the Regional Catholic Parent Involvement Committee Meeting – November 27, 2019 Pages 8-12
- 4.2 Unapproved Minutes from the Special Education Advisory Committee Meeting - February 11, 2020 Pages 13-16
- 4.3 Unapproved Minutes from the Special Education Advisory Committee Meeting - April 21, 2020 Pages 17-19
- 4.4 Unapproved Minutes from the Mental Health Steering Committee Meeting - June 10, 2020 Pages 20-23
- 4.5 Unapproved Minutes from the Special Education Advisory Committee Meeting - June 16, 2020 Pages 24-27
- 4.6 Unapproved Minutes from the Regional Catholic Parent Involvement Committee Meeting – June 17, 2020 Pages 28-31
- 4.7 Unapproved Minutes from the Special Education Advisory Committee Meeting - September 29, 2020 Pages 32-35
- 4.8 Unapproved Minutes from the Mental Health Steering Committee Meeting - October 8, 2020 Pages 36-38



5. Committee and Staff Reports

- | | | |
|------------|---|-------------|
| 5.1 | Ontario Catholic School Trustees' Association Annual Membership Fees
Presenter: Mike McDonald, Director of Education & Secretary | Page 39 |
| 5.2 | Devices for Education Assistants
Presenter: Kevin Greco, Superintendent of Education | Pages 40-41 |
| 5.3 | Health and Safety Update
Presenter: Scott Keys, Superintendent of Business | Pages 42-44 |
| 5.4 | School Generated Funds Policy 700.05
Presenter: Scott Keys, Superintendent of Business | Pages 45-53 |
| 5.5 | School Operating Budget Policy 700.10
Presenter: Scott Keys, Superintendent of Business | Pages 54-57 |
| 5.6 | Police Records Check Policy 300.15
Presenter: Kevin Greco, Superintendent of Education | Pages 58-63 |
| 5.7 | Volunteers Policy 300.12
Presenter: Kevin Greco, Superintendent of Education | Pages 64-69 |
| 5.8 | Volunteer and Trip Driver Policy 200.21
Presenter: Kevin Greco, Superintendent of Education | Pages 70-73 |

6. Information and Correspondence

7. Trustee Inquiries

8. Business In-Camera

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

9. Report on the In-Camera Session

10. Future Meetings and Events Pages 74-75

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, September 15, 2020 ♦ 7:00 pm Boardroom

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

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

Board Resource:
Carmen McDermid (Student Achievement Lead – Special Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Vice Chair Luciani.

1.2 Attendance

The board welcomed Alex Medeiros, Assumption College, as the 2020-21 Student Trustee.
Attendance was as noted above.

1.3 Approval of the Agenda

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the September 15, 2020 meeting.

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Committee of the Whole Meeting Minutes – February 18, 2020

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 minutes of the February 18, 2020 meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations - Nil

3. Delegations – Nil



4. Consent Agenda - Nil

5. Committee and Staff Reports

5.1 Summary of 2019-20 Reports to Board

Director McDonald presented a summary of the reports and presentations that were made to the Board during the 2019-20 school year.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the 2019-20 Reports to Board Summary to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.2 Special Education Services Department Annual Report 2019-20

Superintendent Greco provided an outline of the annual report while highlighting the board's commitment to providing inclusive education for every student and ongoing professional learning for staff. A summary of successful practices and enhancements was shared including assistive technology.

Carmen McDermid, Student Achievement Lead – Special Education, reviewed the expansion of the Lexia Program and Learning Upgrade systems. It was noted that the Lexia Program was invaluable during distance learning. Highlights of the After School Skills Development Program (ASSD) were shared including students improving their functional independence and social skills. Students were taught how to leverage digital technology while staff developed a better understanding of IEP expectations and how to capture learning.

Trustee Casey inquired as to what steps are being taken to identify dyslexia in students.

Carmen McDermid advised that the Special Education Team has been working with professionals to learn more about identifying reading disabilities. There is currently a screener used in Grade 1 that assists in recognizing early signs in order to achieve early intervention and to help students maximize their abilities.

Trustee Chopp emphasized the importance of devices for Educational Assistance to assist them in capturing learning and for providing support in virtual schools.

Chair Petrella requested staff to report back with an update on devices for Educational Assistants.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Special Education Annual Report 2019-20.

Carried



5.3 Summer Learning: Special Education and Mental Health

Superintendent Greco reviewed the additional funding and allocations through the Priorities and Partnership Fund (PPF) as a result of the emergency remote learning in 2019-20. The board offered supports including Closing Gaps and Mitigating Learning Loss, Transition Programs and Ongoing Mental Health Support, throughout July and August 2020. There were over 100 staff who worked on the programs which assisted 501 families. One of the goals of the supports was to complete assessments and testing to prepare for September. There was also a two week transition program offered for students with significant special education or mental health needs to assist with the transition back into school.

Trustee Luciani thanked the team for their work and highlighted the benefits that students are receiving from the program.

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Summer Learning: Special Education and Mental Health Report.

Carried

5.4 Bill 197, COVID-19 Economic Recovery Act, 2020

Superintendent Greco introduced the COVID-19 Economic Recovery Act, 2020 and reviewed the main categories: Suspensions, Streaming, Discrimination-Free Classroom and Demographic Data. Cannot suspend under discretionary section. An outline of developments was provided including suspensions in Junior Kindergarten to Grade 3, mandatory investigation before mandatory suspension, suspensions for bullying and safe and Safe and Accepting Schools Allocation (SASA). Superintendent Greco advised that more details will be released in the near future. Discussion was held regarding the process of streaming in Grade 9.

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 COVID-19 Economic Recovery Act, 2020 Report.

Carried

5.5 BHNCD SB Re-opening Plan Update

Director McDonald provided an update on the staggered entry process for the face to face model. It was noted that there were approximately 980 students enrolled in the Elementary Virtual School and 530 students in the Secondary Virtual School. A summary of the professional development days was shared. An outline of the outbreak protocol was presented. Special Education and Mental Health supports that have been implemented were also highlighted.

Trustee Casey inquired as to the status bus drivers. Director McDonald advised that staff have been working with STSBHN to identify routes and move drivers around to accommodate students.

Chair Petrella praised the efforts of staff in the re-opening process.



Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the BHNCD SB Re-opening Plan Update Report.

Carried

6. Information and Correspondence

6.1 Camp Blast

Superintendent Temple provided an update on Camp Blast which was held July 13 – July 21, 2020. The camp consisted of three classes, Grades 1 to 5 with a total of 95 students. The program utilized the Lexia Program and included one on one check-ins with students. There was a high engagement in the program with each student showing a gain at the end of the program. The program received very positive feedback and recognition from the Ministry of Education.

Superintendent Temple thanked Chandra Portella, Student Achievement Lead, and Sarah Conway, System Literacy Teacher, for their work.

6.2 Start-up Enrolment and School Organizations Update

Superintendent De Rubeis provided a summary of current enrolment and school organizations including elementary, secondary and virtual.

Moved by: Carol Luciani

Seconded by: Bill Chopp

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

Carried

7. Trustee Inquiries – Nil

8. Business In-Camera

Moved by: Dan Dignard

Seconded by: Carol Luciani

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

Carried

9. Report on the In-Camera Session

Moved by: 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.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

11. Closing Prayer

The closing prayer was led by Chair Petrella.

12. Adjournment

Moved by: Mark Watson

Seconded by: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the September 15, 2020 meeting.

Carried

Next meeting: Tuesday, October 20, 2020, 7:00 p.m. – Boardroom



**REGIONAL CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING
Wednesday, November 27, 2019 – 7:00 pm – Boardroom**

Present: Charmaine Hanley (Principal Lead), Marcel Perras, Stéphane Rouleau, Anita Santos, Rob DeRubeis (Superintendent of Education), Marie Teskey, Greg Wilson, Colin Phee, Joe Ernst, Holly Colaiacovo, Lori Martisius, Hayley Dorsey, Chris Rudnick, John McDermid, Bree Lovsin, Orazio Caltagirone, Judy Gardner, Dale Petruka, Andrea Cooper, Melanie Montague, Nataley Hyttenrauch, Jeanine Silva, Nicole Bender, Sue Defreyne, Meaghan Nadwodny, Chloe Hoszco, Ashley Malo, Kaitlyn Burton, Luc Bertran, Heather Graham, Tanya Gaswigne, Danielle Hogeterp, Terri-Lynn Zakrzewski, Dave Szuty

Guest(s): Chandra Portelli (Student Achievement Lead)

Regrets: Carol Luciani (Trustee)

1. Opening Prayer

Charmaine Hanley opened the meeting with a prayer from Catholic Education Week.

2. Welcome and Opening Comments

Superintendent DeRubeis welcomed the group and thanked everyone for their dedication to our students.

3. Approval of Agenda

Moved by: Stephane Rouleau

Seconded by: Greg Wilson

THAT the RCPIC approves the agenda of the November 27, 2019 meeting.

Carried

4. Declaration of Interest- Nil

5. Approval of Minutes – May 13, 2019

Moved by: Lori Martisius

Seconded by: Holly Colaiacovo

THAT the RCPIC approves the minutes of the May 13, 2019 meeting.

Carried

6. Business Arising from the Minutes- Nil

7. Hearts on Fire – Encounter: Overview of Board Spiritual Theme

Charmaine Hanley, Principal Lead for the Regional Catholic Parent Involvement Committee (RCPIC) led us in discovering the story of this year's Board Spiritual Theme (Hearts on Fire (Luke 24:32) Journey, Encounter, Transform) rooted in the story of the Road to Emmaus. The story is about relationship. In this Gospel story, Jesus encounters and accompanies the disciples. We are reminded that He is always present with us. Jesus journeyed alongside the disciples, nurturing their relationship



by engaging them in conversation and teaching. Jesus revealed himself to these disciples in the breaking of the bread and through his friendship, enduring presence, and unconditional love. We live the Emmaus experience in our school communities as we witness Christ's love to one another, forming joyful disciples of Jesus.

8. Chandra Portelli – Student Achievement Lead

Chandra reported on the EQAO results for the school board and how it functions in the province. EQAO is written by students in grades 3, 6, 9 and 10. It assesses what children need to know by the end of that grade.

EQAO scores only show one aspect of the picture of how your child is progressing in school. In addition to EQAO scores, parents should consider student achievement on the report card, the teacher's observations and knowledge of the child, and the student's feelings about school and learning. All of these together create a fullsome picture of how students are doing in school.

At a district level, EQAO results are analyzed for trends over time to pinpoint what areas of the curriculum need more attention. EQAO data is one piece of evidence that is considered in determining district priorities regarding teaching and learning.

9. The Ontario Association of Parents in Catholic Education

Stephane reported that he represents the region for catholic parents. Stephane is the director for the region. One of the partners is the institute for catholic education, and they redid the catholic expectations. Stephane handed out a flyer to explain what they do and who they are.

10. Pro-Grant Update

Funding has been provided to us from the ministry of education. We can create some opportunities to pilot some projects. Want the group to brainstorm ideas on ways to help our children.

PRO grants provide funds to parent councils to use to create parent workshops/ parent information speakers.

Project outcomes, parents can have a better idea of what is going on in the schools. Parents can have a better confidence with the schools.

Right now, we have \$ 7,700.

11. RCPIC Goals for 2019-2020

Regional parents set the direction to help the local schools/councils.

Last year was a mental health night, a make and take, and that information was taken back to their schools. Providing a safe and welcoming school is a major issue especially considering all the bullying stories in the news.

Charmaine asks the group to brainstorm ideas how we can work together to achieve these goals. How do we achieve a community of care?



12. Break

13. Group Breakout Sessions – Interactive Feedback

Charmaine held a breakout session on the following questions:

What can parents do to support the development of a healthy school climate?

- ❖ Listen and support
- ❖ Participate and communicate
- ❖ Get involved
- ❖ Listen
- ❖ Consider different perspectives/recognize differences in parenting and teaching
- ❖ Accept others
- ❖ Suggestion/Complaint anonymous box
- ❖ Volunteer
- ❖ Participate in family nights or activities
- ❖ Understand their kids are not perfect
- ❖ Address concerns with teachers/educators first instead of stewing or bashing the issue in the community

What are some positive ways for parents to communicate to the school when they have an issue or concern regarding their children?

- ❖ Speak face to face rather than by email
- ❖ Ask for meetings/phone calls
- ❖ Check in with teacher as needed
- ❖ In person meetings/use agenda for communication
- ❖ Stay calm
- ❖ Keep communication lines open
- ❖ Be respectful
- ❖ Have positive communication as well as negative to encourage positive attitudes towards interactions
- ❖ Speak to the teacher BEFORE you jump to conclusions

What can parents do to build resiliency in their children?

- ❖ Set good examples
- ❖ Problem solve potential solutions and outcomes
- ❖ Ask your children daily about what happened at school and discuss how to problem solve
- ❖ Acknowledge your child's struggle and support them through it vs. solving problems for them
- ❖ Have them work out a scenario to create goals they feel they can accomplish
- ❖ Get feedback from your children on activities that promote resiliency
- ❖ Allow children the freedom to be themselves
- ❖ Give your child the freedom to fail and provide supportive correction
- ❖ Encourage your child to have conversations



How do you address the use of technology in your home? (Rules? Time on task? Etc.)

- ❖ Limit the amount of time
- ❖ Set boundaries
- ❖ Allow technology only AFTER playing outside, homework, reading and chores
- ❖ No tech at dinner table
- ❖ No tech one hour before bed
- ❖ Model expectations
- ❖ Parent in the same room
- ❖ Discuss the impact of excessive use of technology
- ❖ Use “extra time” as a reward incentive
- ❖ Healthy discussions on issues around digital tech usage

What are your greatest concerns related to student behaviours in school?

- ❖ Bullying
- ❖ Mental Health
- ❖ Teaching techniques to self-regulate
- ❖ Fair and equal punishment
- ❖ Vaping despite signage
- ❖ The creation of a culture of apathy
- ❖ Lack of capacity for delayed gratification
- ❖ Language of older children/influencing younger students
- ❖ Endangering other students
- ❖ Building and maintaining confidence
- ❖ Differing values and expectations
- ❖ Aggression (verbal and physical)
- ❖ The greater community developing negative social beliefs in students (racism, homophobic etc.)

To assist us in preparing for future meetings, please prioritize from 1-6 the list below
(1=most important and 6= least important).

A) Understanding policies and procedures related to safe schools.

5	5	5	5	5	5	5	5	6	6
6	4	4	2	3					



B) Ways to build a healthy school community climate.

4	4	4	4	4	4	5	5	6	6
3	3	3	2	1	1				

C) Understanding the importance of developing resilient children.

1	1	1	1	1	2	2	2	2	2
2	2	2	3	3	4				

D) Effective communication protocols related to school concerns.

6	6	6	6	6	6	6	6	5	5
5	4	4	2	3					

E) Understanding the impacts of technology i.e. cyber bullying, social media.

3	3	3	3	3	3	1	1	1	1
3	2	2	4	4	6				

F) Emotional Intelligence – Understanding zones of regulation/mind-up.

3	3	3	3	3	3	3	1	1	1
1	1	2	2	4	5				

Members engaged in active discussions and shared many ideas to the group. Charmaine asked that members send her any additional ideas to the above questions to her attention by the end of the week. All the feedback received will be shared with RCPIC members and Catholic School Advisory Councils.

14. Participation Draws/ Closing Remarks/ Adjournments

We held a pizza party draw among the attendees. Kaitlyn from St. Michael’s Walsh won a pizza party for her school. Congratulations!

Superintendent DeRubeis thanked members and guests for their continued support and for taking the time to bring their valuable input to the meeting. The meeting adjourned at 8:37 p.m.

Next Meeting:

School based Skype Mtg- Wednesday Jan 15, 2020
RCPIC Mtg – Wednesday March 4, 2020
School Based Skype mtg- Wednesday Apr 22, 2020
RCPIC Mtg- Wednesday May 13, 2020



**SPECIAL EDUCATION ADVISORY COMMITTEE
Tuesday, February 11, 2020 – 1:30 p.m.
Boardroom**

- Members:** Kevin Greco (*Superintendent of Education*), Bill Chopp (*Trustee*), Jennifer Chapman, Mischa Dinsmore, Lauren Freeborn, Laura Bergeron (*ad hoc*), Christine Dragojloivch, Terri-Lynn Zakrzewski
- Regrets:** Patti Mitchell (*Parent, County of Brant*), Jill Esposto, Nil Woodcroft, Tara Buchanan, Shannon Mason (*Principal Lead: Special Education Staffing*), Teresa Westergaard-Hager
- Resources:** Carmen McDermid (*Student Achievement Lead: Special Education*)
- Guests:** Kathy Haong (*Pathways Student*)
-

1. Opening Prayer

Kevin led the opening prayer.

2. Welcome and Opening Comments

Kevin welcomed everyone to the meeting and a round of introductions were done.

3. Approval of Agenda

Motion: Lauren Freeborn

Approved: Mischa Dinsmore

THAT the SEAC approves the agenda of January 21, 2020.

Carried

4. Approval of the Minutes

Mischa Dinsmore, Lansdowne Children's Centre, requested a minor edit to the minutes as follows under 7.1:

"The board has also reached out to a number of boards who piloted this initiative in 2016."

Motion: Mischa Dinsmore

Approved: Lauren Freeborn

THAT the SEAC approves the minutes of February 11, 2020 as amended.

Carried



5. Correspondence

5.1 Windsor-Essex Catholic District School Board

A letter was shared from the Windsor-Essex Catholic District School Board addressed to Stephen Lecce. It was proposed that we also write a letter from our committee. Bill Chopp proposed that we send a joint letter from the trustees and the SEAC committee. Bill would like to inquire if the e-learning is made mandatory, what parameters would they hold for students with special needs? The committee was asked to send any ideas to Terri-Lynn and Kevin will draft a letter.

6. Community Agency Updates

Lauren Freeborn – Service Planning Coordinator, Contact Brant

Lauren Freeborn reported that there is an FASD professional development event on February 28, 2020 with Dr. Louise Scott. The presentation is at the Best Western from 1:00 p.m. - 4:00 p.m. There are 100 spots available and the registration fee is \$25.

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

Jennifer Chapman reported that the Brant and Haldimand CAS agencies will be amalgamating. There are lots of unanswered questions as to the specifics. Jennifer's guest student Kathy shared information about her social work program (Bachelor of Social Work).

Mischa Dinsmore – Lansdowne

Staff who work with children registered for kindergarten for the 2020-21 school year are gathering information and preparing the "All About Me" forms that will be shared with school boards.

This year's Great Northern ride will take place on February 23, 2020 to February 29, 2020. Ninety snowmobilers will participate in a ride in Northern Quebec to raise funds for Lansdowne's non-funded programs such as Recreation and Every Kid Counts. These programs offer one on one support to allow children with special needs to have fun, participate in recreational activities, meet new friends, gain self-esteem and give parents some respite.

The date for the 16th annual Motorcycle ride is Saturday, May 9, 2020.

Christine Dragojlovich – Clinical Manager, Woodview Mental Health & Autism Services

Christine reported that the mental health walk in clinics are now 6 days a week. A Mental Health flyer was handed out. Drop in counselling is also available. Woodview's Harmony Square has many programs including homework help, drop in counselling and the SNAP Program is facilitated out of there. Food is also available for some of the programming and attached is the February flyer. Woodview's Elementary Day Treatment Class at James Hillier will be at capacity by May 2020. The Woodview's Adolescent Day Treatment Class at Pauline Johnson is in the process of accepting new students.



Bill Chopp – Trustee

Bill Chopp discussed the minutes from the Mohawk College Advisory Committee that both he and Carmen sit on as representatives of the Board. Mohawk is aware of the increased demand and ongoing struggles that boards are facing related to Educational Assistant shortages. Additionally, mock interviews occurred in early February for Mohawk College students enrolled in the Educational Support Program. BHNCDSB participated in those mock interviews as interviewees to support the learning/experiences of these students.

Mohawk College is also offering a new program – The Learning Disabilities Specialist Graduate Certificate Program. The focus is on students gaining specialized skills to support individuals of all ages with learning disabilities. The new program will launch in April 2020.

7. Reports

7.1 Student Achievement Leader: Special Education

Our ABA Leads in collaboration with community partners have had a very successful launch of the After-School Skills Development Program (ASSDP) in all two counties to date. Currently the program is up and running at St. Michael's School in Dunnville, Notre Dame School in Caledonia and at the St. Mary Catholic Learning Centre in Brantford. Parent feedback has been positive to date and students are enjoying and practicing appropriate social skills alongside of their peers. Future sessions will be starting in Norfolk in late February.

Carmen shared that the Entry to School Case Conferences will again take place in April with parents, agency partners, school and system personnel all in attendance. At these case conferences, parents will be provided an opportunity to share relevant information about their child to assist with the transitioning into school process. The BHNCDSB's Special Education Guide for Parents will be mailed to families in advance of these meetings so that parents will know what to expect in the meeting regarding such things as the purpose of the meeting, who will be in attendance and what information may be asked of them to share about their child. This has been a highly successful practice in the past as per positive parent feedback.

Grade 8 to 9 Identification Placement Review Committee (IPRC) meetings are happening in February and March for identified students enrolling in one of our high schools. The IPRC meetings are hosted at the assigned high school allowing for students and families to have the opportunity to visit the school and to meet members of the administration team, special education and guidance departments. The Special Education Department is also currently in the process of hosting secondary special class IPRC intakes for students requiring specialized placements. This essential process ensures student programming is collaborative, transparent and well thought out to best meet student needs as they transition into high school.

There are two unique opportunities offered to grade 8 students prior to them entering high school. 'Ready, Set, Go' is an opportunity for students to attend a non-credit, three-day, transition program at the high school. This program focuses on literacy/numeracy strategies, school orientation, organizational skills and study skills.



'REACH AHEAD' provides grade 8 students the opportunity to potentially acquire a grade 9 credit prior to entering secondary school. This is a four-week, credit bearing course which provides face to face instruction and attendance is mandatory.

Students interested in either of these opportunities should contact their school SERT for more information on how to register.

7.2 Superintendent of Education

Kevin reported that the after-school skills development classes are on the way. Reiterated the success that Carmen spoke about. He spoke to the process for SEAC minute-taking and vetting. Kevin asked if members are not in attendance, please feel free to send in a report in your absence. Minutes will be a summary of what was discussed; not necessarily verbatim. The policy committee has looked at a concussion policy. Kevin invited members to look at the policy on our website and provide feedback if they like. He discussed that brain injuries can directly affect learning and students may need specific plans.

Our board is currently recruiting Educational Assistants and looking at how to support them in remaining healthy and effective. As a board, we are looking at how to market, recruit, train and retain EA staff. The mental and physical health of all our staff is paramount to be effective for our students.

Kevin shared a good news story that he was presenting at an upcoming OASBO conference. Some of our students have the use of service dogs as an accommodation to access the curriculum. He will share the story of one grade 9 student who has a service dog for anxiety and other challenges. The dog assists her to stay in school and she is flourishing in grade 9. This presentation will be brought to the next meeting to share with the group.

Christine and Kevin will put together a draft letter to send to the Ministry regarding proposed changes to the education system and send it to the group to vet, then share with senior team and then to the trustees to consider for communication.

Kevin addressed the job action throughout the school board. He gave kudos to the staff for trying their best and being respectful. We are trying to support the students as best we can.

8. Closing Remarks/Adjournment

Kevin thanked everyone for coming today.

The meeting adjourned at 2:35 p.m.

Next meeting date, time, location: TBD



SPECIAL EDUCATION ADVISORY COMMITTEE

Tuesday, April 21, 2020 – 1:30 p.m.

Teams Meeting

Members: Laura Bergeron (ad hoc), Jennifer Chapman, Christine Dragojlovich, Jill Esposto, Lauren Freeborn, Kevin Greco (Superintendent of Education), Patti Mitchell (Parent, County of Brant), Nil Woodcroft

Regrets: Tara Buchanan, Bill Chopp (Trustee), Mischa Dinsmore, Shannon Mason (Principal Lead: Special Education Staffing), Teresa Westergaard-Hager

Resources: Carmen McDermid (Student Achievement Lead: Special Education)

1. Opening Prayer

Carmen McDermid led the opening prayer.

2. Welcome and Opening Comments

Superintendent Greco provided a short tutorial on participating in a Teams Meeting.

3. Approval of Agenda

Moved by: Lauren Freeborn

Seconded by: Christine Dragojlovich

THAT the Special Education Advisory Committee approves the agenda of the February 11, 2020 meeting.

Carried

4. Approval of the Minutes

Carmen requested a minor edit to the minutes as follows under 7.1

“Our ABA Leads in collaboration with community partners have had a very successful launch of the After- School Skills Development Program (ASSDP) in all three counties to date.”

Moved by: Christine Dragojlovich

Seconded by: Lauren Freeborn

THAT the Special Education Advisory Committee approves the minutes of February 11, 2020 as amended.

Carried

5. Correspondence

None



6. Community Agency Updates

Lauren Freeborn – Service Planning Coordinator, Contact Brant

Lauren reported they have been serving clients virtually or over the phone. They have been having video chat meetings with families. All staff have been working from home.

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

Jennifer reported they are open, and staff is working from home.

Christine Dragojlovich – Clinical Manager, Woodview Mental Health & Autism Services

Christine reported that Woodview is still providing services, in a non-traditional way, using a virtual platform and continuing to provide face to face service for high needs clients. Drop-In Clinics are still being offered and can be accessed through texting or calling to set up an appointment. Mental Health Awareness Week will be virtual on social media platforms such as Facebook, Instagram, and Twitter. An Instagram and Twitter account have been mobilized for Mental Health Awareness Week (May 4 - 9, 2020).

Nil Woodcroft – Haldimand-Norfolk REACH

Nil reported that when the Province of Ontario declared a state of emergency, in response to Covid-19 Haldimand-Norfolk REACH moved to providing service from home beginning on March 25, 2020. Two weeks prior to this home visiting services were stopped and social distancing and cleaning measures were put in place to ensure a safe working environment. Programs implemented procedures for working from home by providing telephone and virtual conferencing supports in order to be able to service participants. Employees and service participants have adapted well to this new working environment.

Jill Esposto - Director of Services, Brant Family and Children's Services (FACS)

Jill reported that Brant FACS are providing an essential service which makes their employees eligible for subsidized daycare. There have been calls regarding violence, poverty, and food needs. Most of the staff have been working from home. When the need arises for support in the community, staff try to visit outside or on the porch. Supervised access programs are not running, but they are trying virtual visits. Phones and internet have been purchased to facilitate this. Brant FACS and Children's Aid Society of Haldimand-Norfolk continue to discuss the possible unification of their agencies. No firm timelines are available for these discussions as planning for the pandemic has taken priority at this time. The Director of Brant FACS, Jacque Scatcherd is retiring. A virtual Zoom celebration will be planned in her honour.

Patti Mitchell – Parent (County of Brant)

Patti reported on the Special Olympics in Brantford. They are providing tips for wellness for the athletes and reaching out to make sure they are ok. There is a coast to coast challenge being offered to the athletes.



7. Reports

7.1 Student Achievement Leader: Special Education

Carmen reported that there is a priority is to host virtual intake IPRCs for students/families requesting a placement in one of our elementary Transition Classrooms for the 2020-21 school year. Most IPRC intakes for secondary special classrooms have already taken place. Additionally, virtual Entry to School Case Conferences meetings will be scheduled for new kindergarten students with special needs who will be entering school next year. These meetings are critical for the successful transition of our students into school. SERT and EA allocations meetings will be taking place shortly to start planning for system needs for the 2020-21 school year. Lexia Core5 reading program currently being piloted by the Special Education Department was offered to support students struggling with reading. There was tremendous interest expressed by schools in having students trial this program during learning at home.

7.2 Superintendent of Education

Superintendent Greco reported that the Board office, facilities, and schools are all closed, and staff members are working from home. During the first two weeks of closure, teachers spent time familiarizing themselves with how to navigate D2L/Brightspace (online learning platform), create a virtual classroom and prepare for the transition to teacher led distance learning. Some families are struggling to juggle the demands of work while supporting their children's learning while at home. Staff are trying to make learning flexible to meet parents' and students' needs. Devices and special education equipment have been rolled out to support student learning at home.

Kevin presented a Service Dog information video showcasing the success of a service dog in our Board. Currently we have two dogs assisting students in our schools. The students are thriving with the support of their dogs.

8. Closing Remarks/Adjournment

Kevin thanked everyone for attending the meeting. The meeting adjourned at 3:09 p.m.



**Mental Health Steering Committee
Wednesday, June 10, 2020 ♦ 9:00 a.m.
Virtual Meeting**

Members: Dianne Wdowczyk-Meade (Chair), Keri Calvesbert, Melissa Connelly, Daren Duff, , Kevin Greco (Superintendent of Education), Connie McAllister, Carmen McDermid, Cynthia Miller (Child and Youth Worker representative), Heidi Pasztor, Dale Petruka, Chandra Portelli, Rita Raposo, Heather Rosser (Social Worker representative) Lori Skye-LaForme

Absent: Danielle Becks, Bill Chopp (Trustee), Huyen Dam, Flora Ennis (Woodview), Amy Marlett (Contact REACH), Colin Phee (Parent), Terre Slaght, Kim Spencer, Susan Wells (REACH)

Minutes Only: Tracey Austin

Minute Taker: Natasha Caldwell

1. Opening Prayer

Keri Calvesbert led the group in prayer.

2. Introductions and welcome

Dianne Wdowczyk welcomed and thanked committee members for attending. Dianne thanked the committee for their ongoing commitment to student mental health, despite the December and March meetings being postponed due to job action and the COVID-19 shut-down respectively. Dianne welcomed Kevin Greco in his role as Superintendent responsible for Mental Health and acknowledged the work done by now retired Superintendent Michelle Shypula. Dianne also acknowledged the work Connie McAllister has contributed to student mental health while in the role of Early Years Consultant and wished her well as she returns to her roots in the Kindergarten classroom. Dianne also welcomed Danielle Becks to the committee, although unable to attend, as principal responsible for the New Teacher Induction Program (NTIP) as suggested at the September meeting, and Natasha Caldwell as secretary to the Mental Health and Special Education Departments. All members introduced themselves.

3. Approval of the Agenda

Agenda approved as circulated.

4. Approval of Minutes - September 25, 2019

The Minutes of the September 25, 2019 Mental Health Steering Committee were approved by consensus.



5. Information & Discussion Items

5.1 Audit Review Highlights - Dianne Wdowczyk

Dianne outlined some of the recommendations brought forward by the audit review, and discussion followed:

- Create a 'resource plan' in order to address growing mental health demands on the system
 - Kevin Greco indicated the Senior team is looking at staffing and mental health supports to address the understaffing concerns raised by the audit
 - Kevin indicated a proposal has been put forth, designating a teacher specifically assigned to support students in the system, to create a small class to help students transition to regular classes
- Annual action plan with clear timelines
 - Dianne indicated this was already identified in our current action plan and complies with the audit recommendations.
- Measurement
 - Dianne indicated the addition of Huyen Dam our Research Associate has assisted greatly in this area. The measurement of mental health and well-being however continues to be met with some challenges; both at the Tier 1 universal level and the Tier 3 clinical level. This area is on-going

5.2 Terms of Reference: amendment - Dianne Wdowczyk

The Terms of Reference was presented with noted requests from the audit committee's September 2019 meeting. Carmen McDermid moved to accept the amended Terms of Reference. Darren Duff seconded. All agreed.

5.3 Mental Health Strategy timeline extensions and action planning - Dianne Wdowczyk

Dianne indicated our current Mental Health and Well-being strategy spanned from 2017-20. While attending a webinar presented by School Mental Health Ontario, it was suggested that creating a new strategy while implementing a third year and assessing the previous strategy would be difficult. It was suggested that this upcoming year will be one to reflect on the previous strategy before implementing a new strategy. Additionally, this year, it is understandable that some items were not able to come to fruition due to job action and COVID, and the need to pivot in order to support the system during the early months of the pandemic. At the September 2020 meeting, the committee will be apprised of the work completed in this year's action plan and an opportunity to establish new priorities for the upcoming year.

5.4 Support for Students with Mental Health Needs

(a) Modalities of support (phone/virtual care) - Dianne Wdowczyk

Dianne expressed gratitude to the mental health team for being able to quickly pivot in order to support the staff and students during the pandemic shut down while shifting to distance learning. The team quickly began doing 'wellness checks' with students on their caseloads and reached out to students who were not engaged with their schools. The team provided vital mental health support to students, and even more so to their parents who were often grateful to have someone checking in and available for support. Initial



contacts were made using the phone, and later included the option of virtual sessions using TEAMS. Towards the final month of school and into the summer, OTN (Ontario Tele-Health Network) was made available through a Ministry of Education and Ministry of Health collaborative.

(b) Summer support - Kevin Greco

Kevin expressed thanks for the work done by the mental health team in assisting Administrators and educators in identifying students who may be at risk, while the system shifted to distance learning. In acknowledging the increased need for mental health support, Kevin indicated the Ministry has provided funding for ongoing mental health support to students on existing caseloads or who may need support over the summer. The program will be designed around individual student needs and will also include a Summer Support Line, available to all who are enrolled with the board.

(c) Transitional support - Kevin Greco

In addition to the funding for summer mental health supports, Kevin indicated, funding has also been provided to support students with Special Education or Mental Health needs in transitioning back to school. The plan design will be dependent on restrictions by the Ministry and Public Health. Each student's needs will be taken into consideration while determining their re-entry support plan.

(d) Circles of Support/Student Support Plan - Dianne Wdowczyk

Dianne shared the Student Support Plan which will be used to support students who have mental health needs which are impacting their school functioning but don't necessarily meet the criteria for an IEP. The form was created in collaboration with Special Education, Student Success and Student Support Services teams and came out of a need identified by the District Safe and Accepting Schools Team Committee following the revisions made to Student Safety Plans under the Notification of Risk of Injury Administrative Procedure. The form will be managed by the clinical team and created and implemented for each student, in collaboration with school support teams.

(e) System needs assessment (student and staff) - Dianne Wdowczyk

Dianne asked for input regarding pressing needs for the students, staff, and community, and indicated information would be utilized both in our own planning and shared with community partners for their planning purposes. The information will be used to help form the transitional, summer support and action plans for next year. The following were highlighted as needs to consider and will be re-visited in the fall:

- Staff in need of mental health support
- How to incorporate trauma informed knowledge with unique relationships with everyone (students, community, teachers)
- Providing mentors for students of colour, not just indigenous
- Create an Equity Committee (Andrea, Keri, Mellissa, and Rita all volunteered to join)
- Explore training around cultural sensitivity. Rita indicated YMCA SWIS can help with



5.5 Survey on Proposed New Additional Qualification Course(s): *Mental Health and Well-Being* - Dianne Wdowczyk

Dianne indicated the Ontario College of Teachers is engaging in a provincial consultation related to a proposed new Additional Qualification (AQ) course(s) related to Mental Health and Well-Being.

The College is looking to include all voices and perspectives within AQ policy development to support ongoing professional teacher education. The group discussed the survey and provided input which will be forwarded on by Dianne.

6. Adjournment

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



**SPECIAL EDUCATION ADVISORY COMMITTEE
Tuesday, June 16, 2020 – 1:30 p.m.
Teams Meeting**

- Members:** Laura Bergeron (ad hoc), Tara Buchanan, Jennifer Chapman, Bill Chopp (Trustee), Jill Esposto, Lauren Freeborn, Kevin Greco (Superintendent of Education), Patti Mitchell (Parent, County of Brant)
- Regrets:** Mischa Dinsmore, Christine Dragojlovich, Shannon Mason (Principal Lead: Special Education Staffing), Teresa Westergaard-Hager, Nil Woodcroft
- Resources:** Carmen McDermid (Student Achievement Lead: Special Education), Dianne Wdowczyk (Mental Health Lead)
-

1. Opening Prayer

Carmen led the opening prayer.

2. Welcome and Opening Comments

Superintendent Greco welcomed the group to the Teams Meeting.

3. Approval of Agenda

Moved by: Jill Esposto

Seconded by: Lauren Freeborn

THAT the Special Education Advisory Committee approves the agenda of June 16, 2020.

Carried

4. Approval of the Minutes

Jill requested a minor edit to the minutes as follows:

~~The merger with Haldimand/Norfolk has been moving forward.~~

Brant FACS and HN Children's Aid Society continue to discuss the possible unification of their agencies. No firm timelines are available for these discussions as planning for the pandemic has taken priority at this time.

Moved by: Lauren Freeborn

Seconded: Jennifer Chapman

THAT the SEAC approves the minutes of April 21, 2020 as amended.

Carried

5. Correspondence

Superintendent Greco discussed the HCDSB letter. At this time, there has not been any response to this letter and the recommendations herein. Superintendent Greco will keep members apprised of any updates.



6. Community Agency Updates

Lauren Freeborn – Service Planning Coordinator, Contact Brant

Contact Brant has been operating from home in order to continue to support children and families with making referrals to community agencies and providing service co-ordination support. A plan will be formulated to determine the best method for a slow re-entry back to work in the office. They will continue to support families virtually until further notice.

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

The majority of staff are still working from home. The building is still closed to the outside. Some workers are rotating at work. The workload is picking up after a brief lull.

Jill Esposto - Director of Services, Brant Family and Children’s Services (FACS)

Brant FACS is beginning to see that families are calling for help again after a period of time at the beginning of Covid-19 when families reaching out had slowed. Most workers are still primarily working from home. In the case of visits that must be in person, they are taking precautions. They are looking at ways to allow access to the premises safely. They are following all advice by public health. Most access visits continue to be virtual, but we are actively working to support face to face visits when it is safe to do so. They are trying to ensure all families are served, and staff feel safe. Continuing their mandate as essential workers and figuring out how to adapt service while still ensuring safety of children. The education liaison position with both school boards was very helpful but funding stopped at the end of March. There has been some money set aside to reinstate that position to ensure children are being served. This position will continue to be a shared position with HNCAS and Brant FACS.

Tara Buchanan – Community Living Brant

Community living Brant employees are still working from home. It has been very busy. Those who are looking for jobs are being assisted virtually and are still being served.

Patti Mitchell – Parent (County of Brant)

No report at this time.

Bill Chopp – Trustee

No report at this time.

7. Reports

7.1 Student Achievement Leader: Special Education

The After-School Skills Development Program is funded by the Ministry, and during the Pandemic a virtual Kids Club Program was implemented. These program sessions were led by trained staff from Lansdowne Children’s Centre and Haldimand-Norfolk REACH and included students from Grand Erie and the BHCNDSB. The focus of the program was to further develop appropriate social skills and sportsmanship.

The Summer Transition Program for students with special needs is in the planning stage with the intention of rolling it out during the last few weeks prior to school starting back pending Public Health approval. The program will be individualized to meet student needs and will focus on how



best to support students in transitioning back to school. Teachers and support staff will be extended an invitation to participate in the two-week session to support students in their transition visits, connecting with families, completing assessments, etc.

Virtual IPRCs and Entry to School Case Conferences were completed with very positive feedback being received from families. Virtual meetings were quite successful, and families expressed their gratitude for the process which enabled them to share essential information about their child's specific needs. Holding these meetings was instrumental in building parent confidence as we were not able to meet in person but still had the opportunity to be introduced to families and their children.

The Special Education Annual Report was shared and a few highlights were discussed with the committee.

7.2 Superintendent of Education

Kevin reported that the distant learning model has been a success. Everyone is working hard to keep this working well. Families are giving positive feedback for this. Brightspace is also going well, and EA's are engaged helping students. Our CYW's and Social Workers have also been able to engage with students. The Board had rolled out hundreds of special education devices for students. Devices and paper packages were given to any student who required them.

Looking forward to September, there may be an adaptative version of school. It is still up in the air as it must be done safely with precautions in place. Committees are looking into this planning. Summer supports will be in place for students. Special education needs have been looked at for September. Support for Students funding is expected for September, which provides more FTE for staff. This provides added supports to help serve students. Self-regulation is being taught to a group in an online course.

Kevin requested that the Committee let us know what day and times are good for meetings next year.

7.3 Mental Health Lead: Transitional Support

Dianne indicated files opened for students seeking school mental health supports through the school year are typically closed at the end of the school year and re-open in the following year if needed. For the summer months, students are equipped with an interim support plan that many times will include community supports.

Given COVID-19, the ministry recognizes the need for continued care for students already receiving support through school mental health professionals and has allocated funds to be used to retain staff over the summer so they can:

- Support students and their families throughout the summer who are already on pre-existing school-based case loads
- Avoid referring students to community based mental health services who may already have long wait times
- Support students and their families whose mental health needs would best be met by a school mental health professional (new referrals)
- Support students with mental health needs as they transition into the new school year.



Student support will be offered at the individual and family level, predominantly using telephone and virtual platforms. In person sessions are also permitted, while following board safety protocols. Additionally, support will be available to students and families participating in summer learning opportunities.

As the fall term approaches, students, their families, mental health support staff and school staff will collaborate in order to identify areas of need or concern with regards to school re-entry; and formulate plans of support in order to assist in a smooth transition back to school for students and their educators.

8. Closing Remarks/Adjournment

Kevin thanked everyone for coming today.

The meeting adjourned at 3:09 p.m.



**Regional Catholic Parent Involvement Committee
Wednesday, June 17, 2020 ♦ 7:00 pm
Microsoft Teams**

- Present:** Colin Phee (Chair), Bill Acres (Principal – Sacred Heart, Paris), Luc Bertran (Vice-Principal – St Joseph’s), Caroline Blair, Lindsay Blasdell (Secretary), Orazio Caltagirone (Principal – St Frances Cabrini), Holly Colaiacovo (St Leo), Robert De Rubeis (Superintendent of Education), Michelle Dreyer (Our Lady of Providence), Megan Flexman, Mary Fritz, Heather Graham (Principal – St Joseph’s), Heather Knill-Griesser (Principal – St Bernard of Clairvaux), Charmaine Hanley (Principal Lead – Christ the King), Christal Maguire (Resurrection), Ashley Malo (St Joseph’s), Lori Martisius (St Leo), Alysia Mattiuz (Notre Dame), John McDermid (Principal – Holy Cross), Jennifer McLaren-Gibbons (Principal – St Leo), , Lorraine Purgret (St Frances Cabrini), Anita Santos (Holy Trinity), Lorrie Temple (Superintendent of Education), Greg Wilson (Assumption), Christine Yeoman
- Guest(s):** Brook Gardner (Woodview Mental Health and Autism Services), Heather Rosser (Social Worker), Dianne Wdowczyk (Mental Health Lead), Jessica Zelem (Haldimand-Norfolk REACH)
- Regrets:** Carol Luciani (Trustee), Stéphane Rouleau (Co-Chair)
-

1. Welcome and Opening Comments

Superintendent De Rubeis welcomed all guests and participants to the meeting.

2. Opening Prayer

Charmaine Hanley, Principal RCPIC Lead from Christ the King School, led the group in the opening prayer.

3. Greetings from RCPIC Chair, Colin Phee

Chair Phee thanked the group for taking the time to participate in the virtual meeting. He shared that he has been a member of the RCPIC team for the past four to five years. He also thanked the Board for their recognition of the Grade 8 and 12 graduates for the 2019-20 school year and during these unprecedented times.

4. Community Mental Health Services for Children, Youth and Families

Superintendent De Rubeis introduced and welcomed Dianne Wdowczyk, Mental Health Lead, to the meeting. Dianne thanked group members in attendance. Dianne informed members that they would be provided with resources to have for the summer months to assist with mental health and well-being. She shared that knowing when to reach out is the best way to support your child, recognizing when they are struggling and knowing where to get help. Dianne introduced and welcomed presenters, Brook Gardner from Woodview Mental Health and Autism Services and Jessica Zelem from Haldimand-Norfolk REACH.



4.1 Jessica Zelem, CYW, RP, In Home Intervention/Child and Youth Crisis Worker - Haldimand-Norfolk REACH

Jessica shared that Haldimand-Norfolk REACH is a multidisciplinary agency offering mental health services, servicing children from 0 to 18 years of age, as well as transition to adult services. There are no referrals required to obtain services from their agency. They offer child and youth crisis services where callers will receive immediate telephone support and follow-ups with a crisis support worker as required (see Appendix A).

Other counselling services available are:

- Counselling every Tuesday at Haldimand-Norfolk REACH, call in from 9 am to 3 pm, 55 min therapy sessions
- Clinical and CYW programs
- Discovery appointments
- Partnership therapy and skill building programs, 8 to 12 sessions
- Long term services that include in-house programs, now conducted by the phone or video conference due to pandemic

Jessica concluded her presentation by answering a few questions by group members.

4.2 Brook Gardner, Program Manager – Woodview Mental Health and Autism Services

Brook began by acknowledging a few community partners and to ask that the contact numbers be included in meeting minutes for members' references (see Appendix B). Currently St Leonard's are offering virtual and phone call services. Woodview is in the process of creating a region-wide return to work document. They offer a wide variety of services for children and youth facing mental health challenges and for those of all ages diagnosed with Autism Spectrum Disorder (ASD). Brook invited members to visit their newly designed website at: <https://woodview.ca/> where they post a wide range of interesting resources for families, educators and all.

Brook updated that Woodview now offers Virtual 'Walk-In' Clinics for children, youth, and families (see Appendix C). Woodview in the Square is now being offered virtually and is open to youths ages 12 and up on Friday's from 5 to 7 pm. The virtual meetings are offered through Zoom meetings and offer games and assist youth feeling engaged instead of isolated during the pandemic (see Appendix D). Brook shared the June Calendar for Woodview in the Square to participants (see Appendix E).

Brook responded to a few inquiries by the group.

Dianne thanked Jessica and Brook for sharing their information and reminded the group that no matter who is contacted during crisis, they are always there and will help link you to services in your area.



5. Student and Parent Mental Health – Promoting Well-Being Over the Summer – COVID Style

5.1 Dianne Wdowczyk – Mental Health Lead for the Board

Dianne welcomed Heather Rosser, MSW for the Board. Heather works predominantly out of Holy Trinity Catholic High School in Simcoe and the Haldimand-Norfolk area. The Ministry of Education recognized that this year is a different time, and they are now able to work over the summer months to provide the continuity of care for students.

Dianne shared that statistics currently are showing a 45% increase in stress for youth, not accounting for the current pandemic. With the increase in stress in children, Dianne offered to equip parents with strategies to work with stress and build resiliency in our youth while promoting self-mental health. Dianne remarked to be aware of the language that parents use, and rather than “social distancing” to consider “physical distancing” and the importance of kids still socializing with peers during this time. She encouraged parents to consider physical exercise and our spiritual connection to our Faith to promote wellness.

Dianne spoke to the group about resiliency and the ability to bounce back due to current changes. The importance of building strong relationships during this time as educators, parents and children all have experienced a sort of grieving process from the pandemic. She shared that all parents are facing more screen time with their children due to employment and school and the importance of scheduling time with each child and enjoying their time with their children.

5.2 Heather Rosser, MSW for the Board

Further to Dianne’s update, Heather reiterated the importance of staying connected with our children and how we are all impacted and the significance for adults to stay connected as well. Heather focused on taking the time to listen to our children and paying attention to what they are saying as they may also be feeling frustrations and to validate the feelings they are experiencing. Heather encouraged parents to be respectful and model the respect to our children and continue to give them the space to express how they are feeling and challenges they are facing. Dianne added the importance of the power of apologizing, that we will all have good and bad days, and being mindful of modeling healthy and respectful behaviours to our children as we are their role models.

Heather provided an update on the different types of parenting, for example, authoritarian; no room for negotiation and laissez-faire, where not a lot of guidance is being provided. Heather encouraged parents to help their children understand the “why” and recognize consequences to help our children make independent decisions.

Dianne concluded that she would share out to the group a [Guide to Disaster Recovery for parents and caregivers provided by the Canadian Red Cross](#)

6. Closing Remarks/ Adjournments

Superintendent De Rubeis thanked members and guests for their continued support and for taking the time to attend the meeting. He provided tentative dates for the upcoming 2020-21 school year as follows:



**Brant Haldimand Norfolk
Catholic District School Board**

Minutes

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

- November 4, 2020
- January 21, 2021
- April 21, 2021
- June 9, 2021

The meeting adjourned at 9:05 pm.

Next Meeting: Wednesday, November 4, 2020, 7:00 p.m. – Microsoft Teams



**SPECIAL EDUCATION ADVISORY COMMITTEE
Tuesday, September 29, 2020 – 1:30 p.m.
Teams Meeting**

Members: Laura Bergeron (ad hoc), Tara Buchanan, Jennifer Chapman, Bill Chopp (Trustee), Mischa Dinsmore, Jill Esposto, Laura Freeborn, Brook Gardner, Kevin Greco (Superintendent of Education), Patti Mitchell (Parent, County of Brant), Nil Woodcroft

Regrets: Bill Chopp (Trustee), Teresa Westergaard-Hager

Resources: Shannon Mason (Principal Lead: Special Education Staffing), Carmen McDermid (Student Achievement Lead: Special Education)

1. Opening Prayer

Carmen McDermid led the opening prayer.

2. Welcome and Opening Comments

Superintendent Greco welcomed the group to the Teams Meeting. Each member introduced themselves. We welcomed Brook Gardner as our newest member. Superintendent Greco talked about the upcoming orange shirt day and recognized International Women's Day.

3. Approval of Agenda

Moved: Mischa Dinsmore

Seconded: Jill Esposto

THAT the Special Education Advisory Committee approves the agenda of the September 29, 2020 meeting.

Carried

4. Approval of the Minutes

Moved: Jill Esposto

Seconded: Patti Mitchell

THAT the Special Education Advisory Committee approves the minutes of June 16, 2020.

Carried

5. Correspondence

Superintendent Greco shared that the Minister's Special Education Advisory Committee asking for input. Terri-Lynn will send out the chart for any ideas/items to include in our summary back to the ministry.



6. Community Agency Updates

Lauren Freeborn – Service Planning Coordinator, Contact Brant

Contact Brant employees have been working both remotely and, in the office, as COVID restrictions still remain in place. In certain circumstances, porch/front yard visits have also occurred, but the majority of appointments continue to remain virtual through either video conferences or phone calls.

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

The agency continues to take on changes as they come. The challenge is managing the new scenarios in a Covid including the impact of back to school on the access program that is up and running. The staff is working in a blended model – some in office, some at home and out completing home visits as part of regular services. Events such as the youth thanksgiving dinner, are running differently, but we are finding unique ways to reach our youth and provide the support.

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

Brant FACS has been very busy. Child protection services have continued throughout the pandemic. The supervised access program began in person again in July, with different co-vid protocols in place. An increasing number of families have been having drug issues. There have been multiple deaths of caregivers which were noted as drug related. While Brant FACS staff are considered essential workers, most other community services are still only being provided virtually, so it is difficult for families who are struggling with fewer resources. Many families are also struggling with the virtual education platform. Child Abuse Prevention Month, also known as dress purple month, is important and promotes child safety. Purple masks are being sent to local schools to promote it. Most staff are now working in the office, about 50 percent are in the office at any given time. It is hard to assess most child protection concerns virtually, so in person visits are very important. We are happy schools are open again, as teachers and school related services are an important source of referrals to help keep children safe.

Mischa Dinsmore - Lansdowne

About 50 percent of our staff are back working at Lansdowne site, the rest of staff are continuing to work remotely. We are still not seeing clients in person unless it is absolutely necessary. Some of our visits are taking place- physically distanced in backyards, in the Centre and in the schools when needed. Lansdowne Children's Centre Foundation Heroes Walk & Roll is happening virtually during the month of October. You can take photos of yourself/ your family walking around the community either in a hero costume or not. To register for the event visit: heroeswalkandroll.com/. The event includes a photo challenge, an online raffle that can be accessed lansdowne.bump5050.com/ and a Catch the Ace contest is also running weekly.

Tara Buchanan – Community Living Brant

Community Living Brant has been running throughout the pandemic (many programs closed down, but they stayed open). Phase 3 has allowed for more face to face support. We have tried to keep people connected and support them through it. The biggest challenge is to reach people who need them since everyone is so isolated.



Nil Woodcroft – Haldimand-Norfolk REACH

We have had a staged approach for employees returning to the office beginning in July. During this time, we continued to provide supports by phone and virtually. We are currently in stage 3 which includes beginning inside visits with participants at REACH as well as inside home visits. The transition to school supports have continued and were successful in the virtual format in the spring. Many families have struggled with the decisions to have their children attend school in person or virtually. We continue to support them through this process.

Patti Mitchell – Parent (County of Brant)

Patti shared with the group that the transition back to school process was challenging for her daughter. The school reached out to her and allowed for in person visit. After the visit she then felt better and accepted the transition.

Brook Gardner - Woodview

We had a staged approach for our client needs. We never completely stopped services but went from mostly virtual to now offering in person service. Made space in building to allow for physical distance for those who need to come in person. Many staff are working from home to allow for more space in the buildings. High number of children needing face to face service. Co-vid protocols are in place to help keep everyone safe.

7. Reports

7.1 Superintendent of Education

Reopening Plan/Virtual Schools

The summer transition program was very successful. We started with a list of students and customized the transition for each student. Our Board is immersed in the new co-vid reality. When we were shut down after March Break, it was emergency remote learning which was a different expectation for students than those students who opted for remote learning in September. There is more structure and students have more responsibility and more comprehensive online learning. There are approximately 1000 students in our e-learning programs. We have two virtual schools, BHN Elementary Virtual and BHN Secondary Virtual. We have been working through the set-up of these schools to support the students. All supports will be available to those virtual students. All elementary schools are open with Co-vid protocols in place. Our secondary students are there every day. The class sizes are smaller, and they are on a quadmester program. The format is one course all day every day for rotating weeks. In each Quadmester they get 2 courses completed. The schools are limiting access to outside people and services. Our service partners need to follow all protocols and only come into schools unless it is absolutely essential. Any visitors must wear both masks and shields. If you visited more than one school, you must change the PPE. Also, the Co-vid assessment must be done each day. All locations have their doors locked and you need to give advance notice to come inside.\

Minister's Advisory Council on Special Education (MACSE)

We will be getting the ideas together to give feedback to the ministry, please give us any you have when you receive the chart.



Spec Ed Plan and Report

Report to the board was approved.

Committee Chair

Please email your interest and the committee will do a vote.

Meeting Times

The committee meets ten times per year and will generally meet on the third Tuesday of each month. Superintendent Greco explained the role of the committee.

7.2 Student Achievement Leader: Special Education

The System Special Education Services team is pleased to have their full complement of staff in place for this school year, including hiring an additional half time teacher to further support the SEA process and required trainings. All team members play a unique role in providing essential supports to students and staff.

Updates to the PowerSchool SpecEd (PSSE) Program were implemented over the summer/early September. All Special Education consent forms (autism, speech, orientation and mobility and achievement testing) have now been embedded into the program to provide greater efficiency (student information automatically populates) and in having easier access to forms as they are all now located within one program.

A significant priority at the start of this school year has been on supporting students with special needs who are enrolled in the Remote Elementary and Secondary Schools. Some key areas focused on for special education include: maintaining close communication with parents and student's homeschool to better understand their learning strengths and needs, shared responsibility of the writing of student IEPs and in developing processes for making referrals for assessments and/or for agency supports.

Summer Transition Support Program – In August, the Special Education Department and the Student Support Services offered individualized transition support to help students further develop the necessary skills to be more successful in re-entering school following a six-month absence. System team members along with school staff flagged students for whom they believed would benefit from the summer program. Families were contacted and offered the opportunity to have their child participate in the program. To help guide the type of support required, a Student Transition Checklist was created. The checklist focused on transitional goals such as: learning a new skill or routine related to health & hygiene or social interaction, transitions to school, self-regulation & safety, wellness supports, etc. Teaching of these transitional skills/routines were targeted in a variety of ways based on individual student needs. Feedback from students and families regarding the Transition Support Program has been extremely positive.

8. Closing Remarks/Adjournment

Superintendent Greco thanked Carmen McDermid (and her team) for her/their hard work over the summer to have this successful transition for our students. He shared that our Director, Michael McDonald has tried to mitigate the impact on students and staff to make everything as smooth as possible in this uncertain time. The meeting adjourned at 2:42 p.m.



**Mental Health Steering Committee
Thursday, October 8, 2020 ♦ 9:00 am
Virtual Meeting**

Members: Dianne Wdowczyk-Meade (Chair), Danielle Becks, Keri Calvesbert, Huyen Dam, Pamela DiTomaso, Darren Duff, Flora Ennis (Woodview), Kevin Greco (Superintendent of Education), Carol Luciani (Trustee), Carmen McDermid, Cynthia Miller (Child and Youth Worker representative), Heidi Pasztor, Andrea Perras, Chandra Portelli, Rita Raposo, Lori Skye-LaForme, Arden Smelser (Social Worker Representative), Kim Spencer, Susan Wells (REACH), Andrea Winger (Social Worker Representative)

Absent: Melissa Connolly, Amy Marlett (Contact REACH), Colin Phee (Parent), Terre Slaght

Minutes Only: Tracey Austin

Minute Taker: Natasha Caldwell

1. Opening Prayer

Keri Calvesbert led the group in prayer.

2. Introductions and Welcome

Dianne Wdowczyk welcomed the group for the first meeting of the year and recognized members may be popping in and out of the meeting due to the current busy climate of schools. Dianne welcomed Trustee Luciani, Andrea Perras; Early Years Consultant and Pam DiTomaso; Wellness, Transition, and Re-engagement Teacher to the committee.

3. Approval of the Agenda

Agenda approved as circulated.

4. Approval of Minutes – June 10, 2020

The Minutes of the June 10, 2020 Mental Health Steering Committee were approved by consensus.

5. Information Items

5.1 Mental Health Staffing Updates/ Ministry Funds - Dianne Wdowczyk, Kevin Greco

Kevin Greco indicated in addition to the Ministry funds made available to support student mental health over the summer and for the transition back into school, funds were allocated to support student mental health since last we met. With these funds we were able to hire:

- two Masters of Social Work

Additionally, funds allocated through the provincially negotiated Support for Students Funding, two Child and Youth Workers and a Wellness, Transition and Reengagement Teaching position were created.

There were also enhancements to teaching and special education staffing.



Dianne indicated all new Student Support Services staff have been hired and will be on-boarded by October 15. The current staffing compliment for Student Support Services includes:

- 9 Full time Child and Youth Workers
- 5 Full time Master of Social Work
- 3 Part time Master of Social Work
- 1 Part time Research Associate
- 1 Secretary (Shared between Special Education Services and Student Support Services)

Dianne indicated the elementary panel is now supported primarily by the Child and Youth Workers along with 1 Full time and 2 part time Social Workers.

The secondary panel is supported by 3.5 Social Workers, with an additional Social Worker supporting St. Mary's Catholic Learning Centre along with both elementary and secondary virtual schools. Dianne thanked the team for their commitment to working all or part of the summer and for their commitment and flexibility in assisting with a mentally healthy re-entry to school. The team will continue to be responsive to the needs of the system and adapt accordingly.

5.2 Board Strategy and Action Plan: Mental Health & Well-Being Elements - Dianne Wdowczyk

Dianne shared with the group the three pillars of the *Board Strategic Plan for All: 2020-23* which include: *Belonging for All, Teaching/Learning for All, Wellness for All*. Dianne highlighted the significance of these pillars and the need for continuity as we move ahead in our mental health action planning and strategic development. Keri Calvesbert spoke to our Catholicity and that it is not a separate pillar, but rather interwoven into each strategic priority.

6. Discussion Items

6.1 Terms of Reference- Dianne Wdowczyk

Dianne indicated that although the Terms of Reference were only approved at the June meeting due to the December and March meeting being cancelled, it is a standing annual agenda item for the fall. Membership of the committee was reviewed and a correction to the *Indigenous Education Advisor* title was respectfully made.

Motion by Carmen McDermid to add the Wellness, Transition and Re-engagement Teacher to the composition of committee.

Seconded by Chandra Portelli.

Motion carried.

6.2 Mental Health and Well-Being Action Plan Review and Planning - Dianne Wdowczyk, Huyen Dam

Dianne indicated the *Mental Health and Addictions Action Plan* is typically drafted over the summer following feedback from the June meeting. Given the rapidly changing needs of our students and school communities due to the pandemic, further input from the committee is required at this time to create a responsive and meaningful plan. Dianne and Huyen shared the progress report from the *2019-20 Action plan* which recognizes the successes and challenges of the year with regards to implementation. Members were given the opportunity to vote on current priorities and were asked to complete a survey to be sent out following the meeting.

Pillars of the *2020-21 Mental Health and Addictions Action Plan* will continue to focus on:

- Mental Health and Addiction Capacity Building



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

- Evidence Based Mental Health and Addictions Programming to Enhance Quality
- Equity for Specific Populations to Enhance Equity in School Mental Health (Indigenous students, LGBTQ+, Early Years, Non-Attendees, Students of Colour, etc.)
- System Coordination and Pathways to Enhanced Collaboration
- Enhance Momentum in *Youth & Family Engagement Youth*

Action Item: Surveys are asked to be completed by Friday October 16, 2020. Draft Mental Health and Addictions Strategy to be shared via email with the committee towards the end of October.

6.3 Board Scan- Dianne Wdowczyk

Dianne indicated each year, School Mental Health Ontario (SMHO) issues an annual Board Scan, which is completed with input from various stake holders including the Mental Health Steering Committee, staff, and students. From these scans, SMHO creates a provincial report card and provides one specific to each board. Given that this is a planning year for the 2021-24 Mental Health and Addictions Strategy, Dianne indicated the feedback gleaned in order to complete the Board Scan can be utilized to inform the strategy.

Action Item: Dianne and Huyen to identify target groups from which to solicit feedback in order to inform not only the Board Scan but the 2021-24 Mental Health and Addictions Strategy.

7. Upcoming Events

- ASIST Training: TBD
- Faith and Wellness WebEx: October 8, October 22, 2020
- World Mental Health Day: October 10, 2020
- Child Abuse Prevention Month: Go Purple Day: October 27, 2020
- Level 1 VTRA training through community partners- Update: Training full. New dates TBD

8. Adjournment

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

Next meeting: Thursday, December 10, 2020, 9:00 a.m. – Microsoft Teams

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

Prepared by: Mike McDonald, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted on: October 20, 2020
Submitted by: Rick Petrella, Chair of the Board

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

Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

The annual fee for our Board is calculated on a base amount of \$8,160 plus a cost of \$3.805 per student. Based on our 2019 -20 student enrolment of 10 416.63 ADE (Average Daily Enrolment), the membership fee for this year is \$47,795.00

In 2013-14, a special F.A.C.E. levy for promoting and protecting Catholic education was introduced and this levy will continue for 2020-21. The levy is calculated at 12 cents per pupil, however it has been reduced by 2/3 using reserves due to many events being cancelled due to COVID-19 for a total of \$458.33. HST does not apply to either the Membership Fees or the F.A.C.E. Levy.

Under the School Boards Collective Bargaining Act OCSTA continues to serve as the designated bargaining agent for its 29 Catholic District School Boards. The fee is set out in Regulation 206/15 and was included in the GSN allocation. The amount for the 2020-21 school year is \$43 017.00.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$47,795.00 for the 2020-21 school year.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued payment of the F.A.C.E levy with the Ontario Catholic School Trustees' Association and remits the annual fee of \$458.33 for the 2020-21 school year.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves GSN funding for Central bargaining with the Ontario Catholic School Trustees' Association and remits the fee of \$43,017 for the 2020-21 school year.

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: October 20, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

DEVICES FOR EDUCATION ASSISTANTS

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) is committed to providing an extraordinary Catholic education for all students. Education Assistants have an integral role in collaborating with teaching staff to support students with exceptional needs. In the spring of 2019 the Board began the process of designing a pilot project in which Educational Assistants (EAs) were provided with a device to enhance communication and collaboration with Teachers in capturing and using evidence of learning to improve programming for students in Special Education.

To that end, a diverse Board team began the initial project planning including the creation of the EA Device Governance Team and the EA Device Proof of Concept (POC) process.

Throughout the 2019-2020 school year and into the 2020-2021 school year, EAs at 5 pilot schools were provided devices and technical and pedagogical training. Baseline data was collected from previous years to be able to later assess the impact of this project. Principals of the POC schools met with the EAs, classroom Teachers and SERTs to garner authentic feedback.

The EA device was provided to support the EA in their role of observing and reporting to the teacher on the students’ academic, motor and social development. Using the device, the EA can capture and catalogue evidence of the student’s learning and growth, and progress over time and give a voice to students in their own development. This rich evidence of learning and growth will provide teachers with greater insight to use in their next steps and enrich and enhance collaboration between the EA, SERT and other school team members.

Summary of Evidence of Success:

- Collection of documentation reflected in the IEP expectations
- Deepened understanding of the IEP and the expectations and intentional creation or learning activities by both the Teacher and EA
- Increased collaboration between the Teacher, SERT and EA
- Evidence is used by the Teacher to inform next steps and possible revisions to the IEP

The majority of feedback collected from the EA’s at the pilot schools was positive with fairly consistent use of the tool. The device itself has been deemed appropriate for the intended purpose.

DEVELOPMENTS:

Using the Portfolio App:

The original purpose of the EA Device is to:

- Use the device, and the associated apps, to collect evidence of learning which reflects IEP expectations
- Increase collaboration with the Teacher to deepen the EA’s understanding of the IEP and the related expectations
- Collect specific evidence to inform the Teacher’s next steps and revise the IEP as required

However, due to the current reality of the Covid-19 Pandemic, Education Teams have realized additional educational benefits of the device. Recognizing many students are learning remotely or may need to be absent for extending periods of time, and the classrooms may need to intermittently isolated for lengthy periods, EAs are also able to utilize a number of Apps and programs to support continuity of learning. Part of the process will also be

NEXT STEPS

1. I.T. to procure 126 devices, 155 protective covers and storage/charging tubs for each school
2. Special Education to establish initial software and app requirements
3. I.T. staff to deploy, train and document deployment
4. System Team to provide curriculum/pedagogical training
5. EAs, Teachers and Principals to receive information on Program Parameters and Expectations which include security measures and an acceptable use agreement form.

COSTING ESTIMATE

- Samsung Android Tablet – \$358.20 @ 126 (29 already deployed) = \$45,133.20
- Protective Case - \$16.53 @ 155 = \$2562.15
- Storage/Charging Tubs - \$247.99 @ 35 = \$8679.65
- 10% Annual Tablet Replacement Cost = \$4513.32

TOTAL approximate initial cost in 2020/2021 = **\$56, 375**

Approximate Annual Sustainment

- 155 devices (\$55,521) divided by 4-year cycle = \$13,880.25
- Anticipated Annual Replacement Cost - \$4513.32

TOTAL per year = **\$18, 393.57**

The devices will be available for all EAs and the frequency and depth of use will be at the discretion of the school team and Principal. EA assignment will factor into the plan for use. The device is one tool of many that EAs can use in collaboration with the team to assist students in learning. Devices are assigned to the EA but are owned by the school. Devices remain at the school at the end of each day unless otherwise determined by the Principal.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the purchase of Samsung Tablets and related equipment for permanent Education Assistants.

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

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: October 20, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

HEALTH AND SAFETY UPDATE
Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) is committed to the health and safety of all staff. The Board works closely with the Joint Health and Safety Committee (JHSC) fostering employee health and safety in the workplace through cooperation and joint efforts in the design and implementation of educational programs for employees; investigation and resolution of safety problems; training and support of committee members; and development and promotion of enhanced awareness of occupational health and safety matters.

Semi-annual reports are presented to the Board providing a summary of the types of employee accidents and/or incidents for the preceding six-months. These reports are presented to the Board of Trustees two times per school year (as of February 28 and August 31).

DEVELOPMENTS:

The 2020-21 JHSC is comprised of the following members:

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

Appendix A and B summarizes the employee accidents and/or incidents statistics for the Board, as of February 29, 2020 and August 31, 2020.

RECOMMENDATION:

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

Appendix A

BHNCDSB Accident/Incident Statistics
September 1, 2019 to February 29, 2020

INCIDENT TYPE	Caretaker	Cleaner	CYW	EA	ECE	Elementary Secretary	Elementary Teacher	Facilities	Library Technician	Lunch Monitor	Non-Union	Principal/VP	Secondary Secretary	Secondary Teacher	Grand Totals
Struck or Contact By	1	1	0	5	2	0	28	0	0	1	0	0	0	0	38
Struck Against/Contact With	0	0	0	2	2	0	3	0	0	0	0	0	0	0	7
Fall	1	0	0	5	0	0	14	0	0	0	0	1	0	2	23
Slip/No Fall	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Caught In, Under, On or Between	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Exposure	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Over Exertion	1	0	0	0	0	0	2	0	0	0	0	0	0	0	3
Traumatic Event	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Aggression	0	0	1	143	4	0	25	0	2	0	0	11	0	0	186
Other	1	0	0	1	0	0	1	0	0	0	0	0	0	0	3
Bee Sting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sprain/Strain	1	2	0	3	0	2	0	0	0	0	0	0	0	1	9
Laceration/Cut	1	0	0	1	0	1	0	0	0	0	0	0	0	0	3
Grand Totals	6	3	1	161	8	5	73	0	2	1	0	13	0	3	276

Appendix B

BHNCDSB Accident/Incident Statistics
March 1, 2020 to August 31, 2020

INCIDENT TYPE	Caretaker	Cleaner	CYW	EA	ECE	Elementary Secretary	Elementary Teacher	Facilities	Library Technician	Lunch Monitor	Non-Union	Principal/VP	Secondary Secretary	Secondary Teacher	Grand Totals
Struck or Contact By	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Struck Against/Contact With	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fall	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Slip/No Fall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Caught In, Under, On or Between	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Exposure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Over Exertion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traumatic Event	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggression	0	0	0	19	0	0	3	0	0	0	0	1	0	0	23
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bee Sting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sprain/Strain	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2
Laceration/Cut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Totals	1	0	0	20	0	0	3	0	0	0	0	1	0	1	26

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

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: October 20, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

**FUNDRAISING AND SCHOOL GENERATED FUNDS
POLICY 700.05**

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) recognizes that parents and communities may choose to support their schools through fundraising activities. These activities have the potential to enrich the experience of our students and also help build a broader sense of community.

This Policy and Administrative Procedure provides guidance to all schools and groups regarding how to plan and administer all fundraising and school activities and how to report on these activities to the school community. The procedures outlined apply to all funds received, raised or collected in the name of school or school activity, or on behalf of the Board, school or Catholic School Council.

DEVELOPMENTS:

To ensure that the Fundraising and School Generated Funds Policy and Administrative Procedure was up to date, revisions to the policy and procedures were developed in consultation with Financial Services, Senior Administration and other internal stakeholders. As such, changes were made to reflect best practices and language consistent with the Ontario Association of School Business Officials Guidelines for School Generated Funds and the Ministry of Education Fundraising Guidelines.

On June 4, 2020, the revised 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 June 7, 2020 to August 7, 2020, as per the Board’s policy renewal process. Minor changes were made to the policy and administrative procedures based on the comments received from stakeholders.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the updated Fundraising and School Generated Funds Policy and Administrative Procedure 700.05.



Fundraising and School Generated Funds

700.04

Adopted:	September 9, 2003
Last Reviewed/Revised:	September 22, 2020
Responsibility:	Superintendent of Business & Treasurer
Next Scheduled Review:	2023-24

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board (the "Board") recognizes that parents and communities may choose to support their schools through fundraising activities. These activities have the potential to enrich the experience of our students and also help build a broader sense of community.

Fundraising activities must be complementary to Catholic education, voluntary, safe, accountable, and transparent. The Board is supportive of fundraising activities that increase student engagement, support Catholic values and promote a sense of philanthropy, awareness and understanding while building strong partnerships.

APPLICATION AND SCOPE:

This Policy and Administrative Procedure provides guidance to all schools and groups regarding how to plan and administer all fundraising and school activities and how to report on these activities to the school community. The procedures outlined applies to all funds received, raised or collected in the name of school or school activity, or on behalf of the Board, school or Catholic School Council.

REFERENCES:

- The Education Act
- Ontario Regulation 78/12 Gaming Control Act
- Ontario Regulation 612/00 School Council and Parent Involvement Committees
- 200.01 – Nutrition: Creating a Healthy Environment
- 200.02 – Fees for Learning Materials and Activities
- 200.31 – Catholic School Advisory Council
- 200.24 – Regional Catholic Parent Involvement Committee
- 300.17 – Professional Standards & Conflict of Interest
- 500.01 – Education Field Trips and Excursions
- 700.01 – Procurement
- 700.02 – Cash/Equipment Donations
- 700.04 – Employee Expenses
- Ontario Association of School Business Officials Guidelines for School Generated Funds (2014)
- Public Sector Accounting Board (PSAB) Accounting Standards
- Ministry of Education Fundraising Guidelines
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

FORMS:

- Proposed School Fees and Fundraising Plan
- Funds Received Form
- Purchase Approval Form
- Additional Fundraising Approval
- School Council Annual Report
- School Generated Funds: Change in Principal



DEFINITIONS:

Catholic School Council: Consists of parent volunteers who actively participate to improve our students' learning experience and enhance the accountability of the education system to parents. Catholic School Councils act in an advisory capacity to the school administrators to improve the overall effectiveness of the school.

Fundraising: Fundraising is any activity (as permitted under this Policy and Administrative Procedure) undertaken to raise money or other resources, that is approved by the school Principal, in consultation with and upon the advice of the Catholic School Council or Student Council.

School Community: The school community refers to students, parents, guardians and caregivers, Catholic school councils, trustees, school administrators, staff, members of the broader community and partners, as well as others, who support a local school and the students that attend that school.

School Generated Funds: School Generated Funds (SGF) are funds that are raised and collected in the school or broader community in the name of the school by Catholic School Councils or other school or parent-administered groups (with the exception of funds raised by the Ontario Home and School Associations). SGF are administered by the school Principal and are raised or collected from sources other than the Board's operating and capital budgets.

SGF is a broad category, which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs such as collections for and payments to charities or other third parties (i.e. school trips, lunch programs, etc.).

ADMINISTRATIVE PROCEDURES:

1.0 Fundraising Activities

- 1.1 School fundraising activities are conducted under the guidance of the school Principal, in accordance with Board policies and with advice and input from the school community. Funds raised for school purposes are used to complement, not replace, public funding for education. Fundraising must have a designated purpose as outlined in the *Proposed School Fees and Fundraising Plan*. All proceeds are to be used for their intended purposes.
- 1.2 Participation in fundraising activities is strictly voluntary. Individuals cannot be compelled to participate in any fundraising activity, nor should they be subject to penalties or be denied benefits, if they choose not to participate. Students participating in any fundraising activities will not be held responsible for any loss that may occur during the course of any fundraising.
- 1.3 Each school is permitted two school-sponsored community fundraising events per year, one of which may be for Catholic charitable purposes. Principals may also elect to donate a portion of their fundraising proceeds for Catholic charitable purposes. All additional funds raised or collected (i.e., class trips, hot lunches, milk, etc.) must be approved by the Principal, who will consult with the school Superintendent as required, through the annual School Fees and Fundraising Plan. Additional community fundraising may be permitted. Approval is required for any additional community fundraising and must be obtained prior to the commencement of any activities. The *Additional Fundraising Approval form* accompanies this Policy and Administrative Procedure.
- 1.4 The safety of students is a primary consideration in all fundraising activities; student fundraising requires appropriate supervision and should be age appropriate. The Board does not endorse or encourage any door-to-door fundraising and canvassing. Prior approval of the school Superintendent must be obtained for any fundraising activities conducted off school property. Students (under 18 years of age) participating in any fundraising activity off school property must have written parental or guardian consent.
- 1.5 Schools may engage in certain lotteries or games of chance, specifically raffles, 50/50 draws, cash calendars, and bingo. All other lotteries or games of chance are prohibited. The game of bingo must be held off site. In order to raise funds through the above activities, a lottery license must be obtained



through the Alcohol Gaming Commission of Ontario (AGCO) or the school's local municipality. It is the responsibility of the school Principal to ensure that all terms and conditions of the lottery license are met, which includes (but is not limited to): applicable fees, maintenance of a separate in-trust bank account and general ledger, and monthly and annual financial reports. Please contact the Manager of Financial Services prior to committing to any lottery or game of chance as a fundraiser.

- 1.6 Funds raised through initiatives at the school-level should normally be used in the year they are raised, unless designated for a specific, approved long-term project.
- 1.7 Approvals are required for any educational field trips or excursions in accordance with 500.01 *Education Field Trips and Excursions*. This includes any day trips (within and out of Brant, Haldimand, and Norfolk) and overnight trips (within and out of Canada). The Superintendent of Business & Treasurer must authorize any third-party agreement for fundraising or educational excursions prior to a school entering into such an agreement.

2.0 School Generated Funds

- 2.1 Funds are generated in schools from a number of different sources and used in a number of different ways. This Policy and Administrative Procedure applies to all funds that are received, raised or collected in the name of the school or school activity. These funds are under the direction and control of the school Principal. Generally, this means all funds available to the school, other than funds provided by the approved budget of the Board.
- 2.2 *Appendix A* outlines examples of acceptable and unacceptable uses of fundraising proceeds.

3.0 Roles and Responsibilities

- 3.1 Family of Schools Superintendent:
 - Reinforce to Principals the need to adhere to Board policies, procedures, and guidelines.
 - Verify that schools are complying with the reporting requirements of this Policy and Administrative Procedure (particularly the *Proposed School Fees and Fundraising Plan* and *Catholic School Council Annual Report*).
 - Report to the Manager of Financial Services or the Superintendent of Business & Treasurer:
 - funds that are lost or stolen.
 - any misuse of funds.
 - failure to follow any policy or guidelines.
- 3.2 Principal:
 - Ensure that the guidelines for *School Generated Funds* are implemented in compliance with this Policy and Administrative Procedure.
 - Ensure the Catholic School Council is aware of and understands their roles and responsibilities.
 - Ensure processes are in place to adequately control the funds within the school, including security over cash and records.
 - Act as one of the approved signing officers on the school bank account(s).
 - Ensure staff members or the school community are not collecting and managing funds in their own personal bank account.
 - Communicate responsibilities to all staff.
 - Ensure there is a primary contact for each club or class involved with financial transactions.
 - Review, sign and date monthly bank reconciliations, *Proposed School Fees and Fundraising Plan* and annual reports.
 - Review records monthly; at a minimum.



Brant Haldimand Norfolk Catholic District School Board

Board Policy and Administrative Procedure

- Distribute and/or make available the annual *Proposed School Fees and Fundraising Plan* as outlined in this Policy and Administrative Procedure.
- Notify the school Superintendent and Manager of Financial Services immediately if funds are lost, stolen, or misused.
- Ensure the school, or any individual associated with the school, does not enter into contracts in the name of the school or the Board.

3.3 Staff and/or Primary Contact for School Activities

- Collect and count money from students or other sources as required.
- Complete the *Funds Received Form* to be accompanied with any money submitted.
- When cash/cheques are collected, they must be given to the designated individual in the main office on a daily basis (funds are not to be kept in the classroom).
- Ensure invoices have the appropriate approval(s) and are delivered to the designated individual for payment.
- Ensure details of financial activity related to their class or club are recorded correctly.
- Ensure funds received are disbursed as per the intent of the funds raised or collected.
- Request and review transaction reports on a regular basis and advise the designated individual of any discrepancy.

3.4 School Secretary

- Implement the guidelines for school generated funds as directed by the Principal.
- Act as one of the approved signing officers on the school bank account(s).
- Count and verify funds received for deposit.
- Prepare bank deposits and deposit funds at the bank as required.
- Issue cheques ensuring all requests for payments are properly supported and approved by the Principal.
- Maintain up-to-date accounting records, including posting and managing funds in *School Cash Online* and in a timely manner.
- Prepare monthly bank reconciliations and other reports as requested.
- Advise the Principal of deviations from the guidelines outlined in this Policy and Administrative Procedure.
- Prepare the annual financial report and submit it to the Principal.
- Assist during internal and external audits.

4.0 Accountability and Reporting

4.1 Banking Requirements

- Bank accounts shall be established for SGF and must be in the name of the school.
- Each school is entitled to possess one bank account, with the exception of an in-trust account as required by the terms and conditions of a school's lottery license.
- All cheques drawn from the SGF account require two signatures, one of which must be the Principal (or designate).
- It is acceptable to have up to four signing officers. The Principal must be one of the four. Typically, the Principal, Vice-Principal, Administrative Assistant or Catholic School Council Treasurer can be designated as a signing officer. In the absence of a Vice-Principal, the Teacher-in-Charge may act as a signing authority.
- Cheques will be pre-numbered and will include a cheque stub or duplicate cheque for recording disbursement information.
- Monthly bank statements and returned cheques (or images) are required to be sent to the school.



- It is recommended that such accounts be opened at a branch of the Board's bank, where possible.

4.2 Accounting Procedures

- A computerized accounting system (as supplied by the Board) must be used to track and report all revenues and expenditures for each school activity.
- All deposits and disbursements for any school generated activity must be recorded in the general ledger and reconciled monthly.
- All accounting records must be kept on file for seven years, in accordance with the Board's *Records Retention Schedule*. This includes all supporting documentation for deposits, disbursements, bank reconciliations and annual reports. Any questions regarding retention requirements should be directed to the Manager of Communications.

4.3 Harmonized Sales Tax (HST)

- Schools and fundraising groups will collect HST on sales, where required.
- Schools are eligible for the HST public sector rebate.
- The Principal shall prepare and submit an HST report to the Board annually; at a minimum.
- The Board will process rebates and provide an electronic funds transfer to the school.

4.4 Receipt of Funds

- All SGF are deposited intact to the bank account promptly and recorded into their appropriate category. Monies shall not be withheld for any payment of related expenses.
- All money received at the school is to be stored on site in the school's secure safe. Money is not to be removed from the school, unless to be taken directly to the bank.
- A *Funds Received Form* must be completed and accompany any money collected and submitted to the designated individual in the main office.
- Monies collected must be deposited soon after submission. Deposits are to be made on a weekly basis or more frequently if a significant amount has been collected.
- All supporting documentation, including *Funds Received Forms* and deposited slips shall be retained for audit and accountability purposes.
- Students will not be responsible for deposits.

4.5 Disbursements of Funds

- All payments are to be made by cheque; printed using the approved computerized accounting system.
- Pre-signing of cheques and the use of signature stamps are unacceptable.
- A *Purchase Approval Form* must be completed and accompany any request for payment prior to being reimbursed through SGF.
- Where funds are to be expended from a Catholic School Council category, the Minutes of the School Council meeting shall record the motion authorizing the expenditure and the purpose of its use.
- All disbursements must be accompanied by an original invoice, receipt or other sufficient supporting documentation prior to payment being issued.
- Cheques made payable to *cash* or payments in advance to employees are not acceptable.
- Any unused cheques are to be stored in a designated, secure location in order to prevent loss or theft.
- Under no circumstances should petty cash be used.
- All funds owing to the Board should be repaid by June 30th, to be included in the current year's budget.
- All void and non-sufficient funds (NSF) cheques will be retained as part of the accounting records.



Brant Haldimand Norfolk Catholic District School Board

Board Policy and Administrative Procedure

4.6 Taxable Receipts

- The Board facilitates and administers all charitable tax receipts on behalf of all schools and the Board.
- Funds are to be forwarded to the Supervisor of Accounting to process all tax receipts requested and the funds will be held in trust for the school until such time as the Principal requests the use of the funds.
- Charitable tax receipts are issued for donations of \$20 or more, unless requested by the donor.

4.7 Financial Reporting

- Bank reconciliations are to be completed on a monthly basis by a designated individual in the main office. The Principal will review and approve each bank reconciliation within 30 days of the bank statement date.
- The Principal is required to submit an annual *Proposed School Fees and Fundraising Plan*, indicating the intended fundraising and activity fees for the year. The schedule is submitted by November 15th of each year after seeking appropriate input from the school community. This Plan is to be forwarded to the school Superintendent, Supervisor of Accounting, and presented to the school community via a school newsletter, Catholic school council meeting or other accessible means.
- Year-end financial reports (as provided though the year-end roll-over) must be prepared annually and submitted to the Board by September 30th in order to be consolidated into the Board's audited financial statements.
- In accordance with *Ontario Regulation 612/00*, Principals are to complete a *Catholic School Council Annual Report*, indicating an overview of the highlights and activities for the current year. This report should be completed at the last School Council meeting each year and forwarded to the school Superintendent by June 30th.

4.8 Audit

- Records of all transactions for SGF and lottery accounts shall be available at the school for examination. The Superintendent of Business & Treasurer will designate an individual who may conduct audits on the procedures in place for all SGF. The results of the audits will be shared with the Principal, Administrative Assistant, school Superintendent and the Superintendent of Business & Treasurer.
- Records may also be requested by the Board's external or internal auditors from time-to-time.

4.9 Freedom of Information (FOI) Requests

- All FOI requests must be made through the Manager of Communications. Schools should not release any information until direction is given with respect to the request.



Appendix A

Acceptable and Unacceptable Sources and Uses of School Generated Funds

Examples of Acceptable Sources and Uses of School Generated Funds

The following are examples of acceptable sources and uses of school generated funds:

- Student Agenda
- Field Trips or excursions that are an extension of the curriculum and not mandatory as part of the completion of the grade/course. Alternative activities are provided for those not participating.
- Yearbooks
- Special lunch days
- Cost recovery for the replacement or repair of lost, damaged or broken materials, such as:
 - Textbooks or library books
 - Music or science supplies
 - Locks for student lockers
 - Vandalism of a locker or other school materials
 - Other loaned material
- Library book fairs
- Costs associated with Grade 8 or High School graduation
- Participation in enhancements to the physical and health education programs that are not required as part of the completion of the course, such as:
 - Rock Climbing
 - Curling
 - Ice Rentals
 - Self-Defense
- Participation in extra-curricular sports teams or events:
 - Rental of facilities (rink, field)
 - Costs of jerseys or other equipment
 - Costs of tournament entry fees and associated accommodations and transportation
- Participation in extra-curricular school clubs
 - DECA, band, Youth Leadership Conference
- Fees for printing and mailing transcripts or OSSD certificates to inactive students
- Voluntary purchases of school spirit wear
- Increase the number of computers or technology equipment in the school from what the budget originally allows
- School uniforms (most students deal directly with McCarthy's)
- Geography, History or other course trips abroad that are not required to complete a course. Alternative activities are provided for those not participating in the trips.
- School dances, semi-formals and proms
- Learning materials that are optional for the completion of the grade/course, such as:
 - Optional sewing kits and fabric in home economics
 - Higher-quality electronic materials for projects
 - Superior construction materials than those required to complete projects
- Voluntary participation in elementary retreats as part of the sacramental preparation program. Alternative arrangements are made for those not participating in the retreat.
- Assistance for students who cannot afford school activities
- Guest speakers or presentations
- Ceremonies, awards, plaques, trophies or prizes for students
- Scholarships or bursaries
- School yard improvement projects:
 - Playground equipment, Shade structures, Gardens
- Toonies for Tuition
 - Provides tuition assistance to Catholic students in provinces that have limited or no public funding for Catholic schools



Examples of Unacceptable Sources and Uses of School Generated Funds

(These transactions are to be completed through the school operating budget)

The following are examples of unacceptable sources and uses of school generated funds:

- A textbook fee or deposit
- Learning materials that are required for the completion of the grade/course, such as the items listed below.
The list below is not exhaustive:
 - French workbooks
 - Spanish workbooks
 - Accounting ledgers
 - Mathematics workbooks
 - Recorders or reeds
 - Calculators, protractors and other required math materials
 - Standard art or science supplies
 - Lab materials or safety goggles
- Locker fees or lock deposit
- Field trips or excursions where participation is mandatory for the completion of the grade/course or a quiz/test/project is required based on the field trip or excursion
- Items that are funded through the allocated budget of a school board, such as:
 - Staff development and training costs
- Learning materials that are required to meet the learning expectations of the grade/course, but are consumed by the student and cannot be used again by another student in the next grade/semester
- Fees for printing and mailing transcripts or OSSD certificates to active students
- Timetables or admit slips
- Participation in elementary retreats as part of the sacrament preparation program
- Participation in secondary retreats as part of the Religious Education program
- Participation in mandatory physical and health education programs that are required to complete the course.
- Mandatory flat fees for any course leading to graduation other than optional programming
- Maintenance, sanitation or emergency repairs of a school or other Board facilities
- Infrastructure improvements or capital projects (classroom, gymnasium or other additions) which:
 - Are funded through the Ministry of Education
 - Increase the student capacity of the school
 - Increase the school or Board operating or capital costs
- Purchase of goods or services from a company in which a School Council member or employee owns or has a direct or indirect financial interest
- Professional development activities for staff
- Any salary or wages of employees
- Honourariums or other monetary payments to employees
- Advance payments to employees
- Support for partisan political activity, group or candidates
- Any fundraising activity that is not compliant with:
 - Federal, Provincial, or Municipal legislation
 - Ministry of Education guidelines and policies
 - Relevant Board Policies or Administrative Procedures

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

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: October 20, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

SCHOOL OPERATING BUDGET 700.10

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) provides annual operating budgets to each school that are intended to cover the needs of the school. Principals, knowing the specific needs of their school community, are given the authority to plan and purchase goods and services within their area of responsibility as identified in the annual budget allocation process.

This Policy and Administrative Procedure outlines the expectations regarding the process for developing and monitoring school operating budgets. The funds are used to manage the day-to-day operations of the school from classroom resources to furniture and equipment and office supplies. These are separate and distinct from School Generated Funds.

DEVELOPMENTS:

In order to ensure that the School Operating Budget Policy and Administrative Procedure was up to date, revisions to the policy and procedures were developed in consultation with Financial Services, Information Technology Services, select Principals, Senior Administration and other internal stakeholders. As such, changes were made to reflect best practices and language from relevant board policies and administrative procedures and other school board policies.

On June 4, 2020, the revised 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 June 7, 2020 to August 7, 2020, as per the Board’s policy renewal process. Changes were made to the policy and administrative procedures based on the comments received from stakeholders:

- Schools are permitted to carry-forward up to 25% (instead of 10%) of funds remaining to the next budget year; amounts greater than 25% will be reallocated to other priorities.
- Principals have the opportunity to carry forward more than 25% for specific and identified purposes and must be supported by their Superintendent of Education and approved by the Superintendent of Business & Treasurer.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised School Operating Budget Policy and Administrative Procedures 700.10.



**School Operating Budgets
700.10**

Adopted:	October 28, 2008
Last Reviewed/Revised:	September 22, 2020
Responsibility:	Superintendent of Business & Treasurer
Next Scheduled Review:	2023-24

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board (the "Board") provides annual operating budgets to each school that are intended to cover the needs of the school. Principals, knowing the specific needs of their school community, are given the authority to plan and purchase goods and services within their area of responsibility as identified in the annual budget allocation process.

APPLICATION AND SCOPE:

This Policy and Administrative Procedure outlines the expectations regarding the process for developing and monitoring school operating budgets. The funds are used to manage the day-to-day operations of the school from classroom resources to furniture and equipment and office supplies. These are separate and distinct from School Generated Funds.

REFERENCES:

- 700.10 – Procurement
- 700.01 – Fundraising and School Generated Funds

FORMS: N/A

DEFINITIONS: N/A

ADMINISTRATIVE PROCEDURES:

1. School Operating Budgets

The School operating budget is intended to cover the costs associated with supplies, drapery, work order requests and replacement of or additional furniture, equipment and technology. Principals are responsible for developing a budget plan for their school community that reflects school and improvement needs within their school allocation.

School budget allocations for the next school year will be determined through the annual budget cycle once projected enrolment is available. Allocations are based on projected full-time equivalent (FTE) enrolment and can be comprised of the following, but not limited to:

- Base per Pupil Amount.
- Equity Amount - a top up to elementary schools for socio-economic realities in their community.
- Small School Amount - a top up to small elementary schools based on enrolment.

The school operating budget allocation (factors, thresholds and amounts) are reviewed and communicated annually as part of the Board's budgeting cycle.

Schools should not intentionally overspend their school operating budget. Schools are permitted to carry-forward up to 25% of funds remaining to the next budget year; amounts greater than 25% will be reallocated to other priorities. Principals have the opportunity to carry forward more than 25% for specific and identified purposes and must be supported by their Superintendent of Education and approved by the Superintendent of



Business & Treasurer. One Hundred percent (100%) of deficits will be carried forward and will require a deficit recovery plan where deficits are greater than 5% of their school operating budget for the year. A deficit recovery plan is required to be submitted to the school's respective Superintendent of Education and the Superintendent of Business & Treasurer to ensure budgeting practices are sound and sustainable.

Enrolment adjustments will be made to elementary and secondary school budgets after the October 31 enrolment counts have been finalized as part of the revised estimates process. These adjustments will ensure that each school receives the appropriate allocation based on actual enrolment versus initial projected enrolment.

School operating budgets are separate and distinct and are not to be used for items relating to School Generated Funds.

2. School Operating Budget Cycle

A number of functions related to school operating budgets occur throughout the year. Timing of typical activities are as follows:

- June: Principals complete their school operating budgets for the subsequent school year.
- September: Approved school operating budgets are made available in the financial accounting system for the start of the new school year.
- December: Adjustments are made to school's budgets based on actual FTE enrolment as of October 31 and any carry-over balances (including deficits) are calculated and applied from the previous school year to the instructional supplies account

3. Budget Monitoring Process

Principals are required to review their school operating budget monthly to ensure their spending is in line with their budget. Principals have access to their school budgets through the Board's financial accounting system.

Administrators must ensure that they maintain sufficient funds for July and August expenditures, which are typically charged a month behind.

At the Board level, school budgets will be reviewed monthly for reasonability of spending based on the number of months passed. Where a school has spent more than 60% of their budget before the end of February **or** is in a deficit position at any time during the school year, approval from the School Superintendent is required for all subsequent purchases.

School Operating expenses are to be charged to the proper account (i.e., textbooks and learning material, printing and photocopying, etc.). Expenses are to be coded to the proper budget account even if there are insufficient funds in that account; provided the school's overall operating budget has funds available.

4. Central Procurement

The following items will be purchased centrally through Procurement Services:

1. Drapery.
2. New classroom furniture, which includes student and teacher desks required for portable additions, enrolment or program expansion, such as French Immersion.
3. New technology, which includes standard classroom technology (i.e., active boards or similar technology).
4. Replacement of classroom furniture, which includes student and teacher desks due to condition and age.
5. Replacement of standard classroom technology due to condition and age.
6. Main office and staff room furniture.



**Brant Haldimand Norfolk
Catholic District School Board**

**Board Policy and
Administrative Procedure**

The intent of the central furniture strategy is to allow school budgets to focus on the curriculum needs of the school. Schools will still be permitted to purchase additional furniture, equipment and technology as needed to complement their learning environment.

Please note the following:

- A furniture and technology strategy will be developed by Procurement Services to align with the annual Renewal Plan.
- Ergonomic assessment needs will continue to be processed through Health and Safety.
- Damaged furniture, equipment and technology due to vandalism will remain the responsibility of the school/student, unless covered by insurance (the Board's deductible is \$500).
- Cafeteria tables, Learning Commons and Technology Department equipment are not included in the use of these funds.

**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: October 20, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

POLICE RECORDS CHECKS 300.15

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) is committed to ensuring a safe and secure working and learning environment for students, employees, volunteers and visitors. The BHNCD SB is in a position of trust regarding students and must strive to protect their intellectual, physical, mental and emotional wellbeing. The BHNCD SB will not hire or continue to employ persons or allow school access to Service Providers who:

- have not provided a Police Records Check (Vulnerable Sector Check)
- have provided a Police Records Check which has been adjudicated and found to present an unacceptable risk to students and/or staff.

DEVELOPMENTS:

This Policy and Administrative Procedure (currently named Criminal Background Checks) was last updated in 2010. Since this time, terms and criteria have evolved. The title has been changed to Police Records Checks and is reflected throughout the document.

The Glossary of key policy terms has been updated. Language used is adapted from Branford Police Services. The AP provides a definition for Vulnerable Sector Check (VSC) and a detailed description of what the VSC provides.

To reflect the Board's current practice, the AP explicitly states that Employees, Volunteers and Service Providers must also obtain a Vulnerable Sector Check that meets the conditions outlined by presenting a completed "**Consent for Police Records Check for a Sexual Offence for which a Pardon has been Granted or Issued**" form. The completed form must be presented to the Police Service when requesting the Police Records Check so that the appropriate search can be completed. Principals and Human Resource Services will maintain strict confidentiality when receiving and storing Police Records Checks.

The Procedure includes 2 new groups:

1. *Students Attending Universities, Colleges and other Programs.* While not employees of the Board, students who report for practicum/work placements must have a Police Record Check including the VSC.
2. *Community College Employees Instructing Dual Credit and other Courses.* These employees must have a Police Records Check including the VSC before they begin service.

Service Providers and Procurement

The revised AP includes updated language to be consistent with our process for securing service providers with respect to the requirement to provide Police Records Checks VSC.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Police Records Check Policy 300.15.



Police Records Checks

300.15

Adopted:	February 22, 2005
Last Reviewed/Revised:	May 28, 2020
Responsibility:	Human Resources
Next Scheduled Review:	2023-2024

POLICY STATEMENT:

The Board will not hire, or continue to employ persons, who have criminal convictions and/or patterns of behaviour which place students or staff at risk.

The Brant Haldimand Norfolk Catholic District School Board will not allow school access to *Service Providers* or *Others* who have direct and regular contact with students:

- who have not provided a Police Records Check (Only the Vulnerable Sector Check is acceptable to begin service in the Board or;
- who have provided a Police Records Check which has been adjudicated and found to present an unacceptable risk to students and/or staff.

APPLICATION AND SCOPE:

The Brant Haldimand Norfolk Catholic District School Board has the responsibility, under The Education Act, to provide a safe and secure working and learning environment for students, employees, volunteers, and visitors. The Board is in a position of trust regarding students and must strive to protect their intellectual, physical, mental, and emotional wellbeing.

REFERENCES:

Regulation 521/01
300.11 Hiring – Support Staff
Hiring - Academic Staff Policy
Pre-Employment Screening Policy
Criminal Records Act
Volunteer Policy
Security of Schools, Buildings and Grounds Policy
Municipal Freedom of Information & Protection of Privacy Act
Safe Schools Act, Regulation 521/02

DEFINITIONS (Adapted from Branford Police Services):

Criminal Record Check: This check is intended for applicants who are involved as a volunteer, employee or in any situation where a basic CRC is requested (i.e., retail). This check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons. The Police Criminal Record Check will include criminal convictions (summary and indictable), from Canadian Police Information Centre (CPIC) and/or local databases.



Criminal Record and Judicial Matters Check: A collection of offence information, including convictions, non-convictions and other relevant police contact information available from a local police agency's records management system and other systems/records, where authorized. This check is intended for applicants who are seeking volunteer and/or employment with agencies who require a criminal record check along with local police involvement. The agency has determined that a search of pardoned sex offenders database, and contacts relating to mental health apprehensions, is NOT required (i.e., border crossing or visa) therefore this check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.

Vulnerable Sector Check (must be used): This check is restricted to applicants seeking employment and/or volunteering with vulnerable individuals, children, elderly persons, the disabled, etc. It is a collection of offence information, including convictions, non-convictions and other relevant police contact information available from a local police agency's records management system and other systems/records where authorized. This check will include sexual offence convictions for which the individual has received a record suspension (pardon) where authorized by the Minister of Public Safety and Emergency Preparedness.

The Police Vulnerable Sector Check will include the following:

- Criminal convictions (summary and indictable) from CPIC and/or local databases;
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency;
- Absolute and Conditional Discharges where still within the applicable disclosure periods;
- Family Court Restraining Orders;
- Charged and processed by other means such as diversion;
- Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder;
- A review of all available police contacts including but not limited to theft, weapons, sex offences, or violent, harmful, or threatening behavior which may or may not have involved a mental health incident; and
- As authorized for release by the Minister of Public Safety and Emergency Preparedness, Criminal Code convictions for sexual offences for which a record suspension (pardon) was received, identified as a result of a Vulnerable Sector verification.

Offence Declaration: A written declaration signed by an individual listing all the individual's convictions for offences under the Criminal Records Act (Canada) up to the date of the declaration:

- that are not included in a Police Records Check (Vulnerable Sector Check) last collected by the Board; and,
- for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted.

Service Provider: An individual who is not an employee of the Board and who comes into direct and regular contact with pupils on a regular basis in the normal course of:

- providing goods or services under contract with the Board, carrying out his or her employment functions as an employee, or a person who provides goods or services under contract with the Board; or,
- providing services to a person who provides goods or services under contract with the Minister.

ADMINISTRATIVE PROCEDURES:

1.0 Police Records Checks for Employees

Ontario Regulation 521/01 (amended by Regulation 170/02 and 49/03) was established to ensure the safety and security of Ontario students.

- a) All current employees including retired employees who have become reemployed by the Board will provide an annual Offence Declaration in accordance with Ontario Regulation 521/01;
- b) All new employees will be required to provide, at their own expense, an original Police Records Check;
- c) The Consent Form must be submitted along with an Intent to Volunteer letter from the Board or a school.



1.1 Requirements

All new employees, volunteers, service providers, individuals requiring a placement for professional certification and other (the "applicant") are required to provide a Police Records Check that is satisfactory to the Board prior to the commencement of any duties. The Police Records Check must meet all the conditions outlined below:

- must have been completed through a local police service in the area in which they reside within the preceding 6 months;
- must include a Vulnerable Sector Check (VSC) including a search of the pardoned sex offender database; and,
- must be an original.

Searches completed by any private company or organization other than a police service **will not be accepted**.

1.2 Current Employees

Are required to provide to the Board an Offence Declaration by September 1 of each year in which the individual is employed by the Board.

1.3 New Employees

a) Condition of Employment

The Board shall collect a Police Records Check (VSC) in respect of the individual before the day the individual commences employment with the Board. All offers of employment with the Board shall be conditional upon the applicant supplying the required Police Records Check (VSC). The Board shall collect an Offence Declaration from the individual by September 1 of each year in which the individual is employed by the Board after the date of hire.

b) Emergency Provision

Normally, a candidate shall not commence employment with the Board until the current verification of their Police Records Check has been submitted and accepted. Only in an exceptional case will a person be permitted to commence employment with the Board before the Board has received the Police Records Check. In such a case, the candidate will be required to provide an Offence Declaration which may, at the Board's sole discretion, permit the candidate to commence employment prior to the submission of the Police Records Check. Before any such exception is made, a binding agreement shall be entered into between the employee, ensuring that the Police Records Check be provided without delay and in a timely manner. This agreement will preserve the Board's power to revoke the offer of employment, and dismiss the employee, should the Offence Declaration provided by the employee prove to be false or misleading in any respect.

Retention: The Board shall retain an original or a true copy taken from the original by the Board designated contact or designate. Completed Police Records Checks and Offence Declarations will be filed in a separate and secure location. Human Resources will not provide copies to employees. Access to these records is limited and controlled. Retention and disposal process are aligned with the Privacy and Information Management Guidelines and best practices in accordance with the Board's retention schedule.

Adjudication: Employees must obtain a Vulnerable Sector Check that meets the conditions outlined by presenting a completed "Consent for Police Records Check for a Sexual Offence for which a Pardon has been Granted or Issued" form. The completed form must be presented to the Police Service when requesting the Police Records Check so that the appropriate search can be completed. Where evidence is received of a criminal conviction or other relevant conviction, the designated Board contact will consider at least the following factors in determining an appropriate course of action:



- i) the length of time since offence(s);
- ii) any involvement of children and/or sexual activity and/or violence and/or acts of
- iii) dishonesty in the offence(s);
- iv) the employment history;
- v) the employee's attitude towards offence(s);
- vi) any treatment, counseling or other services received since offence;
- vii) other steps taken to rehabilitate;
- viii) any likelihood offence(s) will be repeated;
- ix) if alcohol or illegal drugs were a factor in commission of offence(s);
- x) the degree of cooperation with this investigation;
- xi) if the offence(s) committed while employed by the Board;
- xii) if the employee is a teacher, relevance of offence(s) to teacher duties as set out in the Education Act and Regulations;
- xiii) if employee is not a teacher, relevance of offence(s) to their employment duties; and, whether the offence(s) require any action pursuant to The Student Protection Act (including notification of the Ontario College of Teachers).

The course of action may include disciplinary action up to and including dismissal, and/or withdrawal of offer, and shall comply with other Board policies, collective agreements, and legislation.

Non-Compliance: Employees who fail to provide a signed Offence Declaration Form by the date prescribed by the Board may be suspended without pay until the form is received.

2.0 Police Records Checks for Students Enrolled in Universities and Colleges

These students reporting for practicum/work placements in Board programs and facilities must submit a Police Records Check (VSC) to the Principal or Supervisor on or before the first day of their assignment. The student must provide an original copy and have an issue date within one year. Principals are to make a photocopy of the original for their retention and the original copy of the Police Record Check is returned to the student.

3.0 Employees of Colleges and Universities

Employees not of the Board instructing students of the BHNCD SB must have a Police Record Check (VSC) completed with adherence to the policies and procedures of their institution. Police Record Checks must be submitted to the College prior to the commencement of their assignment.

4.0 Police Records Checks for Service Providers

Where a service provider is contracted by Procurement Services to provide services that put the service provider and/or its employees into direct and regular contact with students, the Procurement Services representative responsible for entering into the contract will advise the service provider with respect to the requirement to provide Police Records Checks.

A service provider who fails to comply with Police Records Check requirements of the Board will be barred from providing goods and/or services to the Board until such time as he/she is following the procedure.

5.0 Police Records Checks for Others Having Direct and Regular Contact with Students

In order to meet legislative requirements to collect Police Record Check from all individuals who have direct and regular contact with students and further the effort to ensure the safety of students and minimize potential Board liability, the Board will collect and adjudicate Police Records Checks Police Record Check on individuals in this category and who have been identified by the Board as potentially coming into direct and regular contact with students. Included in this category are the following:



Brant Haldimand Norfolk Catholic District School Board

Board Policy and Administrative Procedure

- a) Provincial organizations that provide services to schools, but who are not Service Providers as defined in the regulation (including but not limited to) and who are not exempt from these requirements as the organization has standards and practices in place which meet or exceed those of the Board.
- b) Based on organizational standards, employees of the following organizations will not be required to present a Police Records Check if they provide a valid organization issued photo-identification card clearly identifying them as an employee of the organization:
 - Public Health Departments
 - Victorian Order of Nurses
 - Community Care Access Centres
 - Children's Mental Health Ontario
 - Provincial Schools Authority
 - Day Nurseries
 - Children's Aid Societies
 - St. John's Ambulance
 - Big Brothers of Canada
 - Big Sisters of Canada
- c) Trustees will provide a Police Records Check at the beginning of each term prior to the Inaugural Meeting.
- d) Students attending university or college programs which require practicum or cooperative placements in schools.
- e) School volunteers will provide a Police Record Check every three years and an offence declaration at the beginning of each school year other than years when they are required to provide a Police Record Check.
- f) Persons 18 years of age or over having direct and regular contact with students.
- g) Parish priests and other parish personnel will provide confirmation from the Bishop that an acceptable Police Record Check is on file with the Diocese.

Requirements: Board staff will:

- Ensure that all others are in compliance with Regulation 322/03;
- Develop a procedure for regularly, as required, updating the Others list, and informing new others about the requirements; and
- Ensure that persons who have not provided services to the Board for more than 12 months shall obtain an updated Police Records Check.

Adjudication: Where evidence is received of a criminal conviction or other relevant conviction, the designated Board contact will consider at least the following factors in determining an appropriate course of action:

- the length of time since offence(s);
- any involvement of children and/or sexual activity and/or violence and/or acts of dishonesty in the offence(s);
- the person's attitude towards offence(s);
- any treatment, counseling or other services received since offence;
- other steps taken to rehabilitate;
- any likelihood offence(s) will be repeated;
- if alcohol or illegal drugs were a factor in commission of offence(s); and,
- the degree of cooperation with this investigation.

Consequences for Non-Compliance: Any *Other* who fails to comply with the Police Records Check requirements of the Board will be denied school access pending compliance.

Fees for Police Records Checks: Pursuant to this Policy, the Board will reimburse the cost of fees paid to police departments for the completion of Police Records Checks required of volunteers.

**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: October 20, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

VOLUNTEERS POLICY 300.12

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (BHNCD SB). The BHNCD SB believes the support of volunteers enhances the learning opportunities for students. Every precaution is taken, in all situations, to provide and maintain safe, welcoming and secure learning and working environments. Volunteers are vetted, trained, supported and are subject to the same safety standards to which employees are held.

HIGHLIGHTS:

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

- volunteers provide a Police Records Check Vulnerable Sector Check (VSC) every three years;
- volunteers provide a completed *Criminal Offence Declaration – Volunteer* form each year a criminal background check is not provided;
- volunteers provide a signed Volunteer Confidentiality Agreement;
- volunteers are trained and supported by the appropriate supervisor.

The Policy and AP were last revised in 2011. The revised version includes updated language to be aligned with Police Records Checks 300.15. Principals and Supervisors consult with various staff groups and determine the need for volunteers. The document outlines that the Board will recruit, select and screen volunteers and provide the volunteers with standardized Police Record Checks (VSC). The Board through the principal/supervisor will evaluate monitor the effectiveness of the volunteers. Principals and Human Resource Services will maintain strict confidentiality when receiving and storing Police Records Checks.

The document also outlines the process for adjudication if there is police information that requires adjudication. The revised document now includes the use of the Director of Education's Designate for a decision. Recognizing the growth of the Board, the Director or Designate will be able to adjudicate a Police Records Check (VSC) containing an offence, or police contact information.

Due to recent changes in the Police Records Check (VSC) process, it is essential that all schools/sites, in our system, use standardized language and forms and adhere to the procedures when seeking Police Records Check (VSC) for volunteers. All volunteers in our Board will provide a Police Records Check (VSC) before service begins.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Volunteers Policy 300.12.



Volunteers

300.12

Adopted:	March 29, 2015
Last Reviewed/Revised:	May 28, 2020
Responsibility:	Human Resources
Next Scheduled Review:	2023-2024

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board believes the volunteer support of parents/guardians and community members, increases and enhances the learning opportunities for students and assists staff in daily operations of the school. Every precaution is taken, in all situations, to provide and maintain safe, welcoming and secure learning and working environments. Volunteers are vetted, trained, supported and are subject to the same safety measure standards to which employees are held. The Board will ensure that:

- volunteers provide a police records check every three years;
- volunteers provide a completed *Criminal Offence Declaration – Volunteer* form each year a criminal background check is not provided;
- volunteers provide a signed Volunteer Confidentiality Agreement;
- volunteers complete the Concussion Awareness Training and Acknowledgement process annually; and,
- volunteers are trained and supported by the appropriate supervisor.

REFERENCES:

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Education Act, R.S.O. 1990, c.E.2, Section 171(1)(4)
Education Act and Regulation 521/01, as amended by Regulation 323/03
Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)
Occupational Health and Safety Act, PART III.0.1 Violence and Harassment Retention Schedule
300.15 Police Records Check/Vulnerable Sector Check (VSC)
500.01 Educational Field Trips Policy
Board Expenditure Guidelines
Safe Schools Act, Reg. 521/02
Concussions Policy and Administrative Procedure 200.08
Privacy and Information Management Generic Records Retention Schedule, MAY 8, 2019

FORMS:

[Criminal Offence Declaration – Volunteer form](#)

[Volunteer Confidentiality Agreement](#)

DEFINITIONS:

Volunteer: is an individual over the age of 18 who agrees to undertake, without pay, a designated task which supports any learning environment, or system-wide program.

Supervisor: is the principal or individual responsible for the activity at the site where the volunteer is offering his/her (their) time.



ADMINISTRATIVE PROCEDURES:

Purpose: to provide direction for supervisors/principals/vice-principals when volunteers are required in the Board.

RESPONSIBILITIES:

Supervisor/principal/vice-principal will:

- consult with various staff groups and determine the need for volunteers;
- provide the volunteer with standardized Police Records Check / Vulnerable Sector Check (VSC);
- recruit, select and screen volunteers;
- approve and delineate the tasks and the assignment of the volunteers;
- supervise and monitor the effectiveness of the volunteers;
- evaluate the volunteer program;
- recognize the volunteers with adherence to Board Expenditure Guidelines;
- escalate a Police Records Check / Vulnerable Sector Check (VSC) certificate containing an offence to the Director of Education or designate; and,
- facilitate an annual information meeting at the school for larger volunteer programs.

School Superintendents/Senior Administration will:

- provide guidance to supervisors/principals/vice-principals when requested.

Human Resource Coordinator will:

- when requested by a supervisor, provide via email, confirmation of an up-to-date Police Records Check / Vulnerable Sector Check (VSC) or Offence Declaration for an employee who wishes to volunteer at a particular site or in a program (full time/on-leave/occasional); and,
- if there are police contact information that requires adjudication, escalate the request to the Director of Education or designate for a decision.

Director of Education or designate will:

- adjudicate Police Records Check / Vulnerable Sector Check (VSC)s containing offence or police contact information.

Information: Due to recent changes in the Police Records Check / Vulnerable Sector Check (VSC) process, it is essential that all schools/sites, in our system, use standardized forms and adhere to the procedures when seeking Police Records Check / Vulnerable Sector Check (VSC) for volunteers. All volunteers in our Board will provide a Police Records Check / Vulnerable Sector Check (VSC) before service begins. See Board Policy and AP 300.15 Police Records Check / Vulnerable Sector Check (VSC)s.

PROCEDURES:

1.0 Principals

1.1 Determining the Need for Volunteers

It is up to the supervisor/principal/vice-principal to determine if there is a need for volunteers and to assess the volunteer program. If the supervisor is not the principal, the supervisor will submit an outline of the volunteer program to the school principal for approval.

1.2 Planning for Volunteers for the Upcoming School Year

The school principal has the option of sending home a letter to parents/guardians before the end of June each year outlining the Police Records Check / Vulnerable Sector Check (VSC) process. This letter provides the parents/guardians the ability to request the required forms from the school and begin the Police Records Check / Vulnerable Sector Check (VSC) process for the upcoming school year.



Police Records Check / Vulnerable Sector Check (VSC)s can take a lengthy time to process. It is recommended that principals provide potential volunteers as much time as possible to complete the process.

1.3 Processing Forms

Provide the appropriate forms to the potential volunteer. To ensure privacy, ALL forms must be returned in a sealed envelope directly to the principal. In jurisdictions where volunteers are charged for a Police Records Check processing or fingerprinting, the Board will not pay such costs.

- If the Police Records Check / Vulnerable Sector Check (VSC) certificate is free from occurrence or (if appropriate) the Offence Declaration indicates no offences have occurred and all other required forms have been received, provide the volunteer name and the date of the certificate to the school secretary for tracking; and,
- If a volunteer changes location or volunteers in more than one location, the Police Records Check information follows them or can be shared according to privacy of information legislation. Ensure that each location has a copy of all forms to ensure consistent tracking.

Processing Forms of a Volunteer Who is an Employee of the Board

- If someone wishes to act in a volunteer capacity and identifies themselves as a Board employee, the principal is required to email the appropriate Human Resources Coordinator and request confirmation that the Board holds an up-to-date Police Records Check / Vulnerable Sector Check (VSC) or Offence Declaration. The confirmation email must be kept on file in place of the paper copy of the Police Records Check / Vulnerable Sector Check (VSC) or Offence Declaration. If the Human Resource Coordinator has information that requires risk assessment, the request is escalated to the Director of Education or designate for adjudication;
- The email confirmation must be requested and provided each year the employee acts as a volunteer; and,
- All other volunteer sections of the Volunteer Administration Procedures apply.

Storage of Forms

All Police Records Check / Vulnerable Sector Check (VSC) certificates, Annual Offence Declarations for Volunteers and Volunteer Confidentiality Agreements, must be received in a sealed envelope by the principal and kept in a secure location in the principal's office. This information is private and must be handled accordingly. The only staff member at that school that has access to Police Records Check / Vulnerable Sector Check (VSC) certificates, Annual Offence Declarations for Volunteers and Volunteer Confidentiality Agreements is the Principal. All records must be disposed of in accordance with the Privacy and Information Management Guidelines and best practices and in accordance with the Board's retention schedule.

Maintaining Ongoing Records

- All volunteers should appear on a School Volunteer Tracking List maintained by the school secretary. Each year this list must be reviewed, and the appropriate forms filled out and submitted;
- Volunteers must provide a Police Records Check / Vulnerable Sector Check (VSC) every three years;
- Volunteers will sign an Annual Offence Declaration in the two years in which they do not have to submit the VSC; and,
- The Volunteer Tracking List must verify that each year a VSC or (if appropriate) Annual Offence Declaration has been submitted AND a Volunteer Confidentiality Agreement has been signed.



Volunteers on Educational Field Trips and/or Excursions

An up-to-date Police Records Check / Vulnerable Sector Check (VSC) and a completed Volunteer Confidentiality Agreement, must be provided by every volunteer on an educational field trip and/or excursion in advance of the event date. The ONLY exception to this requirement is for volunteers under constant and continued supervision by the Board staff (meaning all volunteers, students and staff remain together in one large group for the entire event).

Providing Information to Volunteers

- Once the volunteer has provided the supervisor with an acceptable Police Records Check / Vulnerable Sector Check (VSC) (or a completed Criminal Offence Declaration – Volunteer) and a completed Volunteer Confidentiality Agreement, the supervisor will provide an orientation of the work site (if applicable). The orientation program will consist of training with respect to duties as well as rules to be observed;
- Volunteers are insured under the Board's Public Liability Insurance Policy when performing assigned duties in good faith and in a reasonable and responsible manner. Volunteers should be aware that the Board's insurance does not include a loss of income provision should the volunteer sustain an injury that prevents him/her from resuming normal employment; and,
- Volunteers are required to complete the Concussion Awareness Training and Acknowledgement process annually.

Terminating Volunteer Service

- Volunteers, who do not adhere to Board policies and procedures, undertake an unauthorized role or conduct themselves in a way that is inconsistent with the values espoused by the Board or is contrary to the law, may have their assignment terminated at the discretion of the principal; and,
- Principals/Supervisors are expected to provide clear direction and expectations for volunteers and mentor volunteers as they learn the role.

2.0 Volunteers

2.1 Role of the Volunteer

A volunteer is expected to:

- Support and model the beliefs and values of our Catholic faith;
- Perform assigned duties as directed by the supervisor;
- Neither be responsible for the discipline or the evaluation of students;
- Not violate any collective agreement requirements;
- Maintain confidence with any personal information which is shared with them in the performance of their duties, in compliance with MFIPPA and Privacy and Information Management legislation;
- Follow dress and behavior codes and wear an identification badge when volunteering;
- Notify their supervisor of any absence as far in advance as possible;
- Follow Board health and safety rules; and,
- Meet all expectations regarding training and other requirements of the Board.

2.2 Required Forms:

- Volunteers must obtain the necessary forms from the school and process them at the police department closest to their place of residence;
- Volunteers are required to provide a Police Records Check / Vulnerable Sector Check (VSC) every three years or if there is a break in the volunteer's service of more than one year. In the years that a Police Records Check / Vulnerable Sector Check (VSC) is not required the volunteer is required to complete a Criminal Offence Declaration - Volunteers in advance of contact with student(s); and,
- Volunteers are required to complete a Volunteer Confidentiality Agreement every year.



2.3 Submitting the Required Forms:

All documentation must be submitted to the school principal in a sealed envelope.

3.0 Rowan's Law – Concussion Awareness Resources and Brant Haldimand Norfolk Catholic District School Board Concussion Code of Conduct

It is incumbent upon the BHNCD SB to ensure concussion education and awareness, and its administrative procedure is made available and followed by all school personnel and volunteers. Furthermore, the Board needs to ensure all staff, volunteers, parents/guardians, and students understand their roles and responsibilities.

Rowan's Law requires the Board to confirm that all volunteers have received the Concussion Awareness Resource and the BHNCD SB Concussion Code of Conduct through a signed acknowledgement before a volunteer can participate at any Board inter-school sport.

Volunteers can obtain a hard copy of the resource, code of conduct and acknowledgment by contacting the school or Human Resources in the Catholic Education Centre.

Volunteers must access the Concussion Awareness Procedures page on the Board's website (www.bhncdsb.ca) for the following resources to acknowledge review of:

1. Rowan's Law Concussion Awareness Resource
2. BHNCD SB Concussion Code of Conduct

Acknowledgement is valid for the current school year (September 1 to August 31) and must be renewed each year of volunteer work.

**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: October 20, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

VOLUNTEER AND TRIP DRIVER POLICY 200.21

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board is committed to ensuring the safety and well-being of students and staff. The purpose of this Policy and Administrative Procedure is to provide direction to Board staff and schools regarding the use of volunteer and staff trip drivers. It outlines for all Board staff and volunteers the administrative procedures to adhere to when Authorized by the Board to transport students.

DEVELOPMENTS:

The Volunteer and Trip Driver Policy and AP 200.21 was last revised in 2011. The Policy and AP has been updated with current language. The new title will be VOLUNTEER AND STAFF TRIP DRIVERS to distinguish between staff and volunteers that volunteer to transport students. It has also been updated according the latest OSBIE coverage and risk assessment information.

The Policy and AP describe the criteria required to bring into effect the Board's excess liability insurance as well as the legislation that strictly prohibits the use and operation of hand-held communication and electronic entertainment devices.

For an individual not employed by the Board to act as a volunteer driver they shall qualify to become a volunteer and adhere to the Board's policies regarding eligible volunteers. The AP lists the risk factors the Board will consider when assigning trip drivers for particular activities. The revised AP also includes an updated *Volunteer Driver Authorization to Transport Students* form.

This Policy and Administrative Procedure will now include a section titled, *Rented Vehicles Used for Board-approved Business* (vehicles rented for less than 30 days). The Board has purchased a Rental Vehicle Insurance Endorsement which, in the event of a third-party liability loss, the fleet policy is the primary coverage. What this means is that if a rented vehicle is involved in an accident, OSBIE's Fleet Policy will pay for liability as a result of the accident and the driver's personal auto policy will pay any liability in excess of OSBIE's insurance. To avoid personal liability, the rental contract must clearly show the Brant Haldimand Norfolk Catholic District School Board as the Renter, followed by the school name and then the teacher(s).

The Policy and Administrative Procedure continues to reiterate that under no circumstances are students permitted to drive a vehicle, which has been rented for purposes of the Board.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Volunteer and Staff Trip Driver Policy 200.21.



Volunteer and Staff Trip Drivers

200.21

Adopted:	September 24, 2002
Last Reviewed/Revised:	March 9, 2020
Responsibility:	Human Resources
Next Scheduled Review:	2023-2024

POLICY STATEMENT:

Recognizing that the best means of transporting students is by Board approved school bus transportation, the Brant Haldimand Norfolk Catholic District School Board understands that in certain circumstances, it may be necessary for volunteer drivers to be used in the transportation of students for school-approved activities.

In order for an individual, not employed by the Board, to act as a volunteer driver, they shall qualify to become a volunteer and adhere to the Board Policy on Volunteers 300.12 and Board Policy on Police Records Checks 300.15.

All trip drivers, including staff and volunteer drivers shall:

- Have adequate personal liability insurance coverage (minimum \$1,000,000)
- Have a valid Ontario driver's license
- Have a driving record that is free from Criminal Code violations in the last three years and from Ontario Highway Traffic Act offences of five demerit points or more
- Be 21 years of age or older

Students are not authorized to act as trip drivers.

REFERENCES:

300.12 Volunteers Policy
300.15 Police Records Checks Policy
Criminal Code of Canada
Ontario Highway Traffic Act

FORMS:

[Volunteer Trip Driver Form](#)

DEFINITIONS:

Trip Driver: Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to, trustees, Board employees and volunteers.

Volunteer Driver: A trip driver that is not an employee of the Board or a trustee who volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.



ADMINISTRATIVE PROCEDURES:

Purpose: to provide direction to Board Staff and Schools regarding the use of volunteer and staff trip drivers.

RESPONSIBILITIES:

All Board staff shall adhere to this administrative procedure. Specific direction is provided for principals, volunteers, and teachers.

PROCEDURES:

- 1.0** All trip drivers, including staff and volunteer drivers shall complete the Volunteer Driver Authorization to Transport Students form (Appendix A) and seek approval from the school principal before transporting students.
- 2.0** All trip drivers, including staff and volunteer drivers, are advised that, in order to bring into effect, the Board's Excess Liability Insurance, they shall:
 - Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
 - Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
 - Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
 - Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance;
 - Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)
 - Be aware that legislation strictly prohibits the use and operation of hand-held communication and electronic entertainment devices; including but not limited to cell phones, GPS, smart phones, iPods, laptops, DVD players, etc., while driving and prohibits viewing display screens unrelated to operating the automobile (see attached in red);
 - Be aware that seat belts must be in working condition and used by all passengers and that the volunteer driver is responsible to ensure that children from the age of 5 to 16 years of age are buckled up;
 - Be aware that the Ontario's Highway Traffic Act requires children to use a booster seat when they weigh 18 kg to 36 kg (40-80 lb.), are less than 145 cm (4 feet 9 inches) tall and are under the age of 8.
- 3.0** In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and adhere to the Board Policy on Volunteers 300.12 and Board Policy on Criminal Reference Checks 300.15.
- 4.0** The Board will consider the following risk factors when assigning trip drivers for particular activities:
 - Driver experience
 - Driving record, i.e., accident and conviction record
 - Vehicle condition
 - Weather conditions
 - Distance
 - Traffic density
- 5.0** The Volunteer Driver Authorization to Transport Students form (see Appendix) needs to be submitted annually.



6.0 Rented Vehicles Used for Board-approved Business (vehicles rented for less than 30 days).

6.1 Priority of coverage is as follows:

- Primary Auto Liability - Personal auto policy of driver who rents the vehicle
- Excess Auto Liability #1 - OSBIE Fleet Policy
- Excess Auto Liability #2- Rental Agency

6.2 Rental Vehicle Insurance Endorsement or OPCF 27

The Board has purchased Rental Vehicle Insurance Endorsement or OPCF 27, which, in the event of a third-party liability loss, the fleet policy is the primary coverage. What this means is that if a rented vehicle is involved in an accident, OSBIE's Fleet Policy will pay for liability as a result of the accident and the driver's personal auto policy will pay any liability in excess of OSBIE's insurance.

6.3 To avoid personal liability, the rental contract must clearly show the Brant Haldimand Norfolk Catholic District School Board as the Renter, followed by the School name and then the teacher(s), i.e., Brant Haldimand Norfolk Catholic District School Board, Mother Theresa Catholic High School, Mark Smith, John Hill, etc.

6.4 ALL individuals who will be driving the rented vehicle, otherwise the unlisted drivers will not be covered by OSBIE's endorsement. As a result, if a person is not listed on the rental agreement, they cannot drive the rented vehicle.

6.5 Renters who rent vehicles in Ontario under their own name for Board-approved use may be exposing their own insurance policies to a claim for any damage or injury, which may occur while the vehicle is in their custody or control.

6.6 Under no circumstances are students permitted to drive a vehicle, which has been rented for purposes of the Board.

2020-21
Trustee Meetings and Events

Date	Time	Meeting/Event
October 27, 2020	7:00 pm	Board Meeting
November 3, 2020	8:30 am	Student Transportation Services Brant Haldimand Norfolk Board of Directors
November 4, 2020	7:00 pm	Regional Catholic Parent Involvement Committee
November 11, 2020	5:00 pm	Executive Council
November 16, 2020	5:00 pm	Audit Committee
November 17, 2020	1:00 pm	Special Education Advisory Committee
	7:00 pm	Committee of the Whole
November 24, 2020	4:00 pm	Legal Expenses Review Committee
	7:00 pm	Board Meeting
December 1, 2020	6:30 pm	Annual Meeting Mass
	7:00 pm	Annual Board Meeting
December 2, 2020	5:00 pm	Executive Council
December 8, 2020	7:00 pm	Board Meeting
December 10, 2020	9:00 am	Mental Health Steering Committee
December 15, 2020	1:00 pm	Special Education Advisory Committee
<i>December 21, 2020 - January 1, 2021</i>		CHRISTMAS BREAK
January 13, 2021	5:00 pm	Executive Council
January 19, 2021	1:00 pm	Special Education Advisory Committee
	7:00 pm	Committee of the Whole
January 20, 2021	7:00 pm	Regional Catholic Parent Involvement Committee
January 26, 2021	7:00 pm	Board Meeting
February 10, 2021	3:00 pm	Executive Council
February 16, 2021	1:00 pm	Special Education Advisory Committee
	7:00 pm	Committee of the Whole
February 23, 2021	2:00 pm	Student Transportation Services Brant Haldimand Norfolk Board of Directors
	7:00 pm	Board Meeting
March 10, 2021	5:00 pm	Executive Council
March 11, 2021	9:00 am	Mental Health Steering Committee
<i>March 15-19, 2021</i>		MARCH BREAK
March 23, 2021	1:00 pm	Special Education Advisory Committee
	7:00 pm	Committee of the Whole
March 30, 2021	7:00 pm	Board Meeting
April 14, 2021	5:00 pm	Executive Council
April 20, 2021	1:00 pm	Special Education Advisory Committee
	7:00 pm	Committee of the Whole
April 21, 2021	7:00 pm	Regional Catholic Parent Involvement Committee
April 27, 2021	7:00 pm	Board Meeting
April 29 - 30, 2021	TBD	Ontario Catholic School Trustees' Association AGM
<i>May 2 - May 7, 2021</i>		Catholic Education Week
May 12, 2021	3:00 pm	Executive Council
May 18, 2021	1:00 pm	Special Education Advisory Committee
	7:00 pm	Committee of the Whole
May 25, 2021	9:00 am	Student Transportation Services Brant Haldimand Norfolk Board of Directors
	7:00 pm	Board Meeting
June 3 - 5, 2021	TBD	Canadian Catholic School Trustees' Association AGM
June 9, 2021	5:00 pm	Executive Council
	7:00 pm	Regional Catholic Parent Involvement Committee
June 10, 2021	9:00 am	Mental Health Steering Committee
June 15, 2021	1:00 pm	Special Education Advisory Committee
	7:00 pm	Committee of the Whole

Date	Time	Meeting/Event
June 21, 2021	5:00 pm	Audit Committee
June 22, 2021	7:00 pm	Board Meeting
TBD	TBD	Assumption College Graduation
TBD	TBD	Holy Trinity Graduation
TBD	TBD	St. John's College Graduation

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