



BRANT HALDIMAND NORFOLK Catholic District School Board

Agenda

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

Committee of the Whole Tuesday, March 23, 2021 ♦ 7:00 p.m. Boardroom

Trustees:

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

Senior Administration:

Michael 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 – February 16, 2021

Pages 3-5

1.6 Business Arising from the Minutes

2. Presentations

3. Delegations

4. Consent Agenda

4.1 Unapproved Minutes from the Special Education Advisory Committee Meeting – February 16, 2021

Pages 6-9

4.2 Unapproved Minutes from the Student Transportation Services Brant Haldimand Norfolk Board of Directors Meeting – February 23, 2021

Pages 10-14

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Policy Committee - March 18, 2021

Pages 15-17

Presenter: Dan Dignard, Chair of the Policy Committee

- Conflict of Interest Policy (pgs. 18-20)
- Student Attendance Policy 200.29 (pgs. 21-49)

5.2 Contract Awards (Q2 2021)

Pages 50-51

Presenter: Scott Keys, Superintendent of Business & Treasurer

5.3 Q2 Financial Report (February 28, 2021)

Pages 52-55

Presenter: Scott Keys, Superintendent of Business & Treasurer



- 5.4** International Student COVID-19 Board Readiness Plan
Presenter: Rob De Rubeis, Superintendent of Education

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6. Information and Correspondence

- 6.1** COVID Update

7. Trustee Inquiries

8. Business In-Camera

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

9. Report on the In-Camera Session

10. Future Meetings and Events

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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, February 16, 2021 ♦ 7:00 pm Microsoft Teams

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

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

1.2 Attendance

Pursuant to Section 5, Subsection 5.1(2) of Ontario Regulation 463/97 under the *Education Act* which requires that certain members of a board be physically present at meetings, will not apply when schools are closed as a result of an order made under the *Education Act*, the *Health Protection and Promotion Act* (HPPA) or the *Emergency Management and Civil Protections Act* (EMCPA). In these circumstances, a board will be able to meet exclusively by electronic/virtual means.

Attendance was as noted above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the February 16, 2021 meeting.

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Committee of the Whole Meeting Minutes – January 19, 2021

Moved by: Mark Watson

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the January 19, 2021 meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations - Nil



3. Delegations – Nil

4. Consent Agenda

**4.1 Unapproved Minutes from the Special Education Advisory Committee Meeting
– January 19, 2021**

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Special Education Advisory Committee Meeting of January 19, 2021.

Carried

**4.2 Unapproved Minutes from the School Year Calendar Committee Meeting
- January 28, 2021**

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the School Year Calendar Committee Meeting of January 28, 2021.

Carried

**4.3 Unapproved Minutes from the Accessibility Steering Committee Meeting
- February 2, 2021.**

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Accessibility Steering Committee Meeting of February 2, 2021.

Carried

**4.4 Unapproved Minutes from the Student Transportation Services Brant Haldimand Norfolk
Board of Directors' Meeting – February 4, 2021.**

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Student Transportation Services Board of Directors' Meeting of February 4, 2021.

Carried

5. Committee and Staff Reports

5.1 School Year Calendar

Superintendent Temple reviewed the consultation process that took place in establishing the proposed elementary and secondary school year calendars for 2021-22, which are in compliance with Regulation 304. The calendar included 194 days of schools and 7 professional development days. It was noted that the Ministry of Education has not yet announced the topics for the professional days.

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 proposed 2021-22 School Year Calendars for Elementary and Secondary schools.

Carried



6. Information and Correspondence

6.1 COVID Update

Director McDonald provided an update on the enhanced testing in schools which was recently announced by the Ministry of Education. School boards will work with their local public health units and families on a volunteer basis. It was also noted that there will be asymptomatic testing at selected pharmacies. Education workers have been added to the list of individuals able to receive asymptomatic testing. Director McDonald advised that the re-opening of schools has been a smooth transition. The board is looking forward to updated guidelines regarding symptoms.

Moved by: Mark Watson

Seconded by: Cliff Casey

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

Carried

7. Trustee Inquiries - Nil

8. Business In-Camera

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

Carried

9. Report on the In-Camera Session

Moved by: Mark Watson

Seconded by: Cliff Casey

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

Carried

10. Future Meetings and Events

Chair Petrella drew attention to the upcoming meetings and events.

11. Closing Prayer

The closing prayer was led by Chair Petrella.

12. Adjournment

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the February 16, 2021 meeting.

Carried



**SPECIAL EDUCATION ADVISORY COMMITTEE
Tuesday, February 16, 2021 – 1:00 p.m.
Teams Meeting**

- Members:** Kevin Greco (*Superintendent of Education*), Jennifer Chapman (Co-Chair), Laura Bergeron (*ad hoc*), Sophie Podfigurna, Sarah Robertson, Nil Woodcroft, Terri-Lynn Zakrzewski
- Regrets:** Bill Chopp (Trustee), Tara Buchanan, Brook Gardner, Lauren Freeborn (Co-Chair)
- Resources:** Shannon Mason (*Principal Lead: Special Education Staffing*), Carmen McDermid (*Student Achievement Lead: Special Education*), Patti-Mitchell (*Parent, County of Brant*)
-

1. Opening Prayer

Carmen McDermid led the opening prayer.

2. Welcome and Opening Comments

Superintendent Greco welcomed the group.

3. Approval of Agenda

Moved: Sophie Podfigurna

Seconded: Jennifer Chapman

THAT the Special Education Advisory Committee approves the agenda of the February 16, 2021 meeting.

Carried

4. Approval of the Minutes

Moved: Sophie Podfigurna

Seconded: Jennifer Chapman

THAT the Special Education Advisory Committee approves the minutes of January 19, 2021.

Carried

5. Correspondence

PAAC - Provincial Parent Association Advisory Committee

Superintendent Greco has summarized the survey that was sent out to the chairs of the parent groups. We will push this agenda item to the next meeting.

6. Presentation – Phonological Assessments

The Speech & Language Services Team completed a grade one, Phonological Awareness Screening Pilot in response to a trend that is seeing an increasing number of student referrals from schools regarding concerns in foundational literacy skills. The goal of the initiative was to provide information to educators and parents about how students are processing, reflecting on, and manipulating sounds which are important foundational skills for literacy instruction. The screening was offered to all grade one students in our board including students enrolled in French Immersion and in virtual school. 572 grade one students participated



in this pilot across the system. Following the screenings, families were provided a report with their child's results including whether the results were 'as expected' or required 'further support' for their grade level. The summary report also recommended activities to support skill development. Teachers were given a class summary of results which included individual student scores along with an overall class performance profile. Teacher resources were provided to assist them with how to incorporate phonological awareness support within their classrooms. Overall results showed that 74% of the students screened needed further support in the area of phonological awareness. The data collected will help to generate a response to assist students in this area. Special Education and Curriculum will be further examining these results and will collaborate to identify the next steps in addressing this student need.

7. Community Agency Updates

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

Consultations are continuing for the potential unification of the agencies. Plans are underway for the Easter Dinner that is a yearly tradition. Stability funds are being looked at for the needs this year. Our services are continuing as much as possible in person.

Sophie Podfigurna – Lansdowne

Thank you for the warm welcome as I temporarily take Mischa's place at the SEAC committee. Lansdowne continues to provide a combination of in person and virtual service, all departments are actively running. Clients whose needs cannot not be met through virtual service are prioritized to receive face to face service at Lansdowne. Staff are primarily working from home and only in centre as needed but our building is open every day.

Shannon Mason – Principal Lead

No report.

Bill Chopp – Trustee

No report.

Brook Gardner - Woodview

No report.

Patti Mitchell – Parent, County of Brant

No report.

Lauren Freeborn – Service Planning Coordinator, Contact Brant

No report.

Nil Woodcroft – Haldimand-Norfolk REACH

No report.



Sarah Robertson – Brant Family & Children’s Services

Sarah is joining us to replace Jill. She has been at the agency for many years and is now the Director. The agency is working as usual, with some of the tight restrictions easing up. Sarah shared that she looks forward to being a part of the committee.

Tara Buchanan – Community Living Brant

No report.

8. Reports

8.1 Superintendent of Education

Kevin Greco

Superintendent Greco shared that he would send out a link to the group to provide feedback on our Budget survey. He asked if anyone from the panel is interested to complete the survey or provide feedback. All our classes are now back to in person learning each day. Our virtual school continues as normal. Our March Break has been postponed by the Minister of Education to the week of April 12, 2021. This may have an impact on our students or staff, everyone has been working hard and following the strict COVID-19 protocols. Stability funding is being looked at by the Board to determine how it will be utilized. Some good news, COVID-19 funding from last spring to assist in the summer school sessions will be available again this year. The summer transition programs will use some of this funding. Our virtual schools (elementary and secondary) numbers are coming down as more families are returning their children to in person learning at our schools. Masking protocols are now mandatory for all students in grades K-12 and screening protocols are enhanced (grades 1-12 are mandated by Province).

8.2 Student Achievement Leader: Special Education

Carmen McDermid

On January 27th, the Special Education System team hosted another virtual Community of Practice (COP) meeting with all SERTs and Spec. Ed. Department Heads in attendance. Meetings continue to be scheduled to ensure we meet all of the required commitments and deadlines surrounding special education. The focus for this meeting included a variety of topics including: term one reporting, planning for grade 8 to 9 IPRCs, secondary special class IPRC intakes, PowerSchool Special Education, Lexia, SEA and Sonderly training opportunities. All elementary schools (including the virtual school) are in the process of updating Term 2 IEPs for students. This includes: providing parents an opportunity to consult on their child’s IEP, updating any accommodations, specific program pages that have modifications or alternative expectations, and updating the transition plan. Grade 8 to 9 system IPRCs are happening during the weeks of February 8 – 12 and 22 – 26, 2021 for students in our board who are making application to a special class. Parents/guardians, the elementary homeschool principal, SERT and when possible, the classroom teacher virtually attend and participate in these IPRCs. The student’s learning profile, interests and goals are discussed with the appropriate secondary principal/vice-principal, Special Education Department Head, special class teacher and guidance counsellor who will be attached to that student throughout their high school career. Grade 8 to 9 is a huge transition, and it is very important for families to feel connected to the high school and staff who will be supporting their child and these IPRCs are an excellent opportunity for that to happen. Additionally, 96 mainstream grade 8 to 9 IPRCs are scheduled to occur virtually from late-February until mid-March. March Break has been switched until April 12 to 16th, which will



require some switching of dates for the Haldimand Norfolk entry to school case conferences which were scheduled that week.

9. Closing Remarks/Adjournment

Superintendent Greco thanked everyone for coming. The meeting adjourned at 2:30 p.m.

Next meeting: Tuesday, March 23, 2021, 1:00 p.m. – Microsoft Teams

Minutes

Present: **GEDSB:** R. Wyszynski, Superintendent of Business & Treasurer – Director
J. Richardson, Trustee - Director
BHNCDSB: S. Keys, Superintendent of Business & Treasurer – Director
M. Watson, Trustee – Director
CSC MonAvenir: M. Nantel, Director of Transportation – President

Regrets: **GEDSB:** J. Roberto, Director of Education
BHNCDSB: M. McDonald, Director of Education
CSC MonAvenir: A. Blais, directeur de l'éducation CSC MonAvenir
D. Chin, Chief of Business CSC MonAvenir – Director

STSBHN P. Kuckyt, Manager of STSBHN – Secretary & Treasurer

Recording Secretary: L. Howells, Executive Assistant to the Superintendent of Business, GEDSB

A - 1 Opening

(a) **Roll Call**

The meeting was called to order at 2:00 p.m.

(b) **Declaration of Conflict of Interest**
Nil

(c) **Agenda Additions/Deletions/Approval**
Presented as printed.

Moved by: J. Richardson

Seconded by: R. Wyszynski

THAT the STSBHN Board of Directors approve the February 23, 2021 agenda.

Carried

B - 1 Annual General Meeting

(a) **Appointment of the STSBHN Directors**

P Kuckyt stated as per the corporation's by-laws, the appointment of the STSBHN Directors is required during the Annual General Meeting.

Moved by: R. Wyszynski

Seconded by: S. Keys

RESOLVED that the following persons be and are hereby appointed a director of the Corporation, to hold office until the next annual general meeting of members or until a successor has been duly appointed:

Mario Nantel

Dereck Chin
Rafal Wyszynski
James Richardson
Scott Keys
Mark Watson

Carried

(b) **Appointment of the STSBHN Officers**

P Kuckyt stated as per the corporation's by-laws, the elections of the STSBHN Officers are needed for the position of President, Secretary and Treasurer and called for nominations for 2021.

R. Wyszynski nominated S. Keys as President, who accepted the nomination.

R. Wyszynski nominated P. Kuckyt as Secretary/Treasurer, who accepted the nomination.

Moved by: R. Wyszynski

Seconded by: M. Nantel

THAT the Elections for STSBHN Officers for 2021 be as follows:

President: Scott Keys

Secretary/Treasurer: Philip Kuckyt

Carried

(c) **Appointment of the 2020-19 Auditors**

P. Kuckyt stated as per the corporation's by-laws, the appointment of the auditors is required during the annual general meeting. P Kuckyt provided a historical overview of the assignment of auditor, the rationale for the selection and the cost implications.

Moved by: J. Richardson

Seconded by: M. Nantel

THAT the STSBHN Board of Directors appoint Millard, Rouse and Rosebrugh to audit the 2020-21 Financial Statements.

Carried.

(d) **2019-20 Financial Statements**

P Kuckyt reviewed the 2019-20 Financial Year End Analysis, ending August 31, 2020. P Kuckyt reported that the analysis is not a separately audited financial statement but indicated that the financial statements are audited as part of process for GEDSB and BHNCD SB annual audit process.

Moved by: S. Keys

Seconded by: M. Nantel

THAT the STSBHN Board of Directors accept the 2019-20 Financial Statements as presented.

Carried

C - 1 Approval and Signing of Minutes

(a) November 3, 2020 Meeting Minutes

Moved by: M. Watson

Seconded by: R. Wyszynski

THAT the Minutes of the STSBHN Board of Directors Meeting, held November 3, 2020 be approved.

Carried.

(b) February 4, 2021 Special Meeting Minutes

Moved by: M. Watson

Seconded by: J. Richardson

THAT the Minutes of the Special STSBHN Board of Directors Meeting, held February 4, 2021 be approved, as amended.

Carried.

D - 1 Business Arising from Minutes and/or Previous Meetings

(a) Policy and Procedure approval: 001-006

P Kuckyt highlighted the proposed changes and directed the committee to the summary page.

Moved by: M. Watson

Seconded by: J. Richardson

THAT the STSBHN Board of Directors approve Procedures 001-006.

Carried.

E - 1 Standing Business

(a) KPI's

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

Financial:

- No significant variance in January
- Had a 12% savings for home to school cost as it related to School Bus contracts and it is highly likely that the Ministry may clawed back the 12% from us.
- Had financial saving related taxi operations

Service Performance:

- No significant changes

Safety:

- No significant changes

- we continue to have 5 preventable accidents year-to-date and are trending well below our historical average, likely due to the mild winter we are currently experiencing.

General Ridership:

- no significant changes
- may see some changes when we move to our 3rd quadmester

Communication:

- only significant change was the reduced number of changes in software
- did see a number of school visits occurring in January – transportation staff reviewing our school site for the coming year school database – ensure hazards/exceptions are accurate, access points properly mapped and providing new Administrators with key transportation information.

(b) **Goals and Objectives-Update and Review**

P Kuckyt highlighted the progress to date to meet the short, medium and long-term goals and objectives.

Short: Active School Travel Grant - will be removed has it has been stalled as HN Public Health Unit does not have the capacity to undertake the partnership due to COVID response.

BusPatrol Camera – currently running an 8-unit pilot – 2 in each of the counties – will be meeting with various police services board in the coming months to provide information in hopes of entering into a partnership with their municipalities

J. Richardson asked will the active school travel come up again? P. Kuckyt responded we are hoping there will be another round to submit an application in the next school year.

Medium: Ez-en-Route pilot program did not occur and will be removed

“Where is my bus” app – continuing to work with vendor to properly link vehicles with routes - rolled out to 7 of our schools and allows parents to track the buses and provide an ETA when their child’s stop will be serviced– goal is have 100% of schools implementation by June 2021

Third Party Audit – analysis of the routing solutions, bell times to determine if any optimization is possible

Long-Term: no significant changes to these goals

(c) **Financial Overview**

P Kuckyt provided a high-level overview of the 2020-21 financial position as of January 31, 2021.

F - 1 New Business

(a) Policy and Procedure Review: 007-008 & 010-012

P. Kuckyt noted that Policy and Procedure 007-008 & 010-12 have been identified for review and suggested revisions were provided.

The committee agreed to provide feedback on the draft policies and procedures 007-008 and 010-012 to P. Kuckyt on or before April 22, 2021.

G - 1 Adjournment

Moved by: M. Watson

Seconded by: R. Wyszynski

THAT the February 23, 2021 STSBHN Board of Directors the meeting be adjourned at 2:40 p.m.

Carried

H - 1 Next Meetings

- May 25, 2021-9:00 a.m.

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

March 19, 2021

AGENDA ITEM	MOTION
2.1	THAT the Policy Committee recommends that the Committee of the Whole refers the Conflict of Interest-Hiring Practices 300.TBD to the Brant Haldimand Norfolk Catholic District School Board for approval.
2.2	THAT the Policy Committee recommends that the Committee of the Whole refers the revised Student Attendance Policy & AP 200.29 to the Brant Haldimand Norfolk Catholic District School Board for approval.

RECOMMENDATIONS:

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of March 19, 2021 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of March 19, 2021 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy Committee Meeting
Friday, March 19, 2021 ♦ 11:00 a.m.
Microsoft Teams**

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

The meeting was opened with prayer led by Chair Dignard.

1.2 Attendance

Attendance was noted as above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of March 19, 2021 meeting.

Carried

1.4 Approval of Minutes from the Policy Committee Meeting – December 3, 2020

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the December 3, 2020 meeting.

Carried

1.5 Business Arising from the Minutes – Nil

2. Committee and Staff Reports

2.1 Conflict of Interest – Hiring Practices Policy 300.TBD (new)

Superintendent Greco introduced the Conflict of Interest – Hiring Practices Policy following the revocation of Ontario Regulation 274/12, Policy/Program Memorandum No. 165 - *School Board Teacher Hiring Practices*. An outline of the board's hiring responsibilities and employees' responsibility to declare a conflict was provided. The definition of relationship was reviewed along with the process for disclosing a conflict.

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the Conflict of Interest-Hiring Practices 300.TBD to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



2.2 Student Attendance Policy 200.29 (revised)

Superintendent Greco presented the revised Student Attendance Policy 200.29. The policy supports parents and/or guardians so that students can demonstrate regular and punctual attendance at school. A summary of revisions to the policy including updated direction for process on necessary extended absence, implementing modified school day attendance and consideration for exclusion as a means of intervention was shared. It was also noted that forms and language have been updated.

Moved by: Carol Luciani

Seconded: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Student Attendance Policy & AP 200.29 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.3 Hiring – Academic Staff Policy 300.10 (revised)

Superintendent De Rubeis reviewed Policy Program Memorandum (PPM) 165 and the expectations of school boards to include qualifications and merit, diversity, equity, and human rights, employment mobility, fairness and transparency, monitoring and evaluation when hiring. Discussion was held regarding the definitions of the expected components.

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Hiring – Academic Staff Policy and AP 300.10 Policy to the Brant Haldimand Norfolk Catholic District School Board for approval pending a legal opinion.

Carried

3. Discussion Items - Nil

4. Trustee Inquiries - Nil

5. Adjournment

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the March 19, 2021 meeting.

Carried

Next meeting: Thursday, April 8, 2021, 3:00 p.m. – Boardroom

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

Prepared by: Kevin Greco, Superintendent of Education
Presented to: Policy Committee
Submitted on: March 18, 2021
Submitted by: Michael McDonald, Director of Education & Secretary

CONFLICT OF INTEREST-HIRING PRACTICES 300.TBD

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board believes that in order to fulfill its Catholic mission statement, it must recruit, hire, and promote qualified staff with a demonstrated commitment to Catholic education. The hiring practices outlined below support the district's efforts to promote diversity in hiring practices.

The Brant Haldimand Norfolk Catholic District School Board does not currently have recruitment and staffing policies that explicitly states the due regard to avoiding any conflicts of interest, including nepotism and favouritism.

DEVELOPMENTS:

Following the revocation of Ontario Regulation 274/12, Policy/Program Memorandum No. 165 - *School Board Teacher Hiring Practices* comes into effect March 31, 2021.

Although Policy/Program Memorandum No. 165 is intended to facilitate the highest business and ethical standards, and to facilitate the protection of the integrity of employees in teacher hiring responsibilities, this Board Policy applies to hiring responsibilities of all employees of the Board.

Hiring practices will be fair and transparent and shall give due regard to avoid any conflicts of interest, including nepotism and favouritism.

The policy defines "relationship" as any relationship of the employee to persons of:

- their family, whether related by blood, adoption, marriage, or common-law relationship;
- an intimate and/or financial nature during the preceding five years; or
- past or present private interests in connection with a candidate or applicant where their involvement in the hiring process could conflict with their duties.

The policy states that no employee of the Board shall participate in, or influence the outcome of, the hiring of a person with whom the employee has a relationship. The policy then describes the process for disclosing the nature and extent of an identified conflict and the process for reassigning these duties to another staff member, where appropriate.

The policy also describes the responsibility of employees to declare a conflict to their supervisor or manager when a family relationship develops that places them in a direct supervisory relationship. However, certain situations will be heard by the Director of Education, or designate, to determine whether an exception may be made.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Conflict of Interest-Hiring Practices 300.TBD to the Brant Haldimand Norfolk Catholic District School Board for approval.



Conflict of Interest-Hiring Practices 300.TBD

Adopted:

Last Reviewed/Revised: NEW

Responsibility: Superintendent of Education

Next Scheduled Review: 2025

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board believes that to fulfill its Catholic mission statement, it must facilitate recruitment and staffing processes that are transparent, fair, bias-aware and equitable for all.

APPLICATION AND SCOPE:

This policy applies to all staff of the Board:

1. The Board is committed to a fair and transparent hiring process and shall give due regard to avoid any conflicts of interest, including nepotism and favouritism.
2. For the purposes of this policy, "relationship" means any relationship of the employee to persons of:
 - their family, whether related by blood, adoption, marriage, or common-law relationship;
 - an intimate and/or financial nature during the preceding five years; or
 - past or present private interests in connection with a candidate or applicant where their involvement in the hiring process could conflict with their duties.
3. No employee of the Board shall participate in, or influence the outcome of, the hiring of a person with whom the employee has a relationship.
4. Where the person with whom the employee has the relationship is one of multiple applicants or candidates in a competitive hiring process, the employee shall not participate in, or influence the outcome of, any aspect of that hiring process.
5. Where a conflict of interest as identified in the preceding sections occurs, the employee shall immediately disclose the nature and extent of the conflict to the Manager of Human Resource Services or designate. If the Manager of Human Resource Services or designate determines that a conflict of interest exists, they shall assign these duties to another person who does not have a conflict of interest and shall give any further direction to the employee considered necessary to protect the integrity of the hiring process.
6. Where the Manager of Human Resources Services identifies a conflict of interest as identified in the preceding sections occurs, the Manager of Human Resources Services shall immediately disclose the nature and extent of the conflict to the Superintendent of Human Resource Services.
7. Prior to holding any interviews, panels are provided with a list of applicants to determine if a conflict of interest exists.
8. No family and/or relatives are permitted to work together in a direct supervisory relationship, either in a subordinate or supervisory role to each other. It is the responsibility of employees to declare a conflict to their supervisor or manager when a family relationship develops that places them in a direct supervisory relationship.
9. To prevent a real or perceived potential conflict of interest, and/or to comply with the requirements set out in this policy, certain situations will be heard by the Director of Education, or designate, to determine whether an exception may be made.



REFERENCES:

- [Ontario Education Act](#)
- [Ontario Human Rights Code, Section 24\(1\)\(1\)](#)
- [Policy/Program Memorandum 165: School Board Teacher Hiring Practices](#)
- [Employment Standards Act, 2000](#)
- [Pre-Employment Screening Policy 300.18](#)
- [Hiring – Academic Staff 300.10](#)
- [Hiring – Support Staff 300.11](#)

DEFINITIONS:

Conflict of Interest: A potential, apparent, or actual conflict where an Employee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the Employee's responsibility to the Board, or with the Employee's participation in any recommendation or decision pertaining to teacher and principal/vice-principal hiring within the Board.

Employee: A full-time, part-time or occasional Employee of the Brant Haldimand Norfolk Catholic District School Board.

Positions of Responsibility: Department Heads and Non-School-Based System Positions such as Coordinators, Consultants, and Student Achievement Leaders.

Relationship: Any relationship of the Employee to persons of their immediate family whether related by blood, adoption, marriage, or common-law relationship, and any relationship of an intimate and/or financial nature during the preceding five years, any student-supervisor relationship, or any other past or present relationship that may give rise to a reasonable apprehension of bias.

Supervisor: The person to whom an employee reports.

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

Prepared by: Kevin Greco, Superintendent of Education
Presented to: Policy Committee
Submitted on: March 19, 2021
Submitted by: Michael McDonald, Director of Education & Secretary

STUDENT ATTENDANCE POLICY 200.29

Public Session

BACKGROUND INFORMATION:

All students at the Brant Haldimand Norfolk Catholic District School Board are expected to be in regular attendance at school. Our common vision of the learner is that of a responsible citizen, a collaborative contributor, and a self-directed, responsible, and lifelong learner. This vision of the learner can best be realized through regular attendance at school. The Brant Haldimand Norfolk Catholic District School Board believes that the responsibility for the daily attendance of students rests with the parents and/or guardians, the student where they are of age, and school board staff.

DEVELOPMENTS:

It is the policy of the Brant Haldimand Norfolk Catholic District School Board to support parents and/or guardians so that students can demonstrate regular and punctual attendance at school. As the educational landscape continues to evolve so does the parameters of attendance. To that end, the policy and procedure has been updated to provide direction for families and school board staff on process for families requesting a necessary extended absence, implementing modified school day attendance and consideration for exclusion as a means of intervention. The policy provides new and updated forms for staff to appropriately document any restriction or allowances regarding attendance. The policy also describes in detail the interventions for students who demonstrate unsatisfactory attendance and the role of Attendance Councilor in providing intervention as needed.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Student Attendance Policy & AP 200.29 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Student Attendance #200.29

Adopted:	January 27, 2009
Last Reviewed/Revised:	March 2021
Responsibility:	Superintendent of Education
Next Scheduled Review:	2025

POLICY STATEMENT:

All students at the Brant Haldimand Norfolk Catholic District School Board are expected to be in regular attendance at school. Our common vision of the learner is that of a responsible citizen, a collaborative contributor, and a self-directed, responsible, and lifelong learner. This vision of the learner can best be realized through regular attendance at school. The Brant Haldimand Norfolk Catholic District School Board believes that the responsibility for the daily attendance of students rests with the parents and/or guardians, the student where they are of age, and school board staff.

APPLICATION AND SCOPE:

It is the policy of the Brant Haldimand Norfolk Catholic District School Board to support parents and/or guardians so that students can demonstrate regular and punctual attendance at school.

It is the policy of the Board that administrative procedures be developed to:

- Direct the appropriate staff regarding the processes for **recording and** maintaining student attendance records;
- Have a process for communicating student absences/lates to parents/guardians; and
- Monitor safe arrival, as well as the courses of action that may be taken for instances of truancy and habitual neglect of duty to attend school regularly and punctually.

REFERENCES:

- [Education Act R.S.O. 1990 E.2 and Part II \(School Attendance\)](#)
- [Ontario Regulation 298 School Operations](#)
- [Home Schooling Policy 200.16](#)
- [Home Instruction Policy 200.17](#)
- [Supervised Alternative Learning Policy 200.06](#)
- [Student Behaviour Discipline and Safety Policy 200.09](#)
- [Policy/Program Memorandum 119 "Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools"](#)
- [Policy/Program Memorandum 145 "Progressive Discipline and Promoting Positive Student Behaviour."](#)
- [Enrolment Register Instructions for Elementary and Secondary Schools](#)

FORMS:

- Student Extended Absence Request Form
- Student Attendance Referral Form (11-15 Days Absent)
- 30-45-60 Day Consecutive Days of Absence Form
- Request for Modified Day Form
- Student Intent to be Absent



APPENDICES:

- Appendix A: Parent Discussion Guide
- Appendix B: Attendance Exclusion Letter
- Appendix C: Exclusion Appeals

DEFINITIONS:

Student Attendance

For the purposes of these procedures, *student attendance* refers to regular day-school attendance at a Catholic elementary or secondary school.

Guardian (Ed. Act, Part 2, 18)

In addition to having the meaning ascribed in section 1 (of the Act), includes anyone who has received into his or her home a person, other than his or her own child, of compulsory school age and that person resides with him or her or is in his or her care.

Attendance Review Committee

A committee consisting of Superintendent, Principal, School Attendance Counsellor and any other community representatives as appropriate. Purpose of the committee is to review case and explore other potential strategies.

School Staff

May include and are not limited to: classroom teachers, Chaplaincy Leader, guidance teachers, child and youth workers, early childhood educators, social workers (attendance counsellors), mental health leads, student success teachers, special education resource teachers, and the principal of Continuing and Alternative Education and other staff the principal deems appropriate.

School Attendance Counsellor

The Board's social workers are the Board's student attendance counsellors as per the Education Act.

Provincial School Attendance Counsellor (Ed. Act, Part 2, 24 (1))

The Lieutenant Governor in Council may appoint an officer, to be the Provincial School Attendance Counsellor, who shall, under the direction of the Minister, superintend and direct the enforcement of compulsory school attendance.

ADMINISTRATIVE PROCEDURES:

Information

The purpose of this administrative procedure is to provide direction to parents, principals, school administrators, teachers, support staff and students regarding their respective responsibilities related to regular and punctual attendance at school.

~~Responsibilities – as noted in Administrative Procedure~~

Requirements (listed below) for school attendance are outlined in Part 2, subsection 21 of the Education Act in statutes and regulations, as well as through guidelines provided to school districts related to the school register (Education Act R.S.O. 1990, Chapter E.2, Part II – School Attendance and O. Reg 298 s. 23).

Compulsory School Age

- Every person who attains the age of six years **on or before** the first school day in September in any year shall attend an elementary or secondary school on every school day from the first school day in September in that year until the person attains the age of 18 years; and
- Every person who attains the age of six years **after** the first school day in September in any year shall attend an elementary or secondary school on every school day from the first school day in September in the next succeeding year until the last school day in June in the year in which the person attains the age of 18 years.

Person under Compulsory Age

- Where a person under compulsory school age has been enrolled as a pupil in an elementary school, this section applies during the period for which the person is enrolled as if he or she were of compulsory school age. 2006, c. 28, s. 5(1)



Participation in Equivalent Learning

A person shall be considered to be attending school when he or she is participating in equivalent learning if the equivalent learning program, course of study or other activity and the group, organization or entity providing it have been approved under paragraph 3.0.1 of subsection 8 (1). 2006, c. 28, s. 5 (1).

Duty of parent, etc.

The parent or guardian of a person who is required to attend school under this section shall cause the person to attend school as required by this section unless the person is at least 16 years old and has withdrawn from parental control. 2006, c. 28, s. 5 (1).

Administrative Procedures

1.0 Student Attendance General Principles

- 1.1 **Cooperation** - Maintaining an effective school environment where regular and punctual school attendance exists, requires the cooperation and collaboration of students, families, district staff and, where necessary, community services.
- 1.2 **Promotion** – It is critical that all staff promote regular and punctual attendance at school as a crucial mechanism to ensure improved student achievement. This promotion should be done through communication platforms such as newsletters and announcements on a regular basis. Promotion of good attendance is greatly enhanced with **diverse** school programming and co-curricular activities are relevant and accessible to students.

2.0 Responsibilities for Students and Parents/Guardians

- 2.1 It is the duty of a parent or guardian of a person who is required to attend school to cause the student to attend school regularly and punctually as required under the Education Act.

2.1.1 A person is excused from attendance at school if:

- (a) the person is receiving satisfactory instruction at home or elsewhere.
- (b) the person is unable to attend school by reason of sickness or other unavoidable cause.
- (c) transportation is not provided by a board for the person and there is no school that he or she has a right to attend situated:
 - (i) within 1.6 kilometres from the person's residence measured by the nearest road if he or she has not attained the age of seven years on or before the first school day in September in the year in question, or
 - (ii) within 3.2 kilometres from the person's residence measured by the nearest road if he or she has attained the age of seven years but not the age of 10 years on or before the first school day in September in the year in question, or
 - (iii) within 4.8 kilometres from the person's residence measured by the nearest road if he or she has attained the age of 10 years on or before the first school day in September in the year in question.
- (d) the person has obtained a secondary school graduation diploma or has completed a course that gives equivalent standing;
- (e) the person is absent from school for the purpose of receiving instruction in music and the period of absence does not exceed one half day in any week;
- (f) the person is suspended, expelled, or excluded from attendance at school under any Act or under the regulations;
- (g) the person is absent on a day regarded as a holy day by the church or religious denomination to which he or she belongs; or
- (h) the person is absent or excused as authorized under this Act and the regulations.
2006, c. 28, s. 5 (1).



- 2.2 All students shall attend classes punctually and regularly.
- 2.3 It is the duty of a parent, or a student where the student is an adult, to give a reason for any student absence or late arrival to the principal or designate before the absence or upon return to school after an absence.

2.4 If a student will be absent for an extend period of consecutive days, a parent/guardian must notify the principal using the Student Extended Absence Request form (Form 1).

3.0 Record Keeping, Verification and Reporting

- 3.1 Students shall be admitted to class if they are returning from an absence or are late once it has been verified by the principal or designate.
- 3.2 Parents shall be promptly contacted by the school when a student is recorded absent, and their absence has not been verified.
- 3.3 **Elementary Schools** - Student attendance shall be recorded at the beginning of each school day and immediately following the lunch break (the second nutrition break for schools on the balanced school day schedule).
- 3.4 **Secondary Schools** - Student attendance shall be recorded at the beginning of each period of the school day.

4.0 Secretaries

- 4.1 It is the duty of the school secretary to follow the processes and procedures set out by the administrative procedure and school ~~principal~~ administrator for:
 - 4.1.1 Maintaining accurate records of student attendance in the Student Management System (e.g., PowerSchool);
 - 4.1.2 Recording and reporting to the principal or designate reasons regarding absence or lateness from parents/guardians or adult students (18+); and
 - 4.1.3 Running attendance summary reports at the request of the ~~principal~~ administrator or designate (usually monthly).

5.0 Teachers

- 5.1 It is the legal duty of the classroom teacher to maintain an accurate record of attendance for each class, to report absenteeism and late arrivals promptly to the principal or designate, and to follow the process established by the principal for admission of students who are late or are returning from an absence.
- 5.2 Teachers shall not readmit a student who is returning to school from an unverified absence or who is late arriving to school unless approved by the principal or designate.
- 5.3 Teachers shall notify the parent/guardian or the adult student and report to the principal or designate in the instance when there are recurring absences that are resulting in a negative impact on student achievement. Suggestion for discussing problematic attendance with parents/guardians are listed in (Appendix A).
- 5.4 Where appropriate, teachers will work with the ~~principal~~ administrator to follow the steps in the Student Attendance Referral (Form 2).

6.0 Principals

- 6.1 It is the duty of the principal to establish a process for recording daily attendance, promptly reporting unverified absenteeism to parents/guardians, admitting students, verifying reasons for absenteeism or lateness, maintaining accurate records of student attendance and to follow Section 12 of these procedures for supporting students and families with problematic attendance.



- 6.2** When a teacher has reported to the principal or designate regarding recurring absences that are resulting in a negative impact on student achievement, the principal shall follow **Section 12** of this procedure.
- 6.3** ~~Principals and vice-principals~~ **School Administrators** shall review school-wide attendance reports on a monthly basis (at a minimum), to identify students with habitual absenteeism or lateness that is having a negative impact on student achievement and subsequently follow **Section 12** of this procedure.
- 6.4** Principals shall communicate the process for attendance recording, verification and reporting to staff, students, and parents on an annual basis (e.g., through staff handbooks, student handbooks and newsletters, etc.).
- 6.5** Principals shall report to the School Attendance Counsellor the names of any compulsory school age student who has 15 unexcused consecutive absences and continue to notify the School Attendance Counsellor every 15 days thereafter. **Principal and Attendance Counselor will document attendance cases such as these using the 30-45-60 Days of Consecutive Absence form (Form 3).**
- 6.6** Principals shall report to the School Attendance Counsellor and school supervisory officer the names, ages and residences of all compulsory school-aged students who are not attending school as required by law.

7.0 Child Subject to Society Care or Supervision

Elementary School (Ed. Act 47 (1))

A child who is under the care or supervision of a children's aid society, receives child protection services from a children's aid society or resides in a children's residence or foster home within the meaning of the *Child, Youth and Family Services Act, 2017*, and who is otherwise qualified to be admitted to an elementary school, shall be admitted without the payment of a fee to an elementary school operated by the board of the school section or separate school zone, as the case may be, in which the child resides.

Secondary School (Ed. Act 47 (2))

A child who is under the care or supervision of a children's aid society, receives child protection services from a children's aid society or resides in a children's residence or foster home within the meaning of the *Child, Youth and Family Services Act, 2017*, and who is otherwise qualified to be admitted to a secondary school, shall be admitted without the payment of a fee to a secondary school operated by the board of the secondary school district or separate school zone, as the case may be, in which the child resides.

8.0 Excused from Mandatory Attendance

A person is excused from attendance at school if,

- a) the person is receiving satisfactory instruction at home or elsewhere;
- b) the person is unable to attend school by reason of sickness or other unavoidable cause supported by official documentation;
- c) transportation is not provided by a board for the person and there is no school that he or she has a right to attend situated,
 - i. within 1.6 kilometres from the person's residence measured by the nearest road if he or she has not attained the age of seven years on or before the first school day in September in the year in question, or
 - ii. within 3.2 kilometres from the person's residence measured by the nearest road if he or she has attained the age of seven years but not the age of 10 years on or before the first school day in September in the year in question,
 - iii. within 4.8 kilometres from the person's residence measured by the nearest road if he or she has attained the age of 10 years on or before the first school day in September in the year in question;
- d) the person has obtained a secondary school graduation diploma or has completed a course that gives equivalent standing;



- e) the person is absent from school for the purpose of receiving instruction in music and the period of absence does not exceed one-half day in any week;
- f) the person is suspended, expelled, or excluded from attendance at school under any Act or under the regulations;
- g) the person is absent on a day regarded as a holy day by the church or religious denomination to which he or she belongs; or
- h) the person is absent or excused as authorized under this Act and the regulations.

9.0 Restrictions of School Attendance

School attendance may only be restricted by the imposition of a modified day or exclusion in accordance with the Education Act and its regulations and where all other possibilities have been considered. The restriction must be temporary and in accordance with the following processes.

9.1 The following outlines the limited and temporary circumstances under which a school administrator may consider imposing a restriction on a pupil's right to attend school full-time. Students of compulsory school age, must receive instruction for a minimum of five (5) hours per day, excluding recesses or scheduled intervals between classes.

9.2 There are a limited number of exceptions to compulsory full-time attendance, including where a pupil has been suspended or expelled, or is receiving home schooling.

9.3 The Education Act also allows for a school principal to temporarily excuse a pupil from full-time attendance "at the written request of a parent of the pupil or the pupil where the pupil is an adult." Any parent may make such a request, for example, where their child is transferring into a new class or school, and the parent believes that the pupil would be more comfortable with a gradual entry. The Education Act provides for two further exceptions to mandatory full-time school attendance:

9.4 **Modified Day** - It is a contravention of the *Education Act* and regulations made thereunder to reduce the length of school day of any pupil except where a temporarily modified day is requested in writing by the pupil's parent, or where the pupil is an exceptional pupil receiving a special education program, and a modified day is an appropriate accommodation of the student's disability-related needs.

9.4.1 The Board may only modify the length of the instructional day to less than five hours where a pupil has been identified and an exceptional pupil and placed in a special education program by an IPRC.

(a) An "exceptional pupil" is defined under the *Education Act* as a pupil "*whose behavioural, communicational, intellectual, physical or multiple exceptionalities are such that he or she is considered to need placement in a special education program by a committee...*"¹ where "committee" refers to an Identification and Placement Review Committee ("IPRC").

(b) A "special education program" is defined under the *Education Act* as a program for an exceptional pupil.

9.4.2 Approval for using a modified day as an accommodation for an exceptional pupil in a special education program, must be obtained from the Superintendent of Special Education. Prior to the Superintendent of Special Education considering a request for approval, the school administrator will have considered the student's learning profile, parental input, and whether any other supports would be sufficient to accommodate the student's needs. The school team including system special education staff will contemplate whether:

- a) an IPRC is appropriate for the pupil;
- b) any other changes to the pupil's IEP are necessary;
- c) appropriate strategies and programming are in place;
- d) the appropriate Special Education and/or Student Support Services personnel could assist with strategies to facilitate full day attendance;
- e) there are any additional resources that could assist the pupil to maintain full day attendance;
- f) the pupil would benefit from a modified day;



- g) all other possibilities have been carefully considered and deemed insufficient to meet the pupil's needs; and
- h) the suggested timeline for transitioning the student to full day instruction as soon as possible is appropriate.

9.4.3 A school administrator who has determined that a modified day is an appropriate accommodation shall complete a copy of the attached "Request for Modified Day" form (Form 4), to be submitted to the Superintendent of Special Education and Superintendent for the family of schools.

9.4.4 The Superintendent of Special Education shall consider the request and if approved return a signed copy of the form to the school administrator, indicating a date at which the need for a modified day shall be reviewed.

9.4.5 The signed copy of the form shall be stored in the student's OSR.

9.4.6 The student's IEP will be updated, and a copy provided to the parent/guardian.

9.4.7 If applicable, the school administrator will coordinate the student's revised schedule with Student Transportation Services.

9.4.8 The school administrator will contact the parent(s)/guardian(s) to inform them of the Superintendent's decision and to discuss the implementation of the modified day plan, including if applicable any transportation implications, and any changes to the pupil's IEP.

9.4.9 The school administrator shall consult regularly with the pupil's teacher and other support providers to monitor the effectiveness of a modified day as an accommodation, and for the purpose of determining the earliest possible opportunity to increase the student's instructional day.

9.4.10 The school administrator shall inform the Superintendent of Special Education of the date of the student's return to full-time attendance and record the return date on the Request form.

Using Non-Instructional Days ("N") to Record Attendance for Modified Days

- "N" days are full days, mornings, or afternoons in the school calendar for which individual pupils are not scheduled for in-school instruction. "N" day are not regular days of absence ("A") nor are they "G" days.
- "N" is to be used for pupils who are not scheduled for classes on specific full days, mornings, afternoons similar to how it would be recorded for a student enrolled in an Intensive Behaviour Intervention Program.

9.5 **Exclusion** - Exclusion of a pupil is a measure to be used only as a last result. Under the *Education Act*, it is a duty of a principal to "refuse to admit to the school or classroom a person whose presence in the school or classroom would in the principal's judgment be detrimental to the physical or mental well-being of the pupils".

9.5.1 Exclusion is not available as an accommodation of a pupil's disability-related needs and may not be used as a disciplinary measure. A pupil can only be excluded from either a classroom or a school on the grounds that the pupil's continued presence would pose a risk to the physical or mental well-being of other pupils.

9.5.2 The school will continue to provide educational and other services to a pupil during the period when they are prohibited from attending school.

9.5.3 Under the Education Act, a parent may appeal a principal's decision to exclude a pupil to the Board of Trustees.

9.5.4 Before excluding a pupil, a school administrator shall consult with the Family of Schools Superintendent of Education, and/or the Superintendent of Special Education. Prior to consulting with the Superintendent, a school administrator will have:

- a) considered the pupil's learning and behaviour profile;
- b) discussed the pupil's strengths, needs and available supports with the appropriate internal and external service providers;



- c) reviewed whether there are any additional resources that could assist the pupil to maintain safe attendance;
- d) considered how best to provide the pupil with educational services during the period of exclusion;
- e) developed a plan which clearly reflects that the exclusion is temporary and includes a strategy and timeline for resuming attendance; and
- f) the Board cannot identify any further means of facilitating a pupil's continued attendance that would allow for a safe school learning environment for students,

9.5.5 The Principal shall complete the Consideration of Exclusion form (Form 5) and forward a copy to the Family of Schools Superintendent, with a request for consultation on the exclusion of a pupil.

9.5.6 The Superintendent will review the Consideration of Exclusion form and consider whether all other alternatives besides exclusion have been explored, as well as the school administrator's plans for:

- a) providing ongoing education services to the pupil while they are excluded; and
- b) the measures to be taken while the pupil is excluded to facilitate their re-entry.

9.5.6 Following consultation with the Superintendent, the school administrator determines that a pupil must be excluded, the school administrator or Superintendent will verbally convey this information to the pupil's parent. A letter (Appendix B) formally notifying the parent of the exclusion will be reviewed by the Superintendent and signed by the school administrator, and shall include:

- a) reference to section 265(1)(m) of the *Education Act*;
- b) a description of the behaviour putting the student and/or other students' safety at risk;
- c) steps that will be taken to facilitate the student's safe and successful return to school during the absence;
- d) the right to appeal, the process to appeal (Appendix C) to the Board of Trustees and contact information for whom the notice of intent to appeal is to be delivered; and
- e) details of the ongoing education to be provided during the period of the exclusion.

9.5.7 The school administrator shall facilitate a pupil's return at the earliest opportunity, consulting regularly with the pupil's parent and support providers to develop a re-entry plan.

9.5.8 The Superintendent shall ensure that the school administrator is actively pursuing effective strategies to facilitate the pupil's safe return to school. The school administrator shall inform the Superintendent of the re-entry plan and the date of the student's return to full-time attendance.

10.0 Jurisdiction and Responsibility of Attendance Counsellors

10.1 A School attendance counsellor appointed by a board has jurisdiction and is responsible for the enforcement of compulsory school attendance in respect of every child who is required to attend school.

10.2 Upon request by the school principal, the School Attendance Counsellor shall assist with developing strategies and supports for students with irregular attendance as identified in this procedure.

10.3 Upon notification by a principal that a student is failing to attend school, the School Attendance Counsellor shall contact the parent/guardian to address school concerns.

10.4 If after several attempts to re-engage students are unsuccessful, the School Attendance Counsellor in consultation with the Superintendent may bring the student to the Attendance Review Committee. The School Attendance Counsellor may also consult with the Provincial Attendance Counsellor.

10.5 The Attendance Review Committee meeting may recommend proceeding with charges under the Education Act (for students ages 12-15 and parents of children under the age of 16).

11.0 Consecutive Unexcused Absences 15 – 30 – 45 – 60 Days (Form 3)

11.1 The School Attendance Counsellor, upon receipt of written referral for a student of compulsory school age



with 11-15 unexplained consecutive absences from school shall make contact with the parent or guardian regarding the reasons for the absenteeism and provide support for the family to re-engage the student in an approved educational program under the Education Act.

~~11.2 The School Attendance Counsellor shall update the principal in writing at 15 day intervals, with respect to the progress of the student regarding attendance and/or the involvement of community partners assisting in addressing factors which may be contributing to poor attendance. Principals must consult the most current Enrolment Register Instructions for Elementary and Secondary Schools when determining whether a specific student who are 14 years or older can remain on roll. for a maximum of 60 days. Those younger than 14 can remain on roll until the end of the school year.~~

~~11.3 If the Attendance Counsellor is unsuccessful in their attempts to communicate with the pupil or pupil's parents/guardians, then the pupil shall be removed from the register. After the pupil has been removed from the register the principal must still attempt to contact the pupil and/or the pupil's parent/or guardian. If the principal is unsuccessful it is the obligation of the board to contact social agencies or the police to establish if there is any knowledge of the pupil's whereabouts or to confirm a change of address for the pupil.~~

~~11.4 If after several attempts to re-engage students are unsuccessful, the School Attendance Counsellor in consultation with the Superintendent may bring the student to the Attendance Review Committee. The School Attendance Counsellor may also consult with the Provincial Attendance Counsellor. Move this to 7.3~~

~~11.5 The Attendance Review Committee meeting may recommend proceeding with charges under the Education Act (for students ages 12-15 and parents of children under the age of 16). If proceeding with charges, the School Attendance Counsellor shall give written notice to the parent or guardian for the student to attend and shall advise the parent or guardian, in writing, of the provisions of subsection 24 (2), R.S.O. 1990, c.E.2, s. 26 (4). Moved to 7.4~~

12.0 Guidelines of Supports for Students and Families

12.1 Problematic Attendance Impacting Student Achievement - Supports and Interventions

In the instance where a student has more than five absences or is habitually late and/or the student's attendance is having a substantively negative impact on student achievement, the Principal shall establish strategies to improve student attendance and shall consider the following approaches (~~Appendix A~~):

- Step One** Teacher to contact parent/guardian, or **adult** student (where appropriate) to identify the reasons for the irregular attendance or punctuality, to collaborate on strategies **and supports** to improve attendance, to implement the strategies, and to follow up on the success of the strategies in a timely fashion.
- Step Two** ~~If attendance does not improve sufficiently, the teacher may need to implement progressive discipline measure to correct the behaviour. If attendance does not improve the teacher will notify the principal.~~
- Step Three** If attendance has not improved sufficiently as deemed by the principal, the principal or designate will consult with the ~~student~~ **school Attendance Counsellor**, meet with the parent/guardian or student (where appropriate) and other school staff to identify the reasons for the irregular attendance or punctuality, to collaborate on strategies to improve attendance, to implement the strategies and to follow up on the success of the strategies in a timely fashion.
- Step Four** If attendance has not improved sufficiently as deemed by the principal, a letter shall be sent home and a second meeting is to be set up with the parents and/or student where appropriate and would include the Attendance Counsellor.
- Step Five** If attendance has not improved sufficiently as deemed by the principal, he/she will continue to refer the student to the School Attendance Counsellor.



13.0 Approved Extended Absences

13.1 Although not encouraged, families may need for various reasons, to request an extended period of consecutive absences for their child(ren).

13.2 For planned consecutive absences up to 14 days, a Student Extended Absence Request form (Form 1) will be used, and the absence will be recorded as a General Absence using 'G' code during that time.

13.3 For planned consecutive absences of 15 days or more, an alternative program of study must be approved by the Principal. The Intent to be Absent form (Form 6) will be used.

a) If the student has an approved alternative program of study, the school can record as General Absence 'G' for the dates specified on the form and beyond the 15th day.

b) If the student does not have an approved alternative program of study the school will record as an Absence using 'A' code the 15th day and beyond.

c) A copy of this form will be forwarded to the Attendance Counsellor (only for compulsory school aged students) should the student not return on the Return to School Date indicated, and the absence will be recorded as an Absence using 'A' code. The 15 day absence rule will begin to apply on the first date of non-attendance after the indicated return to school date.

13.4 Absences that were initially approved through the Student Extended Absence Request process that surpass 14 consecutive days must be reported as an Absence 'A' from the 15th day forward. The school must contact the parent/guardian in this situation to determine next steps.

14.0 Truancy and Habitual Neglect of Duty

In the instance where a student is truant or demonstrates a habitual neglect of their duty to attend school punctually and regularly, they may, at the discretion of the Principal, be subject to progressive discipline as set out in Board policy.

15.0 Alternative Course or Program

Where the pupil has clearly demonstrated to the principal that the pupil is not competent to undertake a particular course or program of studies, the pupil may take a prerequisite course, or select with the approval of the principal and the parent/guardian where applicable, an appropriate alternative course or program offered by the Board.

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Move to Separate File for Appendices

Student Attendance Supports and Interventions Form

Step One – Teacher Contact with Parent/Guardian

Student Name:		Date:	
OEN:	DOB:	IEP:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Teacher Name:		Grade/Course:	
Number of Days Absent:		Number of Lates:	
Date(s) of Parent/ Guardian Contact			
Notes from Parent Contact *:			
Referral to Principal: <input type="checkbox"/> Problematic attendance pattern <input type="checkbox"/> 15 days or more consecutive unexcused absences			

Step Two – Principal Intervention

Number of Days Absent:	Number of Lates:
Date(s) of Parent/ Guardian Contact *:	



Notes from Parent Contact:			
Date of Follow Up Meeting(s):			
Referral to Consultation with Attendance Counsellor:	<input type="checkbox"/> Yes	Date:	<input type="checkbox"/> No

Step Three – Principal and Attendance Counsellor Intervention

Number of Days Absent:	Number of Lates:
Date(s) of Parent/ Guardian Contact *:	
Notes from Parent Contact:	
Date Warning School attendance Letter (Appendix B) Issued:	

Step Four – ~~Removal from Roll – Refer to Attendance Counsellor~~

*** Parent Discussion Guide**

Agenda Checklist	
<input type="checkbox"/> Attendance summary provided.	<input type="checkbox"/> Reasons for irregular attendance or punctuality discussed.
<input type="checkbox"/> Strategies to improve attendance discussed and agreed upon.	<input type="checkbox"/> Date set for follow up meeting to assess success of the strategies.
<input type="checkbox"/> Medical documentation	
Possible Strategies	
<input type="checkbox"/> Referral to medical professional.	<input type="checkbox"/> Changes to student schedule to improve organization.
<input type="checkbox"/> Referral to school supports to improve achievement.	<input type="checkbox"/> Referral to community services for support. <input type="checkbox"/> Refer to Alternative Learning (Secondary)



Appendix B

Consecutive Absence Report (15-30-45-60)			
Student Name:		Date:	
OEN:	DOB:	IEP: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Teacher Name:		Principal Name:	
Number of Days Absent:		Number of Lates:	Grade/Course:
Date(s) of Parent/ Guardian Contact			
Notes from Parent Contact*:			
Enrolment Status		Medical Documentation	Program Recommendations
<input type="checkbox"/> On Roll <input type="checkbox"/> Off Roll		<input type="checkbox"/> Medical Documentation Attached <input type="checkbox"/> Medical Documentation Pending	<input type="checkbox"/> Modified Program <input type="checkbox"/> Alternative Education <input type="checkbox"/> Other (specify)
<input type="checkbox"/> Removal from Roll		Reasons for Removal from Roll:	
<input type="checkbox"/> Referred to School Attendance Counsellor <input type="checkbox"/> Warning Letter Sent to Parent/Guardian <input type="checkbox"/> Referred to Attendance Review Committee		<input type="checkbox"/> Other Action (specify):	
Plan to Improve Attendance at School			
Signature of Principal:		Signature of School Attendance Counsellor:	
Copies to: Ontario Student Record Parent/Guardian School Attendance Counsellor ONSIS			

*** Parent Discussion Guide**

Agenda Checklist	
<input type="checkbox"/> Attendance summary provided.	<input type="checkbox"/> Reasons for irregular attendance or punctuality discussed.
<input type="checkbox"/> Strategies to improve attendance discussed and agreed upon.	<input type="checkbox"/> Date set for follow-up meeting to assess success of the strategies.
<input type="checkbox"/> Request medical documentation	<input type="checkbox"/> Maintain detailed notes of all conversations.
Possible Strategies	
<input type="checkbox"/> Referral to medical professional.	<input type="checkbox"/> Changes to student schedule to improve organization.
<input type="checkbox"/> Referral to school supports to improve achievement.	<input type="checkbox"/> Referral to community services for support.
	<input type="checkbox"/> Refer to Alternative Learning (Secondary)
Considerations	
<input type="checkbox"/> Detailed notes should be kept on file.	<input type="checkbox"/> Medical documentation should be kept on file.
<input type="checkbox"/> Teacher or principal meeting notes should include the student name, date of birth, OEN and IEP designation (if appropriate).	<input type="checkbox"/> Maintain records of all contact and attempted contacts with parents/guardians and adult students.



Appendix C

Student Attendance Supports and Interventions Process

<p>Problematic Attendance Impacting Student Achievement</p>	<p>Consecutive Absence Process 10-15-30-45-60</p>
<p>Step One – Teacher Contact with Parent/Guardian</p> <p>Teacher to contact parent/guardian, or adult student (where appropriate) to identify the reasons for the irregular attendance or punctuality, to collaborate on strategies to improve attendance, to implement the strategies, and to follow up on the success of the strategies in a timely fashion. If attendance does not improve sufficiently, teacher will notify the principal.*</p>	<p>Step One (10-11-16 Consecutive Days Unexcused Absent)</p> <p>The principal must refer in writing a student who has missed 11-16 days of consecutive absences to the attendance counsellor.</p> <p>– Teacher Contact with Parent/Guardian</p> <p>Teacher to contact parent/guardian, or adult student (where appropriate) to identify the reasons for the irregular attendance or p-punctuality, to collaborate on strategies to improve attendance, to implement the strategies, and to follow up on the success of the strategies in a timely fashion. If attendance does not improve sufficiently, teacher will notify the principal.*</p>
<p>Step Two – Principal Intervention</p> <p>If attendance has not improved sufficiently as deemed by the principal, the Principal or designate will consult with the School Attendance Counsellor, meet with the parent/guardian or student (where appropriate) and other school staff to identify the reasons for the irregular attendance or punctuality, to collaborate on strategies to improve attendance, to implement the strategies and to follow up on the success of the strategies in a timely fashion.*</p>	<p>Step Two (30-45-60) Consecutive Days Unexcused Absent)</p> <p>The School Attendance Counsellor shall update the principal in writing at 15-day intervals with respect to the progress of the student regarding attendance and/or the involvement of community partners assisting in addressing factors which may be contributing to poor attendance. Students who are 14 years of age or older can remain on roll for a maximum of 60 days. Students younger than 14 years can remain on roll for the rest of the school year.</p> <p>If attendance has not improved sufficiently as deemed by the principal, the Principal or designate will consult with the School Attendance Counsellor, meet with the parent/guardian or student (where appropriate) and other school staff to identify the reasons for the irregular attendance or punctuality, to collaborate on strategies to improve attendance, to implement the strategies and to follow up on the success of the strategies in a timely fashion. In secondary schools, principals will notify attendance counsellors of any student who has reached 15 unexcused consecutive absences and the student may be removed from enrollment. * The student may be referred to the Attendance Review Committee.*</p>



Appendix C

<p>Step Three – Principal and School Attendance Counsellor Intervention</p> <p>If attendance has not improved sufficiently as deemed by the principal, a letter shall be sent home and a second meeting is to be set up with the parents and/or student where appropriate, and would include the School Attendance Counsellor.*</p>	<p>Step Three – Removal from Roll Principal and School Attendance Counsellor –</p> <p>If the Attendance Counsellor is unsuccessful in their attempts to communicate with the pupil or pupil's parents/guardians, then the pupil shall be removed from the register.</p>
<p>Step Four – Principal and School Attendance Counsellor Intervention</p> <p>If attendance has not improved sufficiently as deemed by the principal, he/she will continue to refer the student to the School Attendance Counsellor.*</p>	<p>Step Four – Principal contact with pupil/parent/guardian Attendance Counsellor Intervention (45, 60 Consecutive Days Unexcused Absent)</p> <p>After the pupil has been removed from the register the principal must still attempt to contact the pupil and/or the pupil's parent/or guardian. If the principal is unsuccessful it is the obligation of the board to contact social agencies or the police to establish if there is any knowledge of the pupil's whereabouts or to confirm a change of address for the pupil</p> <p>If attendance has not improved sufficiently as deemed by the principal, a letter shall be sent home and a third meeting is to be set up with the parents and/or student where appropriate, and would include the School Attendance Counsellor. The student shall be referred to the Attendance Review Committee.*</p>



*** Parent Discussion Guide**

Agenda Checklist	
o Attendance summary provided.	o Reasons for irregular attendance or punctuality discussed.
o Strategies to improve attendance discussed and agreed upon.	o Date set for follow-up meeting to assess success of the strategies.
o Request medical documentation	o Maintain detailed notes of all conversations.
Possible Strategies	
o Referral to medical professional.	o Changes to student schedule to improve organization.
o Referral to school supports to improve achievement.	o Referral to community services for support. o Refer to Alternative Learning (Secondary)
Considerations	
o Detailed notes should be kept on file.	o Medical documentation should be kept on file.
o Teacher or principal meeting notes should include the student name, date of birth, OEN and IEP designation (if appropriate).	o Maintain records of all contact and attempted contacts with parents/guardians and adult students.



PARENT DISCUSSION GUIDE – Attendance Concerns

Agenda Checklist	
○ Attendance summary provided.	○ Reasons for irregular attendance or punctuality discussed.
○ Strategies to improve attendance discussed and agreed upon.	○ Date set for follow-up meeting to assess success of the strategies.
○ Request medical documentation	○ Maintain detailed notes of all conversations.
Possible Strategies	
○ Referral to medical professional.	○ Changes to student schedule to improve organization.
○ Referral to school supports to improve achievement.	○ Referral to community services for support. ○ Refer to Alternative Learning (Secondary)
Considerations	
○ Detailed notes should be kept on file.	○ Medical documentation should be kept on file.
○ Teacher or principal meeting notes should include the student name, date of birth, OEN and IEP designation (if appropriate).	○ Maintain records of all contact and attempted contacts with parents/guardians and adult students.



Insert School Letterhead

Date

Name of recipient (parent/guardian or adult student)
Address of recipient

Dear Recipient:

Re: Name of student (d.o.b.)

Pursuant to s.265(1)(m) of the Education Act, it is my duty to inform you that **name of student** is excluded from attending **name of school**, or any other school of the Brant Haldimand Norfolk Catholic District School Board until further notice. This decision is based upon the investigation and discussions regarding **(provided a very brief and factual description in consultation the FOS SO)**, whereupon it was determined that **student's name's** presence at school poses an unacceptable safety risk to students and/or staff.

An exclusion from school is not intended to be disciplinary; rather, it is a temporary strategy to support educational programming and mitigate safety risks. While excluded from school, **name of student** will be eligible for academic and non-academic supports from Board staff.

A successful and safe re-entry to school is the ultimate goal of an exclusion, and will be considered when the following conditions have been met:

Indicate one for more of the appropriate conditions, specific to your situation:

- *A significant reduction in (student's name) unsafe behaviour*
- *No evidence that (Student Name) is engaging in concerning behaviour*
- *Evidence that (Student Name) understands the concerns related to the previous behaviour*
- *That (student name) participates in any assessment recommended by a medical professional, and follows all treatment recommendations*
- *That (student name) is involved in counselling and there are indications that (student name) is responding positively to this intervention*
- *Indications that (Student Name) is participating positively with Board staff to work towards re-entry*
- *An updated risk assessment indicates a reduced, acceptable level of risk for (student name)*
- *Others specific to the situation.*

I would welcome a monitoring meeting with you ideally **enter timeline-3 days, one week, one month** after the start of the exclusion. Please contact me to make that arrangement. At the monitoring meeting, members of our Team and I will provide feedback on the progress of supports put in place, and we would welcome your thoughts and suggestions. We will also plan for future meetings at that time.

You have the right to appeal this exclusion to the Board of Trustees of the Brant Haldimand Catholic District School Board. The process is outlined in the attached document.

If you have any questions regarding the exclusion, please do not hesitate to contact me.

Sincerely,

Name
Principal, School
School Phone Number

cc: SO's name, Superintendent of Education
SO's name, Superintendent of Special Education
Ontario Student Record



(Sent to Parents/guardians with the Exclusion letter-more detailed Appeal process is in our internal Document)

EXCLUSION APPEALS

When a student's parent/guardian, an adult student, or a student 16 or 17 years old and withdrawn from parental control (the appellant), disagrees with the decision of the Principal to exclude, they may appeal the decision.

Appeal Process

- 1.0 The Appellant must submit written notice of the intention to appeal to the Director of Education (or designate) within 10 days of the commencement of the exclusion.
- 2.0 An exclusion appeal does not stay the exclusion.
- 3.0 The full Board of Trustees will hear exclusion appeals, as per 265(1)(m) of the *Education Act*.
- 4.0 The appeal will be heard within 20 school days of receiving the notice of intention to appeal (unless otherwise agreed upon by the parties).
- 5.0 The Appellant may argue that rights pursuant to the Ontario *Human Rights Code* have been infringed. A separate right to apply to the *Human Rights Tribunal of Ontario* exists for the Appellant.
- 6.0 The director or designate will confirm with the Appellant receipt of the notice to appeal and that a *Review* of the exclusion will take place.

Step 1: Review

- 7.0 The Appellant will be given the opportunity to discuss the matter with the Director of Education (or designate). The Director of Education or Designate will consult with all appropriate parties to determine a possible modification or repeal of the exclusion.
- 8.0 The Appellant will be provided written notice of the review decision.
- 9.0 If a resolution is not achieved as a result of the *Review* and the exclusion is upheld, the Appeal will proceed.

Step 2: Preparing for the Appeal

- 1.0 Where the exclusion is upheld upon review, and the Appellant chooses to continue with the appeal, the Director of Education (or designate) will coordinate the Appeal.
- 2.0 The Appellant will receive the date and time of the exclusion appeal, a guide to the process for the appeal and will be informed of their responsibility to provide to the Director of Education (or designate) at least 3 days prior to the Appeal the materials that the Appellant will present to the Trustees.
- 3.0 The Appellant will receive the materials to be presented by the Board at the appeal, at least 5 days prior to the appeal.
- 4.0 The Appellant may be represented by legal counsel at the appeal and/or be accompanied by an advocate or support person. Notice of the intent to bring legal counsel must be shared by the Appellant with the Director of Education (or designate) at least 5 days prior to the appeal; in such case, the Board will arrange for individual counsel for both the Principal and the Trustees. Failure to provide adequate notice with respect to legal counsel will result in adjournment of the appeal.
- 5.0 Trustees will deliberate the appeal under the direction of the Board Chair. The options for consideration by the Trustees are:
 - 5.1 Uphold the exclusion.
 - 5.2 Reject the exclusion and direct senior administration to consider other options to exclusion.
- 6.0 If, during deliberations, Trustees require additional information from either party to the appeal, it may be necessary to re-convene the appeal to receive that information.
- 7.0 A written decision will be sent to the parties to the appeal by the Director of Education (or designate).



STUDENT EXTENDED ABSENCE REQUEST (14 days or less)

A. STUDENT INFORMATION:

Surname _____ Given Name _____ D.O.B: _____ School: _____
year/month/day

Address (Street/Lot/Conc./town/Postal Code) _____ Telephone: _____ Grade: _____

Parent/Guardian (Mr./Mrs./Miss/Mr. & Mrs.) _____

B. REQUEST:

Dates of absence: from _____ to _____

Reason for absence: _____

We, the undersigned:

- a) request that our child be excused from school temporarily in accordance with Regulation 298 S.23(3)
- b) realize that the school may or may not give permission for the absence;
- c) accept the responsibility for any lack of school progress or failure that may result from the absence;
- d) acknowledge that absence from school may be detrimental to the educational progress and achievement of the student; and
- e) realize that school work, assignments or tests missed during such absence may restrict the school's ability to fully evaluate a student's performance.

Parent's/Guardian Signature

Student's Signature (secondary only)

C. ACKNOWLEDGEMENT OF RECEIPT:

School Administrator

Date

The principal to retain copy on file.

Disclaimer

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the Student Extended Absence Request. Questions regarding the collection of this information should be directed to the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234).



STUDENT ATTENDANCE REFERRAL (11-15 DAYS ABSENT)

STUDENT/SCHOOL INFORMATION		Date	
Student name		D.O.B./Age	
School		Grade	
Parent/guardian		Principal/VP	
Home address		Home phone	
IEP	<input type="checkbox"/> Yes <input type="checkbox"/> No	Identification	
Step One – Teacher Intervention			
Teacher Name(s)		# of days absent	# of days of late
Notes from contact(s) with Parent/Guardian		Date(s) contacted	
Notes from contact(s) with student		Date(s) contacted	
<input type="checkbox"/> Referral to Principal		Date:	
Step Two – Principal Intervention			
# days absent		# of days late	
Notes from contact(s) with Parent/Guardian		Date(s) contacted	
Notes from contact(s) with student		Date(s) contacted	
<input type="checkbox"/> Consultation with Attendance Counsellor		Date:	
Step Three – Principal and Attendance Counsellor intervention			
# of days absent		# of days late	
Notes from Contact(s) with Parent/Guardian		Date(s) contacted	
Notes from contact(s) with student		Date(s) contacted	
<input type="checkbox"/> School attendance letter sent		Date:	



**STUDENT ATTENDANCE
REFERRAL FORM
(11-15 Days Absent)**

STUDENT/SCHOOL INFORMATION		Date		
Step Four – Referral to Attendance Counsellor (attach attendance summary)				
<input type="checkbox"/> Problematic attendance	# of days absent		# of days late	
<input type="checkbox"/> 15 consecutive unexcused absences *Student can be referred to attendance counsellor from the 11 th day to the 16 th day				
<i>(attendance counsellor use only)</i>		<input type="checkbox"/> Acceptance	<input type="checkbox"/> Refusal	Attendance Counsellor Signature:
Principal Signature:			Date:	

Disclaimer

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the Student Attendance Referral. Questions regarding the collection of this information should be directed to the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234).



30-45-60 DAY CONSECUTIVE DAYS OF ABSENCE

STUDENT/SCHOOL INFORMATION			
Student name		Date	
School		D.O.B./Age	
Principal/VP		Grade	
DATE OF CONTACT	TYPE OF CONTACT	OUTCOME OF CONTACT	
The above-named student has been absent for _____ consecutive days. I have had contact with the student/family as noted above.			
ATTENDANCE COUNSELLOR			
Reason			
Interventions			
Next Steps			
Notes			
DISPOSITION			
<input type="checkbox"/> On roll	<input type="checkbox"/> Off roll	Date of removal	
ATTENDANCE COUNSELLOR SIGNATURE			
_____ <i>Attendance Counsellor</i>		_____ <i>Date</i>	
Copies to: <input type="checkbox"/> SAS <input type="checkbox"/> OSR <input type="checkbox"/> Administration <input type="checkbox"/> Attendance Secretary			

Disclaimer

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the 30-45-60 Days of Consecutive Absences. Questions regarding the collection of this information should be directed to the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234).



REQUEST FOR MODIFIED DAY

STUDENT/SCHOOL INFORMATION			
Student Name:		OEN:	
School:		Birth date:	
Exceptionality (IEP):		Grade/Class:	
School Start and End Times:		Review Date:	
Parent/Guardian Name:		Parent/Guardian Contact #:	
Home Address:		Start Date:	
Reason for request:			
Proposed time of modified day and length of time:			
Details of Consultation with Parent/Guardian:			

Identify Other Board Personnel Currently Involved	Name	Contact Information
Guidance Counsellor		
SERT		
ABA Lead		
Speech and Language Pathologist		
Psychologist		
Social Worker		
Child and Youth Worker		
Student Success Team		
Educational Assistant		

External Agencies Currently Involved	Name	Contact Information
Police		
Child And Family Services		
Brant/HN Reach		
Paediatrician		
Community Living		
Kerry's Place Autism Services		
OT		
PT		
Neurologist		
Woodview		



Does the student currently receive transportation:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Will transportation continue to be needed: (start and end times listed above)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Has the student been identified as an exceptional pupil at IPRC:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the student attending a special education program:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Attached copy of the student's most recent IEP:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Attached copy of safety plan:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
How will a modified day assist the student?				
Transition plan to return student to full day attendance:				
Recommended monitoring review dates:				
Date:	Principal's Signature:			
SUPERINTENDENT OF EDUCATION				
Approval: Yes <input type="checkbox"/> No <input type="checkbox"/>				
Comments:				
Monitoring Review Schedule:				
Date:	Superintendent's Signature:			

Approved and signed copy to be filed in Student O.S.R.

Disclaimer

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the Request for Modified Day. Questions regarding the collection of this information should be directed to the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234).



CONSIDERATION OF EXCLUSION

STUDENT/SCHOOL INFORMATION			
Student Name:		OEN:	
School:		Birth date:	
Grade:		Review Date:	
Parent/Guardian Name:		Parent/Guardian Contact #:	
Home Address:		Start Date:	
Reasons for considering exclusion:			

Exceptionality (if applicable)	
	Behaviour
	Communications: Language Impaired
	Communications: Learning Disabled
	Intellectual: Mild Intellectual Disability
	Autism Spectrum Disorder / PDD-NOS
	Intellectual: Developmental Disability
	Multiple
	Intellectual: Gifted
	Physical

Identify Presenting Behaviors that are Injurious to Self or Others			
	Fleeing to unsafe conditions		Use or threat of weapons
	Hitting		Uttering threats to harm self
	Biting		Uttering threats to harm others
	Kicking		Cutting
	Spitting		Head banging
	Urinating		Criminal behavior
	Smearing		Suicidal attempts
	Stripping		Substance abuse
	Serious injury to others		Sexual aggression
	Spontaneous and or unexplained aggressive behaviour		Property destruction (furniture, computers) Explosive behavioural incidents home/school



Identify Board Personnel Currently Involved	Name
Guidance Counsellor	
SERT	
ABA Lead	
Speech and Language Pathologist	
Psychologist	
Social Worker	
Student Success Team	
Child and Youth Worker	
Educational Assistant	

External Agencies Currently Involved	Name	Contact Information
Police		
Child And Family Services		
Brant/HN Reach		
Paediatrician		
Community Living		
Kerry's Place Autism Services		
OT		
PT		
Neurologist		
Woodview		

List all the interventions to date:

Are there any other supports that could assist this student so that exclusion would not be necessary:

What steps will be taken while the student is excluded to facilitate their re-entry:



Review date and/or target re-entry date:
Describe how this student will be provided with educational services while they are excluded from attending school:
<input type="checkbox"/> Safety Plan – attach copy <input type="checkbox"/> IEP – attach copy <input type="checkbox"/> Student Support Plan – attach copy

Date:	Principal’s Signature:
SUPERINTENDENT OF EDUCATION	
Comments:	
Date:	Superintendent’s Signature:

Approved and signed copy to be filed in Student O.S.R.

Disclaimer

Information on this form is collected pursuant to the board’s responsibilities set out in the Education Act and protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the Consideration of Exclusion. Questions regarding the collection of this information should be directed to the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234).



STUDENT INTENT TO BE ABSENT

ACCESSIBILITY:

To request this file in large print, please email info@bhncdsb.ca or call (519)756-6505 Ext. 234

This form is to be used for planned absences of **15 consecutive days or more** and is completed by the student's parent(s)/ legal guardian(s) prior to the period of absence.

School:	
Student:	Grade:
Teacher's Name:	
Student Withdrawal Date:	Return to School Date:
Number of Days to be Absent (from withdrawal date to return date):	
Reason for Absence:	

I/we the parent(s)/legal guardians of the above student, hereby request that my/our child be temporarily excused from school for the stated period of time (pursuant to Ontario Regulation 298 of the Education Act, Section 23(3)). I/we take full responsibility for the student's absence from school and for the completion of any work assigned and/or tests missed during the period of absence.

I/we understand that the student must return to school on the date indicated above or the matter will be referred to the Social Worker/School Attendance Counsellor.

Signature of Parent/Legal Guardian _____ Date _____

PROGRAM OF STUDY (ATTACH IF APPLICABLE):

Principal Certification _____ Date _____

A copy of this request should be forwarded to the Social Worker (only for compulsory school aged students absent 15 consecutive days or more who have not returned on the Return to School Date or for retirement notification purposes only).

The principal to retain copies on file. Approved and signed copy to be filed in Student O.S.R.

Disclaimer

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the Intent to be Absent. Questions regarding the collection of this information should be directed to the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234).

**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: March 23, 2021
Submitted by: Mike McDonald, Director of Education & Secretary

CONTRACT AWARDS (Q2 2021)

Public Session

BACKGROUND INFORMATION:

The Board of Trustees approved Policy 700.01 Procurement which promotes and outlines procurement processes and decisions consistent with the ethical and strategic objectives of the Board, the Broader Public Sector Accountability Act and other applicable legal requirements and applies to all staff wishing to procure in the course of performing recognized duties and responsibilities.

To meet the requirement of the Policy, a quarterly report is presented to the Board of Trustees for information on all cooperative purchasing agreements. This report will also list all contracts approved by the Board in accordance with Policy 700.01.

DEVELOPMENTS:

The Board actively participates in cooperative procurement ventures with other school boards and other branches of government or their agencies of public authorities (i.e. Ministry of Government and Consumer Services or the Ontario Education Collaborative Marketplace) to obtain maximum value for money through economies of scale and/or shared services. This may also include the Board utilizing a piggy-back clause to existing Ministry or government services, district school boards and/or other cooperative group contracts, to the extent permitted by applicable law.

Appendix A outlines the contracts that have been awarded from September 1, 2020 – February 28, 2021 and alignment with Policy 700.01.

RECOMMENDATION:

THAT the Committee of the Whole refers the Contract Awards (Q2 2021) report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Appendix A
Executed Contracts

Execution Date	Vendor	Purpose	Procurement Process
9-Oct-2020	Prio Infocenter AB	Plagiarism detection software	Collaborative Agreement
6-Nov-2020	Pretium Engineering Inc.	Accessibility review in preparation for AODA compliance in 2025	Collaborative Agreement
10-Nov-2020	Lalilo Inc.	Literacy digital tools and research tools	Collaborative Agreement
25-Nov-2020	Ecolab Co.	Routine service and safety checks of food services equipment at Assumption	Less than \$4,999.99
1-Mar-2021	Total Power Limited	Routine inspection and safety checks on generators throughout the Board	Less than \$9,999.99 (Facility Services)
2-Dec-2020	Dreambox Learning	Licensing and support for math curriculum and materials	Less than \$4,999.99, under 1 year
1-Jan-2021	Savaria Sales	Routine maintenance, service, and safety checks of the lift at St. Theresa	Single/Sole Source
27-Jan-2021	Claris International Inc.	Licensing and support for FileMaker, an administrative system for Co-operative end Experiential Learning	Single/Sole Source
2-Feb-2021	Reid & Deleve	OLOP Child Care Addition & Renovation	Request for Tender
22-Feb-2021	TopDesk Canada	Licensing and support for IT service management	Collaborative Agreement
22-Feb-2021	Printers Plus	Supply of toner cartridges and other related services	Collaborative Agreement

**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: March 23, 2021
Submitted by: Mike McDonald, Director of Education & Secretary

**Q2 FINANCIAL REPORT
(FEBRUARY 29, 2021)**

Public Session

BACKGROUND INFORMATION:

Interim financial reports are presented to the Board to assist Trustees in their monitoring of the financial well-being of the school board. These reports are presented to the Board of Trustees three times per school year (as of November 30, February 28 and May 31) and a final year-end report (as of August 31) is provided with an external audit report in the fall.

DEVELOPMENTS:

Changes have been made to the year-end forecast for the Board as a result of updated information compared to revised budget as presented to the Board of Trustees in December 2020.

Changes to the forecasted were as a result of:

- Additional funding received from the Climate Action Incentive Funding (federal program), Excellence in Education Administration Funding (provincial program), and an adjustment in the treatment of a past deferred revenue item.
- Cancelled professional development and associated supply costs resulting from the COVID-19 pandemic restrictions.
- Reduced hydro and other energy consumption during the school closure period.
- Various budget efficiencies identified (supply costs, travel costs, supplies, printing).

As of February 28, 2021, projected average daily enrolment (ADE) is not expected to change. ADE is comprised of actual enrolment reported on October 31, 2020 and projected at March 31, 2021. Staffing costs have increased due to additional staff required for short term leaves, accommodations, and remote learning needs.

In addition, about 50% of expenses have been spent as of February 29, 2020. Timing of expenses varies throughout the year with certain expenses paid towards the beginning of the school year (license renewal fees, membership fees, insurance, etc.), while salary and benefits are incurred relatively smoothly throughout the year. School and building renewal typically is incurred while schools are closed, namely March and Summer breaks.

RECOMMENDATION:

THAT the Committee of the Whole refers the Q2 Financial Report (February 28, 2021) to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Brant Haldimand Norfolk Catholic District School Board
2020/2021 Second Quarter Financial Report
For the Period Ended February 28, 2021

Summary of Financial Results

	Revised Budget	Forecast	In-Year Change	
			\$	%
Revenue				
Grants for Student Needs (GSNs)	107,248,677	107,248,677	-	0.0%
Local Taxation	19,515,749	19,515,749	-	0.0%
Priorities and Partnership Funds (PPFs)	3,615,187	3,615,187	-	0.0%
Other Revenue	11,870,146	12,734,146	864,000	7.3%
School Generated Funds	3,500,000	3,500,000	-	0.0%
Total Revenue	145,749,760	146,613,760	864,000	0.6%
Expenses				
Classroom Instruction and Learning	115,749,191	114,809,982	(939,209)	-0.8%
School Operations/Maintenance	21,223,789	21,097,498	(126,291)	-0.6%
Student Transportation	6,126,612	6,126,612	-	0.0%
Board Administration	5,129,835	4,877,853	(251,982)	-4.9%
Total Expenses	148,229,427	146,911,944	(1,317,483)	-0.9%
Surplus/(Deficit) before Accum Surplus	(2,479,667)	(298,184)	2,181,483	-88.0%
Draw on Accumulated Surplus	2,479,667	298,184	(2,181,483)	-88.0%
Surplus/(Deficit), end of year	-	-	-	-

Changes in Revenue:

Other Revenue: Increase as a result of offsetting funding through the CAIF and EEAP funding and a change in treatment of past deferred revenue item.

Changes in Expenses:

Classroom Instruction: Decrease due to a reduction in supply costs, PD events, and other budget efficiencies identified.

School Operations: Decrease in maintenance services/supplies resulting from anticipated savings from school closures and other budget efficiencies identified, offset by additional HVAC enhancements.

Board Administration: Reduction driven by budget efficiencies identified (department supplies/ materials/services and travel).

Summary of Enrolment

ADE	Revised Budget	Forecast	In-Year Change	
			#	%
Elementary				
JK/SK	1,332	1,332	-	0.0%
Gr. 1 - 3	2,103	2,103	-	0.0%
Gr. 4 - 8	3,466	3,466	-	0.0%
VISA Students	-	-	-	0.0%
Total Elementary	6,900	6,900	-	0.0%
Secondary				
Pupils of the Board	3,701	3,701	-	0.0%
VISA Students	17	17	-	0.0%
Total Secondary	3,718	3,718	-	0.0%
Total	10,618	10,618	-	0.0%

Note: ADE is comprised of actual enrolment reported at October 31, 2020 and projected at March 31, 2021.

Note: VISA students pay tuition and their enrolment do not affect our GSNs

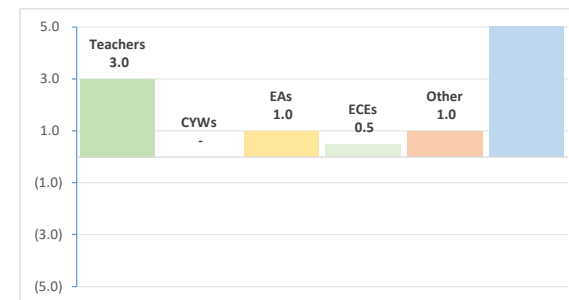
Changes in Enrolment: Forecast vs Actual

Changes to enrolment will be incorporated into the forecast after March 31, 2021.

Summary of Staffing

FTE	Revised Budget	Forecast	In-Year Change	
			#	%
Classroom				
Teachers	715.9	718.9	3.0	0.4%
CYWs	9.0	9.0	-	0.0%
EAs	156.3	157.3	1.0	0.6%
ECEs	55.0	55.5	0.5	0.9%
Total Classroom	936.2	940.7	4.5	0.5%
Other Support Staff				
School Administration	96.9	96.9	-	0.0%
Board Administration	31.8	31.8	-	0.0%
Facility Services	104.2	106.2	2.0	1.9%
Consultants/Coordinators	14.0	14.0	-	0.0%
Paraprofessionals	42.1	42.1	-	0.0%
Library & Guidance	13.0	12.0	(1.0)	-7.7%
Total Other Support Staff	302.0	303.0	1.0	0.3%
Total Staffing	1,238.1	1,243.6	5.5	0.4%

Note: FTE is comprised of actual staffing at October 31, 2020 and projected at March 31, 2021.



Changes in Staffing: Revised Budget vs Actual

Classroom and Facility Services Staff: Increase due to staff short term leaves, accommodations, funded positions, and/or remote learning needs.

Other Staff Support: Unfilled vacancy of a library tech.

Brant Haldimand Norfolk Catholic District School Board
2020/2021 Second Quarter Financial Report
Comparative Revenue Summary
For the Period Ended February 28, 2021

Comparative Revenue Summary					
	2020-2021		In-Year Change		Variance Note
	Revised Budget	Forecast	\$	%	
<u>Grants for Student Needs (GSNs)</u>					
Pupil Foundation	59,262,330	59,262,330	-	0.0%	
School Foundation	8,861,009	8,861,009	-	0.0%	
Special Education	17,636,995	17,636,995	-	0.0%	
Language Allocation	1,749,183	1,749,183	-	0.0%	
Indigenous Education	331,419	331,419	-	0.0%	
Rural and Northern Education Fund	1,540,085	1,540,085	-	0.0%	
Learning Opportunities	1,491,624	1,491,624	-	0.0%	
Mental Health & Well Being	465,259	465,259	-	0.0%	
Adult and Continuing Education	488,756	488,756	-	0.0%	
Teacher and DECE Q and E	8,826,778	8,826,778	-	0.0%	
New Teacher Induction Program	131,581	131,581	-	0.0%	
Student Transportation	5,677,884	5,677,884	-	0.0%	
Administration & Governance	4,032,641	4,032,641	-	0.0%	
School Operations	10,966,216	10,966,216	-	0.0%	
Community Use of Schools Grant	150,638	150,638	-	0.0%	
Supports for Students	1,130,786	1,130,786	-	0.0%	
Program Leadership	904,964	904,964	-	0.0%	
Permanent Financing - NPF	146,395	146,395	-	0.0%	
Support for COVID-19	188,793	188,793	-	100.0%	
Total Operating Grants	123,983,337	123,983,337	-	0.0%	
<u>Grants for Capital Purposes</u>					
School Renewal	846,093	846,093	-	0.0%	
Temporary Accommodation	-	-	-	0.0%	
Short-term Interest	15,000	15,000	-	0.0%	
Debt Funding for Capital	1,919,996	1,919,996	-	0.0%	
Total Capital Grants	2,781,089	2,781,089	-	0.0%	
Total Grants for Student Needs (GSNs)	126,764,426	126,764,426	-	0.0%	
Note: Total GSNs includes taxation revenue received from municipalities					
Priorities and Partnership Funding (PPFs)	3,615,187	3,615,187	-	0.0%	
<u>Other Revenue</u>					
Other Non-GSN Grants	523,254	523,254	-	0.0%	
Tuition Fees	1,148,451	1,148,451	-	0.0%	
Rentals	125,650	125,650	-	0.0%	
Interest	250,000	250,000	-	0.0%	
Other Revenue	884,683	1,748,683	864,000	97.7%	a
Deferred Revenue	786,481	786,481	-	100.0%	
Amortization of DCC	4,616,891	4,616,891	-	0.0%	
Stabilization Funding	3,534,736	3,534,736	-	100.0%	
Total Other Revenue	11,870,146	12,734,146	864,000	7.3%	
School Generated Funds	3,500,000	3,500,000	-	0.0%	
Total Grants and Revenues	145,749,760	146,613,760	864,000	0.6%	

Note: Budget is the 2020-2021 Revised Estimates presented to the Board of Trustees in July 2020

Explanations of Revised Budget Variances

- a Increase in other revenue as a result of offsetting funding through the Climate Action Incentive Fund and Excellence in Education Administration Fund, and a change in treatment of past deferred revenue item.

Brant Haldimand Norfolk Catholic District School Board
2020/2021 Second Quarter Financial Report
Comparative Expense Summary
For the Period Ended February 28, 2021

	Comparative Expenditure Summary				
	2020-2021 Revised Estimates	2020-2021 Forecast	In-Year Change		Variance Note
			\$	%	
Classroom Instruction					
Teachers	73,027,975	73,389,175	361,200	0.5%	a
Supply Teachers	2,880,924	2,165,300	(715,624)	-24.8%	b
Educational Assistants	9,002,180	9,192,981	190,801	2.1%	a
Early Childcare Educators	2,903,530	2,993,470	89,940	3.1%	a
Classroom Computers	2,149,354	2,201,077	51,723	2.4%	d
Textbooks & Supplies	3,316,338	2,811,331	(505,007)	-15.2%	c
Professionals and Paraprofessionals	3,977,531	4,105,389	127,858	3.2%	a
Library and Guidance	2,083,749	1,969,687	(114,062)	-5.5%	e
Staff Development	855,417	409,322	(446,095)	-52.1%	f
Department Heads	264,900	264,900	-	0.0%	
School Generated Funds	3,500,000	3,500,000	-	0.0%	
Total Classroom Instruction & Learning	103,961,898	103,002,633	(959,265)	-0.9%	
School Management					
Principals & Vice Principals	6,015,797	6,088,255	72,458	1.2%	a
School Office	3,454,137	3,444,077	(10,060)	-0.3%	
Co-ordinators and Consultants	1,782,110	1,753,968	(28,143)	-1.6%	
Continuing Education	535,249	521,049	(14,200)	-2.7%	
Total School Management	11,787,293	11,807,349	20,056	0.2%	
Total Classroom Instruction and Learning	115,749,191	114,809,982	(939,209)	-0.8%	
School Operations and Maintenance					
School Operations and Maintenance	12,660,822	12,534,531	(126,291)	-1.0%	g
School Renewal	846,093	846,093	-	0.0%	
Interest of Capital Debt	2,013,901	2,013,901	-	0.0%	
Amortization	5,702,973	5,702,973	-	0.0%	
Total School Operations and Maintenance	21,223,789	21,097,498	(126,291)	-0.6%	
Student Transportation	6,126,612	6,126,612	-	0.0%	
Board Administration					
Trustees	121,100	97,415	(23,685)	-19.6%	
Director and Supervisory Officers	1,050,525	1,031,963	(18,562)	-1.8%	
Board Administration	3,958,210	3,748,474	(209,736)	-5.3%	c
Total Board Administration	5,129,835	4,877,853	(251,982)	-4.9%	
Total Expenses	148,229,427	146,911,944	(1,317,483)	-0.9%	

Explanations of Budget Variances

- a Increase due to staff short term leaves, accommodations, funded positions, and/or remote learning needs.
- b Decrease resulting from cancelled PD events and supply of occasional teachers for coverage.
- c Reduction driven by budget efficiencies identified (program and department supplies/materials/services, field trips, travel) and savings from school closures.
- d Additional devices required to accommodate remote learning and replacements for broken or lost devices, offset by budget efficiencies.
- e Decrease primarily driven by long-term vacancies and other budget efficiencies.
- f Professional development events have been cancelled due to the COVID-19 pandemic.
- g Decrease in maintenance services/supplies resulting from anticipated savings from school closures (utilities and supplies) and other budget efficiencies identified, offset by additional HVAC enhancements.

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

Prepared by: Robert De Rubeis, Superintendent of Education
Presented to: Board Meeting
Submitted: March 23, 2021
Submitted by: Michael McDonald, Director of Education & Secretary

**INTERNATIONAL STUDENT COVID-19
BOARD READINESS PLAN 2020-21**

In-Camera Session

BACKGROUND INFORMATION:

Since early summer 2020, the Ministry of Education has participated in ongoing discussions with the federal government, Health Canada, and provincial health authorities on how to support school boards with our readiness to welcome international students that hold study permits given the current realities of the COVID 19 pandemic. The Ministry of Education has kept boards ongoingly apprised of the specific readiness plan details required to meet provincial and federal criteria.

ADDITIONAL INFORMATION:

In early November 2020, the Ministry of Education indicated to the federal government that our K-12 sector is ready to receive international students with study permits. To accept international students with study permits, the Brant Haldimand Norfolk CDSB must have an International Student COVID-19 Readiness Plan (Appendix A) that has been approved by the Ministry of Education. Additionally, school boards must complete and include the attached Attestation for School Boards – Public Health Institutional Readiness Requirements for International Students in Ontario (Appendix B). As part of this attestation, a board resolution must be included that approves an international student plan that meets current federal and provincial requirements for the 2020-21 school year.

NEXT STEPS:

The Superintendent of Education with responsibilities for International Education will develop and submit the following to the Ministry of Education for approval:

- The BHNCDSB's International Student COVID-19 Readiness Plan (Appendix A); and,
- A signed attestation that includes a board resolution.

Following approval, the BHNCDSB will be placed on the provincial list of Designated Learning Institutions (DLIs) that may accept international students who hold a study permit issued under the Immigration and Refugee Protection Act (Canada) for 2020-21. Our plan will also be posted on our website.

BHNCDSB STRATEGIC PLAN

This report supports the “Belonging for All” commitment of the Board’s Strategic Plan, specifically the following statement to “Ensure inclusive, diverse, equitable and welcoming spaces”.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the International Student COVID-19 Readiness Plan 2020-21 Report.

2020-21
Trustee Meetings and Events

Date	Time	Meeting/Event
March 30, 2021	7:00 pm	Board Meeting
April 8, 2021	3:00 pm	Policy Committee
April 12-16, 2021		MARCH BREAK
April 14, 2021	5:00 pm	Executive Council
April 20, 2021	1:00 pm 7:00 pm	Special Education Advisory Committee Committee of the Whole
April 21, 2021	7:00 pm	Regional Catholic Parent Involvement Committee
April 27, 2021	7:00 pm	Board Meeting
May 1, 2021	9:00 am	Virtual Ontario Catholic School Trustees' Association AGM
May 2 - May 7, 2021		<i>Catholic Education Week</i>
May 6, 2021	3:00 pm	Policy Committee
May 12, 2021	3:00 pm	Executive Council
May 18, 2021	1:00 pm 7:00 pm	Special Education Advisory Committee Committee of the Whole
May 25, 2021	9:00 am 7:00 pm	Student Transportation Services Brant Haldimand Norfolk Board of Directors Board Meeting
June 3 - 5, 2021	TBD	Canadian Catholic School Trustees' Association AGM
June 3, 2021	3:00 pm	Policy Committee
June 9, 2021	5:00 pm 7:00 pm	Executive Council Regional Catholic Parent Involvement Committee
June 10, 2021	9:00 am	Mental Health Steering Committee
June 15, 2021	1:00 pm 7:00 pm	Special Education Advisory Committee Committee of the Whole
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