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**Committee of the Whole  
Tuesday, March 21, 2023 ♦ 7:00 pm  
Boardroom**

**Members:** **Trustees:**  
Rick Petrella (Chair), Carol Luciani (Vice-Chair), Dennis Blake, Bill Chopp, Dan Dignard,  
Mark Watson, Halaena Buenviaje (Student Trustee)

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

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**1. Opening Business**

**1.1 Opening Prayer**

Our Father, may everything we do begin with Your inspiration, continue with Your Help, and reach perfection under Your Guidance. With Your loving care, guide us in our daily actions. Help us to persevere with love and sincerity. Teach us to judge wisely the things of earth and to love the things of Heaven. Keep us in Your presence and never let us be separated from You. Your Spirit made us Your children, confident to call You Father. Make Your love the foundation of our lives. Teach us to long for Heaven. May its promise and hope guide our ways on earth until we reach eternal life with You. **Amen**

**1.2 Attendance**

**1.3 Approval of the Agenda**

Pages 1-2

**1.4 Declaration of Interest**

**2. Presentations**

**2.1 New Website Update**

Presenter: Tracey Austin, Manager of Communications

**3. Delegations**

**4. Consent Agenda**

**4.1 Unapproved Minutes of the Special Education Advisory Committee  
- February 21, 2023**

Pages 3-5

**4.2 Unapproved Minutes of the Regional Catholic Parent Involvement Committee  
- February 23, 2022**

Pages 6-7

**5. Committee and Staff Reports**

**5.1 Contract Summary (Q2 2023)**

Presenter: Scott Keys, Superintendent of Business Services and Treasurer

Pages 8-9

**5.2 Quarterly Capital Update**

Presenter: Scott Keys, Superintendent of Business Services and Treasurer

Pages 10-11

**5.3 Core French Primary Grades Update**

Presenter: Kevin Greco, Superintendent of Education

Page 12

**5.4 EQAO Follow-Up**

Presenter: Lorrie Temple, Superintendent of Education

Pages 13-14



# BRANT HALDIMAND NORFOLK Catholic District School Board

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

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- 5.5 International Excursion – Costa Rica and Panama  
Presenter: Phil Wilson, Superintendent of Education Pages 15-16
- 5.6 International Excursion – Rome to Athens  
Presenter: Phil Wilson, Superintendent of Education Page 17
- 5.7 International Excursion – Southern Italy  
Presenter: Phil Wilson, Superintendent of Education Page 18
- 5.8 Supervised Alternative Learning  
Presenter: Phil Wilson, Superintendent of Education Pages 19-20
- 5.9 Student Trustee Policy  
Presenter: Mike McDonald, Director of Education and Secretary Pages 21-26
6. **Information and Correspondence**
- 6.1 Strategic Plan Update  
Presenter: Mike McDonald, Director of Education and Secretary
- 6.2 Staffing Timelines  
Presenter: Kevin Greco, Superintendent of Education
7. **Trustee Inquiries**
8. **Business In-Camera**
207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- a. The security of the property of the board;
  - b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - c. The acquisition or disposal of a school site;
  - d. Decisions in respect of negotiations with employees of the board; or
  - e. Litigation affecting the board.
9. **Report on the In-Camera Session**
10. **Future Meetings and Events** Page 27
11. **Closing Prayer**  
*Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. Amen*
12. **Adjournment**
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**Next meeting:** Tuesday, April 18, 2023, 7:00 p.m. – Boardroom



**SPECIAL EDUCATION ADVISORY COMMITTEE  
Tuesday, February 21, 2023 – 1pm  
Microsoft Teams**

- Members:** Dennis Blake (*Trustee*), Mischa Dinsmore, Shannon Korber, Kerri Lomax (*Principal, Elementary*), Shannon Mason (*Principal Lead: Special Education Staffing*), Linda McFayden, Patti Mitchell (*Parent, County of Brant*), Marilyn Noi, Phil Wilson (*Superintendent of Education*), Nil Woodcroft
- Regrets:** Brandi Bertling, Laura Bergeron (ad hoc), Tara Buchanan, Michelle Drake, Christina Ferrell, Kim Fraser
- Resources:** Sandra DeDominicis (*Student Achievement Lead: Special Education*), Adrian Brouwer (Educational Assistant), Kelby Porteous (Educational Assistant)
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**1. Welcome and Opening Remarks**

Mischa Dinsmore welcomed the committee.

**2. Land Acknowledgement**

Superintendent Wilson read the Board's land acknowledgement.

**3. Opening Prayer**

Sandra De Dominicis shared an opening prayer.

**4. Introductions**

The committee provided brief introductions for new and existing members of their roles and responsibilities.

**5. Approval of Agenda**

Moved by: Nil Woodcroft

Seconded by: Dennis Blake

THAT the Special Education Advisory Committee approves the agenda of the February 21, 2023, meeting.

**Carried**

## **6. Approval of the Minutes**

Moved by: Linda McFayden

Seconded by: Dennis Blake

THAT the Special Education Advisory Committee approves the minutes of the January 17, 2023, meeting.

**Carried**

## **7. Correspondence – Nil**

## **8. Community Agency Updates**

### **Mischa Dinsmore – Lansdowne Children Centre**

On Saturday, March 11, 2023, an information fair will be held for information on Summer Camp programs. Families can speak to camp coordinators to plan the best placement for their child. Mischa discussed Smart Start Hubs, a tiered approach for families to connect with developmental services in Brantford.

### **Shannon Korber – Child and Family Services of Grand Erie**

Child and Family Services of Grand Erie will be bringing youth to an event at Mohawk College called “Discovery Justice at Mohawk”, to tour the campus and get minds focused on post-secondary education. Child and Family Services of Grand Erie is in the process of Strategic Planning with an outside agency. There are wait lists for mental health services as the needs are not decreasing.

### **Linda McFayden – Contact Brant**

Contact Brant continues to be busy with referrals as well as the Urgent Response System.

### **Keri Lomax and Shannon Mason – Brant Haldimand Norfolk Catholic District School Board**

Eights schools are participating in the Kickstart to Kindergarten program which will allow parents/guardians time with various outside agencies. There is a focus on having parents register now for the 2023-2024 school year.

### **Patti Mitchell – Parent (County of Brant)**

The Special Olympics program at St. John’s College continues to grow, and volunteers are needed.

## **9. Updates**

### **9.1 Student Achievement Lead**

- The Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) has updated the Non-Violent Crisis Intervention training for all Special Education Resource Teachers and specialists from our team.
- The Bartimaeus behaviour supports are up and running at Sacred Heart in Langton and the staff have reported great success so far with the supportive adults and are collaborating well as a team.
- Speech Language Pathologist, Mary Hanhan, has begun working for BHNCDSB and has been assigned to several Brant and Brant County schools. The focus is on oral language development.

- A Conference of Parties meeting was held to review Identification, Placement and Review Committee meetings, special class updates, entry to school processes, Nelson process, report cards and Special Equipment requirements.
- BHCNDSB has forwarded two applications to our Amethyst Demonstration School for consideration next year.
- On February 1, 2023, BHCNDSB held a very successful Educational Assistant Professional Development Day where the morning was spent creating structured learning tasks for our self-contained classes, touring self-contained classrooms, and visiting Open Doors, an adult day program in Simcoe, Ontario, for adults with developmental disabilities. The afternoon was spent creating motivational book stacks in a therapeutic art session as well as a wellness presentation from Leslie Gordon Christie.
- Our specialized transportation database appears to be ready to be trialed.
- On February 17, 2023, a Special Education Retreat was held to collaborate as a team and discuss challenges, but more importantly envision potential change for the future to create a department that can be even more responsive to student needs and keep up with the ever-growing demand for existing infrastructure. All specialist's attended which meant that every voice was accounted for.

## **9.2 Superintendent of Education**

- The Math Additional Qualification course will begin on March 2, 2023 and will focus on special education. Fifteen teachers are participating.
- The Empower reading rollout is scheduled for March 9, 2023, with ten schools interested. Administrators will be introduced to this rollout on March 23, 2023.

BHCNDSB is looking into the use of Key Math as a diagnostic assessment tool. Key Math will allow for a clear picture as to what level children are at.

## **9.3 Peer Assisted Learning (PAL) Program**

Sandra DeDominicis introduced a Brant Haldimand Norfolk Catholic District School Board student who has thrived through the PAL program. His Educational Assistants explained communication has been a key factor in improving his learning and behaviour. He uses an iPad to communicate and enjoys socializing with other students. He is learning skills such as laundry, reading with friends, participating in an exercise program, and mobility has no longer been an issue. He participates in activities such as biking to a local grocery store, using a list, identifying items, and then paying for his groceries. He is then involved in making his food. The PAL program has been a great success for this student and has had a positive impact on his life.

## **10. Closing Remarks/Adjournment**

Mischa Disnmore thanked everyone.

The meeting adjourned at 2:34pm. The next meeting will be held on Tuesday, March 21, 2023, at 1pm.



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**REGIONAL CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING**  
**Wednesday, February 22, 2023 – 7:00pm**  
**Board Room**

**Members:** Diego Aguilar, Althea Allen, Christa Bark, Amanda Bogema, Nicole Callander, Sandy Cowan, Marcia DeDominicis (Principal Lead), Megan Flexman, Abrielle Gallichan, Heather Graham, Anderson Guimaraes, Bukola Ibrahim, Corrina Jonker, Carol Luciani (Trustee), Ashley Malo, Sarah McDonnell, Alexandria McWhirter, Kiersten Meadows, Jessica Nevinger, Jayme-Lynn Newlove, Ayotunde Ogunlalu, Keji T-Oseni, Marion Perras, Joseph Persia, Bryan Spencer, Melodie Spencer, Marie Teskey, Adelaide Velez, Gregory Wilson, Phil Wilson (Superintendent of Education), Crystal Zdriluk

**Guests:** Haley Hill (Woodland Cultural Centre)

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**1. Opening Prayer**

Marie Teskey led with a prayer.

**2. Land Acknowledgement**

Melodie Spencer provided a land acknowledgement.

**3. Welcome and Opening Comments**

Superintendent Wilson welcomed all parents and guests and provided the information for to complete the Brant Haldimand Norfolk Catholic District School Board Budget and Strategic Plan surveys.

**4. Approval of Agenda – February 22, 2023**

Approved by: Marcia DeDominicis

Seconded by: Heather Graham

THAT the RCPIC approves the agenda of the February 22, 2023, meeting.

**Carried**

**5. Declaration of Interest - Nil**



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**6. Approval of the Minutes – November 16, 2022**

Approved by: Marcia DeDominicis

Seconded by: Heather Graham

THAT the Regional Catholic Parent Involvement Committee approves the minutes of the November 16, 2022, meeting.

**Carried**

**7. Update from the Co-Chairs - Nil**

**8. Ontario Association of Parents in Catholic Education Update**

The Ontario Association of Parents in Catholic Education (OAPCE) Conference will be held in Kingston, Ontario on Saturday, April 22, 2023. Please visit [www.oapce.org](http://www.oapce.org) for more information.

**9. Virtual Tour – Woodland Cultural Centre**

Haley Hill from the Woodland Cultural Centre welcomed all members to the virtual tour of the former Mohawk Institute Residential School. The tour was a walk through, providing the history of the institution over its 140-year span. Viewers were able to see various rooms inside the school, including the girls' and boys' dormitories, cafeteria, laundry room, and other rooms throughout the building as well as hear interviews from five survivors.

**10. Closing Remarks/Adjournment**

Superintendent Wilson thanked all members, guests, and presenters for their support. The meeting adjourned at 8:28pm.

**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 21, 2023  
Submitted by: Mike McDonald, Director of Education & Secretary

**CONTRACT SUMMARY (Q2 2023)**  
Public Session

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**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 semi-annual 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, 2022 – February 28, 2023, and alignment with Policy 700.01.

**RECOMMENDATION:**

THAT the Committee of the Whole refers the Contract Summary (Q2 2023) report to the Brant Haldimand Norfolk Catholic District School Board for receipt.



**Appendix A  
Executed Contracts**

Execution Date	Vendor	Purpose	Document	Procurement Process
12-Sep-2022	Staples Professional Inc.	Toner Cartridges and Related Services	N/A	Collaborative Agreement
12-Sep-2022	911 Interpreters Inc.	Translation, Interpretation and ASL	N/A	Collaborative Agreement
3-Oct-2022	On-Site Drapery Cleaners Ltd.	Cleaning and Replacement for Drapes/Curtains	N/A	Collaborative Agreement
1-Sep-2022	Jupiter Energy Advisors	Electricity Consulting Services	N/A	Collaborative Agreement
1-Nov-2022	McLellan Group	Snow Removal Services	T-1122	Request for Tender
1-Nov-2022	Jeff's Outdoor	Snow Removal Services	T-1122	Request for Tender
1-Nov-2022	Fitch General Contracting	Snow Removal Services	T-1122	Request for Tender
1-Nov-2022	Silvestro Landscape	Snow Removal Services	T-1122	Request for Tender
1-Nov-2022	Zen Construction	Snow Removal Services	T-1122	Request for Tender
14-Dec-2022	ApplyToEducation	Applicant Tracking/Dispatch/PD	N/A	Contract Extension
14-Feb-2023	Atlantic Roofers Ont. Ltd	Roof Rehabilitation – St. Patrick's (Caledonia)	T-123	Request for Tender
14-Feb-2023	Atlantic Roofers Ont. Ltd	Roof Rehabilitation – St. Theresa	T-223	Request for Tender
8-Feb-2023	Superior Boiler Works	Boiler Upgrades - St. Theresa	T-723	Request for Tender
8-Feb-2023	VCI Controls	Boiler Upgrades - St. Patrick (Brantford)	T-623	Request for Tender
8-Feb-2023	VCI Controls	Boiler Upgrades - Holy Family	T-423	Request for Tender
8-Feb-2023	Smith & Long	Boiler Upgrades – St. Leo	T-523	Request for Tender

**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 21, 2023  
Submitted by: Mike McDonald, Director of Education & Secretary

**QUARTERLY CAPITAL UPDATE**  
Public Session

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**BACKGROUND INFORMATION:**

Quarterly capital updates are presented to the Board of Trustees to assist in their monitoring of approved capital projects throughout the Board. These reports are presented to the Board of Trustees four times per school year (as of November 30, February 28, May 30, and August 31).

**DEVELOPMENTS:**

Attached is a high-level update of project status for capital priority funded projects, along with other significant projects included as Appendix A. The projects with significant updates or the projects that have schedule, budget, or scope issues are discussed in further detail as follows:

**Capital Priorities**

Caledonia Joint-Use Catholic Elementary School design meetings are ongoing with Svedas Architects with detailed design drawings in the final stages. The Boards are currently negotiating with the developer to acquire the school site. Discussions are ongoing with the Ministry of Education with respect to funding.

Brantford Catholic Secondary School analysis of servicing capabilities has been completed and a due diligence process has begun regarding the school site. A request for proposal was issued to secure an Architect; selection and evaluation is ongoing.




**Assumption College Sports Field**

Senior Administration is currently reviewing the consultants report and options for the revitalization of the sports field. A recommended option is scheduled to be presented to the Board of Trustees in April 2023.

**RECOMMENDATION:**




THAT the Committee of the Whole refers the Quarterly Capital Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Appendix A  
Quarterly Capital Update**

Project	Stage		Scope	Site Acquisition Complete	Architect	Site Plan Approval	Bulding Permit	Tender Award	Project Budget	Classes Begin / Opening
Caledonia Joint-Use CES	Pre-Design		New School	No	Svedas Architects	No	No	No	\$ 8,142,113	September 2025
Brantford CSS	Pre-Design		New School	No	TBD	No	No	No	\$ 45,726,011	September 2026
Assumption Sports Field	Planning		School Renewal	N/A	TBD	No	No	No	TBD	TBD

Major Capital Projects are those greater than \$1.0 million total project cost or of unique interest.

Dashboard Definitions

On schedule, on budget, within scope	
Schedule, budget, or scope concerns	
Schedule delays, budget creep, or quality concerns	

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

Prepared by: Kevin Greco, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: March 21, 2023  
Submitted by: Michael McDonald, Director of Education & Secretary

### PRIMARY CORE FRENCH UPDATE

Public Session

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#### **BACKGROUND INFORMATION:**

In November of 2022, the Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) made the decision to remove optional Primary Core French programming. Since this decision, the Board has made programming changes in many schools. Beginning in September 2023 the Board will no longer offer Primary Core French. This was a difficult decision that was influenced by several factors.

#### **DEVELOPMENTS:**

The Board and OECTA-BHN are working collaboratively within the parameters of the current Collective Agreement to make this transition to offering only the mandatory Grade 4-8 Core French programming, as smooth as possible, and to minimize the impact on students and staff.

Based on current staffing projections, the Board will not need to declare surplus teachers due to the change in programming. Human Resource Services is in the process of determining the projected total number of teachers required to deliver the Grade 4-8 Core French program in 2023-2024. This will impact the annual process for assignment of Core French Teachers.

Human Resource Services will continue to follow the regular process of assigning Centrally Staffed Teachers (Core French, Planning Time, SERT) for the next school year. However, the elimination of Primary Core French will result in a higher number of changes to staff assignments.

Each year the Board strives to maintain stability in the staffing of Centrally Staffed Core French teachers by minimizing the number of staffing assignment changes from one year to the next. The Board endeavors to place Core French Teachers back in their current school assignment but it is understood that staffing changes may be required to meet the needs of the Board's organizational plan. All Core French Teachers are notified of their assignments by June 1<sup>st</sup> each year.

Human Resource Services is seeking input from various stakeholders on the model for Core French going forward.

#### **RECOMMENDATION:**

THAT the Committee of the Whole refers the Primary Core French Update Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

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

Prepared by: Lorrie Temple, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: March 21, 2023  
Submitted by: Mike McDonald, Director of Education & Secretary

### EQAO UPDATE Public Session

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#### **BACKGROUND INFORMATION:**

In late fall, the EQAO data for BHNCDSD was shared, and at the request of the Board, please find the following updates for our response and support as a system to the needs identified in the data, as well as the areas we are moving forward in where success was achieved.

Education Quality and Accountability Office (EQAO), under the direction of the Ministry of Education, is occurring again in our schools this year, as noted in the previous Board discussion. The format continues to be an online/digital platform. Students in Grades 3 and 6 will participate in the spring. Currently, our Grade 10 and 11 students are preparing to engage in the Ontario Secondary School Literacy Test in April and May. In late January, our Grade 9 Math students participated in the Math Assessment and will do so again in June 2023.

#### **DEVELOPMENTS:**

Our support to address the math scores involves professional development, resources, and tutoring. Through tutoring funds, we are supporting numeracy with one-to-one and small group opportunities free to families via online tutoring and some in-person sessions across the system. We have also continued to share more strategic PD for instruction and assessment using MathUp and Knowledgehook for educators, as they continue to grow in the knowledge of the new curriculum and resources to support them. We expanded PD that is job embedded, at our two targeted schools (as identified by EQAO) for math support. Those two schools are Madonna Della Libera and Holy Cross.

We also continue to target and support Grade 1 educators with structured literacy with the use of resources through guided work of our System Teachers. We continue to expand on the supports for numeracy with the purchase of numeracy manipulative kits for each Grade 3 and 6 classrooms, as well as the purchase of resources for structured literacy for Grade 2 for use at Camp Blast and a full system roll out in 2023-24.

In addition, we held an afternoon of learning on the topics of literacy and numeracy for our administrators so they are aware and can support and monitor these key areas, using 'look fors' for instructional strategies and assessment.

And finally, we have arranged learning opportunities specifically for Grade 3 and 6 educators, job-embedded, to share pedagogical approaches and curriculum content that are most appropriate/important for the primary and junior divisions. These sessions happened in late February and early March offering opportunities to collaborate and learn about instructional practices that best support the knowledge and skills in literacy and mathematics.

#### **Grade 9 Math**

We continue to offer free tutoring in mathematics/numeracy and have recently started offering opportunities, specific to students in Grade 9, using destreaming funds with the support of

Thinking Classroom instructional practices and the resources created by our numeracy consultant.

**Grades 10 and 11 OSSLT (Ontario Secondary School Literacy Test)**

Students will continue to be supported, using tutoring money, as well as funding from the literacy registers, in after school and lunchtime sessions and free, online tutoring specific for English.

**RECOMMENDATION:**

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

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

Prepared by: Phil Wilson, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: March 21, 2023  
Submitted by: Michael McDonald, Director of Education & Secretary

### EXCURSION – COSTA RICA and PANAMA

Public Session

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#### **BACKGROUND INFORMATION:**

Assumption College and St. John's College are requesting approval for an educational science excursion to Costa Rica and Panama from Friday March 8<sup>th</sup> to Sunday March 17<sup>th</sup>, 2024. Staff supervisors include department heads David Page and Healy Koolen. The focus of the trip is to explore one of the world's most diverse ecosystems, learn about the research being done to preserve it, and to immerse themselves in Panama's local culture. The cost for the trip is approximately \$4750 per student, with an early bird discount being offered through EF Tours.

#### **DEVELOPMENTS:**

Approximately 40 students and 5 STEM staff will be traveling by air from Toronto Pearson airport to San Jose Costa Rica than on to Panama City before returning home.

The tour provides an excellent opportunity for students to gain insight and address local and global challenges. They will have the opportunity to visit innovative and scientific sites such as La Selva Research Biological Station, Tirimbina and Carara Biological Reserves, Arenal Volcano National Park, Ecocentro Danaus, Biomuseo, and Metropolitan Natural Park. The students will be conducting research looking to contribute to the wide use and conservation of wetlands in the Western Hemisphere. The trip also includes several workshops and presentations with local wildlife biologists.

There will be opportunities to immerse themselves in the local culture by enjoying a traditional folklore dance show, touring cities to see their historic ruins, and attending mass in a foreign country. Finally, the students will learn about one of the world's most impressive engineering feats, the construction of the Panama Canal.

Both Costa Rica and Panama are hotbeds of biodiversity; tropical habitats that are home to some of the most diverse and exotic species of plants and animals on the planet. Covering over half the country's land surface are immense tracks of rainforest, mangrove wetlands, and mountain cloud forests. They have become the world's leading experts on eco-tourism and would provide an excellent opportunity for the students from our board.

As the world becomes increasingly interconnected, global education is more important than ever. There are many long-term benefits to international travel. Students are introduced to new, enriching authentic educational experiences that teach critical thinking, problem-solving, collaboration, and global competence. They become more confident and responsible individuals traveling without their immediate families. It improves their communication skills and global awareness as they reach out and connect with those outside their local communities. They will also develop a closer bond with those with whom they have shared this experience. All of these

are important life skills and opportunities for personal growth that will better prepare them for post-secondary life.

The board's strategic plan suggests we are a catholic community striving to embrace diverse learning environments and opportunities, inspiring a love for learning, cultivating a connected global community, and encouraging students to reach their God-given potential to change the world. This trip ticks all the boxes.

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

**RECOMMENDATION:**

THAT the Committee of the Whole refers the excursion request from St. John's College and Assumption College School for an excursion to Costa Rica and Panama from Friday March 8, 2024, to Sunday, March 17, 2024 to the Brant Haldimand Norfolk Catholic District School Board for approval.



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

Prepared by: Phil Wilson, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: March 21, 2023  
Submitted by: Michael McDonald, Director of Education & Secretary

**EXCURSION – ROME TO ATHENS**

Public Session

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**BACKGROUND INFORMATION:**

Holy Trinity Catholic High School is requesting approval for an excursion to Rome, Italy and Athens, Greece from Saturday, March 9<sup>th</sup> to Sunday, March 17<sup>th</sup> of 2024. Staff supervisors will include Mary Sullivan, Joseph Varga, Tara Williams, Kathryn Gillis-Zytariuk, and Doug Ivak.

**DEVELOPMENTS:**

Approximately 42 students (Grades 9-12) from Holy Trinity will be travelling overnight by air to Rome, Italy where they will spend three days touring the city, its culture and history. The fourth day will be spent touring the Vatican where students will have the opportunity to visit the Vatican museums, the Sistine Chapel, and St. Peter's Basilica. There is an opportunity for students to attend mass at St. Peter's Basilica. On the fifth day, students will travel south via coach bus to Pompeii, and then take an overnight ferry to Patras, Greece. In Greece, students will visit many historical and cultural sites including Archimedes Museum, the Epidarurus Theatre, Acropolis Hill, and the Parthenon. Students will gain faith formation and appreciation for the leadership of the Catholic Church and the connection with the first pope, St. Peter. Beyond Rome and the Vatican, students will be influenced by historical sites of Italy and Greece. Lessons of anthropology, philosophy, and early civilization will come to life. Travel will give students an opportunity to enhance personal growth and reflect on their spirituality.

The approximate price for the trip is \$4300 per student. The price includes flights, buses, and ferry travel, plus hotel accommodations, including breakfast and dinners for each day, and entrance fees to tourist sites, plus global insurance and cancellation insurance.

EF Tours assigns a Tour Director and they oversee and monitor travel time and safety and greet the tour guides at various destinations. Tour destinations are monitored for problems and the tour director, with direction from EF, may change-up travel plans as needed.

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

**RECOMMENDATION:**

THAT the Committee of the Whole refers the excursion request from Holy Trinity for an excursion to Rome and Athens from Saturday March 9, 2024, to Sunday, March 17, 2024 to the Brant Haldimand Norfolk Catholic District School Board for approval.

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

Prepared by: Phil Wilson, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: March 21, 2023  
Submitted by: Michael McDonald, Director of Education & Secretary

**EXCURSION – CUISINE & CULTURE IN SOUTHERN ITALY**  
Public Session

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**BACKGROUND INFORMATION:**

Karen Linehan-Caulfield from Holy Trinity and the Hospitality and Tourism Program is requesting approval for the Cuisine & Culture in Southern Italy excursion from Saturday March 9<sup>th</sup> to Sunday March 17<sup>th</sup>, 2024. The cost of the trip is approximately \$5,042.00/person. Appropriate staff supervisors will be assigned according to the number of student registrations.

**DEVELOPMENTS:**

The trip is open to 42 past, present, or future students from the Hospitality & Tourism Program. Approximately 42 students from the program will be traveling by air to Southern Italy (Rome) and via tour buses, visit Benevento, Matera, Bari, Ostuni, and Alberobello. This tour provides an excellent opportunity for students to increase their awareness of global perspectives, foster appreciation for different cultures, become effective communicators, reflective thinkers, gain a love of/for learning and embrace the responsibility of being global citizens as well as develop leadership skills navigating through new experiences with confidence.

The students will develop a distinctive Catholic worldview with opportunities of visiting the Sistine Chapel and St. Peter's Basilica in Vatican City and attend mass; the Bari Cathedral of San Sabino and the Basilica of St. Nicholas in Bari and the Parco delle Chiese Rupestri di Matera in Matera, a UNESCO World Heritage Site. The students will visit the Testaccio Market in Rome and participate in a cooking class. In Benevento, students will visit a rural mozzarella di bufala farm as well as a multi-generational chocolate factory. In Bari we will visit another local farm and participate in an olive oil tasting. Students will develop global knowledge, a deeper sense of self, and sensitivity to and respect for others as they are immersed in their host country's cuisine and culture.

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

**RECOMMENDATION:**

THAT the Committee of the Whole refers the request from Holy Trinity for an excursion to Southern Italy from Saturday March 9<sup>th</sup> to Sunday March 17<sup>th</sup>, 2024 to the Brant Haldimand Norfolk Catholic District School Board for approval.

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

Prepared by: Philip Wilson, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: March 21, 2023  
Submitted by: Mike McDonald, Director of Education & Secretary

### Supervised Alternative Learning – Semester 1 Public Session

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#### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board is committed to providing individualized programming for students who are experiencing significant difficulties with regular attendance at secondary school. The board believes that each pupil is created in the image and likeness of God and therefore believes in the dignity of the human person, the preferential option of the poor, and the principle that everyone has the right to education necessary for human fulfillment. Supervised Alternative Learning (SAL), as a method to help students obtain a secondary school diploma or reach other educational/life goals, is consistent with Catholic social teaching.

Ontario Regulation 374/10, “Supervised Alternative Learning and Other Excusals from Attendance at School”, enables the Supervised Alternative Learning Committee of a board to excuse students from 14 to 17 years of age from attending school while they continue to participate in learning under the supervision of the board and/or a school of the board. The goal is to maintain a connection to learning for these students and to support their continued progress towards graduation or achievement of other educational and personal goals. The student and the parent(s), unless the student is at least sixteen years of age and has withdrawn from parental control, must agree to participation in SAL.

While in SAL, students can participate in a variety of learning activities, which can include credit or non-credit bearing courses, earning certifications, full or part-time employment, job training, and/or counselling that will help them lead productive adult lives, as well as doing volunteer work. As much as possible, opportunities to earn credits should be included in their programs. The goal is that students will eventually graduate or otherwise continue their education as adults.

Some students may need help addressing “barriers to learning” (e.g., addictions, mental health, physical health, family related) before they can fully engage in learning. SAL enables the board to connect students with the appropriate services offered by various health and community agencies. Brant Haldimand Norfolk Catholic District School Board social workers serve in the role of primary contact.

#### **DEVELOPMENTS:**

St. Mary Catholic Learning Centre is designated for alternative programs which includes supervised alternative learning, re-engagement of students age 18+, long-term suspensions, virtual learning, wellness and transition, and dual credits.

St. Mary Catholic Learning Centre programming is accessible to secondary schools in the district, although individual schools can offer SAL programming. St. Mary Catholic Learning Centre offers programming in Brantford and Simcoe. St. Mary Catholic Learning Centre is committed to meeting the needs of all students to ensure they reach their full potential.

Below is a summary of the SAL program from Semester 1 of the 2022/2023 School Year:

St. Mary Catholic Learning Centre Supervised Alternative Learning (SAL) Program Semester 1 Summary	
Total Enrollment for Semester 1 in SAL program	95 (51 Female & 44 Male)
Returning to SMCLC previous year	50
Assumption College School	13
Holy Trinity Catholic High School	13
St. John's College	9
Out of Board (OOB)	7
Transition from Virtual School	3
Full time SAL students (> 75 minutes daily)	79
Part time SAL students (< 75 minutes daily)	16
Number of Grade 9	3
Number of Grade 10	18
Number of Grade 11	31
Number of Grade 12	43
Number of students in SAL on an IEP	23
Number of Students enrolled in credit	95
Credits Earned	185
Credits Recovered	9
Graduates from the SAL Program	2 (December 1 & January 1)

Student Returned to Home School at end of Semester 1	
Assumption College School	3
Holy Trinity Catholic High School	3
St. John's College	1
St. Mary Catholic Learning Centre	88
SAL Students enrolled as of March 10	113

**RECOMMENDATION:**

THAT the Committee of the Whole refers the Supervised Alternative Learning report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

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

Prepared by: Mike McDonald, Director of Education & Secretary  
Presented to: Committee of the Whole  
Submitted on: March 21, 2023  
Submitted by: Mike McDonald, Director of Education & Secretary

**Student Trustee Policy Revision**  
Public Session

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**BACKGROUND INFORMATION:**

The Student Trustee Policy 100.07 outlines the role, qualifications, and terms of the student trustee in the Brant Haldimand Norfolk Catholic District School Board (BHNCDSD). Two very recent developments in the requirements at the provincial level have resulted in the need to make two changes to our current policy.

The terms and policy requirements for student trustees follow the stipulations as laid out by Ontario Regulation 7/07 from the Education Act. Recent communication with Ministry of Education staff informed us that changes to that regulation has put the BHNCDSD out of compliance with this regulation and that in order to be in compliance, the BHNCDSD needs to have two student trustees represented at Board instead of the current one.

A recent decision made by the Ontario Human Rights Commission found that student trustees do not hold governance positions like their adult counterparts, and therefore Catholic school boards cannot require student trustees to be Catholics. Our current policy had a Catholic requirement as a qualification to become student trustee which puts us out of compliance with that decision.

**DEVELOPMENTS:**

Due to the recent nature of these events, the timelines of our policy review process, and the timing of our student trustee elections; it is recommended that these changes forego the typical process and move directly to discussion at Committee of the Whole then proceed to Board.

The changes in the policy reflect the needed changes as outlined previously in this report.

**RECOMMENDATION:**

THAT the Committee of the Whole refers the Student Trustee Policy #100.07 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Student Trustee

### #100.07

<b>Adopted:</b>	21/04/01
<b>Last Reviewed/Revised:</b>	02/01/2023
<b>Responsibility:</b>	Director of Education and Secretary
<b>Next Scheduled Review:</b>	2027

#### Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board values the involvement of students at Board meetings through the inclusion of a student trustee on the Board and encourages a forum for the representation of the interests of students.

#### Application and Scope:

As per the *Education Act, R.S.O. 1990, c. E.2 (s 55.1)*, the Board shall hold annual elections for the office of student trustee. Election procedures can be found in the administrative procedure for this policy.

**1.0 Role of the student trustee** - The two elected student trustees shall represent the interests of pupils in the last two years of the intermediate division and in the senior division.

It is expected that student trustees who serve on the Board will represent student perspectives, will develop as leaders, and will assist in achieving a better understanding of educational issues among students. The student trustee is expected to attend and participate in all open meetings of the Committee of the Whole and the Board and be present and participate in meetings of the Board that are closed to the public except where the meeting is closed under clause 207 (2) (b) of the Education Act or where the subject matter under consideration puts them in a conflict of interest. (The Municipal Conflict of Interest Act provisions that apply to members of the Board of Trustees apply to the student trustees.)

207 (2) (b) 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 of his or her parent or guardian;
- c) the acquisition or disposal of a school site;
- d) decisions in respect with employees of the board; or
- e) litigation affecting the board.

~~The student~~ Student trustees shall give a verbal and/or written report at one of the board meetings. The student trustee will serve as a student liaison representative for the board on various occasions. The student trustee shall serve as the Chair of the Student Senate. The ~~alternate~~ other student trustee shall serve as the Vice Chair of the Student Senate.

**2.0 Qualifications** - The Student Trustee shall meet the following qualifications:

~~a) Be a practicing Catholic in union with the See of Rome and meet the qualification requirements of the Ontario Regulation 7/07.~~

~~b)a)~~ Be a resident student of the Board.

~~e)b)~~ Be a full-time pupil (i.e., in at least three credits per semester) in one of the Board's Catholic secondary schools and be in the senior division at the time of his/her term as a student trustee.

--- OR ---



~~e)c~~ Be an exceptional pupil in a special education program for whom the Board has reduced the length of the instructional program on each school day under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools – General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced.

A student who is serving a sentence of imprisonment in a penal or correctional institution is not qualified to be elected or to act as a student trustee. A student who ceases to be qualified to act as a student trustee must resign as a student trustee.

The board shall notify the Ministry with the name of the elected student trustees s not later than 30 days after the election or by-election.

- 3.0 Voting and Motions** - ~~The student~~ Student trustees ~~is not~~ are not a member of the Board and ~~is~~ are, therefore, not entitled to a binding vote on any matter before the Board or any of its committees. However, the student trustees ~~is~~ are entitled to require that a matter before the Board or one of its committees on which the student trustees ~~s~~ s be put to a recorded vote, and in that case there shall be:
- a) a recorded non-binding vote that includes the student trustee's vote; and
  - b) a recorded binding vote that does not include the student trustee's vote

~~A student~~ Student trustees ~~is~~ are not entitled to move a motion, but ~~is~~ are entitled to suggest a motion on any matter at a meeting of the Board or one of its committees on which the student trustees ~~s~~ s. If no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

- 4.0 Term of Office** - The term of office for ~~a~~ student trustees ~~s~~ shall be from August 1st of each year to July 31<sup>st</sup> of the next year. A student trustee has the opportunity to seek re-election.

- 5.0 Vacancies** - When a vacancy in the office of student trustee occurs, the board shall decide whether to fill the vacancy or not. If the Board decides to fill the vacancy, the vacancy shall be filled through a by-election.

- 6.0 Reimbursement of Expenses** - The board shall reimburse student trustees for out-of-pocket expenses as if they were members of the Board.

- 7.0 Honorarium** - ~~A student~~ Student trustees ~~s~~ shall be paid an annual honorarium of \$2,500. The honorarium shall be pro-rated according to the proportion of a term served, if the student trustee holds office for less than a complete term of office.

- 8.0 Resources, Training and Mentorship** - ~~A student~~ Student trustees ~~has~~ have the same status as a Board member with respect to access to Board resources and opportunities for training. The Chair of the Board shall appoint a trustee to act as a mentor for the student trustees ~~s~~ s. The Director or designate shall be the staff contact for the student trustees ~~s~~ s.

- 9.0 Disqualification** - ~~A student~~ Student trustees ~~s~~ may be disqualified from office for the following reasons:
- a) As per trustee disqualification criteria outlined in the *Education Act* and Regulations
  - b) Cessation of full-time enrolment in one the Board's Catholic secondary schools
  - c) Commission of a serious breach of his/her school's code of conduct
  - d) Demonstrated behaviour that is deemed to be incompatible with the role and responsibilities of the position.

- 10.0 Recognition** - Upon completion of ~~the~~ student trustee's term of office, ~~the~~ student trustees ~~s~~ will be recognized by the Board, including but not limited to, a notation in the student's Ontario Student Record (OSR) and a letter of service signed by the Chair of the Board.



**References:**

- Education Act, R.S.O. 1990, c. E.2
- Education – O. Reg. 7/07

**Forms:**

- N/A

**Appendices:**

- N/A

**Definitions:**

**Student Senate**

The Student Senate is made up of three students from each of the secondary schools for a total of nine students. ~~The~~ Student Trustees are members of the Student Senate - two other representatives from the Student Trustee's school plus three students from each of the other two secondary schools make up the Student Senate for a total of nine students. Each secondary school selects their Student Senate representatives according to their local Student Council's constitution.





## Student Trustee Administrative Procedure

### #100.07

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<b>Adopted:</b>	04/21/2001
<b>Last Reviewed/Revised:</b>	02/01/2023
<b>Responsibility:</b>	Director of Education and Secretary
<b>Next Scheduled Review:</b>	2027

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#### APPLICATION AND SCOPE:

The purpose of this Administrative Procedure is to provide direction to Board Staff regarding the election of Student Trustees.

#### Responsibilities

Specific direction is provided for the Director of Education or designate.

#### Procedures

##### 1.0 Qualifications

~~The~~ Student Trustees shall meet the following qualifications:

- i) ~~Be a practicing Catholic in union with the See of Rome and meet the qualification requirements of the Ontario Regulation 7/07~~
- ii) Be a resident student of the Board.
- iii) Be a full-time pupil (i.e., in at least three credits per semester) in one of the Board's Catholic secondary schools and be in the senior division at the time of his/her term as a student trustee.

OR

- iii) Be an exceptional pupil in a special education program for whom the Board has reduced the length of the instructional program on each school day under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools – General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced.

A student who is serving a sentence of imprisonment in a penal or correctional institution is not qualified to be elected or to act as a student trustee. A student who ceases to be qualified to act as a student trustee must resign as a student trustee.

##### 2.0 Elections

- The election process shall be supervised by the Director of Education or designate. Qualified candidates shall submit a written application to the Director of Education or designate. The two student trustees shall be elected by a student team made up of the outgoing Student Senate as well as three student representatives from each school consisting of student council co-presidents and an administrative appointee. Therefore, the student team is made up of the nine outgoing Student Senators plus nine school representatives.
- The outgoing Student Senate will invite qualified candidates to make a brief presentation to the student team that outlines their suitability for the position. Following the presentations, the student team will vote to elect the two student trustees for the coming year.
- Elections will be held annually, no later than April 30.
- The Board shall notify the Ministry with the name of the two elected student trustees not later than 30 days after the election or by-election.



- An alternate student trustee will be elected from among the incoming Student Senate at the first Student Senate meeting in the new school year.

## **2.0 Term of Office**

The term of office for ~~a~~ student trustees shall be from August 1st of each year to July 31<sup>st</sup> of the next year. A student trustee has the opportunity to seek re-election.

## **3.0 Vacancies**

When a vacancy in the office of student trustee occurs, the Board shall decide whether to fill the vacancy or not. If the Board decides to fill the vacancy, the vacancy shall be filled through a by-election.

## **REFERENCES:**

- Education Act, R.S.O. 1990, c. E.2
- Education – O. Reg. 7/07

## **FORMS:**

- N/A

## **APPENDICES:**

- N/A

## **DEFINITIONS:**

### **Student Senate**

The Student Senate is made up of three students from each of the secondary schools for a total of nine students. ~~The~~ Student Trustees ~~is~~ are ~~a~~ members of the Student Senate - two other representatives from the Student Trustee's school plus three students from each of the other two secondary schools make up the Student Senate for a total of nine students. Each secondary school selects their Student Senate representatives according to their local Student Council's constitution.

## **ADMINISTRATIVE PROCEDURES:**

The main body of the Administrative Procedure, this section outlines specific direction, action, and expected standards to implement the policy.

**2022-23**  
**Trustee Meetings and Events**

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>
<i>March 13-17, 2023</i>		<i>MARCH BREAK</i>
March 21, 2023	9:00 am	Mental Health Steering Committee
March 21, 2023	1:00 pm	Special Education Advisory Committee
March 21, 2023	3:00 pm	Accommodations Committee
<b>March 21, 2023</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>
<b>March 28, 2023</b>	<b>7:00 pm</b>	<b>Board Meeting</b>
April 12, 2023	3:00 pm	Executive Council Meeting
April 18, 2023	1:00 pm	Special Education Advisory Committee
<b>April 18, 2023</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>
April 25, 2023	3:00 pm	Budget Committee
<b>April 25, 2023</b>	<b>7:00 pm</b>	<b>Board Meeting</b>
April 26, 2022	7:00 pm	Regional Catholic Parent Involvement Committee
April 27-29, 2023		OCSTA AGM & Conference
<i>April 30 - May 5, 2023</i>		<i>Catholic Education Week</i>
May 1, 2023	5:00 pm	Catholic Student Leadership Awards
May 10, 2023	3:00 pm	Executive Council Meeting
May 16, 2023	1:00 pm	Special Education Advisory Committee
<b>May 16, 2023</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>
<b>May 23, 2023</b>	<b>7:00 pm</b>	<b>Board Meeting</b>
May 26, 2023	9:00 am	Student Transportation Services BHN
May 30, 2023	1:15 pm	Accessibility Steering Committee
June 1-3, 2023		CCSTA AGM
June 13, 2023	3:00 pm	Budget Committee
June 14, 2023	3:00 pm	Executive Council Meeting
June 19, 2023	5:00 pm	Audit Committee
<b>June 20, 2023</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>
<b>June 27, 2023</b>	<b>7:00 pm</b>	<b>Board Meeting</b>
June 28, 2023	4:45 pm 6:30 pm 7:00 pm	Assumption College Graduation Holy Trinity Graduation St. John's College Graduation

Meetings scheduled at the Call of the Committee Chair: Accommodations Committee, Audit Committee, Budget Committee, Faith Advisory Committee, Policy Committee