



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Committee of the Whole
Tuesday, November 20, 2018 ♦ 7:00 p.m.
Boardroom**

Present: **Trustees:**
Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Carol Luciani, Bonnie McKinnon,
Kaiya Daly (Student Trustee)

Absent: Bill Chopp

Senior Administration:
Chris N. Roehrig (Director of Education & Secretary)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Petrella.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Chair Petrella requested item *5.1 Trustee Expenses Online* be deferred until Trustee Casey arrived.

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the November 20, 2018 meeting, as amended.

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Committee of the Whole Meeting Minutes - October 16, 2018

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the October 16, 2018 Committee of the Whole Meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations – Nil

3. Delegations – Nil



4. Consent Agenda

- 4.1** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of October 16, 2018 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.2** THAT the Committee of the Whole refers the unapproved minutes of the Regional Catholic Parent Involvement Committee Meeting of October 29, 2018 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.3** THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' Committee Meeting of October 30, 2018 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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

Carried

5. Committee and Staff Reports

5.2 Insurance Renewal

Director Roehrig reviewed Appendix A of the report and provided rationale for the increases/decreases in the insurance premiums, which has resulted in an overall decrease in insurance premiums for the upcoming year. He indicated that we are building a strong culture in the district around risk management, educating administrators to complete risk assessments that identifies liability to the Board. The more risk management and liability are discussed, the more aware people become.

There was a Trustee inquiry to determine if any boilers in the district are still running on oil. Director Roehrig will investigate the inquiry and report back to Board. There was another Trustee inquiry about the Non-Owned Auto insurance. Director Roehrig explained that this would cover the top up of auto insurance for an employee or volunteer that drives students in their personal vehicles.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2019 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$138,054, excluding PST.

Carried

5.3 Safe and Accepting Schools Update

Director Roehrig indicated this report is an update on the new plan that was previously brought to Board. The comprehensive policy is up for review this year. The report emphasizes three areas, including: trying to create a more consistent procedure for student safety plans, bullying recognition and response training, and widening restorative practices through the work of the Child and Youth Workers.

There was a Trustee inquiry about our Board policy being used by other school boards. There was also discussion around copyrights and the sourcing of borrowed information. There was a Trustee inquiry about the sharing of information regarding policies to make the process of update them easier.



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Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Safe and Accepting Schools Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.4 Board Enrolment as of October 31, 2018

Director Roehrig drew attention to the fact that Board enrolment has increased. Since Kindergarten registration occurs early in the year, there was concern in April that we would not meet the projected numbers. However, it appears that people are waiting longer before enrolling their child(ren). We are currently using benchmarks and trends to staff our schools in March. There was discussion about the current staffing levels.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Board Enrolment as of October 31, 2018 report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.5 Cash / Equipment Donations

Director Roehrig indicated that we do not currently have a mechanism that would allow donors to indicate if they would like their name published publicly. Director Roehrig suggested that the threshold for publishing donations and permissions to include names in the report may need to be revised through policy review.

There was a Trustee inquiry about the donation to the STEM program at St. Joseph's. There was concern that this donation may have caused the initial allocation to decrease based on the donation. Director Roehrig is currently investigating and will report back to Board. There was a Trustee inquiry about the ability to specify where a donation will be allocated. Director Roehrig indicated that it is very rare that there is a general donation to the Board, donations are typically made for a specific reason. The money will only be used for the purpose as specified by the donation. If the project is on hold, the money will be held until the project is active again. There was discussion about the application of money raised from a fundraiser at the school level. The policy on fundraising is clear in that there needs to be a specific purpose for the fundraising where the money will be applied.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Cash / Equipment Donations report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

6. Information and Correspondence

Director Roehrig provided the proofs for the 2018 Christmas Cards which will be ready after the Inaugural meeting on December 4, 2018.



An update was provided regarding a Trustee visit to Sprucedale. The visit will be able to occur in December.

There was a reminder for the Trustees to confirm their attendance for the upcoming OCSTA Trustees Seminar which will be held in January.

Director Roehrig presented thank-you cards that were addressed to Board from staff.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives all Information and Correspondence since the last meeting.

Carried

5. Committee and Staff Reports

5.1 Trustee Expenses Online

Director Roehrig mentioned changes in the reporting process, in that we are trying to become more precise in expenses to better identify where the money is being spent. As such, expenses that have previously been included as "other" were broken out.

There was concern that some of the expenses, as outlined on the report are a direct cost of doing business, and as such should not be included on the report. Director Roehrig indicated that the current policy outlines what is considered a Trustee expense, as well as the requirement to post the report online. Going forward, the policy may be reviewed and changed. Chair Petrella requested a line be added to the report indicating that overall budget was underspent.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Trustee Expenses Online Report.

Carried

7. Trustee Inquiries – Nil

8. Business In-Camera

Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

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: Bonnie McKinnon

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 future meetings and events.



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11. Closing Prayer

Chair Petrella led the closing prayer.

11. Adjournment

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the November 20, 2018 meeting.

Carried