



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

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

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### Committee of the Whole Tuesday, April 16, 2013 ♦ 7:00 pm Boardroom

#### Members:

#### Trustees:

June Szeman (Chair), Rick Petrella (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Ryan Cattrysse (Student Trustee)

#### Senior Administration:

Chris N. Roehrig (Director of Education), Tom Grice (Superintendent of Business & Treasurer), Bill Chopp, Jamie McKinnon and Leslie Telfer (Superintendents of Education)

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#### 1. Opening Business

- 1.1 Opening Prayer – June Szeman
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Declaration of Interest

#### 2. Presentations

The Board will recognize Paula Dunn and staff of the Human Resources Department, recipients of the School Boards' Co-Operative Inc. (SBCI) Best Overall Board Award for Small-Sized Boards for 2011-12, a category in the SBCI's Safety Leadership Awards Program.

#### 3. Delegations - Nil

#### 4. Consent Agenda

- 4.1 Approval of Committee of the Whole Meeting Minutes – March 19, 2013 Pages 4-8
- 4.2 Unapproved Special Education Advisory Committee Meeting Minutes – March 20, 2013 Pages 9-11
- 4.3 Unapproved Student Transportation Services Brant Haldimand Norfolk Board of Directors' Special Meeting Minutes – March 25, 2013 Pages 12-13
- 4.4 Unapproved Regional Catholic Parent Involvement Committee Meeting Minutes - April 8, 2013 Pages 14-15
- 4.5 Unapproved Catholic Education Advisory Committee Meeting Minutes - April 9, 2013 Pages 16-18



**5. Committee and Staff Reports**

- 5.1** Unapproved Minutes and Recommendations from the Policy Committee Meeting - Pages 19-22  
March 26, 2013  
Presenter: Dennis Blake, Chair of the Policy Committee
- Letter to Ministry re: capital funding for accessibility-related renovations
  - Inclement Weather and Temporary School/Facility Closures 400.01 (pgs. 23-27)
  - Dress Code for Pupils 200.40 (pgs. 28-35)
  - Distribution of Materials 400.08 (pgs. 36-39)
- 5.2** Adolescent Literacy Pages 40-41  
Presenter: Jamie McKinnon, Superintendent of Education
- 5.3** Early French Immersion Investigations Page 42  
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 5.4** Financial Report as of February 2013 Pages 43-48  
Presenter: Tom Grice, Superintendent of Business & Treasurer
- 5.5** Board Enrolment Update as of March 31, 2013 Pages 49-50  
Presenter: Tom Grice, Superintendent of Business & Treasurer
- 5.6** Educational Funding for 2013-14 Pages 51-53  
Presenter: Tom Grice, Superintendent of Business & Treasurer
- 5.7** Excursion – Mission Trip to Staten Island, NY Page 54  
Presenter: Bill Chopp, Superintendent of Education
- 5.8** Student Trustee Report Page 55  
Presenter: Ryan Cattrysse, Student Trustee

**6. Information and Correspondence**

**7. Notices of Motion**

**8. Trustee Inquiries**

**9. 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.



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10. Report on the In-camera Session

11. Future Meetings and Events

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### 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***

13. Adjournment

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Next meeting: Tuesday, May 21, 2013, 7:00 pm – Boardroom



**Committee of the Whole**  
**Tuesday, March 19, 2013 ♦ 7:30 pm**  
**Boardroom**

**Trustees:**

**Present:** June Szeman (Chair), Rick Petrella (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Ryan Catrysse (Student Trustee)

**Absent:**

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Tom Grice (Superintendent of Business & Treasurer), Bill Chopp, Jamie McKinnon and Leslie Telfer (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by June Szeman.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the March 19, 2013 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**2. Presentations - Nil**

**3. Delegations - Nil**

**4. Consent Agenda**

**4.1** THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the February 19, 2013 meeting.

**4.2** THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' Meeting of February 26, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

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

**Carried**

## **5. Committee and Staff Reports**

### **5.1 Information and Communication Technology Operation Plan Update**

Superintendent Grice commented that the subject report provides an update on the progress of the information and communication technology operational plan that was presented to the Board one year ago. He introduced Norm Cicci, Manager of Information Technology and Brian Englefield, 21<sup>st</sup> Century Learning Consultant who, together with Dave Szuty, eLearning Consultant, have worked to move the Board ahead in all areas identified in the operational plan. Presenters Cicci and Englefield provided an overview of the many advancements, investments and streamlining of processes that have taken place over the past few months, with a look ahead to upcoming initiatives including the migration to Microsoft Office 365, the piloting of “bring your own devices” to school, and continuation of the three-year equipment renewal project. Trustee questions regarding standardized purchasing processes, innovative project applications, bandwidth upgrades, staff training, and integrity of the network were addressed.

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Information and Communication Technology Operation Plan Update report.

**Carried**

### **5.2 Strategic Plan Update: Leadership**

Superintendent McKinnon provided an update on the progress being made in the leadership pillar of the strategic plan, primarily in the areas of instructional and personal leadership development for school administrators and teacher leaders. Several initiatives are underway including ongoing professional development for administrators, the introduction of cognitive coaching training for mentors, aspiring school leadership and student achievement leadership professional development sessions, as well as ongoing work in developing and promoting the human resources and labour relations certificate program that will be offered next fall.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Plan Update - Leadership report.

**Carried**



**5.3 Strategic Plan Update: Student Achievement (Literacy)**

Superintendent Telfer reviewed the progress being made by the Student Achievement Team on the various targeted strategies that have been implemented to improve teacher effectiveness in the area of literacy, with a focus on building student skills and improving student achievement. Limitations resulting from P/PM 155 have caused some challenges in collecting and inputting assessment data in a timely fashion. The Board may send a letter to the Minister of Education in the fall of 2013 if this continues to be problematic.

Moved by: Dennis Blake

Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Plan Update – Student Achievement (Literacy) report.

**Carried**

**5.4 Excursion – France & Italy**

Superintendent Chopp presented a request from Assumption College School and St. John's College for approximately 45 Grades 10-12 students to travel to France and Italy during the 2014 March Break. Students will have an opportunity to practice their language skills and will gain an appreciation of the French and Italian cultures.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School and St. John's College for an excursion to France and Italy from Thursday, March 6 to Sunday, March 16, 2014.

**Carried**

**5.5 Excursion – Massillon, OH**

Superintendent Chopp reviewed a request from St. John's College for approximately 45 members of the Senior Football Eagles team to play an exhibition game against Massillon Tigers Washington High School, take part in a football retreat, and visit the NFL Football Hall of Fame.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to Massillon, Ohio from Friday, September 20 to Saturday, September 21, 2013.

**Carried**

**6. Information and Correspondence**

Chair Szeman distributed a copy of inspirational thoughts compiled by Sr. Clare Fitzgerald at a recent OCSOA Retreat.

Chair Szeman requested that trustees provide her with suggested key issues that they would like addressed at the upcoming OCSTA Regional Meeting on May 2, 2013.



Chair Szeman distributed the Summary of Recommendations from OCSTA's Annual Financial Brief to the Minister of Education. If trustees wish to comment, she will compile the feedback and submit it to OCSTA.

Chair Szeman checked trustee availability for the St. Bernard School Closing Ceremony to be held in June 2013.

Cliff Casey volunteered to be the Board's representative on the Friends of the Educational Archives Board of Directors.

Moved by: Dan Dignard

Seconded by: Cliff Casey

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

**Carried**

#### **7. Notices of Motion**

Trustee Blake presented the Notice of Motion that he made at the February 19, 2013 Committee of the Whole meeting, as follows:

THAT all individual trustee expenses be posted on the public section of the Board website and updated quarterly.

Moved by: Dennis Blake

Seconded by: Rick Petrella

Discussion took place and trustees agreed to address this at the March 26, 2013 Policy Committee meeting. Trustee Blake withdrew his notice of motion.

#### **8. Trustee Inquiries**

Trustee Blake advised that he had received an inquiry from a soccer organization regarding the inability of players to use cleats on school sports fields, as noted in the Board's Community Use of Schools Policy. This concern was referred to the March 26, 2013 Policy Committee meeting.

#### **9. Business In-Camera**

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session.

**Carried**

#### **10. Report on the In-Camera Session**

Trustee McKinnon left following the opening business of the In-Camera session and did not return for the remainder of the meeting.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the in-camera session.

**Carried**



**Brant Haldimand Norfolk**  
Catholic District School Board

**Minutes**

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

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**11. Future Meetings**

A list of future meetings and events for trustees was reviewed.

**12. Closing Prayer**

A closing prayer was recited in unison.

**13. Adjournment**

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of March 19, 2013.

**Carried**



**SPECIAL EDUCATION ADVISORY COMMITTEE**

**Wednesday, March 20, 2013 · 7:00 p.m.**

**Present:** Dianne Wdowczyk (Chair), Dennis Blake (Trustee Representative), Bill Chopp (Superintendent of Education), Carmen McDermid, Catherine Custodio, Colleen Demarest, Jill Esposito, Heather Shisler, Tracey Taylor, Teresa Westergaard-Hager

**Regrets:** Krista Emmerson, Paul Sanderson, Terre Slaght, Susan Yates

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**1. Opening Prayer**

Carmen McDermid opened the meeting with a Lenten reflection.

**2. Welcome and Introductions**

Dianne Wdowczyk, Chair, welcomed the committee. A new member, Tracey Taylor from Haldimand Norfolk Reach, was introduced. All other members took turns introducing themselves. Dianne noted that an updated SEAC member contact list has been distributed.

**3. Approval of Minutes**

Moved by: Heather Shisler

Seconded by: Colleen Demarest

THAT the Brant Haldimand Norfolk Catholic District School Board's Special Education Advisory Committee approves the minutes from the February 13, 2013 meeting.

**Carried**

**4. Approval of Agenda**

Moved by: Teresa Westergaard-Hager

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board's Special Education Advisory Committee approves the agenda for the March 20, 2013 meeting.

**Carried**

**5. Presentations**

It was noted that the presentation on Woodview Children's Centre will now take place in May. Notre Dame, Brantford and St. Gabriel schools will present their Special Education programs at the meeting in April.

**5.1. Organization – Lansdowne Children's Centre**

Heather Shisler provided members with an overview of Lansdowne Children's Centre. In her presentation, she gave the history of the organization and buildings, as well as the case load demographics, staffing and programs offered.

**6. Community Agency Updates**

Dianne Wdowczyk from Woodview Children's Mental Health and Autism Services advised that Mental Health Week is being held from May 6-10 and that there will be an open house scheduled for May 8, 2013.



It was noted that 42 staff have been recently trained in the Partnering with Parents program.

Jill Esposto from the Children's Aid Society from Brant stated that she has participated in the Transitional Youth Protocol in order to bridge from student services to adult services.

Tracey Taylor from Haldimand-Norfolk REACH advised that there is a position of Transitional Youth Planner who assists families with children aged 14-18 years. Much of the success with this position is due to it being child-driven and child-focused.

Teresa Westergaard-Hager stated that Norfolk Community Living will celebrate its 60<sup>th</sup> anniversary in June 2013. A new home has been opened which is full accessible; however, due to new requirements, there is a wait list for transitional aged youth. They are working on how to change the programs for day services to reflect a change from the past 30 years.

## **7. Correspondence**

**7.1.** A letter from Thames Valley DSB re: Transition from school to adult services, was discussed. Tracey Taylor advised that as of April 1, children currently receiving services at home and who turn 18 after this date, will automatically be placed on a waiting list until eligibility is deemed. These children will need to be assessed in order to be considered eligible.

**7.2.** A letter from Trillium Lakelands DSB re: special education preparatory courses, was discussed, as well as the importance of having the option of an Additional Qualifications (AQ) course on Mental Health.

Members asked that a letter of support be sent to the Minister of Education to include Special Education preparatory courses as a requirement for all graduating teachers in Ontario, and that a Mental Health AQ course be developed, given the focus of this serious issue in our schools. Bill will prepare a letter on behalf of SEAC.

## **8. Reports**

### **8.1. Special Education System Lead**

#### **8.1.1. Entry to School Case Conferences**

Carmen McDermid provided the committee with the process and information for parents of special needs' children when they are enrolled in Kindergarten. Carmen acknowledged Patti Mitchell, System SERT, who has taken the lead on this process in order to help reduce the anxiety level for parents and the student. A copy of the materials used was passed around for members to review.

### **8.2. Superintendent of Education**

#### **8.2.1. Secondary Staffing**

Bill Chopp reviewed the number of sections that will be staffed at the secondary level for the 2013-14 school year. There will be a reduction of two sections with a total of 86 sections. Bill reviewed the various special education classes.



**8.2.2. Special Education Transition Plan**

Bill Chopp reviewed the roles and responsibilities of both Terre Slaght and Carmen McDermid effective April 1, 2013 to July 1, 2014.

Terre will have responsibility for staff/budget of Special Education Department Heads, SERTS, EAs and program services, Behaviour Services staff and budget, and Mental Health initiatives. She will consult on all special education initiatives where funding is provided.

Carmen will be responsible for special education specialized transportation, JK/SK registration as it pertains to students with special needs, EA allocation, program services, professional development for EAs and special education staff, safety training, SEAC, DSAT – Special Education and secretarial support for the Special Education Plan and the Board website for special education information.

Bill distributed a copy of the Board's Strategic Plan and reviewed the priority as it pertains to student achievement, specifically, "that teachers will work in teams to refine their practices to improve the ability of students identified as learning disabled, to become stronger self-advocates."

Bill advised that the April 26 professional development day will include a morning session called, "Having Tough Conversations" and if SEAC members wish to attend, they should advise Bill as soon as possible.

**9. Business for next meeting**

A copy of the IEP Survey questions was reviewed and distributed. At the next meeting, Bill will provide the results of the completed surveys.

**10. Closing Remarks/Adjournment**

Dianne Wdowczyk adjourned the meeting.



**GRAND ERIE DISTRICT SCHOOL BOARD  
BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD  
CONSEIL SCOLAIRE DE DISTRICT CATHOLIQUE CENTRE-SUD**

**STUDENT TRANSPORTATION SERVICES BRANT HALDIMAND NORFOLK (STSBHN)**

**Board of Directors' Special Meeting  
Monday, March 25, 2013 3:30 p.m.  
Teleconference**

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**Present on Teleconference:**

Tom Grice, Superintendent of Business - Director  
Don Werden, Trustee, GEDSB – Director  
Mario Nantel, Director of Transportation and Payroll, CSDCCS – Director  
Philip Kuckyt, Manager of Transportation, STSBHN – Secretary / Treasurer

**Regrets:**

Bobby Somaroo, Superintendent of Business, CSDCCS – Director  
Dan Dignard, Trustee, BHCNDSB – Director  
Jamie Gunn, Superintendent of Business & Treasurer, GEDSB – President

**Minutes Only:**

John Forbeck, Director of Education & Secretary, GEDSB  
Chris Roehrig, Director of Education & Secretary, BHCNDSB  
RéjeanSirois, directeur de l'éducation, CSDCCS

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**Minutes**

- 1.0 Call to Order, Welcome and Introductions – Secretary
- 2.0 Review of 024 – Bus Cancellations, Delays and Early Dismissals due to Inclement Weather
  - The summary form of feedback received was reviewed by the Board as well as those proposed changes as identified in the draft document sent out by the Secretary.

Moved: D Werden  
Seconded: M Nantel

“That STSBHN procedure 024 be adopted as amended”

**CARRIED**

3.0 Review of Safety Budget (Bus Evacuations Training)

- The financial implications of transitioning to an annual bus evacuation process were reviewed by the Board
- T Grice expressed interest in pursuing a review of how the current services, which are being offered by STSBHN, are being delivered and analyzing the results to determine if a more efficient way to deliver the services is available.
- D Werden questioned if the current insurer of STSBHN, OSBIE, has a minimum requirement relating to bus evacuation. Although P Kuckyt did not believe so, he would inquire further.

Moved: D Werden  
Seconded: M Nantel

“That the Board of Directors defers changes to the STSBHN safety budget to the May 28<sup>th</sup>, 2013 meeting”.

**CARRIED**

4.0 Adjournment – Secretary

Moved: T Grice  
Seconded by: D Werden

“That the Board of Directors’ special meeting on March 25, 2013 be adjourned”

**CARRIED**

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M Nantel, Director

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Date



**Regional Catholic Parent Involvement Committee**

**Monday, April 8, 2013 - 7:00 p.m.**

**Present:** June Szeman (Trustee Representative), Bill Chopp (Superintendent of Education), Ken Spong (Chair), Bonnetta Perry, Carol Vanderhaeghe, Julie Butler, John Weiss, Shannon VanDalen, Angela Rowley, Teresa Hughes, Tamara Cupoli, Corrie Bradfield, Siobhan Hector, Judy Gardner, Maryann Dobrowolski, Sandra Soroka, Leanne Kellam, Jeff DeProsperis, Andrea Cooper, Kelly Good, Krista Emmerson, Charmaine Hanley, Kelly Lawlor, Edith Heleniak.

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**1. Welcome**

Ken Spong, Chair of the Regional Catholic Parent Involvement Committee, welcomed all parents and guests to the meeting.

**2. Opening Prayer**

Bill Chopp, Superintendent of Education, led the group in a prayer for guidance and wisdom.

**3. Overview of Early Learning Kindergarten Program (ELKP)**

Lisa Kuyper, Literacy Consultant JK-6, outlined the current Early Learning Kindergarten Program and how it differs from the previous Kindergarten program. Lisa described the focus in the classroom, how children become engaged, and how teachers observe and work with the students in both small groups and larger groups using the students' interests as a guide to developing learning activities. Many examples were provided through pictures.

Bill Chopp stated that parents of children new to the school would be an ideal opportunity for Catholic School Councils to promote the school and to encourage involvement in the Council.

**4. Numeracy Support at Home**

E.J. Hunt, System Math Teacher 7-12 and Michael Skrzypek, System Math Teacher 4-6, provided the group with information on the approach to Mathematics for students in junior and intermediate grades. They stressed that the correct answer is not the only outcome for students; it can also reflect the reasoning used to problem solve. There are different solutions to get the same answer and these are encouraged depending on the student's capacity for learning different styles. Parents were advised of the Math Help website through the Ministry of Education and various ways to involve numeracy in day-to-day activities to assist children.

*"Doing Mathematics with Your Child – Kindergarten to Grade 6"*, a parent guide published by the Ministry of Education, will be distributed to parents in the near future in order to assist parents in supporting their child(ren)'s learning.

Catholic School Advisory Councils were provided with several ways to assist students, families and teachers through positive reinforcement, numeracy activity nights both at school and at home, and resources.



**5. Parents Reaching Out (PRO) Grants for 2013-14**

Bill Chopp provided the Regional Catholic Parent Involvement Committee with the outline/criteria for applying for Parents Reaching Out (PRO) Grants for the 2013-14 school year. All applications must be submitted no later than May 21, 2013. A letter will be distributed to all Catholic School Advisory Councils outlining links to previous PRO Grant projects and information on deadlines and the application process. Councils were urged to ensure email information is current at the Catholic Education Centre.

**6. Thank you to Ken Spong**

June Szeman, Chair of the Board, offered appreciation to Ken Spong who has been involved with the Regional Catholic Parent Involvement Committee for the past five years. His support and contribution to Catholic education is sincerely valued.

**7. Closing Remarks/Adjournment**

Ken Spong thanked everyone for attending and adjourned the meeting.



**Catholic Education Advisory Committee (CEAC)  
Tuesday April 9, 2013 ♦ 2:00 p.m.  
Boardroom**

**Present:** June Szeman (Chair), Karen Bouw, Mary Theresa Coene, Father Alan Dufraimont, Kathleen Evans, Lisa Gleason, Charmaine Hanley, Doug Ivak, Chris N. Roehrig, Paul Tratnyek, Father Dave Wilhelm, Father Wieslaw Woloszyn

**Absent:** Cliff Casey, Ryan Cattrysse, Len McDonald, Bonnie McKinnon, Linda Mooney, Roger Lawler

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**1. Opening Prayer & Welcome**

Fr. Alan opened the meeting with prayer and June Szeman welcomed members.

**2. Approval of the Agenda**

Moved by: Lisa Gleason

Seconded by: Kathleen Evans

**Carried**

**3. Approval of Minutes – January 9, 2013**

Moved by: Charmaine Hanley

Seconded by: Mary Theresa Coene

**Carried**

**4. Discussion Items**

**4.1 Strategic Plan Overview**

Chris Roehrig presented an overview of the Strategic Plan and distributed copies of the Catholicity pillar. He emphasized that Catholicity does not stand in isolation in the Plan; it weaves through the other three pillars (Student Achievement, Leadership, and Communications) through words and practice.

**4.2 Strategic Plan Updates**

Mary Theresa Coene went through the curriculum-related components of the Catholicity pillar by highlighting the creation and work of ERFLAC (Elementary Religion and Family Life Advisory Committee) and SRAC (Secondary Religion Advisory Committee). Both teacher committees are comprised of volunteers and focus on curriculum, assessment and evaluation and up-to-date technology-based resource banks. In addition, faith fairs (elementary) and a board theme related visual art assignment are being piloted this year across the system.

Faith Ambassadors have had two days together--September 28 and February 11. These sessions are designed to focus on spiritual growth and faith formation, and they offer resources and opportunities for school and teacher development. The sessions have been led by the Mary Theresa Coene, the high school Chaplaincy leaders, and Paul Tratnyek. Both days received great feedback. The February 11 session was held at Blessed Sacrament parish. A special thank you was expressed to Fr. Dave for welcoming the group and for celebrating mass.



A series of Board monographs focused on the Dignity of the Human Person are in the process of being developed, and will be extensively vetted prior to being published. The first completed monograph, "Dignity of the human person and homosexuality", was distributed. This monograph has been distributed to administrators, together with a slide deck to assist them in presenting the monograph to their teaching staff. Mary Theresa emphasized that the only intended audience for the monographs is adults--primarily teaching staff. She added that if a principal requires additional assistance with this material, that she provides support to elementary principals, while the Chaplaincy leaders work with administrators at the secondary level. In providing feedback on the Monographs, both Fr. Dave and Fr. Alan agreed that they are excellent resources. They commented that it is important to take control of the message and deal with difficult issues so that the basic principles around these difficult subjects are better understood.

A draft copy of 'Dignity of the human person and human sexuality' was distributed to the group. Members were invited to provide comments and feedback to Mary Theresa, which she will share with the writing team. This monograph will be distributed in the same way as the first one. Catholic marriage, contraception and abortion were suggested as possible topics for future Monographs. These suggestions will be presented to the writing team.

Paul Tratynek provided an update on his work since joining the Board in January 2013 as Faith Animator. One of his primary goals is to develop the Faith Formation Team, which is comprised of 15 members who were recommended by their parish priest. All members have committed to being on the Team for two years. To date, the Team has met for one full day and an overnight retreat. On April 23, 2013, Fr. Fred Scinto, CR will make a presentation to the Faith Formation Team regarding Vatican Two. The group will also have a planning session prior to school year end to prepare for the 2013-14 school year. Charmaine Hanley expressed her appreciation for the opportunity to be a member of the Faith Formation Team and reflected that it is "an amazing experience to sit with colleagues and friends and feel the spirit."

Paul distributed a guideline on spiritual conversation that he has used with the Faith Formation Team, as well as with administrators. He has also encouraged administrators to use this guideline with their staff. Doug Ivak commented that he has implemented this practice at Holy Trinity.

In addition to work with the Faith Formation Team, Paul has presented at Administrators' meetings, to Trustees, and has hosted a system Lenten Reflection Retreat.

## **5. Information Items**

### **5.1 Updates from the Dioceses**

Updates from the Dioceses of Hamilton and London were presented by both Fr. Dave and Fr. Alan, respectively.

Fr. Dave explained that there is a focus to have discussions at the deanery level about pastoral ministry at the high school level. The need is recognized that Chaplaincy leaders have to be sensitive to students of other faith communities and at the same time, look after the needs of Catholic students. Many concerns are being expressed and examined around the role of Chaplaincy Leaders and the integration of Parish Priests. He added that by this fall, the goal is to have some clear direction or development on how to progress forward.

Fr. Dave also commented that bringing the Faith Ambassadors to Blessed Sacrament in February was great for the parish-school relationship and suggested that hosting these types of session in parish locations whenever possible would be very positive.



Fr. Dave explained that there is an excellent connection between himself and Assumption College School and that a lot of good things are happening at ACS.

Fr. Alan highlighted that when Bishop Fabbro meets with the Council of Vicars, he always provides updates on F.A.C.E. He explained that in the London Diocese, there is a money “crunch” and they are addressing this issue from the pastoral viewpoint. During April, Fr. Alan will attend a committee meeting on Action and Development where they will look at the impact from these financial challenges.

Fr. Alan explained that a mission priest recently visited his parish from the United States and spoke with students at both Holy Trinity and Norfolk elementary schools. He commented that this was an important opportunity for the students and feels blessed by BHNC schools.

Fr. Wieslaw Woloszyn connected his experience of being a priest in Poland to his comfort level and fondness for making class visits at St. Stephen’s and talking with students. He expressed concerns around the issue of non-Catholic teachers teaching in Catholic schools.

## **5.2 Hamilton Diocesan Mass for Catholic Education – October 3, 2013**

Mary Theresa distributed copies of the timeline for the annual Diocesan Mass, which celebrates Catholic education across the Hamilton Diocese. Our Board is hosting this event on October 3, 2013 at St. Pius church. Leslie Telfer is the Planning Committee Lead. Mary Theresa noted that all task areas are on track. Chris Roehrig added that we want our focus to be on the Mass and to celebrate the strengths and gifts of our work. The event will highlight our 2013-14 Board theme, *Discover the joy of our Faith...celebrate it.*

## **5.3 Catholic Student Leadership Symposium/Summer Retreat/Winter Retreat**

Chris Roehrig explained that student leadership retreats have been occurring for many years, however, the format has been altered due to student feedback. Students felt that the leadership focus needs to be on Catholic, faith-based leadership and should not be a one-off.

In the spring of 2012, following the secondary school student leadership elections, student council leaders gathered at Blessed Sacrament in Burford to consider how the work of a student council is different in Catholic school. In the summer of 2012, the group gathered for an overnight retreat and planning session and the group came together a third time in February 2013 for further reflection and development.

This week in Ottawa, the Ontario Catholic Student Leadership Conference takes place. Members of the student senate and students councils will attend. In 2015, BHNCDSB will be one of the co-hosts for this bi-annual conference.

Kathleen Evans commented that this is the first year students are coming to her to find out about student senate and student trustee information and that students are attending events at other schools. Chris Roehrig added that Holy Trinity was very pivotal in creating a rubric to make sure all school activities align with our Catholic mandate.

## **6. Adjournment**

Prior to adjournment, plans for the next meeting were discussed. At this time, it is uncertain if another meeting will be held during this school year; if so, it will be on either May 27 or May 28. Members will be advised either way. Chris also encouraged members to feel free to provide him with agenda items for meetings at any time.

Chair Szeman adjourned the meeting.

# MINUTES AND RECOMMENDATIONS

## POLICY COMMITTEE

March 26, 2013

| AGENDA ITEM | MOTION  |
|-------------|---|
| 1.4         | THAT the Policy Committee recommends that the Committee of the Whole refers the writing of a letter to the Minister of Education to the Brant Haldimand Norfolk Catholic District School Board for approval. The letter would articulate the Board's concerns that capital funding is not made available to pay for required renovations to meet legislated accessibility standards.  |
| 2.1         | THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the "Closure of Schools/Facilities – Temporary" Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.<br><br>THAT the Policy Committee recommends that the Committee of the Whole refers the "Inclement Weather and Temporary School/Facilities Closures" Policy 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 rescinding of the Appropriate Dress Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.<br><br>THAT the Policy Committee recommends that the Committee of the Whole refers the Dress Code for Pupils Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.  |
| 2.3         | THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the "Advertising and Materials Distribution in Schools" policy to the Brant Haldimand Norfolk Catholic District School Board for approval.<br><br>THAT the Policy Committee recommends that the Committee of the Whole refers the Distribution of Materials Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.                            |

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of March 26, 2013 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 26, 2013 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy Committee**  
**Tuesday, March 26, 2013 ♦ 9:00 p.m.**  
**Boardroom**

**Trustees:**

**Present:** Dennis Blake (Chair), Cliff Casey, Dan Dignard, Rick Petrella, June Szeman

**Absent:** Bonnie McKinnon

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting opened with a prayer led by Dennis Blake.

**1.2 Attendance**

As noted above.

**1.3 Approval of the Agenda**

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee approves the agenda of the March 26, 2013 meeting.

**Carried**

**1.4 Approval of the Policy Committee Meeting Minutes – January 21, 2013**

In reference to the Integrated Accessibility Plan 2013-2017 approved at the January Policy Committee meeting, Trustee Casey proposed the following motion be presented to the Board:

THAT the Policy Committee recommends that the Committee of the Whole refers the writing of a letter to the Minister of Education to the Brant Haldimand Norfolk Catholic District School Board for approval. The letter would articulate the Board's concerns that capital funding is not made available to pay for required renovations to meet legislated accessibility standards.

Moved by: Cliff Casey

Secondary by: Rick Petrella

**Carried**

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Policy Committee approves the minutes of the January 21, 2013 meeting.

**Carried**



## 2. Committee and Staff Reports

### 2.1 Inclement Weather and Temporary School/Facility Closures 400.01

Director Roehrig informed trustees that the existing *Closure of Schools/Facilities – Temporary* Policy was outdated and no longer effective and recommended that it be replaced with the proposed *Inclement Weather and Temporary School/Facility Closure* Policy. This policy establishes consistent expectations, particularly as they relate to temporary school closures, bus delays and requirements for staff to report for duty during inclement weather. Item 1.2 was revised by trustees.

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the “Closure of Schools/Facilities – Temporary” Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

That the Policy Committee recommends that the Committee of the Whole refers the “Inclement Weather and Temporary School/Facility Closures” Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### 2.2 Dress Code for Pupils 200.40

Director Roehrig advised that following a review of the *Appropriate Dress: Uniforms Policy – Elementary / Uniforms Policy – Secondary / Dress Code for Students / and Dress Code for Staff* Policy approved in 2001, the policy required significant revisions due to out-of-date legislation and internal policy documents that no longer exist. Also, the *Dress Code for Staff* portion of the Policy has been extracted and moved to the Human Resources section of the Board Policies and re-numbered accordingly (now policy 300.02). Director Roehrig recommended replacing the outdated policy with the proposed *Dress Code for Pupils* Policy. This policy differentiates between a Local Dress Code and a Uniform Dress Code and establishes processes/protocols for elementary schools to follow when establishing a Local and Uniform Dress Code. Minor revisions were made.

Moved by: Cliff Casey

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the Appropriate Dress Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

That the Policy Committee recommends that the Committee of the Whole refers the Dress Code for Pupils Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



**2.3 Distribution of Materials 400.08**

Director Roehrig advised that the existing *Advertising and Materials Distribution in Schools* Policy approved in 2004 was problematic due to the volume of distribution requests received by the Board office annually, and was outdated in several areas. The proposed *Distribution of Materials* policy establishes a set criteria for determining the appropriateness of the material to be distributed, assigns the responsibility to school principals to determine what is appropriate to be distributed in his/her school, and addresses the distribution of both paper and electronic materials.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the Advertising and Materials Distribution in Schools Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

That the Policy Committee recommends that the Committee of the Whole refers the Distribution of Materials Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**3. Information Items**

**3.1 Revised Board By-Laws and Trustees' Code of Conduct**

With respect to the revised draft Trustees' Code of Conduct and Board By-Laws, Director Roehrig expressed his willingness to assist trustees in moving forward in these areas so that the Board can ultimately function better. Various Codes of Conduct from Boards across the province have been shared; and an online survey regarding basic components of the draft Code have been completed by the majority of trustees. Trustees expressed their individual views regarding parameters for the Code. Concerns regarding freedom of speech, responsiveness to ratepayers, and open and respectful communication between trustees was discussed. Director Roehrig will bring a refreshed draft Trustees' Code of Conduct to the April Policy Committee meeting.

**3.2 Posting of Trustee Expenses on Website – deferred**

**3.3 Community Use of Schools – Cleats on playing fields - deferred**

**3.4 Educational Field Trips and Excursions – Splash parks- deferred**

**4. Adjournment**

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Policy Committee adjourns the meeting of March 26, 2013.

**Carried**

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: February 26, 2013  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**INCLEMENT WEATHER & TEMPORARY  
SCHOOL/FACILITIES CLOSURES**

Public Session

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**BACKGROUND INFORMATION:**

As a result of recent deliberations among senior administration, it has become evident that there are inconsistent expectations among employee groups regarding inclement weather, especially as they relate to temporary school closures, bus delays and requirements to report for duty during inclement weather. It became clear that the existing *Closure of Schools/Facilities – Temporary Policy*, last revised in 2004, was no longer effective. The proposed *Inclement Weather & Temporary School/Facilities Closures Policy* has been written to clarify the expectations for all employees when we experience inclement weather (especially extreme winter events and fog).

**DEVELOPMENTS:**

The policy and corresponding administrative procedures being presented for consideration address the expectations for:

- senior administration;
- principals and managers;
- all non-management employees;
- closing schools in relation to bus transportation;
- all persons having charge of a child; and
- the need to create local site-based plans to address inclement weather.

The policy and administrative procedures have been vetted in accordance with the Board's Policy Development policy.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the "Closure of Schools/Facilities – Temporary" Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the "Inclement Weather and Temporary School/Facilities Closures" Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Inclement Weather & Temporary School/Facility Closures**

|                                 |     |                              |            |
|---------------------------------|-----|------------------------------|------------|
|                                 |     | <b>Policy Number:</b>        | 400.01     |
| <b>Adopted:</b>                 | TBD | <b>Former Policy Number:</b> | <b>n/a</b> |
| <b>Revised:</b>                 | N/A | <b>Policy Category:</b>      | Operations |
| <b>Subsequent Review Dates:</b> | TBD | <b>Pages:</b>                | 1          |

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes that the safety and well-being of staff and students is the highest priority. From time to time, the district encounters inclement weather that can lead to delays and temporary closures of schools.

**Policy Statement:**

It is the policy of the Board that the Director of Education or designate is authorized to delay bus start times or to close schools in the circumstances that inclement weather prevents students and staff from arriving to school safely. It is the responsibility of parents/guardians to decide if they want their child(ren) to travel to school on inclement weather days when transportation is not cancelled.

**Glossary of Key Policy Terms:** N/A

**References**

[http://www.stsbhn.ca/documents/Policies\\_Procedures/024.pdf](http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf)  
Education Act, R.S.O. 1990, c.E.2



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## Inclement Weather & Temporary School/Facility Closures AP 400.01

|                       |  |                 |     |
|-----------------------|--|-----------------|-----|
| <b>Procedure for:</b> | All Staff                                | <b>Adopted:</b> | TBD |
| <b>Submitted by:</b>  | Chris N. Roehrig (Director of Education) | <b>Revised:</b> | N/A |
| <b>Category:</b>      | Operations                               |                 |     |

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### Purpose

The purpose of this Administrative Procedure is to provide direction to all staff regarding the expectations and processes to address inclement weather.

### Responsibilities

Direction is given in this Administrative Procedure to supervisory officers, principals, teachers, managers, supervisors and all staff.

### Procedures

The Director of Education or designate, in consultation with Student Transportation Services, shall determine when school openings will be delayed or schools will be temporarily closed due to inclement weather.<sup>1</sup> The Director of Education or designate shall determine if a school/facility is to be closed after the start of the day due to inclement weather. The Director of Education or designate is responsible for setting up a notification system to inform the system of any delays or temporary school/facility closures. All bus delays and temporary school closures shall be posted on the Student Transportation Services Brant Haldimand Norfolk website ([www.stsbhn.ca](http://www.stsbhn.ca)) and communicated to local radio stations.

## 1.0 Temporary School/Facility Closures

- 1.1 Central Office and non-school facilities will remain open. Only in rare situations will the Central Office and non-school facilities be closed. Temporary closure will be at the discretion of the Director of Education or designate.
- 1.2 Schools shall remain open unless all bus transportation in the zone is cancelled in which case the school shall be closed.

## 2.0 Inclement Weather – Administration and Management

- 2.1 It is the principal's or manager's responsibility to develop a School/Site Inclement Weather Plan. The plan will be renewed and reviewed with staff each year prior to the end of September. Where appropriate, it will be reviewed with students. The plan will include the following:
  - 2.1.1 The content of this Administrative Procedure.
  - 2.1.2 Procedures to alert staff, parents and/or students of closure, cancelled transportation, or delayed dismissal.<sup>1</sup> *As per the provisions of the Child and Family Services Act – No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances.*<sup>2</sup>
  - 2.1.3 The duties and responsibilities of all staff during a system or school closure, delayed dismissal, or cancelled or delayed transportation.
  - 2.1.4 The process to address the safety of students who come to school despite closure.

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<sup>1</sup> [http://www.stsbhn.ca/documents/Policies\\_Procedures/024.pdf](http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf)

<sup>2</sup> Child and Family Services Act R.S.O. 1990, c.C.11



- 2.1.5 An alternate work plan for each staff member when travel to the home school is deemed unsafe by the employee and public transit to the home school is not operating or available.
- 2.2 The principal of each school shall endeavour to ensure that sufficient staff are maintained at school to provide for the needs and supervision of the children in attendance. Where that is not possible, the appropriate supervisory officer should be advised immediately.
- 2.3 In the event of a school closure before the school day starts, it is the responsibility of the Principal or designate to remain at the school until 9:30 a.m. to ensure that all students who come to the school are properly cared for and to ensure the safe return of the students to their homes.
- 2.4 In the circumstances that the principal believes the school should be temporarily closed after the start of the school day, they shall consult with the Director of Education or designate before conveying any information regarding closing school early. 1

### **3.0 Inclement Weather – Non-Management Employees**

It is expected that employees will make every reasonable effort to attend at their normal place of work.

- 3.1 In the event of questionable road or weather conditions:
  - 3.1.1 Employees will call the supervisor at their normal place of work to confirm that the work site is open. If the normal place of work is open, employees should endeavour to report to work.
  - 3.1.2 If the normal place of work is closed or the employee deems travel to the normal place of work to be unsafe, the employee shall consult with the supervisor and in consultation report to the nearest school/work site to which safe travel is possible and where their attendance is desirable. There, they can assist other staff or, where appropriate, use available time to address their own work needs. In consultation with the supervisor, where an employee feels it is unsafe to travel to an alternate site, staff are expected to use the time at home as time for planning, professional development and/or work related activities.
  - 3.1.3 Employees reporting to work late due to inclement weather will be considered to be present for that work day.
  - 3.1.4 Employees are expected to make ongoing efforts to report to work, and to report to work at the point in the day when it is safe to do so.
  - 3.1.5 Should inclement weather conditions become problematic after employees have arrived at work, they should consult their principal or supervisor to determine if early dismissal for the day can be arranged.

### **4.0 Inclement Weather (Winter) – Procedures for Plant and Facilities Staff**

- 4.1 All buildings are equipped with temperature sensing devices integrated into the building automation system and monitored 24/7. An automated message will be sent to Facility Supervisors when room or boiler water temperatures fall below a predetermined minimum set point. Facility Supervisors, at their discretion, will call a contractor, facility staff or both to respond to the alert.
- 4.2 Additional school checks may be made, at the discretion of the Manager of Facilities or designate, for cold weather alerts or unusual winter weather conditions. Time, frequency and weather conditions will be determined by the Manager of Facilities or designate. A cold weather alert is currently defined as temperature below -20°C, including wind chill factor.



- 4.3 Facility staff will be paid in accordance with the collective agreement.
- 4.4 Any check of the building will include a systematic walk throughout the interior looking for broken or unsecure windows, water leaks and frozen pipes; ensuring power and heat are available in every room. Doors without exterior handles must be checked from the inside.
- 4.5 A complete tour outside the building will be made, inspecting all doors to ensure they are secure and a visual will be made for property damage or vandalism.
- 4.6 Minor repairs or adjustments may be required and considered part of the school check.
- 4.7 For safety reasons, some minor snow shoveling or sand/salting may be necessary at the entrance to the building and considered part of the school check.
- 4.8 Sidewalk and parking lot conditions will be entered into the Facility electronic snow sand/salt logbook.
- 4.9 Facility staff will notify the Supervisor for emergency assistance or if additional follow-up work is required. Work requests will be entered into the Facility electronic work order system.
- 4.10 Facility staff will notify the Supervisor for removal of large snow drifts on roofs.
- 4.11 Under no circumstance will staff climb outdoor ladders in winter weather to access roofs while working alone.

**Definitions** – N/A

**References** – N/A

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: February 26, 2013  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### DRESS CODE POLICY

Public Session

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#### **BACKGROUND INFORMATION:**

The current Board Policy 200.10, *Appropriate Dress: Uniforms Policy – Elementary / Uniforms Policy - Secondary / Dress Code for Students / and Dress Code for Staff* was approved by the Board in 2001. The policy is due for a substantial overhaul as the policy reflects out-of-date legislation and internal policy documents that no longer exist. Furthermore, the appropriate dress policy mixed students in with staff.

#### **DEVELOPMENTS:**

Staff have developed a policy for consideration that unifies all student dress code matters into one policy and one corresponding administrative procedure. The proposed Dress Code for Pupils policy includes:

- processes for establishing local dress codes for students that includes consultation with the parent community;
- processes and protocols for an elementary school to adopt a Uniform Dress Code;
- differentiation between a Local Dress Code and a Uniform Dress Code; and
- a definition of 'principles of modesty'.

The Dress Code for Pupils Policy has been vetted in accordance with the Board's policy on Policy Development.

The *Appropriate Dress Code – Staff* portion of the original Policy 200.10 needs to be moved to the Human Resources section of the Board Policies and re-numbered accordingly (now Policy 300.02). No changes to this section of the original policy/Administrative Procedure are being made.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the Appropriate Dress Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Dress Code for Pupils Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



### **Policy: Dress Code for Pupils**

|                                 |            |                              |          |
|---------------------------------|------------|------------------------------|----------|
|                                 |            | <b>Policy Number:</b>        | 200.10   |
| <b>Adopted:</b>                 | June, 2011 | <b>Former Policy Number:</b> | n/a      |
| <b>Revised:</b>                 | TBD        | <b>Policy Category:</b>      | Students |
| <b>Subsequent Review Dates:</b> | TBD        | <b>Pages:</b>                | 2        |

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes that proper dress for pupils helps to create a positive and safe Catholic learning environment consistent with the mission and values of the Board.

**Policy Statement:**

It is the policy of the Brant Haldimand Norfolk Catholic District School Board that:

1. All schools within the jurisdiction of the Board shall adopt a Local Dress Code or Uniform Dress Code.
2. The Local Dress Code shall comply with the “principles of modesty”.
3. Dress Codes must be consistent with all Board policies related to procurement, health and safety, safe schools and principles of equity and inclusion.
4. School dress codes must take into consideration:
  - affordability
  - student/family mobility
  - consequences for non-compliance with the Local Dress Code
  - safety conditions
  - age of the students
  - maintenance of proper decorum
  - neatness and cleanliness
  - students with special needs
5. The responsibility for meeting the expectations of the Local Dress Code is primarily that of the parents/ guardians of the students.
6. The enforcement of the Local Dress Code is the responsibility of the principal and school staff are expect to support its consistent implementation.
7. Any action taken to implement the requirements of this policy, including the application of supports and consequences to students, must be consistent with the provincial requirements through applicable Policy/Program Memoranda or applicable legislation and the Board’s policies relating to safe schools and progressive discipline.
10. Local Dress Codes shall be subject to periodic review at the request of the either the school principal or the chair of the Catholic School Advisory Council. The review shall include a process for consultation with students, teachers, and staff working in the schools, parents/guardians and school advisory councils.
11. Administrative procedures shall accompany this policy to address the approval process for establishing Uniform Dress Codes, considerations for the consultation process to review Local Dress Codes, and considerations to guide the compliance to Local Dress Codes.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Glossary of Key Policy Terms:**

**Principles of modesty**

All student attire must be in keeping with our Catholic teachings and beliefs, and reflect principles of modesty and shall not include the following:

- short shorts/skirts, bare midriffs, halter tops, tank tops, etc.
- accessories such as spiked bracelets/necklaces or any externals not in keeping with the spirit of the dress code as determined by the local school
- language and/or representation on attire that indicates gang affiliation and/or depicts violence, profanity or discrimination of any kind whatsoever or that otherwise demeans an identifiable individual or group

**Uniform Dress Code**

Prescriptive in nature, determined by the school, specifying clothing that must be purchased from a particular uniform supplier, often with guidelines as to when certain items can/must be worn. No variations from this uniform dress are permitted except as are provided in the Local Dress Code.

**Local Dress Code**

Refers to the dress code adopted by a school without a Uniform Dress Code.

**References:**

Education Act, R.S.O. 1990, c. E.2  
Education Act – O. Reg. 612/00  
Education Act – R.R.O. 1990, Reg. 298  
Dress Code for Pupils Policy – Toronto Catholic District School Board



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## Dress Code for Pupils AP 200.10

|                       |  |                 |            |
|-----------------------|--|-----------------|------------|
| <b>Procedure for:</b> | Principals and Vice-Principals           | <b>Adopted:</b> | June, 2001 |
| <b>Submitted by:</b>  | Chris N. Roehrig (Director of Education) | <b>Revised:</b> | TBD        |
| <b>Category:</b>      | Students                                 |                 |            |

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### Purpose

The purpose of this Administrative Procedure is to provide direction to school staff regarding the establishment, review and implementation of Local Dress Codes including Uniform Dress Codes. This Administrative Procedure also outlines the procedures related to the ongoing consultation process for established dress codes as well as the enforcement of Local Dress Codes.

### Responsibilities

This Administrative Procedure includes direction to supervisory officers, principals, parents and students.

### Procedures

#### 1.0 Development and Implementation of Local Dress Codes

- 1.1 All school principals shall seek input from the community through the Catholic School Advisory Council (CSAC) in establishing or changing a Local Dress Code.
- 1.2 Based upon community consultation through the CSAC, principals shall:
  - develop and implement the Local Dress Code
  - communicate the Local Dress Code to the school community
  - encourage full compliance with the Local Dress Code as part of the school Code of Conduct
  - develop measures to deal with issues of affordability and non-compliance
  - develop incentives to promote compliance
  - publish the school's Local Dress Code annually
  - ensure that the voting results are available for review while protecting the confidentiality of respondents
  - review the Local Dress Code at the request of the school principal or the chair of the CSAC
- 1.3 Students are expected to comply with the Local Dress Code for their school.
- 1.4 School staff is expected to support the consistent implementation of the Local Dress Code, according to the local school Code of Conduct.
- 1.5 Parental support of the Local Dress Code for their school is essential for upholding a positive and safe Catholic learning environment in our schools.
- 1.6 The principal of each school has the discretion to determine whether a student is in violation of the Local Dress Code and will consider mitigating circumstances that would prevent a student from complying.
- 1.7 Any action taken to implement the requirements of this policy, including the application of consequences to students, must be consistent with the requirements of applicable legislation, Policy/Program Memoranda and Board policies related to progressive discipline of pupils.



- 1.8 Consequences for students who do not comply with the policy shall be established by the principal in consultation with CSAC and shall be incorporated into the local school Code of Conduct.
- 1.9 Non-compliance with the Local Dress Code shall include but is not limited to sayings, pictures, and logos that address or display sexual content, substance abuse, violence, profanity, inappropriate references to nationality, race or gender, articles of clothing in serious disrepair.
- 1.10 **No student will be denied access to school** as a result of inability to afford clothing required by a school's Local Dress Code. Strategies shall be in place to address issues of affordability and may include: giving advance notice to parents, supplier incentives for parents, supplier discounts, swap days, donation of outgrown items, etc.

## 2.0 Approval Process For Establishing A Uniform Dress Code

Should an elementary school wish to establish a Uniform Dress Code the following approval process will apply.

- 2.1 The school will develop and distribute an action plan, including a communication strategy and voting process (see below) to determine what the Local Dress Code should be for their own school (suggested by December of the school year preceding implementation).
- 2.2 The school will have a community meeting at least two weeks prior to voting
- 2.3 The Catholic School Advisory Council must be involved in the development and implementation of this action plan. The approval process shall:
  - \* provide for a vote every five years to be initiated by the principal in consultation with the CSAC;
  - \* clearly establish which parents or students are eligible to vote;
  - \* ensure that a minimum of 70% of the eligible respondents have cast a vote;
  - \* not include proxy voting;
  - \* ensure that information regarding the expected costs to families be given to all families that are voting;
  - be completed by February for successful implementation in the following school year and include all families registered at the school for September of next school year;
  - entitle each family to one vote per student registered in the school (excluding the grade 8 students);
  - require that at least 80% support of those eligible to vote is required to determine whether the Local Dress Code will change from:
    - an Appropriate Dress Code to a Uniform Dress Code
    - a Uniform Dress Code to an Appropriate Dress Code
    - a Uniform Dress Code to an alternate Uniform Dress Code
  - failing the 80% "YES" vote, the Local Dress Code will remain unchanged.

## Glossary of Key Policy Terms

### Principles of modesty

All student attire must be in keeping with our Catholic teachings and beliefs, and reflect principles of modesty and shall not include the following:

- short shorts/skirts, bare midriffs, halter tops, tank tops, etc.;
- accessories such as spiked bracelets/necklaces or any externals not in keeping with the spirit of the dress code as determined by the local school;
- language and/or representation on attire that indicates gang affiliation and/or depicts violence, profanity or discrimination of any kind whatsoever or that otherwise demeans an identifiable individual or group.



**Uniform Dress Code**

Prescriptive in nature, determined by the school, specifying clothing that must be purchased from a particular uniform supplier, often with guidelines as to when certain items can/must be worn. No variations from this uniform dress are permitted except as are provided in the Local Dress Code.

**Local Dress Code**

Refers to the dress code adopted by a school (may or may not have a Uniform Dress Code., i.e., most elementary schools).

**References**

- Education Act, R.S.O. 1990, c. E.2
- Education Act – O. Reg. 612/00
- Education Act – R.R.O. 1990, Reg. 298
- Dress Code for Pupils Policy – Toronto Catholic District School Board



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Dress Code for Staff**

|                                 |            |                              |                 |
|---------------------------------|------------|------------------------------|-----------------|
|                                 |            | <b>Policy Number:</b>        | 300.02          |
| <b>Adopted:</b>                 | June, 2001 | <b>Former Policy Number:</b> | 200.10          |
| <b>Revised:</b>                 | N/A        | <b>Policy Category:</b>      | Human Resources |
| <b>Subsequent Review Dates:</b> | N/A        | <b>Pages:</b>                | 1               |

**Policy Statement:**

The Board expects that all staff dress in a professional manner.

**References:**

Education Act, Section 302.(5)  
Regulations 612.00 and 613.00



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**Dress Code for Staff**  
**AP 300.02**

|                       |                       |                 |            |
|-----------------------|-----------------------|-----------------|------------|
| <b>Procedure for:</b> | All Employees         | <b>Adopted:</b> | June, 2001 |
| <b>Submitted by:</b>  | Director of Education | <b>Revised:</b> | N/A        |
| <b>Category:</b>      | Human Resources       |                 |            |

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**Procedures**

- 1.0 The staff dress code will be consistent with the established dress code for students.
- 2.0 Employees are expected to exemplify grooming standards in a manner that projects an appropriate image for the employee, the school, and the board.
- 3.0 Professional dress is expected on all instructional days, including Professional Development Days (excluding P.D. Days scheduled at the end of the school year).
- 4.0 Teachers of physical education are expected to dress appropriately according to the activity while in the gym or outdoors conducting classes. For the generalist elementary teacher, a return to professional attire is expected to take place during a natural break in the school day (i.e. recess, lunch hour).
- 5.0 Custodians are expected to wear their custodial uniform, including any safety equipment which is required, while on the job.
- 6.0 It is hoped that all staff will participate with the students on theme days and other dress-down days by wearing clothing in keeping with the theme. On these days, casual theme-related clothing is encouraged, keeping in mind that clothing should not compromise the relationship between either staff and students or staff and the larger community. Personal discretion should be used regarding theme days.

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: February 26, 2013  
Submitted by: Chris Roehrig, Director of Education & Secretary

### DISTRIBUTION OF MATERIALS

Public Session

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#### **BACKGROUND INFORMATION:**

The former *Advertising and Materials Distribution in Schools* Policy 400.08 was approved in April 2004 and provided direction to the public and to staff regarding the distribution of advertising and materials in our schools. The average request was to distribute paper flyers, coupons, information sheets, etc. These requests came to the Manager of Communications via mail or email for review and approval. During the 2008-09 school year, over 800 items for distribution were submitted, reviewed and acted on.

#### **DEVELOPMENTS:**

Significant changes pertaining to the distribution of materials including the volume of requests, the appropriateness of the items, and the format of the items prompted a review of our policy and accompanying administrative procedures.

For-profit advertising is no longer appropriate for distribution in our schools. For-profit advertising will not be distributed.

Many request for distribution now pertain to the electronic format of information. Staff will not use the internal mail system to distribute electronic information for organizations, but may use the internal portal to post educational student and staff opportunities. This procedure is in support of the appropriate use of the internal mail system and resources.

All requests for distribution will be received and reviewed by the school principal. The school principal is well connected with staff, students and families and is the best person to determine the needs of the school community. Based on this knowledge and on a set of criteria, the school principal will determine what is appropriate for distribution in his/her school.

The revised policy and administrative procedures was vetted in accordance in accordance with the Board's policy on Policy Development.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the "Advertising and Materials Distribution in Schools" policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Distribution of Materials Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: DISTRIBUTION OF MATERIALS**

|                                 |                |                              |            |
|---------------------------------|----------------|------------------------------|------------|
|                                 |                | <b>Policy Number:</b>        | 400.08     |
| <b>Adopted:</b>                 | April 27, 2004 | <b>Former Policy Number:</b> | n/a        |
| <b>Revised:</b>                 | TBD            | <b>Policy Category:</b>      | Operations |
| <b>Subsequent Review Dates:</b> | N/A            | <b>Pages:</b>                | 1          |

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board is committed to excellence in learning and living in Christ. Our schools endeavour to develop relationships with the community we serve. Open communication and sharing information helps build strong lasting relationships.

**Policy Statement:**

It is the policy of the Brant Haldimand Norfolk Catholic District School Board to:

1. allow advertising and distribution of materials in schools provided that it is in keeping with the mission and values of the Board and the Catholic Church; and
2. provide consistent direction and guidelines to Supervisory Officers, Principals and Managers/Supervisors for the approval of requests for, but not limited to, the following: post, display and/or distribute information, literature, advertising, announcements, coupons, admission passes, fundraising information and other similar requests to its students, staff and trustees.

**Glossary of Key Policy Terms:**

**Material**

Materials mean all printed and non-printed materials intended for distribution in an elementary or secondary school. Examples include but are not limited to: pamphlets, stickers, brochures, buttons, flyers, petitions, posters, questionnaires, surveys, contests, DVDs, videos, website urls and CD ROMs.

**References**

Education Act, Regulation 298, Section 24, Advertisements and Announcements



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## Distribution of Materials AP400.08

|                       |   |                 |                |
|-----------------------|---|-----------------|----------------|
| <b>Procedure for:</b> | Principals, Vice-principals, Staff      | <b>Adopted:</b> | April 27, 2004 |
| <b>Submitted by:</b>  | Chris N. Roehrig, Director of Education | <b>Revised:</b> | N/A            |
| <b>Category:</b>      | Operations                              |                 |                |

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### Purpose

Purpose of this Administrative Procedures is to provide direction to Principals, Vice-principals and staff regarding expectations and best practices related to receiving and distributing information in schools.

### Responsibilities

Principals and vice-principals shall follow the direction in this administrative procedure.

### Information

Prior to distributing any information, all content must be carefully reviewed. Schools will deny permission to distribute if the content does not support our Catholic values and beliefs or is not in agreement with the statements in this procedure. This procedure clarified the criteria for approving or denying the distribution of materials.

### Procedure

#### 1.0 Permission to distribute

Organizations shall contact the individual schools for permission to distribute material. The school principal/vice-principal is responsible for reviewing a copy of the material an organization wishes to distribute. The material must be appropriate for our Catholic school community.

#### 2.0 Determining appropriateness of material

To help determine what type of material is appropriate for distribution, please review the following lists:

1. Statements to consider
2. Do not distribute / not permitted
3. Examples of appropriate material

##### 1. p Is the information in agreement with the following statements?

- .. The material is consistent with the beliefs of our Catholic learning community.
- .. The material is related to the Catholic elementary or secondary curriculum or academic pursuits.
- .. Distributing the material helps to build positive community relationships.
- .. The material supports the curriculum, faith and/or the academic goals of the Brant Haldimand Norfolk Catholic District School Board.
- .. The requesting organization is not-for-profit.
- .. The material contains information stating who the sponsor is and includes contact information.
- .. The material is age appropriate.



**2. Distribution of the following is not permitted:**

- § Materials that are not in the best interest of our Catholic learning community.
- § Material from commercial enterprises, for-profit organizations or private individuals.
- § Materials that are of a partisan political nature.
- § Material that interferes with school or Board educational objectives.
- § Materials of a discriminatory nature pertaining to race, colour, religion, national origin, ancestry, place of origin, age, physical disability, mental disability, marital status, sexual orientation or sex.
- § Materials that would be objectively considered sexually inappropriate, libellous, harmful to a person's reputation, indecent, violent, insulting, harassing.
- § Materials which advertise any product, inappropriate service or service that does not support the beliefs of our Catholic learning community.
- § Materials that promote non-Catholic worship services or events (particularly youth groups), unless they are of an ecumenical nature and approved by the Pastor of the Parish.

**3. Examples of material an administrator may choose to distribute:**

- § Not-for-profit organizations involving youth, i.e., Boy Scouts, Cubs, Guides, Brownies, 4-H Clubs.
- § Catholic Parent/Teacher Association and/or School Advisory Council.
- § Catholic Church-associated groups, i.e., Parish Councils, Catholic Women's League, Catholic Youth Organizations. Where appropriate, materials from these organizations should be approved by the Pastor of the Parish.
- § Community Partner information and/or events (including approved information from Haldimand County, Norfolk County, City of Brantford, County of Brant, Best Start).

**3.0 Distributing paper material**

If approved by the school principal or vice-principal, the distributing agency/organization will be responsible for printing/copying, bundling, and dropping off the publication to the school.

The school is permitted to share classroom and total school population numbers with the distributing agency/organization.

Parent/student emails or other personal contact information is not permitted to be shared with the distributing agency/organization.

**4.0 Distributing electronic material**

The Brant Haldimand Norfolk Catholic District School Board will not forward information to schools or employees using our electronic mail system. Staff may, however, place appropriate materials in the employee portal. Please refer to the portal's 'Terms of Use' for posting details.

**Definitions**

**Material**

Materials mean all printed and non-printed materials intended for distribution in an elementary or secondary school. Examples include but are not limited to pamphlets, stickers, brochures, buttons, flyers, petitions, posters, questionnaires, surveys, contests, DVDs, videos, website urls and CD ROMs.

**References**

N/A

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

Prepared by: Jamie McKinnon, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: April 16, 2013  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### ADOLESCENT LITERACY

Public Session

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#### **BACKGROUND INFORMATION:**

All Intermediate elementary and secondary teachers were invited to take part in three cross-panel full-day workshops to gain a better understanding and appreciation of similarities and differences between the panels. The proposed impact is two-fold: 1) an enhanced understanding of the opposite panel to inform practice, and 2) the development of a resource to be made available to all intermediate teachers for reference. Through collaboration and sharing, a rich dialogue has been established between teachers in both panels. The results of the dialogue and feedback are analyzed and will become a resource for Intermediate teachers.

The rationale for undertaking the development of a resource to support Intermediate teachers stemmed from the literacy targets outlined in the BIPSA, as well as listening to teachers' needs in supporting their students. All teachers are responsible for ensuring the success of their students. This guide will support teachers in bridging the gap for their students academically between elementary and secondary school and set them up for success.

#### **DEVELOPMENTS:**

*Session 1 – March 7, 2013:*

1. Comparison of a typical day in terms of classes, rotary, time schedule, special events, IEP students, and subjects in elementary and secondary.
2. Reading of Adolescent Literacy Guide with respect to physical, cognitive, emotional and social development of the Intermediate student and how this impacts learning and teaching.
3. Comparison of similarities and differences EQAO and OSSLT testing.
4. Key learnings in subject area or grade in terms of literacy.

*Session 2 – March 25, 2013:*

1. Review and feedback of the draft resource created from teacher input on a student's "typical day" and EQAO and OSSLT in the previous session.
2. Analysis of essential vocabulary found in each subject area/grade for greater consistency and awareness in order to develop a common language continuum.
3. Discussing the five components of adolescent literacy (Metacognition, Identity and Voice, Strategy, Questioning, Critical Literacy) and how we can embed these in our classrooms.
4. Sharing of assessment and evaluation practices between panels.

*Last Session – May 29, 2013:*

For the last session, the plan is to continue with common language work, which has been identified by teachers as an area of need, to continue working with the Adolescent Literacy Guide, and to engage in a deeper analysis of students studying at the Locally-Developed, Applied, and Academic level. Ongoing support of cross-panel collaboration amongst the Intermediate teachers will be provided to further improve teaching practice in order to meet the unique needs of the adolescent learner.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Adolescent Literacy report.

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Committee of the Whole  
Submitted on: April 16, 2013  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### EARLY FRENCH IMMERSION INVESTIGATIONS

Public Session

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#### **BACKGROUND INFORMATION:**

At the February Board Meeting, Trustees approved a process to investigate the viability of a French Immersion program in the north end of Brantford at St. Leo's School beginning in September 2014 that is intended to provide more access for Catholic families to our schools and subsequently increase overall enrolment. The enrolment at École Fairview in Brantford is approximately 439 students.

#### **DEVELOPMENTS:**

While trustees inquired about the possibility of an investigation of French Immersion in Norfolk and Haldimand Counties, administration is not recommending a study at this time.

There are currently five French Immersion sites offered by the Grand Erie District School Board in Burford, Caledonia, Walsh and two in the City of Brantford. Currently, there is one French Immersion program in Walsh and a Catholic French first-language school in Simcoe. Enrolment at École Ste. Marie in Simcoe is approximately 133 students, with an average grade size of approximately 16 students. French Immersion enrolment at Walsh Public School is approximately 16 students per grade. Given that Catholic families have options to enroll in Simcoe for French programming and the current enrolment of the Walsh Public School is low, there is no reason to suggest that the Board would increase Catholic enrolment by starting a French Immersion program somewhere in Norfolk.

In Haldimand County, French Immersion enrolment at Centennial Public School in Caledonia is approximately 18 students per grade.

In summary there are three main reasons that staff is not recommending an investigation of French Immersion at this time:

- Staff is currently dedicated to completing the French Immersion program in the north end of Brantford and need to complete the investigation and implementation prior to any additional investigations;
- Options for Catholic families are available for French language instruction in Simcoe;
- Enrolment in the Norfolk and Haldimand counties French Immersion programs are low with approximately 15–18 students per grade.

#### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Early French Immersion Investigations Report.

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: April 16, 2013  
Submitted by: Chris Roehrig, Director of Education & Secretary

### FINANCIAL REPORT AS OF FEBRUARY 2013

Public Session

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#### **BACKGROUND INFORMATION:**

Attached is the Board Expenditure Report for the period ended February 28, 2013.

#### **DEVELOPMENTS:**

There are few variances to report at this time. With 48.2% of the total budget spent, the Board is essentially *on track*, as six months into the year, we would expect to have spent approximately 50% of the total budget. The Board is also in line with last year at this time, having spent 49.3% of the budget at February 2012.

Salaries are being monitored closely each month and the total salary expenditure, to date, is on target. This expenditure is 50.4% of budget, with the current projection to year end in line with the annual budget. The expected percentage of salary budget spent at any time of year varies by employee group. At February, teaching staff have received 13 pays, approximately 50% of annual pay. Support staff have received between 50% and 62% of annual pay for 12-month and 10-month staff during the same time frame, which explains the slight variation of percentage spent between the various salary lines. The Lunch Monitor budget line is 66% spent, which is slightly over budget for this time of year, as they are paid over ten months.

For Ministry purposes, furniture and equipment purchases of less than \$5,000 for a single item are reported as *replacement equipment* as these items are funded from Operations and will not be capitalized. Personalized Equipment is also included in this category as, individually, these are low-dollar items and funding is received in the year to cover most of the cost.

A number of membership and software contracts require payment of annual fees in the first part of the year, leaving these budget lines with a higher percentage spent in the first half of the year.

School Renewal spending, to date, amounts to \$294,315, which is significantly below budget as most School Renewal is completed during March Break and the summer months. Expenditure identified as New Pupil Places is the interest portion of debenture debt payments. One of two annual payments is made in the first half of the year. Principal payments are no longer included in the Operations Expenditure budget.

The Governance / Trustees budget is 53.9% spent as annual trustee fees are paid in the first part of the year. Other expenses within this area are in line with budget.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Financial Report as of February 2013 report.

BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
FOR THE MONTH ENDING FEBRUARY 28, 2013

|  | Budget     | Expenditures | % Spent |
|--|------------|--------------|---------|
| <b>OPERATING INSTRUCTION</b>                 |            |              |         |
| SALARIES & WAGES                             | 51,238,457 | 25,463,410   | 49.7    |
| EMPLOYEE BENEFITS                            | 5,830,243  | 2,809,981    | 48.2    |
| STAFF DEVELOPMENT                            | 271,384    | 75,546       | 27.8    |
| SUPPLIES & SERVICES                          | 2,723,298  | 537,445      | 19.7    |
| REPLACEMENT F & E                            | 635,001    | 138,603      | 21.8    |
| RENTAL EXPENDITURE                           | -          | -            | 0.0     |
| FEES & CONTRACTUAL SERVICES                  | 513,639    | 205,638      | 40.0    |
| OTHER  | -          | -            | 0.0     |
| AMORTIZATION                                 | 432,005    | 216,003      | 50.0    |
| Total INSTRUCTION                            | 61,644,027 | 29,446,627   | 47.8    |
| <b>SPECIAL EDUCATION</b>                     |            |              |         |
| SALARIES & WAGES                             | 10,940,138 | 5,768,941    | 52.7    |
| EMPLOYEE BENEFITS                            | 2,160,144  | 1,060,998    | 49.1    |
| STAFF DEVELOPMENT                            | 41,757     | 7,098        | 17.0    |
| SUPPLIES & SERVICES                          | 253,723    | 45,665       | 18.0    |
| REPLACEMENT F & E                            | 654,500    | 114,215      | 17.5    |
| RENTAL EXPENDITURE                           | -          | -            | 0.0     |
| FEES & CONTRACTUAL SERVICES                  | 49,300     | 12,358       | 25.1    |
| Total SPECIAL EDUCATION                      | 14,099,562 | 7,009,275    | 49.7    |
| <b>SCHOOL MANAGEMENT/SCHOOL SERVICES</b>     |            |              |         |
| SALARIES & WAGES                             | 6,978,725  | 3,689,105    | 52.9    |
| EMPLOYEE BENEFITS                            | 1,035,688  | 517,688      | 50.0    |
| STAFF DEVELOPMENT                            | 41,650     | 8,087        | 19.4    |
| SUPPLIES & SERVICES                          | 437,792    | 237,381      | 54.2    |
| REPLACEMENT F & E                            | 120,788    | 43,916       | 36.4    |
| RENTAL EXPENDITURE                           | -          | -            | 0.0     |
| FEES & CONTRACTUAL SERVICES                  | 167,650    | 109,551      | 65.4    |
| Total SCHOOL MANAGEMENT/SCHOOL SERVICES      | 8,782,293  | 4,605,728    | 52.4    |
| <b>STUDENT SUPPORT SERVICES-GENERAL</b>      |            |              |         |
| SALARIES & WAGES                             | 396,544    | 208,588      | 52.6    |
| EMPLOYEE BENEFITS                            | 77,968     | 37,487       | 48.1    |
| STAFF DEVELOPMENT                            | 24,000     | -            | 0.0     |
| SUPPLIES & SERVICES                          | -          | 20           | 0.0     |
| RENTAL EXPENDITURE                           | -          | -            | 0.0     |
| Total STUDENT SUPPORT SERVICES-GENERAL       | 498,512    | 246,096      | 49.4    |
| <b>COMP &amp; OTH TECH STUDENT SUPP SERV</b> |            |              |         |
| SALARIES & WAGES                             | 765,395    | 377,106      | 49.3    |
| EMPLOYEE BENEFITS                            | 194,702    | 89,251       | 45.8    |
| STAFF DEVELOPMENT                            | 28,000     | 522          | 1.9     |
| SUPPLIES & SERVICES                          | 104,660    | 14,687       | 14.0    |
| REPLACEMENT F & E                            | 275,850    | -            | 0.0     |
| FEES & CONTRACTUAL SERVICES                  | 82,602     | 19,693       | 23.8    |
| Total COMP & OTH TECH STUDENT SUPP SERV      | 1,451,209  | 501,259      | 34.5    |
| <b>LIBRARY SERVICES</b>                      |            |              |         |
| SALARIES & WAGES                             | 715,289    | 390,440      | 54.6    |
| EMPLOYEE BENEFITS                            | 153,836    | 80,819       | 52.5    |
| STAFF DEVELOPMENT                            | 2,000      | -            | 0.0     |
| SUPPLIES & SERVICES                          | 82,429     | 27,255       | 33.1    |
| FEES & CONTRACTUAL SERVICES                  | 16,000     | 19,694       | 123.1   |
| Total LIBRARY SERVICES                       | 969,554    | 518,209      | 53.5    |

BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
FOR THE MONTH ENDING FEBRUARY 28, 2013

|                                       | Budget    | Expenditures | % Spent |
|---------------------------------------|-----------|--------------|---------|
| <b>GUIDANCE SERVICES</b>              |           |              |         |
| SALARIES & WAGES                      | 862,935   | 447,379      | 51.8    |
| EMPLOYEE BENEFITS                     | 84,416    | 39,073       | 46.3    |
| SUPPLIES & SERVICES                   | 3,000     | 1,054        | 35.1    |
| REPLACEMENT F & E                     | -         | -            | 0.0     |
| Total GUIDANCE SERVICES               | 950,351   | 487,506      | 51.3    |
| <b>TEACHER SUPPORT SERVICES</b>       |           |              |         |
| SALARIES & WAGES                      | 866,251   | 431,051      | 49.8    |
| EMPLOYEE BENEFITS                     | 103,949   | 45,692       | 44.0    |
| STAFF DEVELOPMENT                     | 17,000    | 3,483        | 20.5    |
| SUPPLIES & SERVICES                   | 141,002   | 22,902       | 16.2    |
| REPLACEMENT F & E                     | -         | 2,696        | 0.0     |
| RENTAL EXPENDITURE                    | -         | -            | 0.0     |
| FEES & CONTRACTUAL SERVICES           | 62,950    | 36,378       | 57.8    |
| OTHER                                 | -         | -            | 0.0     |
| Total TEACHER SUPPORT SERVICES        | 1,191,152 | 542,202      | 45.5    |
| <b>GOVERNANCE/TRUSTEES</b>            |           |              |         |
| SALARIES & WAGES                      | 64,700    | 31,798       | 49.2    |
| EMPLOYEE BENEFITS                     | 2,588     | 422          | 16.3    |
| STAFF DEVELOPMENT                     | 23,000    | 5,553        | 24.1    |
| SUPPLIES & SERVICES                   | 25,800    | 9,867        | 38.3    |
| REPLACEMENT F & E                     | 2,000     | -            | 0.0     |
| FEES & CONTRACTUAL SERVICES           | -         | -            | 0.0     |
| OTHER                                 | 54,250    | 44,895       | 82.8    |
| Total GOVERNANCE/TRUSTEES             | 172,338   | 92,535       | 53.7    |
| <b>GENERAL ADMINISTRATION</b>         |           |              |         |
| SALARIES & WAGES                      | 1,184,805 | 582,892      | 49.2    |
| EMPLOYEE BENEFITS                     | 164,653   | 91,061       | 55.3    |
| STAFF DEVELOPMENT                     | 51,427    | 9,452        | 18.4    |
| SUPPLIES & SERVICES                   | 50,650    | 16,392       | 32.4    |
| REPLACEMENT F & E                     | 3,150     | 847          | 26.9    |
| FEES & CONTRACTUAL SERVICES           | 153,330   | 99,365       | 64.8    |
| OTHER                                 | 92,140    | 23,310       | 25.3    |
| AMORTIZATION                          | 47,124    | 23,562       | 50.0    |
| Total GENERAL ADMINISTRATION          | 1,747,279 | 846,881      | 48.5    |
| <b>BUSINESS ADMINISTRATION</b>        |           |              |         |
| SALARIES & WAGES                      | 590,140   | 262,395      | 44.5    |
| EMPLOYEE BENEFITS                     | 133,065   | 58,175       | 43.7    |
| STAFF DEVELOPMENT                     | 9,000     | 1,872        | 20.8    |
| SUPPLIES & SERVICES                   | 54,400    | 20,995       | 38.6    |
| REPLACEMENT F & E                     | 13,500    | 1,282        | 9.5     |
| RENTAL EXPENDITURE                    | -         | -            | 0.0     |
| FEES & CONTRACTUAL SERVICES           | 234,455   | 95,531       | 40.8    |
| OTHER                                 | -         | 205          | 0.0     |
| Total BUSINESS ADMINISTRATION         | 1,034,560 | 440,455      | 42.6    |
| <b>HUMAN RESOURCES ADMINISTRATION</b> |           |              |         |
| SALARIES & WAGES                      | 404,084   | 200,534      | 49.6    |
| EMPLOYEE BENEFITS                     | 90,669    | 45,144       | 49.8    |
| STAFF DEVELOPMENT                     | 5,950     | 2,362        | 39.7    |
| SUPPLIES & SERVICES                   | 26,650    | 5,029        | 18.9    |
| FEES & CONTRACTUAL SERVICES           | 288,920   | 59,674       | 20.7    |
| Total HUMAN RESOURCES ADMINISTRATION  | 816,273   | 312,743      | 38.3    |

BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
FOR THE MONTH ENDING FEBRUARY 28, 2013

|   | Budget     | Expenditures | % Spent |
|---|------------|--------------|---------|
| <b>INFORMATION TECHNOLOGY ADMINIS.</b>    |            |              |         |
| SALARIES & WAGES                          | 56,365     | 29,056       | 51.6    |
| EMPLOYEE BENEFITS                         | 14,737     | 7,114        | 48.3    |
| SUPPLIES & SERVICES                       | -          | -            | 0.0     |
| REPLACEMENT F & E                         | 6,700      | -            | 0.0     |
| RENTAL EXPENDITURE                        | -          | -            | 0.0     |
| FEES & CONTRACTUAL SERVICES               | 7,650      | 8,674        | 113.4   |
| Total INFORMATION TECHNOLOGY ADMINIS.     | 85,452     | 44,845       | 52.5    |
| <b>SCHOOL OPERATIONS</b>                  |            |              |         |
| SALARIES & WAGES                          | 3,905,659  | 1,903,355    | 48.7    |
| EMPLOYEE BENEFITS                         | 1,027,448  | 478,928      | 46.6    |
| STAFF DEVELOPMENT                         | 2,000      | -            | 0.0     |
| SUPPLIES & SERVICES                       | 2,290,613  | 800,435      | 34.9    |
| REPLACEMENT F & E                         | 42,300     | -            | 0.0     |
| RENTAL EXPENDITURE                        | 7,968      | 3,984        | 50.0    |
| FEES & CONTRACTUAL SERVICES               | 730,000    | 324,064      | 44.4    |
| AMORTIZATION                              | 3,283,125  | 1,641,562    | 50.0    |
| Total SCHOOL OPERATIONS                   | 11,289,113 | 5,152,329    | 45.6    |
| <b>SCHOOL MAINTENANCE</b>                 |            |              |         |
| SALARIES & WAGES                          | 800,378    | 381,770      | 47.7    |
| EMPLOYEE BENEFITS                         | 189,528    | 88,809       | 46.9    |
| STAFF DEVELOPMENT                         | 2,500      | -            | 0.0     |
| SUPPLIES & SERVICES                       | 625,443    | 278,276      | 44.5    |
| REPLACEMENT F & E                         | 4,500      | -            | 0.0     |
| INTEREST ON LONG TERM DEBT                | 85,600     | 43,216       | 50.5    |
| RENTAL EXPENDITURE                        | -          | -            | 0.0     |
| FEES & CONTRACTUAL SERVICES               | 163,793    | 169,288      | 103.4   |
| Total SCHOOL MAINTENANCE                  | 1,871,742  | 961,358      | 51.4    |
| <b>SCHOOL RENEWAL</b>                     |            |              |         |
| SALARIES & WAGES                          | -          | -            | 0.0     |
| SUPPLIES & SERVICES                       | 1,406,205  | 294,315      | 20.9    |
| INTEREST ON LONG TERM DEBT                | -          | -            | 0.0     |
| FEES & CONTRACTUAL SERVICES               | -          | -            | 0.0     |
| Total SCHOOL RENEWAL                      | 1,406,205  | 294,315      | 20.9    |
| <b>NEW PUPIL PLACES</b>                   |            |              |         |
| INTEREST ON LONG TERM DEBT                | 2,336,426  | 1,331,918    | 57.0    |
| FEES & CONTRACTUAL SERVICES               | -          | -            | 0.0     |
| Total NEW PUPIL PLACES                    | 2,336,426  | 1,331,918    | 57.0    |
| <b>OP &amp; MAINT/CAPITAL-NON INSTRUC</b> |            |              |         |
| SALARIES & WAGES                          | 47,216     | 23,608       | 50.0    |
| EMPLOYEE BENEFITS                         | 13,600     | 6,718        | 49.4    |
| STAFF DEVELOPMENT                         | -          | -            | 0.0     |
| SUPPLIES & SERVICES                       | 127,708    | 51,706       | 40.5    |
| REPLACEMENT F & E                         | 2,000      | 510          | 25.5    |
| INTEREST ON LONG TERM DEBT                | 46,127     | 23,287       | 50.5    |
| RENTAL EXPENDITURE                        | -          | -            | 0.0     |
| FEES & CONTRACTUAL SERVICES               | 79,500     | 33,647       | 42.3    |
| Total OP & MAINT/CAPITAL-NON INSTRUC      | 316,151    | 139,476      | 44.1    |
| <b>DIRECT CAPITAL &amp; DEBT</b>          |            |              |         |
| INTEREST ON LONG TERM DEBT                | 363,729    | 183,160      | 50.4    |
| OTHER                                     | 146,395    | -            | 0.0     |
| Total DIRECT CAPITAL & DEBT               | 510,124    | 183,160      | 35.9    |

BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
FOR THE MONTH ENDING FEBRUARY 28, 2013

|   | Budget      | Expenditures | % Spent |
|---|-------------|--------------|---------|
| <b>TRANSPORTATION - GENERAL</b>           |             |              |         |
| SALARIES & WAGES                          | -           | -            | 0.0     |
| EMPLOYEE BENEFITS                         | -           | -            | 0.0     |
| STAFF DEVELOPMENT                         | -           | -            | 0.0     |
| SUPPLIES & SERVICES                       | -           | 159          | 0.0     |
| REPLACEMENT F & E                         | -           | -            | 0.0     |
| FEES & CONTRACTUAL SERVICES               | 206,190     | 124,176      | 60.2    |
| Total TRANSPORTATION - GENERAL            | 206,190     | 124,335      | 60.3    |
| <b>TRANSPORTATION - HOME TO SCHOOL</b>    |             |              |         |
| FEES & CONTRACTUAL SERVICES               | 4,560,320   | 2,557,219    | 56.1    |
| Total TRANSPORTATION - HOME TO SCHOOL     | 4,560,320   | 2,557,219    | 56.1    |
| <b>TRANSPORTATION-SCHOOL TO SCHOOL</b>    |             |              |         |
| FEES & CONTRACTUAL SERVICES               | -           | -            | 0.0     |
| Total TRANSPORTATION-SCHOOL TO SCHOOL     | -           | -            | 0.0     |
| <b>TRANSPORTATION - BOARD, LODGING...</b> |             |              |         |
| FEES & CONTRACTUAL SERVICES               | -           | -            | 0.0     |
| Total TRANSPORTATION - BOARD, LODGING...  | -           | -            | 0.0     |
| <b>TRANSPORTATION - BLIND &amp; DEAF</b>  |             |              |         |
| FEES & CONTRACTUAL SERVICES               | -           | -            | 0.0     |
| Total TRANSPORTATION - BLIND & DEAF       | -           | -            | 0.0     |
| <b>CONTINUING EDUCATION</b>               |             |              |         |
| SALARIES & WAGES                          | -           | -            | 0.0     |
| EMPLOYEE BENEFITS                         | -           | -            | 0.0     |
| STAFF DEVELOPMENT                         | -           | -            | 0.0     |
| SUPPLIES & SERVICES                       | -           | -            | 0.0     |
| FEES & CONTRACTUAL SERVICES               | -           | -            | 0.0     |
| Total CONTINUING EDUCATION                | -           | -            | 0.0     |
| <b>OTHER NON-OPERATING</b>                |             |              |         |
| OTHER                                     | 4,000,000   | 2,000,000    | 50.0    |
| TRANSFERS FROM RESERVES                   | -           | -            | 0.0     |
| Total OTHER NON-OPERATING                 | 4,000,000   | 2,000,000    | 50.0    |
| Total                                     | 119,938,832 | 57,838,472   | 48.2    |

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: April 16, 2013  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**BOARD ENROLMENT UPDATE AS OF MARCH 31, 2013**  
Public Session

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**BACKGROUND INFORMATION:**

The March 31<sup>st</sup> enrolment report to the Ministry of Education is important as it impacts grants that the Board receives to maintain its programs. The Average Daily Enrolment (ADE) is used by the Ministry for grant purposes. ADE has been calculated using most current eSIS data.

**DEVELOPMENTS:**

Attached is the enrolment report, which indicates students attending our schools as of March 31, 2013. Actual enrolment as at June 30, 2012 is also provided as a reference. In the elementary panel, the actual ADE for 2012-13 is higher than projected by 6.0 students. In the secondary panel, the actual ADE is 4.38 students higher than projected.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Board Enrolment Update as of March 31, 2013 report.



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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: April 16, 2013  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### EDUCATION FUNDING FOR 2013-14

Public Session

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#### **BACKGROUND INFORMATION:**

On March 27, 2013, the Minister of Education released information regarding Grants for Student Needs (GSN) for 2013-14. This release was made in advance of the provincial budget, which is forecast to be released in mid-April 2013. By releasing the funding memos and regulations earlier than normal with respect to when the provincial budget is delivered, the province hopes to introduce stability to school boards as they develop their budgets for the coming school year. As the education sector is now forecasting and budgeting for the second year of a two-year labour framework, the 2013-14 GSN changes support the savings measures and efficiencies that make up the framework. The Grants for Student Needs (GSN) allocation continues to mirror vital priorities of the Ministry of Education, including continuance of the Full-Day Kindergarten roll-out and continuance of the program to keep reduced class sizes.

In 2013-14, total projected education funding through the GSN has been held stable at approximately \$21 billion. When taking into account funding for the Full-Day Early Learning Kindergarten Program (FDK), which is outside the GSN, funding to school boards will increase by approximately 0.8 percent, which equates to \$11,207 per pupil, which is \$20 less than in 2012-13. This is due primarily to lower enrolment and unpaid days for teachers and principals / vice-principals as a result of the 2012-2014 labour framework.

#### **DEVELOPMENTS:**

Measures that continue to be incorporated into the GSN as a result of the second year of implementation of the two-year labour framework, which affect the Brant Haldimand Norfolk Catholic District School Board, are as follows:

##### Staff Compensation

- The 2013-14 GSN provides no funding for across-the-board salary increases in 2013-14. However, it does provide funding for salary increases for ½-year movement on a salary grid for individual employees, if they are currently entitled to a salary grid step.

##### Sick Leave Plans

- The government provided enhancements to the sick leave plan during the current labour framework and in the negotiation of the Memorandum of Understanding (MOU) in July 2012. Specifically, the government introduced the use of a rolling sick bank that can be used to top-up salary from 90 percent to 100 percent. The Ministry has agreed to provide school boards with additional funding in 2012-13 to address these specific pressures and will allocate additional funding to school boards; based on their reported expenditures over the course of the year.

## Unpaid Days

- In 2013–14, teacher and principal / vice-principal salary benchmarks have been reduced by 1.5 percent to recognize the three unpaid Professional Activity (PA) days. This is consistent with the current labour framework. The savings from these days are being used to fund the ½-year movement on a salary grid for individual employees, if the employee is currently entitled to a salary grid step.

Some of the announcements that directly affect the Brant Haldimand Norfolk Catholic District School Board include:

- A 34 credit secondary school threshold is being implemented for 2013-14, above which, differentiated funding is being applied. The portion of a pupil's enrolment over the 34-credit threshold will be included in a new high-credit, day-school Average Daily Enrolment (ADE) category, which will be funded at the Continuing Education rate. Pupils enrolled over the 34-credit threshold who are eligible for English-as-a-Second Language (ESL) / English Literacy Development (ELD) Recent Immigrant, French-as-a-Second Language (FSL), Programme d'Appui aux Nouveaux Arrivants (PANA) or Native Languages / Native Studies, will continue to be funded as they have been in the past as long as they generate regular day-school ADE.
- The reduction of funding in benefits benchmarks continues to be phased in as a result of the elimination of retirement gratuities. The reduction phase-in is 0.167 percent and continues each year over a 12-year period.
- The Student Transportation Grant will be increased by 2 percent in 2013–14 to recognize higher operating costs. As in previous years, this cost update will be netted against a school board's transportation surplus.
- The 1 percent claw-back for school boards that did not achieve a *high rating* under the Efficiency and Effectiveness (E & E) Review has been eliminated.
- The non-staff portion of School Operations Allocation will be increased by 2 percent to fund increases in commodities, insurance and other costs. Additional funding to further assist school boards with electricity costs will also be allocated. In total, the electricity component of the School Operations Allocation benchmark will increase by 7.9 percent.

Other impacts of the 2013-14 grants are:

- Capital funding of \$650 million provincially for major capital projects to be open before 2015-16 as previously announced in January 2013.
- Enhanced Program Other (EPO) Grants will be \$182.5 million provincially in 2013-14. Of this amount, \$123.8 million has been allocated on a board-by-board basis as part of the GSN release and \$58.7 million will be allocated later in the year.
- The benchmark for non-teaching staff benefit costs will increase in both the Foundation Grants and the Special Purpose Grants to fund Ontario Municipal Employees Retirement System (OMERS) contribution increases that are in year three of a three-year phase-in.
- \$150 million provincially in funding for school renewal needs through the School Condition Improvement Allocation. This is the third year of a three-year allocation.

As in previous years, some of the funding for specific initiatives will be announced at a later time.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Education Funding for 2013-14 report.

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

Prepared by: Bill Chopp, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: April 16, 2013  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**EXCURSION – MISSION TRIP TO STATEN ISLAND, NY**  
Public Session

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**BACKGROUND INFORMATION:**

A request has been received on behalf of Assumption College School, Holy Trinity Catholic High School and St. John's College for a mission trip to Staten Island, NY during the period of Saturday, June 15 to Friday, June 21, 2013 (two instructional days).

**DEVELOPMENTS:**

Up to twenty (20) Grades 11 and 12 students will be selected through an application process to participate. Supervising teachers will include Dante Dalia and other chaperones. Students will be involved with the Mennonite Disaster Service in a small construction and clean-up project as a result of Hurricane Sandy. The cost of the trip will be covered through donations. Arrangements will be made to ensure that all classroom and evaluation responsibilities are met.

This is the 19<sup>th</sup> mission trip in the past 17 years that has been organized by Board staff. All information has been provided in accordance with Board policy and procedures.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School, Holy Trinity Catholic High School and St. John's College for an excursion mission trip to Staten Island, NY from Saturday, June 15 to Friday, June 21, 2013.

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

Prepared by: Ryan Cattrysse, Student Trustee  
Presented to: Committee of the Whole  
Submitted on: April 16, 2013  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### STUDENT TRUSTEE REPORT

Public Session

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#### **BACKGROUND INFORMATION:**

Annually, the student senate plans a leadership symposium for its secondary school students' councils. Last year, board staff held a retreat in August to prepare student leaders for the coming school year. The election of the 2013-14 student trustee will be held on April 30.

#### **DEVELOPMENTS:**

For the third consecutive year, Dan Moynihan, Diocese of London Youth Ministry Specialist will assist the student senators in planning and facilitating their spring and summer events. The theme of the May symposium will continue for the summer retreat, so the two events can complement each other and create one leadership message. In a conference call with Mr. Moynihan, the idea of basing our theme around the beliefs of Pope Francis was discussed. It was decided the key messages of the day would be formed around naming those in our school community who may be on the outside and how to welcome and improve their experience.

Information/application packages for the position of Student Trustee were distributed to each secondary school last month.

#### **SCHOOL NEWS:**

Holy Trinity participated in its own earth day celebration by encouraging all classes to turn off their lights for one 75-minute period. The Titans also hosted a successful black light dance on April 4. St. John's College students are planning a glow themed pep rally and dance on April 24, and are also busy preparing for the upcoming Inside Ride, an indoor bike ride fundraiser in support of cancer research. Students at Assumption College School are putting the finishing touches on their last Coffee House of the year. Over 40 acts are planned, giving students the opportunity to showcase their unique talents.

#### **RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report.



**2012-13**  
**Trustee Meetings and Events**

| <b>Date</b>             | <b>Time</b>                      | <b>Meeting/Event</b>  | <b>New / Revised</b>  |
|-------------------------|----------------------------------|---|-----------------------|
| <b>April 16, 2013</b>   | <b>7:00 pm</b>                   | <b>Committee of the Whole</b>   | New start time        |
| <b>April 23, 2013</b>   | <b>7:00 pm</b><br><b>8:00 pm</b> | <b>Board Meeting</b><br>Policy Committee Mtg.                                   | New start time        |
| April 24, 2013          | <i>RESERVED</i>                  | <i>Generic Board Committees Meeting Day</i>                                     |                       |
| April 26, 2013          | 7:00 pm                          | Budget Committee Mtg.   |                       |
| May 1 – 3, 2013         |                                  | Board Art Show  |                       |
| May 2 - 4, 2013         |                                  | OCSTA AGM   |                       |
| <i>May 5 – 10, 2013</i> |                                  | <i>Catholic Education Week</i>  |                       |
| May 6, 2013             | 7:30 pm                          | Budget Committee Mtg.   |                       |
| May 7, 2013             | 6:00 pm<br>6:30 pm               | Celebration of the Arts – art viewing<br>Celebration of the Arts - performances |                       |
| May 9, 2013             | 5:00 pm                          | Catholic Student Leadership Awards; with Bishop Bergie                          |                       |
| May 15, 2013            | 3:00 pm                          | Executive Council Mtg.  |                       |
| May 15, 2013            | 7:00 pm                          | SEAC Meeting  |                       |
| <b>May 21, 2013</b>     | <b>7:00 pm</b>                   | <b>Committee of the Whole</b>   | New start time        |
| May 22, 2013            | <i>RESERVED</i>                  | <i>Generic Board Committees Meeting Day</i>                                     |                       |
| May 28, 2013            | 1:00 pm                          | STSBHN Governance Mtg.  |                       |
| <b>May 28, 2013</b>     | 6:00 pm<br><b>7:00 pm</b>        | Accommodation Review Committee – Public Meeting<br><b>Board Meeting</b>         | New<br>New start time |
| May 29, 2013            | 7:30 pm                          | Budget Committee Mtg.   |                       |
| June 6-8, 2013          |                                  | CCSTA Convention  |                       |
| June 10, 2013           | 7:00 pm                          | Audit Committee Mtg.  |                       |
| June 13, 2013           | 2:00 pm                          | Executive Council Mtg.  |                       |
| June 12, 2013           | <i>RESERVED</i>                  | <i>Generic Board Committees Meeting Day</i>                                     |                       |
| June 12, 2013           | 7:00 pm                          | SEAC Meeting  |                       |
| <b>June 18, 2013</b>    | <b>7:00 pm</b>                   | <b>Committee of the Whole</b>   | New start time        |
| June 19, 2013           | <b>7:00 pm</b>                   | Official Closing Ceremony – St. Bernard (B)                                     |                       |
| <b>June 25, 2013</b>    | <b>7:00 pm</b>                   | <b>Board Meeting</b>  | New start time        |
| June 27, 2013           | 4:00 pm                          | Assumption College Graduation   |                       |
| June 27, 2013           | 6:30 pm                          | Holy Trinity Graduation   |                       |
| June 27, 2013           | 7:00 pm                          | St. John's College Graduation   |                       |