

Brant Haldimand Norfolk Catholic District School Board



REGULAR MEETING OF THE BOARD

TUESDAY, NOVEMBER 25, 2008

7:30 P.M.

Catholic Education Centre, Brantford, Ontario

AGENDA

	Page Number
A. CALL TO ORDER	
1. Opening Prayer – Joe McPherson, Chair	
2. Attendance	
B. ROUTINE MATTERS	
1. Approval of the Agenda	
2. Declaration of Interest	
3. Minutes of the Board Meeting	
a) October 28, 2008	Pages 3-6
4. Business Arising from Minutes	
C. PRESENTATIONS & DELEGATIONS:	
1. John Burroughs, Principal of Holy Trinity Catholic High School will be acknowledged for his recent Coaching to Inclusion Award.	
D. COMMITTEE AND STAFF REPORTS	
1. Unapproved Minutes and Recommendations from the Committee of the Whole Meeting of November 18, 2008	Pages 7-9
i. Policy Development	Pages 10-16
ii. Policy Revision: Community Use of Schools	Pages 17-30
iii. Policy Revision: Trustee Support Services	Pages 31-32
iv. Insurance Renewal	Pages 33-34
v. Excursion: St. John's College to New York City	Page 35
vi. Excursion: St. John's College to New York City	Page 36
<i>Presenter: June Szeman, Chair of the Committee of the Whole</i>	
2. Student Trustee Report	
<i>Presenter: Chris Radojewski, Student Trustee</i>	
E. INFORMATION AND CORRESPONDENCE	
F. NOTICES OF MOTION	
G. TRUSTEE INQUIRIES	

H. 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,
- The security of the property of the board;
 - 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;
 - The acquisition or disposal of a school site;
 - Decisions in respect of negotiations with employees of the board; or
 - Litigation affecting the board.

I. REPORT ON THE IN-CAMERA SESSION

J. FUTURE MEETINGS AND EVENTS

Page 37

K. MOMENT OF SILENT REFLECTION

L. ADJOURNMENT

Brant Haldimand Norfolk Catholic District School Board
Meeting of the 2007 Board – Tuesday, October 28, 2008

PRESENT AT THE MEETING

Trustees: Dennis Blake, Cliff Casey, Dan Dignard,
Bonnie McKinnon, and Joe McPherson

Absent: June Szeman, Chris Radojewski

Administration: Cathy Horgan, Director of Education; Wally Easton, Associate
Director; Bill Chopp, Trish Kings, and Chris Roehrig, Superintendents
of Education; Tracey Austin, Communications and Claire Dodgson, Recording Secretary

A. CALL TO ORDER:

The meeting was called to order by Chair Joe McPherson.

OPENING PRAYER

The meeting was opened with a prayer.

B. APPROVAL OF THE AGENDA:

Resolved:

On the motion of Dennis Blake and Bonnie McKinnon, that the Brant Haldimand Norfolk Catholic District School Board approve the agenda for the October 28, 2008 Board meeting.

CARRIED

DECLARATION OF INTEREST: Nil

APPROVAL OF MINUTES:

Resolved:

On the motion of Dennis Blake and Bonnie McKinnon, that the Brant Haldimand Norfolk Catholic District School Board, approve the in-camera minutes of the September 23, 2008 Meeting of the Board.

CARRIED

BUSINESS ARISING FROM MINUTES: Nil

C. PRESENTATIONS & DELEGATIONS: Nil

D. STAFF REPORTS

1. Unapproved Minutes and Approval of Recommendations from the Committee of the Whole – September 21, 2008

Chair of the Board Joe McPherson reviewed the Minutes and recommendations from the meeting of September 21, 2008. Joe requested approval of the following recommendations:

THAT the Committee of the Whole approves and refers the recommendations from the Accommodation Committee meeting of October 8, 2008, to the Board.

THAT the Accommodations Committee recommends that the Committee of the Whole approves and refers to the Brant Haldimand Norfolk Catholic District School Board for approval, the following priorities for future capital projects:

1. South West Brantford School
2. St. John's College Replacement School
3. St. Pius X/St. Bernard Schools, Brantford Replacement School

THAT the Committee of the Whole refer the recommendations from the Policy Committee meeting of October 16, 2008, to the Board for approval.

That the Policy Committee recommends that the Committee of the Whole approves the Policy: School Operating Budget and refers it to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the position of Pathways to Student Success Consultant until June 2009.

THAT the Committee of the Whole recommend Jean Vanier Catholic Elementary School to the Brant Haldimand Norfolk Catholic District School Board for approval as the name of the new replacement school.

Amended motion:

THAT the Committee of the Whole recommend Jean Vanier Catholic Elementary School to the Brant Haldimand Norfolk Catholic District School Board for approval as the name of the new replacement school, pending approval of Jean Vanier.

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board move the Annual Meeting of the Board to Monday, December 1, 2008 from Tuesday, December 2, 2008.

Resolved:

On the motion of Dan Dignard and Dennis Blake, that the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Committee of the Whole meeting of September 21, 2008.

CARRIED

On the motion of Dan Dignard and Dennis Blake, that the Brant Haldimand Norfolk Catholic District School Board approve the recommendations from the Committee of the Whole Meeting of September 21, 2008.

CARRIED

Brant Haldimand Norfolk Catholic District School Board
Meeting of the 2007 Board – Tuesday, October 28, 2008

PRESENT AT THE MEETING

Trustees: Dennis Blake, Cliff Casey, Dan Dignard,
Bonnie McKinnon, and Joe McPherson

Absent: June Szeman, Chris Radojewski

Administration: Cathy Horgan, Director of Education; Wally Easton, Associate
Director; Bill Chopp, Trish Kings, and Chris Roehrig, Superintendents
of Education; Tracey Austin, Communications and Claire Dodgson, Recording Secretary

A. CALL TO ORDER:

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The meeting was opened with a prayer.

B. APPROVAL OF THE AGENDA:

Resolved:

On the motion of Dennis Blake and Bonnie McKinnon, that the Brant Haldimand Norfolk Catholic District School Board approve the agenda for the October 28, 2008 Board meeting.

CARRIED

DECLARATION OF INTEREST: Nil

APPROVAL OF MINUTES:

Resolved:

On the motion of Dennis Blake and Bonnie McKinnon, that the Brant Haldimand Norfolk Catholic District School Board, approve the in-camera minutes of the September 23, 2008 Meeting of the Board.

CARRIED

BUSINESS ARISING FROM MINUTES: Nil

C. PRESENTATIONS & DELEGATIONS: Nil

D. STAFF REPORTS

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Amended motion:

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THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board move the Annual Meeting of the Board to Monday, December 1, 2008 from Tuesday, December 2, 2008.

Resolved:

On the motion of Dan Dignard and Dennis Blake, that the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Committee of the Whole meeting of September 21, 2008.

CARRIED

On the motion of Dan Dignard and Dennis Blake, that the Brant Haldimand Norfolk Catholic District School Board approve the recommendations from the Committee of the Whole Meeting of September 21, 2008.

CARRIED

2. EDC By-law

Associate Director Wally Easton reviewed the EDC By-law and the public meetings held as per legislation requirements.

Resolved:

On the motion of Cliff Casey and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board approve the Education Development Charges By-law No. 2008-A3 with an implementation date effective November 27, 2008.

CARRIED

3. Financial Statements

Dan Dignard, Chair of the Budget Committee and Wally Easton presented the financial statements for the Board as of August 31, 2008. These statements were reviewed by the auditor at the Budget Committee meeting. Cameron Johnston of Millard, Rouse and Rosebrugh reviewed the financial statements in detail for the Board.

Resolved:

On the motion of Cliff Casey and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board approve the Financial Statements for the year ended August 31, 2008.

CARRIED

4. Excursion

Superintendent of Education Chris Roehrig requested permission for the secondary schools to attend a Mission Trip to Grand Isle, Louisiana in November 2008.

Resolved:

On the motion of Dennis Blake and Bonnie McKinnon, that the Brant Haldimand Norfolk Catholic District School Board approve the request from Assumption College School, Holy Trinity Catholic High School and St. John's College to participate in an excursion, "Mission Trip" from Friday, November 21, 2008 to Saturday, November 29, 2008.

CARRIED

E. INFORMATION AND CORRESPONDENCE ITEMS: Nil

F. NOTICES OF MOTION: Nil

G. TRUSTEE INQUIRIES:

Trustee Cliff Casey stated that the Hamilton Wentworth Catholic District School Board was using a document to assist in the teaching of cursive writing and computational skills in mathematics. This was taken under advisement and a report will be presented to the board at a later date.

Trustee Bonnie McKinnon stated that both she and Trustee June Szeman attended the When Faith Meets Pedagogy Conference and remarked on the quality of the conference this year.

Trustee Joe McPherson stated that he has emailed OCSTA regarding PD funds and accountability. John Stunt has forwarded his information on to M. Riley.

H. BUSINESS OF THE IN-CAMERA SESSION

Resolved:

On the motion of Cliff Casey and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board, move to an in-camera session.

CARRIED

I. REPORT ON THE IN-CAMERA SESSION

Resolved:

On the motion of Cliff Casey and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board approve the business from the in-camera session.

CARRIED

J. FUTURE MEETINGS AND EVENTS

K. MOMENT OF SILENT REFLECTION

L. ADJOURNMENT

Resolved:

On the motion of Cliff Casey and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board adjourn the meeting of October 28, 2008.

CARRIED

MINUTES AND RECOMMENDATIONS

COMMITTEE OF THE WHOLE
November 18, 2008

AGENDA ITEM	MOTION
	<p>THAT the Committee of the Whole refer the recommendations from the Policy Committee Meeting of November 11, 2008, to the Board for approval.</p> <p>THAT the Policy Committee recommends that the Committee of the Whole approves the revised Community Use of Schools Policy and refers it to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Policy Committee recommends that the Committee of the Whole approves the revised Trustee Support Services Policy and refers it to the Brant Haldimand Norfolk Catholic District School Board the approval.</p> <p>THAT the Policy Committee recommends that the Committee of the Whole approves the revised Policy Development Policy and refers it to the Brant Haldimand Norfolk Catholic District School Board the approval.</p>
	<p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the 2009 insurance premium, payable to the Ontario School Board's Insurance Exchange, in the amount of \$177,266., plus PST.</p>
	<p>THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the request from St. John's College for an excursion to New York City from Thursday, May 21, 2009 to Sunday, May 24, 2009.</p>
	<p>THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the request from St. John's College for an excursion to New York City from Wednesday, May 6, 2009 to Sunday, May 10, 2009.</p>

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Committee of the Whole Meeting of November 18, 2008.

THAT the Brant Haldimand Norfolk Catholic District School Board approve the recommendations from the Committee of the Whole Meeting of November 18, 2008.

Brant Haldimand Norfolk Catholic District School Board
Meeting of the Policy Committee – Tuesday, November 11, 2008

PRESENT AT THE MEETING

Trustees: Bonnie McKinnon and June Szeman
Absent: Dennis Blake
Administration: Cathy Horgan, Director of Education,
Wally Easton, Associate Director

A. CALL TO ORDER:

The meeting was called to order by Chair Bonnie McKinnon.

B. ROUTINE MATTERS:

1. Approval of the Agenda

Resolved:

On a motion by June Szeman and Bonnie McKinnon, that the Policy Committee approve the agenda for the November 11, 2008 meeting.

CARRIED

2. Approval of Minutes – October 16, 2008

Resolved:

On a motion by Bonnie McKinnon and June Szeman, that the Policy Committee approve the Minutes from the October 16, 2008 meeting.

3. Declaration of interest: Nil

C. PRESENTATIONS & DELEGATIONS: Nil

D. COMMITTEE AND STAFF REPORTS:

1. Policy Development Discussion

Director of Education Cathy Horgan reviewed the current process and format for policy development. A discussion took place regarding suggested changes that would be brought forward on November 18 for recommendation and further discussion.

2. Policy: Community Use of Schools

Associate Director Wally Easton reviewed the proposed revisions for the Community Use of Schools policy. The changes reflect additional funding from the Ministry to defray costs of custodial fees, water flushing fees, etc. Trustees raised the concern that the defraying of costs to use our facilities will put us n an unfair advantage over other community halls.

Resolved:

On a motion by Bonnie McKinnon and June Szeman, that the Policy Committee recommends that the Committee of the Whole approves the revised Community Use of Schools Policy and refers it to the Brant Haldimand Norfolk Catholic District School Board for approval.

CARRIED

3. Policy: Trustee Support Services

Associate Director Wally Easton reviewed the proposed revision for the Trustee Support Services policy. The change reflects the Ministry's directive that car allowances are not permitted for trustees and therefore, this item has been removed from the policy. It was noted that the Board suspended payment of car allowances effective July 1, 2008.

Resolved:

On a motion by Bonnie McKinnon and June Szeman, that the Policy Committee recommends that the Committee of the Whole approves the revised Trustee Support Services Policy and refers it to the Brant Haldimand Norfolk Catholic District School Board for approval.

CARRIED

E. ADJOURNMENT

The meeting was adjourned by consensus.



Brant Haldimand Norfolk Catholic District School Board

POLICY: POLICY DEVELOPMENT

Adopted:	28/01/03	Policy No:	100.3
		Former Policy #:	n/a
Revised:	dd/mm/yy	Policy Category:	Governance
Subsequent Review Dates:		Pages:	1 of 2

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that the establishment of clear policies, which are consistent with its Mission and values, current needs and expectations, legally and legislatively compliant, will enable all members of our Catholic learning community to achieve individual and collective goals.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board shall adopt a program of policy management and governance which ensures that each policy:

1. Is consistent with the Mission, Vision, and Beliefs of the Brant Haldimand Norfolk Catholic District School Board.
2. Involves timely consultation with individuals and groups as deemed appropriate to a particular policy.
3. Is clearly written, easily understood and in language that is inclusive.
4. Articulates the framework necessary to guide the development of Administrative Procedures for thorough and consistent implementation.
5. Provides adequate definitions of key terms used in the policy.
6. Is readily available and accessible to all.
7. Does not interpret legislation however gives direction for procedures which will implement legislation.
8. Are reviewed and updated every five years or as needed, to reflect legislation or organizational changes.
9. Shall contain corresponding administrative procedures, if applicable.
10. Will have a policy identification number and title.
11. Will show development history.
12. Will have cross references and current legislation noted.

Glossary of Key Policy Terms:

Policy	A position adopted by the Board that provides the framework for the development of a course of action.
Belief Statement	Reflects the intent, scope and purpose of the policy.

Policy Statement	Sets the standard and framework that guide the administrative procedures to be followed by staff.
Administrative Procedures	A specific or prescribed course of action, emanating from Board policy, that must be taken by staff in a given situation and be standard practice.
Policy Identification	The title, number and policy section.
Policy Development History	Records when the policy was first approved, revision dates and suggested review dates.
Glossary of Terms	Specific definitions for any terms within the policy that require further definition or represent professional terms and which would not normally be used by stakeholders.
Statutory/Regulatory/ Related Board Policy Linkages	Includes any direct linkages to statutory and regulatory legislation and by-laws of the federal, provincial and municipal governments and their associated bodies, as well as any related board policies.

D R A F T



Brant Haldimand Norfolk Catholic District School Board

POLICY: POLICY DEVELOPMENT

Adopted:	28/01/03	Policy No:	100.3
		Former Policy #:	n/a
Revised:	dd/mm/yy	Policy Category:	Governance
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Statutory/Regulatory/ Related Board Policy Linkages	Includes any direct linkages to statutory and regulatory legislation and by-laws of the federal, provincial and municipal governments and their associated bodies, as well as any related board policies.

DRAFT



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: POLICY DEVELOPMENT

Adopted:	28/01/03	Policy No:	100.3
		Former Policy #:	n/a
Revised:	dd/mm/yy	Policy Category:	Governance
Subsequent Review Dates:		Pages:	1 of 5

1. The development and review of all policies shall be initiated by the Board, the Director of Education or Administrative Council.
2. The Director of Education may designate the development or revision of a policy and/or administrative procedures to appropriate staff.
3. The designated staff or project leader may convene a task group, as appropriate, to develop a proposed policy. The attached forms shall be used as tools to guide the development of the policy and to provide feedback to Administrative Council.
4. The proposed policy shall be reviewed by Administrative Council and, if appropriate, shall be vetted to various stakeholder groups. The vetting process will begin with Trustees who will receive the draft policy at least seven (7) days prior to the general vetting.

A draft policy may be vetted with all or any of the following individuals or groups:

- | | |
|------------------------------|--------------------------------------|
| Principals/Vice-Principals | CPCO |
| Trustees | Non-Unionized Staff |
| Director of Education | Catholic School Council Chairs |
| Associate Director | Regional Catholic School Council |
| Superintendents of Education | Special Education Advisory Committee |
| Curriculum Support Staff | Bishops |
| O.E.C.T.A. | Pastors |
| Board Solicitor | Managers'/Supervisors' Group |
| O.S.S.T.F. | Student Services |
| Caretakers' Association | Others |

5. Following appropriate vetting and review by Administrative Council, the draft policy will be presented to the Policy Committee for recommendation to the Board for its approval.
6. Upon Board approval, the policy shall become official.
7. The Director of Education shall issue Administrative Procedures or Guidelines, if necessary, to support the policy and will distribute the policy to the system.
8. The policy shall be appropriately numbered and categorized and published on the Board's website.
9. Staff will be assigned to implement the policy.
10. Board policies will be reviewed on a regular basis to ensure relevance and effective implementation. The attached form may be used to track the process.

POLICY CONSULTATION FORM

The Brant Haldimand Norfolk Catholic District School Board welcomes your input/suggestion(s) to improve on this draft policy. Your ideas will be studied and may be incorporated into the final policy.

Thank you in advance.

Name/Group:

Contact Information (telephone/email):

Policy Title:

Purpose of the Policy (clear and understandable):

Policy Statement (clear and understandable):

Responsibilities (Are the responsibilities sufficiently inclusive to meet the expectations of the policy?):

Procedures (Are they understandable? Implementable? Do they give appropriate direction?):

Protocol (Are they understandable? Implementable?):

Cross References (Are there other references that should be included?):

Definitions (Are the definitions provided sufficient both in number and detail?):

Other Comments/Suggestions – please attach if necessary.

Date: _____

Signature: _____

POLICY CONSULTATION GROUPS/INDIVIDUALS

The Policy Committee upon recommending a draft Policy be sent for consultation will decide on appropriate groups/individuals.

Name of Policy: _____

- | | |
|-----------------------------------|--------------------------|
| Academic Supervisory Team | <input type="checkbox"/> |
| Senior Administrative Team | <input type="checkbox"/> |
| Director of Education | <input type="checkbox"/> |
| Bishop(s) | <input type="checkbox"/> |
| Parish Priests | <input type="checkbox"/> |
| Catholic School Council | <input type="checkbox"/> |
| Curriculum Program Staff | <input type="checkbox"/> |
| Catholic School Council(s) | <input type="checkbox"/> |
| Principals/Vice Principals (CPCO) | <input type="checkbox"/> |
| SEAC | <input type="checkbox"/> |
| Student Trustee/Senate | <input type="checkbox"/> |
| Students – elem and/or sec. | <input type="checkbox"/> |
| OECTA | <input type="checkbox"/> |
| OSSTF – ESS | <input type="checkbox"/> |
| OSSTF – Plant | <input type="checkbox"/> |
| Non-union | <input type="checkbox"/> |
| SEAC | <input type="checkbox"/> |
| Solicitor | <input type="checkbox"/> |
| Others, approved by Director | <input type="checkbox"/> |



Brant Haldimand Norfolk Catholic District School Board

POLICY: COMMUNITY USE OF SCHOOLS

Adopted:	09/09/03	Policy No:	400.5
Revised:	03/28/06	Policy Category:	Operations

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board acknowledges that educational facilities are an integral part of the community and, as such, add to the spiritual, educational, recreational and social development of all who share them. It is the intent of the Board to have its facilities used in the best interests of the community, including facilitation of community partnerships, when they are not required for school use. The Community Use of Schools Policy is to be implemented as revenue generating, a minimum of which is cost recovery.

Policy Criteria:

- Use of facilities by groups other than the school must not interfere with school programs.
- The Board must not incur any liability or contingent liability on behalf of any group.
- The use of a school by a group, other than the Board and schools, must be on a cost-recovery basis.
- Security of the school property and safety of children must never be compromised.

Glossary of Key Policy Terms:

Party Alcohol Liability Insurance (PAL)

- provides coverage for single/multi-day events with or without alcohol involved. i.e., fundraising events, weddings, receptions.

Smart Serve Certified

- are servers of alcoholic beverages who have been trained to know the responsibilities and obligations under the law for serving alcohol. They are also trained to recognize signs of intoxication and implement intervention strategies for aggressive individuals. Smart Serve Ontario is recognized by the Alcohol and Gaming Commission of Ontario as the Official Responsible Server Training Program

Statutory/Regulatory/Related Board Policy Linkages: Regulations for Community Use of Schools Permit Application
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Rules Governing the Use of School Properties
Rental Fees
Community Partnership Agreement Application
Purchase Insurance Application Form

DRAFT



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: COMMUNITY USE OF SCHOOLS

Adopted:	09/09/03	Policy No:	400.5
Revised:	03/11/04 03/28/06	Policy Category:	Operations

1. The facilities may be used for any function, except those not deemed to be acceptable by the Board, Director, Associate Director or the Principal. Except for the use as Polling Stations during elections, schools shall not be used for partisan political events, except those approved by the Board of Trustees. The Brant Haldimand Norfolk Catholic District School Board shall make available facilities and premises for any educational or lawful purpose, consistent with the teachings of the Catholic Church.
2. Alcoholic beverages are permitted only under the following conditions:
 - (a) The permit holder has obtained a Liquor License from the Liquor License Board of Ontario.
 - (b) The permit holder will display signs encouraging use of a designated driver.
 - (c) The permit holder will display the telephone numbers for local taxi companies.
 - (d) The permit holder must ensure that a minimum of \$2 million of Third-Party Liability Insurance (this includes School Councils, as well) has been obtained from Party Alcohol Liability Insurance and the Board is named as an insured.
 - (e) The permit holder will employ servers of alcoholic beverages who are *Smart Serve* certified.
 - (f) The permit holder has obtained Board approval prior to the hosting of the event.
3. Smoking is prohibited on all Board property and as outlined in the Smoke Free Ontario Act.
 - (a) The permit holder shall be responsible for ensuring posters are displayed stating smoking is prohibited.
4. Every organization must supply and provide proof of insurance. Organizations shall request a Certificate of Insurance from their insurance broker for General Liability Insurance in the amount of \$2 million, naming the "Brant Haldimand Norfolk Catholic District School Board" as an additional insured on the policy. The Board will purchase insurance for groups who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit.
5. Except where pay telephones are available, access to a telephone, for emergency use only, will be provided where one (1) individual is designated to oversee its use. If a

telephone is not easily accessible in the school, the organization must have a cellular telephone on the premises during the rental period.

6. No organization shall use the facilities unless the designated Permit Application is received by the Facilities Department at least 14 days prior to the date of the activity.
7. No permits will be issued for statutory holidays or during Christmas and March Break without Administrative approval. Use of schools during the months of July and August will be approved by Administration or by special agreement with the Board.
8. Gym shoes must be worn during all athletic functions held in the school Gymnasium/General Purpose Room. Proper gym shoes must be worn on the Court Area of all secondary school gymnasiums.
9. Normally, the School shall be opened and closed by either the Principal or the Caretaker. If neither the Principal nor the Caretaker is available, a designate may be appointed by the Principal. Where the Principal appoints another to perform this function, the designate shall be a responsible person over the age of 21 years. Where a Caretaker has been designated to open and/or close the School, and is required to do so outside of his/her regular shift, he/she shall be paid amounting to time and one-half based on the caretaker's hourly rate as established by the Board.
10. Use of gymnasium equipment will be allowed only with approval of the Principal. Only the specific items requested on the Application Form will be left by the Principal or the designate in the Gymnasium. Other equipment shall be used only with the Principal or teacher present.
11. Use of audio visual and sound equipment will be allowed only with approval of the Principal. Only the specific items requested on the Application Form will be left by the Principal or the designate in the rented room.
12. The organization using the premises shall be responsible for reimbursement of costs to repair any damage caused by its use to the building, grounds or equipment or lost or stolen items.
13. Use of the kitchen, its equipment and small wares, is not permitted in schools which have cafeteria facilities.
14. Permission to use any outdoor area, i.e., playground, playing field/track, must be obtained from the school principal.
15. Vehicle parking is permitted only in designated parking areas.

16. The organization shall further undertake and agree to indemnify and save harmless the Board, its employees, agents or students against any and all claims arising from use of the Board's premises and equipment.

17. **Fees**

Fees for use of facilities are based on the type of organization. Organizations are categorized in Section 17(a). Fees are quoted in Appendix #B. All groups are subject to costs under Section 17(b) and 17(c).

(a) Category #1 - Exempt

- Activities of the Board.
- Meetings or activities sponsored by the Catholic Parent/Teacher Association and/or School Advisory Council.
- General meetings or activities of Community Health Associations.
- Not-for-profit organizations involving youth, i.e., Boy Scouts, Cubs, Guides, Brownies, 4-H Clubs, Junior Farmers' Clubs.
- Meetings/social functions of Catholic Church-associated groups, i.e., Parish Councils, Catholic Womens' League, Catholic Youth Organization, Knights of Columbus.
- Meetings of recognized Community Service Clubs.

Category #2 - Cost Recovery

- Adult activity and recreational groups sponsored by other than a recognized community recreational commission, i.e., dance or drama groups, choirs, cultural organizations.
- Community functions sponsored by local community recreational commissions.
- Industrial or business athletic groups and leagues for purposes authorized by the school principal.
- Concerts and other functions sponsored by service clubs and other local non-profit organizations where admission charge is used to help defray expenses and/or for charitable work in the community, as authorized by the school principal.

Category #3 - Commercial

- All other groups not included in Category #1 or Category #2.
- Commercial enterprises.
- Private individuals.

Category #4 - Partnerships

- Community/school partnerships are supported and encouraged by the Board.
- A Community Partnership Agreement Application. Must be completed and submitted to the Superintendent of Education.
- Community Partnership Applications must be approved by Senior Administration.

- (b) Where a Caretaker has been designated to open and/or close the School, and is required to do so outside of his/her regular shift, the organization shall be charged a fee, as established by the Board. If the School is opened and closed by a person appointed by the Principal, and such person is a member of the organization using the facilities, this fee will be waived. Fees are also waived for Category #1 and Category #2 users.
- (c) The User is responsible for the preparation and clean-up of the premises. Should the User engage the Caretaker(s) to perform such work, the User will be charged a fee at the rate of one and one-half times the current hourly rate for Caretakers, in addition to the fees listed in #17(b) above. Fees are also waived for Category #1 and Category #2 users.
- (d) All fees shall be paid in advance directly to the Board.
- (e) Rental fees shall be distributed as follows and will be paid on a quarterly basis:
- 50% of rental fee to be distributed to the School.
 - 25% of rental fee to be distributed to the Board for overhead, maintenance, etc.
 - 25% of rental fee to be distributed among all schools for the benefit of all schools.
18. If, in the opinion of the Principal and the caretaker, the premises have not been used properly or have been left in an unsatisfactory condition, he/she shall immediately forward a written report to the Associate Director, Corporate Services & Treasurer.

Amount of Payment _____ Payment Received By _____

Distribution: Applicant, Facilities Department, School, Linda Luciani - CEC

DRAFT

RULES GOVERNING THE USE OF SCHOOL/ADMINISTRATIVE PROPERTIES

GENERAL

Below are detailed rules governing the use of all school facilities by community groups. Compliance with these rules will be monitored by Board personnel. **FAILURE TO COMPLY WITH ANY OF THE RULES WILL RESULT IN IMMEDIATE CANCELLATION OF THIS CONTRACT BY THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD.**

RESERVATIONS

1. Schools/administrative facilities shall have first claim to the use of their respective buildings at all times and any agreement made with an outside organization will be contingent on the needs of the programs of the various schools/administrative facilities and such agreements may be terminated or altered at any time.
2. All use of schools/administrative facilities by outside groups shall be automatically canceled when schools/administrative facilities are closed due to inclement weather, strikes or any other cause beyond the control of the Board.

USE OF FACILITY AND APPLICABLE CHARGES

1. ADEQUATE ADULT SUPERVISION (Adult is 21 years of age or older) must accompany all rental groups. This supervisor must be with the group at all times during the rental time period. It is the responsibility of the supervisor to ensure that the participants remain within the designated rental area, that damage to the building and grounds does not occur and that all group participants leave the school on or before the ending time of the rental permit. Board personnel will monitor all groups to ensure adequate supervision is maintained. When groups are renting multiple facility space, there must be a supervisor in charge of each area; i.e., when many classrooms are used, there must be a supervisor for each classroom. Youth group members must not enter the school before the supervisor arrives.
2. Rubber-soled shoes must be worn at all times in the gymnasium or auditorium for all sports activities. Floor hockey, ball hockey and indoor soccer are not permitted.
3. Rental Charges on this Agreement do not include the use of school equipment other than volleyball standards and basketball nets. Sporting equipment such as volleyball nets, balls, floor mats, scoreboard, etc. are not included as part of the Rental Agreement. Sound and audio visual equipment are not included as part of the Rental Agreement. These items may be arranged directly with the school and an additional charge may apply.
4. The use of building or grounds must be confined to the hours specified by the applicant. Any damage, problems during the event, extended time and additional hours for set-up/clean-up will be noted on this report. Any additional costs will be assessed to the Permit Holder. NOTE: Overtime charges are subject to change without notice. **The facility must be left in the same condition the group received it for use.**
5. The Board will seek full restitution for any damage done to its buildings or grounds by the rental group.
6. Permit fees shall be paid directly to the school/administrative facility or Facilities Department of the Board. Cheques are made payable to the Brant Haldimand Norfolk Catholic District School Board. Permits will be held until payment is received. Fees for short-term permits (one month or less) shall be paid in full. Fees for long-term permits (more than one month) can be paid in advance with equal monthly installments beginning the 1st of every month. Once payment is received, the permit will be released to the organization. Any bank charges will be the responsibility of the group.
7. In default of payment or non-compliance with any conditions for use of facilities, as specified above, the accommodation will not be available.

8. Groups who cancel a permit must inform the school/administrative facility or the Facilities Department, in writing, seven days before the event. There will be a cancellation fee of \$25 if notice is less than seven days. The cancellation fee will be deducted from the amount of the refund. Organizations that alter the permit will be granted one free alteration to the permit. There will be a \$10 processing fee for each subsequent alteration.

LIABILITY AND INSURANCE

The rental organization agrees to the following:

1. To assume full responsibility for the acts and conduct of all persons admitted to the premises.
2. To release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the premises.
3. To supply and provide proof of insurance. Organizations shall request a Certificate of Insurance from their insurance broker for General Liability Insurance in the amount of \$2 million, naming the "Brant Haldimand Norfolk Catholic District School Board" as an additional insured on the policy. The Board will purchase insurance for groups who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit.
4. During the use and occupation of the premises, the Permit Holder shall indemnify and save harmless the Brant Haldimand Norfolk Catholic District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises.
5. To supply and provide proof of a Liquor License and Party Alcohol Insurance (PAL) if alcohol will be served.

MISCELLANEOUS

1. The Principal, Vice-Principal or Caretaker of the building will normally be on duty during the hours of possession by the group or a designate may be appointed by the Principal.
2. Permits are not assigned or transferable.
3. Arrangement must be made through the school/administrative facility for use of any equipment, such as tables/chairs, at least five days prior to occupancy.
4. No food or drink is to be served or consumed in the foyer or taken into auditoriums and gymnasiums. Alcoholic beverages will not be permitted in buildings or on the grounds without prior approval of the Director of Education.
5. There must be **NO SMOKING** in any part of the school/administrative facility or on school/administrative property as such is law according to the Smoke Free Ontario Act and also the Insurance Schedule of the Board.
6. All tables, chairs, dishes and other equipment brought into the school/administrative facility by the rental group shall be removed promptly after the permit activity.
7. Vehicle parking is permitted only in designated parking areas.

FIRE PREVENTION

1. All scenery, special effects, props, etc. must be approved by the Principal at least 24 hours prior to presentation or dress rehearsal. Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
2. The seating capacity in the auditorium, gymnasium, and cafeteria must not exceed the Fire Department's limit indicated on the capacity listings posted in these facilities.
3. In compliance with Fire Regulation, immediately on the sounding of the fire alarm, the house lights will be turned on and the audience will be requested to leave by the nearest exit. Only when the fire is brought under control or it is determined that it is a false alarm by the Fire Department, will the audience be allowed to re-enter the auditorium.



Brant Haldimand Norfolk Catholic District School Board

RENTAL FEES

Rental fees are in addition to costs for cleaning, caretaking, set-up time, etc. as per section 17 (c) and 17(d) of the Community Use of Schools policy. Fees are subject to G.S.T.

RENTAL AREA	CATEGORY		
	1	2	3 Hourly Rate
ELEMENTARY SCHOOL			
Classroom	Nil	Nil	\$20
General Purpose Room or Gymnasium	Nil	Nil	\$40
Library	Nil	Nil	\$40
SECONDARY SCHOOL			
Gymnasium	Nil	Nil	\$60
Cafetorium	Nil	Nil	\$45
Classroom/Stage	Nil	Nil	\$20
Lecture Hall	Nil	Nil	\$40

MULTIPLE USAGE FEES

HOURS Based on total hours booked per permit	CATEGORY	DISCOUNT
1 – 25 Hours	100% of applicable fees as set-out in Section 17(a)	
25 – 100 Hours	2	35% of applicable fees as set-out in Section 17 (a)
	3	25% of applicable fees as set-out in Section 17 (a)
In excess of 100 Hours	2	50% of applicable fees as set-out in Section 17 (a)
	3	25% of applicable fees as set-out in Section 17 (a)

Maximum rental duration is ten hours.

BANQUETS AND WEDDINGS

A fee will be calculated separately, based on each event.

Approval must be granted from the Director of Education, or designate, for groups/organizations who wish to rent facilities for the use of banquets and weddings. A fee will be determined at that time.



Brant Haldimand Norfolk Catholic District School Board

**COMMUNITY USE OF SCHOOLS
PARTNERSHIP AGREEMENT TEMPLATE**

This partnership agreement made as of the ___ day of ___, 200__

B E T W E E N:

The Brant Haldimand Norfolk Catholic District School Board
(School Name and Location)

- and -

Name of Organization/Group

1. Community/school partnerships are supported and encouraged by the Brant Haldimand Norfolk Catholic District School Board.
2. The (group/organization) will use the facilities of the (name of school) for the following purposes:
3. The (group/organization) will use the facilities on the following dates/times from (date) to (date):
4. In return, the (name of school) will derive the following benefits from the partnership:

DESCRIPTION	\$ VALUE

In witness whereof, attested by the hands of their respective officers duly authorize in that behalf:

The Brant Haldimand Norfolk Catholic
District School Board

Director of Education

Name of School

Principal

Name of Organization

Authorized Representative

DRAFT



Brant Haldimand Norfolk Catholic District School Board

COMMUNITY USE OF SCHOOLS
PURCHASE INSURANCE APPLICATION

PLEASE PRINT

Name of User Group:

Address:
Street *City* *Postal Code*

Contact Name:

Contact Telephone:

Type of Activity:

Number of Participants:

Date(s) of Permit:

School Rented

I hereby authorize the Brant Haldimand Norfolk Catholic District School Board to purchase liability insurance for the above-named group.

Signature

Date

If you have any questions or require further information regarding the purchase of liability insurance, please contact Linda Luciani at 519-756-6505, Extension 272 or lluciani@bhncdsb.ca

FOR OFFICE USE ONLY	
Premium Charged:	\$ _____
PST @ 8%:	\$ _____

Administration Fee:	\$ _____
TOTAL FEE FOR INSURANCE:	\$ _____
Payment Received:	

DRAFT



Brant Haldimand Norfolk Catholic District School Board

POLICY: TRUSTEE SUPPORT SERVICES

Adopted:	25/05/04	Policy No:	100.6
Revised:	01/25/05 11/28/06	Policy Category:	School Board Governance

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board recognizes that, during their term of elected office, trustees require support services and equipment to effectively serve their constituents. As well, trustees need to be reimbursed for expenditures incurred in relation to their responsibilities as trustees.

Policy Criteria:

- Support services and equipment will be provided to trustees as required.
- Trustees will be encouraged to attend workshops and conferences which are related to the governance of education and the delivery of educational programs and services.
- Trustees will be reimbursed for expenses incurred in carrying out the role of trustee.

Glossary of Key Policy Terms:

Trustee: as per Board By-Laws, enacted June 8, 1998, a trustee is a person elected, acclaimed or appointed to the office of trustee of the Board pursuant to the provisions of the Municipal Elections Act.

Travel Expenses: are the ordinary and necessary expenses of travelling away from home for Board business. It is understood that the most practical mode of transportation to suit the occasion will be utilized.

Statutory/Regulatory/Related Board Policy Linkages:
Board By-Laws
Education Act, Section 191



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: TRUSTEE SUPPORT SERVICES

Adopted:	25/05/04	Policy No:	100.6
Revised:	01/25/05 11/28/06	Policy Category:	School Board Governance

Service Equipment

- The following equipment will be provided as required by the trustee:
 - Cellular telephone, including connection fees, air time and long distance charges.
 - Laptop computer, the specifications for which will be the current classroom standard, plus a modem and printer/scanner/copier.
 - Connection and monthly charges for Internet provision.
 - Calendaring devices.
- All user fees for telephone and internet access will be terminated at the end of the trustee's term of office.

Travel Expense

- The Board will reimburse mileage expenses for the use of personally-owned automobile expenses at the Board approved rate.
- Other travel expenses will be reimbursed based on paid receipts submitted.
- Trustees will submit an Expense Report, listing dates, locations and reasons for the trip, to the Chair of the Board for approval.

Conferences/Workshops

- Approved conference/workshop expenses will be covered within the Trustee Services account.

Expenses

- Trustees will be reimbursed for expenses incurred while fulfilling their duties as elected representatives.
- An advance of up to \$100 per day will be provided upon request with notice at least one (1) week prior to the event.
- Trustees shall submit all claims monthly for the Chair of the Board's signature. The original receipts must accompany the expense form.

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: November 18, 2008
Submitted by: Cathy Horgan, Director of Education & Secretary

INSURANCE RENEWAL

Public Session

BACKGROUND INFORMATION:

The Board's property and liability insurance is currently covered by the Ontario School Boards' Insurance Exchange (OSBIE), which is a reciprocal cooperative established in 1987. Premiums are established annually based on OSBIE's overall experience. OSBIE insures 100 school boards and seven joint ventures in Ontario.

DEVELOPMENTS:

OSBIE has once again had a surplus and, as a result, the Board of Directors have approved a refund of \$2.25 million to its subscribers. Our Board's portion of the refund was \$12,963.72. For 2008, based on actuarial estimates, the following rate adjustments are required:

Liability	+3%
Property	+ 9.5%
Boiler	0%
Crime	0%
Automobile	0%

The increase in liability insurance funding is to cover inflationary costs of claims expenses. The reason for the property rate increase is due to increasing claims costs. Appendix A is a summary which includes a history of OSBIE premiums as well as the current premiums for our Board.

In addition to their regular insurance program, OSBIE provides an incentive program to help reduce fees even further. Each year OSBIE performs a Human Element Loss Prevention (HELP) audit to review a school board's procedures in property risk management. Our Board achieved an 81% compliance rate qualifying us for a 4% Property Premium Reduction. The maximum rebate allowed under this program is 5%.

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the 2009 insurance premium, payable to the Ontario School Board's Insurance Exchange, in the amount of \$177,266, plus PST.

Brant Haldimand Norfolk Catholic District School Board

OSBIE INSURANCE

Insurance Premium Excluding Taxes				
Description	2006	2007	2008	2009
Property	\$42,537	\$43,539	\$44,069	\$56,067
Crime	\$5,428	\$5,465	\$5,505	\$5,413
Boiler and Machinery	\$4,255	\$4,255	\$3,838	\$3,838
Liability	\$129,309	\$115,262	\$107,726	\$102,181
Non-Owned Auto	\$1,306	\$1,164	\$1,088	\$1,032
Subtotal	\$182,835	\$169,685	\$162,226	\$168,531
Fleet Automobile	\$7,335	\$7,511	\$7,511	\$8,735
Total Insurance Premium	\$190,170	\$177,196	\$169,737	\$177,266
Coverages:				
• Total Property	Unlimited			
• Crime	\$500,000			
• Deductible	\$10,000			
• Boiler and Machinery	Unlimited			
• Auto Limit	\$20 million			
• Liability	\$20 million			

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

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: November 18, 2008
Submitted by: Cathy Horgan, Director of Education & Secretary

**EXCURSION: ST. JOHN'S COLLEGE
TO NEW YORK CITY**

Public Session

BACKGROUND INFORMATION:

St. John's College is requesting approval for an excursion to New York City from Thursday, May 21, 2009 to Sunday, May 24, 2009 (two school days).

DEVELOPMENTS:

Approximately forty (40) Grades 11-12 Senior Drama students will be participating in this field trip. Supervising teachers will include Don Locey and Franco Petrella, and parent volunteers Mrs. Stoffelsen and Mrs. Yurich as the chaperones. The anticipated cost of the trip for each student is \$809.00.

This excursion will enable students to visit a capital of the theatrical world and participate in a number of dramatic productions. It will also provide the students an opportunity to analyze the personal, social, and cultural impact of the arts.

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

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the request from St. John's College for an excursion to New York City from Thursday, May 21, 2009 to Sunday, May 24, 2009.

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

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: November 18, 2008
Submitted by: Cathy Horgan, Director of Education & Secretary

**EXCURSION: ST. JOHN'S COLLEGE
TO NEW YORK CITY**

Public Session

BACKGROUND INFORMATION:

St. John's College is requesting approval for an excursion to New York City from Wednesday, May 6, 2009 to Sunday, May 10, 2009 (three school days).

DEVELOPMENTS:

Approximately forty-six (46) Grades 9-12 Arts students will be participating in this field trip. Supervising teachers will include Lynne DiStefano, Violet Davies, Paula Rocha, and Fabio Gasbarr as the chaperones. The anticipated cost of the trip for each student is \$589.00.

This excursion will enable students to view and learn about works of art from a diverse range of cultures and periods of Art History. They will learn about architectural styles and experience the great wealth of art experiences in New York City.

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

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the request from St. John's College for an excursion to New York City from Wednesday, May 6, 2009 to Sunday, May 10, 2009.

Brant Haldimand Norfolk Catholic District School Board

**2008-09
Meetings and Events**

December 1, 2008	6:30 pm 7:30 pm	Annual Liturgy of the Board Annual Meeting of the Board
December 5, 2008		PA Day
December 9, 2008	6:30 pm 7:30 pm	In-camera Board Meeting Board Meeting
December 10, 2008	7:00 pm	SEAC
December 22, 2008 - January 2, 2009		Christmas Break
January 5, 2009		Classes Resume
January 13, 2009	3:00 pm	Policy Committee
January 14, 2009	7:00 pm	SEAC
January 20, 2009	7:30 pm	Committee of the Whole
January 27, 2009	7:30 pm	Board Meeting
January 30, 2009		PA Day
February 11, 2009	7:00 pm	SEAC
February 16, 2009		Family Day
February 17, 2009	7:30 pm	Committee of the Whole
February 24, 2009	7:30 pm	Board Meeting
March 4, 2009		Ash Wednesday
March 11, 2009	7:00 pm	SEAC
March 13, 2009		Board Designated Holiday
March 16-20, 2009		March Break
March 24, 2009	7:30 pm	Committee of the Whole
March 26, 2009		Catholic Leadership Awards
March 31, 2009	7:30 pm	Board Meeting
April 8, 2009	7:00 pm	SEAC
April 10, 2009		Good Friday
April 13, 2009		Easter Monday
April 21, 2009	7:30 pm	Committee of the Whole
April 24, 2009		PA Day
April 28, 2009	7:30 pm	Board Meeting
May 3-8, 2009		Catholic Education Week
May 5, 2009	7:00 pm	Celebration of the Arts – Sanderson Centre
May 13, 2009	7:00 pm	SEAC
May 18, 2009		Victoria Day
May 19, 2009	7:30 pm	Committee of the Whole
May 26, 2009	7:30 pm	Board Meeting
June 10, 2009	7:00 pm	SEAC
June 16, 2009	7:30 pm	Committee of the Whole
June 23, 2009	7:30 pm	Board Meeting
June 26, 2009		Last Day of Classes
June 29, 2009		PA Day
June 30, 2009		Board Designated Holiday