



Board Meeting
Tuesday, May 25, 2010 7:00 p.m.
Boardroom

Members: June Szeman (Chair), Joe McPherson (Vice-Chair), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Chris Radojewski (Student Trustee)

1. Call to Order

- 1.1 Opening Prayer - June Szeman, Chair of the Board
- 1.2 Attendance

2. Routine Matters

- 2.1 Approval of the Agenda
- 2.2 Declaration of Interest
- 2.3 Approval of Minutes from the Board Meeting – April 27, 2010 Pages 3 - 6
- 2.4 Business Arising from Minutes

3. Presentations and Delegations

- 3.1 The Board will recognize the Provincial Mock Trial Champions from Assumption College School.

4. Committee and Staff Reports

- 4.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting from May 18, 2010 Pages 7 - 16
Presenter: Joe McPherson, Chair of the Committee of the Whole
 - a. Unapproved Minutes and Recommendations from the Budget Committee meeting of April 20, 2010
 - 2010-11 Goals (pg. 17)
 - b. Unapproved Minutes and Recommendations from the Policy Committee Meeting of May 11, 2010
 - Environmental Education and Practices Policy (pgs. 18-26)
 - Revised Purchasing Policy 700.0 (pgs. 27-43)
 - Revised Pre-Employment Screening Policy 300.18 (pgs. 44-51)
 - Transportation of Students Policy (pgs. 52-57)
 - Revised Board By-Laws (pgs. 58-79)
 - c. Office Supplies Contract (pg. 80)
 - d. Contract for Fine Paper (pg. 81)
 - e. Early Learning Program (ELP) – Extended Day (pgs. 82-86)
 - f. Transportation Consortia Incorporation (pg. 87)
 - g. Campaign Expense Compliance Audit Committee (pgs. 88-89)
 - h. 2010-11 School Year Calendar (Amended) (pgs. 90-93)



- 4.2 Strategic Action Plan Update: Communications**
Presenter: Wally Easton, Associate Director, Corp. Services & Treasurer

Pages 94 - 99

5. Information and Correspondence

6. Notices of Motion

7. Trustee Inquiries

8. Business In-camera

207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,

- a. The security of the property of the board;
- b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- c. The acquisition or disposal of a school site;
- d. Decisions in respect of negotiations with employees of the board; or
- e. Litigation affecting the board.

9. Report on the In-Camera Session

10. Future Meetings and Events

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11. Moment of Silent Reflection

12. Adjournment

Next Meeting: Tuesday, June 22, 2010 at 7:00 pm - Boardroom



Board Meeting
Tuesday, April 27, 2010 7:00 pm
Boardroom

Present: **Trustees:**
June Szeman (Chair), Joe McPherson (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard,
Bonnie McKinnon, Chris Radojewski (Student Trustee)

Senior Administration:
Cathy Horgan (Director of Education), Wally Easton (Associate Director, Corporate Services &
Treasurer) Bill Chopp, Trish Kings, and Chris Roehrig (Superintendents of Education)

Absent:

1. Call to Order

1.1 Opening Prayer

The meeting was opened with a Catholic Education Week prayer led by June Szeman, Chair of the Board.

2. Routine Matters

2.1 Approval of the Agenda

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the April 27, 2010 meeting.

Carried

2.2 Declaration of Interest - Nil

2.3 Approval of Minutes from the Board Meeting of March 30, 2010

Moved by: Joe McPherson

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Minutes from the March 30, 2010 meeting of the Board.

Carried

2.4 Business Arising from Minutes - Nil



3. Presentations and Delegations - Nil

4. Committee and Staff Reports

4.1 Unapproved Minutes and Recommendations from the Committee of the Whole meeting of April 20, 2010

Joe McPherson, Chair of the Committee of the Whole, reviewed the unapproved minutes and recommendations to the Board from the April 20, 2010 meeting. Approval was requested for the following recommendations:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Early Learning Program Year 2 school selection.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Bus Operator's Agreement for the years September 1, 2009 to August 31, 2012 for all bus operators of the Student Transportation Services of Brant Haldimand Norfolk (STSBHN).

Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes from the Committee of the Whole Meeting of April 20, 2010.

Carried

Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations from the Committee of the Whole Meeting of April 20, 2010.

Carried

4.2 Catholic Education Week 2010

Superintendent of Education Trish Kings reported that Catholic Education Week will take place from Sunday, May 2, 2010 to Friday, May 7, 2010. This year's theme is "Catholic Education: Rejoicing in Hope". The Ontario Catholic School Trustees' Association has provided all schools with a resource kit to assist with the planning of special activities and prayer celebrations based on the daily themes. A listing of school-specific activities is posted on each school's website. Special system-wide events include the annual Board Art Exhibits and Celebration of the Arts evening.

Moved by: Joe McPherson

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board receives the report on Catholic Education Week 2010.

Carried



4.3 Strategic Plan Update: Leadership

Superintendent of Education Chris Roehrig reported that the Board has either completed or is ahead of schedule on all the leadership strategies of the Strategic Action Plan. He highlighted the Teacher Leadership Program that is being delivered over the course of three evening sessions. The main components will include a keynote kickoff by Father Ray Carey on ethical practice with respect to teacher leadership, instruction leadership development through a literature study that supports the basic concepts of leadership, and a moodle website where responses can be posted and shared. One hundred teachers have registered for this leadership program.

Moved by: Dennis Blake

Seconded by: Joe McPherson

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Plan Update: Leadership report.

Carried

4.4 2010-11 Student Senate Membership and Student Trustee Elections

Superintendent of Education Chris Roehrig reviewed the composition of the Student Senate and the process that is followed for Student Trustee elections. He was pleased to announce that Alyna Poremba, a Grade 11 student at St. John's College, has been elected as Student Trustee for the 2010-11 school year.

Moved by: Dennis Blake

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board receives the report on the 2010-11 Student Senate Membership and Student Trustee Elections.

Carried

5. Information and Correspondence

June Szeman, Chair of the Board, thanked Associate Director Wally Easton and Manager of Transportation Services Phil Kuckyt for their recent evening transportation presentations to the school communities of St. Stephen's, Cayuga and St. Joseph's, Simcoe. Parents appreciated the information that was presented and the assurance provided by school principals that the practice of older students walking younger children to and from school will continue to be provided, as required.

June Szeman read a card of thanks from Gillian Parsons, a Grade 1 Teacher at St. Gabriel School in Brantford, for the flowers she received from Trustees and Senior Administrators following the Ministry of Education's announcement that she is being awarded the prestigious Premier's Teacher of the Year Award.

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

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

Carried



6. Notices of Motion: Nil

7. Trustee Inquiries:

Trustee Casey inquired whether a Safe Schools presentation should be made to the Board of Trustees. Since the new Safe Schools policy will be brought to the Board for approval in the near future, it was agreed that the merits of a separate presentation would be evaluated after the Policy process is complete.

Trustee McPherson reiterated his concern about the overlap in secondary school graduation exercises on June 29, although graduation start times have since been adjusted at Assumption College School and St. John's College to eliminate the overlap. Trustees received assurance that procedures will be put in place to avoid this type of situation in the future.

8. Business In-Camera

Moved by: Dan Dignard
Seconded by: Cliff Casey

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

Carried

9. Report on the In-Camera Session

Moved by: Bonnie McKinnon
Seconded by: Cliff Casey

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

Carried

10. Future Meetings and Events

Chair June Szeman invited trustees to review the list of upcoming meetings and events.

11. Moment of Silent Reflection

12. Adjournment

Moved by: Cliff Casey
Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of April 27, 2010.

Carried

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

May 25, 2010

AGENDA ITEM	MOTION
4.2	<p>THAT the Committee of the Whole refers the recommendation from the Budget Committee Meeting of April 20, 2010 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Budget Committee recommends that the Committee of the Whole refers the 2010-11 Goals report to the Brant Haldimand Norfolk Catholic District School Board for approval.</p>
4.6	<p>THAT the Committee of the Whole refers the recommendations from the Policy Committee Meeting of May 11, 2010 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Policy Committee recommends that the Committee of the Whole refers the Environmental Education and Practices Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Policy Committee recommends that the Committee of the Whole refers the revised Purchasing Policy (700.1) to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Policy Committee recommends that the Committee of the Whole refers the revised Pre-Employment Screening Policy (300.18) to the Brant Haldimand Norfolk Catholic District School Board for approval</p> <p style="padding-left: 40px;">THAT the Policy Committee recommends that the Committee of the Whole refers the Transportation of Students Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Policy Committee recommends that the Committee of the Whole refers the revised Board By-Laws to the Brant Haldimand Norfolk Catholic District School Board for approval.</p>
4.7	<p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the contract with Grand & Toy Limited for office supplies for the period of May 1, 2010 and ending January 21, 2013.</p>
4.8	<p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Fine Copy Paper Agreement with Xerox Canada Limited for the period July 1, 2010 and ending October 18, 2012.</p>
4.11	<p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves a daily fee of \$30, plus applicable taxes, for the Extended Day program, subject to regulations of the Ministry of Education.</p>

4.12	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the incorporation of the Student Transportation Services of Brant Haldimand Norfolk consortia.
4.13	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the formation of a Campaign Expense Compliance Audit Committee (CECAC), with the same membership as the Grand Erie District School Board and the City of Brantford, as required by Section 81 of the Municipal Elections Act.
4.16	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the amended 2010-11 School Year Calendar for Elementary schools, as presented.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes from the Committee of the Whole Meeting of May 18, 2010.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations from the Committee of the Whole Meeting of May 18, 2010.



**Committee of the Whole
Tuesday, May 18, 2010 7:00 pm
Boardroom**

Present: Trustees:

Joe McPherson (Chair, Committee of the Whole), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, June Szeman, Chris Radojewski (Student Trustee)

Senior Administration:

Cathy Horgan (Director of Education), Wally Easton (Associate Director, Corporate Services & Treasurer), Bill Chopp (Superintendent of Education), Trish Kings (Superintendent of Education), Chris Roehrig (Superintendent of Education)

Absent:

1. Call to Order

1.1 Opening Prayer

The meeting was opened with a prayer led by Joe McPherson, Chair of the Committee of the Whole.

2. Routine Matters

2.1 Approval of the Agenda

Director Cathy Horgan requested that a report titled "2010-11 School Year Calendar (Amended)" be added as Item 4.16 to the agenda.

Moved by: June Szeman

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the amended agenda for the May 18, 2010 meeting.

Carried

2.2 Declaration of Interest: Nil

2.3 Approval of Minutes from the Committee of the Whole Meeting of April 20, 2010

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the April 20, 2010 meeting.

Carried

2.4 Business Arising from Minutes: Nil



3. Presentations and Delegations: Nil

4. Committee and Staff Reports:

4.1 Approved Special Education Advisory Committee Minutes of April 14, 2010

Superintendent Bill Chopp reviewed the minutes from the SEAC meeting of April 14, 2010. Cathy Horgan acknowledged that Terre Slaght, Principal of Program: Special Education will be awarded the Outstanding Administrator of Special Education by the Ontario Council of Administrators in Special Education (OCASE), at their provincial symposium later this week.

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the minutes from the Special Education Advisory Committee meeting of April 14, 2010.

Carried

4.2 Unapproved Budget Committee Meeting Minutes of April 20, 2010

Associate Director Wally Easton reviewed the minutes from the meeting of April 20, 2010, and requested approval of the following recommendation:

THAT the Budget Committee recommends that the Committee of the Whole refers the 2010-11 Goals report to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board refers the unapproved minutes from the Budget Committee meeting of April 20, 2010 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendation from the Budget Committee Meeting of April 20, 2010 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4.3 Unapproved Catholicity Committee Meeting Minutes of April 28, 2010

June Szeman, Chair of the Catholicity Committee, reviewed the minutes from the meeting of April 28, 2010. She commented that the work of the committee is moving ahead quite well, and that members of the committee will be meeting with MPPs Dave Levac and Toby Barrett regarding government support of Catholic education.



Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Committee of the Whole refers the unapproved minutes from the Catholicity Committee meeting of April 28, 2010 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

4.4 Unapproved Faith Advisory Committee Meeting Minutes of May 13, 2010

June Szeman, Chair of the Faith Advisory Committee, reviewed the minutes from the meeting of May 13, 2010 and provided a look ahead at the group's focus for the 2010-11 school year.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the unapproved minutes from the Faith Advisory Committee meeting of May 13, 2010 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

4.5 Approved Policy Committee Meeting Minutes of April 27, 2010

Bonnie McKinnon, Chair of the Policy Committee, reviewed the minutes from the Policy Committee Meeting of April 27, 2010.

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Committee of the Whole refers the approved minutes from the Policy Committee meeting of April 27, 2010 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

4.6 Unapproved Policy Committee Meeting Minutes of May 11, 2010

Bonnie McKinnon, Chair of the Policy Committee, reviewed the minutes from the Policy Committee Meeting of May 11, 2010. Discussion followed and questions of clarification were raised regarding the subject policies and by-law changes. A correction of a clerical error in the numbering of item 6.9.2.5 was made in the revised by-laws document. Trustee Blake requested that the motion regarding the Transportation of Students policy be voted on separately.

Trustee McKinnon requested approval of the following recommendations:

THAT the Policy Committee recommends that the Committee of the Whole refers the Environmental Education and Practices 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 revised Purchasing Policy (700.1) to the Brant Haldimand Norfolk Catholic District School Board for approval.



THAT the Policy Committee recommends that the Committee of the Whole refers the revised Pre-Employment Screening Policy (300.18) to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Board By-Laws to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Dan Dignard
Seconded by: June Szeman

THAT the Committee of the Whole refers the unapproved minutes from the Policy Committee Meeting of May 11, 2010 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations from the Policy Committee Meeting of May 11, 2010 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: Dan Dignard
Seconded by: June Szeman

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

Carried

4.7 Office Supplies Contract

Associate Director Wally Easton provided highlights of the three-year agreement with Grand & Toy Limited for the provision of office supplies.

Moved by: June Szeman
Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the contract with Grand & Toy Limited for office supplies for the period of May 1, 2010 and ending January 21, 2013.

Carried

4.8 Contract for Fine Paper

Associate Director Wally Easton reviewed details of the three-year agreement with Xerox Canada Ltd. for the provision of fine copy paper.

Moved by: June Szeman
Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Fine Copy Paper Agreement with Xerox Canada Limited for the period July 1, 2010 and ending October 18, 2012.

Carried



4.9 Adult School Crossing Guards

Associate Director Wally Easton reviewed changes being made by the Police Services Board regarding the deployment of adult school crossing guards in Brantford effective September, 2010. As a large majority of schools are now on a balanced school day, crossing guards will no longer be provided over the lunch hour.

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the report on Adult School Crossing Guards in the City of Brantford.

Carried

4.10 Early Learning Program (ELP)

Associate Director Wally Easton provided an update on the current status of the Early Learning Program (ELP), being implemented in selected schools in September, 2010. Based on current enrolment numbers, one additional classroom may have to be added at St. Michael's, Dunnville, bringing the total to nine classrooms for Year 1 implementation. It was noted that the cost for nine classrooms could result in an approximate shortfall of \$243,873 between the funding and the estimated expenses.

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 Early Learning Program (ELP) report.

Carried

4.11 Early Learning Program (ELP) – Extended Day

Associate Director Wally Easton explained that school boards will be required by the Ministry of Education to provide before and after school programs in Early Learning Program schools, provided there is sufficient parent demand to support a cost-recovery operation. Discussion took place regarding staffing and the proposed fee structure.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Early Learning Program (ELP) – Extended Day Program report.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves a daily fee of \$30, plus applicable taxes, for the Extended Day program, subject to regulations of the Ministry of Education.

Carried



4.12 Transportation Consortia Incorporation

Associate Director Wally Easton reviewed the Ministry's recommendation that the transportation consortia should incorporate.

Moved by: June Szeman

Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the incorporation of the Student Transportation Services of Brant Haldimand Norfolk consortia.

Carried

4.13 Campaign Expense Compliance Audit Committee

Associate Director Wally Easton reviewed a revision to the Municipal Elections Act requiring that a Campaign Expense Compliance Audit Committee (CECAC) be established in advance of municipal elections, and discussed the recommendation of forming a joint CECAC with the City of Brantford and the Grand Erie District School Board.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the formation of a Campaign Expense Compliance Audit Committee (CECAC), with the same membership as the Grand Erie District School Board and the City of Brantford, as required by Section 81 of the Municipal Elections Act.

Carried

4.14 Balanced School Day Update

Director of Education Cathy Horgan reported that 27 of the 31 elementary schools will be on a balanced day schedule as of September, 2010.

Moved by: Dennis Blake

Seconded by: June Szeman

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Balanced School Day Update report.

Carried

4.15 Student Trustee Report – May 2010

Student Trustee Chris Radojewski commented that the Student Senate is greatly looking forward to the upcoming Annual Leadership Symposium and reviewed highlights of recent events and accomplishments at the three secondary schools.

Moved by: June Szeman

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report for May 2010.

Carried



4.16 2010-11 School Year Calendar (Amended)

Director Cathy Horgan explained that due to the recent receipt of additional information, an amendment of the approved 2010-11 School Year calendar is being recommended, as follows:

- That the Friday, April 8, 2011 professional activity day be changed to Thursday, June 30, 2010
- That Friday, May 13, 2011 be designated a professional activity day for St. Cecilia's School in lieu of Thursday, February 3, 2011 due to the anticipated transportation issues related to the Friday the 13th celebrations in Port Dover.

It was also recommended that the November 1, 2010 "System Workshops – Curriculum/Special Education" wording be amended to read "Format to be determined – Curriculum/Special Education".

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the amended 2010-11 School Year Calendar for Elementary Schools as presented.

Carried

5. Information and Correspondence: Nil

6. Notices of Motion: Nil

7. Trustee Inquiries:

Trustee Dignard inquired if the staff of a school on a Balanced School Day schedule could vote to return to a standard day schedule. This change cannot be made at the school level; the decision would be made by administration.

8. Business In-Camera

Moved by: Dan Dignard

Seconded by: June Szeman

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

Carried

9. Report on the In-Camera Session

Moved by: Bonnie McKinnon

Seconded by: June Szeman

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

Carried



10. Future Meetings

The list of upcoming meetings and events was reviewed by Trustees.

11. Moment of Silent Reflection

12. Adjournment

Moved by: June Szeman

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of May 18, 2010.

Carried

Next Meeting: Tuesday, June 15, 2010, 7:00 pm - Boardroom

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Budget Committee
Submitted on: April 20, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

2010-11 GOALS

Public Session

BACKGROUND INFORMATION:

At the meeting of February 23, 2010, the Committee reviewed the following draft goals presented by Administration:

- Improve primary literacy
- Strengthen our Catholic faith in our schools
- Professional development for leaders and aspiring leaders
- Enhanced communications, both as a resource and communications tool

DEVELOPMENTS:

Staff have reviewed the draft goals and refined them, as follows, to provide greater focus and specificity on expected outcomes:

- Improve primary literacy scores.
- Strengthen the visibility and practice of our Catholic faith in our schools.
- Identify and nurture potential leaders at every level of our school system.
- Enhance communications, both as a resource and as a communication tool.

In developing the budget, staff will include technology resources, professional development and other supports needed to address these objectives. Plans will be developed by the District Student Achievement Team (DSAT), which includes teaching staff, program staff and administrators and senior administration. The DSAT will review current supports, identify gaps and make recommendations based on best practices and models used in other school districts.

At this time, final plans are not in place but will be presented to the Budget Committee at the next meeting as part of the overall budget presentation.

RECOMMENDATION:

THAT the Budget Committee recommends the Committee of the Whole refers the 2010-11 Goals report to the Brant Haldimand Norfolk Catholic District School Board for approval.



Brant Haldimand Norfolk Catholic District School Board

POLICY: ENVIRONMENTAL EDUCATION AND PRACTICES

Adopted: May 25, 2010	Policy No: 500.2
Revised: TBD	Policy Category: Educational Programs
Subsequent Review Dates: TBD	Pages: 9

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board is committed to environmental education such that schools shall target teaching and learning, student engagement and community connections, and environmental leadership in an effort to develop knowledge regarding environmentally sustainable actions and to apply their knowledge to effect long-term change.

Policy Statement:

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

1. To ensure that all levels of the organization develop and monitor improvement plans as they relate to the environment. All departments, sites and schools shall create annual plans that address issues that relate to the environment.
2. To implement and monitor plans that shall specifically address the following pillars: Environmental Literacy, Waste Minimization, Energy Conservation and Board-wide Greening.
3. To implement and monitor plans that shall promote learning about environmental issues and solutions, engage students to participate actively in practising and promoting environmental stewardship, and provide leadership by implementing and promoting responsible environmental practices so that all stakeholders can live more sustainably. Plans shall be reviewed by a system-level committee (Environmental Action Team) on a semi-annual basis.

Related Legislation

(2007) Shaping Our Schools, Shaping Our Future – A Report of the Working Group on Environmental Education <http://www.edu.gov.on.ca/curriculumcouncil/shapingschools.pdf>

(2009) Acting Today, Shaping Tomorrow – A Policy Framework for Environmental Education in Ontario Schools <http://www.edu.gov.on.ca/curriculumcouncil/ShapeTomorrow.pdf>

Relevant Legislation: Environmental Protection Act: Reg. 102/ 94 (Waste Reduction) and Reg. 103/ 94 (Source Separation Programs)

<http://www.search.e-laws.gov.on.ca/en/isysquery/b04b3f5e-181a-4608-876c-231b384c2595/1/frame/?search=browseStatutes&context=>



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES:

Adopted: May 25, 2010	Policy No: 500.2
Revised: TBD	Policy Category: Educational Programs
Subsequent Review Dates: TBD	Pages: 9

The Environmental Action Team

The Board shall create an Environmental Action Team that shall review the annual environmental action plans for all departments, sites and schools. The team’s membership is as follows:

- | | |
|-----------------------------------------------------------------|--------------------------------|
| One superintendent (or designate as Chair) | One elementary school teacher |
| One elementary school principal | One secondary school teacher |
| One secondary school principal | One support staff person |
| The Facilities Manager | One member from Student Senate |
| Other member(s) as deemed appropriate by the Chair of the team. | |

The purpose of the Environmental Action Team is to provide feedback to the system on the creation, implementation and monitoring of local plans. The feedback shall relate to a rubric that evaluates best practices for the system (Appendix A - Environmental Action Plan Rubric).

System Environmental Action Plans

The Facilities Department shall create an environmental action plan that is consistent with the Environmental Protection Act and the Ministry of Education direction on Environmental Education on an annual basis. The plan shall reflect the following four pillars: Environmental Literacy, Waste Minimization, Energy Conservation and Board-wide Greening. The Facilities Department plan is due to the Chair of the Environmental Action Team on or before February 1st.

The Environmental Action Team shall review the plan and make recommendations to the Facilities Department on or before March 1st. The Facilities Department shall make subsequent edits and revisions to the plan and release the final version of the annual plan to the Chair of the Environment Action Team by April 1st – the Chair of the Environmental Action Team shall release the Facilities Department plan to all sites and schools by April 5th.

All departments, schools and sites shall create an annual environmental action plan that is consistent with the Facilities Department plan (Appendix B – Sample Action Plan). All action plans shall be submitted to the Chair of the Environmental Action Team by June 1st. The Environmental Action Team shall review all plans and shall make recommendations to departments, schools and sites before June 30th.

Schools are encouraged to join the network of ECO Schools to assist in the development of their environmental action plans (<http://ontarioecoschools.org/>)

Process Chart

Department	Task	Deadline
Facilities Department	Annual Environmental Action Plan due to the Environmental Action Team.	February 1 st

Environmental Action Team	Recommendations to Facilities Department.	March 1 st
Facilities Department	Final Annual Environmental Action Plan communicated to Chair of Environmental Action Team.	April 1 st
Environmental Action Team	Final Annual Environmental Action Plan communicated to all departments, schools and sites.	April 5 th
Departments, Schools and Sites	Local departmental, school and site plans are due to the Environmental Action Team.	June 1 st
Environmental Action Team	Recommendations to departments, schools and sites.	June 30 th

Environmental Action Plan – Best Practices

Pillar	Best Practices
Waste Minimization	<p>Ensure that waste management and recycling practices are followed.</p> <p>Reduce, rethink, reuse and recycle waste materials.</p> <p>Composting of appropriate wastes.</p> <p>Litter-less lunches.</p> <p>Ensure sufficient number of recycling boxes and/or totes is available to achieve maximum diversion.</p> <p>Support environmentally friendly activities with staff (reduce the amount of paper used – REDUCE PHOTOCOPYING AND PRINTING)</p> <p>Make environmentally responsible purchases by selecting products which are recyclable and/or made from recycled materials.</p> <p>Select alternatives to products whose use and/or disposal can be harmful to the environment.</p> <p>Discontinue the purchase of non-biodegradable products.</p> <p>Encourage suppliers to minimize packaging when shipping supplies.</p> <p>Store and dispose of hazardous wastes properly.</p> <p>Reduction and eventual elimination of bottled water.</p>
Energy Conservation	<p>Practices that reduce energy consumption.</p> <p>Turn off computers and lights when not in use.</p> <p>Model environmentally appropriate practices such as teaching students how to minimize their ecological footprint on the Earth.</p> <p>Support environmentally friendly activities with staff (i.e., car pooling, use of public transportation, etc).</p> <p>Update older less efficient technology with energy efficient options.</p> <p>Use renewable energy sources such as solar panels and wind harnessing.</p> <p>Install motion sensor equipment for lighting.</p> <p>Encourage modes of transportation that are environmentally friendly (walking and biking).</p>
Environmental Literacy	<p>Provide opportunities to acquire knowledge and skills related to environmental education across all areas and encourage the application of this knowledge.</p> <p>Develop skills in systems thinking and futures thinking.</p> <p>Develop learning that will help our understanding of causes, the multiple dimensions, and the dynamic nature of environmental issues.</p> <p>Develop professional learning opportunities that emphasize effective</p>

	<p>practices that support learning about the environment. Encourage the use of information technology to access resources, connect with others, and create e-communities that focus on environmental issues. Encourage action-research that promotes partnerships and the innovative implementation of environmental education concepts and principles. Create opportunities to address environmental issues in homes, the local community and the global level.</p>
<p>Board-wide Greening</p>	<p>Work with community partners to promote environmental awareness and foster working relationships that emphasize greening projects. Organize activities such as naturalization projects, as appropriate. Creation of community gardens. Environmental clean-up days and tree planting.</p>



APPENDIX A

Environmental Education Action Plan Rubric				
Criteria	Pre-implementation	Implementation	Building Capacity	Sustaining Capacity
Types of environmentally responsible practices are in place.	There is little evidence of environmentally responsible practices.	There is some evidence of environmentally responsible practices.	There is evidence of environmentally responsible practices.	There is considerable evidence of environmentally responsible practices.
Environmental education resources are available.	Few environmental education resources are available.	Some environmental education resources are available.	Environmental education resources are available.	Several environmental education resources are available.
Existence of action-orientated projects related to environmental education are in place	Action-orientated projects related to the environment are not in place.	There are some action-orientated projects related to the environment in place.	There are several action-orientated projects related to the environment in place.	There are numerous action-orientated projects related to the environment in place.
Engagement in environmental activities is clearly evident	There is no evidence of engagement in environmental activities.	There is some evidence of engagement in environmental activities.	There is clear evidence of engagement in environmental activities.	There is considerable evidence of engagement in environmental activities.
Opportunities for staff to participate in professional development related to environmental education are in place	There are few opportunities for staff to participate in professional development activities.	There are some opportunities for staff to participate in professional development activities.	There are opportunities for staff to participate in professional development activities.	There are several opportunities for staff to participate in professional development activities.
The environmental action plan will increase environmental literacy in the school/department/etc.	There is little emphasis on environmental literacy.	There is some emphasis on environmental literacy.	There is emphasis on environmental literacy.	There is considerable emphasis on environmental literacy.

APPENDIX A

Environmental Education Action Plan Rubric				
Criteria	Pre-implementation	Implementation	Building Capacity	Sustaining Capacity
The environmental action plan will increase energy conservation	The environmental action plan will not increase energy conservation.	The environmental action plan will minimally increase energy conservation.	The environmental action plan will increase energy conservation.	The environmental action plan will considerably increase energy conservation.
The environmental action plan will increase waste minimization	The environmental action plan will not increase waste minimization.	The environmental action plan will minimally increase waste minimization.	The environmental action plan will increase waste minimization.	The environmental action plan will considerably increase waste minimization
The environmental action plan will promote site-wide greening	The environmental action plan does not promote site-wide greening.	The environmental action plan promotes site-wide greening with limited effectiveness.	The environmental action plan does promote site-wide greening.	The environmental action plan effectively promotes site-wide greening.



Appendix B

Environmental Education Action Plan					
SCHOOL/DEPARTMENT/ SITE GOAL	STRATEGIES What strategies will be used to achieve this goal?	INDICATORS OF SUCCESS What evidence will we collect to find out if the strategies have been successful?	TIMELINES When will this happen?	RESPONSIBILITY Who will lead the implementation of strategies?	UPDATES/REVISIONS When we looked at our plan during the year, did we need to adjust it? When did this happen?
<p>Environmental Literacy To develop professional learning opportunities that emphasis effective practices that support learning about the environment.</p>	<p>Application for Ontario EcoSchools Certification</p> <p>Provide professional development opportunities to incorporate environmental education into the curriculum</p>	<p>Gold Medal Certification</p> <p>Lesson plans that incorporate environmental activities</p> <p>Increase participation in school wide environmental activities (i.e. community clean up, anti-litter campaigns)</p>	<p>June 2011</p> <p>Ongoing</p> <p>Earth Week 2011</p>	<p>St. X Green Team</p> <p>Teachers</p> <p>Administration St. X Green Team</p>	
<p>Waste Minimization To reduce the amount of waste produced at St. X by 25%</p>	<p>Conduct a waste audit (template provided by Ontario EcoSchools) twice a year</p>	<p>Reduction in waste produced</p>	<p>June 2011</p>	<p>St. X Green Team</p>	

Appendix B

Environmental Education Action Plan					
SCHOOL/DEPARTMENT/ SITE GOAL	STRATEGIES What strategies will be used to achieve this goal?	INDICATORS OF SUCCESS What evidence will we collect to find out if the strategies have been successful?	TIMELINES When will this happen?	RESPONSIBILITY Who will lead the implementation of strategies?	UPDATES/REVISIONS When we looked at our plan during the year, did we need to adjust it? When did this happen?
<p>Energy Conservation (continued)</p> <p>Board-Wide Greening To use only (100%) environmentally friendly/pesticide free products on school grounds</p>	<p>Faucets will be checked regularly for proper maintenance</p> <p>Eliminate use of chemical fertilizers</p> <p>Use natural landscaping</p> <p>Increase shade</p>	<p>Reduction in water consumption</p> <p>Elimination of chemical-based products</p>	<p>June 2011</p> <p>June 2011</p>	<p>Custodians</p> <p>Custodians St. X Green Team</p>	



Brant Haldimand Norfolk Catholic District School Board

PURCHASING POLICY

Adopted:	24/09/03	Policy No:	700.1
Revised:	24/04/08	Policy Category:	Finance

Belief Statement:

School boards have an obligation to ensure efficient, high quality service and responsible stewardship of public funds. The Brant Haldimand Norfolk Catholic District School Board, and its staff, shall endeavour to purchase goods and services in the required quantity and quality, at the right price and availability, to ensure best value and greatest benefit to our students, staff and taxpayers.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will purchase, rent or lease all goods and services with the lowest total cost of ownership. Factors to be considered when determining the lowest total cost of ownership should be (but not limited to) price, quality, service, delivery, operating, maintenance and disposal costs. In doing so, the Board will ensure that all transactions:

- are conducted in an efficient and cost-effective manner
- ensure transparency and accountability
- protect the Board's financial interests
- ensure compliance with all statutory and regulatory laws through open competition, where appropriate
- adhere to socially acceptable and legal standards for fair labour practices.

Glossary of Key Policy Terms:

Total Cost of Ownership: The sum of all costs (direct and indirect) associated with the acquisition of goods and/or services; this includes, but is not limited to, delivery, maintenance, operational, service, down time, etc.

Transparency: An openness/willingness to accept public scrutiny that diminishes the capacity for an agency to practice or harbour potentially unacceptable policies/practices.

Economies of Scale: Increasing efficiencies in the acquisition of goods and services through common product/service specifications where feasible.

Statutory/Regulatory/Related Board Policy Linkages:

Education Act, Section 217
 Agreement on Internal Trade
 Municipal Freedom of Information & Protection of Privacy Act
 Ontario-Quebec Procurement Agreement
 BPS Supply Chain Guidelines (Ministry of Finance)
 Criminal Background Checks
 Employee Expense Reimbursement Policy
 Ontario Regulation 612/00 School Councils
 Professional Standards & Conflict of Interest Policy for Employees
 Purchasing Terms and Conditions
 Public Service of Ontario Act, 2006

Brant Haldimand Norfolk Catholic District School Board			
ADMINISTRATIVE PROCEDURES: Purchasing			
Adopted:	24/09/03	Policy No:	700.1
Revised:	22/04/08	Policy Category:	Finance
School Funds Policy			

The following administrative procedures apply to all staff involved in the purchase of goods and services on behalf of the Board as well as all purchases of goods and services from school generated funds.

1. PURCHASING THRESHOLDS

The following dollar thresholds (including applicable taxes) indicate the purchasing process to be followed by all staff for goods and services not already on a quotation, tender, and/or contract awarded through the Board’s Purchasing Department or a collaborative purchasing effort done on behalf of the Board. Note: The Facilities Department may operate under different thresholds based on the unique requirements within that department.

1.1 Quotations & Competitive Procurements

1.1.1 The purchase of goods and services shall be made in accordance with the following:

- \$0 to \$2,000 May be requisitioned/purchased without quotation at the discretion of the individual (or designate) with budget authority. Sound judgement shall be exercised by the individual when determining if quotations should be obtained regardless of this value range.

- \$2,001 to \$25,000 May be requisitioned/purchased by the individual with budget authority only after receiving a minimum of three (3) vendor quotes (fax, email, or written).

- \$25,001 to \$100,000 The Purchasing Department (or designate) to issue an invitational competitive procurement to a minimum of three (3) suppliers. Bid notices shall, at minimum, be advertised on the Board’s website.

- \$100,000 + The Purchasing Department to issue open competitive bid document. Bids shall be advertised on a nationally recognized electronic bulletin board.

The Facilities Department shall follow the purchasing process for goods and services (including applicable taxes) that are not already on a quotation, tender and/or contract awarded through the Purchasing Department or a collaborative purchasing effort done on behalf of the Board as outlined below:

- \$0 to \$5,000 May be requisitioned/purchased without quotation at the discretion of the individual (or designate) with budget authority. Sound judgement shall be exercised by the individual when determining if quotations should be obtained regardless of this value range.

\$5,001 to \$25,000	May be requisitioned/purchased by the individual with budget authority (or designate) only after receiving a minimum of three (3) vendor quotes (fax, email, or written).
\$25,001 to \$100,000	The Purchasing Department (or designate) to issue an invitational competitive procurement to a minimum of three (3) suppliers. Bid notices shall be advertised on the Board's website at minimum.
\$100,000 +	The Purchasing Department to issue open competitive procurement document. Bids shall be advertised on a nationally recognized electronic bulletin board.

- 1.1.2 All quotations received are to be on file and maintained along with a copy of the purchase order by the initiating department and/or school.
- 1.1.3 It is the department and/or school's responsibility to determine if the required goods and/or services are already available on a quotation, tender and/or contract awarded through the Purchasing Department (or a collaborative purchasing effort done on behalf of the Board).
- 1.1.4 The Purchasing Department may decide to purchase any goods or services through a formal or informal quotation process, regardless of the estimated dollar value.
- 1.1.5 Where the unit cost of an item is less than \$2,001, but the quantity required exceeds a total value of \$2,001, three (3) vendor quotes are still required as per the above thresholds.

i.e.: one (1) utility table = \$250 = no quotation
ten (10) utility tables = \$2,500 = three (3) quotes required

A division of requirements into multiple purchases to reduce the estimated value of a single purchase and avoid the application of the above thresholds is not permitted.

1.2 **Competitive Procurement**

There are two (2) main types: Information Gathering and Purchasing

1.2.1 **Information Gathering**

1.2.1.1 Request for Information (RFI)

The purpose of an RFI is to gather general supplier or product information. This mechanism may be used when the Board is researching a contemplated procurement and has not yet determined what characteristics the ideal solution would have. RFIs normally contribute to the final version of a subsequent Request for Proposal (RFP).

1.2.1.2 Request for Expression of Interest (RFEI)

The purpose of an RFEI is to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism may be used when the Board wishes to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. Information collected in an RFEI can also facilitate selecting the best procurement process for a follow-up competitive process.

Note: A response to an RFI or RFEI must not pre-qualify potential suppliers and must not influence their chances of being the successful supplier on any subsequent opportunity.

1.2.1.3 Request for Supplier Qualifications (RFSQ)

The purpose of an RFSQ is to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers or a Vendor of Record (VOR). This mechanism may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need. The purpose of this process is to reduce subsequent effort devoted to the competitive process (i.e., bid preparation on the part of suppliers and evaluation on the part of the Board).

Note: The terms and conditions of the RFSQ must contain specific language to disclaim any obligation on the part of the Board to actually call on any supplier to supply such goods or service as a result of the pre-qualification. No Contract A or Contract B shall be formed between the Board and the pre-qualified suppliers as a result of this process.

Contract A is formed when a competitive bid document has been responded to in the form of a valid bid. Once formed, the Board has a legal obligation to deal fairly and equally with all bidders and must not show favouritism or prejudice. During Contract A, the Board cannot deviate from the process described in the competitive bid document (ie: change specifications to unfairly benefit a particular bidder).

Contract B is only formed once the Board formally accepts a bid. It is the result of fair and equitable treatment of all bidders in arriving at acceptance of a bid. Contract B creates an agreement with obligations on both parties and is subject to applicable contract law, including accepted meanings and interpretations of enforceability, non-performance, breach of contract, remedies, etc.

1.2.2 Purchasing

1.2.2.1 Request for Proposal (RFP)

The purpose of this document is to request suppliers to provide solutions for the delivery of complex goods, services or construction or to provide alternative options or solutions. It is a process that uses predefined evaluation criteria in which price is not the only factor.

1.2.2.2 Request for Tender (RFT)

The purpose of this document is to request suppliers' bids to provide goods, services or construction based on stated delivery requirements, performance specifications, terms and conditions. An RFT usually focuses the evaluation criteria predominantly on price and delivery requirements. This document may also be called a Request for Quotation (RFQ) where the organization has described exactly what needs to be purchased and the evaluation is made solely on price.

1.2.2.3 Vendor of Record (VOR) / Preferred Suppliers List

The purpose of a VOR is to establish a procurement arrangement authorizing the Board to select from one or more pre-qualified vendor(s), typically by way of a formal second-stage process, for a defined period on terms and conditions, including pricing, as set out in the particular VOR agreement. VORs/Preferred Suppliers Lists are used to reduce costs to the Board through the establishment of strategic relationships with a small group of suppliers.

1.2.3. The goal of competitive procurement is to achieve the highest number of quality bids possible, so as to maximize the organization's ability to achieve better value for money. The Board shall provide a minimum response time of 15 calendar days for all competitive procurements with the exception of urgent and/or emergency procurements.

1.2.4 All competitive procurements issued by the Board will have a pre-defined closing date and time during normal business hours (Monday to Friday, excluding provincial and national holidays). All submissions received after the closing date and time will not be considered.

1.2.5 All competitive bid documents shall outline bid protest procedures for suppliers to follow in the event of a dispute. The process outlined will be compliant with the bid protest procedures in the AIT and the Ontario-Quebec Procurement Agreement.

1.2.6 **Evaluation of Competitive Procurements**

1.2.6.1 Competitive procurements must establish evaluation criteria and methodology/process to be used in evaluating a supplier's submission (including the method to resolve a tie score). The Board shall outline these criteria and processes, where applicable, in the competitive bid documents. Any mandatory criteria shall be clearly defined. Once the competitive process has begun, the above cannot be changed or altered.

1.2.6.2 For those competitive procurements requiring an evaluation team, the Board will attempt to select and confirm each member's participation prior to issuing the competitive bid documents.

1.2.6.3 All members of the evaluation team must be aware of the restrictions related to confidential information shared through the competitive process and refrain from engaging in activities that may create or appear to create a conflict of interest. (see section 3 – Conflict of Interest)

1.2.6.4 The Board shall require all members of the evaluation team to sign a conflict-of-interest declaration and non-disclosure agreement.

1.2.6.5 Each member of the evaluation team must evaluate all supplier submissions. All notes, records, etc., must be auditable, fair, factual, and fully defensible as these are subject to public scrutiny.

1.2.6.6 The Board shall select only the highest ranking submission(s) that have met all criteria set out in the original competitive bid document. Unless expressly requested in the competitive bid document, the Board will not consider alternative strategies or solutions proposed by a supplier.

1.2.6.7 In accordance with the Agreement on Internal Trade (AIT), the Board shall refrain from any discrimination or preferred treatment in awarding a contract to the preferred supplier from the competitive process in an effort to avoid potential bid protests or disputes from proponents.

1.2.7 **Contract Award**

1.2.7.1 Once the competitive process is complete and the preferred supplier has been selected, the Board will send a formal contract award letter to initiate the process.

1.2.7.2 A signed written contract must be made between the Board and the successful supplier prior to the provision of the goods and/or services and before construction commences. The Board shall obtain supplier signatures before obtaining signatures from either the Director of Education or the Associate Director, Corporate Services & Treasurer.

1.2.7.3 The form of contract released with the competitive bid document is the only form of contract that will be finalized between the Board and the successful supplier.

1.2.7.4 The contract shall include the term of the agreement (and any optional extensions that were in the competitive bid document), appropriate cancellation and/or termination clauses and a dispute resolution process to be followed throughout the life of the contract if required. Changes to the term of the agreement initially set out in the competitive bid document must first be approved by the appropriate approval authority, within the Board, as these are considered non-competitive procurements.

1.2.7.5 The Board will post, in the same manner as the competitive bid was posted, the name(s) of the successful supplier(s) only after the contract has been awarded and signed.

1.2.7.6 The award notification shall include the name(s) of the successful supplier(s), the agreement start and end dates, including any options for extension.

1.2.7.7 All suppliers who participated in the competitive process will be allowed 60 days following award notification to exercise their entitlement to a debriefing.

1.2.7.8 All procurement documents and any other pertinent information relating to the competitive process shall be retained, in recoverable form, for a period of seven years. The Purchasing Department shall be responsible for the process involving what documents will be stored and where they will be stored.

1.3 **Non-Competitive Procurement**

In certain circumstances, it may not always be practical nor feasible to obtain competitive quotes/bids from vendors. The following outlines allowable exceptions to the above thresholds:

1.3.1 Single Source – When an unforeseen urgency and/or emergency exists that places risk to the health and welfare of students and/or staff, or risk of damage to Board property, obtaining goods and/or services from one supplier, irregardless of value, is acceptable. Documentation describing the rationale for this type of purchase must be completed and approved by the appropriate approval authority as this may be used as supporting documents in the case of a competitive dispute.

2. UNAUTHORIZED PURCHASES

- 2.1 Any purchases made in the Board's name, without authority or validation, will be considered an obligation of the person making the purchase and not an obligation of the Board.
- 2.2 No person is authorized to make a purchase and charge it to an account unless he/she is the individual responsible for the budget, has complied with purchasing thresholds listed above and/or has authorized the Purchasing Department to do so on his/her behalf.
- 2.3 Personal purchases are strictly prohibited. This includes, but is not limited to, those placed on purchase order, through a petty cash fund, through a purchasing card and/or on an employee/Board member meal and travel expense report.
- 2.4 Verbal orders are prohibited except with prior approval from the Associate Director – Corporate Services & Treasurer.

3. CONFLICT OF INTEREST

- 3.1 A conflict of interest exists where the decision(s) made and/or actions taken in the exercise of duties by a Board employee, Trustee, member of a statutory committee or council of the Board, including School Council members, could be, or could be perceived to be, affected by the personal, financial or business interest of that person or that person's family or business associates. It is important to note that a conflict of interest exists whether or not decisions are affected by a personal interest; a conflict of interest implies only the potential for bias, not likelihood.
- 3.2 All staff involved in procurement activities are responsible and accountable for using good judgement and must:
 - 3.2.1 Declare and disclose in writing any conflict of interest in a purchasing decision to their supervisor.
 - 3.2.2 Avoid situations which may present a conflict of interest while dealing with persons or organizations doing business or seeking to do business with the Board.
- 3.3 School council members are governed by their individual school council's conflict of interest by-laws (as required by Ontario Regulation 612/00).
- 3.4 **Education Act, section 217 (1-4)**
 - 3.4.1 A Board employee shall not sell, directly or indirectly, any goods or services to the Board on behalf of an organization for which he/she has a direct or indirect interest.
 - 3.4.2 A Board employee shall not purchase and/or recommend any goods or services to the Board for purchase from an organization in which another Board employee has a direct or indirect interest.
 - 3.4.3 Penalty – Every person who contravenes the Education Act is guilty of an offence and on conviction is liable to a fine of not more than \$1,000.

4. CODE OF ETHICS

- 4.1 All Board staff involved in procurement related activity shall be guided by the Ontario Public Buyers' Association (OPBA) Code of Ethics (<https://www.opba.ca/chapters/nigp-opba/documents/codeofethics04.pdf>) and the Purchasing Management Association of Canada (PMAC) Code of Ethics (<http://www.pmac.ca/PDF/Code%20of%20Ethics.pdf>).
- 4.2 In accordance with the above Codes of Ethics, Board staff shall conduct all procurement related activity based on the following:
- i) highest standard of integrity in all business relationships within and outside of the Board
 - ii) highly demonstrated level of respect for each other and the environment
 - iii) consideration for the interests of the Board and its students in all transactions
 - iv) transparency and fairness in obtaining the best value for public funds
 - v) demonstrated responsible, efficient and effective manner of using public resources
 - vi) avoidance of any activity that may create, or appear to create, a conflict of interest
 - vii) gifts and/or gratuities in excess of reasonable hospitality will not be accepted
 - viii) seek counsel from the Purchasing Department as required
 - ix) compliance with laws in the Province of Ontario and Canada
 - x) buy without prejudice in order to achieve maximum value for money
 - xi) avoidance of one's authority being used for personal gain

5. CRIMINAL BACKGROUND CHECKS

- 5.1 In accordance with Board Policy 300.15, Section B, *Criminal Background Checks for Service Providers*, all vendors will be required to comply with the regulation. A copy of the Board's policy, *Criminal Background Checks* is available on the Board's website www.bhncdsb.ca

6. ENVIRONMENTAL PURCHASING

- 6.1 The Board will make every reasonable effort to consider environmentally responsible and sustainable products and services as part of the purchasing decision. This will include, but not be limited to, landfill diversion, waste reduction, energy efficiency, ability to be recycled, reusability and supplier selection.

7. DISPOSAL OF BOARD ASSETS

- 7.1 The Board will endeavour to re-use existing resources elsewhere in the system wherever possible. It must be recognized that in our environmentally conscious society, disposal of surplus or obsolete goods can be expensive. When resources are no longer viable for use, every effort will be made to ensure disposal is both environmentally responsible and cost effective. Should outside agencies be contracted for disposal, they must comply with any applicable government regulation(s).
- 7.2 All furniture and equipment considered surplus will be relocated/disposed of by the Purchasing Department in consultation with the Facilities Department and/or Information Technology Department.

- 7.3 The Purchasing Department shall have the authority to sell, exchange, trade-in or otherwise dispose of all goods declared surplus or obsolete where it is cost effective and in the best interest of the Board to do so.
- 7.4 The sale of Real Property shall be in accordance with Ontario Regulation 444/98.

8. COOPERATIVE PURCHASING

- 8.1 The Board will actively participate in cooperative purchasing ventures with other school boards and other branches of government or their agencies of public authorities to obtain maximum value for money through economies of scale and/or shared services. This may also include the Board utilizing a piggy-back clause to existing Ministry or government services contracts and/or other cooperative groups. The Board reserves the right to exercise any of the above providing these ventures adhere to the Board's policies and procedures and serve the best interests of the Board.
- 8.2 The Purchasing Department is an active member of the Grand River Purchasing Cooperative (GRPC) that meets quarterly to explore and/or manage all opportunities for collaborative purchasing.

9. STANDARDIZATION

- 9.1 The Board will standardize goods and services wherever possible in an effort to ensure an acceptable level of quality as well as to increase cost and service efficiencies.
- 9.2 All computer-related products (desktops, laptops, printers, monitors, etc.) shall be purchased only after consulting with the Information Technology Department and/or the Purchasing Department to obtain the recommended product and the appropriate vendor information.

9.3 Centralized Purchases

- 9.3.1 In order to ensure uniformity across the Board, the Purchasing Department will oversee the purchase and/or lease of office furniture, classroom furniture, office equipment and wireless communications.

10. GEOGRAPHIC PREFERENCE

10.1 Agreement on Internal Trade/Ontario-Québec Procurement Agreement

- 10.1.1 The Board will endeavour to provide equal access to qualified suppliers in consideration of the Agreement on Internal Trade, 1997 and the Ontario-Québec Procurement Agreement.
- 10.1.2. The Board shall advertise all opportunities for goods and services valued at (pre-tax) \$100,000 or greater on the Board's website www.bhncdsb.ca and a nationally recognized electronic bulletin board available within Canada.

11. FREEDOM OF INFORMATION

- 11.1 All vendor quotations/bids submitted become the property of the Brant Haldimand Norfolk Catholic District School Board and are subject to the *Municipal Freedom of Information and Protection of Privacy Act*.
- 11.2 Any information supplied by the vendor that is considered confidential must be clearly identified as such by the vendor.
- 11.3 Although the Act provides for some protection for third party business interests, the Brant Haldimand Norfolk Catholic District School Board cannot guarantee that any information provided to the Board can be held in confidence.

12. FAIR LABOUR PRACTICES

- 12.1 The Board supports the rights of all workers and will therefore strive to ensure that all suppliers of student and staff uniforms, as well as spirit wear, provide the necessary assurances that the items are manufactured under safe, just and healthy conditions.

13. PURCHASE ORDERS

- 13.1 All purchases for goods and services must be made using the Board's standard purchase order form.

Exceptions are as follows:

- i) Purchase is made with petty cash funds (for purchases less than \$100)
- ii) Purchase is made using a Board purchase card
- iii) Purchase is authorized by the Manager of Facilities/Manager of Finance, Supervisor of Accounting or the Purchasing Department, in situations where it is not appropriate or feasible to issue a purchase order
- iv) Retail store purchases

14. RETAIL STORE PURCHASES

- 14.1 The Board will, from time-to-time, make purchases through local retail stores to satisfy emergency and/or time-sensitive requirements. Board employees requiring this type of purchase are encouraged, where possible, to purchase through stores which provide the Board with open terms (i.e., invoice the Board for payment later) and/or in which blanket orders are in place.
- 14.2 Transactions will be made in accordance with the Board's purchasing thresholds listed above.
- 14.3 All invoices/original cash register receipts must be approved by the appropriate individual with budget responsibility (i.e., Manager/Principal/Superintendent).
- 14.4 Purchases of this nature will be monitored at regular intervals by the Purchasing Department to ensure value-for-money and policy adherence.

15. FACILITIES DEPARTMENT

- 15.1 The Facilities Department will issue purchase orders and/or blanket orders to pre-qualified contractors on an *as required* basis. Each contractor will have an estimated dollar limit per work order which must be approved by the Manager of Facilities.
- 15.2 The above circumstances are conducted with the understanding that in some situations, it is not practical to obtain three quotations in advance of the work being performed (see Section 1.3.4 – Emergency Purchases).
- 15.3 Blanket orders will be issued by the Facilities Department to companies for general contracting services based on competitive procurements as outlined in section 1 – Purchasing Thresholds.
- 15.4 All invoices must show the purchase order number/blanket order number along with a description of the work performed. The Manager of Facilities will approve the invoices for payment.

A. ROLE OF PERSONNEL INVOLVED IN THE PURCHASING PROCESS

1. Originator

- Ensure items are purchased at the lowest possible price, are of an adequate quality for the intended purpose and the purchase order is completed properly.
- Purchase from existing tenders and quotations, wherever possible.

2. Superintendents/Principals/Consultants/Managers

- Responsible for the purchase of goods and services related to their areas of responsibility as listed in their cost centre budget statements.
- Ensure that the items are necessary and that sufficient funds are available within their budgets.
- Approve acquisitions up to \$2,000.

3. Purchasing Department

- Tender, evaluate and recommend the purchase/rental/lease of Board-approved capital equipment.
- Ensure compliance with Board purchasing policies and procedures by all departments and schools.
- Provide support to Board staff with sourcing information for all purchasing needs.
- Monitor vendor performance.
- Amend/update purchasing policy and procedures as necessary.

4. Accounting Clerks

- Ensure the purchase order is properly completed.
- Ensure the budget account is correct.
- Ensure that all extensions are added correctly.

5. Supervisor of Accounting

- Review monthly budgets and provide monthly reports to schools.
- Ensure the budget allocation is not exceeded. When a budget has been exceeded, inform the Manager of Finance or the Associate Director, Corporate Services & Treasurer.
- Act as a resource/back-up to the Accounting Clerks.
- Ensure compliance with Board purchasing procedures and guidelines.

6. Manager of Finance

- Develop, implement, monitor and maintain appropriate purchasing controls.
- Approve acquisitions up to \$10,000.

7. Associate Director, Corporate Services & Treasurer

- Ensure adherence to all Board policies, relating to the purchasing process.
- Approve acquisitions up to \$50,000.

8. Director of Education

- The Director of Education, or the Director's designate, will be responsible for the purchase of goods and services related to the Director's Office, as well as those pertaining to the Board of Trustees.

9. **Board of Trustees**

- Approve acquisitions over \$50,000.

B. PURCHASING

1. **Issuing Purchase Orders**

Purchase orders may be initiated (subject to approval authority) by the following personnel:

- Department Heads
- Principals/Vice-Principals
- Consultants
- Manager of Facilities
- Manager of Finance
- Manager of Human Resources
- Custodial/Maintenance Supervisors
- Supervisor of Accounting
- Purchasing Department
- Superintendents
- Associate Director, Corporate Services & Treasurer
- Director of Education

Purchase orders must be properly and fully completed by the issuer, and approved and signed by his/her supervisor, prior to submission to the Board Office for processing. The issuer must ensure that the proper account code has been listed on the purchase order.

Purchase orders are to be issued for all purchases of equipment, supplies and services over \$100. Purchases under \$100 may be made with Petty Cash funds.

2. **Processing Purchase Orders**

Purchase orders approved by the Principal (purchase order less than \$2,000, including applicable taxes) may be submitted directly to the vendor from the school. In such cases, the Board Office copy (yellow) should be forwarded to the Board Office. Once the goods are received, the Receiving Report (pink) should be completed, signed and forwarded to the Board Office.

Purchase orders for more than \$2,000 must be forwarded to the Board Office for approval. The school should retain the School's Copy (green). After approval, the Receiving Report (pink) will be returned to the school pending receipt of goods.

3. **Purchase Discounts**

Purchase discounts should be utilized, when available. Every effort should be made by all staff to ensure invoices are approved and Receiving Reports are forwarded to the Board Office in a timely manner to allow discounts to be taken.

Where the total discount is less than \$10, the Manager of Finance will decide whether the discount is feasible. Where the discount is over \$10, and the invoice is received in a timely manner to be eligible for the discount, payment should be made to take advantage of the discount. The Manager of Finance has the authority to circumvent this procedure.

Where lack of proper documentation results in the loss of a discount, this matter should be brought to the attention of the person responsible for the department, i.e., Principal, as well as the Manager of Finance.

4. **Receiving Reports**

All goods and services are to be delivered to the originator's location.

4.1. **Receiving Procedure at all Locations**

When goods are delivered to a location, the receiver is responsible for ensuring that the quantity delivered agrees with the packing slip. Any shortage, overage or visible damage, should be noted on the packing slip before it is signed. The school is to notify the vendor immediately of any short shipments so the appropriate credits can be issued. The purchaser must note on the Receiving Report (pink) of the purchase order when the vendor was contacted to point out this discrepancy. A copy of the packing slip and cartage bill are to be forwarded to the Board Office, along with the Receiving Report of the purchase order.

4.2. **Complete Shipments - Receiving Report of the Purchase Order**

If a shipment is complete, the receiver must sign and date the Receiving Report (pink) of the purchase order and forward it to the Accounts Payable Department. The Receiving Report, with the attached packing slip and cartage bill will serve as authority for payment of the invoice.

4.3. **Incomplete Shipment - Interim Receiving Report**

If a shipment is *not* complete, the receiver will complete the Receiving Report (pink) of the purchase order noting the back ordered items. A photocopy must be retained in the school files. The signed Receiving Report (pink) should be sent to the Accounts Payable Department.

The receiver must indicate the items received against the list of items originally ordered on the Originator's Copy (green) of the purchase order. When the order is complete, the final items received are to be indicated on the photocopy of the Receiving Report and sent to the Accounts Payable Department. The items received earlier and approved on the original Receiving Report are to be crossed-out on the photocopied final Receiving Report.

In order to take advantage of early payment discounts and/or ensure accurate and timely payment to all our vendors, Receiving Reports (pink), including photocopies, must be dated, signed, and submitted immediately to the Accounts Payable Department.

5. **Cancellation of Purchase Order**

All requests for cancellation of a purchase order either complete or in part, are to be made in writing, to the Accounts Payable Department, only after confirming the cancellation with the vendor.

6. **Requests from the Accounting Department**

When Accounts Payable personnel request completion of a Receiving Report, immediate follow-up is a must. Requests are made only when supplier invoices are received and the Accounts Payable Department does not have appropriate documentation to process payment. Any undue delay could result in the vendor's refusal to deliver future orders until payment is made or the supplier adding interest charges to the cost of the order.

7. **Receiving Report (Pink Copy of Purchase Order) – Summer Procedure**

When Receiving Reports (pink) are sent to the Accounts Payable Department, all invoices will be paid.

If the Receiving Report (pink) has not been sent to the Accounts Payable Department by September 10th of the current year, the Accounts Payable Department will email a Request for a Receiving Report and scan a copy of each invoice to the department/school. This procedure is time consuming for both the school and Board staff and should therefore be avoided.



Brant Haldimand Norfolk Catholic District School Board

PURCHASE ORDER TERMS & CONDITIONS

Any reference made to the "Board" shall refer to the Brant Haldimand Norfolk Catholic District School Board.

All purchase orders issued by the Board are subject to the following terms and conditions. Please note that additional terms and conditions may be applicable in a bid document issued by the Board.

1. No substitutes or changes are permitted without the consent of the Purchasing Department or designate.
2. Packing slips must accompany all orders shipped to any Board location and must clearly indicate the purchase order number.
3. Time is considered to be of the essence. If goods and/or services cannot be delivered as set forth in the purchase order, the vendor must notify the Purchasing Department or designate immediately. The Purchasing Department reserves the right to cancel the purchase order and source elsewhere.
4. The Board reserves the right to cancel any back ordered items. The vendor may not cancel without prior consent from the Board.
5. All shipments are to be F.O.B. prepaid to destination.
6. All goods received are subject to final inspection and approval by the Board. Any goods deemed to be defective and/or not compliant with specifications will be returned to the vendor at the vendor's expense.
7. Should any discrepancies in the purchase order exist, it is the vendor's responsibility to notify the Board within five (5) business days of receipt of the purchase order.
8. No purchases shall be permitted via C.O.D.
9. All invoices, credits or applicable forms are to be forwarded to:
Brant Haldimand Norfolk Catholic District School Board
c/o Accounts Payable Department
P.O. Box 217
Brantford, ON N3T 5M8
10. Invoices must clearly indicate the purchase order number, a description of the goods/services and all applicable taxes shown separately.
11. All prices are to be in Canadian funds unless otherwise stated.
12. Standard payment terms are Net 30 days unless otherwise accepted by the Board.
13. If early payment discounts are applicable, the time for applying the discount will begin on the date the invoice is received (completely correct invoice).
14. Material Safety Data Sheets (MSDS) must be made available for all WHMIS regulated products.
15. All purchase orders shall be governed by the laws of the Province of Ontario.



Brant Haldimand Norfolk Catholic District School Board

POLICY: PRE-EMPLOYMENT SCREENING

Adopted:	Policy No: Former Policy #:
Revised:	Policy Category:
Subsequent Review Dates:	Pages:

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that it is in a position of trust with regard to its students, employees and volunteers. Accordingly, the Board shall take reasonable steps to provide and maintain a safe and secure learning and working environment through appropriate hiring policies.

Policy Statement:

It is the policy of the Board to ensure

1. All prospective employees will be screened prior to being hired and commencing work.
2. The Board shall not employ persons who have a criminal record wherein the record demonstrates an unacceptable level of risk to students, employees, volunteers or Board property. This policy applies to all persons who have received a conditional offer of employment, including individuals seeking re-employment by the Board. All pre-employment requirements must be met prior to the commencement of work.
3. The policy is applied consistently to all persons who have received a conditional offer of employment.

Glossary of Key Policy Terms:

Employee	An employee is an individual who agrees to work under an employment contract, including probationary and casual employees, for the Brant Haldimand Norfolk Catholic District School Board for a specified or indeterminate period of time. Salary or wages are paid to this individual and, from this payment, statutory deductions are made.
Re-Employment	Return to employee status within six months of leaving the employ of the Board.
Screening	A process whereby a prospective employee is interviewed, references checked, a Criminal Background Check obtained and reviewed and any/all relevant documents submitted and reviewed. All Criminal Background Checks are to be current, meaning the search is conducted subsequent to the conditional offer of employment.

Statutory/Regulatory/Related Board Policy Linkages

Canadian Charter of Rights and Freedoms
Criminal Code
Criminal Records Act
Safe Schools Act
Student Protection Act
Youth Criminal Justice Act
Ontario Human Rights Code
Education Act
Municipal Freedom of Information and Protection of Privacy Act
Collection of Personal Information, Regulation 521/01
Hiring - Support Staff Policy
Hiring - Academic Staff Policy
Criminal Background Check Policy
Security of Schools, Buildings and Grounds Policy
Religious Education Qualifications for Academic Staff Policy



Brant Haldimand Norfolk Catholic District School Board

**ADMINISTRATIVE PROCEDURES: PRE-EMPLOYMENT
SCREENING**

Adopted:	Policy No:
	Former Policy #:
Revised:	Policy Category:
Subsequent Review Dates:	Pages:

It is Board policy that all prospective employees participate in the pre-employment screening process. If an individual chooses not to participate, the application for employment will not be given further consideration.

1. Former employees who return to active employment (re-employment) with the Board within six months are exempt from the requirements of the Pre-Employment Screening Policy. However, a Criminal Offence Declaration must be completed and accepted by the Board prior to the commencement of duties.
2. With the exception of prospective temporary employees who perform physically demanding tasks, a temporary employee who is hired for a short term, time definite contract of employment is exempt from the requirement to submit a Certificate of Fitness and a Tuberculosis test.
3. All offers of employment shall be conditional upon satisfactory completion of the requirements outlined in the policy and on the Pre-Employment Screening Form.
4. During the interview, the hiring supervisor will ensure that the candidate has completed Section A of the Pre-Employment Screening Form.
5. Prior to making a recommendation to hire, the hiring supervisor must complete Section B of the Pre-Employment Screening Form.
6. Upon completion of Sections A and B, the Pre-Employment Screening Form is to be forwarded immediately to the Human Resources Department.
7. The recommended candidate is required to submit the following documentation to the Human Resources Department:
 - 7.1 **Appropriate Certification**
Certification related to the position for which the prospective employee is being recommended for employment is required.

7.2 **Certificate of Fitness to Work**

Prospective employees must be capable of fulfilling the essential duties of the job. The prospective employee must submit a certificate of fitness indicating that s/he is fit to perform the essential duties of the job for which they have received a conditional offer.

7.3 **Tuberculosis Test**

All prospective employees who work directly or indirectly with students shall submit a certificate confirming that they have completed a Tuberculosis test (Phase 1) within the last 12 months. All persons who react positively to such tests prior to their employment shall have an x-ray.

7.4 **Criminal Background Check**

Prospective employees are required to submit an original copy of a Police Criminal Background Check that is satisfactory to the Board. The Police Check must include a search of the following records: Criminal Record (Adult); Criminal Record (Young Person); Records of “Not guilty; not criminally responsible on account of mental disorder”; Pending charges and ongoing investigations under Federal statutes (and Provincial, if available); Relevant Occurrence reports; Probation, Prohibition and other Judicial Orders that are in effect. Where the position is one of authority or trust relative to students, prospective employees will be asked to provide a Vulnerable Sector Screening, which includes disclosure of a criminal record for a sexual offence for which a pardon has been granted or issued.

7.4.1 The Board, subject to 7.4.3 below, will not knowingly offer employment to any person with a record of criminal conviction for which a pardon has not been granted for the following type of offences:

- a) any sexual offence under the Criminal Code;
- b) any violations under the Controlled Drug and Substances Act;
- c) any criminal offence involving minors;
- d) crimes of violence which include, but are not limited to, threats, assaults, and the use, possession or concealment of a weapon or imitation of a weapon;
- e) propagation of hate literature or incitement to hatred;
- f) possession, distribution or sale of any pornographic or violent material; and
- g) other offences specifically related to the job or to children.

7.4.2 While the conviction of any of the above-noted offences would, in the normal course, present a bar to employment, the Board does recognize the principle of rehabilitation and may, therefore, consider the hiring of a person, after a full assessment, based upon consideration of the following factors:

- a) the specific duties and responsibilities of the position in question and the relevance of the police records, criminal charge(s), and/or conviction(s) to that position;
- b) the length of time since the police record was established;

- c) rehabilitative efforts undertaken;
- d) the risk to the safety and security of students, staff, volunteers and/or Board property.

7.4.3 The Human Resources Department will examine the Criminal Background Check. Where there is a concern, the information will be assessed by the designated Board contact. A meeting will be held with the candidate and the designated Board contact before a final recommendation to hire is made. The Board reserves the right to request the applicant provide additional information in order to further assess his/her application for employment.

7.4.4 The Criminal Background Check shall be received, reviewed and retained by the Human Resources Department in a secure file.

8. All pre-employment screening costs are to be paid by the prospective employee.



PRE-EMPLOYMENT SCREENING FORM

Note: All offers of employment with the Brant Haldimand Norfolk Catholic District School Board shall be conditional upon satisfactory reference checks.

Position:	Candidate's Name:
-----------	-------------------

SECTION A - REFERENCE CHECK CONSENT FORM *(to be completed by the candidate)*

Prospective employees are required to submit a minimum of three (3) appropriate references.

I, _____ authorize the Brant Haldimand Norfolk Catholic District School Board to contact the persons or organizations listed below for the purpose of obtaining reference information, including information contained in my personnel file(s). These persons are authorized to disclose such information.

Name	Position/Title	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ *Date*
_____ *Candidate's Signature*

SECTION B - REFERENCE CHECK SUMMARY *(to be completed by hiring supervisor)*

All reference check notes are to be attached. A minimum of two references must be contacted prior to recommending a candidate for employment.

Name	Date	Title

Recommendation

Recommended for Hire:
Recommended for future consideration:
NOT Recommended for hire:

_____ *Date*
_____ *Hiring Supervisor **

- * Recommendation for Hire must be authorized by the supervisor responsible, as listed below:
- | | |
|--------------------------------|-----------------------------|
| 1. Director of Education | 4. Principal/Vice-Principal |
| 2. Associate Director | 7. Manager |
| 3. Superintendent of Education | 8. Supervisor |

Sections A and B for all candidates must be forwarded to the Human Resources Department.

PRE-EMPLOYMENT SCREENING FORM

SECTION C - TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT

Conditional Offer of Employment	Accepted <input type="checkbox"/>	Declined <input type="checkbox"/>	
		Received	Accepted
Reference Check		<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Fitness to Work		<input type="checkbox"/>	<input type="checkbox"/>
Tuberculosis Test (within 1 year prior to hire date)		<input type="checkbox"/>	<input type="checkbox"/>
Criminal Background Check		<input type="checkbox"/>	<input type="checkbox"/>
Appropriate Certification/Documentation, as required		<input type="checkbox"/>	<input type="checkbox"/>
 <input type="checkbox"/> All Pre-Screening Requirements Completed			

Verified by Human Resources

Date

SECTION D - RECOMMENDATION TO HIRE

The "Recommendation to Hire" form is to be presented to the appropriate Supervisory Officer for approval when the candidate fulfills all of the pre-employment conditions.



Brant Haldimand Norfolk Catholic District School Board

PRE-EMPLOYMENT CERTIFICATE OF FITNESS

The Brant Haldimand Norfolk Catholic District School Board requires all prospective employees, who have been given a conditional offer of employment, to submit a Certificate of Fitness. This information will be used to assess the need for accommodation in employment and to confirm that the individual is fit to perform the essential duties of the job being considered for.

Name of Applicant: _____

Position: _____

Note to Examining Physician:

- (a) Please take into consideration that this new position may involve a change of working conditions for your patient.
- (b) Where it is necessary to explain or qualify any of the information for this Certificate of Fitness, especially with respect to chronic mental or physical conditions, which must be considered in relation to the new position, please add your comments in the space provided.

I certify that _____ has been examined by me and found to be fit / not fit (**please circle**) to perform the essential duties of a _____ position with the Brant Haldimand Norfolk Catholic District School Board.

Date of Examination: _____

Comments: _____

Signed: _____

Physician's Name: _____

Physician's Address: _____

Date: _____

In accordance with Board policy, candidates for employment are responsible for any cost associated with the completion of this Certificate of Fitness form.

Enclosure: Job Description and/or Physical Demands Analysis

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Policy Committee
Submitted on: May 11, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

TRANSPORTATION OF STUDENTS POLICY

Public Session

BACKGROUND INFORMATION:

It is the responsibility of the Student Transportation Services of Brant Haldimand Norfolk (STSBHN) Consortia to supply safe, efficient and economical transportation services to the students enrolled in the Brant Haldimand Norfolk Catholic District School Board, the Grand Erie District School Board and the Conseil scolaire de district catholique Centre-Sud.

DEVELOPMENTS:

The policy and administrative procedures have been developed and endorsed by the Governance Committee of the STSBHN.

RECOMMENDATION:

THAT the Policy Committee recommends the Committee of the Whole refers the Transportation of Students policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



Brant Haldimand Norfolk Catholic District School Board

POLICY: TRANSPORTATION OF STUDENTS

Adopted:	Policy No:	
	Former Policy #:	
Revised:	Policy Category:	Students
Subsequent Review Dates:	Pages:	

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board has a responsibility to provide pupil transportation services that are safe, efficient and economical through the Student Transportation Services of Brant Haldimand Norfolk (STSBHN), a consortia of the Brant Haldimand Norfolk Catholic District School Board, the Grand Erie District School Board and the Conseil scolaire de district catholique Centre-Sud.

Policy Statement:

It is the policy of the Brant Haldimand Norfolk Catholic District School Board to supply transportation services, to and from school, to the students enrolled in its schools in accordance with the guidelines outlined in this policy and the procedures endorsed by the Governance Committee of the Student Transportation Services of Brant Haldimand Norfolk. The Board reserves the right to withdraw transportation services at any time.

The Board will take all reasonable precautions to ensure that all aspects of the transportation system comply with appropriate Acts, Regulations and Safety Standards. The Board will cooperate with provincial and local police departments in all matters related to school bus safety.

Glossary of Key Policy Terms:

Hazardous – A situation with the potential to cause possible harm, loss or injury to life, health, property or environment.

Courtesy Rider – A student who resides within the transportation eligibility limits who wish to be considered on a wait list for any available seats during a current school year.

Central Pick-Up Point – Central locations for the delivery/unloading of students from a school bus.

Transfer Point - locations where students transfer from one school bus to another.

Statutory/Regulatory/Related Board Policy Linkages:

- Education Act
- Highway Traffic Act



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: TRANSPORTATION OF STUDENTS

Adopted:	Policy No: Former Policy #:
Revised:	Policy Category: Students
Subsequent Review Dates:	Pages:

1. Eligibility for Transportation

To be eligible for transportation service, a student must:

- 1.1 Be registered in and attending a school operated by the Board or be a student for whom the Board is responsible for under agreement with another board or agency.
- 1.2 Reside in the attendance area for the assigned school.
 - 1.2.1 The maximum walking distance for elementary school students living in urban areas shall be 1.6 kilometers and the maximum walking distance for secondary school students living in urban areas shall be 3.2 kilometres.. The maximum walking distance for students living in rural areas shall be 0.8 kilometres.
- 1.3 Additionally, a student may be eligible for transportation if:
 - 1.3.1 The walking route is determined by Transportation Services, STSBHN to be hazardous.
 - 1.3.2 A medical practitioner stipulates, in writing and in specific terms, why a student’s health necessitates the provision of transportation. Transportation for short-term medical problems is the parent/guardian responsibility.
 - 1.3.3 The Superintendent of Education assigns a student to attend a school for the purpose of receiving a program of studies not available at the school in the student’s home attendance area. If the student is withdrawn from the program, transportation will be withdrawn.
- 1.4 The Superintendent of Education responsible for Special Education, or designate, will approve transportation for students with special needs.
- 1.5 The student has been designated a *courtesy* rider under the procedures of the STSBHN.

2. Transportation Appeals

- 2.1 Requests for exceptions to the Policy should be directed to the Manager of Transportation Services, STSBHN.
- 2.2 Requests to the Manager of Transportation Services must be made in writing by the parent and are to detail all information the parent wishes considered.

3. Loading and Unloading

- 3.1 Buses will arrive at schools not earlier than 30 minutes before the regular start of school.
- 3.2 Buses will depart from schools not later than 30 minutes after the regular dismissal time.
- 3.3 Students will not be required to walk more than 0.8 kilometers from the intersection of his/her driveway and the road to his/her pick-up point.
- 3.4 Where houses are grouped together, students will be required to meet at a central pick-up point.
- 3.5 Except in exceptional circumstances, no student will be discharged from a bus at a transfer point until the transfer bus has arrived.
- 3.6 A student who is authorized to attend a school other than their home school, (as described in 1.5) will use their home school as the pick-up and unloading point

4. In Transit

- 4.1 Elementary students will spend no more than 60 minutes on the bus each way on regular routes serving their home school, except in unusual circumstances.
- 4.2 Secondary students will spend no more than 75 minutes on the bus each way on regular routes serving their home school, except in unusual circumstances.
- 4.3 Students will not ride on more than two buses while travelling to or from school.
- 4.4 Elementary and secondary students belonging to the STSBHN may be transported on the same bus at the same time.
- 4.5 Normally, the number of students on a school bus will not exceed the manufacturer's capacity for that vehicle. Students in Grades 9 -12 shall be counted as 1.5 students when determining the bus capacity. The loading of a bus may be altered from the manufacturer's recommended capacity based on average anticipated ridership.

- 4.6 Students are not permitted to travel on a bus while standing.
- 4.7 Video cameras may be used on school buses for the purpose of promoting proper behaviour and safety of students on the bus.

5. Requests to Travel on an Alternate Bus on a Regular Basis

The following conditions will be reviewed by Transportation Services, STSBHN when a request for a student to travel on an alternate bus on a regular basis has been received:

- 5.1 Completion of the STSBHN prescribed form.
- 5.2 The student must be eligible for bus transportation from their home address.
- 5.3 Alternate bus transportation will not be ~~is not~~ provided for out-of-area students, except as indicated in Section 1.0, Eligibility for Transportation.
- 5.4 The alternate bus does not exceed capacity.
- 5.5 The alternate bus requested is part of a regularly-scheduled route.
- 5.6 Only stops approved by Transportation Services, STSBHN are used.
- 5.7 The student will normally ride the same bus in both directions.
- 5.8 Approval to travel on an alternate bus on a regular basis will be granted for the current school year only and requests must be made, in writing, annually to Transportation Services, STSBHN.
- 5.9 Requests to travel on an alternative bus on a regular basis will not granted during the month of September. This will allow Transportation Services, STSBHN to assess bus capacity and to make changes to bus routes during the first few weeks of the school year.

6. Transporting Equipment

- 6.1 Items considered dangerous to public safety and peace must not be transported on school busses (i.e., firearms).
- 6.2 Subject to the following conditions, equipment recommended to support school programs may be carried on a bus provided:
 - 6.2.1 The bus driver determines there is enough space on the bus and that the item is not a hazard. It is recommended that prior approval is obtained

from the school principal, the bus operator and Transportation Services STSBHN to transport equipment.

- 6.2.2 The bus is equipped with suitable storage space under the floor of the bus.
- 6.2.3 The bus has a seat available for such equipment and that the equipment can be carried in a safe manner. In some cases, a seat at the front of the bus may be most appropriate; in other cases, the back seat of the bus may be most appropriate. The bus driver will make this determination.

Brant Haldimand Norfolk Catholic District School Board

BOARD BY-LAWS

Relating generally to the conduct of the
operational and procedural affairs
of the Board

Enacted: June 8, 1998
Amended: June 10, 2003
January 25, 2005
October 23, 2007
February 26, 2008
April 29, 2009
May 25, 2010

Signature of the Chair of the Board: _____

Signature of the Secretary of the Board: _____

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1.0 PREAMBLE

- 1.1 Pursuant to the provisions of the Education Act and regulations thereunder, the By-laws of the Brant Haldimand Norfolk Catholic District School Board shall regulate the powers and responsibilities of the Board, its officers and committees, and shall be observed for the procedure and dispatch of business at the meetings of the Board and its committees.
- 1.2 Procedural By-Laws of the Brant Haldimand Norfolk Catholic District School Board shall be approved by the Board and reviewed from time to time as directed by the Board or recommended by the Director of Education and Secretary.

2.0 INTERPRETATION

2.1 Definitions and Meaning of Terms

For this By-Law and all other By-Laws of the Board, unless the context otherwise requires:

- 2.1.1 the singular includes the plural;
- 2.1.2 “ACT” means the Education Act as amended from time to time;
- 2.1.3 “ANNUAL MEETING” means the first meeting held in December of each year, which is not a municipal election year;
- 2.1.4 “BOARD” means the Brant Haldimand Norfolk Catholic District School Board which, in accordance with the Education Act, is a Roman Catholic School Board in union with the See of Rome;
- 2.1.5 “CHAIR” means the Chair of the Board, any Committee or Subcommittee established by the Board;
- 2.1.6 “COMMITTEE” means Committee of the Whole, any special or ad hoc Committee established by the Board;
- 2.1.7 “DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD” means the Chief Executive Officer of the school Board;
- 2.1.8 “EX-OFFICIO” means by “virtue of office”. The Chair of the Board, when acting as “Ex-Officio” to a committee, is counted in the quorum of any committees and has the right to make motions, discuss motions and vote on all questions;
- 2.1.9 “INAUGURAL MEETING” means the first meeting of a newly elected board to be held following a municipal election and the commencement of the term of office;
- 2.1.10 “IN-CAMERA MEETING” means a private meeting of the whole board or a committee from which the public is excluded, as per the Education Act, Section 207 (2);
- 2.1.11 “MEETING” includes a meeting of the Board and of Committees;

- 2.1.12 “OFFICERS” means the Chair of the Board, the Vice-Chair of the Board, the Secretary of the Board, and the Treasurer of the Board.
- 2.1.13 “STATUTORY COMMITTEE” means any committee that, by statute, the Board is required to appoint;
- 2.1.14 “STUDENT TRUSTEE” means the person designated as a non-voting trustee of the Board, representing the interests of pupils within the Board on any matters before the Board of Trustees, including but not limited to government legislation and policies or operational practices.
- 2.1.15 “TREASURER” means the person appointed within the Act to fulfill the responsibility of the Treasurer to the Board;
- 2.1.16 “TRUSTEE” means a person elected, acclaimed or appointed to the office of Trustee of the Board pursuant to the provisions of the Municipal Elections Act;
- 2.1.17 “VICE-CHAIR” means the Vice-Chair of the Board; any Committee or Sub-committee established by the Board;
- 2.1.18 “YEAR” means, unless qualified by word “calendar” or “school year”, the period commencing on the first day of December, and ending on the last day of November next following.

2.2 **Calculation of Majorities**

Whenever in the By-laws of the Board there is provision for a majority of Trustees present or a majority of all Trustees, such majorities shall be calculated as the simple majority, unless otherwise specified.

3.0 **NAME AND JURISDICTION OF THE BOARD**

The name of the Board shall be the “Brant Haldimand Norfolk Catholic District School Board” and it shall have jurisdiction as is provided by the Education Act and Regulations.

4.0 **STRUCTURE OF THE BOARD**

The structure of the Board and its committees will be structured according to the descriptions that follow:

4.1 **Board of Trustees**

- 4.1.1 Composed of six (6) Trustees.
- 4.1.2 Performs duties according to the Education Act and Regulations.
- 4.1.3 All Trustees shall be entitled to notice of, to attend and to speak at all Meetings of all Committees composed only of Trustees, except:
- meetings of salary negotiating committees;
 - meetings of any committee required by any collective agreement; and
 - meetings of the Executive Council.

4.2 Executive Council

- 4.2.1 Composed of
- the Chair of the Board;
 - the Vice-Chair of the Board;
 - the Director of Education and Secretary of the Board; and
 - the Associate Director, Corporate Services and Treasurer.
- 4.2.2 Functions include reviewing and assisting with the preparation of agendas for Board and Committee of the Whole meetings and system planning, coordination and communication.

4.3 Statutory Committees

4.3.1 Special Education Advisory Committee (S.E.A.C.)

4.3.1.1 Composed of

- one Trustee of the Board;
- Superintendent of Education (responsible for Special Education); and
- Community Representatives (The composition of Special Education Advisory Committee is outlined in Reg. 464/97, Section 2)

4.3.1.2 Functions include examining, reviewing and making recommendations, as appropriate, relative to the provision of special education programs and services.

4.3.2 Supervised Alternative Learning for Excused Pupils (S.A.L.E.P.)

4.3.2.1 Composed of

- one (1) Trustee of the Board;
- Supervisory Officer; and
- Community Representative (non-employee) appointed by the Chair of the Board

4.3.2.2 Established annually, as per R.R.O 1990, Reg. 308. The committee's mandate is to make determination for students who either cannot benefit from regular school instruction or who refuse to attend school. Students 14 years of age or over are eligible.

4.3.3 Discipline Committee

4.3.3.1 Composed of three (3) trustees.

4.3.3.2 Established annually and meets monthly or as necessary.

4.3.3.3 Functions include hearing suspension appeals and expulsion requests.

4.4 Standing Committees:

4.4.1 Committee of the Whole

4.4.1.1 Composed of

- Trustees of the Board
- Director of Education;
- Associate Director; and
- Superintendents of Education, as required

4.4.1.2 Chair of this Committee will be Vice-Chair of the Board

4.4.2 Functions include reviewing educational, operational, policy and financial issues and making recommendations, as necessary, to the Board for approval, unless there are strict timelines that will inherently cost the Board money by delaying passage, or said motion needs to meet Provincial timelines.

4.5 Ad-Hoc Committees

4.5.1 The Board may establish ad-hoc committees as deemed appropriate.

4.5.2 The establishing motion shall indicate the mandate of the committee, the membership of the committee, and the due date of the final report.

5.0 OFFICERS OF THE BOARD

5.1 The Officers of the Board shall consist of

- the Chair;
- the Vice-Chair;
- the Director of Education and Secretary of the Board; and
- the Associate Director, Corporate Services and Treasurer.

5.2 Election of Chair

5.2.1 Appointment of Scrutineers

The presiding officer shall name two (2) scrutineers for the election of officers.

5.2.2 Nomination and Election of Chair

The Presiding Officer shall conduct the election for the office of the Chair of the Board, which shall be as follows:

5.2.3 Nomination shall be by secret ballot.

5.2.4 The Presiding Officer shall announce the result of the nominations by declaring the names of those nominated. The nominees will declare their intention. The count shall not be declared.

5.2.5 Voting shall be conducted by secret ballot.

5.2.6 The Trustee receiving a clear majority of the votes cast by all Trustees present shall be declared elected.

- 5.2.7 Should no candidate receive a clear majority of the votes cast, the name of the candidate receiving the smallest number of votes shall be dropped and the Board shall proceed to vote anew and so continue until the Chair is elected.
- 5.2.8 In case of equality of votes (with only two candidates remaining), one more vote shall be taken. If after this vote there is still a tie, the candidates shall draw lots to fill the position as per Section 208(8) of the Education Act.
- 5.2.9 The Presiding Officer shall announce the result of the ballot by declaring the name of the Trustee who has received a clear majority of the votes cast and shall not declare the count.

5.3 Election of Vice-Chair

- 5.3.1 The Chair shall then take the Chair and shall conduct the election for the office of Vice-Chair using the same procedures as set out for the election of the office of the Chair.
- 5.3.2 At the first meeting after a vacancy occurs in the office of Vice-Chair, the vacancy shall be filled by the same method used for the election at the inaugural meeting.

5.4 Officers' Duties and Rights

- 5.4.1 Duties of the Chair
The Chair, in addition to those duties assigned under provincial legislation and these By-laws, shall:
- preside at all meetings of the Board and conduct them according to the By-laws;
 - be a signing officer of the Board as prescribed in the By-laws;
 - assists in the preparation of the final agenda for Board meetings with the Director of Education and may:
 - establish committees and appoint the members thereof;
 - call special meetings of the Board; and
 - issue statements to the public media on behalf of the Board.
- 5.4.2 Rights of the Chair
If eligible by law to vote on a matter, the Chair of the Board, when present, shall:
- be an ex-officio member of all Committees;
 - be counted in determining the quorum; and
 - have the right to vote at all Committee Meetings; however, the intention to vote must be declared when the item is first on the floor.
- 5.4.3 Duties of the Vice-Chair
The Vice-Chair, in addition to those duties assigned under provincial legislation and the By-laws, shall:
- in the absence of the Chair, or in the event of the inability of the Chair to act, assume any or all of the duties of the Chair, except those that are precluded by law, By-law, or regulation;
 - serve as Chair of the Committee of the Whole;
 - be a signing officer of the Board as prescribed by the By-laws; and
 - perform duties as outlined from time to time by the Chairperson.

5.4.4 Rights of the Vice-Chair

The Vice-Chair, when delegated by or in the absence of the Chair, shall have all powers of the Chair, including the right to vote, if eligible by law to vote on a matter, provided that whenever the Vice-Chair exercises any of the powers of the Chair, the absence of, or the delegation by, the Chair shall be presumed.

5.4.5 Duties of the Secretary of the Board

The Secretary of the Board, in person or by designate, in addition to those duties assigned under the provincial legislation and the By-laws, shall:

- attend all meetings of the Board and meetings of Committees;
- prepare minutes of all meetings;
- keep records as required by law and subject to the directions of the Board;
- conduct the official correspondence of the Board;
- receive and pass on to the Board, Committee of the Whole, or the relevant Committee, all correspondence, petition and reports of other officials;
- prepare, in consultation with Executive Council, the draft agenda of all Board, Committee of the Whole, and Committee meetings;
- maintain an up-to-date policy register;
- maintain charge of all correspondence, reports, and other documents;
- promulgate all orders, policies and other directions of the Board and other matters in accordance with requirements of the law;
- bring to the attention of the Board any matter in respect of which, in the opinion of the Secretary, it may be necessary or useful for the Board to be aware; and
- issue verbal or written statements on administrative matters coming under his/her duties and responsibilities; press releases may be issued.

5.4.6 Duties of the Treasurer of the Board

The Treasurer of the Board, in addition to those duties assigned under provincial legislation and the By-laws, shall:

- submit to the Board annually a statement of estimated revenue and expenditures;
- have prepared for submission to the Board the annual financial statements and the auditor's report;
- report annually to the Board particulars of existing insurance bonds expiring during such year with recommendations for renewal; and
- report to the Board from time to time and as required by the Board on all financial matters.

6.0 MEETINGS OF THE BOARD

6.1 Inaugural and Annual Meetings

6.1.1 Presiding Officer

The Presiding Officer at the Inaugural Meeting and Annual Meeting shall be the Director of Education and Secretary of the Board or designate until the Chair is elected.

6.1.2 Meeting Proceedings

6.1.2.1 Inaugural Meeting

- The Inaugural Meeting to be held in the calendar year in which all Trustees are elected or acclaimed at the regular Municipal Election under the Municipal Elections Act shall be held in accordance with the Act.
- The Inaugural Meeting shall include an Inaugural Liturgy.
- At the Inaugural Meeting of the Board, the Chief Executive Officer shall read the returns of the election as certified by the Municipal Clerks.
- At the Inaugural Meeting of the Board, every Trustee elected to the Board shall make and sign the Declaration of Office and Oath of Allegiance before the Secretary of the Board or before such person authorized to administer an oath.

6.1.2.3 Annual Meeting

- The Annual Meeting of the Board, to be convened in the years between Municipal Elections, shall be held in accordance with the Act.
- The Annual Meeting shall include a Liturgy.

6.1.3 Additional Business

The Inaugural and Annual meetings shall include further business as follows:

6.1.3.1 the appointment of the Auditors for the Board;

6.1.3.2 the passing of a resolution authorizing the Director of Education and Secretary or Associate Director, Corporate Services and Treasurer and the Chair or Vice-Chair to borrow from time to time by way of promissory note, such sums as the Board considers necessary to meet current expenditures of the Board until the current revenue has been received; and

6.1.3.3 any urgent business of the Board.

6.2 **Regular Meetings of the Board**

6.2.1 Board Meeting

6.2.1.1 Schedule and Location of Meetings

Unless otherwise ordered by special motion, the Brant Haldimand Norfolk Catholic District School Board will conduct regular meetings of the Board at 7:00 p.m. on the fourth Tuesday of each month at 322 Fairview Drive, in the City of Brantford.

6.2.1.2 School Holidays

During the months of March and December, school holidays impact on the regularly scheduled meeting dates. In December, there will be two meetings: the Inaugural or Annual Meeting as legislated, and a Board Meeting on the second Tuesday of the

month. In March, both the Committee of the Whole Meeting and the Board Meeting will be scheduled after the planned March Break.

6.2.1.3 Summer Meetings

The Board will recess from its regular meeting schedule from July 1st to August 31st of each year. The Chair of the Board is authorized to schedule any meetings during July and August as required.

6.2.2 Committee of the Whole Meeting

6.2.2.1 The Committee of the Whole shall be composed of all six trustees and will meet at 7:00 p.m. on the third Tuesday of each month at 322 Fairview Drive, in the City of Brantford.

6.2.2.2 The Vice Chair of the Board shall be the Chair of the Committee of the Whole.

6.2.2.3 The Committee of the Whole will report directly to the Board on a monthly basis.

6.3 **Special Meetings of the Board**

6.3.1 Special meetings of the Board shall be held by order of the Board, on the written request of four (4) Trustees to the Chair or the Director; on the call of the Chair; or at the request of the Director of Education.

6.3.2 The Trustees shall be given a 24-hour notice for special meetings, except in emergency situations.

6.3.3 Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Board's By-laws, no other business shall be considered.

6.4 **Quorum for Meetings**

6.4.1 Subject to the Municipal Conflict of Interest Act, a majority of the Trustees of the Board shall constitute a quorum for meetings of the Board and of the Committee of the Whole Board.

6.4.2 A majority of Trustees eligible to vote who are members of the Committee shall constitute a quorum for Meetings of the Committee when a committee is composed of only Trustees.

6.4.3 If a quorum is not present within fifteen (15) minutes after the time appointed for any Meeting (or such longer time as may be agreed upon by the Trustees eligible to vote then present), the person assigned as Recording Secretary shall record the names of the persons present and the meeting shall stand adjourned, to be reconvened within seven (7) days at the call of the Chair.

6.5 Notice of Meetings

- 6.5.1 Written notices of all meetings of the Board and Statutory Committees shall be transmitted, along with the Agenda of the Meeting, at least forty-eight hours before the time of meeting. The agenda may be amended at the opening of a meeting with the consent of the majority of Trustees present at the meeting.
- 6.5.2 Agendas for the regular meetings shall be made available on the board website and also provided to the following:
- Supervisory Officers of the Board;
 - Principals;
 - President or Chairs of the local employee groups who have requested the public agenda;
 - members of the local news media; and
 - public in attendance.
- 6.5.3 Portions of the agenda dealing with in-camera shall be distributed only to Trustees and, if applicable, to senior staff and the student trustee.
- 6.5.4 A Trustee who cannot attend a Board meeting shall inform the Director of Education before the meeting.
- 6.5.5 The Education Act states – “If a member of a Board absents himself/herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the Board, he/she thereby vacates his/her seat and the provisions of the Act with respect to the filling of vacancies apply.”

6.6 Maximum Length of Meetings

No meeting shall continue in session for more than three and one-half (3½) hours. A meeting may be extended beyond the limits established with consent of two-thirds of Trustees present.

6.7 Seating Arrangements

As far as practicable, at all Board and Committee of the Whole Meetings, the Chair thereof shall be seated at the mid-point of the Boardroom table with the Director of Education and Secretary to the left of the Chair, the Recording Secretary to the left of the Director, the Associate Director, Corporate Services and Treasurer to the right of the Chair, and the remaining Trustees seated across alphabetically by surname.

6.8 Access to Meetings

- 6.8.1 In accordance with the Education Act, Section 207(2), a meeting of the Board may be closed to the public (in camera) 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,
 - an employee or prospective employee of the Board,
 - 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.

6.8.2 The Presiding Officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

6.9 Delegations

6.9.1 Any Catholic School elector or group may request to address the Board as a delegation.

6.9.2 The delegation must provide the request in writing to the Director of Education or the Chair of the Board, at least five (5) days prior to the next regular meeting of the Board or Committee at which the Delegation wishes to be heard.

6.9.2.1 The request shall contain the topic to be discussed and the identity of the Spokesperson(s).

6.9.2.2 The person(s) wishing to address the Board or Committee shall be notified of the date, time and location of the meeting at which the presentation will be made.

6.9.2.3 Delegations will, upon notification, have these regulations shared with them prior to their presentation.

6.9.2.4 Copies of the presentation shall be shared with the Board or Committee at the same time that the agenda is distributed or at such time as the presentation is made.

6.9.2.5 In any case, the subject matter of the Delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made unless the matter is on the agenda as pre-determined.

6.9.2.6 Following the presentation by the Delegation, questions of clarification only will be allowed through the Chair.

6.9.3 A delegation's presentation will be limited to 15 minutes. Amendments as to the length of time are at the discretion of the Chair.

6.9.4 In-Camera rules shall apply to Delegations of an In-Camera nature.

6.9.5 Notwithstanding the above, the Board retains discretion to decide all matters concerning delegations.

7.0 CONDUCT OF BUSINESS FOR REGULAR BOARD AND COMMITTEE OF THE WHOLE MEETINGS

7.1 Order of Business

The order of business for meetings of the Board that are open to the public shall appear as follows:

- A. Call to Order
 - Opening Prayer
 - Attendance*
- B. Routine Matters
 - Approval of the Agenda
 - Declarations of Conflict of Interest
 - Approval of Minutes of Previous Meeting(s)
 - Business Arising from Minutes
- C. Presentations & Delegations
- D. Committee and Staff Reports
- E. Information Items and Correspondence Items
- F. Notices of Motion
- G. Trustee Inquiries
- H. Business In-Camera
- I. Report on the In-Camera Session
- J. Future Meetings and Events
- K. Moment of Silent Reflection
- L. Adjournment

* late arrival or early departure times of Trustees will be noted by the recording secretary

7.2 Rules of Order

- 7.2.1 The rules of order to be observed at meetings shall be in accordance with the provisions of these By-laws.
- 7.2.2 In all cases for which no specific provision is made in these By-laws, the rules and practice of Robert's Rules of Order, Newly Revised 10th Edition, (Henry M. Robert III, William J. Evans, Daniel H. Honeymann, Thomas J. Blach, Perseus Publishing 2000) shall govern so far as applicable.
- 7.2.3 The Chair or other Presiding Officer shall preserve order and decorum and decide upon all questions of order.
- 7.2.4 In the absence of the Chair and Vice-Chair for any cause, the Board may, from the members present thereof, appoint a Presiding Officer who, during such absence, shall have the powers of the Chair of the Board.
- 7.2.5 The Chair or person presiding may vote on all questions and shall declare this intention after the motion is put to the floor.
- 7.2.6 A tie vote is a lost motion.
- 7.2.7 Should the Chair elect to vacate the chair to take part in any debate or discussion or for any other reason, he/she shall call upon the Vice-Chair or in his/her absence, one of the members to fill his/her place until he/she resumes it.

- 7.2.8 Where a question is before the Board, the mover may speak first and the seconder may speak next, and the Chair will make every attempt to allow each person wishing to speak, the opportunity to speak once before any member may speak for a second time. The mover also has the prerogative to be the last speaker before the question is decided and the seconder shall be the second to last speaker.
- 7.2.9 No member shall speak for more than five minutes or more than three times on the same question without the permission of the Chair.
- 7.2.10 Whenever an adjournment takes place in consequence of there not being a quorum present, the time of adjournment and the names of the members present shall be entered in the records of the Board.

7.3 Motions and Debate

- 7.3.1 All motions shall be recorded in the minutes of the meeting and shall be seconded before being stated by the Chair, whereupon the Chair shall ask if there is any further discussion on the motion before the vote.
- 7.3.2 When a motion has been stated by the Chair, it shall be open to debate and shall be disposed of only by a vote, unless the mover, by permission of the seconder, withdraws it, in which case such motion shall not appear in the minutes of the meeting.
- 7.3.3 Any Trustee of the Board may require the question under discussion to be read at any part of the debate, but not so as to interrupt a speaker.
- 7.3.4 A Trustee, prior to speaking to any question or motion, shall address the Chair. The Trustee shall confine remarks to the question at hand.
- 7.3.5 When two or more Trustees wish to speak at the same time, the Chair shall name the Trustee who is to speak.
- 7.3.6 No Trustee shall be interrupted while speaking, except in a case where the Trustee is called to order by another Trustee for a transgression of rules of the Board, in which case the Trustee shall remain silent until the point of order has been decided by the Chair.
- 7.3.7 Where a Trustee wishes to make a point of order or to seek clarification, he or she should so indicate in addressing the Chair and the Chair will rule on such matters before the next speaker is allowed to speak.
- 7.3.8 When the question under consideration contains two or more distinct propositions, any particular proposition, upon the request of any member, shall be considered and voted upon separately.
- 7.3.9 No question, once decided by the Board at a regular meeting, shall be reconsidered during that meeting unless someone on the affirmative side requests by motion that Trustees reconsider the pass motion, which is seconded and will take a two-thirds majority to reconsider.

- 7.3.10 If it is desired to defer action on a question until a particular time, the proper motion to make is “to postpone it to that time”. This motion allows limited debate, which must be confined to the propriety of the postponement to that time; it can be amended by altering the time, and this amendment allows the same debate.
- 7.3.11 Whenever a motion has been made and seconded, it is the duty of the Chair, if the motion is in order, to state the question, so that the members may know what question is before them.
- 7.3.12 In stating the question on an amendment, the Chair should read the passage to be amended; the words to be struck out, if any, the words to be inserted, if any; and the whole passage as it will stand if the amendment is adopted.
- 7.3.13 The motion to adjourn is not debatable, it cannot be amended, or have any other subsidiary motion applied to it, nor can a vote on it be reconsidered.
- 7.3.14 If a Trustee does not put new motions or amendments in writing for the Chair, the motion as stated by the Chair and recorded by the secretary shall be the motion.
- 7.3.15 When a motion is under debate, the only motion in order shall be:
- to adjourn,
 - to lay on the table,
 - to put the previous question,
 - to postpone,
 - to refer,
 - to amend, and
 - to vote on the present motion.

Such motion shall have precedence in the order above named; and the first, second and third shall be decided without debate.

A question having been postponed indefinitely shall not be taken up again at the same meeting without a two-thirds (2/3) vote in favour.

7.4 Amendment(s) to Motion:

7.4.1 An amendment may be in any of the following forms:

- a) to “add” or “insert” certain words or paragraphs;
- b) to “strike out” certain words or paragraphs, and if this fails it does not preclude any other amendment than the identical one that has been rejected;
- c) to “strike out certain words and insert others”, which motion is indivisible, and if lost does not preclude another motion to strike out the same words and insert different ones;
- d) to “substitute” another resolution or paragraph on the same subject for the one pending; or

e) to “divide the question” into two or more questions as the mover specifies, so as to get a separate vote on any particular point or points; If an amendment is defeated, vote on the motion. If an amendment is carried, vote on the amended motion.

7.4.2 No more than three (3) amendments can be made to a motion.

7.5 Notices of Motion

7.5.1 Notices of motion on new matters are required from trustees to give trustees the benefit of advance consideration by themselves and administration before any decision is to be made. No new decisions will be entertained unless a written notice of motion has been provided on new matters at a previous meeting or by way of inclusion in the agenda. Notices of Motion will be given to the Secretary of the Board to include an item in the regular agenda, communicated in writing at a previous meeting, or by notifying the Secretary or Chairperson of the Board prior to the distribution of the agenda.

7.5.2 A member of the Board must give notice of motion if he/she wishes to:

- a) repeal or make permanent amendment to any of the Board's By-laws;
- b) recommend an action, which has not been considered and recommended to the Board by a Committee of the Board;
- c) consider a matter by the Board without reference to a Committee.

7.5.3 Regulations regarding Notice of Motion

7.5.3.1 A Notice of Motion shall not be seconded at the meeting at which it is initially presented.

7.5.3.2 A Notice of Motion is not debatable.

7.5.3.3 Before any discussion shall take place at the meeting at which a Notice of Motion is presented as a Proposed Resolution, a Trustee must second it. The number of Notices of Motion, which are presented as Proposed Resolutions at any single meeting, shall be limited in number at the discretion of the Chair.

7.5.3.4 Notices of Motion, which are not presented for discussion as Proposed Resolutions at the meeting, shall be presented at the next regular meeting.

7.5.3.5 Notices of Motion, which require reports or information, shall be presented to the Board without any written reports by any of the senior officials. However, such persons may be permitted to make oral statements relating to these Notices of Motion at the time of presentation.

7.5.3.6 The officials may make written reports and/or recommendations supporting or opposing Notices of Motion, when they are presented as Motions, and which if carried will require direct action by the Board or its officials.

7.6 Protocol for Debate

- 7.6.1 When, at a meeting, any member wishes to speak in debate, the member shall raise a hand and await recognition by the Chair.
- 7.6.2 Trustees may speak when recognized by the Chair and may not speak to the issue again:
- unless the Chair of the meeting allows further debate; and
 - only after all other Trustees who wish to speak have been recognized by the Chair.
- 7.6.3 After recognition by the Chair, a member shall at all times during debate:
- maintain a courteous tone;
 - avoid personalities;
 - avoid allusion to motives of other members;
 - address all debate, remarks, questions and the like to the Chair;
 - confine all remarks, questions and the like to the motion, which is the subject of debate.
- 7.6.4 No Trustee who does not have the floor shall interrupt a Trustee who does have the floor except:
- on a point of order;
 - on a question of privilege;
 - to request permission to withdraw a motion;
 - to appeal a ruling of the Chair;
 - on a motion to extend the time limit; and
 - in the event that a Trustee interrupts a speaker pursuant to the authority given in this section, the Trustee shall confine all remarks to the particular point.
- 7.6.5 A Trustee may rise on a point of information, that is, a request for information relevant to the matter on the floor but not related to preliminary procedure, only if the member then speaking consents to the interruption, in which case the time consumed in responding to the point of information will be included as part of the speaker's allotted time.
- 7.6.6 Any member of the Board may require the question/motion under discussion to be read at any time in the debate, but not so as to interrupt any member while speaking.

7.7 Voting Procedures

- 7.7.1 Every matter considered by the Board shall be disposed of by a vote of all those present and eligible to vote on the matter in one of the following ways, with preference being given in the following sequence:
- a) By general or unanimous consent, in which the Chair, exercising discretion, states that the motion will be adopted in the absence of objection.
 - b) By show of hands, in which each Trustee present and eligible to vote

raises a hand in response to the request of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted.

- c) By rising, in which each Trustee present and eligible to vote stands in response to the requests of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted.
- d) By individual recorded vote, in which each Trustee present and eligible to vote raises a hand or stands in place in response to the request of the Chair for the votes in the affirmative and in the negative, as the case may be, until the Chair has called the name of each Trustee as voting, respectively, in the
- e) By ballot, in which each Trustee eligible to vote shall mark on a ballot provided by the Secretary of the Board, the Trustee's choice from among the available alternatives, the ballots being collected and counted immediately thereafter.

7.7.2 Although the method requested by any Trustee eligible to vote should be used to the extent practicable, the particular method of voting to be used to dispose of any matter shall be governed by the following rules:

- a) Determination by general or unanimous consent will be used only when no Trustee eligible to vote objects or requests another method.
- b) Notwithstanding that a show of hands vote has been called for and has been taken, on the request of any Trustee eligible to vote, including the Chair, a rising vote will be taken whenever there is any doubt as to the accuracy of the count on the show of hands; and
- c) Voting by ballot shall be used only when ordered by majority vote or general consent.

7.7.3 Votes Lost on Equality

Any motion on which there is an equality of votes, is lost.

7.7.4 Declaration of Votes

The Chair shall declare the result of all votes.

7.7.5 Recording of Votes

The vote on any question shall be recorded in the minutes as "carried" or "defeated".

8.0 COMMITTEES AND COMMITTEE MEETINGS

8.1 All Committees shall be established by the Board.

8.2 Each of the additional Committees of the Board which require Trustee representation shall be composed of not less than one (1) nor more than three (3) Trustees, unless otherwise provided by resolution of the Board. The Committee will report, as required, to the Board.

- 8.3 Sub-Committees may be established by any Committee to consider any matter within the Terms of Reference of the Committee.
- 8.4 Only members of a committee are required to attend that committee's meeting. However, all members of the Board shall receive notice, agenda, and minutes of all committee meetings, if requested. All Board members shall be permitted to attend committee meetings and may take part in discussion, but only members of the committee and the Chair of the Board, if present, shall have voting power.
- 8.5 In dealing with committee reports at the Board meeting, it shall be the prerogative of the Chair to rule on a request by a Trustee to have the recommendations dealt with item by item or as a whole.
- 8.6 Committee reports shall be considered public documents, except reports presented to the In-Camera session.
- 8.7 Committee minutes shall be considered public documents except 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, an employee or prospective employee of the Board, a pupil or his/her parent or guardian;
 - the acquisition or disposal of a school site;
 - decisions in respect of negotiations with employees of the Board; and
 - litigation affecting the Board.
- 8.8 Meetings of a Committee shall be called by the Chair of the Committee. If the Chair of a Committee neglects to call meetings, it is the duty of the Committee to meet on the call of any two of its members. All meetings shall be called or cancelled through the Office of the Secretary of the Board. In the absence of the Chair, providing there is a quorum, the members present will elect an interim Chair for that meeting.
- 8.9 The Chair of the Board shall be an ex-officio member of all Committees of the Board. The Chair may delegate some of the ex-officio duties to the Vice-Chair of the Board.

9.0 ACCESS TO RECORDS

- 9.1 Any person may, at all reasonable hours, at the Catholic Education Centre, inspect the minute book, the audited annual financial report and the current accounts of the Board and, upon written request by any individual or group, a copy of a requested section of minute books, audited financial reports, and the current accounts of the Board will be furnished at a cost as determined under the Freedom of Information and Protection of Privacy Act, 1990.
- 9.2 All other materials made available to the public under the Freedom of Information and Protection of Privacy Act will be made available at a similar fee.

10.0 EXECUTION OF DOCUMENTS

10.1 Signing Authorities

All deeds, conveyances, mortgages, bonds, debentures, agreements, documents, and contracts approved by the Board shall be sealed with the seal of the Board and signed by:

- the Director of Education/Secretary of the Board;

together with one of:

- the Chair of the Board; or
- the Vice-Chair of the Board; or
- the Associate Director, Corporate Services and Treasurer of the Board.

10.2 Bank Signing Officers

10.2.1 The signatures of the Associate Director, Corporate Services and Treasurer of the Board, together with one of:

- the Chair of the Board;
- the Vice-Chair of the Board; or
- the Director of Education and Secretary of the Board;

are required when:

- making, drawing, accepting, endorsing, negotiating, lodging, depositing or transferring all or any cheques, promissory notes, drafts, acceptances, bills of exchange, order for payment of money, contracts for letters of credit and foreign exchange;
- issuing cheques, drafts or orders for payment drawn on the bank accounts of the Board.

10.2.2 The Treasurer of the Board, by signature or by rubber stamp endorsement, may negotiate or deposit with or transfer to the bankers for the Board, but for the credit only of the account of the Board, all or any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money.

10.2.3 Signatures of persons authorized to sign may be printed, lithographed or otherwise mechanically reproduced as provided by the regulations.

10.3 Board Seal

The Seal of the Board shall be in custody of the Secretary who shall be responsible for affixing it to such documents as may be required.

10.4 Seal Register

The Secretary shall keep a record in a special book of the date and the particulars of each use of the seal.

10.5 **Minutes**

The Chair or other presiding member and the Secretary shall sign the minutes of all Board meetings.

11.0 OTHER PROFESSIONAL SERVICES

The Board will periodically issue calls for proposals for various professional services. The call for proposals will specify the term and specifications of the proposal, which will be presented for approval to the Board.

12.0 CONFLICT OF INTEREST GUIDELINES

According to current Provincial Legislation regarding the Municipal Conflict of Interest Act.

13.0 BY-LAW AMENDMENTS

13.1 By-laws of the Board may be amended from time to time at a meeting of the Board (such meeting, hereinafter referred to as the “later meeting”) upon the affirmative vote of the majority of all members of the Board, provided:

- a) written notice of motion proposing the amendment shall have been given at a meeting held prior to the later meeting; and
- b) the text and a brief statement of intended purpose of the amendment shall have been included in the notice of motion.

13.2 At any time the By-laws may be amended without notice upon the unanimous vote of all the members of the Board entitled to vote thereon.

Enacted: June 8, 1998
Amended: October 23, 2007
May 25, 2010

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: May 18, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

OFFICE SUPPLIES CONTRACT

Public Session

BACKGROUND INFORMATION:

The Board's Office Supplies contract expires in April 2010. This contract is the result of a collaborative effort undertaken in 2007 with the Grand River Purchasing Cooperative.

The Ontario Education Collaborative Marketplace (OECM) signed a three-year agreement with Grand & Toy Limited for the supply and delivery of office products on behalf of all schools, colleges and universities in the province. The Agreement was prepared through a competitive Request for Proposal (RFP) process based on volumes from 12 post secondary institutions and six school boards. The evaluation criteria for the RFP included: pricing, product consolidation, regional delivery coverage, delivery lead times, demand management, online ordering systems, environmental considerations and implementation and ongoing account support.

DEVELOPMENTS:

OECM has awarded the contract to Grand & Toy Limited. This contract provides significant discounts from regular prices and will provide an estimated annual savings of approximately 5% to 10%, based on current annual office supplies expenditures, which range between \$75,000 and \$90,000. The contract, which expires January 21, 2013, requires no minimum order and freight is prepaid on all orders.

Highlights of the OECM contract include:

- 3.5% rebate to OECM
- Expiry date is January 21, 2013
- No minimum order levels
- Freight is prepaid on all orders

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the contract with Grand & Toy Limited for office supplies for the period May 1, 2010 and ending January 21, 2013.

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: May 18, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

CONTRACT FOR FINE PAPER
Public Session

BACKGROUND INFORMATION:

The Board's fine paper contract expired April 30, 2010. The Ontario Education Collaborative Marketplace (OECM) signed a three-year agreement with Xerox Canada Ltd. for the provision of fine copy paper on behalf of all schools, colleges and universities in the province. The agreement was prepared through a competitive RFP process based on volumes from 11 post secondary institutions and two school boards. The evaluation criteria for the RFP included: pricing, regional delivery coverage, delivery lead times, demand management, environmental considerations and ongoing account support.

DEVELOPMENTS:

The Board's annual cost for fine paper is approximately \$90,000. The agreement reached with Xerox Canada Ltd. will provide the Board with an 8% reduction (net of applicable freight charges) based on the annual cost. In early fall 2010, it is anticipated, although not confirmed, that there will be an industry increase in this commodity. This anticipated increase has been accounted for in the above calculation for cost reduction.

Highlights of the OECM contract: include:

- 2% rebate to OECM
- Expiry date is October 2012
- Minimum order per location is five cartons
- Freight is prepaid on all orders within the City of Brantford, Simcoe and Caledonia
- Freight charges for all other locations outside of Brantford is \$2 or \$3 per carton
- Delivery is next day for orders placed before noon
- Price increases, if applicable, are reviewed by OECM and implemented, if necessary, only upon evidence of raw mill product and/or operational adjustments
- Does not include cover stock which can be purchased, as required, through the Board's office supplies contract in less than carton quantities (usage is minimal)

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Fine Copy Paper Agreement with Xerox Canada Limited for the period July 1, 2010 and ending October 18, 2012.

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Trish Kings, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: May 18, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

EARLY LEARNING PROGRAM (ELP) – EXTENDED DAY Public Session

BACKGROUND INFORMATION:

Bill 242 requires that all school boards provide *Extended Day* programs in every elementary school for pupils of the school board enrolled in junior kindergarten/senior kindergarten (JK/SK), provided there is sufficient parent demand. The program is to be offered in schools which are approved for the ELP (full day JK/SK) and are to be operated by the school board with school board staff. Extended day programs can be operated by third parties only if the school board has had a long-term contract with a provider.

School boards are to charge fees to parents for the Extended Day program on a cost-recovery basis. The Ministry has provided a template for determining these costs. Subsidies are available for families based on financial need. The Extended Day program must be staffed by a qualified Early Childhood Educator (ECE), preferably the same person who is delivering the regular day ELP. The program is to be offered from 7:00 a.m. to the start of the instructional day and at the end of the instructional day until 6:00 p.m.

DEVELOPMENTS:

The basic ratio for the Extended Day program is two adults for every 26 children, where one of the adults is a qualified ECE. The other staff member does not require specific qualifications, but the school board must provide appropriate training.

The school principal will be primarily responsible for supervision of the Extended Day program, but the Act permits that the duties related to the program may be delegated to another person approved by the school board.

As outlined in the Ministry of Education's EL2 Memo (January 13, 2010), school boards would be responsible for establishing Extended Day program fees on a board-wide basis in accordance with provincial policies, guidelines and requirements. The Ministry stated that the following general principles should be applied when establishing fees for the Extended Day program:

- Fees are intended to recover incremental costs associated with the Extended Day program;
- Fees must reflect a reasonable connection to the overall operating costs of the program;
- Extended day fees are not to be subsidized by other school board revenues;
- Fees are not to be designed to raise additional resources to supplement other school board revenues or offset school day costs;
- Fee setting is to be transparent.

While the Ministry requires two staff for every 26 students, there are only a few schools where enrollment will be at this level. Even if the enrollment is 13 students, there is still a need for two adults as one of the adults will often be required to attend to the needs of one or two students, leaving the remaining students unsupervised. School boards are not required to offer an Extended Day program where the enrolment is not sufficient. Where enrolment is not sufficient, a school board may enter into an agreement with another school board to offer an extended day program.

The Ministry is preparing a regulation regarding fees for the Extended Day program. The regulation will identify components of the fees which are discretionary and other components which are not. Until such regulation is passed, school boards cannot finalize fees. Based on information to date and the requirements of the Ministry of Education and Bill 242, staff have calculated fees for the Extended Day program as outlined in the attached appendix. While it is recognized that some schools will have higher enrolment, it is expected that the average enrolment will be 15 pupils in the Extended Day program. Therefore, it is recommended that the daily fee for the program be set at \$30.00. Where a parent only requires before school care, the fee will be \$12 and where a parent only requires after school care, the fee will be \$18 (based on two hours before school and three hours after school). Also attached is a draft letter that will be forwarded to parents regarding the Extended Day program.

RECOMMENDATIONS:

1. THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Early Learning Program (ELP) - Extended Day Program report.
2. THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves a daily fee of \$30, plus applicable taxes, for the Extended Day program, subject to regulations of the Ministry of Education.

Extended Day Costs

	Board Estimate (15 Students)	Board Estimate (20 students)	Ministry Estimate (13 students)
Staff Costs			
Salary & Benefits - 2 Staff Professional Development	\$260.23	\$260.23	\$121.09
Vacation	---	---	\$0.18
Supply ECE	\$20.82	\$20.82	\$16.23
Base Cost	\$10.67	\$10.67	\$4.87
	<u>\$291.71</u>	<u>\$291.71</u>	<u>\$142.36</u>
Base Costs per Student assuming 15 students	\$19.45	\$14.59	\$11.29
Custodial/Utilities	\$2.50	\$2.00	\$3.00
Add Snacks	\$2.00	\$2.00	\$2.00
Materials	\$1.00	\$1.00	\$1.00
Cost per Pupil	\$24.95	\$19.59	\$17.29
20% Vacancy rate	\$4.99	\$3.92	\$1.73
Administration	\$0.50	\$0.50	\$0.35
TOTAL COST PER PUPIL	<u>\$30.44</u>	<u>\$24.00</u>	<u>\$19.37</u>

School Letterhead

Dear Parent/Guardian,

As you know, the Ministry of Education has introduced an Early Learning Program for four and five year olds to be implemented in September 2010 at

School. Along with this full-day learning program, schools must provide an extended day program before and/or after school. Participation in this component is voluntary; therefore, there is no requirement for your child to attend the before and/or after extended day program.

Only children registered in the full-day program are eligible.

Please note the following requirements and highlights of the before and/or after extended day program:

1. It will be available five days per week on school days only.
2. Parents wishing to enroll their child must commit for the full five days per week and for the full school year.
3. The before (a.m.) program will begin at 7:00 a.m. and run until school begins and the after (p.m.) program will begin immediately at the end of the school day and will be available until 6:00 p.m.
4. The daily fee for attending the before and after program is \$30.00. Where before school care is required, the fee is \$12.00 while the fee for after school care is \$18.00 (based on two hours before and three hours after school).
5. The average enrolment will be 15 students in the extended day program.
6. The program will not operate:
 - (i) on days that the school building is closed for unforeseen reasons, such as a snow day, or
 - (ii) on P.A. days and school holidays, such as March break, Christmas break and summer holidays.

To assist with our planning, the school would appreciate if you would complete the attached form indicating your intention to enroll your child in the before and/or after extended day program.

Please feel free to contact me at the school should you require further information.

Sincerely,

Principal

Attachment

INSERT SCHOOL NAME

Yes, I would like to register my child in the: (please check one):

- Before (a.m.) school program at a cost of \$12 per day
- After (p.m.) school program at a cost of \$18 per day
- Both the before and after school program at a cost of \$30 per day

I understand that I am committing for five days per week for the entire school year.

Child's Name _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____

Date _____

Please return by **Friday, May 28, 2010** so proper planning can take place.

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: May 18, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

TRANSPORTATION CONSORTIA INCORPORATION
Public Session

BACKGROUND INFORMATION:

The Ministry of Education has suggested that transportation consortia should incorporate. They believe that incorporation would limit liability and would create operational efficiencies. The Efficiency and Effectiveness Review recently completed by the Ministry suggests that the consortia should be incorporated. By doing so, the consortia would be given a higher rating, which would increase transportation grants.

DEVELOPMENTS:

We have consulted with Keel Cottrelle LLP, Barristers & Solicitors who have worked with several transportation consortia on various legal issues including incorporation.

In summary, according to legal opinion, there is no downside to incorporating. The main benefit would be to limit liability to the corporation and protect member boards from lawsuits. OSBIE would continue to be the insurer of the corporation, subject to approval by the Consortia Governance Committee. The consortia could continue to use the services of the Grand Erie District School Board (GEDSB) as the *banker* board and pay all expenses on behalf of the consortia, including payroll. The GEDSB would then invoice the other member boards for their share of annual costs in accordance with our current agreement. The agreement would need to be modified to recognize the corporation and the secondment of employees from GEDSB to the corporation.

We also inquired about the effect of GST/HST on the corporation. As a separate legal entity, the corporation would be required to file an annual return. However, if the GEDSB pays all of the expenses as the *banker* board, they would claim any GST/HST rebates and pass the net cost to the other member boards.

The cost of incorporation should be no more than \$5,000, including legal fees and articles of incorporation. There would be costs to complete a name search if the consortia wanted to incorporate under a specific name, but the easiest approach is to use a number corporation *operating* as the Student Transportation Services of Brant Haldimand Norfolk.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the incorporation of the Student Transportation Services of Brant Haldimand Norfolk consortia.

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: May 18, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

CAMPAIGN EXPENSE COMPLIANCE AUDIT COMMITTEE

Public Session

BACKGROUND INFORMATION:

The Municipal Elections Act has been amended to include section 81, which entitles *an elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances.* An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office.

Timelines

The application must be made within 90 days after the latest of,

- a) The filing date under section 78;
- b) The candidate's supplementary filing date, if any, under section 78;
- c) The filing date for the final financial statement under section 79.1; or
- d) The date on which the candidate's extension, if any, expires.

The Act also states that *a council or local board shall, before October 1 of an election year, establish a committee for the purposes of section 81.*

Composition of Audit Committee

The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- a) Employees or officers of the municipality or local board;
- b) Members of the council or local board; or
- c) Any persons who are candidates in the election for which the committee is established.

The term of office of the committee is the same as the term of office of the council or local board

DEVELOPMENTS:

Staff of the Grand Erie District School Board, the City of Brantford and the Brant Haldimand Norfolk Catholic District School Board have discussed the possibility of a joint Campaign Expense Compliance Audit Committee (CECAC). As the City's jurisdiction only includes the City of Brantford, it is most likely that CECAC members will be from the City. The jurisdictions of the two school boards also include the Counties of Brant, Haldimand and Norfolk; however, there is no requirement that CECAC members be representative of all municipalities within the school board's jurisdiction. As the number of complaints is not expected to be significant, it would be expeditious to have a common CECAC for all three entities and it would also decrease the training needs of the CECAC.

The secretary of the local board is required to establish administrative practices and procedures for the CECAC and shall carry out any other duties required under this Act to implement the CECAC's decisions. These activities can be completed in cooperation with the City of Brantford and the Grand Erie District School Board.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the formation of a Campaign Expense Compliance Audit Committee (CECAC), with the same membership as the Grand Erie District School Board and the City of Brantford, as required by Section 81 of the Municipal Elections Act.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Board of Trustees
Submitted on: May 18, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

2010-11 SCHOOL YEAR CALENDAR (AMENDED) Public Session

BACKGROUND INFORMATION:

Regulation 304 of the Education Act outlines the requirements for preparation and submission of school year calendars. Each Ontario School Board is to submit their school year calendars by May 1st of each year.

Based on Regulation 304:

- For 2010-11, there are 193 school days between Tuesday, September 7, 2010 and June 30, 2011.
- Since the school year must have a minimum of 194 school days, we are required to designate a day prior to September 7, 2010 as a school day.
- Boards must designate two school days as professional activity days devoted to professional development activities related to specific provincial education priorities.
- Boards may also designate up to four extra days as professional activity days.
- The remaining school days shall be instructional days.

DEVELOPMENTS:

The School Year Calendar Committee, consisting of a representative from OECTA, OSSTF, Principals' Association, Regional School Council, Curriculum and Special Education Departments, and Senior Administration, has reviewed a draft copy of the school year calendar as well as options for the 2010-11 school year.

Each year efforts are made to coordinate our School Year Calendar with the Grand Erie District School Board in order to achieve efficiencies in transportation. The committee discussed possible professional development days and Board designated holidays and support the following submission to the Ministry of Education:

- That Thursday, September 2, 2010 be designated as the school day prior to September 7, 2010. This day shall be a *System Faith Day* professional activity day.
- Six professional activity days have been allocated, of which a minimum of two will be devoted to the 2010-11 provincial education priorities of special education and improved student achievement.

REVISIONS:

- That the Friday, April 8, 2011 professional activity day be changed to Thursday, June 30, 2010.
- That Friday, May 13, 2011 be designated a professional activity day for St. Cecilia's School in Port Dover in lieu of the Thursday, February 3, 2011 professional activity day, due to the anticipated transportation issues related to the "Friday the 13th" celebrations in Port Dover.

Enclosed are the calendars for elementary schools (amended) and secondary schools.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the amended 2010-11 School Year Calendar for Elementary Schools as presented.



2010-11 SCHOOL YEAR CALENDAR

Professional Activity Days

Date	Elementary	Secondary
September 2, 2010	System Faith Day	System Faith Day
October 18, 2010		System Workshops Curriculum / Special Education
November 1, 2010	To be determined Curriculum / Special Education	System Workshops Curriculum / Special Education
January 10, 2011	Report Cards	
February 3, 2011	System Workshops Curriculum / Special Education *except St. Cecilia's	School Based Curriculum / Special Education
April 8, 2011		System Workshops Curriculum / Special Education
May 13, 2011	School Based Curriculum / Special Education *St. Cecilia's only	
June 6, 2011	Report Cards	
June 30, 2011	School Based	School Based

Educational Assistants / Child & Youth Workers	
Elementary	Secondary
September 2, 2010	September 2, 2010
	October 18, 2010
November 1, 2010	November 1, 2010
January 10, 2011	
February 3, 2011 (exception: St. Cecilia's – May 3, 2011)	February 3, 2011



2010-11 SCHOOL YEAR CALENDAR

ELEMENTARY SCHOOLS

	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week												
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F								
September (18)			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
			B	P	B	H	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
October (20)					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
November (21)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
	P	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
December (13)			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January (20)	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
February (18)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
March (18)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
April (19)					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
May (20)	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
June (21)			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

The 2010-2011 School Year Calendar provides for 194 Instructional Days of which 6 are Professional Activity Days.



Professional Activity Day – ALL
 (NOTE**February 3, 2011 is NOT a PA day for St. Cecilia's, Port Dover)
Professional Activity Day - ELEM
Professional Activity Day – St. Cecilia's



School Holiday
Statutory Holiday

Professional Activity includes:

- professional development of staff;
- special education;
- curriculum development and evaluation; and
- evaluation of the progress of pupils.

Date

- Sept. 2/10
- Nov. 1/10
- Jan. 10/11
- Feb. 3/11
- May 13/11
- June 6/11
- June 30/11

Staff Involved

- Faith Day (all staff)
- Principals, Teachers, EAs, CYWs
- Principals, Teachers, **Elementary** CYWs
- Principals, Teachers, EAs, CYWs
- St. Cecilia's Teachers, EAs, CYWs
- Principals, Teachers, **Elementary** only
- Principals, Teachers



2010-11 SCHOOL YEAR CALENDAR

SECONDARY SCHOOLS

	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week												
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F								
September (18)			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
			B	P	B	H																											
October (19)					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29								
											H					P																	
November (21)	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30											
	P																																
December (13)			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31								
																B	B	B	B	B	B	B	B	B	B								
January (19)	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31												
																				E	E												
February (16)		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28												
		E	E	P												H																	
March (18)		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31									
											B	B	B	B	B																		
April (18)					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29								
											P									H	H												
May (21)	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31											
																H																	
June (15)			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30									
																		E	E	E	E	E	E	E	P								

The 2010-2011 School Year Calendar provides for 194 Instructional Days of which 6 are Professional Activity Days.

- Professional Activity Day - ALL
- Professional Activity Day - SEC
- Statutory Holiday

- School Holiday
- Secondary Examination Day

Professional Activity includes:

- professional development of staff;
- special education;
- curriculum development and evaluation; and
- evaluation of the progress of pupils.

Date

- Sept. 2/10
- Oct. 18/10
- Nov. 1/10
- Feb. 3/11
- Apr. 8/11
- June 30/11

Staff Involved

- Faith Day (all staff)
- Secondary** Principals, Teachers
- Principals, Teachers, EAs, CYWs
- Principals, Teachers, EAs, CYWs
- Principals, Teachers, EAs, CYWs
- Principals, Teachers

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Tracey Austin, Coordinator of Communications
Presented to: Board of Trustees
Submitted on: May 25, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

**STRATEGIC ACTION PLAN UPDATE -
COMMUNICATIONS**

Public Session

BACKGROUND INFORMATION:

The Board's Strategic Plan was approved in principle in June, 2009. In the fall of 2009, the action plans for the Strategic Commitments were received by the Board. At that time it was determined that updates on the activity and a final report would be provided to the Board.

DEVELOPMENTS:

Please find attached the update for the Communication Strategic Commitment.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Action Plan Update – Communications report.

Communications: *We want to share our Catholic education stories, activities and successes with our internal and external communities*

- Provide timely information to and opportunities for dialogue with all stakeholders
- Increase our public profile with relevant and contemporary communication strategies
- Establish broader communication networks to connect with all geographic areas we serve

Expected Outcome	Strategies	Indicators of Success	Evaluation Cycle	Responsibility	Status
Have a full-service, intuitive Intranet that is the 'hub' of our Board's internal communication system and is used by all employees	Select a Document Management Solution.	Document Management Solution selected.	December 2009	Information Technology / Corporate Services	Item modified. In Process
	Solicit feature list input from Senior Advisory Council.	Senior Advisory Council polled for input as to what they believe our Intranet should contain/feature.	January 2010	Corporate Services / Communications Office	Currently researching Document Management Solutions and Portal Software. Connecting with other Boards to see which applications may be appropriate for us.
	Write a Product Requirements Document (PRD) to ensure that all user needs are addressed.	Product Requirements Document developed and agreed to (by the Information Technology Department)	February 2010	Corporate Services / Communications Office / Information Technology	Large project with large impact. Ensuring that the specifications and use cases are accurate before development will begin.
	Write a clear specification for the Board's Intranet project.	Specification written and time lines approved.	March 2010	Communications Office / Information Technology	
	Complete a designated number of items on the feature list.	Items that users identified as 'most important' are completed, tested and ready to use.	May 2010	Communications Office / Information Technology	

Expected Outcome	Strategies	Indicators of Success	Evaluation Cycle	Responsibility	Status
	Run concurrently with the existing BHNResource during testing.	New Intranet tested and ready for announcement (that it is on the way) in September 2010.	July 2010	Communications Office / Information Technology	
<p>A stronger connection with our Catholic communities</p> <p>Increase contact with Parish Priests and our Bishops and increase the amount of Board information that is provided to them by:</p>	Provide Parish bulletin inserts once a term.	Bulletin inserts provided in October, January and April.	January 2010	Director's Office / Communications Office	<p>Established and Ongoing</p> <p>Inserts for Kindergarten Registration provided in January 2010. Paper and electronic format.</p> <p>Inserts to raise awareness for Catholic ratepayers provided in April 2010. Paper and electronic format.</p>
	Principals meet with Pastors to collect Parish information to include on school monthly calendars.	Each month, the school calendar contains Parish events.	December 2010	Director's Office/ School Principals	<p>Established and Ongoing</p> <p>Catholicity Committee meeting detailed new process that is being recommended to all principals. This process includes meeting early with the Parish priest, providing information and dates of school activities and providing a student agenda.</p>

Expected Outcome	Strategies	Indicators of Success	Evaluation Cycle	Responsibility	Status
	Provide the Catholic Women's League and the Knights of Columbus with Board to home and school to home information.	Catholic Women's League and Knights of Columbus sent bulletin-type information, Board to home and school to home information. Connect with a sample of members to determine if the information is valuable.	January 2010	Communications Office / School Principals	Modified This strategy was not acted upon under the advice of the Deanery. CWL and KoC members that attend church regularly receive these publications in their church bulletins.
	Develop stronger Parish sections on all school and Board websites.	Completed Parish sections on all school and Board websites including links to and from Parish sites if applicable. Run report on page/hyperlink activity.	February 2010	Office / School Principals Director's Office / Communications Office	Established and Ongoing All elementary schools have an 'Our Parish' page. These pages contain Parish information, links to newsletters (if applicable) and contact information.
	Feature a more predominate Catholic Faith/Catholic Communities section in the Director's annual report.	Provided a well-developed Catholic Faith/Catholic Communities section in the Director's annual report. Examine reviews of annual report.		Director's Office / Communications Office	Established and Ongoing Annual report was published with a complete 'Our Faith' sections populated with information from our schools and our Religion and Family Life Coordinator.
	Director and Religion & Family Life Consultant to attend Deanery meetings.	At least one meeting per Deanery attended	February 2010	Director's Office	Established and Ongoing Regular meetings with Deanery have occurred over the course of the year.

Expected Outcome	Strategies	Indicators of Success	Evaluation Cycle	Responsibility	Status
<p>More numerous, accurate and timely media coverage of our Board, schools and initiatives.</p>	<p>Provide local media with a monthly "Look Ahead" summary list.</p>	<p>An increase of "list item" event coverage and more accurate information about our schools in the news, particularly, a notable increase of May event coverage during the month of May, 2010.</p>	<p>January 2010</p>	<p>Communications Office</p>	<p>Modified, established and ongoing.</p> <p>Rather than a list, local media were contacted prior to each event with a formal invitation, a community services announcement and a phone call or email.</p> <p>Media coverage has been excellent. The Catholic Leadership Awards, Celebration of the Arts, Board Art Show and Catholic Education Week were well-covered. Media presence was obvious and our relationship strengthened.</p>
	<p>Train the media to subscribe to our Really Simple Syndication (RSS) Feeds.</p>	<p>Have all media outlets subscribe to feeds. Track users.</p>	<p>April-May 2010</p>	<p>Communications Office</p>	<p>On hold.</p> <p>Direct contact (rather than electronic messages) was a January 2010 item. This was also used to build relationships. Until these relationships are solid and media representation is absolute, information will continue to be passed on a personal level rather than via an electronic fee.</p>

Expected Outcome	Strategies	Indicators of Success	Evaluation Cycle	Responsibility	Status
	Annual media gathering to build positive relationships and collect communication method preferences.	Attendance and participation	August 2010		<p>Future task.</p> <p>Faith Day (Sept 2, 1010) attendance confirmed.</p>

Brant Haldimand Norfolk Catholic District School Board

2009-10

Trustee Meetings and Events

May 26, 2010	2:00 pm	Sod Turning Ceremony @ Southwest Brant School
June 3-5, 2010		CCSTA AGM - Ottawa
June 8, 2010	3:00 pm	Policy Committee
June 8, 2010	7:00 pm	Budget Committee
June 9, 2010	1:30 pm	Catholicity Committee
June 9, 2010	7:00 pm	SEAC
June 15, 2010	7:00 pm	Committee of the Whole
June 22, 2010	7:00 pm	Board Meeting
June 29, 2010		Last Day of Classes
June 29, 2010	5:00 pm	ACS Graduation
June 29, 2010	7:00 pm	Holy Trinity Graduation
June 29, 2010	7:30 pm	St. John's College Graduation – Sanderson Centre
June 30, 2010		PA Day