



Board Meeting
Tuesday, April 26, 2011 7:00 p.m.
Boardroom

Members:

Trustees:

Cliff Casey (Chair), June Szeman (Vice Chair), Dennis Blake, Dan Dignard, Bonnie McKinnon, Rick Petrella, Alyna Poremba (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), Tom Grice (Assistant Superintendent of Business)

1. Opening Business

- 1.1 Opening Prayer – Cliff Casey
- 1.2 Attendance
- 1.3 Approval of the Consent Agenda
- 1.4 Approval of the Agenda
- 1.5 Declaration of Interest

2. Presentations and Delegations

- 2.1 The Board will recognize Rob Campbell, Principal of St. John's College, recipient of The Catholic Principals' Council of Ontario *2011 Principal of the Year* award.
- 2.2 The Board will recognize Marty Quinlan, teacher at St. Patrick's School, Caledonia, recipient of the *Beryl Roberto Teacher of the Year Award*.
- 2.3 Sarah Almeida of St. Bernard (Brantford), who placed first in the intermediate public speaking contest for the St. John's College Family of Schools, will present her speech on "Dreams for the Future".
- 2.4 Jacob McGivern of St. Bernard of Clairvaux, who placed first in the intermediate public speaking contest for the Holy Trinity Family of Schools, will present his speech on "Obsessive Compulsive Disorder".
- 2.5 Lexie Evans of St. Patrick's (Caledonia), who placed first in the intermediate public speaking contest for the Assumption College School Family of Schools, will present her speech on "Being Canadian".



3. Consent Agenda

- 3.1 Approval of Minutes from the Board Meeting – March 29, 2011 Pages 4-8

4. Committee and Staff Reports

- 4.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting of April 19, 2011 Pages 9-16
Presenter: June Szeman, Vice-Chair
- Educational Field Trips and Excursions Policy 500.01 (pgs. 17-25)
 - Volunteer and Trip Drivers Policy 200.21 (pgs. 26-29)
 - Goals for 2011-12 Budget (pgs. 30-31)
- 4.2 Student Trustee Report Page 32-33
Presenter: Alyna Poremba, Student Trustee

5. Information and Correspondence

- 5.1 OCSTA Update
- 5.2 Supporting our Faith Journey – First Communion Retreat
- 5.3 Regional Catholic Parent Involvement Committee Newsletter
- 5.4 *O Canada* CD

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



Board Meeting
Tuesday, March 29, 2011 7:00 pm
Boardroom

Trustees:

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

Absent:

Senior Administration:

Wally Easton (Associate Director, Corporate Services & Treasurer), Bill Chopp, Trish Kings and Chris Roehrig (Superintendents of Education), Tom Grice (Assistant Superintendent of Business)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with a prayer led by Cliff Casey.

1.2 Attendance – as noted above

1.3 Approval of the Consent Agenda

Moved by: Dennis Blake

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Consent Agenda of the March 29, 2011 meeting.

Carried

1.4 Approval of Agenda

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the March 29, 2011 meeting.

Carried

1.5 Declaration of Interest - Nil



2. Presentations and Delegations

Chair Cliff Casey welcomed representatives from various food banks/cupboards in the Brant, Haldimand and Norfolk areas and invited Superintendent Chopp to provide information on his Souper Bowl food collection initiative. Mr. Chopp advised that all schools and unions were challenged to collect cans of soup leading up to Super Bowl weekend, which culminated in 21,251 cans of soup being donated and \$1,407.62 cash donations collected. Mr. Chopp presented a pictorial presentation of the fundraising efforts across the Board and acknowledged Brant MPP Dave Levac who sponsored a Souper Bowl trophy in recognition of this initiative. Ashley Singleton, Community Food Procurement Coordinator with Community Resource Services (Brantford), expressed her thanks for the very successful soup drive which has stocked their shelves with two months' worth of this staple item. Don White, Food Coordinator with the Simcoe St. Vincent de Paul organization, added his thanks for the two to three month stock their food cupboard received. A letter of thanks was received from Dorette Allemang, Manager of the Caledonia & District Food Bank, for staff and students' support in diminishing hunger in their community.

Chair Cliff Casey welcomed the junior first place winners in the family of schools public speaking contest, as well as their families. Michael Milson of St. Patrick School, Brantford, presented his speech on *Strange Sayings*, while Abby Procyk of St. Bernard of Clairvaux, Waterford, presented her speech on *Flatulence* and Megan Salter of St. Patrick's School, Caledonia, presented her speech on *Bullying*.

3. Consent Agenda

- 3.1** THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the February 22, 2011 meeting.

Moved by: Dennis Blake

Seconded by: June Szeman

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

Carried

4. Committee and Staff Reports

- 4.1 Unapproved Minutes and Recommendations from the Committee of the Whole meeting of March 22, 2011**

Vice Chair June Szeman reviewed the unapproved minutes and recommendations to the Board from the March 22, 2011 meeting of the Committee of the Whole. Trustee Dignard requested that the Client Support Officer report be addressed first, requesting an amended job title for this new position, namely "School Administration Support Analyst".

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Client Support Officer position be renamed to School Administration Support Analyst.

Carried



Vice Chair Szeman presented the following recommendations for approval:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board closes St. Bernard School and St. Pius X School in Brantford and builds a new school on the St. Pius X school site to accommodate the students of both schools, effective September 1, 2013, provided the Ministry of Education allocates funding for this purpose.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board declares that the former St. Jean de Brébeuf School property in the City of Brantford, Mident #800040, is not required for purposes of the Board, and

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board sells the former St. Jean de Brébeuf School property in accordance with Regulation 444/98 of the Education Act.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Chicago, IL from Thursday, May 12, 2011 to Sunday, May 15, 2011.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to England and Wales to compete in an international athletic competition from Friday, March 9, 2012 to Sunday, March 18, 2012.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School and St. John's College for an excursion to France and Italy from Friday, March 9, 2012 to Sunday, March 18, 2012.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the implementation of a School Administration Support Analyst, subject to Board budget.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the position of School Administration Support Analyst effective September 1, 2011, with an annual salary grid as listed below, subject to Board budget approval:

Start	\$25.81
Year 1	\$26.96
Year 2	\$28.15
Year 3	\$29.32



THAT the Committee of the Whole refers the recommendation from the Accommodations Committee Meeting of February 15, 2011, to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Accommodations Committee recommends the Committee of the Whole refers the following capital priority projects to the Brant Haldimand Norfolk Catholic District School Board for approval, in the following order of priority:

1. St. John's College Top-Up - \$4,910,000
2. South West Brantford School Top-Up: \$700,000
3. St. Pius X School/St. Bernard, Brantford School Consolidation - \$6,000,000
4. Holy Cross School - \$521,000

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes from the Committee of the Whole Meeting of March 22, 2011.

Carried

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations from the Committee of the Whole Meeting of March 22, 2011.

Carried

4.2 Student Trustee Report

Student Trustee Alyna Poremba reported on the recent Ontario Student Trustee Association Conference, as well as the anticipated release of the Catholic Board Council's Social Justice Report and the results of the 2010 Ontario Student Survey. She also reported on recent events and successes at the three secondary schools including the Sears Drama Festival and the 17th Annual Mission Trip.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report for March, 2011.

5. Information and Correspondence - Nil

6. Notices of Motion – Nil

7. Trustee Inquiries

Clarification was sought regarding comments made by the Chair at the Regional School Council meeting regarding trustee visits at School Council meetings. Chair Casey explained that this is part of the consultative role of trustees and necessary to promote Catholic education.



8. Business In-Camera

Moved by: June Szeman

Seconded by: Dennis Blake

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

Carried

9. Report on the In-Camera Session

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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: Dennis Blake

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of March 29, 2011.

Carried

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

April 19, 2011

AGENDA ITEM	MOTION
4.5	<p>THAT the Committee of the Whole refers the recommendations from the Policy Committee Meeting of March 30, 2011 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 Educational Field Trips and Excursions Policy 500.05 (revised) 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 Volunteer and Trip Drivers Policy 200.21 (revised) to the Brant Haldimand Norfolk Catholic District School Board for approval.</p>
4.6	<p>THAT the Committee of the Whole refers the recommendation from the Audit Committee Meeting of March 30, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Audit Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that Audit Committee meetings be held in closed sessions.</p>
4.7	<p>THAT the Committee of the Whole refers the recommendations from the Budget Committee Meeting of April 1, 2011 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 Goals for 2011-12 Budget report 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 to the Brant Haldimand Norfolk Catholic District School Board for approval that senior staff include the reduction of program and costs saving measures as a major consideration, which will drive the expenditure lines.</p>

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes from the Committee of the Whole Meeting of April 19, 2011.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations from the Committee of the Whole Meeting of April 19, 2011.



Committee of the Whole
Tuesday, April 19, 2011 7:00 pm
Boardroom

Trustees:

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

Absent:

Senior Administration:

Wally Easton (Associate Director, Corporate Services & Treasurer), Bill Chopp, Trish Kings and Chris Roehrig (Superintendents of Education), Tom Grice (Assistant Superintendent of Business)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with a prayer led by Cliff Casey.

1.2 Attendance – As noted above.

1.3 Approval of the Consent Agenda

It was requested that Item 3.3 (Financial Report as of February 2011) and Item 3.5 (Unapproved Accommodations Committee Meeting Minutes – March 22, 2011) be removed from the Consent Agenda.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the amended Consent Agenda of the April 19, 2011 meeting.

Carried

1.4 Approval of the Agenda

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the April 19, 2011 meeting.

Carried

1.5 Declaration of Interest - Nil



2. Presentations and Delegations - Nil

3. Consent Agenda

- 3.1 THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the March 22, 2011 meeting.
- 3.2 THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Board Enrolment Update report for March 31, 2011.
- 3.4 THAT the Committee of the Whole refers the approved minutes from the Special Education Advisory Committee meeting of March 9, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 3.6 THAT the Committee of the Whole refers the unapproved minutes from the Regional Catholic Parent Involvement Committee Meeting of March 24, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Dennis Blake

Seconded by: Dan Dignard

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

Carried

Clarification was sought regarding specific expenditures on the quarterly Financial Report. Associate Director will forward details to trustees. There were no inquiries regarding the minutes of the Accommodations Meeting of March 22, 2011.

- 3.3 THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Financial Report as of February 2011.
- 3.5 THAT the Committee of the Whole refers the unapproved minutes from the Accommodations Committee Meeting of March 22, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the reports under Items 3.3 and 3.5.

Carried



4. Committee and Staff Reports

4.1 Education Funding for 2011-12

Associate Director Easton reported on the Ministry of Education's recently announced Grants for Student Needs (GSN) for 2011-12 and discussed the impact of some of those changes on the Brant Haldimand Norfolk Catholic District School Board. Chair Casey will communicate trustees' concerns regarding the impact of funding decreases in Director and Supervisory Officer grants and executive offices as input to OCSTA's financial brief to the Ministry.

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 Education Funding for 2011-12 report.

Carried

4.2 Strategic Plan Update: Catholicity

Director Horgan provided trustees with a status update on the Catholic Strategic Commitment of the Board's Strategic Plan and shared examples of various publications and communiqués that address those commitments. Director Horgan also expanded on the ratepayer project that will be initiated in the near future, as well as the baptismal postcard initiative that aims to introduce and welcome young families to the Catholic education system.

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Committee of the Whole refers the monitoring report on the Strategic Commitment: Catholicity to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

4.3 Catholic Education Week 2011

Trish Kings, Superintendent of Education, reported that "Catholic Education: Celebrating the Spirit" is the theme of this year's Catholic Education Week, being observed from May 1-6, 2011. Students in all schools will be involved in many special activities and prayer celebrations. The annual Board Art Exhibit (April 27-29) will lead up to Catholic Education Week, and the annual Celebration of the Arts will be held at the Sanderson Centre on May 3, 2011.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole refers the Catholic Education Week 2011 report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

4.4 Technological Pathways Plan

Chris Roehrig, Superintendent of Education, presented trustees with a technological pathways plan that endorses a vision of the future that is consistent with the provincial strategy on science and technology, that meets the needs of the 21st century learner, and that is fiscally responsible and sustainable. The plan supports post elementary pathways to technology programs, apprenticeships, and technology-based post secondary destinations. It is proposed that this new course of action replace the current Grade 8 Design and Technology/Family Studies program.



It was suggested that more time is required in order to inform stakeholder groups, for example, the Regional Parent Involvement Committee, of this vision and proposed program change.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Technological Pathways Plan, including the closing of the Design and Technology/Family Studies Program, effective June 30, 2011.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Committee of the Whole delays the Technological Pathways Plan motion until the May 17, 2011 Committee of the Whole meeting in order to communicate with parents at St. Patrick's School (Caledonia) and answer their questions.

Carried

4.5 Unapproved Policy Committee Meeting Minutes & Recommendations – March 30, 2011

Trustee Blake, Chair of the Policy Committee, reported on the committee's March 30, 2011 meeting. Trustee Blake commented that the group had a discussion on the traits of good policies and the overall process of policy development. The committee reviewed revisions to two policies and suggested minor changes. Trustee Blake requested approval of the following recommendations:

THAT the Policy Committee recommends that the Committee of the Whole refers the Educational Field Trips and Excursions Policy 500.01 (revised) to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Volunteer and Trip Drivers Policy 200.21 (revised) to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the unapproved minutes from the March 30, 2011 Policy Committee Meeting to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

THAT the Committee of the Whole refers the recommendations from the Policy Committee Meeting of March 30, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



4.6 Unapproved Audit Committee Meeting Minutes & Recommendations – March 30, 2011

Trustee Petrella, Chair of the Audit Committee, reported on the newly-formed committee's initial meeting of March 30, 2011 and put forward the following recommendation for approval:

THAT the Audit Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that Audit Committee meetings be held in closed sessions.

Moved by: Dan Dignard
Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the unapproved minutes from the March 30, 2011 Audit Committee Meeting to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

THAT the Committee of the Whole refers the recommendation from the Audit Committee Meeting of March 30, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4.7 Unapproved Budget Committee Meeting Minutes & Recommendations – April 1, 2011

Trustee Petrella, Chair of the Budget Committee, reported on the Committee's meeting of April 1, 2011. Approval was requested for the following recommendations:

THAT the Budget Committee recommends that the Committee of the Whole refers the Goals for 2011-12 Budget report to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that senior staff include the reduction of program and costs saving measures as a major consideration, which will drive the expenditure lines.

Moved by: Rick Petrella
Seconded by: June Szeman

THAT the Committee of the Whole refers the unapproved minutes from the April 1, 2011 Budget Committee Meeting to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

THAT the Committee of the Whole refers the recommendations from the Budget Committee Meeting of April 1, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



5. Information and Correspondence

5.1 OCSTA Update

Chair Casey commented on the front page story on OCSTA's website regarding our Catholic Student Leadership Awards recipients. He expressed his pride in seeing our students' accomplishments acknowledged province-wide and congratulated Vice-Chair Szeman for her exemplary work with this event.

5.2 Trustee Information Flyer (revised)

Trustees reviewed the revised Trustee Information Flyer and suggested a couple of minor revisions.

5.3 Trustee Meetings with Bishop Crosby

Director Horgan requested that trustees add a couple of Diocese of Hamilton event dates to their calendars.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

Carried

6. Notices of Motion – Nil

7. Trustee Inquiries - Nil

8. Business In-Camera

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT 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: Dan Dignard

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: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of April 19, 2011.

Carried



Policy: Educational Field Trips and Excursions

	Policy Number:	500.01
Adopted:	March 30, 2004	Former Policy Number: n/a
Revised:		Policy Category: Educational Programs
Subsequent Review Dates:	TBD	Pages: 1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that well organized educational field trips are of significant value to the participants. Educational field trips are to be consistent with the school board’s mission, Catholic graduate and curriculum expectations as outlined in the Ontario Curriculum documents.

Policy Statement:

Educational field trips and excursions will be expected to:

1. Provide a safe and enriching learning opportunity for our students.
2. Enhance the spiritual, academic, cultural, social, or athletic components of the curriculum.
3. Provide a proportional educational value in relation to the time spent travelling, the time spent on the activity, and the cost to each student.
4. Provide evidence of adequate preparation and follow-up.
5. Be accessible to all eligible students regardless of special need or ability to pay.
6. Include adequate supervision under the direction of a teacher or employee of the Board and comply with educational health and safety standards.
7. Address the programmes of those students who are not involved in the proposed activity to ensure that they will not be affected adversely.

Glossary of Key Policy Terms:

Educational Field Trip

An Educational Field Trip is any event or programme which, for educational purposes, has students leaving school property. An Educational Excursion is any event or programme which, for co-curricular purposes, has students leaving school property. Use of this term will not include student exchanges, co-op education, credit/non-credit courses outside of school and outside the regular school day.

References: N/A

EDUCATIONAL FIELD TRIPS AND EXCURSIONS

AP 500.01

Procedure for:	Board Staff	Adopted:	March 30, 2004
Submitted by:	Chris N. Roehrig (Superintendent of Education)	Revised:	
Category:	Educational Programs		

Purpose

The purpose of this Administrative Procedure is to provide direction to Board Staff and Schools regarding educational field trips and excursions.

Responsibilities

All Board staff shall follow this administrative procedure. Specific direction is provided for principals, volunteers, teachers, the Director of Education and superintendents of education.

Procedures

1.0 General Terms

All educational field trips/excursions shall be organized by a teacher or a principal-designated employee. All educational field trips/excursions shall be a valid extension of the existing school program. The trip organizer shall submit the *Application for Approval to Take Students on an Educational Field Trip* to the school principal for consideration of approval in advance of the trip (Appendix A). Each application shall be completed in full (including all necessary attachments) and shall be subject to terms listed in the *Educational Field Trip and Educational Excursion Approval Matrix* (Appendix B). Schools or organizers are prohibited from raising funds, promoting trips or informing stakeholders about the trip before necessary approvals are in place.

2.0 Educational Field Trips

Educational field trips shall be directly connected to the curriculum expectations of the subject or course. The maximum amount of instructional time permitted to be used per field trip is two days. Educational field trips shall include pre-trip and post-trip activities. A copy of these activities (including assessment/evaluation) shall be submitted to the principal with the application. For an educational field trip to be of substantial value all students in the related class or course should attend the event. The Board encourages travel within Canada for all educational field trips.

3.0 Educational Excursions (e.g. Athletics, Campus Ministry, and Clubs)

Educational excursions shall be a valid extension of the existing school co-curricular program. The maximum amount of instructional time permitted to be used per excursion is two days. The Board encourages travel within Canada for all educational excursions.

4.0 Extended International Excursions (Secondary Schools)

Tourism-Based Excursions	Catholic Social Teaching Trips
Tourism-Based Excursions shall be a valid extension of existing secondary school programs. No instructional time is permitted to be lost as result of an approved tourism-based excursion. Board staff shall not act as agents or advertise for trips at school or during the school day that are not approved. The Board encourages travel within Canada for all educational excursions.	Mission trips that exemplify the tenets of Catholic Social Teaching should be conducted in Canada. Whenever possible, the organization of the mission work should be coordinated with Catholic agencies. The maximum number of instructional days to be lost for a mission trip is two.

Application may be made for a special exemption to the international travel restrictions notes in these procedures. Application for the exemption shall include a detailed explanation as to why a similar trip could not be conducted in Canada and shall be made to the Director of Education or designate. For out-of-country destinations, the trip organizer shall research whether there are any travel warnings posted on the Federal Government's Foreign Affairs and International Trade website.⁵ Destinations with travel warnings of level three or higher shall not be approved. Trip organizers shall ensure that all participants have adequate health/accident insurance for international travel. Requests for international travel shall be submitted at least four months prior to the event but not longer than one year in advance. All applications for international trips shall be subject to the approval of the Board of Trustees.

Travel Industry Act Compliance - The Travel Industry Act provides limits on who may act as a travel agent. Trip organizers shall use Travel Industry Council of Ontario (TICO) certified travel agencies for all trips that are multi-day, require coach transportation and involve overnight accommodations.¹

Risk Management - Educational field trip/excursions that are considered to be a high risk will not be approved. A comprehensive list of high risk activities are listed on the Ontario School Board Insurance Exchange (OSBIE) website.² Educational excursions to water parks and to programs involving water-based activities for elementary school students are prohibited.

Supervision – The safety of students and staff on an educational field trip/excursion/excursion is of the utmost importance. A sufficient number of adult supervisors must be provided. Supervision guidelines for principals and teachers are available at the Ontario Physical and Health Education Association (OPHEA) website as they relate to athletics and recreational activities.³

The following supervision ratios are the minimum for educational field trip/excursions:

Kindergarten	1:6	Primary	1:10	Junior	1:15
Intermediate	1:20	Senior	1:25		

Principals shall give careful consideration to any special needs students when trips are planned. Additional supervisors may be warranted depending on the nature of the trip, the composition of the class and the distance/duration of the trip. For all overnight trips in which both genders are involved, adult supervisors of both genders shall be present. At least one of those supervisors shall be a teacher from the school. Trip chaperones are responsible for the supervision of students for the entire duration of the educational field trip/excursion (including overnight).

Two lists of all students and supervisors participating in an educational field trip/excursion shall be compiled prior to the event. One list shall be available in the school office and the other shall be in the possession of the trip organizer (supervisor). The list shall include appropriate student identification such as: the student name, address, phone number, emergency contact person (phone number) and their Health Card number. The trip organizer shall follow the Board's policies related to the administration of medication to students and the protection of anaphylactic pupils.⁴ When more than one bus is used, each person in charge of a bus shall have an attendance list as well as a copy of the appropriate medical/ health and emergency information for all students.

Informed Parent/Guardian Consent – No student shall participate in an educational field trip/excursion unless their parent/guardian has signed a permission/consent form (Appendix C). If the student is 18 years of age or older, the student shall be required to a release and indemnification form (Appendix D).⁶

Student Behaviour - The wearing of school uniforms and the strict enforcement of school-based codes of conduct (including dress codes) help to ensure that our schools are viewed in a favourable fashion by the broader community. The same expectations for student behaviour apply to educational field trips/excursions as do a regular school day. The trip organizer and the principal shall ensure that a procedure is in place in the case a student needs to be sent home during an educational field trip/excursion.

Transportation – The safest means of transporting students is by school bus.² Trip organizers are encouraged to use school buses to transport students. Trip organizers and students shall follow the Board policy on student transportation when using buses.⁴ Trip organizers shall consult with the approved vendor list when procuring bus services. The vendor list is maintained by the transportation consortium (<http://www.stsbhn.ca/>). From time to time it may be necessary to use alternative transportation such as private vehicles to transport students. Board employees and trip supervisors shall follow the Board policy on the use of volunteer drivers.⁴ Students are not to travel individually to or from an educational field trip/excursion unless it is approved by the school principal and the parent/guardian. Should a trip organizer choose to rent a vehicle to transport students and staff they shall rent the vehicle in the name of the school board and the optional insurance coverage shall be purchased. Depending on the vehicle capacity, special driver licenses and specific aspects of the Highway Traffic Act will apply.

Volunteers and Volunteer/Trip Drivers - All use of volunteers and volunteer drivers shall be consistent with Board policy.⁴

Emergencies – For all locations that are visited by students and staff – the trip supervisor shall review evacuation and emergency procedures. This may be done at a pre-trip meeting. All injuries and/or accidents that occur on an educational field trip/excursion shall be reported to the school principal. In the event of a serious injury (an injury requiring medical treatment) or fatality, the incident shall be reported to the school superintendent by the school principal. If a student is ill and/or injured, he or she should not be sent home unaccompanied. Arrangements shall be made with the parents/guardians to secure support for the student. The trip organizer shall follow the reporting requirements of OSBIE and the Workplace Safety Insurance Board (WSIB) in the case of an accident or injury.²

Students that Remain at School - The trip organizer and the school principal shall make adequate provision for appropriate school work and supervision for those students that remain at school while their classmates attend an educational field trip/excursion.

Sunday Eucharist - Where an educational field trip/excursion includes a Sunday, the *Application for Approval to Take Students on an Educational Field* shall include provisions for all participants to attend Mass.

Funding - Every reasonable attempt shall be made to ensure that no student is prevented from participating in any educational field trip/excursion through an inability to pay. Any fund-raising for educational field trip/excursions/excursions shall be consistent with Board policy.⁴

Cancellations – Any educational field trip/excursion/excursion may be cancelled at any time at the discretion of the Principal, Superintendent or the Director of Education. The Board will not provide compensation for any financial losses assumed by students, parents/guardians or staff.

References

1. <http://www.tico.ca/>
2. <http://www.osbie.on.ca>
3. <http://ophea.net/>
4. <http://www.bhncdsb.ca/>
5. <http://www.voyage.gc.ca>
6. <http://bhnresource.bhncdsb.ca>



APPENDIX A - APPLICATION FOR APPROVAL TO TAKE STUDENTS ON AN EDUCATIONAL FIELD TRIP/EXCURSION

APPLICATION SECTION

School:		Date of Application:	
Teacher Organizer:			
Grade(s) or Course(s):		Total Number of Students in the Course or Class:	
Total Number of Students Attending the Field Trip/Excursion:		Males:	Females:
Field Trip/Excursion Destination(s):			
Date of Field Trip/Excursion:			
Departure Time:		Return Time:	
Means of Transportation:			
Curriculum Expectations: <small>(Attach all related assessment and evaluation activities as well as details of pre-trip and post-trip activities)</small>			
Considerations for Students with Special Needs <small>(program modifications, additional supervision, accessibility issues and transportation issues)</small>			
Rationale for the Field Trip/Excursion:			
Name(s) of Teacher Supervisors:			
Name(s) of Volunteer Supervisors:			
Name(s) of Staff Supervisors:			
Total Cost <small>(indicate transportation, accommodation, food, admission and supervision costs by attaching a detailed summary):</small>			
Total Revenue <small>(indicate the revenue sources and the amounts e.g. school funds, fund raising, parents, students, donations etc by attaching a detailed summary):</small>			
Attachments: <ul style="list-style-type: none"> ○ Proposed Itinerary ○ Letters to Parents/Guardians ○ Dates of Parent Information Sessions 		<ul style="list-style-type: none"> ○ Detailed Budget ○ Safety Certificates of Supervisors (where applicable) 	
<input type="checkbox"/>	I have read and understand the Educational Field Trip Policy and the corresponding Administrative Procedures.		

Signature of Teacher

Organizer:

Date:



APPENDIX A - APPLICATION FOR APPROVAL TO TAKE STUDENTS ON AN EDUCATIONAL FIELD TRIP/EXCURSION

APPROVAL SECTION

<input type="checkbox"/>	Application approved by Principal.	<input type="checkbox"/>	Application denied by Principal
Principal Comments:			
Signature of Principal:			Date:
<input type="checkbox"/>	Application approved by Superintendent.	<input type="checkbox"/>	Application denied by Superintendent.
Signature of Superintendent:			Date:
Signature of Director of Education:			Date:
<input type="checkbox"/>	Application approved by the Director.	<input type="checkbox"/>	Application denied by the Director.



APPENDIX B

EDUCATIONAL FIELD TRIP AND EDUCATIONAL EXCURSION APPROVAL MATRIX

Category	Time Restrictions	Participants	Parent/ Guardian Communication Requirements	Approval Process
Day Educational Field Trip	During the instructional day.	Students in a specific class.	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>two weeks</u> prior to the event.	The application shall be submitted at least <u>three weeks</u> prior to the event. The application is subject to the approval of the Principal.
Extended Day Educational Field Trip	Beyond the instructional day but not overnight.	Students in specific classes in Grade 4 or higher (Grade 3/4 is the exception).	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>two weeks</u> prior to the event.	The application shall be submitted to the school Principal at least <u>three weeks</u> prior to the event. The application is subject to the approval of the Principal. The approved field trip shall be forwarded to the local school council and to the school Superintendent for information only.
Overnight Educational Field Trip	Up to three nights using up to two instructional days. Limited to one per class per school/year/ semester.	Students in specific classes - Grade 6 or higher (Grade 5/6 is also included).	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>one month</u> prior to the event.	The application shall be submitted at least <u>six weeks</u> prior to the event. The application is subject to approval from the Principal and the school Superintendent. The approved field trip shall be forwarded to the local school council and to the Board for information only.
Overnight Educational Excursions	Up to three nights using up to two instructional days.	Secondary school teams and clubs (e.g. Campus Ministry).	Parent meeting to be held at least <u>two weeks</u> prior to the event.	Application shall be submitted at least <u>three months</u> prior to the event. The application is subject to the approval of the Principal, the school Superintendent. The approved field trip shall be forwarded to the local school council and to the Board for information only.*
Extended Overnight Educational Field Trip	Four or more nights – using up to two instructional days.	Students in specific classes – Grade 9 or higher.	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>two months</u> prior to the event.	Application to be submitted at least <u>four months</u> prior to the event. The application is subject to the approval of the Principal, the school Superintendent and the Director of Education. The approved field trips shall be forwarded to the local school council and to the Board for information only.*
Educational Excursions		Secondary school teams and clubs (e.g. Campus Ministry).	Parent meeting to be held at least one month prior to the event.	
Extended International Excursions	More than one night – no instructional days.	Secondary schools students on Tourism-Based Excursions or Trips Dedicated to Catholic Social Teaching.	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>three months</u> prior to the event. Parent meeting to be held at least one month prior to the event.	Application to be submitted at least <u>four months</u> prior to the event but no more than one year prior. The application is subject to the approval of the Principal, the school Superintendent, the Director of Education and the Board of Trustees. The approved field trips shall be forwarded to the local school council for information only.

* Any international field trip or excursion shall require the approval of the Board of Trustees.



**APPENDIX - C
PARENT CONSENT FORM FOR EDUCATIONAL FIELD TRIPS/EXCURSIONS
(Students Under 18 years)**

_____ of the Brant Haldimand Norfolk Catholic District School Board is arranging
(Name of School Program)

_____ (description of activity, location, dates and mode of transportation)

ELEMENTS OF RISK

Educational activity programs, such as _____, which is being offered, involve certain elements of risk. Accidents may occur while participating in these activities. These accidents may cause injury. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions at all time while engaged in the activity.

If you choose to participate in _____ on _____, you must understand that you will bear responsibility for any accident that might occur.

The Brant Haldimand Norfolk Catholic District School Board does not provide any accidental death, disability, dismemberment, dental or medical expenses insurance on behalf of the students participating in this activity.

The Brant Haldimand Norfolk Catholic District School Board strongly advises that all students participate in the STUDENT ACCIDENT INSURANCE PLAN offered by the Reliable Life Insurance Company which covers participants for all accidents, 24 hours per day, every day during the full policy term.

ACKNOWLEDGMENT

We have read the above. We understand that in participating in the _____ activity, we are assuming the risks associated with doing so.

Signature of Student: _____ Date: _____
(Optional depending upon age)

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the _____ to be held on or about _____.

Signature of Parent/Guardian: _____ Date: _____

NOTE TO PARENT(S): PLEASE RETURN THIS FORM IN ITS ENTIRETY

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.



APPENDIX - D

**RELEASE AND INDEMNIFICATION FORM FOR
EDUCATIONAL FIELD TRIPS/EXCURSIONS
(Students 18 years and over)**

_____, of the Brant Haldimand Norfolk Catholic District School Board is arranging
(Name of School Program)

(description of activity, location, dates and mode of transportation)

ELEMENTS OF RISK

Educational activity programs, such as _____, which is being offered, involve certain elements of risk. Accidents may occur while participating in these activities. These accidents may cause injury. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions at all time while engaged in the activity.

If you choose to participate in _____ on _____, you must understand that you will bear responsibility for any accident that might occur.

The Brant Haldimand Norfolk Catholic District School Board does not provide any accidental death, disability, dismemberment, dental or medical expenses insurance on behalf of the students participating in this activity.

The Brant Haldimand Norfolk Catholic District School Board strongly advises that all students participate in the STUDENT ACCIDENT INSURANCE PLAN offered by the Reliable Life Insurance Company which covers participants for all accidents, 24 hours per day, every day during the full policy term.

ACKNOWLEDGMENT

I, _____ understand and accept the above and provide the Brant Haldimand Norfolk Catholic District School Board with the following waiver of liability and indemnification agreement.

RELEASE AND INDEMNIFICATION AGREEMENT

I, _____, hereby release the Brant Haldimand Norfolk Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the _____ arranged through the Brant Haldimand Norfolk Catholic District School Board on or about _____.

I further agree to indemnify and save harmless the Brant Haldimand Norfolk Catholic District School Board and its staff and agents from and against any and all suits, demands, torts, and actions of any kind which may be brought against its staff or agents for which it/they may become liable by reason of any injury, loss, damage, or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect or default of mine.

Signature of Student: _____ Date: _____

RETURN THIS FORM IN ITS ENTIRETY

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE.



Policy: Volunteer and Trip Drivers

		Policy Number:	200.21
Adopted:	September 24, 2002	Former Policy Number:	n/a
Revised:		Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The safest means of transporting students is by school bus. Whenever possible, trip organizers are encouraged to use school buses to transport students. The Brant Haldimand Norfolk Catholic District School Board recognizes that in a certain circumstance, it may be necessary for volunteer drivers to be used in the transportation of students for school-approved activities.

Policy Statement:

In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Board Policy on Volunteers (200.04).

All trip drivers, including volunteer drivers shall:

- ü Have adequate liability insurance coverage
- ü Have a valid driver's license
- ü Have a driving record that is free from violations
- ü Be 21 years of age or older.

Students are not authorized to act as trip drivers.

Glossary of Key Policy Terms:

Trip Driver

Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to: trustees, employees, teachers, parents, volunteers, officials of the Board.

Volunteer Driver

A trip driver that is not an employee of the Board or a trustee that volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.

References: N/A



**VOLUNTEER AND TRIP DRIVERS
AP: 200.21**

Procedure for:	Board Staff	Adopted:	September 24, 2002
Submitted by:	Chris N. Roehrig (Superintendent of Education)	Revised:	Month Day, Year
Category:	Students		

Purpose

The purpose of this Administrative Procedure is to provide direction to Board Staff and Schools regarding the use of volunteer and trip drivers.

Responsibilities

All Board staff shall follow this administrative procedure. Specific direction is provided for principals, volunteers, and teachers.

Procedures

- 1.0 All trip drivers, including volunteer drivers shall complete the *Volunteer Driver Authorization to Transport Students* (Appendix A) and seek approval from the school principal before transporting students.
- 2.0 All trip drivers, including volunteer drivers, are advised that, in order to bring into effect the Board's Excess Liability Insurance, they shall:
 - Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
 - Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
 - Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
 - Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance.
 - Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)
- 3.0 In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Board Policy on Volunteers (200.04).

Definitions

Trip Driver

Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to: trustees, employees, teachers, parents, volunteers, officials of the Board.

Volunteer Driver

A trip driver that is not an employee of the Board or a trustee that volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.

References – N/A



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

**VOLUNTEER DRIVER AUTHORIZATION TO
TRANSPORT STUDENTS**

School Name: _____ Date: _____

This will authorize

(Name of teacher or other volunteer driver)

To transport students participating in the events listed on the attached school schedule or to transport students participating in the following school activity:

VEHICLE INFORMATION: MAKE: _____ YEAR: _____ LICENSE PLATE#: _____

INSURANCE INFORMATION: POLICY NUMBER: _____

TOTAL AMOUNT OF THIRD PARTY LIABILITY INSURANCE (MINIMUM REQUIRED \$1 000 000): _____

All trip drivers, including volunteer drivers shall have adequate liability insurance coverage, a valid driver's license, a driving record that is free from violations, and be 21 years of age or older. Students are not authorized to act as trip drivers. In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Board Policy on Volunteers (200.04).

All trip drivers, including volunteer drivers, are advised that, in order to bring into effect the Board's Excess Liability Insurance, they shall:

- (a) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- (b) Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
- (c) Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
- (d) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance.
- (e) Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)

DECLARATION TO BE SIGNED BY DRIVER

- I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I have read and understand page two of this form regarding the Summary of Insurance.

Printed Name: _____ Signature: _____ Date: _____

DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

- I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I have read and understand page two of this form regarding the Summary of Insurance.

Printed Name: _____ Signature: _____ Date: _____

Principal Approval

Printed Name: _____ Signature: _____ Date: _____



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

**VOLUNTEER DRIVER AUTHORIZATION TO
TRANSPORT STUDENTS**

SUMMARY OF INSURANCE

1. Volunteer Supervisors on School Premises

The Board's liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 Million for each occurrence.

2. Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the Board is being operated by a volunteer or any other Board employee for approved school activities, the Board's Non-Owned Automobile Insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non-Owned Auto policy.

There is not coverage provided by the Board's insurance for damage to a volunteer's or an employee's vehicle while they are being operated for Board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

3. Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$ 1 Million of Third Party Automobile Liability insurance. Volunteers and Board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

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

Prepared by: Cathy Horgan, Director of Education & Secretary
Presented to: Budget Committee
Submitted on: April 1, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

GOALS FOR 2011-12 BUDGET

Public Session

BACKGROUND INFORMATION:

One of the major responsibilities coming out of Bill 177 for Trustees is the development of a multi-year plan. Our strategic plan was developed in 2009. The following strategic commitments were created as the major focus of our efforts for the next three years:

- Catholicity
- Student Achievement
- Leadership
- Communications

DEVELOPMENTS:

The following goals for the budget of the 2011-12 school year reflect these strategic commitments:

Catholicity:

- Media Coverage
- Principal/Teacher Training
- Board Theme

Student Achievement:

- Data Researcher
- 21st Century Learning (primary)
- Math Coaches (elementary and secondary)
- Literacy Coaches (secondary)
- Assessment & Evaluation, Co-Operative Learning; Differentiated Instruction Focus Group, Writing Focus Group (secondary)
- Nelson Curriculum Resources (elementary)
- Elementary School Networks
- Safe Schools & Equity

Leadership:

- Mentoring of new Principals/Vice-Principals
- Principal Leadership in Human Resources Certificate Course
- Internship Program
- Recruitment/Selection
- Aspiring Leaders

Communications:

- Property Assessment and School Support
- Branding
- Web Portal Resources

In developing the budget, staff will include technology resources, professional development and other supports needed to address these objectives. Plans have been developed by the District Student Achievement Team (DSAT), which includes teaching staff, program staff, administrators and senior administration. The proposed budget will include DSAT's plans for expanding the 21st Century Learning Project to all primary classes in 2011-12, subject to the appropriate evidence based on the pilot project and other data.

RECOMMENDATION:

THAT the Budget Committee recommends that the Committee of the Whole refers the Goals for 2011-12 Budget report to the Brant Haldimand Norfolk Catholic District School Board for approval.

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

Prepared by: Alyna Poremba, Student Trustee
Presented to: Board of Trustees
Submitted on: April 26, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

STUDENT TRUSTEE REPORT

Public Session

BACKGROUND INFORMATION:

The Student Senate last met on Tuesday, March 29, 2011.

Seven Student Senators, accompanied by Superintendent Roehrig, attended the inaugural Ontario Catholic Student Leadership Conference (OCSLC), hosted by the Niagara Catholic District School Board, from March 31 to April 2, 2011.

DEVELOPMENTS:

At their last meeting, Senators reviewed the board's Student Trustee policy and made recommendations for revisions.

At the OCSLC, Senators were among 400 English and French Catholic secondary school students and moderators participating in the event. The conference theme was "Lighting the Way", with the purpose of gathering students from every Catholic school board in the province to better understand what they like about Catholic education and to provide them with the opportunity to help shape its future.

The students were divided into smaller groups in order to brainstorm their answers to several key questions regarding Catholic education. The three areas of focus were Our Collective Vision, Strengths and Highlights, and Challenges for Catholic Education. The students' ideas were condensed into a series of statements. At the end of the conference, students were able to vote on the three statements in each area they felt were most important. Students were also asked for input on several other topics and the feedback summarized in a series of "We Believe" statements.

Students participated in several liturgies, listened to keynote speakers, and ended the conference with a mass presided over by Bishop Bergie. Students also had the chance to stroll down the "Catholic Walkway," which featured booths set up by various Catholic organizations.

All of the Senators enjoyed the conference and connected with many other Catholic students from across the province.

SCHOOL NEWS:

All three secondary schools held meaningful Ash Wednesday services.

Assumption College students are busy signing up for Relay For Life, which will be coming up in May or June. Students also participated in a drug awareness assembly to reinforce the tragic consequences of drugs. Finally, their mock trial team won at both the regional and provincial level as part of the Ontario Bar Association's Law Day.

Holy Trinity had a commendable showing at the Norfolk Musical Arts Festival. For the second year in a row, the Vocal Ensemble won Best Secondary School Choir, and the Concert Band also won a scholarship for their performance. Students are looking forward to their upcoming Spring Celebration honouring the school's 10th Anniversary.

The OSAID chapter at St. John's College gave a presentation to demonstrate the consequences of drinking and driving. The music program hosted the annual Tri-High Concert, where bands from all three secondary schools came together to perform. For the first time, the school also entered a team in the regional mock trial competition.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report for April 2011.



2010-11 Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
April 26, 2011	5:00 pm	Budget Committee Meeting	
April 26, 2011	7:00 pm	Board Meeting	
April 28-May 1, 2011		OCSTA AGM (Toronto)	
May 1-6, 2011		Catholic Education Week	
May 3, 2011	2:30 pm	Executive Council Mtg.	
May 3, 2011	5:30 pm 6:30 pm	Celebration of the Arts (Sanderson Centre) – art viewing Celebration of the Arts - performances	
May 4, 2011	6:00 pm	St. Bernard (B) 50 th Anniversary	
May 4, 2011	1:30 pm	Accommodations Committee Mtg.	X
May 5, 2011	1:30 pm	Faith Advisory Committee Mtg.	
May 5, 2011	7:00 pm	Policy Committee Meeting	
May 9, 2011	1:00 pm	Budget Committee Meeting	
May 11, 2011	7:00 pm	SEAC Meeting @ Sacred Heart School, Paris	
May 13, 2011		PA Day (St.Cecilia's only)	
May 17, 2011	1:00 pm	STSBHN Governance Mtg.	
May 17, 2011	7:00 pm	Committee of the Whole	
May 24, 2011	5:00 pm	Budget Committee Meeting	
May 24, 2011	7:00 pm	Board Meeting	
May 25, 2011	1:30 pm	Catholicity Committee Mtg.	
May 26, 2011	6:00 pm	OECTA Retirement Dinner	
May 31, 2011	7:30 pm	Audit Committee Meeting	
June 2-5, 2011		CCSTA Convention	
June 6, 2011		PA Day (elementary only)	
June 7, 2011	2:30 pm	Executive Council Mtg.	
June 7, 2011	7:00 pm	Policy Committee Meeting	
June 8, 2011	7:00 pm	SEAC Meeting @ Sacred Heart School, Paris	
June 21, 2011	7:00 pm	Committee of the Whole	
June 27, 2011	4:45 pm	Assumption College Graduation	
June 28, 2011	7:00 pm	Board Meeting	
June 29, 2011		Last Day of Classes	
June 29, 2011	7:00 pm	St. John's College Graduation – Sanderson Centre	
June 29, 2011	7:00 pm	Holy Trinity Graduation	
June 30, 2011		PA Day (system-wide)	

* Future Note: Trustee Inservice/Mass with Bishop Fabbro – Sept. 19, 5:30 – 8:30 pm, Woodstock