



Board Meeting
Tuesday, November 22, 2011 7:00 p.m.
Boardroom

Members:

Trustees:

Cliff Casey (Chair), June Szeman (Vice Chair), Dennis Blake, Dan Dignard, Bonnie McKinnon, Rick Petrella, Maxine Smitiuch (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 Agenda
- 1.4 Declaration of Interest

2. Presentations

The Board will recognize Danielle Boschman, Steven Glowala and Chris Rait, Arts Itinerant Teachers, for their contribution to the Year 3 Board Theme song and dance.

3. Delegations - Nil

4. Consent Agenda

- 4.1 Approval of Minutes from the Board Meeting – October 25, 2011 Pages 3-6
- 4.2 Approval of Minutes from the Special Meeting of the Board – November 2, 2011 Pages 7-8
- 4.3 Approval of Minutes from the Special Meeting of the Board – November 16, 2011 Pages 9-10

5. Committee and Staff Reports

- 5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting of November 15, 2011 Pages 11-17
Presenter: June Szeman, Vice-Chair



- Volunteers Policy 200.04 (pgs. 18-36)
- Long-Term Accommodation Plan (pgs. 37-40)
- Excursion – Cleveland, OH (pg. 41)
- Excursion – Washington, DC (pg. 42)

5.2 Student Trustee Report

Page 43

Presenter: Maxine Smitiuch, Student Trustee

6. Information and Correspondence

6.1 OCSTA Update

7. Notices of Motion

8. Trustee Inquiries

9. Business In-camera

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

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

10. Report on the In-Camera Session

11. Future Meetings and Events

Pages 44-45

12. Closing Prayer

Gracious God, as we prepare to conclude this meeting, we once again lift up our hearts to You.

We thank you for the gifts that have been present within this act of service to the community, for the gifts of fellowship and understanding, of mutual respect and shared vision.

We are grateful for the gifts of perseverance and insight into the common concerns we share.

Now bless our departure and journeys homeward, in the name of the Father, Son, and Holy Spirit. Amen

13. Adjournment



Board Meeting
Tuesday, October 25, 2011 7:00 pm
Boardroom

Trustees:

Present: Cliff Casey (Chair), Dennis Blake, Dan Dignard, Bonnie McKinnon, Rick Petrella, Maxine Smitiuch (Student Trustee)

Absent: June Szeman (Vice Chair)

Senior Administration:

Cathy Horgan (Director of Education & Secretary), Bill Chopp and Trish Kings (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 Agenda

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the October 25, 2011 meeting.

Carried

1.4 Declaration of Interest – Nil

2. Presentations - Nil

3. Delegations - Nil

4. Consent Agenda

4.1 THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the September 27, 2011 Board meeting.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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

Carried



5. Committee and Staff Reports

5.1 **Unapproved Minutes and Recommendations from the Committee of the Whole meeting of October 18, 2011**

Trustee Dignard reviewed the highlights from the October 18, 2011 meeting of the Committee of the Whole. Director Horgan noted that an error had been made in the Excursion – Chicago, IL report. The request is from St. John's College, not Assumption College School. The motion was amended to reflect this correction. Trustee Dignard put forward the following recommendations for approval:

THAT the Policy Committee recommends that the Committee of the Whole refers the Fees for Learning Materials and Activities Policy 200.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Student Trustee Policy 100.07 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Catholic School Advisory Council Policy 200.31 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Regional Catholic Parent Involvement Committee Policy 200.24 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$46,034 for the 2011-12 school year.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Strategic Action Plan 2011-12.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the position of e-Learning Contact from December 1, 2011 to June 30, 2012.

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 Chicago, IL from Saturday, March 10, 2012 to Tuesday, March 13, 2012.



Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes from the Committee of the Whole Meeting of October 18, 2011.

Carried

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations from the Committee of the Whole Meeting of October 18, 2011.

Carried

5.2 Student Trustee Report

Student Trustee Smitiuch advised that Student Senators have established their goals for the 2011-12 school year. School orientations and colour nights at all three secondary schools were successful, and school club activities and sports teams are well under way.

Moved by: Dan Dignard

Seconded by: Dennis Blake

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

Carried

6. Information and Correspondence

- 6.1** Chair Casey advised that OCSTA has sent information regarding optional Travel Insurance coverage that can be purchased by Trustees. He also distributed copies of *Best Practices for Strengthening the School/Parish Relationship*, which summarizes trustee feedback provided at the Spring 2011 OCSTA Regional Meeting. Trustees were invited to provide feedback to trustee members of the Catholicity Committee and Director Horgan will add this item on the next Catholicity Committee meeting agenda.

Moved by: Dennis Blake

Seconded by: Dan Dignard

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

Carried

7. Notices of Motion - Nil

8. Trustee Inquiries - Nil

9. 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



10. 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

11. Future Meetings

The list of upcoming year-end meetings and events was reviewed by Trustees. Significant dates in November were highlighted by Director Horgan.

12. Closing Prayer

A closing prayer was recited in unison.

13. Adjournment

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of October 25, 2011.

Carried



**Special Meeting of the Board
Wednesday, November 2, 2011 2:00 p.m.
Haldimand Room**

Trustees:
Present: Cliff Casey (Chair), June Szeman (Vice Chair), Dennis Blake, Dan Dignard, Bonnie McKinnon, Rick Petrella

Absent:

Senior Administration:
Cathy Horgan (Director of Education & Secretary)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with a prayer.

1.2 Attendance – as noted above

1.3 Approval of the Agenda

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the Special Meeting of the Board of November 2, 2011.

Carried

1.4 Declaration of Interest - Nil

2. Business In-Camera

Moved by: Dan Dignard

Seconded by: Rick Petrella

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

Carried

3. Report on the In-Camera Session

Moved by: June Szeman

Seconded by: Bonnie McKinnon

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

Carried



4. Adjournment

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of November 2, 2011.

Carried



**Special Meeting of the Board
Wednesday, November 16, 2011 3:30 p.m.
Boardroom**

Trustees:

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

Absent:

Senior Administration:

Cathy Horgan (Director of Education & Secretary)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with a prayer.

1.2 Attendance – as noted above

1.3 Approval of the Agenda

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the Special Meeting of the Board of November 16, 2011.

Carried

1.4 Declaration of Interest - Nil

2. Business In-Camera

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

Carried

3. Report on the In-Camera Session

Moved by: Rick Petrella

Seconded by: Dennis Blake

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

Carried



THAT the Brant Haldimand Norfolk Catholic District School Board appoints Tom Grice as Superintendent of Business and Treasurer effective January 1, 2012.

Carried

4. Adjournment

Moved by: Dennis Blake

Seconded by: June Szeman

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of November 16, 2011.

Carried

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

November 15, 2011

AGENDA ITEM	MOTION
5.1	<p>THAT the Committee of the Whole refers the recommendations from the Policy Committee Meeting of November 8, 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 Volunteers Policy 300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p>
5.2	<p>THAT the Committee of the Whole refers the recommendations from the Accommodations Committee Meeting of November 8, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Accommodations Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that Administration develops a process to seek input from stakeholders at affected schools and to identify the resources necessary to complete such a process.</p> <p style="padding-left: 40px;">THAT the Accommodations Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that Administration begins the consultation process in Brant County schools.</p>
5.5	<p>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 Cleveland, OH from Thursday, May 10, 2012 to Sunday, May 13, 2012.</p>
5.6	<p>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 Washington, DC from Thursday, May 10, 2012 to Sunday, May 13, 2012.</p>

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes from the Committee of the Whole Meeting of November 15, 2011.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations from the Committee of the Whole Meeting of November 15, 2011.



Committee of the Whole
Tuesday, November 15, 2011 7:00 pm
Boardroom

Trustees:

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

Absent:

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

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

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the November 15, 2011 meeting.

Carried

1.4 Declaration of Interest – Nil

2. Presentations – Nil

3. Delegations - Nil

4. Consent Agenda

Trustee Blake requested that Item 4.2 be discussed separately.

4.1 THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the October 18, 2011 meeting.



- 4.3** THAT the Committee of the Whole refers the unapproved minutes from the Regional Catholic Parent Involvement Committee meeting of November 7, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.4** THAT the Committee of the Whole refers the unapproved minutes from the Catholicity Committee meeting of November 9, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Rick Petrella

Seconded by: Dan Dignard

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

Carried

Trustee Blake asked several questions of clarification regarding the minutes from the recent Student Transportation Services BHN Board of Directors' meeting including Brantford city taxi rates, bus carrier contracts, Safety Patrollers' recognition, and goals. Staff responded to Trustee Blake's inquiries.

- 4.2** THAT the Committee of the Whole refers the unapproved minutes from the Student Transportation Services Brant Haldimand Norfolk Board of Directors' meeting of October 25, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives Item 4.2 under the Consent Agenda.

Carried

5. Committee and Staff Reports

5.1 Unapproved Policy Committee Meeting Minutes and Recommendations – November 8, 2011

Trustee Blake, Chair of the Policy Committee, brought forward two recommendations from the Policy Committee meeting, as follows:

THAT the Policy Committee recommends that the Committee of the Whole refers the Volunteers Policy 300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Trustees' Code of Conduct Policy 100.04 (Interim) to the Brant Haldimand Norfolk Catholic District School Board for approval.



Trustee Petrella made the following motion:

THAT the Committee of the Whole refers the Trustees' Code of Conduct Policy 100.04 (Interim) back to the Policy Committee for additional review and consideration.

Moved by: Rick Petrella

Seconded by: Dan Dignard

Carried

There was no discussion regarding the Volunteers Policy.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole refers the unapproved minutes from the Policy Committee Meeting of November 8, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

THAT the Committee of the Whole refers the Volunteers Policy 300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5.2 Unapproved Accommodations Committee Meeting Minutes and Recommendations – November 8, 2011

Trustee Dignard, Chair of the Accommodations Committee, commented that he was pleased with the direction the Committee had taken to develop a process and to initiate dialogue with stakeholders regarding potential school closures rather than going directly into Accommodation Reviews. Director Horgan clarified that staff were in the process of investigating these options, which would be presented to Trustees in the near future. Trustee Dignard presented the following recommendations from the Committee meeting:

THAT the Accommodations Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that Administration develops a process to seek input from stakeholders at affected schools and to identify the resources necessary to complete such a process.

THAT the Accommodations Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that Administration begins the consultation process in Brant County schools.

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Committee of the Whole refers the unapproved minutes from the Accommodations Committee Meeting of November 8, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

THAT the Committee of the Whole refers the recommendations from the Accommodations Committee Meeting of November 8, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



5.3 Monitoring Student Achievement: School Supervision

Superintendent Kings updated Trustees on the development of a new Catholic Elementary School Evidence Portfolio that every elementary principal will maintain in an effort to promote ongoing reflection, dialogue, monitoring and evaluation. The Portfolio will be reviewed by the Superintendent and Principal at regular school visits to assist with more structured, focused conversations on the progress of the School Improvement Plan, the principal's annual growth plan, and general school operational issues. Director Horgan expressed her thanks to Superintendents Kings and Chopp for their efforts and work in developing this excellent resource.

Moved by: June Szeman

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Monitoring Student Achievement: School Supervision report.

Carried

5.4 Board Enrolment

Assistant Superintendent Grice reported that the October 31, 2011 Average Daily Enrolment numbers provided to the Ministry reflect seven Full Time Equivalent (FTE) students lower than June's projected enrolment, and 64.5 FTE higher at the secondary panel. The Ministry uses the October 31 enrolment data for grant purposes.

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 Board Enrolment report.

Carried

5.5 Excursion – Cleveland, OH

Superintendent Roehrig advised that approximately 50 Grades 10-12 students from Assumption College School have an opportunity to participate in a field trip in May 2012 that will enhance the cultural and social components of the school's music curriculum. They will also participate in two performances during their excursion.

Moved by: Dan Dignard

Seconded by: Rick Petrella

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 Cleveland, OH from Thursday, May 10, 2012 to Sunday, May 13, 2012.

Carried



5.6 Excursion – Washington, DC

Superintendent Roehrig advised that approximately 48 Grade 11 students from Assumption College School have an opportunity in May 2012 to visit numerous cultural and historical landmarks and sites to further enhance their understanding of world history.

Moved by: Bonnie McKinnon

Seconded by: June Szeman

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 Washington, DC from Thursday, May 10, 2012 to Sunday, May 13, 2012.

Carried

6. Information and Correspondence

Director Horgan brought forward a recommendation that the award that trustees present annually at secondary school graduations be given a more descriptive name. Trustees agreed that the award should be called the *Catholic Christian Service Award*, rather than the Rainbow Award. Director Horgan will advise the secondary schools of the new name.

Vice Chair Szeman commented on the annual Remembrance Day Service that she attended at St. John's College last week. It was a very powerful and moving service, in particular the visual production on the Canadian Heritage War Museum. She expressed her pride in the students' exemplary conduct.

Moved by: Dennis Blake

Seconded by: June Szeman

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

Carried

7. Notices of Motion - Nil

8. Trustee Inquiries

Trustee Blake asked that the Board's sign on the front lawn of the Catholic Education Centre be lit up at night.

In response to Trustee Petrella's inquiry regarding the status of the Information Technology Strategic Plan, Assistant Superintendent Grice advised that it would be presented to Trustees in the new year.

9. Business In-Camera

Moved by: June Szeman

Seconded by: Rick Petrella

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

Carried



10. Report on the In-Camera Session

Moved by: Rick Petrella

Seconded by: June Szeman

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

Carried

11. Future Meetings

The list of 2011-12 meetings and events was reviewed by Trustees. Meetings for the Accommodations Committee and Audit Committee were scheduled for December.

12. Closing Prayer

13. Adjournment

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of November 15, 2011.

Carried

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

Prepared by: Cathy Horgan, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: November 8, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

POLICY: VOLUNTEERS

Public Session

BACKGROUND INFORMATION:

The current Volunteers policy was adopted in 2004 and revised in June 2010.

DEVELOPMENTS:

The existing policy requires revisions to reflect changes in the category of the policy (from Human Resources to Students) and to comply with updated privacy and information management procedures.

Due to changes in regulations, the policy was updated to reflect current requirements including those detailed in the:

- Education Act, R.S.O. 1990, c.E.2, Section 171(1)(4)
- Education Act and Regulation 521/01, as amended by Regulation 323/03
- Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)

The Criminal Background Check screening process also underwent significant changes due to increased security implemented by the RCMP and process change implemented by local police. This had an impact on the policy, the administrative procedure and the required forms. Due to these changes, the administrative procedure and required forms have been completely revised.

This policy was vetted to Trustees, Principals/Vice-principals, the Associate Director, Superintendents and Managers. There were no recommended changes.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Volunteers Policy 300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Volunteers

		Policy Number:	300.12
Adopted:	June 22, 2004	Former Policy Number:	N/A
Revised:	June 22, 2010	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes the volunteer support of parents/guardians and community members increases the learning opportunities for our students and assists staff in daily operations. Every precaution is taken to provide and maintain a safe, secure learning and working environment. Volunteers are trained, supported and are subject to the same safety measures that employees are held to.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- volunteers provide a criminal background check every three years;
- volunteers provide a completed *Criminal Offence Declaration – Volunteer* form each year a criminal background check is not provided;
- volunteers provide a signed *Volunteer Confidentiality Agreement*;
- volunteers are trained and supported by the supervisor.

Glossary of Key Policy Terms:

Volunteer

Is an individual over the age of 18 who agrees to undertake, without pay, a designated task which supports a classroom, a school, or a system-wide program.

Supervisor

Is the principal or individual responsible for the activity at the site where the volunteer is offering his/her time.

References

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
 Education Act, R.S.O. 1990, c.E.2, Section 171(1)(4)
 Education Act and Regulation 521/01, as amended by Regulation 323/03
 Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)



Administrative Procedure - Volunteers AP 300.12

Procedure for:	Principals/Supervisors	Adopted:	June 22, 2004
Submitted by:	Director of Education Cathy Horgan	Revised:	June 22, 2010
Category:	Students		

Purpose

To provide direction for supervisors/principals/vice-principals when volunteers are required in our system.

Responsibilities

Supervisor/principal/vice-principal will:

- determine the need for volunteers;
- recruit, select and screen volunteers;
- approve and delineate the tasks and the assignment of the volunteers;
- supervise and evaluate the volunteers;
- evaluate the volunteer program;
- recognize the volunteers;
- escalate a Criminal Background Check certificate containing an offence to the Director of Education.

School Superintendents/Senior Administration will:

- provide guidance to supervisors/principals/vice-principals when requested.

Human Resource Coordinator will:

- when requested by a supervisor, provide via email, confirmation of an up-to-date Criminal Background Check or Offence Declaration for an employee (full time/on-leave/occasional);
- if there is police contact information that requires adjudication, escalate the request to the Director of Education for a decision.

Director of Education will:

- adjudicate Criminal Background Checks containing an offence or police contact information.

Information

Due to recent changes in the Criminal Background Check process, it is essential that all schools/sites in our system use standardized forms and adhere to the procedures when seeking Criminal Background Checks for volunteers. All volunteers in our Board will provide a Criminal Background Check before service begins.



Procedures

1.0 Principals

1.1 Determining the Need for Volunteers

It is up to the supervisor/principal/vice-principal to determine if there is a need for volunteers and to assess the volunteer program. If the supervisor is not the principal the supervisor will submit an outline of the volunteer program to the school principal for approval.

1.2 Planning for Volunteers for the Upcoming School Year

The school principal has the option of sending home a letter to parents/guardians in June outlining the Criminal Background Check process. This letter provides the parents/guardians the ability to request the required forms from the school and begin the Criminal Background Check process for the upcoming school year. Criminal Background Checks can take 14-120 days to process. It is recommended that principals provide potential volunteers as much time as possible to complete the process.

1.3 Processing Forms

Provide the appropriate forms to the potential volunteer. To ensure privacy, ALL forms must be returned in a sealed envelope directly to the principal. In jurisdictions where volunteers are charged for CBC processing or fingerprinting, the Board will not pay such costs.

If the Criminal Background Check certificate is free from occurrence or (if appropriate) the Offence Declaration indicates no offences have occurred and all other required forms have been received, provide the volunteer name and the date of the certificate to the school secretary for tracking.

If a volunteer changes location or volunteers in more than one location, the CBC information follows them or can be shared. Ensure that each location has a copy of all forms to ensure consistent tracking.

1.4 Receiving a Criminal Background Check Containing an Offence

If the Criminal Background Check certificate contains an offence or the Offence Declaration indicates an offence has occurred, escalate the information to the Director of Education for adjudication. In such cases, no volunteer activities are to take place until direction is received from the Director of Education.

1.5 Processing Forms of a Volunteer Who is an Employee of the Brant Haldimand Norfolk Catholic District School Board

If someone wishes to act in a volunteer capacity and identifies themselves as a BHNCDSB employee, the principal is required to email a Human Resources Coordinator and request confirmation that the Board holds an up-to-date Criminal Background Check or Offence Declaration. The confirmation email must be kept on file in place of the paper copy of the Criminal Background Check or Offence Declaration. If the Human Resource Coordinator has information that requires risk assessment, the request is escalated to the Director of Education for adjudication.

The email confirmation must be requested and provided each year the employee acts as a volunteer.

All other volunteer sections of the Volunteer Administration Procedures apply.



1.6 Storage of Forms

All Criminal Background Check certificates, Offence Declarations and Volunteer Confidentiality Agreements must be received in sealed envelope by the principal and kept in a secure location in the principal's office. This information is private and must be handled accordingly. This record must be appropriately disposed of in accordance to Privacy and Information Management best practices and in accordance with the Brant Haldimand Norfolk Catholic District School Board's retention schedule.

1.7 Managing the Volunteer Tracking List (Maintaining Ongoing Records)

All volunteers should appear on a tracking list maintained by the school secretary. Each year this list must be reviewed and the appropriate forms filled out and submitted.

Volunteers must provide a Criminal Background Check every three years. Volunteers may sign an Offence Declaration in the two 'middle years'. Example: 2011-12 School Year – CBC, 2012-13 School Year – Declaration, 2013-14 School Year – Declaration, 2014-15 School Year – CBC.)

The Volunteer Tracking List must verify that each year a CBC or (if appropriate) Offence Declaration has been submitted AND a Volunteer Confidentiality Agreement has been signed.

1.8 Volunteers on Educational Field Trips and/or Excursions

An up-to-date Criminal Background Check and a completed Volunteer Confidentiality Agreement must be provided by every volunteer on an educational field trip and/or excursion in advance of the event date.

The ONLY exception to this requirement is for volunteers under constant and continued supervision by Brant Haldimand Norfolk Catholic District School Board staff (meaning all volunteers, students and staff remain together in one large group for the entire event.)

1.9 Providing Information to Volunteers

Once the volunteer has provided the supervisor with an acceptable Criminal Background Check (or a completed Criminal Offence Declaration – Volunteer) and a completed Volunteer Confidentiality Agreement, the supervisor will provide an orientation of the work site (if applicable). The orientation program will consist of training with respect to duties as well as rules to be observed.

Volunteers are insured under the Board's Public Liability Insurance Policy when performing assigned duties in good faith and in a reasonable and responsible manner. Volunteers should be aware that the Board's insurance does not include a loss of income provision should the volunteer sustain an injury that prevents him/her from resuming normal employment.

1.10 Terminating Volunteer Service

Volunteers, who do not adhere to Board policies and procedures or undertake an unauthorized role, may have their assignment terminated at the discretion of the principal.



2.0 Volunteers

2.1 Role of the Volunteer

A volunteer is expected to:

- § Perform assigned duties as directed by Board staff.
- § Neither be responsible for the discipline or the evaluation of students.
- § Not violate any collective agreement requirements.
- § Maintain confidence with any personal information which is shared with them in the performance of their duties, in compliance with MFIPPA and Privacy and Information Management legislation.
- § Follow dress and behavior codes and wear an identification badge when volunteering.
- § Notify their supervisor of any absence as far in advance as possible.
- § Follow Board health and safety rules.
- § Support the beliefs of our Catholic faith.

2.2 Required Forms

Volunteers must obtain the necessary forms from the school and process them at the police department closest to their place of residence.

Volunteers are required to provide a Criminal Background Check every three years or if there is a break in the volunteer's service of more than one year. In the years that a Criminal Background Check is not required the volunteer is required to complete a Criminal Offence Declaration - Volunteers in advance of contact with student(s). Volunteers are required to complete a Volunteer Confidentiality Agreement every year.

2.2 Submitting the Required Forms

All documentation must be submitted **to the school principal in a sealed envelope.**

References

Brant Haldimand Norfolk Catholic District School Board's Retention Schedule
Educational Field Trips Policy 500.01
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Safe Schools Act, Reg. 521/02
Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)

Forms

Consent to Disclosure of Personal Information (OPP: Haldimand County, Norfolk County and County of Brant ONLY)
Application for Police Check (City of Brantford ONLY)
Request for Vulnerable Sector Screening Check (OPP: Haldimand County, Norfolk County and County of Brant ONLY)
Request for Vulnerable Sector Screening [Brantford City Police] (City of Brantford ONLY)
Criminal Offence Declaration - Volunteer
Volunteer Confidentiality Agreement
Acceptable Identification List
Quick Reference Chart for Police Requirements (Checklist for school principals)
Police Check Requirements Q & A (Quick answer guide for school staff)
Parent/Guardian Letter



**Consent to Disclosure
of Personal Information**

Note: This form to be used to assist the agency to determine the suitability of successful candidates for either full or part time employment and/or volunteer duties having direct contact with children or vulnerable persons.

Applicant Information

Surname				Given Names			
Maiden Name or Other Names used (if applicable)				Place of Birth			
YY	D.O.B. MM	DD	Sex	Area	Telephone (Res.)		Driver's Licence Number
Address: Number		Street		Apt./Unit	City/Town/Municipality		Postal Code

Previous addresses for the last five years (If insufficient room, attach a separate sheet.)

Number	Street	Apt./Unit	City/Town/Municipality	Postal Code	Years at Residence

(Please read carefully.)

I hereby consent to full disclosure, by the Ontario Provincial Police (OPP) to the person(s) listed below, of all police record information. This consent includes the release of records of criminal convictions for which a pardon has not been granted, records of discharges which have not been removed from the CPIC system in accordance with the *Criminal Records Act*, or any convictions registered, charges pending or any other judicial order issued under an Act of Parliament or an Act of the Legislature. This consent also includes and authorizes the release of information available from the files of the OPP or any other police agency, including occurrence information, which the OPP deems necessary to fulfill the requirements of the volunteer/applicant screening process. This consent is given pursuant to s.42(b) of the *Freedom of Information and Protection of Privacy Act*.

Name	Title
Name of Organization	

The *Criminal Records Act*, provides for additional information to be provided to a person or organization responsible for the well-being of one or more children or vulnerable persons. I am an applicant for a paid or volunteer position with such a person or organization, as defined by the *Criminal Records Act*, as described below:

Description of the paid or volunteer position:	
Name of the person or organization:	Title
Details regarding the child(ren) or vulnerable person(s):	

Therefore, pursuant to a request by the above person or organization, I hereby consent to a search of the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if I have been convicted of, and been granted a pardon for, any of the offences listed in the schedule to the *Criminal Records Act*. I understand that pursuant to this consent, if I am determined to be the person named in a criminal record as described above, that record may be disclosed to the Ontario Provincial Police (OPP) and the OPP will then disclose that information to me and to the person or organization referred to above.

Release and Discharge

I hereby release and forever discharge Her Majesty the Queen in right of Ontario, the Commissioner of the Ontario Provincial Police and all members and employees of the OPP from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the OPP.

_____ <i>Signature of Applicant</i>	_____ <i>Date</i>
_____ <i>Signature - Organization Witness</i>	
_____ <i>Identification verified by</i>	

STAMP OF ORGANIZATION

Confidential

This record and the information contained therein, is being provided in confidence and shall not be disclosed to any person except as provided above.

The information provided is based on a name check only and having a birth date as provided above.

- Fails to reveal any record relating to the above subject
- Indicates the following information may relate to the above subject.

OPP AUTHORIZING SIGNATURE

APPLICATION FOR POLICE CHECK

PLEASE PRINT CLEARLY

DATE: _____

REQUESTING AGENCY:

(SCHOOL/EMPLOYER/CHURCH/ETC.) _____

LAST NAME

FIRST NAME

MIDDLE NAME

ALL PREVIOUS NAMES:

(I.E. MAIDEN, PREVIOUS MARRIED, ADOPTIVE, ETC.): _____

DATE OF BIRTH: _____ **MALE:** _____ **FEMALE:** _____
Day/Month/Year

DO YOU HAVE A CRIMINAL RECORD YES _____ NO _____

IF YES CAN YOU ADVISE WHAT YOUR CONVICTIONS ARE:

CURRENT ADDRESS:

(MUST RESIDE WITHIN THE CITY OF BRANTFORD, NOT BRANT COUNTY. PLEASE INCLUDE UNIT/APT. #-S, AND # YEARS AT THIS RESIDENCE)

HOME PHONE #: _____ **ALTERNATIVE #:** _____

PREVIOUS ADDRESSES FOR PAST FIVE YEARS:

INCLUDE ALL ADDRESSES WHILE ATTENDING OUT OF CITY COLLEGE/UNIVERSITY. (CONTINUE ON REVERSE IF NECESSARY)

I hereby authorize the Brantford Police Service to conduct a local records check with any Police Service in Canada and obtain information on me.

If the agency that you are applying to work or volunteer for deals with vulnerable adults or children then a check of the **PARDONED SEX OFFENDER DATABASE** is necessary. Your signed consent is required and you must also understand that fingerprints maybe requested to finalize this search.

SIGNATURE: _____

I CERTIFY ALL NAMES AND ADDRESSES HAVE BEEN DISCLOSED & CONSENT FOR VS CHECK

POLICE SERVICE USE ONLY

To be completed by Brantford Police Service member processing this police check.

STUDENT/VOLUNTEER: YES _____ NO _____ RECEIVED BY: _____ ID CONFIRMED: _____

CHECK DONE

COMPLETED BY

NICHE _____

LEGACY _____

PERSQ _____

CNI/FPS# _____

VS _____

MESSAGE TRACKING: _____

BPS-28-01/11



Request for Vulnerable Sector Screening Check

THIS FORM MUST:

- § originate from the organization requesting a check of the Pardoned Sexual Offender Database;
- § must accompany each Request to Consent to Disclose Personal of Information form LE220E or LE220F; and
- § be kept on file (originals by the OPP and copies by the organization) for each request for a Vulnerable Sector (VS) Check and be available for audit purposes for at least two years.

To be completed by requesting organization:

Reason for Request:	
<input type="checkbox"/> Employment	<input checked="" type="checkbox"/> Volunteer
Name of Organization:	
School: with the Brant Haldimand Norfolk Catholic District School Board	
Name of Contact at Organization:	
Telephone Number:	
Area code	Phone
Name of Applicant:	
Position being applied for:	

In which vulnerable sector will the applicant be working?

According to the Criminal Records Act, Section 6.3, "vulnerable persons" means persons who, because of their age, a disability or other circumstances, whether temporary or permanent,

- (a) Are in a position of dependence on others; or
 - (b) Otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.
- Children under the age of 18
 - Elderly in a position of dependence or at greater risk of being harmed by persons in a position of authority or trust
 - Disabled in a position of dependence or at greater risk of being harmed by persons in a position of authority or trust
 - Other circumstances – list the person(s) in a position of dependence or at greater risk of being harmed by persons in a position of authority or trust:

Contact with the Ontario Provincial Police (OPP) under the *Mental Health Act*. The OPP data banks include information on a person's contact with the OPP under the *Mental Health Act*. This information is not disclosed by the OPP as part of a reference check unless the organization requesting the reference check from an individual certifies that the information is required by the organization for it to complete an evaluation of applicant suitability. The following section must be completed by an authority of the requesting organization.

I, _____ name of representative authorized to bind organization.

CERTIFY THAT _____ school, of the Brant Haldimand Norfolk Catholic District School Board:

requires the OPP include information about the applicant's contact with the OPP under the *Mental Health Act*, if any, in the reference check. The result will be provided to the applicant. I certify that the disclosure of information is required as it relates to a bona fide occupational/volunteer requirement and is required to assess the applicant's suitability for the position. The applicant is aware that responsibilities of the position relate to the request for *Mental Health Act* apprehension information.

OR

does NOT require that the OPP include information, if any is available, regarding contact with the applicant under the *Mental Health Act* in the reference check.

AND

- Applicant is attending an OPP Detachment to have their identification verified, **OR**
- I have viewed two valid pieces of government issued identification (photocopies attached) in the name of the applicant, one of which is valid photo ID, other than a health card or SIN card (example, driver's licence or passport) to confirm the identity of the applicant.

(NOTE: Not applicable if applicant attends an OPP Detachment to initiate this check as OPP detachment will verify identity.)

SIGNATURE OF REPRESENTATIVE OF ORGANIZATION REQUESTING CHECK:

Signature

Date

To be completed by the applicant:

Name of Applicant:

I hereby declare that the information submitted on this form is true and complete. I understand that making a false statement may disqualify me from obtaining a Vulnerable Sector Screening Check Certificate, and may subject me to criminal charges or other legal liability.

I HEREBY AUTHORIZE, AND CONSENT TO, FULL DISCLOSURE OF THE FOLLOWING INFORMATION AND RECORDS BY THE OPP, AND BY ANY OTHER POLICE AGENCY IN CANADA TO WHICH A COPY OF THIS FORM IS PROVIDED:

- § Criminal record (including youth records that are disclosable, pursuant to the Youth Criminal Justice Act);
- § Pardoned sexual offences (see "Consent to Pardoned Sexual Offence Check", below);
- § Findings of not guilty by reason of mental disorder;
- § Probation, prohibition and other judicial orders, which are in effect;
- § Details of incidents that may assist an agency in making an informed decision, including investigations where either no charges were laid or there was no finding of guilt; and/or,
- § Contacts with the police under the Mental Health Act (if requested).

- CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED.** *(Not applicable for persons under 18 years of age)*

I consent to the OPP searching the automated criminal conviction records retrieval system, maintained by the Royal Canadian Mounted Police (RCMP) to determine whether I have been convicted of a sexual offence listed in the Schedule to the *Criminal Records Act*, for which a pardon has been granted/issued. I understand that, if a check indicates a possible match between me and a person with a criminal conviction or pardoned sexual offence of a similar name and date of birth, the OPP must verify the match to either confirm or exclude me, and will ask me to attend for fingerprinting. **If I choose not to provide fingerprints, the OPP will not issue a Vulnerable Sector Screening Check Certificate and will notify the requesting organization that I have withdrawn from the process.**

I also understand that if I do provide fingerprints and my fingerprints match those of the pardoned sexual offender, then in accordance with the *Criminal Records Act*,

- i. The OPP will request the Commissioner of the RCMP to provide the record to the Minister of Public Safety; and
- ii. The Minister may disclose all or part of the information contained in the record to the OPP.

I understand that I have the right to refuse consent for a Vulnerable Sector Screening Check.

I consent to the OPP conducting a check, collecting, and disclosing my personal information for the purpose of a Vulnerable Sector Check.

Applicant's Signature

Date

LE225 Oct 2010

FIPPA

Personal Information is collected under the authority of s.39(1)(b) and s.42(1)(b) of the Freedom of Information and Protection of Privacy Act for the purpose of enabling the Ontario Provincial Police to conduct the contractor security clearance investigation authorized in this form. If you have any questions or comments about any part of this form, please contact the ministry of Community Safety & Correctional Services FOI designate at 1-705-494-3080.



Brantford City Police Request for Vulnerable Sector Screening

THIS FORM MUST:

- § Originate from the organization requesting a check of the Pardoned Sexual Offender Database; and
- § MUST ACCOMPANY an Application for Police Check form.

This completed form must be on file for each request for a Vulnerable Sector (VS) check and be available for audit purposes.

To be completed by requesting organization:

Reason for Request:	
<input type="checkbox"/> Employment	<input checked="" type="checkbox"/> Volunteer
Name of Organization:	
School: with the Brant Haldimand Norfolk Catholic District School Board	
Name of Contact at Organization:	
Telephone Number:	
Area code	Phone
Name of Applicant:	
Position being applied for:	

IN WHICH VULNERABLE SECTOR WILL THE APPLICANT BE WORKING?

According to the Criminal Records Act, Section 6.3, "vulnerable persons" means persons who, because of their age, a disability or other circumstances, whether temporary or permanent are:

- (a) in a position of dependence on others; or
 - (b) otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.
- Children under the age of 18
 - Elderly in a position of dependence or at greater risk of being harmed by persons in a position of authority or trust
 - Disabled in a position of dependence or at greater risk of being harmed by persons in a position of authority or trust
 - Other circumstances – list the person(s) in a position of dependence or at greater risk of being harmed by persons in a position of authority or trust:



Criminal Offence Declaration - Volunteer

Surname		Given Names		
Maiden Name or Other Names used (if applicable)		Place of Birth		
D.O.B. YYYY MM DD	Sex M <input type="checkbox"/> F <input type="checkbox"/>	Area	Telephone (Res.)	Driver's Licence Number
Address: Number	Street	Apt./Unit	City/Town/Municipality	Postal Code

I, _____, hereby declare that:

I have no convictions for offences under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act* (Canada).

OR

I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the *Criminal Records Act* (Canada) has not been used or granted:

Signature of Volunteer

Date

Please send in a sealed envelope marked Offence Declaration – Confidential to the principal of the school where you volunteer at.

Office Use Only	
Received on:	By:
Recorded	

Information Collection Authorization

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principal administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)



Volunteer Confidentiality Agreement

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A.), I have read the Confidentiality Agreement provided by the Brant Haldimand Norfolk Catholic District School Board pertaining to the duties and responsibilities of a volunteer.

In accepting the duties and responsibilities of a volunteer with the Brant Haldimand Norfolk Catholic District School Board, I agree to abide by the following terms of confidentiality:

- § In the course of the duties as a volunteer, I may become aware of personal and confidential information. The Brant Haldimand Norfolk Catholic District School Board depends on the maturity and loyalty of its volunteers to keep private any such information.
- § All information that I may come to know regarding the Board, school, staff, students and their families shall be kept completely confidential.
- § It is understood that any breach of this code of confidentiality will result in action by the Board, up to and including withdrawal of current and future volunteer opportunities.

I understand and agree to the terms of this confidentiality agreement.

Date: _____

Name: _____
(Please print)

Signature: _____

Information Collection Authorization

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)



BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD

Acceptable Pieces of Identification

You are **required bring two of the following pieces of identification** with the OPP Consent to Disclosure of Personal Information and Request for Vulnerable Sector Check forms to your local police station.

- Driver's Licence
- Government Employment Card
- Age of Majority Card
- Military Employment Card
- Canadian Citizenship Card
- Status Card
- Passport
- Permanent Resident Card
- Firearms Acquisition Card
- Birth Certificate
- Baptismal Certificate
- Hunting License
- Outdoors Card
- Canadian Blood Donor Card
- Immigration Papers

NOTE:

Health Cards and Social Insurance Number (SIN) Cards are NOT acceptable forms of identification.

BHNCD SB Quick Reference Chart for Police Check Requirements

FORM AND/OR DETAIL(S)	BRANTFORD CITY POLICE	BRANT OPP	HALDIMAND OPP	NORFOLK OPP
Vulnerable Sector Check	<p>Title: Brantford City Police, Request for Vulnerable Sector Screening</p> <p>One page form</p> <p>Board identifier at top rather than school letterhead</p>	<p>Title: Request for Vulnerable Sector Screening Check</p> <p>2 page form</p> <p>Double-side print or will not accept the form</p> <p>Board identifier at top rather than school letterhead</p> <p>BHNCD SB does not require information collected under the Mental Health Act (selected by default) for volunteers.</p>	<p>Title: Request for Vulnerable Sector Screening Check</p> <p>2 page form</p> <p>Double-side print</p> <p>Board identifier at top rather than school letterhead</p> <p>BHNCD SB does not require information collected under the Mental Health Act (selected by default) for volunteers.</p>	<p>Title: Request for Vulnerable Sector Screening Check</p> <p>2 page form</p> <p>Double-side print</p> <p>Board identifier at top rather than school letterhead</p> <p>BHNCD SB does not require information collected under the Mental Health Act (selected by default) for volunteers.</p>
Application for Police Check	<p>Titled: Application for Police Check</p> <p>Form provided by Brantford City Police.</p>	<p>Titled: Consent for Disclosure of Personal Information</p> <p>Double-side print or will not accept the form</p> <p>Must fill out: front, bottom – principal name, title, name of organization (bhncdsb); back, top – description, name, details; back, bottom – signature (principal’s) organization witness or will not accept the form</p>	<p>Titled: Consent for Disclosure of Personal Information</p> <p>Both pages must be submitted.</p> <p>Fill out back, bottom – signature (principal’s) organization witness. Person providing permission to disclose information will fill in the rest.</p>	<p>Titled: Consent for Disclosure of Personal Information</p> <p>Both pages must be submitted.</p> <p>Fill out back, bottom – signature (principal’s) organization witness. Person providing permission to disclose information will fill in the rest.</p>
Acceptable Pieces of Identification	List approved by Brantford City Police	List approved by OPP	List approved by OPP	List approved by OPP
Fees for Volunteers	\$15.00	No fee	No fee	No fee
Other fees: Student Teachers (or, if you are volunteering with the intention of using the experience to obtain gainful employment)	\$15.00	\$25.00	\$30.00	No fee

Note: All three OPP offices and Brantford City Police agreed to having a board identifier (logo/name) on the top of the vulnerable sector form to help with the issue of schools not being able to print the form on their letterhead (due to size variations).

Police Check Requirements for Volunteers Q&A

Note:

- This Information is intended to help staff answer questions. Please do not distribute to your school community.

Q. Does the Board require all volunteers to provide a Criminal Background Check including a Vulnerable Sector?

- A. In order to ensure the safety of students and staff; Volunteer programs will be clearly outlined in writing and approved by the principal. Volunteers will provide a Criminal Background Check. All volunteers will sign a confidentiality agreement. All volunteers must sign in and out of a school location.

Q. What is involved in a Criminal Background Check?

- A. a. Consent to Disclosure of Personal Information Form
b. Vulnerable Sector Screening

Q. When this is processed, what will you obtain?

- A. Police Clearance Certificate and/or Vulnerable Sector Screening Certificate.

Q. Where can I go for a Criminal Background Check?

- A. To your local Police Detachment.

Q. Where can I get the forms that I need for the Criminal Background Check?

- A. All forms can be obtained from the school principal.

Q. What do I need to bring with me as valid pieces of identification?

- A. Driver's License, Government Employment Card, Age of Majority Card, Military Employment Card, Canadian Citizenship Card, Status Card, Passport, Permanent Resident Card, Firearms Acquisition Card, Birth Certificate, Baptismal Certificate, Hunting License, Outdoors Card, Canadian Blood Donor Card, Immigration Papers
NOTE: Health Cards and Social Insurance Number (SIN) Cards are NOT acceptable forms of identification.

Q. Does every police service branch within the geographical area of the Board follow the same Criminal Background Check procedure?

- A. No.

Q. How long will it take to get my Criminal Background Check?

- A. A criminal background check can take between 14 and 120 days to process.

Q. Why might it take so long?

- A. Due to recent changes in the criminal background check process, requirements of a more extensive security, including a query of the sexual offender database, is necessary.

Q. I've heard some people need to provide their fingerprints, will I?

- A. If you do, you will be notified by your local police. There may be a \$25 fee and an extension of the time in which you will receive your CBC.

Q. Can I volunteer while I'm waiting for my Criminal Background Check?

- A. No. Under no circumstances can a volunteer be allowed to participate until such documentation is processed.

Q. How much will it cost?

- A. There is no fee for volunteer criminal background checks unless:
- a. You live within the City of Brantford Police Services, in which case you must pay \$15.
 - b. It is a county police detachment and you are seeking a volunteer position in a post-secondary institution with the intention of using the experience to obtain gainful employment, you will be charged \$25.
 - c. You are required to provide fingerprints at the request of your local police detachment (you may be charged an additional \$25.00).

Q. Do I need a Criminal Background Check every year to volunteer?

A. Volunteers must provide a criminal background check every three years. In years when a criminal background check is not required the volunteer must sign the prescribed Offence Declaration.

Example: 2011-12 School Year – CBC, 2012-13 School Year – Declaration, 2013-14 School Year – Declaration, 2014-15 School Year – CBC.

Q. Does everyone need to provide the school with a Criminal Background check even if volunteering for one class trip?

A. Yes.

Q. What are some of the other activities and/or events that would require a CBC to be provided in advance?

A. Such events/activities include but are not limited to:

- class trips, field trips, excursions
- classroom volunteers
- volunteer drivers
- coaches
- various reading or other curriculum program assistance

Q. Who will see your Police Clearance Certificate?

A. The school principal only unless the check produces a violation. The school principal will then provide the information to the Director of Education for adjudication.

Q. How will the Police Clearance Certificate be stored?

A. All Criminal Background Checks and confidentiality agreements will be stored in a locked cabinet in the principal's office, in accordance with Privacy and Freedom of Information.

Q. Can I provide a copy only of my Police Check because I need it for another organization?

A. Yes, but the principal of the school must see your original, photocopy and the copy must be witnessed. If you wish to keep the original and submit a copy, the copy must be witnessed by the school principal through a signature on the copy to validate that the original has been seen and processed.

Q. Will my Criminal Background Check be stored electronically?

A. No.

Q. What is the retention schedule? How long do you keep my Criminal Background Check?

A. The Board will keep the documentation for three (3) years (active) plus one (1) year (archived).

Q. What if my Criminal Background Check produces a violation?

A. The principal will provide the documentation to the Director of Education who will adjudicate a violation, issue or circumstance.

Q. Are students who participate in a system program such as Specialist High Skills Major, Co-op, OYAP, required to produce a Criminal Background Check?

A. Yes, they may be required based on the placement organization's policies and procedures.

November 18, 2011

Dear Parent/Guardian,

This letter is to inform you that the Brant Haldimand Norfolk Catholic District School Board has received notification of potential delays in regards to the processing of Police Checks. Regulations are being tightened and in the future, requests may take anywhere from 14 to 120 days to process. It is important to note that you will be unable to volunteer while waiting for your Criminal Background Check to be approved.

With this in mind, if you are planning to volunteer at the school or attend field trip(s) during the upcoming school year, you are encouraged to complete the bottom portion of this letter and return it to the school no later than the second week of June. The forms will be filled-in by the school and returned to you for processing at your local police detachment.

It is our hope that we can avoid unnecessary time constraints as we continue our partnership in helping our students achieve excellence and are nurtured in a safe and welcoming environment.

Sincerely,

Name
Principal

.....

Return to the school.

Please provide forms for:

Name	Relationship to Student(s)	Student(s) Name
Person 1	Relationship	
Person 2	Relationship	
Person 3	Relationship	
Person 4	Relationship	



**Accommodations Committee
Wednesday, November 8, 2011 – 5:00 p.m.
Haldimand Room, Catholic Education Centre**

Present: Dan Dignard (Chair), Dennis Blake, Cliff Casey, Wally Easton, Tom Grice, Cathy Horgan, Bonnie McKinnon, Rick Petrella, June Szeman

1. Opening Prayer

Dan Dignard opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Accommodations Committee approves the Agenda of November 8, 2011.

Carried

3. Approval of the Minutes

Moved by: June Szeman

Seconded by: Cliff Casey

THAT the Accommodations Committee approves the Minutes of July 13, 2011.

Carried

4. Declaration of Conflict of Interest: Nil

5. Business Arising from the Minutes: Nil

6. Information Items

6.1 Long-Term Accommodation Plan

Wally Easton presented an overview of the Long-Term Accommodation Plan prepared by Watson and Associates, which provides demographic and enrolment trends for our Board for the years 2011-26. Administration proposed that accommodation reviews be undertaken in various schools throughout the City of Brantford and Brant, Haldimand and Norfolk Counties.

Committee members asked that Administration develop a consultation process to seek input from stakeholders at affected schools before a formal accommodation review occurs and to recommend the resources required to undertake a consultation process.

Moved by: Dennis Blake

Seconded by: June Szeman

THAT the Accommodations Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that Administration develops a process to seek input from stakeholders at affected schools and to identify the resources necessary to complete such a process.

Carried



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

THAT the Accommodations Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that Administration begins the consultation process in Brant County schools.

Carried

7. Trustee Inquiries - Nil

8. Move to In-Camera Session

Moved by: Cliff Casey

Seconded by: Dennis Blake

THAT the Accommodations Committee moves to an In-Camera Session.

Carried

9. Report on the In-Camera Session

Moved by: June Szeman

Seconded by: Cliff Casey

THAT the Accommodations Committee approves the business of the In-Camera Session.

Carried

10. Adjournment

The meeting was adjourned at 6:30 p.m.

Next Meeting: To Be Determined.

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Accommodations Committee
Submitted on: November 8, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

LONG-TERM ACCOMMODATION PLAN

Public Session

BACKGROUND INFORMATION:

As reported in May 2011, the Board has been without a comprehensive, approved Long-Term Accommodations Plan since 2005. The Ministry of Education prescribed a process for developing Long-Term Accommodation Plans in 2006. A Long-Term Accommodation Plan was completed by the Board and submitted to the Ministry, however, the Ministry did not move forward with a formal approval for school board plans. In 2008, Watson & Associates Economists Ltd. prepared a *Long-Term Accommodation Strategy*, which was presented to Board; however, the Board did not formally approve those recommendations. The Board did approve an Accommodation Review for the central area of Brantford and has approved two consolidations.

The Board also approved that *an Accommodation Review for the North Brantford Area be considered for 2013*.

DEVELOPMENTS:

As previously presented to the Board by the Director of Education, enrolment decline has become a significant issue. Elementary enrolment is expected to decline by 20% for the period 2005-15. Secondary enrolment will also decline, but to a lesser extent. In addition, secondary schools are over capacity and, therefore, secondary school surplus pupil places are not a concern. Several elementary schools will have significant surplus space, with some elementary schools at 50% of capacity within the next few years.

As requested by the Board, Watson & Associates has completed a report on demographic and enrolment trends for the years 2011-26. The report is attached as Appendix A. A summary for the year 2015-16 is attached as Appendix B. Information regarding the 2015-16 enrolment for schools with utilization (enrolment/capacity) of less than 75% is attached as Appendix C. Finally, details of projected enrolment, by grade, for each of the review areas are attached as Appendix D.

The schools are organized by area. The following is a summary of each area:

North Brantford

The Board has authorized that an Accommodation Review be considered for this area in 2012-13. A review of this area is still recommended.

Norfolk County

By 2015, 348 surplus pupil places will be realized in eight Norfolk schools and six of these schools will have an average enrolment of less than 180 students. Although all the schools are located in single-school communities, two schools, Our Lady of LaSalette and St. Michael's, Simcoe, are in close proximity to other schools. It would be prudent to complete an Accommodation Review of Norfolk schools in the next two or three years. St. Anthony Daniel in Brant County is just north of the municipal boundary so it may be included in a review of Norfolk schools.

Brant County

The Board has five schools in Brant County. The two schools located in Paris are relatively new. Holy Family Catholic Elementary School enrolment is slightly over capacity and will not decrease. Sacred Heart Catholic Elementary School enrolment is under capacity; however, it is located in a high-growth area and enrolment will increase significantly over the next several years. The other three schools in the southern portion of the County are significantly under-utilized and a review is warranted. As previously mentioned, St. Anthony Daniel School could be included as part of the Norfolk area review. St. Theresa School is located at the west end of the City of Brantford and could be impacted by growth in that area of the City.

Haldimand County

Haldimand County has five schools, two of which have enrolment at less than 75% capacity and will have almost 400 surplus pupil places by 2015. St. Patrick's School in Caledonia will have the most surplus space. Notre Dame Catholic Elementary School, Caledonia will also have surplus space; however, the school is not large enough to accommodate all St. Patrick's School students. In the past, Caledonia was identified as a growth community; however, development has decreased significantly. There is still much development property in the surrounding area so it may be wise to wait four or five years to determine if development will increase once again.

SUMMARY

In 2015, the Board will have almost 1,500 surplus elementary pupil places or approximately 20% of its elementary pupil places. Based on the above information and the report prepared by Watson & Associates, Administration estimates the Board could close three or four schools in addition to the consolidations already approved.

RECOMMENDATION:

THAT the Accommodations Committee recommends that the Committee of the Whole directs Administration to prepare a report, which addresses surplus pupil places in the elementary panel.

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

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: November 15, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

EXCURSION – CLEVELAND, OH

Public Session

BACKGROUND INFORMATION:

Assumption College School is requesting approval for an excursion to Cleveland, OH from Thursday, May 10, 2012 to Sunday, May 13, 2012 (2 school days).

DEVELOPMENTS:

Approximately fifty (50) Grades 10-12 students will be participating in this field trip. Supervising teachers will include Kelly Lynn-Davies and Naomi Ratelband as the female chaperones; John Dennis (tentative) will be the male chaperone. The anticipated cost of the trip for each student is approximately \$600.

This excursion will enhance the cultural and social components of the music curriculum. The students will participate in a variety of concerts at schools and community centres.

A tour of the Rock and Roll Hall of Fame will expose students to the history and impact of popular music today while enhancing their awareness of the importance of music in our culture. Students will also attend a performance of the Cleveland Symphony Orchestra and are responsible for writing a critique about the performance. This trip will provide students the opportunity to investigate careers in music such as conducting, teaching, performing, critic, etc.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Cleveland, OH from Thursday, May 10, 2012 to Sunday, May 13, 2012.

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

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: November 15, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

EXCURSION – WASHINGTON, DC

Public Session

BACKGROUND INFORMATION:

Assumption College School is requesting approval for an excursion to Washington, DC from Thursday, May 10, 2012 to Sunday, May 13, 2012 (2 school days).

DEVELOPMENTS:

Approximately forty-eight (48) Grade 11 students will be participating in this field trip. Supervising teachers will include Terry Ashby and Ryan O'Donoghue as chaperones. The anticipated cost of the trip for each student is approximately \$439.

This excursion will offer students an opportunity to experience another culture and further develop their understanding of history. They will be introduced to many primary sources that will deepen their knowledge of world history. Overall, this trip provides a vast amount of history past and present whereby students can begin to further develop their critical thinking skills and begin to see the interconnectedness of world events.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Washington, DC from Thursday, May 10, 2012 to Sunday, May 13, 2012.

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

Prepared by: Maxine Smitiuch, Student Trustee
Presented to: Board of Trustees
Submitted on: November 22, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

STUDENT TRUSTEE REPORT

Public Session

BACKGROUND INFORMATION:

The Student Senate held its second meeting of the school year on October 18, 2011.

DEVELOPMENTS:

At the meeting, we had the privilege of having Dan Moynihan, Diocese of London Youth Ministry Specialist, join us. He provided Student Senators with the beginning steps for planning the annual Student Leadership Symposium. This established a great foundation for the long process of planning an exciting Symposium.

SCHOOL NEWS:

Assumption College School Student Council began October preparing for a Halloween Dance, as well as planning for the Halloween for Hunger food drive and a clothing drive to support St. Vincent De Paul.

St. John's Student Council planned a Halloween Dance, which featured a Haunted House as a new addition to the event. Student Volunteers "scared" students as they walked through. The Haunted House was a huge success and will probably carry on as a new tradition. St. John's also participated in Halloween for Hunger and Student Council members were overwhelmed with the amount of food that was collected.

Holy Trinity school participated in the Norfolk County Fair in October and placed third overall. They were happy with their effort and proud of their school.

All three secondary schools also had a Thanksgiving Liturgy and enjoyed a fall pep rally complete with games and fun.

RECOMMENDATION:

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



2011-12 Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
November 22, 2011	7:00 pm	Board Meeting	
November 30, 2011	1:30 pm	Faith Advisory Committee Mtg.	
December 6, 2011	3:00 pm	Accommodations Committee Mtg.	X
December 6, 2011	6:30 pm 7:00 pm	Mass with Bishop Bergie Annual Board Meeting	
December 7, 2011	2:00 pm	Executive Council Mtg.	
December 7, 2011	7:00 pm	Audit Committee Mtg.	X
December 13, 2011	7:00 pm	Board Meeting	
December 14, 2011	7:00 pm	SEAC Meeting	
December 20, 2011	1:00 pm	Student Transportation Services BHN Board of Directors' Mtg.	X
<i>December 26, 2011 - January 6, 2012</i>		<i>CHRISTMAS BREAK</i>	
January 10, 2012	9:00 am	Executive Council Mtg.	
January 11, 2012	7:00 pm	SEAC Meeting	
January 13-14		OCSTA PD Seminar	
January 17, 2012	7:00 pm	Committee of the Whole	
January 24, 2012	7:00 pm	Board Meeting	
February 8, 2012	7:00 pm	SEAC Meeting	
February 14, 2012	9:00 am	Executive Council Mtg.	
February 16, 2012	1:30 pm	Faith Advisory Committee Mtg.	
February 21, 2012	7:00 pm	Committee of the Whole	
February 28, 2012	1:00 pm	Student Transportation Services BHN Board of Directors' Mtg.	X
February 28, 2012	7:00 pm	Board Meeting	
March 6, 2012	9:00 am	Executive Council Mtg.	
March 7, 2012	1:30 pm	Catholicity Committee Mtg.	
<i>March 12 – 16, 2012</i>		<i>MARCH BREAK</i>	
March 20, 2012	7:00 pm	Committee of the Whole	
March 21, 2012	7:00 pm	SEAC Meeting	
March 27, 2012	7:00 pm	Board Meeting	
April 10, 2012	9:00 am	Executive Council Mtg.	
April 11, 2012	7:00 pm	SEAC Meeting	
April 17, 2012	7:00 pm	Committee of the Whole	
April 24, 2012	7:00 pm	Board Meeting	
April 26 - 28, 2012		OCSTA AGM	
May 2 – 4, 2012		Board Art Show	
May 3, 2012	5:00 pm	Catholic Student Leadership Awards; with Bishop Fabbro	
<i>May 6 – 11, 2012</i>		<i>Catholic Education Week</i>	
May 8, 2012	2:00 pm	Executive Council Mtg.	
May 8, 2012	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
May 15, 2012	7:00 pm	Committee of the Whole	
May 16, 2012	7:00 pm	SEAC Meeting	
May 22, 2012	7:00 pm	Board Meeting	
May 23, 2012	1:00 pm	Catholicity Committee Mtg.	
May 29, 2012	1:30 pm	Faith Advisory Committee Mtg.	
June 7-9, 2012		CCSTA Convention	
June 12, 2012	9:00 am	Executive Council Mtg.	
June 13, 2012	7:00 pm	SEAC Meeting	

Date	Time	Meeting/Event	New / Revised
June 19, 2012	7:00 pm	Committee of the Whole	
June 25, 2012	4:45 pm	Assumption College Graduation	
June 26, 2012	7:00 pm	Board Meeting	
June 28, 2012	7:00 pm	St. John's College Graduation	
June 28, 2012	7:00 pm	Holy Trinity Graduation	