



**Board Meeting**  
**Tuesday, November 25, 2014 ♦ 7:00 p.m.**  
**Boardroom**

**Members:**

**Trustees:**

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

**Senior Administration:**

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

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**1. Opening Business**

1.1 Opening Prayer

1.2 Attendance

1.3 Approval of the Agenda

Pages 1-2

1.4 Declaration of Interest

1.5 Approval of Board Meeting Minutes – October 28, 2014

Pages 3-6

1.6 Business Arising from the Minutes

**2. Presentations –**

The Board will recognize Dennis Blake and June Szeman, Trustees (2000-2014).

**3. Delegations – Nil**

**4. Consent Agenda**

4.1 Unapproved Mental Health Leadership Team Meeting Minutes – November 12, 2014 Pages 7-10

**5. Committee and Staff Reports**

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – November 18, 2015 Pages 11-16

Presenter: Rick Petrella, Vice Chair of the Board

- Insurance Renewal (pgs. 17-19)
- OCSTA Annual Membership Fee (pg. 20)
- Trustee Conferences (pgs. 21-22)
- Trustee Expenses Online (pgs. 23-24)



- 5.2 Student Trustee Update**  
Presenter: Kim Gubbels, Student Trustee

Page 25

**6. Information and Correspondence**

**7. Notices of Motion**

**8. Trustee Inquiries**

**9. Business In-camera**

207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- The security of the property of the board;
  - The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - The acquisition or disposal of a school site;
  - Decisions in respect of negotiations with employees of the board; or
  - Litigation affecting the board.

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

**11. Future Meetings and Events**

Pages 26-27

**12. Closing Prayer**

*Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board, and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. **Amen***

**13. Adjournment**



**Board Meeting**  
**Tuesday, October 28, 2014 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

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

**Absent:**

**Senior Administration:**

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

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Trustee Blake. Chair Szeman read a memorial statement in honour of Francesca King, retired elementary teacher and system volunteer.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Dan Dignard  
Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the October 28, 2014 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**1.5 Approval of Board Meeting Minutes – September 23, 2014**

Moved by: Bonnie McKinnon  
Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the September 23, 2014 Board meeting.

**Carried**

**1.6 Business Arising from the Minutes – Nil**

**2. Presentations**

Chair Szeman welcomed Ron Calabrese, teacher and Student Council Advisor at Assumption College School (ACS), who in turn introduced Haley Down (ACS student) and Kim Gubbels (Holy Trinity student). Mr. Calabrese provided highlights of the Fall Student Leadership Retreat, which involved student council members from all three secondary schools. Ms. Dawn and Student Trustee Gubbels provided examples of



how the student leaders have been implementing the tools and strategies that they learned during their leadership and *SafeTalk* (suicide prevention) training at the Retreat to model inclusive, respectful and welcoming Catholic learning environments in their respective schools. Chair Szeman presented Ms. Dawn and Mr. Calabrese with the Catholic Education Foundation of Ontario *Michael Carty Award* which the school was awarded in support of their Mental Health initiative.

**3. Delegations - Nil**

**4. Consent Agenda - Nil**

**5. Committee and Staff Reports**

**5.1 Unapproved Minutes and Recommendations from the Committee of the Whole meeting – October 21, 2014**

Vice Chair Petrella reviewed the business of the October 21, 2014 Committee of the Whole meeting and brought forward the following recommendation for consideration:

THAT the Committee of the Whole refers the Co-operative Agreement for Archival Support between the Brant Haldimand Norfolk Catholic District School Board, the Grand Erie District School Board, and the Friends of the Educational Archives to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of October 21, 2014.

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendation of the Committee of the Whole Meeting of October 21, 2014.

**Carried**

**5.2 St. Jerome's University Campus Renewal Campaign**

Director Roehrig reported that St. Jerome's University, the only Catholic university in the Diocese of Hamilton, has embarked on a substantial capital project representing the first investment in new infrastructure since the mid 1980's. He advised that the university is seeking the endorsement of Boards and other Catholic education partners within the Diocese in an effort to encourage widespread support for this campaign.

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board endorses the St. Jerome's University Campus Renewal Campaign and lets its name stand on a list of prominent Catholic institutions that support the campaign.

**Carried**



**5.3 Student Trustee Report**

Student Trustee Gubbels reported that, with the assistance of the (Acting) Board Mental Health Lead, Jacquie McLaren, Student Senators are investigating possible strategies to help students better deal with stress and to enhance student wellness. The Senate will now play an advisory role on the Board's Mental Health Leadership Team. The Senate has also set dates for its Student Council Winter Retreat in February and Student Leadership Forum in May, 2015. In school news, Student Trustee Gubbels reported that all schools are busy building school spirit, and are organizing various fundraising events in support of the Society of St. Vincent de Paul. She also congratulated the Holy Trinity Titans on placing second overall at the Young Canada Day festivities at the Norfolk County Fair.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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

**Carried**

**6. Information and Correspondence**

Director Roehrig provided an update on the enhanced Board Christmas Card contest and showed a poster that has been produced and distributed to all schools to promote the competition.

Moved by: Dan Dignard

Seconded by: Cliff Casey

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**

Trustee Blake voiced his concerns regarding the location of doors with secure access systems in some schools.

**9. 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.

**Carried**

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

Chair Szeman and Trustees Casey and Dignard declared conflicts of interest in Item 3.2 of the in-camera session and left the room. They did not take place in the consideration or discussion of, or vote on any question with relation to this item.

Moved by: Cliff Casey

Seconded by: Dan Dignard

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

**Carried**



**11. Future Meetings**

Trustee attention was drawn to the list of future meetings and events for trustees.

**12. Closing Prayer**

A closing prayer was recited in unison.

**13. Adjournment**

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of October 28, 2014.

**Carried**



**Board Mental Health Leadership Team Meeting  
November 12, 2014 ♦ 9:00 - 11:00 a.m.  
Room 206**

**Present:** Jacquie McLaren (Chair), Dennis Blake, Terry Dunnigan, Joe Ernst, Stephanie Haak, Charmaine Hanley, Chandra Portelli, Dalia Sciallo, Terre Slaght, Mandy Stelling (parent), Leslie Telfer, Paul Tratnyek

**Absent:** Tracy Austin (minutes only), Humberto Cacilhas, Mary Theresa Coene, Carmen McDermid, Karen Mitchell, Arden Smelser, Alice Sroka, Andrea Winger, Tim Wirag

**On Leave:** Christina (Morrison) Mines

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**1. Opening Prayer**

The meeting was opened with a prayer led by Jacquie McLaren.

**2. Approval of the Agenda**

The agenda was approved, as circulated.

**3. Approval of the Minutes**

The minutes of the October 9, 2014 Mental Health Leadership Team meeting were approved by consensus.

**4. Discussion Items**

**4.1 Welcome and Introductions**

New committee members were welcomed to their first meeting, as follows:

Stephanie Haak, SafeTALK trainer; Charmaine Hanley, Lead Principal, Aboriginal Education; Dalia Sciallo, Lead Principal, Equity & Inclusive Education; Joe Ernst, Lead Principal, Safe Schools; and Paul Tratnyek, Faith Animator.

Mandy Stelling was introduced as our parent representative.

Tim Wirag, Lead for non-violent crisis intervention, was unable to attend this meeting; however, he has agreed to participate as a member of this committee.

**4.2 Supporting Minds: An Educators' Guide to Promoting Student Mental Health and Wellbeing**

The purpose of this document is to assist educators to provide mentally healthy classroom environments and to recognize when students are struggling with common mental health problems at schools such as anxiety, attention and hyperactivity. The Committee explored a roll-out plan to introduce this document to teachers. A number of key components were suggested, as follows:



Concrete Suggestions:

- Providing educators with a hard copy rather than an online link
- Provide educators with context before introducing the document, preferably through presentation
- Consider SERT and principal as primary support in any “roll-out” plan

Process Considerations:

- Need to work with staff in a transformative way, helping them to view student holistically
- We need to connect the pieces for staff through our messaging around mental health, i.e. member of God’s family and by creating a culture of learning.
- Requires senior administration support through ensuring a focus on the whole student in the School Improvement Plans for Student Achievement and Strategic Planning process. Leslie Telfer will bring this point forward to Senior Administration for further discussion.

The Committee discussed the impact of mental health education in changing mindsets and the need to frame this education within our Catholic context. The final decision regarding the “roll-out” is deferred until the next meeting so that Committee members can reflect further on the discussion and ensure we have the participation of our Student Achievement Consultant - Religion and Family Life.

#### **4.3 Leading Mentally Healthy Classrooms**

An overview of the document was provided. This document was developed by a working group of school administrators, Ministry representatives, Chiefs of psychologists and social workers. It is a companion guide to the Supporting Minds document designed to assist school administrators to enhance the mental health and well-being of their students and provides them with strategies for supporting mental health and well-being in their schools, tackling tough issues related to mental health and providing resources.

The Committee discussed the importance of aligning the Mental Health initiative with other initiatives within the Board. Likewise, members articulated the need to ensure that the work is embedded in the work of administrators and educators rather than “added-on”. Leslie Telfer will convene a meeting of the initiatives Leads to explore commonalities and ways we can work together as we move forward.

Further discussion around this document was deferred to permit time for the Leads to meet. Committee members will more thoroughly familiarize themselves with both documents presented.

#### **4.4 Training and Orientation of Mental Health Champions**

The Committee reviewed the role of Mental Health Champions; principals will appoint a Mental Health Champion for their school. The Committee suggested that this request to principals be circulated immediately, as the professional development day on Friday may offer a prime opportunity to discuss the role with staff. Orientation and training was discussed. Potential topics for a training day included:

- Mental Health Strategy and 2014-15 priorities
- SafeTALK training
- Mental Health Awareness



The Committee recommended a full-day training session for Mental Health Champions which would reinforce the aligning of the initiatives by offering training components from all initiatives.

A brief discussion ensued around Suicide Prevention Gateway Training (ASIST/SafeTALK) for staff. The Committee supported that the finalization of a plan be given priority. This plan will be tabled at our next meeting.

#### 4.5 Board Scan

The Board Scan process was reviewed with Committee members. The Board Scan is initiated through the Ministry of Education - SMH-ASSIST. It is a snapshot taken twice yearly of our Board's practices in the area of mental health as it pertains to:

1. Level of concern around mental health and addictions
2. Types of mental health issues in our schools
3. Community circumstances contributing to mental health issues
4. Status of Board's organizational conditions
5. Mental health programming
6. Professional Development activities related to mental health.

In order to ensure a broad perspective is captured in the Board Scan, the Committee determined input would be captured through a Survey Monkey questionnaire. The Mental Health Lead will develop the questionnaire and circulate it early in December. Results will be collated and will inform the Winter 2014-15 Board Scan.

#### 5. Discussion Items

##### 5.1 Mental Health Initiative-Provincial Updates

Barry Finley, Ministry of Education highlighted the following updates:

- **Wellbeing** is central to the Ministry vision for education.
- The Ministry is working towards better alignment between Ministry initiatives.
- The Ministry will be developing indicators around the goal of promoting wellbeing in schools.
- The evaluation conducted in spring 2014 of all new mental health positions, e.g., MHANs, School Mental Health Workers and Mental Health Leads is completed. Results will become public in the near future.
- **Moving on Mental Health** - direction from the Ministry around the role of "lead agencies" will be released this week and will provide a framework around how we will work together.
- **Ontario Child's Health Study (led by McMaster)** has reached the stage of inviting 300 schools to participate in the study. Mental Health Leads and Board offices will be informed of school selections before individual schools are contacted and asked to participate.

##### 5.2 Youth Wellness Centre

- LHINs has identified a funding opportunity to develop a Youth Wellness Centre for Brant, Haldimand and Norfolk
- Lead program developing proposal is the Early Psychosis Intervention, Brantford General Hospital



- Will provide services to youth experiencing signs of mental health and/or addictions difficulties for the first time or youth who require support moving from children's to adult mental health services

#### Goals of Program

1. Raising awareness of mental health and addiction issues through education and outreach in community, especially schools
2. Assessment and support for youth meeting service criteria
3. Providing transition support and system navigation to youth moving into an adult system

The proposal will be submitted mid-November.

### **5.3 Suicide Prevention Proposal- Brant**

Approximately \$28,000 is available to the community for suicide prevention efforts and to engage with community partners to:

- to raise awareness about mental health
- to build capacity of their communities to respond to young people in crisis and prevent youth suicide.

The Brant Proposal will include:

- Enhancing campaign materials developed with Haldimand-Norfolk (these are to roll-out, soon)
- Training of non-professional roles working with youth (safeTALK)
- Hiring a Facilitator to coordinate training activities
- If needed, training additional safeTALK trainers to meet community needs

### **5.4 Crisis Table**

Joe Ernest, Principal, updated the Committee around a community-wide proposal to develop a Brant-Crisis Table. The proposed Crisis Table for Brant will follow the model developed in Saskatchewan and North Bay. The purpose of the Crisis Table is to take a community wraparound approach to families imminently at risk in the community. Community outcomes have been substantial in terms of reducing criminal activity, hospitalizations, etc., for communities engaged in this process. We have been requested to send a representative from our Board to be part of the committee which will view the North Bay model and outcomes. Our Board's involvement is still exploratory at this time.

### **5.5 Recognition of Dennis Blake**

On behalf of the Committee, Leslie Telfer recognized the contributions that Dennis Blake has made as a member of the Committee since its inception. Terre Slaght presented him with a small token of the Committee's appreciation.

## **6. Adjournment**

The meeting was adjourned and members thanked for their involvement.

# RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

November 18, 2014

<b>AGENDA ITEM</b>	<b>MOTION</b>
5.2	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2015 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$192,476, excluding PST.
5.3	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$45,394 for the 2014-15 school year.
5.4	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board refers the matter of limiting trustee attendance at conferences to the Policy Committee for consideration.
5.5	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the posting of Trustee monthly expense reports on the Board's website on an annual basis in compliance with Policy 100.10: Trustee Expenses and in a format detailed in Appendix A.

## **RECOMMENDATIONS:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of November 18, 2014.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of November 18, 2014.



**Committee of the Whole**  
**Tuesday, November 18, 2014 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

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

**Absent:**

**Senior Administration:**

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

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Trustee Dignard.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the November 18, 2014 meeting.

**Carried**

**1.4 Declaration of Interest - Nil**

**1.5 Approval of Committee of the Whole Meeting Minutes – October 21, 2014**

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 minutes of the October 21, 2014 Committee of the Whole meeting.

**Carried**

**1.6 Business Arising from the Minutes - Nil**

**2. Presentations - Nil**

**3. Delegations – Nil**



#### **4. Consent Agenda**

- 4.1** THAT the Committee of the Whole refers the unapproved minutes of the Regional Catholic Parent Involvement Committee Meeting of October 20, 2014 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.2** THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' Meeting of October 28, 2014 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.3** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of November 5, 2014 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

With respect to Item 4.2, Trustee Casey received clarification regarding the service providers who deliver the bus safety training programs and the performance review process for the Transportation Manager.

In response to Trustee McKinnon's inquiry with respect to Item 4.1 regarding the success of the first Regional Catholic Parent Involvement Committee webinar, Superintendent Shypula provided a brief update and advised that a full report would be provided at the December Board meeting.

Superintendent Telfer provided clarification to Trustee Casey with respect to item 4.3 regarding the deferral of the annual Joint SEAC meeting and the reasons for the increased demand on support staff services in JK/SK classrooms.

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**

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

##### **5.1 Board Enrolment as of October 31, 2014**

Superintendent Grice reported that the annual October 31 enrolment report to the Ministry of Education noted 90 full-time equivalent students above projections at the elementary level, and 43 students below projections at the secondary level. He added that compared to June 30, 2014 actual enrolment numbers, enrolment as of October 31 at the elementary level has not changed, and secondary has seen an increase of 79.75 FTE students. In response to Trustee Casey's inquiry, Superintendent Grice advised that staff are currently determining what the net increase in Ministry funding will be as a result of increased enrolment, which will be provided at the December Budget Committee meeting.

Moved by: Rick Petrella

Seconded by: Dan Dignard

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

**Carried**



## **5.2 Insurance Renewal**

Superintendent Grice reviewed details of the Board's 2015 property and liability insurance renewal with the Ontario School Boards' Insurance Exchange (OSBIE), noting that the insurance premium for our Board has decreased from last year. He also drew attention to the new privacy data liability coverage that has been added to the policy.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2015 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$192,476, excluding PST.

**Carried**

## **5.3 Ontario Catholic School Trustees' Association Annual Membership Fee**

Chair Szeman advised that there is no change to the OCSTA membership fee structure for the 2014-15 school year and added that the additional F.A.C.E. levy for promoting and protecting Catholic education is still included this year. She also noted that OCSTA has secured funding from the Ministry of Education to offset costs associated with being the official bargaining agent for Catholic boards in the current round of provincial negotiations; hence, there is no impact on membership fees.

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$45,394 for the 2014-15 school year.

**Carried**

## **5.4 Trustee Conferences**

In response to discussion at the October meeting, Director Roehrig noted that trustee attendance at designated conferences is addressed in Section 4 of the Trustee Expenses Administrative Procedures 100.10, but that the Procedure does not address attendance at other events such as Association or Ministry meetings, seminars, or Diocesan retreats. He recommended that the matter be referred to and addressed by the Policy Committee.

Moved by: Dennis Blake

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board refers the matter of limiting trustee attendance at conferences to the Policy Committee for consideration.

**Carried**



### **5.5 Trustee Expenses Online**

In response to a request made at the October meeting, and after surveying several Boards to determine their practice with respect to posting trustee expenses online, Superintendent Grice provided a proposed template of the Trustee Expenses Report that could be posted on the Board's website. He recommended that the report be posted annually rather than quarterly in an effort to provide a complete, comparable and accurate report of trustee expenses, which would also satisfy the requirement for annual reporting as noted in Section 7.7 of the Trustee Expenses Administrative Procedure 100.10.

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the posting of Trustee monthly expense reports on the Board's website on an annual basis in compliance with Policy 100.10: Trustee Expenses and in a format detailed in Appendix A.

**Carried**

### **6. Information and Correspondence**

Director Roehrig distributed copies of the Travelling to Schools Student Safety flyer that was recently distributed to all families.

Chair Szeman distributed copies of the Education promotion pamphlet produced by the Ontario Provincial Council of the Catholic Women's League.

Director Roehrig advised that over 500 submissions were received in response to this year's Christmas Card Contest. Eight have been selected and will be reproduced, with thumbnails of all winners noted on the back of each card. A video of a good number of the submissions will also be posted on the Board's website.

Director Roehrig provided a brief update on the first meeting of the Council for Catholic Service Organizations.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

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**

In response to Trustee Dignard's observations and inquiry regarding students' post-secondary choices and subsequent employment opportunities, Superintendent McKinnon referenced the recent Workforce Planning Board of Grand Erie survey which suggests that progress is being made in the diversity of destinations that student in our region are embracing. He advised that career planning with students continues to evolve and that students revisit their goals and choices on a regular basis. Director Roehrig offered to bring an update report on Pathways at a future Board meeting.



Trustee Blake inquired if there was any update on the recent bus accident. Superintendent Grice shared the details of the incident that he had been made aware of.

Trustee Blake suggested that the incoming Board should consider writing a letter to the province asking that for a review of the length of time between municipal elections and the start of the new term. In his opinion, five weeks is too long of a gap.

**9. Business In-Camera**

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera Session.

**Carried**

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

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

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

**Carried**

**11. Future Meetings**

Trustee attention was drawn to the revised listing of 2014-15 meetings and events.

**12. Closing Prayer**

A closing prayer was recited in unison.

**13. Adjournment**

Moved by: Dennis Blake

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of November 18, 2014.

**Carried**

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: November 18, 2014  
Submitted by: Chris Roehrig, Director of Education & Secretary

## INSURANCE RENEWAL

Public Session

### **BACKGROUND INFORMATION:**

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

### **DEVELOPMENTS:**

For 2015, based on actuarial estimates, OSBIE has approved the following general rate adjustments:

Liability	+1.8%
Property	0%
Boiler	+5%
Crime	0%
Automobile	0%

Increased claims frequency has resulted in a nominal increase in liability insurance and reinsurance costs have contributed to the increase in boiler insurance. Appendix A contains a summary, which includes a history of OSBIE premiums, as well as the current premiums for our Board.

For 2015, OSBIE has introduced a new Cyber Liability Product – Privacy Data Liability Insurance. The cost of this insurance is based on the Board's current student enrolment, plus a 10% estimate for all Board employees. This insurance will protect the Board against the following:

Security and Privacy Liability Insurance	Responds to important third party liability for claims arising from a failure either of the Board's network security or to protect personal identification information from misappropriation.
Regulatory Action Defence Expenses and Penalties	Coverage for the legal costs and any penalties, which the Board becomes legally obligated to pay as a result of a claim from a government regulatory body as a result of a violation of a privacy law.

Media Content Coverage	Addresses the liability faced by companies that develop or distribute media content. Provides coverage for claims arising from copyright, infringement, plagiarism, defamation, libel and slander due to electronic, digital or digitized content displayed on the Board's website; including advertising, audio, video and written content.
Event Management Notification Costs	Responds to the costs to retain public relations services to assist in managing and mitigating the covered privacy or network security incident; including costs to notify consumers of a release of private information and the cost of credit-monitoring or other remediation services to help minimize damages to those victimized.

In addition to their regular insurance program, OSBIE provides an incentive program to help reduce fees even further.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2015 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$192,476, excluding PST.

## Brant Haldimand Norfolk Catholic District School Board

## OSBIE INSURANCE

Insurance Premium Excluding Taxes					
Description	2012	2013	2014	2015	% Increase / Decrease
Property	100,091.00	103,083.00	109,774.00	96,509.00	-12.9
Crime	5,132.00	4,985.00	4,874.00	4,935.00	+1.3
Boiler and Machinery	3,838.00	3,894.00	4,362.00	4,579.00	+5.0
Liability	88,156.00	75,823.00	76,855.00	72,975.00	-5.0
Non-Owned Auto	890.00	766.00	776.00	737.00	-5.0
Subtotal	198,107.00	\$188,551.00	196,641.00	179,735.00	
Fleet Automobile	11,007.70	11,008.00	11,097.00	9,832.00	-11.4
Privacy Data Liability	0.00	0.00	0.00	2,909.00	n/a
<b>Total Insurance Premium</b>	<b>\$209,114.70</b>	<b>\$199,559.00</b>	<b>\$207,738.00</b>	<b>\$192,476.00</b>	
Coverages:					
• Total Property	Unlimited				
• Crime	\$500,000				
• Deductible	\$10,000 / claim				
• Boiler and Machinery	Unlimited				
• Auto Limit	\$20 million				
• Liability	\$24 million				
• Privacy Data	\$2 million				

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Committee of the Whole  
Submitted on: November 18, 2014  
Submitted by: June Szeman, Chair of the Board

**ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION –  
ANNUAL MEMBERSHIP FEES**

Public Session

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**BACKGROUND INFORMATION:**

The Ontario Catholic School Trustees' Association (OCSTA) continues to be a strong guiding and unifying force for Catholic education in our province. They work with partner organizations to promote and protect Catholic education. On a yearly basis, the Board has remitted a membership fee.

**DEVELOPMENTS:**

There is no change to the OCSTA membership fees for the 2014-15 school year. The annual fee for our Board is calculated on a base amount of \$8,160 plus a cost of \$3.805 per student. Based on our 2013-14 student enrolment of 9,540 ADE (Average Daily Enrolment), the membership fee for this year is \$44,459.

Last year, a special F.A.C.E. levy for promoting and protecting Catholic education was introduced and this levy will continue for 2014-15. The levy is calculated at 9.8 cents per pupil, for a total of \$935. HST does not apply to either the Membership Fees or F.A.C.E. Levy.

It is important to note that OCSTA has secured funds from the province to cover the additional costs associated with the Association serving as the designated bargaining agent for the 29 Catholic District School Boards during the current bargaining process. No additional fees have been charged as a result of this new role for OCSTA.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$45,394 for the 2014-15 school year.

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: The Board of Trustees  
Submitted on: November 18, 2014  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### TRUSTEE CONFERENCES Public Session

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#### **BACKGROUND INFORMATION:**

In response to a Notice of Motion submitted in September, the Board discussed (in October) the concept of limiting the number of conferences that a trustee may attend. The Board postponed the motion until the November Committee of the Whole pending a report from the Director of Education.

The attendance of trustees at conferences is embedded in Policy 100.10. The conferences that are noted in the policy serve as professional development for trustees that address ongoing issues in the increasingly complex education sector.

Section 4.0, "Professional Development" (as noted below), addresses attendance of trustees at conferences. In particular, section 4.2 indicates that a number of conferences are pre-approved for attendance:

#### **4.0 Professional Development**

- 4.1 *Registration fees for conferences and workshops related to Board business will be paid directly by the Board or reimbursed, if approved by the Chair of the Board.*
- 4.2 *Trustees will be reimbursed for travel to conferences, workshops and other events as approved by the Board. Attendance at the Annual General Meeting and Regional Meetings and other events sponsored by the Ontario Catholic School Trustees' Association (OCSTA), the Annual General Meeting of the Canadian Catholic School Trustees' Association (CCSTA) and When Faith Meets Pedagogy Conference **are deemed approved for all trustees when these events are held in Canada.** Attendance at the Annual Chair and Vice-Chair Conference **is deemed approved** for the Chair and Vice-Chair of the Board when held in Canada. Moderate and reasonable consumption of alcohol at these events is permissible.*
- 4.3 *Other costs related to Board business, which are incurred while attending conferences and workshops, will be reimbursed if approved by the Chair of the Board.*
- 4.4 *If the conference or workshop fee includes meals, trustees will not be reimbursed for meal costs they choose to incur.*

#### **DEVELOPMENTS:**

In considering changes to the Board Policy, trustees should consider the current context before making a decision. Given that this is a 'bargaining year' for all collective agreements, it is likely that trustees (especially the Chair of the Board) will be required to attend an unknown number of events to support the Ontario Catholic School Trustees' Association (OCSTA) with Central Bargaining issues. Secondly, given that an inaugural Board meeting will occur with

inexperienced trustees starting, additional and ongoing training will be required to assist their decision making during their term of office. Finally, it is unknown what issues may arise in the future requiring the attendance of trustees at conferences to support their work in local Boards.

Policy 100.10 dictates that a certain number of conferences and events are pre-approved by the Board as noted in Section 4.2. In order to make changes to the pre-approved conferences, the Board would need to change Board Policy 100.10. While Board Policy can be changed by a motion from the Board without consideration of the Policy Committee, that process would be highly irregular. In other words, the Board is advised that all changes to Board Policy should be considered by the Policy Committee. At that time the Board may want to consider, but is not limited to, the following:

- Create a clear definition of ‘conferences’ to delineate the difference between conferences (professional development, e.g., When Faith Meets Pedagogy) and meetings (Regional OCSTA Meetings). The definition would need to address those conferences that blend professional development and meetings (e.g., Annual General Meetings).
- Uphold the current policy.
- Change the policy to include pre-approval of the existing conferences and limit the number of ADDITIONAL conferences to two.
- Revise section 4.2 to specify the two conferences that each trustee is pre-approved to attend.
- Create different limitations for different trustees (e.g., new trustees vs. experienced trustees; the Chair vs. non-executive trustees).

Given that the issue of trustee conferences is noted in Board Policy, the Director recommends that the Policy Committee consider any and all changes to policy including those in Policy 100.10.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board refers the matter of limiting trustee attendance at conferences to the Policy Committee for consideration.

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: November 18, 2014  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**TRUSTEE EXPENSES ONLINE**  
Public Session

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**BACKGROUND INFORMATION:**

Board Policy 100.10 details provisions with respect to *Trustee Expenses*. Section 7.7 states that *trustee expenses will be reported to the Board in a public session annually*. At the Committee of the Whole meeting of September 16, 2014, Trustee Blake presented a Notice of Motion recommending *that the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the posting of trustee monthly expense reports on the Board's website on a quarterly basis*. After further discussion, the Committee of the Whole requested that a template of the Trustee Expenses report be brought to the November Committee of the Whole meeting.

**DEVELOPMENTS:**

The table, as presented in Appendix A, summarizes trustee expenses. If it is the intention of trustees to capture all trustee expenses to allow for comparison, in year reporting frequencies, such as quarterly, become problematic. Trustees submit expenses at different frequencies in compliance with Section 7.1 of Policy 100.10 and, as such, expenses submitted for a specific period of time may not be submitted, allocated and / or processed until a period of time (up to three months) has passed following the requested frequency date.

Administration is recommending that trustee expenses be reported annually for consistency and accuracy of data and to align with the current policy. They are also recommending that the report be discussed in public session following the closing of the books at each fiscal year end.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the posting of Trustee monthly expense reports on the Board's website on an annual basis in compliance with Policy 100.10: *Trustee Expenses* and in a format detailed in Appendix A.



**Annual Trustee Expense Report  
for the Period  
September 1, 2014 to August 31, 2015**

<b>Trustee</b>	<b>Travel</b>	<b>Internet</b>	<b>Cell Phone</b>	<b>Professional Development</b>	<b>Service Equipment</b> (computer, modem, printer / scanner / copier)	<b>Other</b>	<b>Total</b>
Chair							
Vice-Chair							
Trustee 1							
Trustee 2							
Trustee 3							
Trustee 4							
<b>Student Trustee</b>							
Student Trustee 1							
<b>Total</b>							

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

Prepared by: Kim Gubbels, Student Trustee  
Presented to: Board of Trustees  
Submitted on: Tuesday November 25, 2014  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### STUDENT TRUSTEE REPORT

Public Session

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#### **BACKGROUND INFORMATION:**

The Student Senate held their third meeting on November 18, 2014.

#### **DEVELOPMENTS:**

As a follow up to our October meeting where the Student Senate had communicated their concerns regarding stress levels of high school students to the Board's Mental Health and Wellness Lead, Mrs. Jacquie McLaren returned with a list of possible strategies that could be implemented into our schools this year. The main idea was to run a three-week campaign before first semester exams. This campaign will cover topics such as stress and how to deal with it, along with study skills and time management using various avenues such as seminars, study groups and promotional pieces. She will be contacting us within the next month to confirm the final initiative with us.

In discussing our future events, Senators decided to invite the chaplains to our January 16 meeting to discuss the upcoming Students' Council Winter Retreat to be held on February 5, 2015 at St. Pius X Parish. We have also invited our staff advisors to our February 17 meeting to plan the Student Leadership Symposium to be held on May 21, 2015 at Blessed Sacrament Parish.

#### **SCHOOL NEWS:**

Assumption College School held their annual Coffee House on November 13, 2014 to promote their students' vocal and instrumental talent. In order to help out the families in need of food and money for the holidays, their Pennies from Heaven Campaign has started. Their Students' Council is busy planning their Semi- Formal dance to be held on December 6 and their Christmas activities, which will begin on December 4. Assumption had determined their date for the Model United Nations Assembly, scheduled for February 20, 2015.

St. John's College has started their Angel Campaign to raise money for the families in need of food and money in their community during the holiday season. With assistance from the school's new chaplain, they have created "Make it Happen", a campaign to strive for social justice. They are busy planning for their Coffee House, taking place tomorrow evening and their Semi-Formal on November 29, 2014.

Holy Trinity is in the middle of planning their Semi-Formal to be held on December 6. They also planned their annual Coffee House, but due to poor weather conditions in Norfolk County on November 19, the event will need to be rescheduled. Our Crime Stoppers Club held an event to promote safe driving and inform students on drinking and driving.

#### **RECOMMENDATION:**

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

**2014-15**  
**Trustee Meetings and Events**

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
<b>November 25, 2014</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
<del>December 1, 2014</del>	7:00 pm	Audit Committee Meeting	CANCELLED
<b>December 2, 2014</b>	6:30 pm	Inaugural Meeting Mass (Bishop Bergie)	
	<b>7:00 pm</b>	<b>Inaugural Board Meeting</b>	
December 3, 2014	9:00 am	Executive Council Mtg.	
December 3, 2014	9:00 am	SAL Committee Mtg. (Holy Trinity)	
December 3, 2014	6:00 pm	SEAC Meeting	
December 4, 2014	9:00 am	SAL Committee Mtg. (St. John's College)	
December 4, 2014	1:00 pm	SAL Committee Mtg. (Assumption College School)	
<del>December 9, 2014</del>	3:00 pm	Budget Committee Meeting	CANCELLED
<b>December 9, 2014</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
<i>December 22, 2014 - January 2, 2015</i>		<i>CHRISTMAS BREAK</i>	
January 7, 2015	9:00 am	SAL Committee Mtg. (Holy Trinity)	
January 8, 2015	9:00 am	SAL Committee Mtg. (St. John's College)	
January 8, 2015	1:00 pm	SAL Committee Mtg. (Assumption College School)	
January 13, 2015	9:00 am	Executive Council Mtg. ( <i>to be confirmed</i> )	
January 14, 2015	6:00 pm	SEAC Meeting	
January 15, 2015	TBD	Trustee Orientation (hosted by Ministry - Toronto)	
<b>January 20, 2015</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>January 27, 2015</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
February 4, 2015	9:00 am	SAL Committee Mtg. (Holy Trinity)	
February 5, 2015	9:00 am	SAL Committee Mtg. (St. John's College)	
February 5, 2015	1:00 pm	SAL Committee Mtg. (Assumption College School)	
February 10, 2015	9:00 am	Executive Council Mtg. ( <i>to be confirmed</i> )	
February 10, 2015	7:00 pm	SEAC Meeting	
<b>February 17, 2015</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
February 23, 2015	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
February 24, 2015	1:00 pm	STSBHN Governance Mtg.	
<b>February 24, 2015</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
March 4, 2015	9:00 am	SAL Committee Mtg. (Holy Trinity)	
March 5, 2015	9:00 am	SAL Committee Mtg. (St. John's College)	
March 5, 2015	1:00 pm	SAL Committee Mtg. (Assumption College School)	
March 10, 2015	9:00 am	Executive Council Mtg. ( <i>to be confirmed</i> )	
March 11, 2015	6:00 pm	SEAC Meeting	
<i>March 16-20, 2015</i>		<i>MARCH BREAK</i>	
<b>March 24, 2015</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>March 31, 2015</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
April 1, 2015	9:00 am	SAL Committee Mtg. (Holy Trinity)	
April 2, 2015	9:00 am	SAL Committee Mtg. (St. John's College)	
April 2, 2015	1:00 pm	SAL Committee Mtg. (Assumption College School)	
April 8, 2015	6:00 pm	SEAC Meeting	
April 14, 2015	9:00 am	Executive Council Mtg. ( <i>to be confirmed</i> )	
<b>April 21, 2015</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>April 28, 2015</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
April 29-30, May 1 2015		Board Art Show	
April 30, May 1-2, 2015		OCSTA AGM (Toronto)	
<i>May 3-8, 2015</i>		<i>Catholic Education Week</i>	
May 5, 2015	6:00 pm	Celebration of the Arts – art viewing	
	6:30 pm	Celebration of the Arts - performances	
May 6, 2015	9:00 am	SAL Committee Mtg. (Holy Trinity)	
May 6, 2015	5:15 pm	Catholic Student Leadership Awards (SJC - Bishop Fabbro)	

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
May 7, 2015	9:00 am	SAL Committee Mtg. (St. John's College)	
May 7, 2015	1:00 pm	SAL Committee Mtg. (Assumption College School)	
May 12, 2015	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
<b>May 19, 2015</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
May 20, 2015	6:00 pm	SEAC Meeting	
May 24, 2015	1:00 pm	STSBHN Governance Mtg.	
May 24, 2015	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
<b>May 26, 2015</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
May 28, 2015	10:00 am	<i>Have a Go track meet at Holy Trinity (secondary) (rain date June 12)</i>	
June 3, 2015	9:00 am	SAL Committee Mtg. (Holy Trinity)	
June 4, 2015	9:00 am	SAL Committee Mtg. (St. John's College)	
June 4, 2015	1:00 pm	SAL Committee Mtg. (Assumption College School)	
June 9, 2015	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
June 11-13, 2015		CCSTA AGM (Newfoundland)	
June 15, 2015	10:00 am	<i>Have a Go track meet at Assumption College (elementary) (rain date June 16)</i>	
<b>June 16, 2015</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
June 17, 2015	6:00 pm	SEAC Meeting	
<b>June 23, 2015</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
TBD	4:45 pm	Assumption College Graduation	
June 25, 2015	7:00 pm	St. John's College Graduation	
June 25, 2015	6:30 pm	Holy Trinity Graduation	

Meetings to be scheduled: Catholic Education Advisory Committee meetings

Meetings scheduled at the Call of the Chair: Audit Committee, Budget Committee, Accommodations Committee, Policy Committee