



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda

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

**Committee of the Whole
Tuesday, October 15, 2013 ♦ 7:00 pm
Boardroom**

Members:

Trustees:

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

Senior Administration:

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

1. Opening Business

- 1.1 Opening Prayer
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Declaration of Interest

2. Presentations - Nil

3. Delegations - Nil

4. Consent Agenda

- 4.1 Approval of Committee of the Whole Meeting Minutes – September 17, 2013 Pages 3-6
- 4.2 Unapproved Minutes from the Special Education Advisory Committee Meeting - September 11, 2013 Pages 7-10
- 4.3 Unapproved Minutes from the Catholic Education Advisory Committee Meeting - October 9, 2013 Pages 11-14

5. Committee and Staff Reports

- 5.1 Unapproved Minutes and Recommendations from the Policy Committee Meeting - October 9, 2013 Pages 15-19
Presenter: Dennis Blake, Chair, Policy Committee
 - Electronic Communications and Social Media Policy 600.01 (revised) (pgs. 20-37)
 - Hiring – Academic Staff Policy 300.10 (revised) (pgs. 38-42)
 - Board By-Laws (revised) (pgs. 43-68)
 - Board Governance 100.01 (revised) (pgs. 69-70)
 - Advocacy 700.09 – rescind (pgs. 71-72)



BRANT HALDIMAND NORFOLK Catholic District School Board

Agenda

Catholic Education Centre
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- 5.2** Strategic Action Plan Update – Catholicity Pages 73-76
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 5.3** Diagnostic Assessment in Support of Student Learning (P/PM 155) Pages 77-79
Presenter: Leslie Telfer, Superintendent of Education
- 5.4** Primary and Junior/Intermediate Class Size Pages 80-85
Presenter: Jamie McKinnon, Superintendent of Education
- 5.5** Financial Literacy in the Ontario Curriculum Page 86
Presenter: Leslie Telfer, Superintendent of Education
- 5.6** Ontario Catholic School Trustees' Association Annual Membership Fees Page 87
Presenter: June Szeman, Chair of the Board
- 5.7** Excursion – New York City Page 88
Presenter: Bill Chopp, Superintendent of Education
- 6. Information and Correspondence**
- 6.1** Early Retirement Incentive Plan (ERIP)
- 7. Notices of Motions**
- 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 89-90
- 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**
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Committee of the Whole
Tuesday, September 17, 2013 ♦ 7:00 pm
Boardroom

Trustees:

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

Absent:

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Vice Chair Petrella.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Dan Dignard
Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the September 17, 2013 meeting.

Carried

1.4 Declaration of Interest – Nil

2. Presentations

Superintendent Chopp introduced System SERTs Patti Mitchell and Joanne Freund who gave a presentation on the First Reconciliation, First Communion and Confirmation Retreats for Special Education students that they developed and deliver annually. Through hands-on faith-filled learning activities, and with the assistance of parish priests, special needs students have the opportunity to participate as fully as possible in the sacraments of the church. Trustees commended the presenters on their initiative and quality programs.

3. Delegations – Nil



4. Consent Agenda

- 4.1** THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the June 18, 2013 meeting.
- 4.2** THAT the Committee of the Whole refers the unapproved minutes of the Accommodations Committee Meeting of September 11, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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 Continuing Education – St. Mary Catholic Learning Centre Update

Superintendent McKinnon provided an update on the former St. Mary elementary school which was converted into a Continuing Education centre last year. Under the leadership of Continuing Education Principal, Terre Slaght, Superintendent McKinnon commented that the St. Mary Catholic Learning Centre provides continued learning in a lifelong manner for the young and old. Current, planned and future program offerings were highlighted and trustee inquiries regarding various programs were responded to.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Continuing Education – St. Mary Catholic Learning Centre Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.2 Savings Analysis: Holy Cross and St. Mary Schools Consolidation

Superintendent Grice provided a summary of the savings realized from the consolidation of St. Mary and Holy Cross school communities at Holy Cross. The analyses included the savings had St. Mary School been closed entirely, as well as the cost savings realized with St. Mary being utilized as a Continuing Education Centre. Discussion arose regarding the noted one-time costs, whether any students did not transfer to Holy Cross, and staff savings. Trustee Dignard received confirmation that the anticipated savings as a result of the Accommodation Review Committee's decision to merge the two school communities have been and will continue to be realized.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Savings Analysis: Holy Cross and St. Mary Schools Consolidation report.

Carried



5.3 Start-Up Enrolment and School Organizations

Superintendent McKinnon distributed information regarding elementary enrolment and school organizations as of September 17, 2013. He commented that elementary enrolment is approximately 70 students higher than projected enrolment and that class size compliance has been met.

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 Start-Up Enrolment and School Organizations update.

Carried

5.4 Integrated Accessibility Plan Annual Report 2013-14

Superintendent Chopp provided an overview of the objectives to be achieved during the 2013-14 school year with respect to the 2013-2017 Integrated Accessibility Plan.

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Committee of the Whole refers the Integrated Accessibility Plan Annual Report 2013-14 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.5 CEFO Catholic Student Award Recipients/Father Fogarty Awards Dinner

Superintendent McKinnon advised that the Board's recipients of the annual Catholic Education Foundation of Ontario's *Catholic Student Award*, Emily Gill (Assumption College School), Ryan Cattrysse (Holy Trinity) and Danielle Tuori (St. John's College) will be honoured at the Father Patrick Fogarty Awards Dinner in Toronto on October 26, 2013.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the information regarding the recipients of the 2013 Catholic Student Award and the Father Patrick Fogarty Awards Dinner.

Carried

5.6 Excursion - Italy

Superintendent Chopp presented a request from Holy Trinity School for approximately 21 Grade 9-12 students to participate in an excursion to Italy during March Break 2014 in order to witness first-hand many of the things that they have studied in scripture and textbooks.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Holy Trinity Catholic High School for an excursion to Italy from Friday, March 7 to Sunday, March 16, 2014.

Carried



6. Information and Correspondence

6.1 Trustee Conduct at Board Meetings

Chair Szeman provided a reminder regarding trustee conduct at meetings. In the event of outbursts, the trustee will be asked to remove himself/herself from the meeting. If the trustee is not agreeable, a recess will be called. As a final recourse, the meeting may be adjourned.

Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

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 - Nil

9. Business In-Camera

Moved by: Rick Petrella

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: Dan Dignard

Seconded by: Bonnie McKinnon

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 2013-14 list of meetings and events.

12. Closing Prayer

A closing prayer was recited in unison.

13. Adjournment

Moved by: Dennis Blake

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of September 17, 2013.

Carried



SPECIAL EDUCATION ADVISORY COMMITTEE

Wednesday, September 11, 2013 · 7:00 p.m.

- Present:** Dianne Wdowczyk (Acting Chair), Dennis Blake, Colleen Demarest, Teresa Westergaard-Hager, Carmen McDermid, Paul Sanderson, Heather Shisler, Leslie Telfer
- Regrets:** Catherine Custodio, Krista Emmerson, Jill Esposto, Lisa Stockmans, Tracey Taylor
- Absent:** Susan Yates
-

1. Opening Prayer

Carmen McDermid opened the meeting a prayer.

2. Welcome and Opening Comments

Dianne Wdowczyk welcomed committee members

3. Introductions

Leslie Telfer introduced herself as the new Superintendent of Education overseeing Special Education in place of Bill Chopp. She invited a round table of introductions to get to know each member of the committee present.

4. Approval of Agenda

Moved by: Colleen Demarest

Seconded by: Heather Shisler

THAT the SEAC Committee approves the agenda of the September 11, 2013 meeting.

Carried

5. Approval of the Minutes – June 12, 2013

Trustee Blake inquired if there was any consideration of his comments from the last meeting with respect to engaging Trustees. He stressed that there is a need for Trustees to understand that everything we spend in Special Education has an application in the classroom, e.g., SmartBoards.

Moved by: Paul Sanderson

Seconded by: Dennis Blake

THAT the SEAC Committee approves the minutes of the June 12, 2013 meeting.

Carried

6. Selection of New Chair

This item was tabled until the next meeting due to the number of absences at this meeting.

7. Thank You to 2012-13 Chair

Dianne Wdowczyk, 2012-13 Chair, resigned from SEAC due to her new position as Mental Health Lead with the Brant Haldimand Norfolk Catholic District School Board. Carmen McDermid thanked Dianne on behalf of SEAC, presenting her with a small token of appreciation, and welcomed her to the Board.



8. Community Agency Updates

Paul Sanderson from Contact Brant touched on an interesting September, largely due to parents that do not follow through over the summer. This is a busy time of year for Contact Brant.

Teresa Westergaard-Hager from Norfolk Association for Community Living (NACL) updated the Committee on successful fundraising events over the summer. Additional fundraisers are coming up including one on Friday the 13th. Organizationally there have been many changes – review funded by the Ministry.

Dianne Wdowczyk, formerly of Woodview Children's Centre, shared that her role will not be replaced at Woodview; rather, they have distributed her portfolio between Trish Brinn [overseeing the Dialectical Behaviour Therapy (DBT)] and Brooke Gardner. Speaking on DBT, Dianne explained that clinicians are trained that there is a specific way to intervene in situations, and that children are also learning from skills groups. She noted that Woodview's 8-8 program is officially no longer a residential program. Paul Sanderson commented on the importance of keeping kids out of residential treatment. Woodview's wait list is down from one year to six months largely due to many changes and doing things differently. Dianne also raised the concern of finding a Roman Catholic representative from Woodview to join the committee. The committee discussed and agreed that we will see positive change by bringing in the right people – Christine Pierce from Woodview would be an exceptional addition to the committee.

Heather Shisler from Lansdowne Children's Centre shared that the Children's Treatment Centre has received funding to help reduce their wait list, allowing them to hire 2.5 full time equivalent permanent positions. Organizationally, they are changing their approach to really high need children with case management (less fragmented.) Lansdowne has also started Physiotherapy services for W. Ross McDonald School.

9. Correspondence

9.1. SEAC resignation – Dianne Wdowczyk

9.2. Letter from Lynn Trevisan, Halton District School Board SEAC Chair – re: Cuts to SSAH Funding – Paul Sanderson voiced his agreement with SSAH Funding concerns. Many families cannot afford the cost of private assessments to enable the child to transition to adult services at age 18, in addition to waiting lists. This has to change.

9.3. Letter from Peggy O'Toole, Peterborough Northumberland Victoria & Clarington CDSB SEAC Chair – re: FASD

9.4. Letter from Dave Marcus, Renfrew County DSB SEAC Chair – re: Special Education Preparatory Courses should be a compulsory part of the Teacher Education programs in Ontario

9.5. Letter from Susan Wilson, Catholic District School Board of Eastern Ontario SEAC Chair and J. Brent Laton, Chair of the Board – re: Special Education Preparatory Courses should be a compulsory part of the Teacher Education programs in Ontario

9.6. Letter from Susan Wilson, Catholic District School Board of Eastern Ontario SEAC Chair and J. Brent Laton, Chair of the Board – Re: current funding model for Special Education. Committee discussed the amount of high needs students going up while Ministry funding is going down. Trustee Blake commented that the Board is aware of this issue and perhaps the Board would consider writing a letter to the Minister of Education regarding the Special Needs Funding.



9.7. Letter from Jackie Warwick-Mathieu, Simcoe Muskoka CDSB - re: cuts to SSAH Funding

9.8. Letter from Cathie Blair, UCDSB SEAC Chair – re: cuts to SSAH Funding

9.9. Letter from Liz Sandals, Minister of Education – re: new SEAC website

A recommendation was put forth by Trustee Blake that SEAC send a letter to Minister Sandals regarding Special Needs funding. This item will be deferred until a SEAC Chair is appointed next month.

10. Reports

10.1 Special Education System Lead – Carmen McDermid

Carmen McDermid provided an overview of the various focus areas within Special Education for the 2013-14 year, including:

- **LD Focus** – The program began with students in open courses last year, bringing together Grades 9-10 Religion teachers. The next focus group will be Civics.
- **Structured Learning** – with a goal of increased independence down the road; this will be discussed more at the next SEAC meeting.
- **Technology Training** – John Silvestri, SEA SERT, trains not only the specific child, but also the entire class. We have multiple licenses so all students can access the program through the Cloud rather than just the individual student. John then returns and works more in-depth to address the student's specific needs, as required.
- **Speech & Language Support** – reduced to 1.5 FTE from 3.0 FTE last year. The Board has received resignations from both positions. The positions for replacement staff will be posted tomorrow.
- **Reading Upgrade** – This intervention program is in its sixth year. This year, licenses will be for students in Grades 2 & 3; determining where they are at and what do they need. SERTs work with no more than two students at a time for 20 minutes providing the appropriate intervention. All schools to receive two licenses; Marker Schools can have four licenses. With the license being attached to the student, staff can follow up electronically, run reports, track progress and monitor the effectiveness of the program. Trustee Blake requested that a presentation on Reading Upgrade be given at a future Board meeting.
- **System SERTS** – focus areas include Hawaii Early Learning Profile (HELP), Learning for All, IEP development, Structured Learning, assessments.

10.2 Superintendent of Education – Leslie Telfer

Transitions – Superintendent portfolio responsibilities have changed for 2013-14. An reference chart was distributed and is also available on the Board's website. Leslie is still focusing on Full Day Kindergarten, Student Achievement and EQAO, but is now also responsible for Special Education. The transition plan includes regular consultation and meetings with Bill Chopp to allow



for the sharing of his expertise and wealth of knowledge. Bill will assume operational responsibilities for all elementary schools and will continue to be responsible for Mental Health, Behaviour Services, Continuing Education and Home Instruction. One of the Board's focus areas as noted in the Strategic Plan is student achievement, and part of the plan is to continue to bring together Student Achievement support staff, System SERTs, etc., in order to combine expertise to meet the needs of our learners and to work together to best support our students.

11. Business for Next Meeting

- Appointing a new SEAC Chair
- Exploring the SEAC mandate, including recommendations to the Board on the Agenda
- Inviting Bill Chopp to the SEAC meeting to acknowledge his dedication and service to the committee
- Inviting Dianne Wdowczyk back to give a report on Mental Health.



**Catholic Education Advisory Committee (CEAC)
Wednesday, October 9, 2013 ♦ 2:00 p.m.
Haldimand Room**

Present: June Szeman (Chair), Georgia Athanasiou, Karen Bouw, Cliff Casey, Father Alan Dufraimont, Kathleen Evans, Charmaine Hanley, Father Tim Hingston, Len McDonald, Derek McEachen, Bonnie McKinnon, Christina Morrison, Sean Roche, Chris N. Roehrig

Absent: Lisa Gleason, Paul Tratnyek, Father Wieslaw Woloszyn, Roger Lawler (Resource to the Committee)

1. Opening Prayer & Welcome

June Szeman opened the meeting with prayer and welcomed members.

2. Approval of the Agenda

Moved by: Bonnie McKinnon

Seconded by: Charmaine Hanley

THAT the Catholic Education Advisory Committee approves the agenda of the October 9, 2013 meeting.

Carried

3. Approval of Minutes – January 9, 2013

Moved by: Fr. Alan Dufraimont

Seconded by: Derek McEachen

THAT the Catholic Education Advisory Committee approves the minutes of the April 9, 2013 meeting.

Carried

4. Information Items

4.1 Strategic Plan – Faith Formation

Chris Roehrig distributed a summary sheet (attached) of the current initiatives led by Paul Tratnyek, Faith Animator. The summary provided an overview of the various activities and events planned for the upcoming year in the area of adult faith formation. Chris explained that Catholicity is the fundamental pillar in the Board's Strategic Plan, but that it does not stand alone; it is integrated into the other three pillars. Chris reminded us of the first event in the Praxis of Faith series with Fr. Reto Devatz, and gave a positive message regarding Paula Darcy's upcoming Praxis of Faith session, as well as Sr. Angela Ann's forthcoming presentation. He also shared an overall vision regarding faith formation – to work with a core group, the Faith Formation Team, so that they will become “go to” people in the school system with respect to faith formation leadership. Charmaine Hanley and Christina Morrison provided insight into the activities of the Faith Formation Team, including retreats that help to bring faith alive.

Chris Roehrig and Charmaine Hanley provided insight into an in-service held in Ajax and attended by a small group from our Board regarding what Christian meditation for children “looks like”. It was noted that children do not always know how to get or ask for “quiet”, but that children love “being quiet with Jesus”, evidenced by Charmaine's experience of ‘can we do it again?’ comments from students. Fr. Alan commented that meditation with the exposition of the Blessed Sacrament has been a successful initiative with schools near parishes in the Windsor area.



4.2 Strategic Plan - Religion and Family Life

Derek McEachen, Acting Student Achievement Consultant: Religion & Family Life, spoke about the Grades 7 and 10 Leadership Symposium and Camino from St. Mary's parish to Assumption College scheduled for November 14, 2013. He explained that the day will involve close to 40 students from both the elementary and secondary panels. A history of the development of the idea was mentioned, with acknowledgement of preliminary work which began last year.

Derek shared recent completed work by the Religious & Family Life education consultants from the Hamilton Diocese, in the form of a two-page summary of major themes used in Religious Education Programs from the CCCB and the ACBO in use in Catholic Schools 2013: Grades 1–12 (attached). Steps will be taken to formalize the document in our Board, since it was thought by committee members to be a helpful summary for teachers and others.

The work of a Tough Questions group was also presented, with a request for feedback from committee members. The draft document concerns "Science, Faith and the Dignity of the Human Person". It was noted that the document will go through a full vetting process before the document will be ready for teachers to use as a resource in seeing links between these two disciplines.

Derek showed the work of the Elementary Religion and Family Life Advisory Committee, Brian Englefield, and secondary religion department heads in developing a portal sharing site for Religion and Family Life for both elementary and secondary panels. Chris Roehrig provided insight into the background of the existence of this aspect of the portal.

4.3 Secondary School Student Leadership

Student Trustee, Georgia Athanasiou shared her experiences at the Secondary School Student Leadership retreat held from September 5-7, 2013. School Council represents from all three secondary schools joined together at the Michaelite Retreat House in London where a key focus for the group was how to become better Catholic Leaders within the school board.

4.4 Updates from the Dioceses

Brant Deanery – Father Tim commented on the excellent feedback on the Diocesan Mass for Education. He also made the group aware of upcoming diocesan events:

- 1) John Allen Jr. talk at The Cathedral of Christ the King, Hamilton (Oct. 21, 7 p.m.)
- 2) Multicultural Mass at The Cathedral of Christ the King (Oct. 27, 1 p.m.)
- 3) Diocesan Ministry Leaders' Conference on The New Evangelization: presenter Catherine Ecker at Holy Family Croatian Parish, November 9 (9:30 a.m. – 3:30 p.m.)
- 4) The Priests, In Concert at Copps Coliseum (Nov. 13, 7:30 p.m.)
- 5) Year of Faith, ending with the solemnity of Christ the King, will culminate with three parishes celebrating with three different bishops
- 6) Priests seminar in Burlington (Nov. 19)

Fr. Tim also mentioned the welcome extended locally to Fr. Earl Talbot at St. Basil's Parish, Brantford and Fr. Bob Bulbrook at Blessed Sacrament Parish, Burford.

Ingersoll Deanery – Father Al provided an update on activities in the London Diocese, including preparation for a Mass setting to be newly used in the diocese. June Szeman made mention that Bishop Fabbro celebrated Mass and hosted a get together for all the diocesan Trustees at St. Peter's Basilica Marian chapel. It was noted how blessed we are to have such humble bishops.



5. Discussion Items

5.1 Reflections on Progress and Next Steps

In an effort to evaluate the work done to date and to look ahead with respect to next steps in the areas of faith formation and the Religion & Family Life program, Chris Roehrig called us into a think/pair/share to garner feedback from the committee on places/ways to improve, especially concerning reflections on partnerships (how do we do a better job of reaching out to our Catholic partners, e.g., connections to CWL/Knights of Columbus/SSVP; faith formation and catechesis efforts, connections to continuing education programs, supports for parishes)? Chris provided a backdrop to this conversation regarding a previous school/parish relations committee that had initiated the conversation.

Some feedback from the think/pair/share conversations was as follows:

- Focus on principals/teachers/students – top down faith formation
- Meeting the challenge of working together: parents struggling to be parents can benefit from supports from parish and school system
- Meet the Teacher could transform to Meet the Teacher and the Priest
- Continue to work on standard expectations regarding communication between parishes / schools (bulletins)
- Growing partnerships in the community (KofC; CWL – principals could have a “go to” list from CWL & KofC for volunteering)
- SSVP: what is the process to get the Society to come to the Hagersville area?
- Trustees could be listed in the Church bulletin (pros/cons)
- Connections in bulletin to school-related events
- Thoughts on continuing education: who are the students? adults? benefit from faith integration?
- Parish/school: Parent Advisory Committees & Parish Council (shared members would help)
- Continuing education: Dr. Michael Higgins mentioned [when Holy Trinity was built, programs were planned to be offered to the community (someone from the university could come down and give lectures)]; SWAC type course for community members ?
- Tying virtues documents/ monographs, etc., together
- Board Theme connected to planning of school Mass?
- 1st CWL member to attend school Mass at Holy Trinity – connections here
- Blogging between members of community and students (e.g., philosophy teacher at Holy Trinity)
- Writing contests (themes: issues for teenagers; English teachers are connected with KofC)
- Intergenerational lunch (Seniors and students connect at a “toonie” lunch: Theme is “Remember When”)
- Opportunities for kids to go to parish?
- Guest speakers, such as Brett Allman, coming to speak to community about media, faith and what students do daily
- Students do not always go to Church (need to meet students where they are at)
- Students want us to come to them (they have different experiences/backgrounds)
- Variety of experiences helps to meet different needs



- Parish should not be replaced, but support the parish (make sure that we are helping to compliment/ lead to parish – not competing with events that are properly centered on the parish)
- Connections to parish is an area we can work on with this committee
- Attendance at deanery meetings is integral
- The more that we welcome people in their Eucharistic communities, the better)

6. **Adjournment**

Chair Szeman thanked members for attending, for their involvement in the discussions and adjourned the meeting.

MINUTES AND RECOMMENDATIONS

POLICY COMMITTEE

October 9, 2013

AGENDA ITEM	MOTION
2.1	THAT the Policy Committee recommends that the Committee of the Whole refers the Electronic Communications and Social Media Use policy to the Brant Haldimand Norfolk Catholic District School Board for approval.
2.2	THAT the Policy Committee recommends that the Committee of the Whole refers the Hiring – Academic Staff policy to the Brant Haldimand Norfolk Catholic District School Board for approval.
2.3	THAT the Policy Committee recommends that the Committee of the Whole refers the revised Board By-Laws to the Brant Haldimand Norfolk Catholic District School Board for approval.
2.4	THAT the Policy Committee recommends that the Committee of the Whole refers the Board Governance Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.
	THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of Advocacy Policy 700.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of October 9, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of October 9, 2013 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy Committee
Wednesday, October 9, 2013 ♦ 4:00 p.m.
Boardroom

Trustees:

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

Absent:

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Tom Grice (Superintendent of Business & Treasurer), Jamie McKinnon (Superintendent of Education)

1. Opening Business

1.1 Opening Prayer

The meeting opened with a prayer led by Dennis Blake.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee approves the agenda of the October 9, 2013 meeting.

Carried

1.4 Approval of the Policy Committee Meeting Minutes – April 23, 2013

Moved by: June Szeman

Seconded by: Dan Dignard

THAT the Policy Committee approves the minutes of the April 23, 2013 meeting.

Carried

2. Committee and Staff Reports

2.1 Electronic Communications and Social Media Policy 600.01 (revised)

Superintendent Grice explained that this policy and administrative procedures provide parameters regarding our communications (email) systems, as well as the use of social media. He highlighted that the primary revisions include the new name for the policy, clear definitions of roles and responsibilities, as well as expectations regarding privacy. He advised that the proposed policy has been vetted by all user groups, as well as Keel Cottrelle LLP. Discussion ensued with respect to various sections of the administrative procedures including access to trustee email accounts in the event of misuse, use of the Board's email system by unions, tiered access to email addresses/global distribution lists, and the potential challenges with respect to



the proposed 'bring your own devices to school' initiative. Trustees requested that a separate eMail Social Communication policy be developed to address these specific concerns. A request was made by Trustee Petrella to add a reference regarding access to trustee email accounts in the 'Responsibilities' section of the Electronic Communications and Social Media administrative procedure prior to this policy package proceeding to Committee of the Whole.

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the Electronic Communications and Social Media Use policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.2 Hiring – Academic Staff Policy 300.10 (revised)

Superintendent McKinnon advised that due to the enactment of Ontario Regulation 274/12 in September 2012 regarding the hiring of teachers to long term occasional (LTO) and permanent teaching positions, this policy and administrative procedures have been revised to include the Board's adherence to the requirements of Provincial Regulation 274. In response to trustee inquiries, Superintendent McKinnon clarified the process/hiring practice that is now being used to fill LTO and permanent positions.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the Hiring – Academic Staff policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.3 Board By-Laws (revised)

Director Roehrig reviewed the proposed revisions to the By-Laws which reflect changes in statutes and regulations since 2010, as well as align by-law language with the Education Act. Minor changes also include staff titles, the order of business to reflect current practice, and clarification regarding notices of motion. Through discussion, it was agreed that clarification be provided regarding "improper conduct" as noted in section 6.9.2; that Notices of Motion will be given to the Secretary **and** the Chairperson (rather than "or") in section 7.5.1; and that additional committees will report to the Committee of the Whole, not to the Board in section 8.2. Discussion also ensued regarding assigned seating (6.8), length of time/number of time a member can speak to a motion (7.2.9), and meeting start time (6.2.1.1 and 6.2.2.1). It was agreed that, if required, these sections could be revised at a future Board meeting with 2/3rd approval. Trustee Blake expressed his concern that the 7 pm meeting start time is challenging when he works until 6 pm in Simcoe. He stated that, in his opinion, the start time of meetings had been changed in the past to 7 pm by Trustee Szeman when in the position of Chair. Chair Szeman expressed resentment towards this personal accusation and noted that any change in meeting start time would only have been done by motion and vote of the Board. It was agreed that should a trustee wish to be present for the discussion on a specific agenda item, s/he should make a request of the Chair to move that item later in the agenda if s/he anticipates arriving late for the meeting in question; the agenda will be amended accordingly.



Moved by: Dan Dignard
Seconded by: Bonnie McKinnon

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

Carried

2.4 Board Governance 100.01 (revised)

Director Roehrig explained that in keeping with Bill 177, which articulates the roles of school boards with respect to setting its own by-laws and code of conduct, the Board Governance policy is being revised to include references to the Board's existing Code of Conduct. Trustees revised the proposed policy statement #3 by removing "every two years" and replacing it with "within the first 12 months of a newly-elected Board...".

Moved by: Cliff Casey
Seconded by: Rick Petrella

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

Carried

3. Discussion Items

3.1 Educational Field Trips and Excursions 500.01 re: splash parks

In revisiting the reference to splash parks in the "Risk Management" section of the Educational Field Trips and Excursions administrative procedures, it was agreed that a statement regarding the questionable educational value of this type of activity would be added.

3.2 Advocacy Policy 700.09

Director Roehrig requested feedback regarding the relevance of the Advocacy Policy, which was adopted in 2007. Trustees agreed that the policy is no longer required, and the following motion was proposed.

Moved by: June Szeman
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of Advocacy Policy 700.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3.3 Performance Appraisal of Director of Education Policy 100.02

Director Roehrig commented that the Ministry's Supervisory Officer Performance Appraisal (SOPA) pilot is in its second year and that it is anticipated that a provincial process/format will be released next year. Trustees were in agreement that the current policy and administrative procedures need to be revised sooner rather than later. Trustee Petrella proposed that a Committee of all trustees be formed to review and develop a revised policy, taking into account input/information from applicable sources, i.e., the SOPA program being piloted by the Leadership Development and School Board Governance Branch.



Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT a committee of trustees be established to develop a new version of the Performance Appraisal of Director of Education policy.

Carried

4. Adjournment

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee adjourns the meeting of October 9, 2013.

Carried

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: October 9, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

**ELECTRONIC COMMUNICATIONS AND
SOCIAL MEDIA POLICY**

Public Session

BACKGROUND INFORMATION:

Technology continues to move at a rapid pace. This makes the need to develop current and applicable policies, procedures and accountability measures extremely important in such a significantly-important area of the Board for both staff and students

DEVELOPMENTS:

The former *Electronic Communications* policy, approved in September 2003, was not specific or adequately detailed in a number of key areas. These areas have been revised in the current policy and procedures.

The policy has been amended to reflect the following changes:

1. The title of the policy has been changed to Electronic Communications and Social Media Use policy to reflect technological changes and advancements that have occurred since the policy was initially developed.
2. The procedure defines the responsibility of the end user based on their role within the organization.
3. Clarity regarding the expectation of privacy has been emphasized.
4. Common templates have been developed, such as a staff Acknowledgment Form and student Technology Use Agreements for Information and Communications.

The policy was vetted to all principals, managers, Information Technology staff, Board consultants and union presidents, with minor changes made to the policy and administrative procedures based on the feedback.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Electronic Communications and Social Media Use policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA USE

		Policy Number:	600.01
Adopted:	September 9, 2003	Former Policy Number:	n/a
Revised:	TBD	Policy Category:	Information Technology
Subsequent Review Dates:	n/a	Pages:	2

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that the electronic communication medium is integral to the education environment and that electronic communication capability should be made available to staff and students for the purpose of student learning and the business of the Board. Further, the Board believes in the benefits that the electronic communication medium can bring to support its daily operating activities and student achievement. As a Catholic learning community, we commit to use electronic communications, social media and all technologies in a manner that is consistent with the Mission and Vision of Catholic education.

Policy Statement:

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

- Information and communication technology tools and resources, including the use of electronic communication and social media by staff, is a viable means to involve colleagues, parents and other staff of the Board in academic dialogue and for the business of the Board.
- Information and communication technology tools and resources are utilized to support staff use of electronic communication and social media such that users interact knowledgeably and responsibly via the internet.
- Teachers and other Board employees are role models in their use of information and communication technology tools and resources, including electronic communication and social media. Parents entrust educators with the duty to educate their children. The Board recognizes that the use of the internet and social media has the potential to affect this trust.
- Information and communication technology tools and resources must be used such that they provide a safe and nurturing environment for learning and working.

Policy Criteria:

- ~~Classroom computers will be used for education purposes.~~
- ~~All computers and computer systems are to be used to conduct the business of the Board.~~
- ~~All Board assets and equipment are to be protected.~~
- ~~Use of technology must be appropriate.~~

Glossary of Key Policy Terms:

User

All employees, students, trustees, members of Board committees, school council chairs and all other persons given authorized access to the Brant Haldimand Norfolk Catholic District School Board's computing and information technology facilities and resources are considered users. Users may access these tools from locations other than their work locations. Using Board-provided technology from the office, home or other location is using a corporate asset. Therefore, the Board and its employees are responsible for any misuse of its technology. If an employee sends personal views, they must provide appropriate disclaimers so that the remarks are not taken as representative of the Board.



Brant Haldimand Norfolk Catholic District School Board

Appropriate Use

Relevant federal and provincial laws and regulations govern the use of the computer and information technology systems of the Board. In addition, use must be consistent with Board policies and procedures at all times. Users are expected to use the Board's internet and email services in a lawful and ethical manner consistent with the educational, informational and recreational purposes for which they are provided. Users will be subject to disciplinary action for misuse of the email or internet systems. Misuse of these systems may, in some instances, subject the Board to lawsuits.

Social Media

Media designed to be disseminated through social interaction, created using highly-accessible and scalable publishing techniques. Examples include, but are not limited to, LinkedIn, Twitter, Facebook, YouTube, Blogger, MySpace, Instant Messaging and postings on video or picture-sharing sites and elsewhere on the internet.

Primary / Junior Students

Students who are enrolled in a Kindergarten to Grade 6 program.

Intermediate / Senior Students

Students who are enrolled in a Grade 7 to Grade 12 program.

References

Copyright Act, R.S.C., 1985, c. C-42

Education Act, R.S.O. 1990, c. E.2

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, CHAPTER M.56

Human Rights Code, R.S.O. 1990, c. H.19

Criminal Code (R.S.C., 1985, c. C-46)

Highway Traffic Act, R.S.O. 1990, c. H.8

Bill 168, Occupational Health and Safety Amendment Act

Workplace Harassment Policy, Reference No. 300.01, Brant Haldimand Norfolk Catholic District School Board

Workplace Violence Prevention Policy, Reference No. 300.20, Brant Haldimand Norfolk Catholic District School Board

Information and Communications Technology Use, Reference No. 600.02, Brant Haldimand Norfolk Catholic District School Board

Electronic Websites Policy, Reference No. 600.03, Brant Haldimand Norfolk Catholic District School Board

Laptop / Netbook / Portable Device Usage for Staff Procedure, Reference No. 600.31, Brant Haldimand Norfolk Catholic District School Board

Laptop / Netbook / Portable Device Support for Staff Procedure, Reference No. 600.32, Brant Haldimand Norfolk Catholic District School Board

Laptop / Netbook / Portable Device Security for Staff Procedure, Reference No. 600.33, Brant Haldimand Norfolk Catholic District School Board

Social Media Playbook, Brant Haldimand Norfolk Catholic District School Board

Social Media Protocol, Brant Haldimand Norfolk Catholic District School Board



Electronic Communications and Social Media Use AP600.01

Procedure for:	All Staff and Students	Adopted:	September 9, 2003
Submitted by:	Superintendent of Business & Treasurer	Revised:	TBD
Category:	Information Technology		

Purpose

The Brant Haldimand Norfolk Catholic District School Board believes that the electronic communication medium is integral to the education environment and that electronic communication capability should be made available to staff and students for the purpose of student learning and the business of the Board.

Further, the Board believes in the benefits that the electronic communication medium can bring to support its daily operating activities and student achievement. As a Catholic learning community, we commit to use electronic communications, social media and all technologies in a manner that is consistent with the Mission and Vision of Catholic education.

Responsibilities

Superintendents, Principals and Managers

- Ensure that staff, upon hiring and annually thereafter, are made aware of Board Information Technology Policies and Procedures, the expectations regarding the use of any Board-supplied technology or the use of any personal device, which connects to the Board's network and / or Board-provisioned technology services (this is applicable regardless of the location from which the services are accessed, i.e., Board location, home, etc.).
- Determine appropriate action, corrective and disciplinary measures to address staff and student violations of this procedure in consultation with senior management, as necessary, on a case-by-case basis for situations where staff and students are not in compliance with Board Information Technology Policies and Procedures.
- Take steps to ensure compliance with the *Municipal Freedom of Information and Protection of Privacy Act*. Student and staff information is personal and private and is, therefore, protected under this *Act*. The Board is obligated by this *Act* to carefully manage all personal information within its custody and control, i.e., how this information is collected, used and released. Personal information belonging to students, parents or staff, such as home addresses, telephone numbers, age, religion or family status, etc., **shall not** be shared without prior permission. Individual consent to post personal information on the internet is necessary as the information is outside of the Board's custody and control once it is on the web.

Principals (or Designates)

- Coordinate and manage electronic communication and social media technologies within their school in accordance with the directives from the District School Achievement Team (DSAT) to promote student achievement.
- Develop an understanding amongst staff for the acceptable use of electronic communication and social media technologies when using Board equipment.

Teachers

- Manage the student use of electronic communication and social media technologies and resources within their assigned teaching areas.
- Instruct and model for students the appropriate use of electronic communication and social media technologies. Instruct all students to comprehend and adhere to all Board Information Technology Policies and Procedures.
- Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to electronic communication and social media sites and for assuring that students understand that if they misuse access of electronic communications and social media technologies and resources, they may face disciplinary or legal action. Particular concerns include issues of privacy, copyright infringement, email etiquette, cyber bullying and intended use of network resources.
- Consult with the school principal and / or vice principal, as necessary, and use the Board Information Technology Policies and Procedures and / or the School's Code of Conduct when applying sanctions for misuse and / or illegal use of the Board's computing and information technology facilities and resources.
- Take steps to ensure compliance with the *Municipal Freedom of Information and Protection of Privacy Act*. Student and staff information is personal and private and is, therefore, protected under this *Act*. The Board is obligated by this *Act* to carefully manage all personal information within its custody and control, i.e., how this information is collected, used and released. Personal information belonging to students, parents or staff, such as home addresses, telephone numbers, age, religion or family status, etc., **should not** be shared without prior permission. Individual consent to post personal information on the internet is necessary as the information is outside of the Board's custody and control once it is on the web.
- When using electronic communication social networking tools; do so with the appropriate understandings of the effective educational use of these tools and avoid personal use when engaging with students. Use electronic communication and social networking tools with parents and colleagues for professional purposes only.

Students

- Abide by the Board's Information Technology Policies, Procedures and Acceptable Use Agreement.
- Access to the Board's technology resources will be denied to students that do not have *Student Information and Communications technology Use Agreement* forms signed and on file. Without a signed form, an active student network account will not be generated.
- Students that violate the Student Information and Communications Technology Use Agreement will be reported to the principal of their school and their computing privileges will be suspended or revoked; depending on the severity of the violation. All illegal activities will be reported to the Superintendent of Education or his / her designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.
- Students are to obtain permission from a teacher to use Board computer systems and access to the internet.
- Students, who have permission to post information to the internet, must ask the classroom teacher to review the work before it is posted to the internet so that the teacher can verify that the work is consistent with the Municipal Freedom of Information and Protection of Privacy Act and consistent with this Administrative Procedure.
- The use of Board computers and Internet access is a privilege and any breach may result in the closure of user accounts, cancellation of computer and internet privileges and disciplinary action in accordance with Board Policy and the Code of Conduct.

Trustees

- Are responsible for the establishment and governance of Board policies.
- There is an expectation, at all times, of confidentiality with respect to trustee electronic communication accounts. Should access to a trustee account be considered, the procedure defined for trustees in the *Confidentiality – No Expectation of Privacy* section shall be followed.

All Users

- A signed acknowledgement form (Appendix A: Information and Communications Technology Use and Electronic Communications and Social Media Use Acknowledgement Form) must be submitted by all staff, board members and community members who will use technology resources. Student users of the Brant Haldimand Norfolk Catholic District School Board's technology resources must complete, with applicable signatures, a Brant Haldimand Norfolk Catholic District School Board Student Information and Communications Technology Use Agreement. ~~These Agreements may already be signed as part of the Information and Community Use Procedure 600.02, but are also included in Appendix A of this procedure for reference~~
- Familiarize themselves with the technology resources provided to them, including administration procedures.
- Ensure that electronic communication and social media technologies are used in an appropriate manner in accordance with Board policies and procedures.
- When required, ensure that strong passwords are created and utilized for accessing electronic communication and social media technologies. Maintain password and user identification confidentiality and restrict access to passwords.
- Use electronic communication and social media technologies in a lawful and ethical manner consistent with the educational, informational and recreational purposes for which they are provided.
- Use technology resources in ways that do not disrupt other users or compromise the functionality of the system.
- Ensure records retention requirements are met, i.e., the minimum amount of time to retain a record and what the actual authority for that period of retention is, by referring to the Classification and Retention Schedule for advice on information ownership within the Board
- All electronic communications systems, its data and messages generated on or handled by Brant Haldimand Norfolk Catholic District School Board equipment are the sole property of the Board and can be traced, viewed and stored.
- Brant Haldimand Norfolk Catholic District School Board staff will notify and fully cooperate with authorities in any investigation relating to activities conducted through the Board's electronic communications systems.

Information

Network and computer systems are the property of the Brant Haldimand Norfolk Catholic District School Board. As such, they should be used for Board purposes only. ~~Employee~~ Use of the network is considered consent to the Board's Electronic Communication **and Social Media** Policy and to management's right to review correspondence.

The Board network and computer systems are provided for the use of students, teachers, staff and administrators in support of programs of the Board and are to be used for education, research, academic development and Board-related business only.

Commercial uses of Board network and computer systems are specifically excluded. All students, teachers, staff and administrators are responsible for ensuring that computing facilities are used in an effective, efficient, ethical and lawful manner.

The Board assumes no liability and is NOT responsible for the:

- appropriateness of Internet content.
- accuracy or reliability of information located on the internet.
- loss, damage or inaccessibility of information due to technical or other difficulties or costs or losses incurred by users

Email is not private communication because others may be able to read, access and monitor email (email may best be regarded as a postcard rather than as a sealed letter). The Board may monitor and access email communication in a reasonable manner to;

- maintain and ensure the efficient use of the Board's email services.
- ensure compliance with Board policies and acceptable use.
- assist the user in the event of prolonged absence.

The Brant Haldimand Norfolk Catholic District School Board retains ownership, control and copyright over any work-related items created, composed or otherwise developed using Board technology resources; unless specifically waived or transferred in writing. All requests for waivers or transfer of ownership should be made through an employee's immediate supervisor or a student's principal, who will then forward the request to the appropriate Superintendent of Education for approval.

Online Social Networking is a process whereby online users are able to connect to other users in a variety of ways and for a variety of purposes, including educational purposes. Current tools include, but are not limited to, Facebook, Twitter, MySpace, LinkedIn, YouTube, Blogger, Instant Messaging and postings on video or picture-sharing sites and elsewhere on the internet.

Blended learning is a model of instructional delivery that includes the use of a learning management system and /or digital online tools. Blended learning promotes:

- improved communication between the teacher and students.
- greater collaboration and critical thinking among students.
- differentiated learning and assessment for all students.

Confidentiality

No Expectation of Privacy:

Users should not expect privacy with respect to any of their activities when using the Board's computer and / or telecommunication property, systems or services. Users should be aware that the use of passwords or account numbers does not create a reasonable expectation of privacy and confidentiality of information, which has been maintained or transmitted. The Board reserves the right to review, retrieve, read and disclose any files, messages or communications that are created, sent, received or stored on the Board's computer systems and / or equipment. It is the Board's right to monitor or review all information, which has been maintained or transmitted using the Board's computer and / or telecommunication systems or services for the purpose of ensuring the security and protection of business records, preventing unlawful and / or inappropriate conduct and creating and maintaining a productive work environment

~~Users are entitled to privacy regarding information contained on these accounts. However, System administrators or other support technicians may need to access user files or~~ **electronic communication and social media accounts** in the normal course of their employment when necessary to protect the integrity of computer systems.

~~When performing maintenance, every effort is made to insure the privacy of users' files. File owners will be notified of file access and/or maintenance, in advance, if such notice is practical. In cases where access to a user's account for system/trouble-shooting purposes is required, attempts to inform the user will be made.~~ However, if policy violations are discovered, they will be reported immediately to the appropriate system administrator. The Administrator is not permitted to, intentionally, see or read the contents, to read document information where not germane to the foregoing purpose or disclose or otherwise use what they have seen, **unless authorized by a Senior Administrator of the Board.** One exception, however, is that of systems personnel who may need to inspect a damaged document in an effort to restore its contents. This exception is limited to the least invasive level of inspection required to perform such duties. Furthermore, this exception does not exempt technicians / system administrators from the prohibition against disclosure of personal and

confidential information of the previous paragraph, except insofar as such disclosure equates with good faith attempts to restore the otherwise unusable document.

In respect to trustees, if policy violations are discovered or suspected, access to trustee accounts must be approved by the Director of Education and the Chair of the Board in writing. Any offense, which violates local, provincial or federal laws, will be referred to the appropriate supervisory officer and / or law enforcement authorities and may result in immediate loss of all Board computer privileges.

Electronic Communication and Social Media Procedures:

- Individuals who use the Board's electronic communication services are expected to do so responsibly. That is, to comply with local, Provincial and Federal laws, to comply with this and other policies and procedures of the Board and to comply with normal standards of professional and personal courtesy and conduct. Access to the Board's electronic communication services is a privilege that may be wholly or partially restricted by the Board; without prior notice and without the consent of the user when required by and consistent with law, when there is substantiated reason to believe that violations of policy or law have taken place or, in exceptional cases, when required to meet time-dependent, critical operational needs.
- Staff and students are not permitted to access, participate, transmit or save material that does not comply with the Mission, Beliefs, Gospel Values and policies of the Brant Haldimand Norfolk Catholic District School Board.
- Board electronic communication services may not be used for unlawful activities, commercial purposes, personal financial gain and correspondence inappropriate to educational or business purposes.
- Board communication users shall not employ a false identity. Electronic mail bears a number of marks of identification, i.e., domain addresses, which are traceable back to the Board.
- Board communication services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities or unwarranted or unsolicited interference with others' use of the communication systems.
- Users should be aware that during the performance of their duties, network and computer operations personnel and system administrators need from time to time to observe certain transactional addressing information to ensure proper functioning of Board communication services, and on these and other occasions, may inadvertently see the contents of electronic messages. They are not permitted to see or read the contents intentionally; to read transactional information where not germane to the foregoing purpose; or disclose or otherwise use what they have seen. One exception, however, is the System Postmaster who may need to inspect electronic messages when re-routing or disposing of otherwise undeliverable e-mail. This exception is limited to the least invasive level of inspection required to perform such duties. Furthermore, this exception does not exempt Postmasters from the prohibition against disclosure of personal and confidential information of the previous paragraph, except insofar as such disclosure equates with good faith attempts to route the otherwise undeliverable e-mail to the intended recipient. Re-routed mail normally should be accompanied by notification to the recipient that the e-mail has been inspected for such purposes.
- Users of electronic mail or social media services should be aware that although the sender and recipient have discarded their copies of an electronic mail record, there may be back-up copies that can be retrieved. Systems are *backed-up* on a routine basis to protect system reliability. The storage media may be retained for periods of time and in locations unknown to the originator or recipient of electronic mail or social media services.
- During normal business hours, email and social media communication may be sent only if it has a only be used for valid work-related or educational reasons. Email and social media communication should not be used to solicit or to advocate non-Board or purely personal interests. Foul, offensive, defamatory, pornographic or other inappropriate communication is prohibited.
- The employer reserves the right to monitor the e-mail network at any time, without prior notice, to ensure that system is being used for Board purposes only.

- The inadvertent disclosure, accidental transmission to third parties or purposeful re-transmission to another ~~employee's~~ **user's** internal mailing list can occur in email systems. **Staff Users** should take reasonable precautions to ensure this does not occur.
- ~~—The content and maintenance of a user's electronic mailbox is strictly the user's responsibility.~~
- ~~Email messages have the same confidentiality procedures as other mail.~~ **Confidentiality rules for regular mail should be followed for email messages.** Disclosure to unauthorized persons is prohibited.
- ~~Always delete or save to disk, your messages often since they take up limited disk storage and affect system performance.~~ **Electronic messages take up storage space and affect system performance, so users should always delete or save messages to media.** Always keep messages remaining in your electronic mailbox to a minimum.
- Be professional and careful about what you say to and about others. Email **and social media communication** is easily forwarded and shared.
- Misinterpretation of an email message may occur. ~~Missing body language and tone can cause what was meant as a casual or humorous message to be taken other than intended.~~ **What was meant as a casual or humorous message can be taken other than intended because body language and tone are missing from the message.** Without face-to-face communications, your joke may be viewed as criticism.
- Limit message attachment size and content. Do not use the electronic communication system to transfer large files, i.e., graphics, software, database files, etc. Always note in the body of the message the file format and software version of the attached file to help facilitate access to the attachment.
- Do not use your access or the network in such a way that you could disrupt the use of the facilities by other users.
- At the first indication of a virus, immediately stop the use of the electronic communication service and notify Information Technology technical support. Deliberate transmission of viruses is strictly prohibited.
- **An email message can be a record if made or received in connection with the transaction of Board business and must be retained in accordance with the Record Retention Guidelines of the Board and the Freedom of Information and Protection of Privacy Act (MFIPPA). Individual users are responsible for keeping and archiving their own business-related email. Retention of these files is subject to Ontario Provincial laws.**
- **The Board is obligated to keep records for set periods of time to satisfy statutory, legal, audit, administrative or historical needs.**

Conduct which violates this Policy and Procedure includes, but is not limited to:

- Unauthorized use of an electronic communication **or social media** account.
- Deliberately wasting / overloading computing resources, such as emailing many copies of a document.
- ~~—Accessing, uploading, downloading, transmitting, displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.~~
- ~~—Debilitating or disabling computers, systems or networks through the intentional mis- or overuse of electronic distribution or the spreading of computer "viruses" through the inappropriate use of files or diskettes.~~
- Using Board resources for commercial activity, such as creating products or services for sale.
- ~~—Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.~~

- Any use that is illegal or in violation of other Board policies, including sending, receiving or storing messages that a *reasonable person* would consider to be offensive, disruptive, harassing, threatening, derogatory, defamatory, pornographic, indicative of illegal activity or any that contain belittling comments, slurs or images based on race, color, religion, sex, sexual orientation, age disability or national origin.
- Sending or storing messages or images that would offend or harass on the basis of race, sex, sexual orientation, religion, age, political belief or disability.
- Initiating or propagating electronic chain letters.
- ~~Inappropriate mass mailing. This includes multiple mailings to new groups, mailing lists or individuals, i.e., "spamming", "flooding" or "bombing".~~
- Forging the identity of a user or machine in an electronic communication.
- ~~Transmission of~~ **Deliberately transmitting** viruses.
- ~~Hate mail, harassment, discriminatory remarks or other antisocial or unprofessional behaviour~~
- Sending copies of documents in violation of copyright laws or licensing agreements.
- Attempting to modify or gain access to files, passwords or data belonging to others.
- Using abusive or objectionable language in either public or private messages.
- Misrepresenting oneself or the Board.
- Any use as a forum for communicating by email or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit.
- Knowingly provide school email addresses to outside parties whose intent is to communicate with school employees, students and / or their families for non-school purposes.
- Lobbying elected officials and sending material promoting political positions or actions.
- Using electronic communication or social media accounts for personal use *during regularly-scheduled working hours*. (Note: personal use of the internet outside of regular business hours is allowed, provided that it is not being used to generate income for personal business or to promote personal initiatives, provided that all other acceptable use criteria as outlined in this procedure are adhered to).
- Intentionally deleting email with informational value to the detriment of legal and statutory Board operations.
- Willfully collecting, maintaining or disclosing personal information in contravention of the Municipal Freedom of Information and Protection of Privacy Act.
- Any inappropriate communications with students or minors.

Usage of Social Media Sites:

- Staff may use the Board network to access social media sites that are work-related. Staff will not access personal social media sites during school / work hours.
- Students may not use the Board network to access social media sites at any time.

- All users should regularly monitor any content posted to your social media accounts by yourself or others and remove any content that is not appropriate.

Interactions Representing the Brant Haldimand Norfolk Catholic District School Board

- Unless given written permission from a principal or supervisor, staff are not authorized to use electronic social media sites to speak on behalf of the school, department or the Board.
- Personal sites and comments not related to the Brant Haldimand Norfolk Catholic District School Board will clearly state that staff are not representing the views of the school, department or the Board. Any such personal comments should be consistent with this Administrative Procedure, in any event.

Respect, Privacy and Confidential Information

- Staff will not disclose confidential student information or confidential school, department or personnel records without first obtaining written consent from the principal, supervisor or guardian for students under the age of 18 or from students aged 16 or 17 who have removed themselves from parental control.
- Staff will not use electronic social media sites that reflect poorly or are defamatory towards themselves students, Board employees or Board policies and procedures.
- Staff will not engage, electronically, in behavior or comments that would negatively reflect on the school, staff or the Board's reputation.
- Staff may be disciplined if their electronic and / or social media comments and posting, whether personal or school / Board related, result in a disruption to the school or Board environment or negatively impact the staff's ability to perform his or her duties.
- Board and school logos will not be used without first obtaining permission from the school principal or supervisor.
- Staff will use only their own name, when participating in an online social media group.
- Staff will ensure that their online comments respect Catholic values and adhere to the procedures as outlined in the Equity and Inclusive Schools policy.
- Staff can be disciplined for electronic commentary, content or images that are defamatory, pornographic, proprietary, harassing or that create a negative work environment.
- Staff participating in social media activities will respect copyright laws; not only with respect to the content produced on the social media sites, but also to the software which enables it
- Staff participating in social media activities acknowledge that all information posted to sites is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.
- Principals and other supervisors may monitor employee use of social media and social networking websites.

Compensation for Losses, Costs and / or Damages

- ~~Employees~~ **Users** shall be responsible for any losses, costs or damages incurred by the Board related to violations of this policy and procedure.

Definitions

User

All employees, students, trustees, members of Board committees, school council chairs and all other persons given authorized access to the Brant Haldimand Norfolk Catholic District School Board's computing and information technology facilities and resources are considered users. Users may access these tools from locations other than their work locations. Using Board-provided technology from the office, home or other location is using a corporate asset. Therefore, the Board and its users are responsible for any misuse of its technology. If a user sends personal views, they must provide appropriate disclaimers so that the remarks are not taken as representative of the Board. In any event, any such personal communications should be consistent with this Administrative Procedure.

Appropriate Use

Relevant federal and provincial laws and regulations govern the use of the computer and information technology systems of the Board. In addition, use must be consistent with Board policies and procedures at all times. Users are expected to use the Board's information technology systems and resources, as well as internet and email services in a lawful and ethical manner; consistent with the educational, informational and recreational purposes for which they are provided. Users will be subject to disciplinary action for misuse. Misuse of these systems may also, in some instances, subject the Board to lawsuits.

Electronic Communication

Electronic communication include, but are not limited to, email, electronic conferencing, personal and group electronic chat sessions, video conferencing, text messaging and any other means of electronic communication.

System Administrator

~~Personnel~~ The individual responsible for the maintenance of server software, global conferences and other related duties.

Computer Operations Personnel

Personnel employed to provide software and hardware support for computer systems, i.e., Network Technicians, Computer Technicians, Software Technicians and Team Leaders for the Information Technology Services Department.

Postmaster

~~Personnel~~ The person responsible for maintenance of user accounts.

Social Media

Media designed to be disseminated through social interaction, which is created using highly-accessible and scalable publishing techniques. Examples include, but are not limited to, LinkedIn, Twitter, Facebook, YouTube, Blogger, MySpace, Instant Messaging and postings on video or picture-sharing sites and elsewhere on the internet.

Confidential Information

Any and all files, information, materials, or communications of a personal or private nature or including information of a private or personal nature including, without limitation, any files, information, materials or communications, which include, convey or express any information protected by the Education Act, the Municipal Freedom of Information and Protection of Privacy Act or any successor or similar provincial or federal legislation relating to the protection of privacy or students or staff records and information. By way of illustration only, some examples of Confidential Data include:

- Medical records.
- Student records and other non-public student data.
- Social Security Numbers.
- Personnel and / or payroll or records.
- Individualized Education Plans.
- Any data identified by government regulation to be treated as confidential or sealed by order of a court of competent jurisdiction.

Inappropriate Information

Files, information, materials or communications include, but are not limited to, any of the following:

- Hateful, racist or discriminatory material.
- Threatening material.
- Gambling or gaming material.
- Pornographic or obscene material.
- Material which expresses opinions or beliefs of a personal nature unrelated to the educational or business objectives referred to in the policy statement.
- Commercial advertising or similar material.
- Any material deemed by the Board and / or Principal to fall within one of the categories set-out above.

Cyber Bullying

The use of information and communication technologies such as email, cell phone, pager text messages, instant messaging, defamatory personal web sites and defamatory online personal polling web sites to support deliberate behavior by an individual or group that is intended to harm others. The Education Act defines cyber bullying as including:

- Creating a web page or a blog in which the creator assumes the identity of another person.
- Impersonating another person as the author of content or messages posted on the internet.
- Communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Primary / Junior Students

Students who are enrolled in a Kindergarten to Grade 6 program.

Intermediate / Senior Students

Students who are enrolled in a Grade 7 to Grade 12 program.

References

Copyright Act, R.S.C., 1985, c. C-42

Education Act, R.S.O. 1990, c. E.2

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, CHAPTER M.56

Human Rights Code, R.S.O. 1990, c. H.19

Criminal Code (R.S.C., 1985, c. C-46)

Highway Traffic Act, R.S.O. 1990, c. H.8

Bill 168, Occupational Health and Safety Amendment Act

Workplace Harassment Policy, Reference No. 300.01, Brant Haldimand Norfolk Catholic District School Board

Workplace Violence Prevention Policy, Reference No. 300.20, Brant Haldimand Norfolk Catholic District School Board

Information and Communications Technology Use, Reference No. 600.02, Brant Haldimand Norfolk Catholic District School Board

Electronic Websites Policy, Reference No. 600.03, Brant Haldimand Norfolk Catholic District School Board

Laptop / Netbook / Portable Device Usage for Staff Procedure, Reference No. 600.31, Brant Haldimand Norfolk Catholic District School Board

Laptop / Netbook / Portable Device Support for Staff Procedure, Reference No. 600.32, Brant Haldimand Norfolk Catholic District School Board

Laptop / Netbook / Portable Device Security for Staff Procedure, Reference No. 600.33, Brant Haldimand Norfolk Catholic District School Board

Information and Communications Technology Use and Electronic Communications and Social Media Use Acknowledgement Form

I acknowledge receipt and understand the Brant Haldimand Norfolk Catholic District School Board *Information and Communications Technology Use* and *Electronic Communications and Social Media Use* Policies and Procedures.

I understand it is my responsibility to review the policies and procedures in detail and request any clarification needed from my supervisor, Human Resource Department or the Manager of Information Technology.

I agree to comply with the Brant Haldimand Norfolk Catholic District School Board Policies and Procedures as listed below.

- Electronic Communication Policy, Reference No. 600.01, Brant Haldimand Norfolk CDSB
- Information and Communications Technology Use, Reference No. 600.02, Brant Haldimand Norfolk CDSB
- Electronic Websites Policy, Reference No. 600.03, Brant Haldimand Norfolk CDSB
- Laptop/Netbook/Portable Device Usage for Staff Procedure, Reference No. 600.31, Brant Haldimand Norfolk CDSB
- Laptop/Netbook/Portable Device Support for Staff Procedure, Reference No. 600.32, Brant Haldimand Norfolk CDSB
- Laptop/Netbook/Portable Device Security for Staff Procedure, Reference No. 600.33, Brant Haldimand Norfolk CDSB

I understand that violation of any policies, procedures and standards may be grounds for disciplinary proceedings. I understand the policies, procedures and standards established herein are to be applied in both a progressive and cumulative manner. I also understand this signed acknowledgment will become a permanent part of my personnel file. I acknowledge that I can download and save or print a copy of the Brant Haldimand Norfolk Catholic District School Board Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board Portal and Website.

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. **I understand that any offense, which violates local, provincial or federal laws, will be referred to the appropriate supervisory officer and / or law enforcement authorities.** Further, Violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension, dismissal from the Board and legal action. Violations of some of the above policies may constitute a criminal offense.

Print Name	Employee ID
Position Title School/Department	
Employee's Signature	Date



**BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- Fax 519-756-9913

**Student Information and Communications
Technology Use Agreement
Primary Students
Junior Kindergarten to Grade 3**

Student users of the Brant Haldimand Norfolk Catholic District School Board's technology resources must complete this form with applicable signatures. Students without this signed form on file will be denied access to BHNCD SB technology resources. Students that violate this Agreement will be reported to the Principal of their school and their access to the Board's network may be blocked or removed entirely, depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his/her designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.

As a primary student of the Brant Haldimand Norfolk Catholic District School Board, I promise to:

- Take proper care of the computer at all times.
- Keep food and drinks away from the computer.
- Keep any object away from the computer that may cause damage to the computer.
- Use the computer to help me learn as approved by my teacher(s).
- Ask my teacher(s) before I use the computer at school.
- Ask my teacher before I post anything to the internet from a school computer.
- Keep my password secret from other students.
- Use email properly.
- Use only my user name and password on the computer and not another student's name and password.

As a primary student of the Brant Haldimand Norfolk Catholic District School Board, I promise that I will not:

- Use bad language on the computer.
- Use the computer to make fun of another person.
- Use the computers to hurt someone's feelings.
- Use the computer to break the law.
- Use email to bully another student(s).

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. Further, violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension, and legal action. My parent(s)/guardian(s) have reviewed this Agreement with me and have helped me to understand my responsibilities.

Signed,

Student: _____

Parent/Guardian: _____

Parent/Guardian: _____

Date: _____



**BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- Fax 519-756-9913

**Student Information and Communications
Technology Use Agreement
Junior Students
Grade 4 – Grade 6**

Student users of the Brant Haldimand Norfolk Catholic District School Board’s technology resources must complete this form with applicable signatures. Students without this signed form on file will be denied access to BHNCDSB technology resources. Students that violate this Agreement will be reported to the Principal of their school and their access to the Board’s network may be blocked or removed entirely, depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his/her designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.

As a junior student of the Brant Haldimand Norfolk Catholic District School Board, I promise to:

- Properly care for hardware and software at all times.
- Keep food and drinks away from the computer.
- Keep any object away from the computer that may cause damage to the computer.
- Respect the privacy of other students and users on the local area network.
- To use the computer for instructional purposes only as approved by my teacher or adult helper.
- Be mindful to the issues of plagiarism and copyright and I will ask my teacher for direction when I am unsure.

As a junior student of the Brant Haldimand Norfolk Catholic District School Board, I promise that I will not:

- Attempt to log- in using another student’s user I.D.
- Knowingly enter into the operating system of the computer or fileserver to alter system setting or configurations.
- Subscribe to chat rooms or newsgroups when on the internet or use it for inappropriate activity.
- Transmit, by electronic means including email, any information or correspondence, which will compromise the reputation of the school or other persons.
- Release my password to anyone other than my teacher, adult helpers or the technical site supervisor.
- Use bad language on the computer.

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. Further, violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension, and legal action. My parent(s)/guardian(s) have reviewed this Agreement with me and have helped me to understand my responsibilities.

Signed,

Student: _____

Parent/Guardian: _____

Parent/Guardian: _____

Date: _____



**BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- Fax 519-756-9913

**Student Information and Communications
Technology Use Agreement
Intermediate/Senior Students
Grade 7 - 12**

Student users of the Brant Haldimand Norfolk Catholic District School Board's technology resources must complete this form with applicable signatures. Students without this signed form on file will be denied access to BHNCDSB technology resources. Students that violate this Agreement will be reported to the Principal of their school and their access to the Board's network may be blocked or removed entirely; depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his/her designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.

As an intermediate/senior student of the Brant Haldimand Norfolk Catholic District School Board , I understand that:

- School computers are to be used for educational purposes only.
- The internet is provided so I can conduct research, complete course work and communicate with others.
- My Board email account is not private.
- My files stored on school computers and the board network is not private.
- All communications and information accessible via a school computer or the board network is not private.
- Anything created on a Board-owned computer during school hours is the property of the Board.
- Illegal activities are strictly forbidden.

As an intermediate/senior student of the Brant Haldimand Norfolk Catholic District School Board , I understand that I must:

- Ask permission before using a school computer or device and or accessing the internet at school.
- Review all information that I will be posting to the internet and I must ask permission before doing so.
- Ensure my personal information remains confidential, i.e., password, home address, telephone numbers or those of other students.
- Use school computers for school purposes only.
- Be courteous and respectful in messages to others.
- Use appropriate language on school computers.
- Abide by generally-accepted rules of *netiquette* and conduct myself in a moral and ethical and polite manner while using any school computer.
- Abide by all patent, trademark, trade name and copyright laws.
- Notify a staff member immediately if I can identify a security problem.

As a senior student of the Brant Haldimand Norfolk Catholic District School, I also understand that I must not:

- Use social media in a way that may be harmful to another person.
- Transmit, receive, submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, offensive or illegal material.
- Use the computer in a way that can harm people or the system (physically, spiritually or emotionally).
- Store files on school computers that are illegal (i.e., downloaded music or movies).
- Use email to bully, harass or embarrass others.
- Forward spam or jokes from Board accounts or to Board addresses.
- Access a computer using another person's username and password.
- Use school or Board logos without my teacher's permission.
- Use the Board's network in such a way that would disrupt the use of the network by other users.
- Attempt to navigate around the Board internet filter.
- Post personal messages on bulletin boards or list servers.
- Use school computer resources for commercial purposes or product advertising.
- Tamper with, illegally access or hack any Board computer resources.

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. Further, violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension and legal action.

Student's Name: _____ Incoming Grade: _____

Student's Signature: _____ Date: _____

As the parent or legal guardian of the student signing above, I have read the above Agreement and grant permission for my child to access the Information and Communication Technology resources of the Brant Haldimand Norfolk Catholic District School Board. I understand that the Brant Haldimand Norfolk Catholic District School Board's Information and Communication Technology resources are designated for educational purposes only. I also understand that it is impossible for Board staff to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the internet. I understand that individuals and families may be held liable for violations.

Parent's Signature: _____ Date: _____

If student is under 18 years of age

I have read the above Agreement and understand that I will have access to the Information and Communication Technology resources of the Brant Haldimand Norfolk Catholic District School Board. I understand that the Brant Haldimand Norfolk Catholic District School Board's Information and Communication Technology resources are designated for educational purposes only. I also understand that it is impossible for Board staff to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the internet. I understand that I may be held liable for violations.

Signature: _____ Date: _____

Student is over 18 years of age

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

Prepared by: Jamie McKinnon, Superintendent of Education
Presented to: Policy Committee
Submitted on: October 9, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

HIRING - ACADEMIC STAFF
Public Session

BACKGROUND INFORMATION:

The Board policy in relation to Hiring Academic Staff was adopted in 2004 and revised in 2011. Over that time, the Board has adhered to policy and maintained our commitment to hire and promote qualified and certified teachers who are practising Catholics with a demonstrated commitment to Catholic education. Recent changes to provincial regulations required minor changes to the policy.

DEVELOPMENTS:

In September 2012, the government of Ontario enacted Regulation 274/12 – Hiring Practices which outlines specific regulatory prescription regarding the hiring of teachers to long term occasional and permanent teaching positions. Although we will maintain our commitment to fair hiring based on Catholicity, qualifications, experience and merit, we will also adhere to the requirements of Provincial Regulation 274.

This policy was vetted by trustees, managers, senior administrators, and principals with the specific change of recognizing the enacting of Regulation 274.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Hiring – Academic Staff Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Hiring - Academic Staff

		Policy Number:	300.10
Adopted:	May 25, 2004	Former Policy Number:	n/a
Revised:	May 24, 2011	Policy Category:	Human Resources
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that in order to fulfill its Catholic mission statement, it must recruit, hire and promote qualified and certified teachers who are practicing Catholics with a demonstrated commitment to Catholic education

Policy Statement:

This policy applies to all candidates for employment in academic positions within the Board's schools and learning centers: teaching staff, positions of responsibility, principals and vice principals.

The Hiring Procedures – Academic Staff Policy will:

- Ensure all candidates for academic positions understand the principles that shall guide the hiring and promotion of academic staff,
- Give preferential consideration to qualified Roman Catholic applicants, in accordance with the *Ontario Human Rights Code*, and the historical right of Catholic school boards under the *Constitution Act, 1981* and the *Education Act*,
- ensure that the Board conducts a fair selection process to fill vacancies in academic positions based on Catholicity, qualifications, experience and merit, **system needs, and consistent with Ministry regulations.**

Glossary of Key Policy Terms:

Positions of Responsibility

Department Heads, Coordinators and Consultants.

References

- Education Act, Sections 170(1) & 171(1), **Regulation 274/12**
- Ontario Human Rights Code, Section 24(1)(1)
- Constitution Act, 1981
- Employment Standards Act
- Ontarians with Disabilities Act
- Pre-Employment Screening Policy
- Religious Education Qualifications for Teaching Staff Policy (300.1)
- Student Achievement and School Board Governance Act, 2009



Hiring – Academic Staff AP 300.10

Procedure for:	Principals/Vice-Principals	Adopted:	May 25, 2004
Submitted by:	Associate Director & Treasurer Superintendent of Education	Revised:	TBD
Category:	Human Resources		

Purpose

The Brant Haldimand Norfolk Catholic District School Board recognizes that in order to fulfill its Catholic mission statement, it must recruit, hire and promote qualified and certified teachers who are practicing Catholics with a demonstrated commitment to Catholic education. The Board will ensure all candidates for academic positions understand the principles that shall guide the hiring and promotion of academic staff and will give preferential consideration to qualified Roman Catholic applicants, in accordance with the *Ontario Human Rights Code*, and the historical right of Catholic school boards under the *Constitution Act, 1981* and the *Education Act*. The Board will also ensure that a fair selection process is conducted, **as prescribed by Regulation 274/12**, to fill vacancies in academic positions based on Catholicity, qualifications, experience and merit.

Responsibilities

Superintendent of Education, Academic Staffing

- Approve the placement of all internal and external advertisements for the hiring of academic staff.
- Establish an Interview Committee, if required.
- Approve the hiring and appointment of teaching staff.
- Make hiring recommendations to the Director of Education for positions of responsibility.

Director of Education

- Approve the hiring and appointment of principals and vice-principals and positions of responsibility.
- Provide a written report to the Board of Trustees which identifies the successful candidate to the principal/vice-principal position or pool.

Senior Administration

- Review the results of the interview process and the record of performance information for the hiring of principals and vice-principals.

Interview Committee

- Interview candidates.
- Make hiring recommendations for teaching positions.

Appropriate Human Resources Coordinator

- Coordinate the hiring process in conjunction with the Superintendent of Education, Academic Staffing.

Information

This administrative procedure applies to the hiring of staff for teaching positions, positions of responsibility and principals and vice-principals.



Procedures

1.0 General

- The placement of internal and external advertisements shall be approved by the Superintendent of Education, Academic Staffing, and coordinated by the Human Resources Coordinator who supports the academic portfolio.
- All external candidates must comply with the conditions outlined in the Pre-Employment Screening Policy.

2.0 Teaching Staff:

- The Superintendent of Education, Academic Staffing, shall establish an Interview Committee to interview candidates and make hiring recommendations for teaching positions. This Committee shall be comprised of a principal and at least one other academic staff person.
- The Superintendent of Education, Academic Staffing, shall approve the hiring and appointment of teaching staff.

3.0 Positions of Responsibility (Consultants, Coordinators, Department Heads):

- The Superintendent of Education, Academic Staffing, shall establish an Interview Committee to interview candidates and make a hiring recommendation for positions of responsibility. This Committee shall consist of at least one Superintendent of Education or designate, a Principal and one other appropriate academic staff member.
- The Superintendent of Education, Academic Staffing, shall provide a recommendation to the Director of Education for approval for hiring and/or appointment of teachers to positions of responsibility.

4.0 Principals and Vice-Principals:

- An Interview Committee shall be established to interview candidates for the position of Principal or Vice-Principal: This committee shall consist of up to two trustees, a minimum of two Academic Supervisory Officers and the Director of Education or designate.
- Senior Administration shall review the results of the interview process and the record of performance information. The Director of Education shall approve the hiring and appointment of Principals and Vice-Principals.
- The Director of Education shall then provide a written report to the Board which identifies the successful candidates to the respective Principal or Vice-Principal positions(s) or pool.
- The Director shall assign successful candidates to the position of Principal or Vice-Principal based on needs of particular school communities, the school council 'Principal Profile,' input from the appropriate Superintendent of Education, the outgoing principal and consultation with trustees.
- The Director of Education will appoint acting Principals and Vice-Principals to replace absent administrators, as required and report such assignments to the Board.
- The Director will inform Trustees about principal/ vice-principal appointments on a timely basis.

Definitions

Positions of Responsibility

Department Heads, Coordinators and Consultants.



References

- Hiring – Academic Staff policy 300.10
- Education Act, Sections 170(1) & 171(1)
- Ontario Human Rights Code, Section 24(1)(1)
- Constitution Act, 1981
- Employment Standards Act
- Ontarians with Disabilities Act
- Ontario Regulation 274/12**
- Pre-Employment Screening Policy
- Religious Education Qualifications for Teaching Staff Policy (300.01)
- Student Achievement and School Board Governance Act, 2009

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: October 9, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

BOARD BY-LAWS

Public Session

BACKGROUND INFORMATION:

As per Board Policy, the Brant Haldimand Norfolk Catholic District School Board developed By-Laws in relation to the conduct, operational and procedural affairs of the Board. The By-Laws were enacted in 1998 and were amended in 2003, 2005, 2007, 2008, 2009 and 2010.

The Board By-laws were last revised on May 25, 2010. Over the course of several Policy Committee meetings during 2011-12 (October 13, February 29, April 10 and April 23), the by-laws were reviewed and edited by trustees. Approval of the proposed revised by-laws had been delayed pending a decision regarding possible revisions to the Code of Conduct. The revised By-Laws are now being presented for final review and approval.

DEVELOPMENTS:

The proposed changes to the Board By-Laws are largely due to requirements for Boards to create local audit committees and to deal with other changes in statutes and regulations (such as Supervised Alternative Learning and Board Electronic Meetings). The revisions align the By-Laws with the legislation in terms of the duties of the Chair of the Board, as well as address committee membership.

Lastly, there were a number of minor changes made such as changes to the title of supervisory personnel, current practice for the composition of the Board meeting / Committee of the Whole meeting agendas, and clarification on notices of motion. Additions are noted in red font and deletions as strike-outs.

References:

Education Act, R.S.O. 1990, c. E.2
Education Act – O. Reg. 381/10
Education Act – O. Reg. 134/12
Municipal Conflict of Interest Act

RECOMMENDATION:

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

Brant Haldimand Norfolk Catholic District School Board

BOARD BY-LAWS

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

Enacted: June 8, 1998
Amended: June 10, 2003
January 25, 2005
October 23, 2007
February 26, 2008
April 29, 2009
May 25, 2010
 , 2013

Chair of the Board: June Szeman

Secretary of the Board: Chris N. Roehrig

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1.0 PREAMBLE

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

2.0 INTERPRETATION

2.1 Definitions and Meaning of Terms

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

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

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

2.2 **Calculation of Majorities**

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

3.0 **NAME AND JURISDICTION OF THE BOARD**

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

4.0 **STRUCTURE OF THE BOARD**

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

4.1 **Board of Trustees**

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

4.2 Executive Council

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

4.3 Statutory Committees

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

4.3.1.1 Composed of

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

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

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

4.3.2.1 Composed of **at least**

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

4.3.2.2 In accordance with Ontario Regulation 374/10, the function of the S.A.L. Committee is to make decisions at meetings regarding Supervised Alternative Learning by pupils of the Board.

4.3.3 Discipline Committee

4.3.3.1 Composed of three (3) trustees.

4.3.3.2 Established annually and meets monthly or as necessary.

4.3.3.3 Functions include hearing suspension appeals and expulsion requests.

4.3.4 Audit Committee

4.3.4.1 Composed of

- 4.3.4.1.1 two (2) trustees
- 4.3.4.1.2 Superintendent of Business & Treasurer
- 4.3.4.1.3 two external members (3-year term)

4.3.4.2 Established as per Section 253.1(1) of the Education Act and Regulation 361/10

4.3.4.3 Meets three times annually, at a minimum.

4.3.4.4 Functions include assisting the Board of Trustees in fulfilling its duties related to governance and oversight. Duties fall under the following key areas: financial reporting process, internal control framework, risk management practices, performance and function of the Board's internal and external auditors, and the Board's compliance with its obligations under legislation.

4.4 **Standing Committees:**

4.4.1 Committee of the Whole

4.4.1.1 Composed of

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

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

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

4.5 **Ad-Hoc Committees**

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

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

5.0 OFFICERS OF THE BOARD

5.1 The Officers of the Board shall consist of:

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

5.2 Election of Chair

- 5.2.1 Appointment of Scrutineers
The presiding officer shall name two (2) scrutineers for the election of officers.
- 5.2.2 Nomination and Election of Chair
The Presiding Officer shall conduct the election for the office of the Chair of the Board, which shall be as follows:
- 5.2.3 Nomination shall be by secret ballot.
- 5.2.4 The Presiding Officer shall announce the result of the nominations by declaring the names of those nominated. The nominees will declare their intention. The count shall not be declared.
- 5.2.5 Voting shall be conducted by secret ballot.
- 5.2.6 The Trustee receiving a clear majority of the votes cast by all Trustees present shall be declared elected.
- 5.2.7 Should no candidate receive a clear majority of the votes cast, the name of the candidate receiving the smallest number of votes shall be dropped and the Board shall proceed to vote anew and so continue until the Chair is elected.
- 5.2.8 In case of equality of votes (with only two candidates remaining), one more vote shall be taken. If after this vote there is still a tie, the candidates shall draw lots to fill the position as per Section 208(8) of the Education Act.
- 5.2.9 The Presiding Officer shall announce the result of the ballot by declaring the name of the Trustee who has received a clear majority of the votes cast and shall not declare the count.

5.3 Election of Vice Chair

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

5.4 Officers' Duties and Rights

- 5.4.1 **Duties of the Chair (as per Education Act 218.4, 2009, c. 25, s. 25)**
~~The Chair, in addition to those duties assigned under provincial legislation and these By-laws, shall:~~
 - ~~— preside at all meetings of the Board and conduct them according to the By-laws;~~
 - ~~— be a signing officer of the Board as prescribed in the By-laws;~~
 - ~~— assists in the preparation of the final agenda for Board meetings with the Director of Education and may:~~

- ~~— establish committees and appoint the members thereof;~~
- ~~— call special meetings of the Board; and~~
- ~~— issue statements to the public media on behalf of the Board.~~

- (a) preside over meetings of the board;
- (b) conduct the meetings in accordance with the board's procedures and practices for the conduct of board meetings;
- (c) establish agendas for board meetings, in consultation with the board's director of education or the supervisory officer acting as the board's director of education;
- (d) ensure that members of the board have the information needed for informed discussion of the agenda items;
- (e) act as spokesperson to the public on behalf of the board, unless otherwise determined by the board;
- (f) convey the decisions of the board to the board's director of education or the supervisory officer acting as the board's director of education;
- (g) provide leadership to the board in maintaining the board's focus on the multi-year plan;
- (h) provide leadership to the board in maintaining the board's focus on the board's mission and vision; and
- (i) assume such other responsibilities as may be specified by the board.

In addition to the duties assigned under provincial legislation, and these By-Laws, the Chair shall:

- (j) be a signing officer of the Board as prescribed in the By-Laws; and
- (k) call special meetings of the Board.

5.4.2 Rights of the Chair

If eligible by law to vote on a matter, the Chair of the Board, when present, shall:

- be an ex-officio member of all Committees;
- be counted in determining the quorum; and
- have the right to vote at all Committee Meetings; however, the intention to vote must be declared when the item is first on the floor.

5.4.3 Duties of the Vice Chair

The Vice Chair, in addition to those duties assigned under provincial legislation and the By-laws, shall:

- in the absence of the Chair, or in the event of the inability of the Chair to act, assume any or all of the duties of the Chair, except those that are precluded by law, By-law, or regulation;
- ~~— serve as Chair of the Committee of the Whole;~~
- be a signing officer of the Board as prescribed by the By-laws; and
- perform duties as outlined from time to time by the Chairperson.

5.4.4 Rights of the Vice Chair

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

5.4.5 Duties of the Secretary of the Board

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

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

5.4.6 Duties of the Treasurer of the Board

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

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

6.0 MEETINGS OF THE BOARD

6.1 Inaugural and Annual Meetings

6.1.1 Presiding Officer

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

6.1.2 Meeting Proceedings

6.1.2.1 Inaugural Meeting

- The Inaugural Meeting to be held in the calendar year in which all Trustees are elected or acclaimed at the regular Municipal Election under the Municipal Elections Act shall be held in accordance with the Act.

- The Inaugural Meeting shall include an Inaugural Liturgy.
- At the Inaugural Meeting of the Board, the Chief Executive Officer shall read the returns of the election as certified by the Municipal Clerks.
- At the Inaugural Meeting of the Board, every Trustee elected to the Board shall make and sign the Declaration of Office and Oath of Allegiance before the Secretary of the Board or before such person authorized to administer an oath.

6.1.2.3 Annual Meeting

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

6.1.3 Additional Business

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

6.1.3.1 the appointment of the Auditors for the Board;

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

6.1.3.3 any urgent business of the Board.

6.2 Regular Meetings of the Board

6.2.1 Board Meeting

6.2.1.1 Schedule and Location of Meetings

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

6.2.1.2 School Holidays

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

6.2.1.3 Summer Meetings

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

6.2.2 Committee of the Whole Meeting

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

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

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

6.3 Special Meetings of the Board

6.3.1 Special meetings of the Board shall be held by order of the Board, on the written request of ~~four (4)~~ **three (3)** Trustees to the Chair or the Director; on the call of the Chair; or at the request of the Director of Education.

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

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

6.4 Electronic Meetings

(as per Education Act s.208.1, O. Reg. 463/97, O. Reg. 268/06, O. Reg. 234/04)

6.4.1 The Board may hold a meeting of the board or committee meetings (including Committee of the Whole) using electronic means.

6.4.2 The public will be notified about electronic meetings at Board designated sites through postings on the Board's website.

6.4.3 The electronic means by which the meeting will be held may be one of teleconference, videoconference or webconference. The electronic means must provide for a manner to verify that a trustee has left the meeting in the case that the trustee declares a conflict of interest.

6.4.4 At the request of any board member or student trustee, the board shall provide the member or student trustee with electronic means for participating in meetings of the board or of a committee of the board. The electronic means shall permit the member or student trustee to hear and be heard by all other participants in the meeting.

6.4.5 Subject to any conditions or limitations provided for under the Education Act or under Regulations, a member of a board who participates in a meeting through electronic means shall be deemed to be present at the meeting.

- 6.4.6 Roll call for all electronic meetings will be taken verbally and duly recorded to ensure Board members and the student trustee are recognized as in attendance.
- 6.4.7 Board members or the student trustee participating in an electronic meeting will notify the Chair of their departure (either temporary or permanent) from the meeting before absenting themselves in order to ensure a quorum is maintained.
- 6.4.8 Whatever the electronic means, where a trustee declares a conflict of interest, the trustee shall excuse himself from the meeting and follow the procedures noted in the Trustees' Code of Conduct policy 100.04 by leaving the electronic conference.
- 6.4.9 At every meeting of the board or of a committee of the whole board (including electronic meetings), the following persons be physically present in the meeting room of the board:
- a) The chair of the board or his or her designate.
 - b) At least one additional member of the board.
 - c) The director of education of the board or his or her designate.
- 6.4.10 At every meeting of a committee of the board, except a committee of the whole board, the following persons are to be physically present in the meeting room of the committee:
- a) The chair of the committee or his or her designate.
 - b) The director of education of the board or his or her designate.
- 6.4.11 The meeting room of the board or of a committee of the board, as the case may be, shall be open to permit physical attendance by members of the public at every meeting of the board or of the committee of the board.
- 6.4.12 The chair of the board, in consultation with the director of education, shall determine whether electronic means should be provided at one or more locations within the area of jurisdiction of the board, to permit participation by members of the public in meetings.
- 6.4.13 Where the board determines that electronic means should be provided under this section, the board shall:
- a) provide for the extent and manner of participation by members of the public through electronic means; and
 - b) ensure that members of the public who are participating through electronic means do not participate in any proceedings that are closed to the public in accordance with the Act.
- 6.4.14 Should the board refuse to provide a member with electronic means of participation in a meeting of the board, a meeting of a committee of the whole board or a meeting of any other committee of the board, where to do so is necessary to ensure compliance with this section, the member will be notified in writing by the chair of the board at least 24 hours prior to the start of the meeting along with a rationale for not being able to provide the member with the electronic means to participate.
- 6.4.15 Should there be technical difficulties and the electronic portion of the meeting is interrupted, the meeting shall be recessed for a period not exceeding thirty (30) minutes as determined by the chair of the meeting.

6.4.16 Should there be technical difficulties and the electronic portion of the meeting cannot be reconvened before the end of the recess provided in subsection 6.4.15:

6.4.16.1 Subsection 6.5.3 shall apply if there is no quorum;

6.4.16.2 The minutes of the meeting shall indicate the time of any electronic disruption and the recess determined by the chair of the meeting, and the name of any trustee who thereby ceases to be present.

6.5 Quorum for Meetings

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

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

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

6.6 Notice of Meetings

6.6.1 Written notices of all meetings of the Board and ~~Statutory Committees~~ shall be transmitted, along with the Agenda of the Meeting, at least forty-eight hours before the time of meeting. The agenda may be amended at the opening of a meeting with the consent of the majority of Trustees present at the meeting.

6.6.2 Agendas for the regular meetings shall be made available on the board website and also provided to the following:

- Supervisory Officers of the Board;
- Principals;
- President or Chairs of the local employee groups who have requested the public agenda;
- members of the local news media; and
- public in attendance (if requested).

6.6.3 Portions of the agenda dealing with in-camera shall be distributed only to Trustees and, if applicable, to senior staff and the student trustee.

6.6.4 A Trustee who cannot attend a Board meeting shall inform the Director of Education before the meeting.

6.6.5 The Education Act states – “If a member of a Board absents himself/herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the Board, he/she thereby vacates his/her seat and the provisions of the Act with respect to the filling of vacancies apply.”

6.7 Maximum Length of Meetings

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

6.8 Seating Arrangements

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

6.9 Access to Meetings

6.9.1 In accordance with the Education Act, Section 207(2), a meeting of the Board may be closed to the public (in camera) when the subject matter under consideration involves:

- the security of the property of the Board;
- the disclosure of intimate, personal or financial information in respect of:
 - a member of the Board,
 - an employee or prospective employee of the Board,
 - a pupil or his or her parent or guardian;
- the acquisition or disposal of a school site;
- decisions in respect of negotiations with employees of the Board; or
- litigation affecting the Board.

6.9.2 The Presiding Officer may expel or exclude from any meeting any person ~~who has been guilty of~~, **at the determination of the Presiding Officer, has exhibited** improper conduct at the meeting; **for example, use of profanity, threatening language and/or action(s), etc.**

6.10 Delegations

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

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

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

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

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

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

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

6.10.2.6 Delegations will be advised that the Chair will not allow content or language which is not consistent with the values of the Board.

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

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

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

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

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

7.1 Order of Business

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

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

- 1. Opening Business
 - 1.1 Opening Prayer
 - 1.2 Attendance *
 - 1.3 Approval of the Agenda
 - 1.4 Declaration of Conflict of Interest

2. Presentations
3. Delegations
4. Consent Agenda
 - 4.1 Approval of Minutes of Previous Meeting(s)
 - 4.2 Any Reports/Minutes that are information only.
5. Committee and Staff Reports
6. Information and Correspondence
7. Notices of Motion
8. Trustee Inquiries
9. Business In-Camera
10. Report on the In-Camera Session
11. Future Meetings and Events
12. Closing Prayer
13. Adjournment
 - * Late arrivals or early departure times of Trustees will be noted by the recording secretary

7.2 Rules of Order

- 7.2.1 The rules of order to be observed at meetings shall be in accordance with the provisions of these By-laws.
- 7.2.2 In all cases for which no specific provision is made in these By-laws, the rules and practice of Robert's Rules of Order, Newly Revised 11th Edition, (Henry M. Robert III, William J. Evans, Daniel H. Honeymann, Thomas J. Blach, Perseus Publishing 2000) shall govern so far as applicable.
- 7.2.3 The Chair or other Presiding Officer shall preserve order and decorum and decide upon all questions of order.
- 7.2.4 In the absence of the Chair and Vice Chair for any cause, the Board may, from the members present thereof, appoint a Presiding Officer who, during such absence, shall have the powers of the Chair of the Board.
- 7.2.5 The Chair or person presiding may vote on all questions and shall declare this intention after the motion is put to the floor.
- 7.2.6 A tie vote is a lost motion.
- 7.2.7 Should the Chair elect to vacate the chair to take part in any debate or discussion or for any other reason, he/she shall call upon the Vice Chair or in his/her absence, one of the members to fill his/her place until he/she resumes it.
- 7.2.8 Where a question is before the Board, the mover may speak first and the seconder may speak next, and the Chair will make every attempt to allow each person wishing to speak, the opportunity to speak once before any member may speak for a second time. The mover also has the prerogative to be the last speaker before the question is decided and the seconder shall be the second to last speaker.
- 7.2.9 No member shall speak for more than five minutes or more than three times on the same question without the permission of the Chair.

7.2.10 Whenever an adjournment takes place in consequence of there not being a quorum present, the time of adjournment and the names of the members present shall be entered in the records of the Board.

7.3 Motions and Debate

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

- 7.3.12 In stating the question on an amendment, the Chair should read the passage to be amended; the words to be struck out, if any, the words to be inserted, if any; and the whole passage as it will stand if the amendment is adopted.
- 7.3.13 The motion to adjourn is not debatable, it cannot be amended, or have any other subsidiary motion applied to it, nor can a vote on it be reconsidered.
- 7.3.14 If a Trustee does not put new motions or amendments in writing for the Chair, the motion as stated by the Chair and recorded by the secretary shall be the motion.
- 7.3.15 When a motion is under debate, the only motion in order shall be:
- to adjourn,
 - to lay on the table,
 - to put the previous question,
 - to postpone,
 - to refer,
 - to amend, and
 - to vote on the present motion.

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

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

7.4 Amendment(s) to Motion:

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

- a) to “add” or “insert” certain words or paragraphs;
- b) to “strike out” certain words or paragraphs, and if this fails it does not preclude any other amendment than the identical one that has been rejected;
- c) to “strike out certain words and insert others”, which motion is indivisible, and if lost does not preclude another motion to strike out the same words and insert different ones;
- d) to “substitute” another resolution or paragraph on the same subject for the one pending; or
- e) to “divide the question” into two or more questions as the mover specifies, so as to get a separate vote on any particular point or points; If an amendment is defeated, vote on the motion. If an amendment is carried, vote on the amended motion.

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

7.5 Notices of Motion

- 7.5.1 Notices of motion on new matters are required from trustees to give trustees the benefit of advance consideration by themselves and administration before any decision is to be made. No new decisions will be entertained unless a written notice of motion has been provided on new matters at a previous meeting or by way of inclusion in the agenda. Notices of Motion will be given to the Secretary ~~or~~ and Chairperson of the Board to include ~~as~~ an item in the ~~regular~~ agenda ~~of a regular meeting no less than seven calendar days prior to the meeting, or~~ communicated in writing at a previous ~~regular~~ meeting, ~~or by notifying the Secretary or Chairperson of the Board prior to the distribution of the agenda.~~
- 7.5.2 A member of the Board must give notice of motion if he/she wishes to:
- a) repeal or make permanent amendment to any of the Board's By-laws;
 - b) recommend an action, which has not been considered and recommended to the Board by a Committee of the Board;
 - c) consider a matter by the Board without reference to a Committee.
- 7.5.3 Regulations regarding Notice of Motion
- 7.5.3.1 A Notice of Motion shall not be seconded at the meeting at which it is initially presented.
- 7.5.3.2 A Notice of Motion is not debatable.
- 7.5.3.3 Before any discussion shall take place at the meeting at which a Notice of Motion is presented as a Proposed Resolution, a Trustee must second it. The number of Notices of Motion, which are presented as Proposed Resolutions at any single meeting, shall be limited in number at the discretion of the Chair.
- 7.5.3.4 Notices of Motion, which are not presented for discussion as Proposed Resolutions at the meeting, shall be presented at the next regular meeting.
- 7.5.3.5 Notices of Motion, which require reports or information, shall be presented to the Board without any written reports by any of the senior officials. However, such persons may be permitted to make oral statements relating to these Notices of Motion at the time of presentation.
- 7.5.3.6 The officials may make written reports and/or recommendations supporting or opposing Notices of Motion, when they are presented as Motions, and which if carried will require direct action by the Board or its officials.

7.6 Protocol for Debate

- 7.6.1 When, at a meeting, any member wishes to speak in debate, the member shall raise a hand and await recognition by the Chair.

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

7.7 Voting Procedures

- 7.7.1 Every matter considered by the Board shall be disposed of by a vote of all those present and eligible to vote on the matter in one of the following ways, with preference being given in the following sequence:
- a) By general or unanimous consent, in which the Chair, exercising discretion, states that the motion will be adopted in the absence of objection.
 - b) By show of hands, in which each Trustee present and eligible to vote raises a hand in response to the request of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted.

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

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

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

7.7.3 Votes Lost on Equality

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

7.7.4 Declaration of Votes

The Chair shall declare the result of all votes.

7.7.5 Recording of Votes

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

8.0 COMMITTEES AND COMMITTEE MEETINGS

8.1 All Committees shall be established by the Board.

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

8.3 Sub-Committees may be established by any Committee to consider any matter

within the Terms of Reference of the Committee.

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

9.0 ACCESS TO RECORDS

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

10.0 EXECUTION OF DOCUMENTS

10.1 Signing Authorities

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

- the Director of Education/Secretary of the Board **or delegate**

together with one of:

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

10.2 In the event of a prolonged absence by the Director of Education/Secretary of the Board, a delegate can be appointed by the Director in charge.

10.3 Bank Signing Officers

10.3.1 The signatures of the ~~Associate Director, Corporate Services~~ **Superintendent of Business** and Treasurer ~~of the Board~~, together with one of:

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

are required when:

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

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

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

10.4 Board Seal

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

10.5 Seal Register

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

10.6 Minutes

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

11.0 OTHER PROFESSIONAL SERVICES

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

12.0 CONFLICT OF INTEREST GUIDELINES

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

13.0 BY-LAW AMENDMENTS

13.1 By-laws of the Board may be amended from time to time at a meeting of the Board (such meeting, hereinafter referred to as the “later meeting”) upon the affirmative vote of a **two-thirds (2/3) majority** of all members of the Board, provided:

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

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

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: October 9, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

BOARD GOVERNANCE

Public Session

BACKGROUND INFORMATION:

The Board Governance Policy was initially approved on April 24, 2001 and has not been revised. The Board Governance Policy provided clarity regarding the role of the school board in setting its own by-laws.

DEVELOPMENTS:

In 2009, the Government of Ontario passed legislation that further articulated the roles of school boards, particularly with respect to Codes of Conduct. The current Code of Conduct is now referenced in this policy as per Bill 177.

The revised policy was vetted by trustees, principals, managers, School Advisory Council Chairs and the Chair of the Regional Catholic Parent Involvement Committee. No feedback was received.

RECOMMENDATION:

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



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Board Governance

		Policy Number:	100.01
Adopted:	April 24, 2001	Former Policy Number:	n/a
Revised:	N/A	Policy Category:	Governance
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Board of Trustees commits itself to promote gospel values and provide faith-based Catholic education for its students. The Board of Trustees commits itself to an open and transparent governance model, and to respect the distinctive role of the Board, its individual trustee members and staff of the Brant Haldimand Norfolk Catholic District School Board.

Policy Statement:

In accordance with the provisions of the Education Act and the Regulations thereunder, the Brant Haldimand Norfolk Catholic District School Board will ensure that:

- 1) established By-laws and a **Code of Conduct** shall regulate the processes and responsibilities of the Board, its **Officers**, and its Committees.
- 2) the By-Laws shall be used for procedures and dispatch of business at the meetings of the Board and its Committees.
- 3) procedural By-laws and the **Code of Conduct** of the Brant Haldimand Norfolk Catholic District School Board shall be approved by the Board of Trustees and reviewed **every two years within the first 12 months of a newly-elected Board, or as directed by the Board.**

Glossary of Key Policy Term:

N/A

References:

Education Act
Board By-Laws
~~Procedures for Legal Services~~
~~Procedures for Board News Releases~~
~~Membership of Trustees~~



Brant Haldimand Norfolk Catholic District School Board

POLICY: ADVOCACY

Adopted:	26/06/07	Policy No:	700.08
Revised:	dd/mm/yy	Policy Category:	Finance

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board's communication with the Ontario government is an important activity to identify, discuss and find solutions to policy and financial issues. The Board is committed to focus its discussions and communication with the Ontario government in an honest and respectful manner in support of its distinctive Catholic mission to both form and inform students in mind, body, heart and soul.

Policy Criteria:

- Focus on ongoing communication between school boards and government through established mechanisms and channels.
- Avoid basing communications on personal or political agendas.
- Maximize resources for student success and achievement.
- On a very limited occasion there may be some issues that are of local interest for which individual boards may need to lobby the government directly. Democratically elected trustees need to retain the ability to approach government directly on those matters.

Glossary of Key Policy Terms: n/a

Statutory/Regulatory/Related Board Policy Linkages:



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: ADVOCACY

Adopted:	26/06/07	Policy No:	700.08
Revised:	dd/mm/yy	Policy Category:	Finance

1. Expenditures for advocacy are subject to the following procedures:
 - Expenditures for advocacy must be in keeping with the intent of the policy and criteria and must be pre-approved by the Director and the Chair of the Board.
 - Significant advocacy expenditures require a statement of rationale and the approval of the Board of Trustees.
 - Advocacy expenditures incurred on behalf of the Board need to be reviewed and approved by the Director of Education.

2. Suitable advocacy expenditures include:
 - Membership dues and fees payable to trustee or school board associations.
 - Other expenditures for Provincial advocacy or lobby initiatives or campaigns directed to the government through the established trustee or school board associations.

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: October 15, 2013

Submitted by: Chris N. Roehrig, Director of Education & Secretary

STRATEGIC PLAN 2012–2015 - CATHOLICITY UPDATE

Public Session

BACKGROUND INFORMATION:

The Strategic Plan 2012-2015 showcases the Board’s commitment to faith formation, high levels of student achievement, high levels of public confidence in the Catholic school system, 21st century learning needs, strong leadership in our schools and effective communication to all stakeholders. The three-year strategic plan showcases a high degree of integration between pillars and initiatives. The three-year strategic plan points the Board in a direction that recognizes that we need to be responsive to the Catholic community we serve. The Strategic Plan 2012-2015 was approved by the Board in January 2013. The Board received a report card on progress related to the Strategic Plan 2012-2015 in June of 2013.

DEVELOPMENTS:

The Board will receive the annual report card on overall progress at the end of June, 2014. Throughout the school year, the Board will receive updates related to each pillar. Recently, our Board’s Strategic Plan 2012-2015 was showcased at a Ministry of Education training session on system leadership.

Catholicity

There have been numerous new initiatives started this year that are embedded into the Strategic Plan 2012-2015. Below is a table that outlines some of the initiatives and their status:

Initiative	Update
Plan, implement and model faith formation experiences for leadership development at meetings with Principals, Vice-Principals and Senior Administration.	Principals and Senior Administration experienced and were taught how to do and use Lectio Divina (Divine Reading). Principals will lead this with staff at one of their upcoming staff meetings. Principals will attend the ‘Taking the Further Journey ’ retreat day with Paula D’Arcy on November 12. Selected principals are attending a one-day workshop on October 4 entitled, “Teaching Christian Meditation to Children”.
Plan, implement and model faith formation experiences with teachers to support their faith journey and to improve their capacity to celebrate, model and lead faith-based experiences in their schools.	A Praxis of Faith series has been developed to engage staff. Information Technology staff will attend Sr. Angela Anne Zukowski’s workshop on “Spiritual Formation in a Digital Era” on October 23. The System Faith Formation Team met on September 27 to clarify their role in facilitating faith experiences with staff in their schools and throughout the system through small faith communities.
Plan, implement and model faith formation experiences with trustees.	All are encouraged to attend the Praxis of Faith Series. Willing to offer a day or evening retreat if trustees are open to this possibility.
Provide annual Catholic leadership symposiums for Grade 7 leaders and secondary school student council leaders to help them discover the joy of our faith.	Organizing a full-day pilot Leadership Symposium and Camino (with the St. Vincent De Paul Society) on November 14 for approximately sixteen Grade 7 students from “high retention” elementary schools and sixteen Grade 10 students (from ACS and SJC to start), followed by an April Retreat to reflect on achievements. Dialogue has begun (at London Deanery meeting) regarding a similar pilot in the Haldimand-Norfolk region.

Initiative	Update
Recognize and further develop significant Catholic leadership through an annual student formation retreat and celebratory awards dinner.	Planning will begin before Christmas to prepare for this year's Catholic Student Leadership Awards event.
Pastoral plans will be developed and implemented annually in all secondary schools.	Chaplaincy Leaders are in the process of developing pastoral plans for their schools.
The Elementary Religion and Family Life Advisory Committee will focus on the elementary curriculum needs and oversee the training and resources being developed to support classroom teachers.	Document developed with Hamilton Diocese consultants (Summary of Themes for each Grade level 1-12 of religious education) will be published and distributed to teachers and principals.
Introduce Faith Fairs to all elementary schools over a three-year period. Faith Fairs will showcase the content of our elementary religion programs. The Faith Fairs will be held during Catholic Education Week.	Faith Fair slide show and explanation presented to all Principals in September to further explain the event. We expect to meet or exceed our target of 50% participation during the 2014 Catholic Education Week.
Elementary - Create and implement a multi-year training plan to support the implementation of the Religion curriculum; training to begin in 2013-14. Elementary - Develop assessment and evaluation guidelines for Religion and Family Life for the 2013 final reporting period. Update and in-service/train teachers annually.	Elementary Religion and Family Life "6 Event" preparation for new R&FL policy documents (Intro Day and Family Life Document (October 18)/ WFMP (October 25)/Praxis of Faith Series (November 12)/Online Reading and Sharing (January-March)/ In-Service Day on Religious Education Document (March 27); Curriculum Champion preparation completed and curriculum documents distributed through them to all elementary teachers; Religion Consultant school support visits (May & June).
Form a Secondary Religion Advisory Committee (SRAC) that will focus on implementing secondary religion program, planning and assessment.	<p>SRAC will be publishing a document about "Prayer in the Classroom and the Dignity of the Human Person" (encouraging prayer and addressing religious freedom, the presence of non-Christians and non-Catholic Christians in the classroom, etc.); will vet the document through Bishops' offices (to be connected to equity/inclusion initiatives).</p> <p>A second document is being developed to respond to secondary teachers' ability to address the relationship between science and faith in a document entitled "Science, Faith and the Dignity of the Human Person".</p>
Secondary – Plan, develop and implement an arts campaign to announce and celebrate the board theme through the Secondary Religion Advisory Committee/Arts Department Heads. Showcase the arts campaign during Catholic Education week, and in January and June.	All Arts Department Heads (with their departments) are integrating the Board theme into their classroom activities in preparation for Catholic Education Week.
Secondary – Compile, develop and integrate digital resources for teachers to use in the Religion Program from teacher best practice, the Catholic Curriculum Corporation and other valid sources. Work will begin in spring of 2013.	<p>Three key developments:</p> <ol style="list-style-type: none"> 1) Religion and Family Life Resource online resources sharing site has been created with consultation from ERAC and secondary Religion Department Heads – to be populated with appropriate files from ERAC and Department Heads this year before becoming available for use. 2) Video exemplars for secondary Rich Culminating Performance Tasks are being made at all secondary schools, with a focus on Gr. 9. 3) eCommunity site for linking Board supported religion teacher websites from around the province.

Initiative	Update
Continuation of a School-Parish Relations Focus Group for the purpose of improving our schools' relationships with our parishes.	The Co-Chair of the School-Parish Relations Focus Group was re-assigned out of the District. Currently seeking new Co-Chair from among the clergy.
School-Parish Relations Focus Group will investigate establishing a parish family of schools model to support the development of an elementary school pastoral plan.	Selected elementary schools have piloted the development of elementary school pastoral plans with their parish priests.

RECOMMENDATION:

THAT the Committee of the Whole refers the Strategic Plan 2012-2015 Catholicity Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

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

Prepared by: Jamie McKinnon, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: October 15, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

PRIMARY AND JUNIOR/INTERMEDIATE CLASS SIZE

Public Session

BACKGROUND INFORMATION:

The government began its program to reduce Primary Class Size (PCS) in 2004-05. Their initial objective was to reduce all primary classes to a maximum of 20 pupils by 2007-08; however, that was subsequently changed to allow 10% of classes to exceed 20 pupils, up to a maximum of 23 pupils per class. Funding for additional classroom teachers was phased-in over the four-year period.

DEVELOPMENTS:

Primary Class Size

School boards were asked to submit their initial 2013-14 plans to meet the PCS target in July 2013. Our Board was able to meet the target of 90% of Primary classes at 20 or fewer pupils based on projected enrolments.

In September 2013, staff reviewed the actual elementary pupil enrolment, which was 6,284 students; 70 students more than projected. School organizations required the addition of 2.5 teacher FTE impacting two schools to achieve the primary class size mandate.

Junior/Intermediate Class Size

Beginning September 1, 2012, Ontario Regulation 132/12 amended class size for Grades 4 to 8. O. Reg. 132/12, s. 7 specifies in the embedded table that the average class size for classes in Grades 4 to 8 within the Brant Haldimand Norfolk Catholic District School Board not exceed 25.60 students. The actual average class size on compliance date for Grades 4 to 8 within our Board is 25.48 students, which meets the Ministry requirement.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Primary and Junior/Intermediate Class Size report.

PCS Results

1

Status of PCS Policy Implementation

The Ministry expects that 100% of all Primary Classes (JK-3) and Grade 3/4 combined classes have 23 or fewer pupils.

2320	100% Primary Classes (JK-3) 23 and under	100.0
2330	100% of Grade 3/4 Combined Classes 23 and under	100.0

The Ministry expects that the Junior Class Size not exceed a 25.60: 1 ratio. The Ministry expects that at least 90% of all Primary Classes (JK-3) have 20 or fewer pupils.

2340	Average Junior/Intermediate (grades 4-8) Class Size	25.48	Achieved
2350	90% Primary Classes (JK-3) 20 and under	90.9	
2400	Comments		

2499 Has the Director Approved the results? Yes

* By checking this box, the board acknowledges that this plan was developed according to Ministry requirements outlined in Memo 2008:SB11

2599 What is the board's reorganization date for September (mm/dd/yyyy) 09/12/2013

2699 Submit Data to the Ministry? No

* The deadline for submission of PCS results is October 31, 2013.

Board Contact Information

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Brant Haldimand Norfolk Catholic District School Board
Key Statistics

	2013-14 Preliminary	2013-14 Sandbox	2013-14 Final
	1	2	3
0210 % Primary Classes 20 and Under (90% by 2007-08)	90.9	0.0	90.9
0220 % Primary Classes 23 and Under	99.0	0.0	100.0
0230 Average Junior/Intermediate (grades 4-8) Class Size	25.45	0.00	25.48
0234 % Grade 3/4 Combined Classes Under 23	100.0		100.0

Early Learning Program Statistics
% of ELP Classes

0310 Under 26	64.8	0.0	67.5
0320 26	8.1	0.0	5.0
0330 27 and above	27.0	0.0	27.5

Information on ELP Classes

0350 Number of ELP Classes	37	0	40
0360 ELP Enrolment	848	0	933
0370 Average ELP Class Size	22.9	0.0	23.3
0380 Number of Schools Offering ELP Program	22	0	23.0

Primary (JK-3) Statistics
% of Primary Classes

0410 20 and under	90.9	0.0	90.9
0420 21	0.0	0.0	4.0
0430 22	2.0	0.0	3.0
0440 23	6.0	0.0	2.0
0450 24	1.0	0.0	0.0
0460 25 and more	0.0	0.0	0.0

Number of Primary Classes

0610 20 and under	90.0		90.0
0620 21	0.0		4.0
0630 22	2.0		3.0
0640 23	6.0		2.0
0650 24	1.0		0.0
0660 25 and more	0.0		0.0

9910	Total Number of Primary Classes	99.0		99.0
9920	TOTAL Number of Primary Classes (FTE)	92.5		93.5
9930	TOTAL Primary Enrolment (FTE)	1747.5		1763.5

Information on Grade 3/4 Combined Classes

Number of Classes				
0905	20 and under	11.0		5.0
0910	21	2.0		3.0
0915	22	0.0		7.0
0920	23	8.0		5.0
0925	24	0.0		0.0
0930	25 and more	0.0		0.0
9935	Total Grade 3/4 Combined Classes	21.0		20.0

Grade 3/4 Combined Class Enrolment

9936	Total Grade 3/4 Combined Class Enrolment	428.0		425.0
9937	Primary Enrolment in Primary/Junior Combined	208.0		190.0
9938	Number of Primary Classes (FTE) included in 3/4	10.3		9.0

9940	TOTAL Number of Junior/Intermediate Classes	137.0	0.0	136.0
9950	TOTAL Junior/Intermediate Enrolment	3487.0		3465.0

1499	Number of Self-Contained Special Education Classes	2.0	0.0	3.0
1699	Self-Contained Special Education Enrolment	15.0		26.0

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

Prepared by: Leslie Telfer, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: October 15, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

DIAGNOSTIC ASSESSMENT IN SUPPORT OF STUDENT LEARNING (P/PM 155) Public Session

BACKGROUND INFORMATION:

P/PM 155 was issued by the Ministry of Education on January 7, 2013. It outlines how diagnostic assessment tools may be used by teachers to inform teaching and learning to support student achievement. P/PM 155 (p. 5) provides the following information and direction:

Teachers will use their professional judgment¹, as defined in *Growing Success*, to determine:

- which assessment and/or evaluation tool(s) from the Board's list of pre-approved assessment tools is applicable;
- for which student(s) [individual, small group or whole class];
- the frequency of use of the diagnostic assessment tool; and
- the appropriate timing of the use of the diagnostic assessment tools

Teachers are required to select the diagnostic tool(s) from the Board's approved list. The Board's current list was distributed to all principals, vice principals and teachers on March 18, 2013 (see Appendix A). Teachers are expected to share the information that they gain upon request by the principal. Principals have been asked to share this information with superintendents and system support staff as it pertains to the Board Improvement Plan for Student Achievement.

DEVELOPMENTS:

As a result of the implementation of P/PM 155, there have been some challenges in the ability of system support staff and Principals to access relevant data in the academic warehouse in a timely manner. Impacts of this policy have limited staff's ability to monitor the goals of the BIPSA.

Past practice allowed us to ask that the Developmental Reading Assessment (DRA) data be entered into the academic warehouse by a specific date. Currently, we are unable to set specific timelines because of the professional judgement language in P/PM 155.

¹ Judgement that is formed by professional knowledge of curriculum expectations, context, evidence of learning, methods of instruction and assessment, and the criteria and standards that indicate success in student learning. In professional practice, judgement involves a purposeful and systematic thinking process that evolves in terms of accuracy and insight with ongoing reflection and self-correction. (*Growing Success*, p. 152)

Specific gaps in data collection will be evident following the October 11, 2013 Professional Activity Day where Principals have asked teachers to bring evidence of student progress to date, specifically in reading, to inform their School Improvement Plan monitoring discussions.

RECOMMENDATION:

THAT the Committee of the Whole refers the Diagnostic Assessment in Support of Student Learning (P/PM 155) report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

MEMORANDUM

DEPARTMENT OF STUDENT ACHIEVEMENT & PROGRAM SERVICES - ELEMENTARY

To: Elementary Principals, Vice-Principals and Teachers
Secondary Principals, Vice-Principals and Teachers

From: Leslie Telfer, Superintendent of Education
Jamie McKinnon, Superintendent of Education

Date: March 18, 2013

Re: P/PM No. 155 – Board Approved Diagnostic Assessment Tools

Teachers, principals/vice-principals and school board staff share a collective responsibility and accountability for student achievement. School and board leaders are expected to use data to identify trends, strengths and weaknesses that can inform specific actions for improvement in student achievement. Through the use of quality diagnostic assessment tools, valid and reliable data and information on student achievement is collected.

This memo provides information to principals, vice-principals and teachers regarding Policy/Program Memorandum No. 155, Diagnostic Assessment in Support of Student Learning. P/PM No. 155 outlines how diagnostic assessment tools may be used by teachers to inform teaching and learning to support student achievement.

Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, First Edition, Covering Grades 1 to 12, 2010 outlines the policy that supports effective assessment practices. Growing success requires teachers to conduct diagnostic and formative assessment as essential steps of assessment for learning and assessment as learning. Specifically, teachers need to:

- plan assessment concurrently and integrate it seamlessly with instruction;
- share learning goals and success criteria with students at the outset of learning to ensure that students and teachers have a common and shared understanding of these goals and criteria as learning progresses;
- gather information about student learning before, during, and at or near the end of a period of instruction, using a variety of assessment strategies and tools;
- use assessment to inform instruction, guide next steps, and help students monitor their progress towards achieving their learning goals;
- analyze and interpret evidence of learning;
- give and receive specific and timely descriptive feedback about student learning; and
- help students to develop skills of peer and self -assessment.

(Growing Success, pp. 28-29)

In order to inform their instruction, teachers must use diagnostic assessment during the school year to improve understanding of student learning needs, and to inform planning of classroom instruction.

PPM No. 155 provides the following information and direction.

Teachers will use their professional judgement, as defined in *Growing Success*, to determine:

- which assessment and/or evaluation tool(s) from the board's list of pre-approved assessment tools is applicable;
- for which student(s) [individual, small group or whole class];
- the frequency of use of the diagnostic assessment tool; and
- the appropriate timing of the use of the diagnostic assessment tools. (P/PM No. 155, p. 5)

Teachers are required to select the diagnostic tool(s) from the board's approved list. The board's current list is included in the attached chart. The board will continue to review and update, where necessary, the approved list of diagnostic assessment tools. Teachers will share the information that they gain upon request by the principal. Principals will share this information with superintendents for the purposes outlined in the chart.

c. Senior Administration

Attachment

Brant Haldimand Norfolk Catholic District School Board Approved Diagnostic Assessment Tools List (March 2013)

Division	Approved Diagnostic Assessment Tools (P/PM No. 155, pg. 5)	Classroom and School Diagnostic Data and Information (P/PM No. 155, pg. 3)	Centrally Collected Board Data and Information	Alignment with Board Improvement Plan: Student Achievement
Early Learning: JK/SK ELKP	1. Observation Survey 2. Developmental Reading Assessment (DRA) 3. Sight Word Lists: <ul style="list-style-type: none"> • 12 word • 25 word 4. PM Benchmarks 5. BHCNDSB Writing Benchmarks	<ul style="list-style-type: none"> • Observation and documentation of reading behaviours, fluency and comprehension • Phonological awareness assessment 	<ul style="list-style-type: none"> • Progress report data • Report card data 	<ul style="list-style-type: none"> • Text level information is required to identify students who are struggling with reading readiness • June Kindergarten DRA results inform BIPSA targets • Kindergarten targets are reviewed in June • Targets are set in June and reviewed in October, January and April
Primary: Grades 1-3	1. Observation Survey 2. Developmental Reading Assessment (DRA) 3. Sight Word Lists 4. PM Benchmarks 5. BHCNDSB Writing Benchmarks	<ul style="list-style-type: none"> • Reaching Readers Quick Comprehension Assessment (Grade 3) • Running Records • Ontario Writing Assessment (OWA) • Developmental Writing Assessment (DWA) • EQAO sample questions • Observation and documentation of reading behaviours, fluency and comprehension • Informal teacher-created diagnostics 	<ul style="list-style-type: none"> • Progress report data • Report card data • EQAO data • CCAT data • Grade 1 DRA 	<ul style="list-style-type: none"> • Text level information is required to identify students who are meeting year-end DRA standards • DRA results inform BIPSA targets • Targets are set in June and reviewed in October, January and April
Junior: Grades 4-6	Developmental Reading Assessment (DRA)	<ul style="list-style-type: none"> • Reaching Readers Quick Comprehension Assessment (Grades 4-6) • Informal teacher-created diagnostics • Ontario Writing Assessment (OWA) • Developmental Writing 	<ul style="list-style-type: none"> • Progress report data • Report card data • EQAO data 	<ul style="list-style-type: none"> • Text level information is required to identify students who are meeting year-end DRA standards

Division	Approved Diagnostic Assessment Tools (P/PM No. 155, pg. 5)	Classroom and School Diagnostic Data and Information (P/PM No. 155, pg. 3)	Centrally Collected Board Data and Information	Alignment with Board Improvement Plan: Student Achievement
		Assessment (DWA) <ul style="list-style-type: none"> • EQAO sample questions (reading, writing, mathematics) • Ontario Ministry of Education Exemplars • Reading interest survey • Reading attitude survey 		
Intermediate: Grades 7-8	Developmental Reading Assessment (DRA)	<ul style="list-style-type: none"> • Informal teacher-created diagnostics • Ontario Writing Assessment (OWA) • Developmental Writing Assessment (DWA) • Ontario Ministry of Education Exemplars • Learning Style Inventory 	<ul style="list-style-type: none"> • Progress report data • Report card data • EQAOdata 	
Senior: Grades 9-12	Ontario Comprehension Assessment (OCA) Ontario Numeracy Assessment (ONAP)			OCA results help identify students achieving OSSLT targets

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

Prepared by: Leslie Telfer, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: October 15, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

FINANCIAL LITERACY IN THE ONTARIO CURRICULUM

Public Session

BACKGROUND INFORMATION:

On November 9, 2010, the Minister of Education announced that the government would move forward to better integrate financial literacy into the Ontario curriculum starting in fall 2011 for Grades 4-12. The government has chosen to enhance financial literacy education through seamless integration across Ontario, rather than a stand-alone course in order to increase all students' access to the concepts of money handling. The Ministry of Education has been working to embed financial literacy expectations and opportunities in all subjects in Grades 4 to 8 and all disciplines in Grades 9 to 12 in the Ontario curriculum, as appropriate, as part of the ongoing curriculum review process.

The Ministry has published two Scope and Sequence documents detailing opportunities and topics related to financial literacy in the current Ontario elementary and secondary curriculum in order to assist teachers with planning their programs. These documents are posted at www.edu.gov.on.ca/eng/surveyLiteracy.html.

A board memo directing teachers to the Scope and Sequence documents and supplemental resources was sent to all Principals and teachers in December, 2012 providing information on how to integrate financial literacy across the curriculum.

DEVELOPMENTS:

As a follow up, system support staff have initiated a preliminary investigation to determine how often teachers are teaching financial literacy and in which areas they integrate financial literacy concepts.

A survey has been developed and is being distributed to all Grades 4 – 12 teachers during the month of October, 2013. The data that is collected will allow staff to establish a baseline to determine the frequency of financial literacy instruction across grades, as well as content areas where financial literacy is being integrated. Survey results will also provide us with data that will allow staff to determine the specific areas of student need and required support for teachers.

A committee comprised of teacher representatives, spanning Grades 4-12, will be established to identify current best practice in the instruction of financial literacy by grade, gaps in implementation, and the identified needs of students and teachers. The committee will develop effective strategies for aligning financial literacy topics into the goals of the Strategic Plan and BIPSA plan.

RECOMMENDATION:

THAT the Committee of the Whole refers the Financial Literacy in the Ontario Curriculum report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**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: October 15, 2013
Submitted by: June Szeman, Chair of the Board

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

Public Session

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:

The annual fee for our Board for the 2013-14 school year is calculated on a base amount of \$8,160 plus a cost of \$3.805 per student. Based on our 2012-13 student enrolment of 9,742 ADE (Average Daily Enrolment), the membership fee for this year is \$45,228. In addition, a special F.A.C.E. levy for promoting and protecting Catholic education has been added for the 2013-14 school year. The F.A.C.E. levy is calculated at 9.4 cents per pupil, for a total of \$916.

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 \$46,144 for the 2013-14 school year.

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

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: October 15, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EXCURSION – NEW YORK CITY
Public Session

BACKGROUND INFORMATION:

Holy Trinity Catholic High School is requesting approval for an excursion to New York City from Thursday, May 15, 2014 (after school) to Monday, May 19, 2014 (1 school day missed as May 19 is a statutory holiday).

DEVELOPMENTS:

Approximately 40 to 50 art students will be participating in this field trip. Supervising teachers will include Katie Benoit, Ian Fitzgerald, Rosalie MacNeil and Patti Townsend. The anticipated cost of the trip for each student is approximately \$725.

This excursion will provide students with the ability to see a variety of significant works of art at five different museums and galleries. They will also have the opportunity to participate in a workshop at the famous Guggenheim Museum, in addition to having the opportunity to see how art comes alive through costume and set design while viewing both an off-Broadway and on-Broadway play.

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 Holy Trinity Catholic High School for an excursion to New York City from Thursday, May 15 to Monday, May 19, 2014.

2013-14
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
October 15, 2013	7:00 pm	Committee of the Whole Meeting	
October 22, 2013	1:00 pm	STSBHN Governance Mtg.	
October 22, 2013	7:00 pm	Board Meeting	
October 23, 2013	6:00 pm	Service Recognition Dinner	
October 24–26, 2013		When Faith Meets Pedagogy Conference	
November 5, 2013	4:00 pm	Executive Council Mtg.	
November 6, 2013	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
November 8, 2013	9:00 a.m.	SAL Committee Mtg. (Brant)	
November 8, 2013	5:00 p.m.	St. Peter School 50 th Anniversary Dinner	
November 13, 2013	7:00 pm	SEAC Meeting	
November 19, 2013	7:00 pm	Committee of the Whole	
November 26, 2013	7:00 pm	Board Meeting	
December 3, 2013	6:30 pm	Annual Meeting Mass (Bishop Miehm)	
	7:00 pm	Annual Board Meeting	
December 4, 2013	9:00 am	Executive Council Mtg.	
December 4, 2013	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
December 5, 2013	9:00 a.m.	SAL Committee Mtg. (Brant)	
December 10, 2013	7:00 pm	Board Meeting	
December 11, 2013	7:00 pm	SEAC Meeting	
<i>December 23, 2013 - January 3, 2014</i>		<i>CHRISTMAS BREAK</i>	
January 8, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
January 8, 2014	7:00 pm	SEAC Meeting	
January 9, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
January 14, 2014	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
January 14, 2014	1:00 pm	Catholic Education Advisory Committee Mtg.	
January 17-18, 2014		OCSTA Professional Development Seminar	NEW
January 21, 2014	7:00 pm	Committee of the Whole	
January 28, 2014	7:00 pm	Board Meeting	
February 5, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
February 5, 2014	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
February 6, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
February 12, 2014	7:00 pm	SEAC Meeting	
February 18, 2014	7:00 pm	Committee of the Whole	
February 25, 2014	1:00 pm	STSBHN Governance Mtg.	
February 25, 2014	7:00 pm	Board Meeting	
March 4, 2014	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
March 5, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
March 6, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
<i>March 10 – 14, 2014</i>		<i>MARCH BREAK</i>	
March 18, 2014	7:00 pm	Committee of the Whole	
March 19, 2014	7:00 pm	SEAC Meeting	
March 25, 2014	7:00 pm	Board Meeting	
April 2, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
April 4, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
April 8, 2014	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
April 9, 2014	7:00 pm	SEAC Meeting	
April 15, 2014	7:00 pm	Committee of the Whole	
April 22, 2014	7:00 pm	Board Meeting	
April 24-26, 2014		OCSTA AGM (Niagara Falls)	
April 27, 2014	TBD	Sacred Heart School (Langton) 75 th anniversary	

Date	Time	Meeting/Event	New / Revised
April 30 – May 2, 2014		Board Art Show	
May 1, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
May 4 – 9, 2014		Catholic Education Week	
May 6, 2014	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
May 7, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
May 8, 2014	5:50 pm	Catholic Student Leadership Awards (Bishop Miehm)	
May 13, 2014	9:00 am	Executive Council Mtg. (<i>to be confirmed</i>)	
May 14, 2014	7:00 pm	SEAC Meeting	
May 15, 2014	5:00 pm	St. Mary's (Hagersville) 50 th Anniversary Mass/Open House	NEW
May 20, 2014	7:00 pm	Committee of the Whole	
May 21, 2014	7:00 pm	St. Pius X Official School Opening/Blessing (Bishop Crosby)	
May 27, 2014	1:00 pm	Catholic Education Advisory Committee Mtg.	
May 27, 2014	1:00 pm	STSBHN Governance Mtg.	
May 27, 2014	7:00 pm	Board Meeting	
June 5-7, 2014		CCSTA AGM (Kingston)	
June 10, 2014	9:00 am	Executive Council Mtg. (<i>to be confirmed</i>)	
June 10, 2014	10:00 am	<i>Have a Go</i> track meet at Holy Trinity (secondary) (<i>rain date June 11</i>)	
June 11, 2014	7:00 pm	SEAC Meeting	
June 16, 2014	10:00 am	<i>Have a Go</i> track meet at Assumption College (elementary) (<i>rain date June 17</i>)	
June 17, 2014	7:00 pm	Committee of the Whole	
June 24, 2014	7:00 pm	Board Meeting	
June 25, 2014	4:45 pm	Assumption College Graduation	
June 26, 2014	6:30 pm	Holy Trinity Graduation	
June 26, 2014	7:00 pm	St. John's College Graduation	

Meetings scheduled at the Call of the Chair: Audit Committee, Budget Committee, Accommodations Committee, Policy Committee, Regional Catholic Parent Involvement Committee