

## REGULAR BOARD MEETING AGENDA

Date: Tuesday, March 3, 2020  
Time: 7:30 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

---

	Pages
1. Call to Order	
1.1 Opening Prayer, National Anthem and Oath of Citizenship (M. Bhambra)	
1.2 Motions Adopted In-Camera	
1.3 Information Received In-Camera	
2. Approval of the Agenda	
3. Declarations of Conflict of Interest	
4. Presentations	
4.1 Educational Assistants Survey Results (C. Cipriano)	1 - 13
5. Delegations	
6. Approval of Minutes	
6.1 Minutes of the February 18, 2020 Regular Board Meeting	14 - 19
7. Business Arising from Previous Meetings	
7.1 Summary of Outstanding Items from Previous Meetings	20 - 20
8. Action Items	
8.1 Parliamentarian (T. O'Brien)	21 - 21
8.2 By-Law Review Committee (T. O'Brien)	22 - 22
8.3 School Name Selection (Renaming of Jean Vanier Catholic Secondary School, Milton) (P. Daly)	23 - 26
8.4 Policy I-10 Banking, Investment and Borrowing (N. Guzzo)	27 - 30
8.5 Policy I-25 Purchasing (N. Guzzo)	31 - 34
8.6 Policy I-31 Apparel Purchases and Fair Labour Practices (N. Guzzo)	35 - 39

8.7	Policy I-34A Reimbursement of Board Business Expenses for Employees (N. Guzzo)	40 - 47
8.8	Policy III-13 Corporate Purchasing Card Distribution and Usage (N. Guzzo)	48 - 51
8.9	Policy V-14 Alcohol at Board/School Sanctioned Events - Off Premises (N. Guzzo)	52 - 55
8.10	Religious Education Resource Selection (A. Prkacin)	56 - 60
9.	Staff Reports	
9.1	2020-2021 School Year Calendar (J. Crowell)	61 - 63
10.	Information Items	
10.1	Student Trustees Update (M. Bhambra)	64 - 66
10.2	School Educational Field Trips (J. Crowell)	67 - 68
10.3	Appointment of Student Trustees 2020 - 2021 (C. McGillicuddy)	69 - 70
11.	Miscellaneous Information	
11.1	Minutes of the January 14, 2020 Policy Committee Meeting	71 - 77
11.2	Minutes of the January 27, 2020 SEAC Meeting	78 - 100
12.	Correspondence	
13.	Open Question Period	
14.	In Camera	
15.	Resolution re Absentees	
16.	Adjournment and Closing Prayer (N. Guzzo)	



Educational Assistants Survey Results	Item 4.1
Tuesday, March 3, 2020	

## Alignment to Strategic Plan

This report is linked to our strategic priority of **Belonging: Embracing relationships & sustaining safe, welcome schools.**

## Purpose

The purpose of the survey was to measure Educational Assistants' employee satisfaction and supports they receive in their role and to highlight the importance of the results to the Board of Trustees.

## Background Information

The survey was a result of the direction of the Superintendent of Special Educations' request to frame future Professional Development opportunities and initiatives to build Educational Assistants wellness in the workplace. The goal was to measure employee satisfaction and supports.

## Comments

The survey was anonymous, confidential, voluntary and had no evaluative properties or intent.

## Conclusion

Based on the results of the survey, Professional Development for the next 24 months will be planned. The survey results will be distributed to the Educational Assistants. The information will be used by the Educational Assistant Managers and Special Education Department staff to frame future Professional Development opportunities and initiatives in order to continue to build EA wellness in the workplace.



**Report Prepared by:** Andrea Jones, Manager, Educational Assistants  
Simone Teremy, Manager, Educational Assistants  
Zoe Walters, Researcher, Research & Development Services

**Report Submitted by:** Camillo Cipriano  
Superintendent of Education, Special Education Services

**Report Approved by:** Pat Daly  
Director of Education and Secretary of the Board



# Educational Assistant Survey

## Overall Results & Key Findings

Regular Board Meeting  
Tuesday, March 3, 2020



# Background

- The purpose of this survey was to measure EA satisfaction and to gather feedback about their professional network.



## Methods

- All EAs were invited via email to complete the survey.
- 469 emails were sent out with the survey link.



# Summary of Results

- 404 HCDSB EAs completed the survey (86% response rate).
- 43% have worked as an EA for more than 10 years.



# Summary of Results

1

The majority of EAs were *satisfied* or *very satisfied* with the level of professional support/capacity building they receive from other staff, with the exception of Psychology Staff.



# Summary of Results

2

EAs wanted more support/professional development in many areas, but here are the top three:

- **Student mental wellness and well-being (60%)**
- **Special Needs specific information (58%)**
- **Personal stress management (46%)**



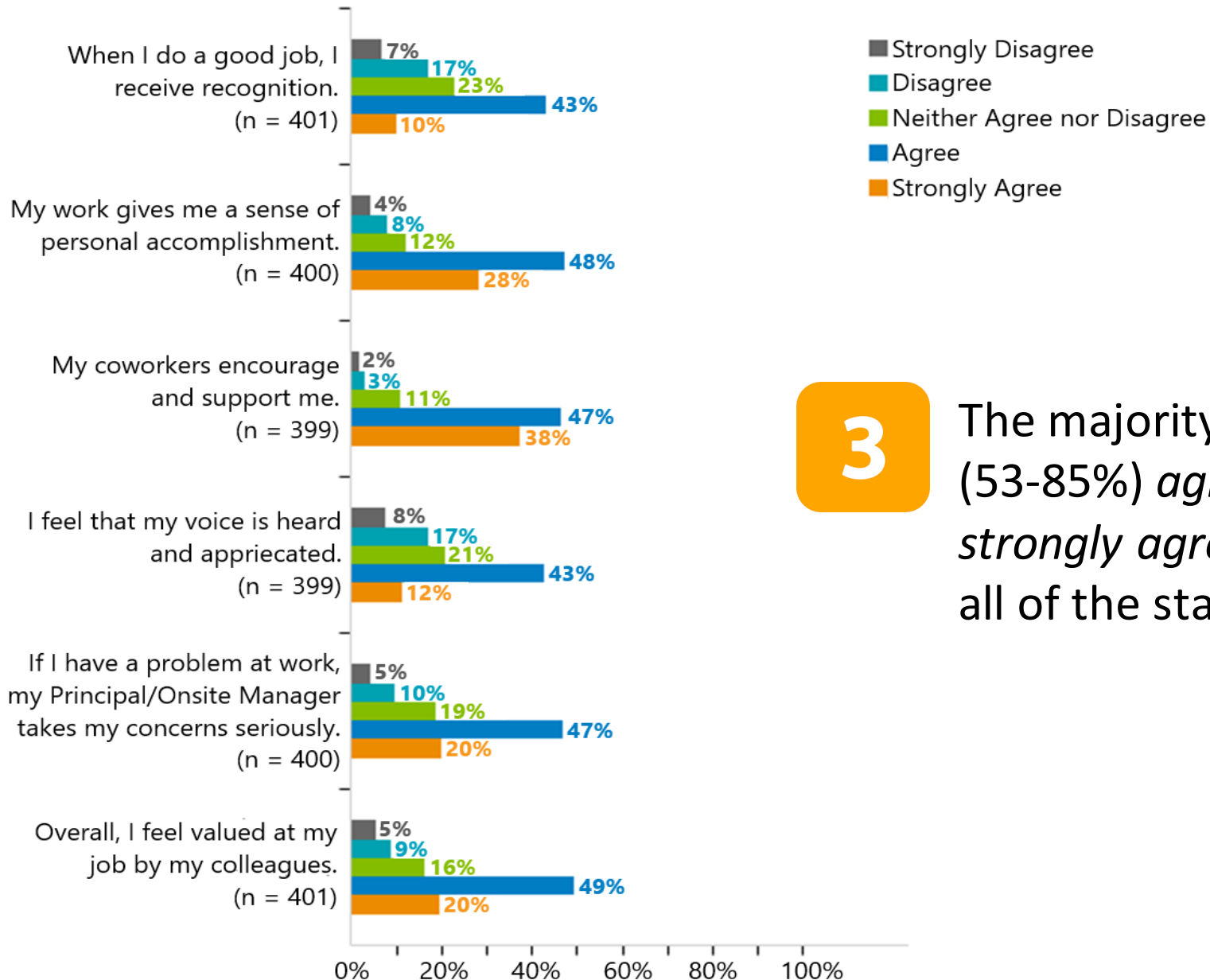
Psychological Services (70%)

Autism/ASD (67%)

Fetal Alcohol Syndrome Disorder (65%)



# Summary of Results



3

The majority of EAs (53-85%) *agreed* or *strongly agreed* with all of the statements.

## Summary of Results

- 148 respondents (37%) provided an additional comment. Three main themes emerged:

### Wages/Sick Days

(n = 46; 31% of all comments provided)

*“Being an EA, we work with children and are forever getting coughed, spit and sneezed on. It is out of our control if we end up getting sick and should not be called in if we are over our days.”*

*“I love my job. The only area where I feel undervalued is my wage. I am a professional; I have two university degrees, yet my salary is equivalent to the National poverty line. It is difficult to live on this wage alone...”*



# Summary of Results

**Feeling undervalued, not supported, not respected**

(n = 37; n = 25% of all comments provided)

*“More respect needs to be given and people need to understand and appreciate what is required of EA on a daily basis”*

*“Overall I feel that the role of the EA is neither respected nor supported at the school level... What we learn and know about the children and their behaviours is NEVER recognized.”*





# Summary of Results

## Feeling happy in their role

(n = 20; 14% of all comments provided)

*“...I find it very rewarding and fulfilling. Thank you HCDSB for helping to make my dream come true. I love my students and I just love my job.!!!”*

*“Being an EA is very rewarding. Watching our students thrive in the smallest of ways, makes everyday worthwhile!”*



# Implications

- Most EAs described that they are satisfied and feel supported in their role.
- EAs have expressed a variety of professional development interests.
- The results are representative of HCDSB EAs.

## Future Plans

- Meet with administrators and EA teams to share the results.
- Plan for 2020-2021 school year (i.e., PD initiatives, EA team-building).
- Keep all stakeholders informed throughout the process.



Questions?

## **MINUTES OF THE REGULAR BOARD MEETING**

Date: February 18, 2020  
 Time: 7:30 pm  
 Location: Catholic Education Centre - Board Room  
 802 Drury Lane, Burlington, ON

Trustees: B. Agnew H. Karabela  
 P. DeRosa (via telephone) P. Murphy  
 M. Duarte, Vice Chair of the Board T. O'Brien  
 N. Guzzo J. O'Hearn-Czarnota  
 V. Iantomasi, Chair of the Board

Student Trustees: D. Caratao D. Suan

Members Excused: M. Bhambra

Senior Staff: C. Cipriano R. Merrick  
 J. Crowell L. Naar  
 P. Daly, Secretary of the Board J. O'Hara  
 A. Lofts T. Pinelli  
 C. McGillicuddy A. Prkacin

Also Present: A. Bartucci, Communication Officer, Strategic Communications  
 R. Cilliers, Metroland Media  
 P. Codner, Chief Social Worker, Special Education Services  
 L. Collimore, Chief Officer, Research & Development  
 A. Cross, Senior Manager, Financial Services  
 J. Gligoric, Junior Communications Officer, Strategic Communications  
 M. Guayasamin, Social Worker, Special Education Services  
 A. Swinden, Manager, Strategic Communications  
 F. Thibeault, Senior Manager, Planning Services

Recording Secretary: R. Di Pietro

### **1. Call to Order**

The Chair called the meeting to order.

#### **1.1 Opening Prayer, National Anthem and Oath of Citizenship (D. Suan)**

The meeting opened at 7:30 p.m. with a prayer led by Student Trustee Suan.

#### **1.2 Motions Adopted In-Camera**

A motion regarding property was adopted in-camera.

### 1.3 Information Received In-Camera

The following information was received in-camera this evening and at the February 4, 2020 meeting:

#### Resignations

Lisa Amato-Beagle resigning effective March 20, 2020. Dana Coons, Therese Perruzza and Laurie Witt resigning effective August 31, 2020.

#### Retirements

Irene Kardynalczyk and Joanne Urban retired effective January 31, 2020.

Susan Suturski retiring effective March 31, 2020.

#### Summer School Principals – 2020

Amanda Morrow appointed as Secondary Summer School Principal – 2020. Paul Nalli and Gino DeLuca's term as Secondary Summer School Principals renewed for 2020. Marie Murad's term as Elementary Summer School Principal renewed for 2020.

#### Summer School Principal for the Elementary Summer School Learning Program - Camp Summerland

Paula Durand appointed as Elementary Summer School Principal effective July 2020 and renewable for a second term July 2021 at the Board's discretion.

#### Acting Secondary Vice Principal Appointment - Assumption Catholic Secondary School

John Quinlan appointed as Acting Secondary Vice Principal effective February 3, 2020 with an end date to be determined.

## 2. Approval of the Agenda

The following was added to the agenda:

10.4 Notice of Motion - Parliamentarian (T O'Brien)

10.5 Notice of Motion - By-Law Review Committee (T. O'Brien)

### **#52/20**

**Moved by:** H. Karabela

**Seconded by:** J. O'Hearn-Czarnota

**RESOLVED**, that the agenda be approved as amended.

The Chair called for a vote on **#52/20** and it **UNANIMOUSLY CARRIED**.

## 3. Declarations of Conflict of Interest

There were no conflicts of interest declared.

## 4. Presentations

### 4.1 Alternative Education Programs and Student Success (C. Cipriano)

Trustees presented with successes of the Alternative Education Programs.

**#53/20**

**Moved by:** N. Guzzo

**Seconded by:** J. O'Hearn-Czarnota

**BE IT RESOLVED**, that staff come back to the April 21, 2020 Regular Board Meeting with a plan of the feasibility of expansion of the Alternative Education Program to reflect current and future growth and need.

The Chair called for a vote on **#53/20** and it **UNANIMOUSLY CARRIED**.

**4.2 French Programming Consultation (P. Daly)**

Trustees were provided with a summary of feedback from HCDSB stakeholders regarding the option to expand the French Immersion Program.

**5. Delegations**

**5.1 Expansion of French Program (M. Salvaterra)**

Mr. Salvaterra addressed the Board regarding the expansion of the French Program.

**5.2 French Immersion (F. Okenge)**

Ms. Okenge addressed the Board regarding the French Immersion Program.

**6. Approval of Minutes**

**6.1 Minutes of the February 4, 2020 Regular Board Meeting**

**#54/20**

**Moved by:** T. O'Brien

**Seconded by:** B. Agnew

**RESOLVED**, that the minutes of the February 4, 2020 Regular Board Meeting be approved.

The Chair called for a vote on **#54/20** and it **UNANIMOUSLY CARRIED**.

**7. Business Arising from Previous Meetings**

**7.1 Summary of Outstanding Items from Previous Meetings**

The Summary of Outstanding Items from Previous Meetings was received as information.

The Chair called a recess at 9:00 p.m.

The meeting resumed at 9:05 p.m.

**8. Action Items**

**8.1 Response to Delegations**

**#55/20**

**Moved by:** P. Murphy

**Seconded by:** J. O'Hearn-Czarnota

**BE IT RESOLVED**, that the Board of Trustees give direction to the Director of Education to expand the Halton Catholic District School Board French Immersion Program by up to a maximum of two (2) additional classes per municipality, based upon current demand, for the 2020-2021 school year only;

**BE IT FURTHER RESOLVED**, that any future expansion will be dictated by the outcome of French Immersion Boundary reviews;

**BE IT FURTHER RESOLVED**, that the location of French Immersion Programs will be decided as per [Policy II-51 - Optional French Programming \(French Immersion and Extended French\)](#) , [Policy V-18 - Community Engagement and Public Consultation](#) and at the discretion of the Director of Education.

The Chair called for a vote on **#55/20** and it **UNANIMOUSLY CARRIED**.

## **8.2 French Expansion (T. O'Brien)**

Trustees were all in agreement that the motion be withdrawn as per ByLaw 10.19.

Trustee DeRosa disconnected from the meeting at 9:31 p.m.

## **9. Staff Reports**

### **9.1 Religious Education Resource Selection (A. Prkacin)**

Staff made a recommendation that the HCDSB continue with the implementation of the Growing in Faith, Growing in Christ resource by purchasing the Grade Seven Comprehensive Resource Package for implementation in September 2020.

## **10. Information Items**

### **10.1 Student Trustees Update (D. Suan)**

The pillars of Achieving, Believing and Belonging were shared.

### **10.2 School Educational Field Trips (L. Naar)**

School trips were provided as information.

### **10.3 Construction Report - St. Nicholas Catholic Elementary School, Assumption Catholic Secondary School and Bishop P.F. Reding Catholic Secondary School (R. Merrick)**

An update was provided regarding school construction projects.

### **10.4 Notice of Motion - Parliamentarian (T. O'Brien)**

The following notice of motion will be added to the March 3, 2020 Regular Board Meeting:

**RESOLVED**, that at the next regularly scheduled Regular Board Meeting (March 3, 2020), the Board of Trustees direct Mike Prest to view the video recording of one (1) Board meeting for the purpose of giving Trustees feedback in-camera in regards to the use of proper parliamentary procedure.

**10.5 Notice of Motion – By-Law Review Committee**

The following notice of motion will be added to the March 3, 2020 Regular Board Meeting:

**RESOLVED**, that at the next regularly scheduled Regular Board Meeting (March 3, 2020), it be moved that the By-Law Review Committee meetings be made open and available to the public.

**11. Miscellaneous Information**

There was no miscellaneous information.

**12. Correspondence**

There was no correspondence.

**13. Open Question Period**

No questions were submitted.

**14. In Camera**

**#56/20**

**Moved by:** N. Guzzo

**Seconded by:** H. Karabela

**RESOLVED**, that the meeting move in-camera.

The Chair called for a vote on **#56/20** and it **UNANIMOUSLY CARRIED**.

The meeting moved back in-camera at 9:46 p.m.

The meeting moved out of in-camera at 10:07 p.m.

**15. Resolution re Absentees**

**#57/20**

**Moved by:** J. O'Hearn-Czarnota

**Seconded by:** M. Duarte

**RESOLVED**, that Student Trustee Bhambra be excused from the meeting.

The Chair called for a vote on **#57/20** and it **UNANIMOUSLY CARRIED**.

**16. Adjournment and Closing Prayer (M. Duarte)**

**#58/20**

**Moved by:** B. Agnew

**Seconded by:** N. Guzzo

**RESOLVED**, that the meeting adjourn.

The Chair called for a vote on **#58/20** and it **UNANIMOUSLY CARRIED**.

The meeting adjourned at 10:08 p.m. with a prayer led by Vice-Chair Duarte.



\_\_\_\_\_  
Secretary of the Board

\_\_\_\_\_  
Chair

## BUSINESS ARISING FROM PREVIOUS MEETINGS

DATE OF THE BOARD MEETING	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
November 19, 2019	Response to Delegations	<p><b>BE IT RESOLVED</b>, that the Board of Trustees give direction to the Director of Education and Secretary of the Board to present a comprehensive plan to eliminate the waiting list, meet future demand and growth of the French Programming for the 2020/2021 school year.</p> <p><b>BE IT FURTHER RESOLVED</b>, that the Board of Trustees further direct that the Multi year French Teacher Recruitment plan include expanding the job fair piece to include those schools identified in the delegation, including but not limited to Laurentian, Sherbrook, Bishops, Concordia University of Quebec, etc.)</p>	Senior Staff	
February 18, 2020	Alternative Education Programs and Student Success	<p><b>BE IT RESOLVED</b>, that staff come back to the April 21, 2020 Regular Board Meeting with a plan of the feasibility of expansion of the Alternative Education Program to reflect current and future growth and need.</p>	C. Cipriano	April 21, 2020

## OUTSTANDING POLICY ITEMS

DATE OF THE BOARD MEETING	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
				20



## Regular Board Meeting

## Action Report

Parliamentarian	Item 8.1
Tuesday, March 3, 2020	

### Resolution#:

Moved by: T. O'Brien

Seconded by:

**BE IT RESOLVED**, that at the next regularly scheduled Regular Board Meeting (March 3, 2020), the Board of Trustees direct Mike Prest to view the video recording of one (1) Board meeting for the purpose of giving Trustees feedback in-camera in regards to the use of proper parliamentary procedure.



## Regular Board Meeting

## Action Report

By-Law Review Committee	Item 8.2
Tuesday, March 3, 2020	

**Resolution#:**

Moved by: T. O'Brien

Seconded by:

**BE IT RESOLVED**, that at the next regularly scheduled Regular Board Meeting (March 3, 2020), it be moved that the By-Law Review Committee meetings be made open and available to the public.



## Regular Board Meeting

## Action Report

School Name Selection (Renaming of Jean Vanier Catholic Secondary School)	Item 8.3
Tuesday, March 3, 2020	

### Alignment to Strategic Plan

This report is linked to the strategic priorities:

**Achieving:** Meeting the needs of all learners

**Believing:** Celebrating our Catholic faith & aspiring to be models of Christ

**Belonging:** Embracing relationships & sustaining safe, welcoming schools

### Purpose

The purpose of this report is to propose that Jean Vanier Catholic Secondary School in Milton be renamed.

### Background Information

On February 22, 2020, the leaders of L'Arche International, published the results of an inquiry carried out by GCPS, an independent U.K. consultancy group which specializes in improving procedures for the prevention and reporting of abuse. This inquiry consisted of testimony implicating its founder, Jean Vanier, which included credible and consistent testimonies from six adult women without disabilities, covering the period from 1970 to 2005. The women each reported that Jean Vanier initiated sexual relations with them, usually in the context of spiritual accompaniment. The relationships were found to be manipulative and emotionally abusive, and had a significant negative impact on their personal lives and subsequent relationships.

### Comments

The findings of this inquiry are especially concerning for the Halton Catholic District School Board, as one of the Board's schools bears the namesake of Jean Vanier.

The Board recognizes that the name of a school should be an expression of our Catholic values that provides a model to guide the spiritual and academic development of the students that are served by the school community. As result of the revelations contained in the inquiry, the current school name no longer fulfills these requirements.



## Conclusion

[Policy I -15 School Name Selection](#) (Appendix A) does contain a process that will allow for input from students, staff, parents, trustees, parishes and the Diocese in developing a new school name for Jean Vanier Catholic Secondary School.

## Recommendation

At the Policy Committee Meeting held on February 25, 2020, the following recommendation was presented by Milton Trustee, Patrick Murphy. It is now placed before the Board of Trustees for consideration:

**Resolution#:**

*Moved by:*

*Seconded by:*

**Resolved**, that the Halton Catholic District School Board direct the Director of Education to begin immediately the process to rename Jean Vanier Catholic Secondary School in Milton, in accordance with the requirements set out in Policy I -15 School Name Selection.

Report Prepared &

P. Daly

Submitted by:

Director of Education and Secretary of the Board



## Policy No. I-15

School Name Selection	
<b>Adopted:</b> January 30, 1991	<b>Last Reviewed/Revised:</b> June 20, 2017
<b>Next Scheduled Review:</b> 2019-2020	
<b>Associated Policies &amp; Procedures:</b> <a href="#">I-09 School Accommodation Review – Consolidation/Closure</a> <a href="#">VI-35 School Accommodation Review – Consolidation/Closure</a> <a href="#">V-18 Community Engagement and Public Consultation Policy</a>	

### Purpose

To develop a policy for the selection of names for elementary and secondary schools within the Halton Catholic District School Board.

### Application and Scope

This policy applies to all new schools in the Halton Catholic District School Board and existing schools involved in consolidation.

### Principles

The Board recognizes that the selection of the name of each school should:

- serve to express our Catholic heritage both local and universal;
- provide our youngsters with an exemplar for their appropriate development; and
- be appropriate to various uses commonly required in a school operation.

There is a Diocese opinion that schools should be named after divine persons of the Trinity, members of the Holy Family, recognized/verifiable Saints, or local (Ontario/Canadian) exemplary Catholics, now deceased.

### Requirements

#### Consolidation Process:

The Transition Committee established through Policy I-09 will determine whether a name change is recommended for the consolidated school.



## Policy No. I-15 | School Name Selection

---

If a new name is not recommended, the existing name of the building in which the consolidation will take place will remain.

If a new name is recommended by the Committee, the established process outlined in the New School Process will be followed.

### **New School Process:**

The Board will establish a Committee comprised of trustees and student trustees, including but not necessarily exclusive to local area representative; Family of Schools Superintendent, principal of the naming school (if appointed); Pastor(s) of the associated Parish(es); and parent representative(s) from the naming school.

The Committee:

- will invite submissions of suggested names based on diocesan criteria
- will review possible names and develop a priority list of at least two (2) names for consideration
- shall survey local public comment including parents and students who will attend the naming school community

The Board will review and approve a list of two (2) names: a preferred name and an alternate. This list will be forwarded to the Bishop of the Diocese for review and consideration.

The Bishop is requested to advise the Board if:

- The preferred name is acceptable;
- In the event the preferred name does not meet diocesan criteria, or, is for any reason not acceptable to the Bishop. The Bishop is requested to advise the Board if the alternate name is acceptable.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*





## Regular Board Meeting

## Action Report

Policy I-10 Banking, Investment and Borrowing	Item 8.4
Tuesday, March 3, 2020	

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

### Purpose

To approve *Policy I-10 Banking, Investment and Borrowing*, as presented.

### Comments

*Policy I-10 Banking, Investment and Borrowing* was last reviewed in 2017. The Superintendent of Business Services reviewed the policy and recommended minor changes to the policy.

### Conclusion

*Policy I-10 Banking, Investment and Borrowing* was presented at the Policy Committee Meeting on February 25, 2020 with a recommendation that it be forwarded to the Board of Trustees for approval.

### Recommendation

The following recommendation is presented for the consideration of the Board:

<b>Resolution#:</b>	Moved by:
	Seconded by:
<b>Resolved</b> , that the Halton Catholic District School Board accept the recommendation of the Policy Committee that <i>Policy I-10 Banking, Investment and Borrowing</i> be approved as amended.	

Report Submitted and  
Approved by:

N. Guzzo  
Chair of the Policy Committee

<b>Banking, Investment and Borrowing</b>	
<b>Adopted:</b> February 21, 2012	<b>Last Reviewed/Revised:</b> March 3, 2020
<b>Next Scheduled Review:</b> 2022-2023	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-91 Banking, Investment and Borrowing</a> <a href="#">VI-26 Cheque Requisitions</a>	

## Purpose

To define the Halton Catholic District School Board's ("the Board") policy with regard to the selection and/or retention of the Board's banker, signing authorities, investing and borrowing, in accordance with the Education Act.

## Application and Scope

This policy applies to all Halton Catholic District School Board (the Board) employees and trustees having financial stewardship responsibilities.

## References

[Education Act, Ontario Regulation 41/10](#)

[Bank Act \(Canada\) Loan and Trust Corporations Act](#)

[Credit Unions and Caisses Populaires Act](#)

## Principles

- Financial operations support the overall goals, priorities, strategic directions and accountability measures established by the Board.
- Providing financial stewardship requires taking care of the Board's financial resources and ensuring they are used for the purpose intended.
- Effective and efficient financial management practices ensure:
  - the prudent use of the Board's fiscal and tangible capital assets;

- an annual budget that is linked to Board-approved goals and priorities and complies with legal and statutory requirements; and
  - The Board's assets are safeguarded for the use of future generations of students by limiting fiscal exposure to risk.
- The Board strives to optimize the utilization of its cash resources within statutory limitations and its primary fiduciary responsibility to protect and preserve capital while maintaining liquidity to meet ongoing financial requirements.
- The Board shall maintain and foster high ethical standards, integrity and respect for all stakeholders in conducting the Board's business.

## Requirements

- All investments of surplus cash and/or accumulated surplus and/or deferred revenue are made by Management in accordance with the Education Act, Ontario Regulation 41/10. All investments must be in accordance with the following investment goals:
  - To provide a positive rate of return on funds invested, in accordance with this policy, and consistent with the Board's governing values, mission, and vision.
  - To utilize self-financing where practical and possible.
  - To limit fiscal exposure to risk or loss.
- All Board borrowing will be as instructed in the Education Act, Ontario Regulation 41/10 and follow the Board's By-Laws.
- The banking agent for the Board shall be limited to, but maybe any bank to which the *Bank Act (Canada)* applies or any trust company to which the *Loan and Trust Corporations Act* applies or any credit union to which the *Credit Unions and Caisses Populaires Act*.
- Signing authorities for Halton Catholic District School Board's operating, capital and US banks are as follows:
  - Cheques over \$100,000 must be signed by one of two signatures (Chair of the Board; or Vice-Chair of the Board) and one of three signatures (Secretary of the Board, Treasurer of the Board, or Senior Administrator, Financial Services).
  - Cheques under \$100,000 must be signed by the Secretary of the Board and one of four signatures (Treasurer of the Board; Senior Administrator, Financial Services; Chair of the Board; or Vice-Chair of the Board).
  - The Board's payroll cheques require two of three signatures (Secretary of the Board; Treasurer of the Board; Senior Administrator, Financial Services).

**Policy No. I-10** | Banking, Investment and Borrowing

---

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*



## Regular Board Meeting

## Action Report

Policy I-25 Purchasing	Item 8.5
Tuesday, March 3, 2020	

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

### Purpose

To approve *Policy I-25 Purchasing*, as presented.

### Comments

*Policy I-25 Purchasing* was last reviewed in 2017. The Superintendent of Business Services reviewed the policy and recommended minor changes to the policy.

The link for the Supply Chain Code of Ethics under the Broader Public Sector Procurement Directive in the References was refreshed.

### Conclusion

*Policy I-25 Purchasing* was presented at the Policy Committee Meeting on February 25, 2020 with a recommendation that it be forwarded to the Board of Trustees for approval.

### Recommendation

The following recommendation is presented for the consideration of the Board:

<b>Resolution#:</b>	Moved by:
	Seconded by:
<b>Resolved</b> , that the Halton Catholic District School Board accept the recommendation of the Policy Committee that <i>Policy I-25 Purchasing</i> be approved as amended.	



Report Submitted and  
Approved by:

N. Guzzo  
Chair of the Policy Committee

<b>Purchasing</b>	
<b>Adopted:</b> October 28, 1997	<b>Last Reviewed/Revised:</b> March 3, 2020
<b>Next Scheduled Review:</b> 2022-2023	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-11 Purchasing</a> <a href="#">VI-26 Cheque Requisitions</a> <a href="#">I-31 Apparel Purchases and Fair Labour Practices</a> <a href="#">III-13 Corporate Purchasing Card Distribution and Usage</a> <a href="#">VI-86 Corporate Purchasing Card Distribution and Usage</a> <a href="#">IV-02 Outdoor Facility Enhancements, Maintenance and Security</a> <a href="#">V-03 Photography, Advertising and Sales Representatives</a> <a href="#">VI-33 Redistribution and Disposal of Surplus Furniture and Equipment</a> <a href="#">VI-45 Mobile Cellular Device Operating Procedure</a>	

## Purpose

To direct the procurement of goods and services through a process that ensures efficiency, transparency, financial control, quality and best value in order to contribute to excellence in education at The Halton Catholic District School Board.

## Application and Scope

This policy applies to all Board staff and Trustees involved in the procurement of goods and services.

## References

[Broader Public Sector Procurement Directive \(Supply Chain Code of Ethics\)](#)

## Principles

- The Board recognizes a commitment to purchasing goods and services essential to the delivery of education; acknowledges that the selection of these goods and services be undertaken through a well-managed and controlled purchasing process, and recognizes that competitive bidding yields the best value for these goods and services.

- As a means to mitigate risk, the Board supports the Broader Public Sector Supply Chain Code of Ethics and commits to compliance with Federal, Provincial and Municipal Acts and regulations without qualification or evasion.
- Where possible, the Board supports the concept of centralized purchasing as a means of obtaining maximum value for each dollar spent.
- The Board supports consistent processes and expectations for working with suppliers and vendors, enhancing relationships.
- The Board will maintain a competitive purchasing process by requiring compliance with the practices established in the *Purchasing Administrative Procedure VI-11*.
- All Board staff and Trustees will ensure that the procurement of all goods and services are in compliance with all applicable Board policies and procedures, and all applicable Federal, Provincial and Municipal Acts and regulations pertaining to public procurement.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*





## Regular Board Meeting

## Action Report

Policy I-31 Apparel Purchases and Fair Labour Practices	Item 8.6
Tuesday, March 3, 2020	

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

### Purpose

To approve *Policy I-31 Apparel Purchases and Fair Labour Practices*, as presented.

### Comments

*Policy I-31 Apparel Purchases and Fair Labour Practices* was last reviewed in 2017. The Superintendent of Business Services reviewed the policy and recommended minor changes which include correcting the titles of the associated purchasing policy and procedure, and to add a numbering system to the bullet points under the Requirements.

### Conclusion

*Policy I-31 Apparel Purchases and Fair Labour Practices* was presented at the Policy Committee Meeting on February 25, 2020 with a recommendation that it be forwarded to the Board of Trustees for approval.

### Recommendation

The following recommendation is presented for the consideration of the Board:



**Resolution#:**

*Moved by:*

*Seconded by:*

***Resolved,*** that the Halton Catholic District School Board accept the recommendation of the Policy Committee that Policy I-31 Apparel Purchases and Fair Labour Practices be approved as amended.

Report Submitted and  
Approved by:

N. Guzzo  
Chair of the Policy Committee

<b>Apparel Purchases and Fair Labour Practices</b>	
<b>Adopted:</b> June 7, 2005	<b>Last Reviewed/Revised:</b> March 3, 2020
<b>Next Scheduled Review:</b> 2022-2023	
<b>Associated Policies &amp; Procedures:</b> <a href="#">I-25 Purchasing</a> <a href="#">VI-11 Purchasing</a> <a href="#">II-41 School Uniform Dress Code – School Dress Code</a>	

## Purpose

To require the Board to take all reasonable measures to insure that clothing, be it school uniforms, physical education uniforms, athletic uniforms, spirit wear, corporate wear, employee uniforms, be acquired from suppliers where goods are produced under just, safe and fair working conditions that are equal to or better than the standards set by the United Nations International Labour Organization.

## Application and Scope

This policy applies to all apparel purchasing activities carried out by all Board departments, schools and services.

## References

[International Labour Organization \(ILO\)](#)

## Principles

The requirement that clothing products supplied to or authorized by the Board be produced under just, safe and fair working conditions that are equal to or better than the standards set by the United Nations International Labour Organization gives witness to our Catholic faith and the social teachings of the Catholic Church.

The dignity of the human person is contingent, in part, upon dignified conditions for human work.

All parties to any apparel purchase jointly bear the moral obligation to insure that finished clothing and the products from which it is made, have been produced under safe, just and fair working conditions.

Commercial entities seeking to do business with the Board will commit under contract to supplying apparel obtained and/or produced under safe, just, and fair working conditions as defined under the International Labour Organization (ILO) and/or local labour laws, whichever standard is higher.

Non-compliance with the labour standards mentioned above, on the part of companies, their subsidiaries, sub-contractors and suppliers whose apparel is sold under contract in this Board constitutes sufficient cause for a determination of breach of contract between the Board and any contractor.

## Requirements

1. Preference in the awarding of contracts will be given to suppliers which use the services of third party monitoring agencies acceptable to the Board, whose function is to monitor and report on the labour practices and conditions where the supply of raw material, textile products and finished apparel are produced.
2. Suppliers shall be required to include and adhere to, in any purchase or purchase agreement, a declaration of compliance to this policy (Appendix A – Apparel Supplier Compliance Form).
3. Prior to the signing of any contract/license agreement, suppliers shall disclose to the Board information regarding each manufacturing facility and subcontractor including:
  - 3.1. The names, addresses, e-mail, fax numbers and other details relating to the sites/factories where the apparel is produced.
  - 3.2. The same information as in 3.1 when new sites/factories are used for the production of the apparel.
4. Prospective suppliers must agree to conduct their own monitoring and review process to ensure that the manufacturing sites adhere to the ethical standards and labour codes agreed upon in this policy.  
Suppliers must provide the Board with credible and transparent yearly reports indicating compliance with this policy. The reports shall include:
  - 4.1. Information on suppliers' monitoring and verification program(s).
  - 4.2. The name of the third-party auditing organization and the findings of monitoring and third-party audits including a summary of corrective action taken.
  - 4.3. The same information as in 4.2 when a change of third-party auditor is made by a supplier.
5. In any instance where an apparel producer is found to be non-compliant with the provisions of the policy, the Board will insist that corrective action be taken by the producer in the shortest period of time possible but not longer than six (6) months. If the supplier/licensee/producer fails/refuses to rectify the concerns to the satisfaction of the Board's designate, the Board shall terminate the contract on 30 days' notice.
6. Purchasing Services Department shall:
  - 6.1. Review legitimate non-adherence complaints to this policy.

## Policy No. I-31 | Apparel Purchases and Fair Labour Practices

---

- 6.2. Inform within-Board purchasers of the policy requirements.
- 6.3. Assist within-Board purchasers to achieve compliance with this policy.
- 6.4. Communicate with the designated third-party affiliate for the purpose of obtaining information pertaining to apparel suppliers that comply with this policy.
- 6.5. Inform apparel suppliers of the requirements of this policy.
- 6.6. Address breeches of this policy with a view to terminate contracts with suppliers that are unable or unwilling to comply with this policy.
- 6.7. Communicate with the Director and Board Senior Staff regarding proposed contract terminations with apparel suppliers.
7. All purchase agreements will include statements pertaining to the requirements of this policy which properly inform suppliers of the conditions leading to possible termination of agreements.
8. All purchases of school apparel will comply with *Operating Policy I-25 Purchasing and Administrative Procedure VI-11 Purchasing*.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*



## Regular Board Meeting

## Action Report

Policy I-34 (A) Reimbursement of Board Business Expenses for Employees	Item 8.7
Tuesday, March 3, 2020	

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

### Purpose

To approve *Policy I-34 (A) Reimbursement of Board Business Expenses for Employees*, as presented.

### Comments

*Policy I-34 (A) Reimbursement of Board Business Expenses for Employees* was last reviewed in 2017. The Superintendent of Business Services reviewed the policy and recommended minor changes to the policy.

### Conclusion

*Policy I-34 (A) Reimbursement of Board Business Expenses for Employees* was presented at the Policy Committee Meeting on February 25, 2020 with a recommendation that it be forwarded to the Board of Trustees for approval.

### Recommendation

The following recommendation is presented for the consideration of the Board:

<b>Resolution#:</b>	Moved by:
	Seconded by:
<b>Resolved</b> , that the Halton Catholic District School Board accept the recommendation of the Policy Committee that <i>Policy I-34 (A) Reimbursement of Board Business Expenses for Employees</i> be approved, as amended.	



Report Submitted and  
Approved by:

N. Guzzo  
Chair of the Policy Committee

Reimbursement of Board Business Expenses for Employees	
<b>Adopted:</b> November 6, 2007	<b>Last Reviewed/Revised:</b> March 3, 2020
<b>Next Scheduled Review:</b> 2022-2023	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-90 Reimbursement of Board Business Expenses for Employees</a> <a href="#">I-24 Fraud Management</a> <a href="#">VI-24 Fraud Management</a> <a href="#">I-42 Out of Province Staff Travel</a> <a href="#">III-13 Corporate Purchasing Card Distribution and Usage</a> <a href="#">VI-86 Corporate Purchasing Card Distribution and Usage Procedure</a> <a href="#">VI-09 (A) Religious Education Course Reimbursement</a> <a href="#">VI-09 (B) Religious Education Masters Reimbursement</a> <a href="#">VI-45 Mobile Cellular Device Operating Procedure</a> <a href="#">VI-73 Meal and Hospitality Expenses for Employees at Board Sanctioned Events Procedure</a>	

## Purpose

To describe the terms and conditions under which an expense incurred by an employee, in the course of discharging Board-recognized duties and responsibilities under the Education Act and its amendments, will be approved by the Board.

## Application and Scope

This operating policy applies only to approved expenses incurred by an employee when performing Board recognized duties and responsibilities.

## References

[Education Act and Regulations](#)

[Broader Public Sector \(BPS\) Expenses Directive](#)

[Broader Public Sector Perquisites Directive](#)



## Principles

- Where appropriate, employees are entitled to be reimbursed for approved out-of-pocket expenses that are incurred for official duty, function or on behalf of the Board and which are reasonable and appropriate in the circumstances in which the expense is incurred.
- The Board will reimburse employees for travel, meals, accommodations and other business eligible expenses incurred while on Board business.
- Reimbursement for extraordinary or unusual expenses must be pre-approved by the employee's immediate supervisor (e.g. Principal or designate, Superintendent, Director of Education, or Chair of the Board), as appropriate.
- For expenses to be reimbursed, these must be appropriately authorized and approved. The expenses must be reasonable and relevant to the Board sanctioned event or business activity, and be accompanied by appropriate proof of payment.
- Employees make every effort to contain business expenses by sharing transportation whenever possible or selecting the most economical mode of travel. Where hotel accommodations are required, a standard room is booked, unless one is not available.
- For travel outside of the Province of Ontario, an Information Report will be submitted to the Board regarding the details of the conference, including expenses, potential impact to current board practices as well as any potential benefits to the system
- The Board recognizes the moral, ethical and monetary value of responsible financial stewardship of the Board's resources as it relates to expenses claimed for reimbursement.

## Requirements

- Designated employees, who are issued a Board Purchasing Card (P-card) in accordance with the Board's Corporate Purchasing Card Distribution and Usage Policy and Administrative Procedures, should use it to pay for approved expenses whenever possible.
- Submission of Board-related expenses require the following information, handwritten by the purchaser on the back of the original itemized receipt or detailed on the P-card reconciliation sheet:
  - Event name/Expenditure
  - Names/Roles of participants
  - Reason for expense
- Reimbursement for expenses where receipts are not provided by the vendor or are lost, require the employee to submit in writing the event name, expense, names of participants, the reason for the expense and include the signature of the immediate supervisor.
- The Director of Education, Superintendent of Business or Chair of the Board may request additional information regarding the expense details of the conference. A request may also be

made for an Information Report, to be submitted at a subsequent Board meeting, outlining the conference's potential impact to current board practices and benefits to the system.

- For travel outside of the Province of Ontario, an Information Report will be submitted to the Board regarding the details of the conference, including expenses, potential impact to current board practices as well as any potential benefits to the system.
- All expense claims, both those using a Board P-card and those submitted for reimbursement, must have signed approval of the employee's immediate supervisor. The Chair of the Board must approve the Director of Education's expense claims.
- All expense claims must be submitted and approved within 30 days of the end of the fiscal year in which the expenses were incurred and shall be paid promptly.
- All expense claims are subject to audit by the Board.
- All expenses not approved or not deemed as Board-related business by the employee's immediate supervisor (e.g. Principal or designate, Superintendent, Director of Education, or Chair of the Board), as appropriate or are not in compliance with the Education Act, and its amendments, will not be eligible for reimbursement.
- The following expense items, where appropriate, are those for which claims may be submitted to the Board as approved expenses while on Board business.

### **1. Mileage Expenses**

- The rate per kilometre paid, to be reviewed annually, is established by the Board based on the Canada Revenue Agency deemed reasonable rate, taking into consideration the following assumptions and conditions:
    - That the rate and/or amount paid is calculated to cover all operating expenses of the vehicle, including depreciation, insurance, interest, license, fuel, oil, tires and maintenance.
    - That the rate paid or to be paid relieves the Board of any further responsibility for costs or expenses resulting from accidents, fines, or other extraordinary costs incurred while the vehicle is being operated on Board business.
  - Mileage expenses will be reimbursed to all Board employees, as applicable, when expenses are incurred as a result of attendance at an activity where mileage is incurred in discharging their responsibilities.
- a. Home to Employment/Employment to Home of Staff:**
- Mileage from home to the first Board location shall be considered as part of the required normal duties and will not be reimbursed unless travelling outside the Halton Region.
  - Mileage from the last Board location to home shall be considered as part of the required normal duties and will not be reimbursed unless travelling outside the Halton Region.

- When travelling to a non-Board location, the shorter distance between employee's home and non-Board location or Board-assigned location to non-Board location will be the eligible distance for mileage reimbursement.
- Where specific language in any collective bargaining agreement conflicts with this mileage allowance, the collective bargaining agreement shall supersede this policy.

**b. Day Time Meetings:**

- Recognized mileage will include mileage incurred by staff members to attend meetings during the working day called by or authorized by Board Administration staff.
- Attendees cannot claim mileage on Professional Activity Days and Faith Days if these occur within the Region of Halton, or if transportation is provided for the group. If the Professional Activity Day or Faith Day occurs outside of Halton Region, and transportation is not provided, the shorter of the employee's home to the out-of-Region location, or Board assigned location to out-of-Region location is eligible for reimbursement.

**c. Special Assignments:**

- Recognized mileage will include that mileage incurred by Board personnel, including teachers and support staff, where the Board, through the Director of Education, requires the employees to use an automobile or other vehicle for a specified purpose.

**d. After Hours Meetings for Employees:**

- When an employee's attendance is required at "after hours" meetings that occur at the same location that the employee is assigned during the day, the immediate supervisor shall approve a reasonable meal expense **or** mileage reimbursement, but not both. Any application for a reasonable meal expense or mileage reimbursement pertaining to "after hours" meetings must be authorized by the employee's immediate supervisor, prior to the meeting. If, however, the "after hours" meeting takes place at a secondary location, both a reasonable meal expense and mileage from the assigned location of the day to the meeting place can be claimed. Examples of "after hours" meetings where an employee's attendance is required include:
  - Catholic School Council meetings
  - Curriculum Nights
  - Sacramental Preparations meetings
  - Board meetings
  - Other "after hour" Board related events as pre-approved by the appropriate supervisor.

**2. Toll Fees**

- Where necessary and approved by the appropriate Supervisory Officer or the Chair of the Board, only toll fees may be claimed. Transponder fees will not be reimbursed.

### **3. Other Travel Within and Outside the Province/Country**

- Transportation is provided on rail and/or economy flight with transportation service to and from the airport/train station. If a private vehicle is authorized and used, mileage is paid to the driver following Board policy rates. Every effort shall be made by participants to share transportation.

### **4. Accommodations**

- Whenever possible, all hotel reservations will be made four (4) weeks in advance, and hotel accommodation costs will be charged to the Board's P-card or reimbursed to the individual. Where appropriate, hotel reservations will be confirmed to attendees employing a confirmation number, which will be provided to the attendee before the function.
- It is also required, if available, that a standard room is the set option for accommodation.

### **5. Professional Development/Conference Fees**

- Employees should consider financial support that may also be available through a local federation or group before requesting reimbursement.
- All employees shall secure the necessary approval from the employee's immediate supervisor (e.g. Principal or designate, Superintendent, Director of Education, or Chair of the Board), as appropriate, to attend any function for which reimbursement of expenses is sought from the Board.
- Whenever feasible, registration fees will be prepaid by the Board.
- The approving supervisor will maintain a list of attendees and provide the same to all participants to assist in facilitating shared travel and/or hotel accommodations.

### **6. Parking**

- Parking costs for Board related business will be eligible when supported with receipts or an explanation in the case of metered parking.

### **7. Meals**

- Meals will be reimbursed at an actual cost up to a maximum of \$75.00 per day including taxes and gratuities. Extenuating circumstances will be considered on an individual basis and require the approval of the Director of Education, Superintendent of Business Services or Chair of the Board, as appropriate.

### **8. Telephone Calls**

- Telephone calls for Board related business are eligible expenses.

### **9. Alcohol**

- Alcohol is not an eligible employee expense unless it is included in the cost of the conference or event by the organizer/sponsor.

### **10. Other Expenses**

- Other expenses, when accompanied by an explanatory note, are eligible employee expenses when approved by the Director of Education or Chair of the Board, as appropriate.



**Policy No. I-34 (A) | Reimbursement of Board Business Expenses for Employees**

---

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*



## Regular Board Meeting

## Action Report

Policy III-13 Corporate Purchasing Card Distribution and Usage	Item 8.8
Tuesday, March 3, 2020	

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

### Purpose

To approve *Policy III-13 Corporate Purchasing Card Distribution and Usage*, as presented.

### Comments

*Policy III-13 Corporate Purchasing Card Distribution and Usage* was last reviewed in 2017. The Superintendent of Business Services and the Senior Manager, Finance, reviewed the policy and recommended minor changes to the verbiage, specifically speaking to purchasing card site cards. The definition of "Site Card" was added.

### Conclusion

*Policy III-13 Corporate Purchasing Card Distribution and Usage* was presented at the Policy Committee Meeting on February 25, 2020 with a recommendation that it be forwarded to the Board of Trustees for approval.

### Recommendation

The following recommendation is presented for the consideration of the Board:



**Resolution#:**

Moved by:

Seconded by:

**Resolved,** that the Halton Catholic District School Board accept the recommendation of the Policy Committee that Policy III-13 Corporate Purchasing Card Distribution and Usage be approved, as amended.

Report Submitted and  
Approved by:

N. Guzzo  
Chair of the Policy Committee

Corporate Purchasing Card Distribution and Usage	
<b>Adopted:</b> April 2003	<b>Last Reviewed/Revised:</b> March 3, 2020
<b>Next Scheduled Review:</b> 2022-2023	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-86 Corporate Purchasing Card Distribution and Usage</a> <a href="#">I-25 Purchasing</a> <a href="#">VI-11 Purchasing</a> <a href="#">I-34(a) Reimbursement of Board Business Expenses for Employees</a> <a href="#">I-34(b) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees</a> <a href="#">I-42 Out of Province Staff Travel</a> <a href="#">VI-73 Meal Expenses for Employees at Board Sanctioned Events</a> <a href="#">VI-90 Reimbursement of Board Business Expenses for Employees</a>	

## Purpose

The Halton Catholic District School Board ("the Board") provides to designated staff and trustees the availability of a Corporate Purchasing Card to be used for approved Board-related travel and business expenses.

## Application and Scope

A Corporate Purchasing Card is available to the following elected Board representatives and employees:

- Elected Trustees
- Senior Staff, Managers, and other authorized personnel
- School Principals and Vice Principals
- Curriculum and Special Education Consultants
- School staff (site cards) under the supervision of the Principal

The approval for newly-issued purchasing cards may only be provided by the Superintendent of Business Services and Treasurer. The Senior Manager, Financial Services, may approve re-issued purchasing cards. A Corporate Purchasing Card Authorization Form must be submitted by any employee applying for a corporate purchasing card.



## Definitions

**Corporate Purchasing Card (P-Card)** - a commercial card that allows organizations to procure goods and services in lieu of a traditional purchasing process.

**Site Card** - a nameless purchasing card designed to be used by a number of employees within a department where the Budget Holder is accountable for the use of that card.

## Principles

- A Corporate Purchasing Card may be cancelled at any time by the cardholder and/or the Board.
- A Corporate Purchasing Card shall not be used for personal use, cash advances or for use in any cash dispensing machine.
- Accumulation of any benefits from the use of a Corporate Purchasing Card shall not accrue to the individual cardholder.
- Authorized employees who employ a Corporate Purchasing Card under the Board's Purchasing Policy and Administrative Procedures, should use it to pay for approved business expenses whenever possible.
- Authorized employees who employ a Corporate Purchasing Card shall state the business purpose, and if applicable, provide the names and business relationships of any individuals or groups associated with the potential usage of the card.
- As Corporate Purchasing Card expenses are subject to Board and Canada Revenue Agency audits, it is required that all expenses be related to Board business only.
- It is intended that the corporate cardholder (with exception to site cards) is the only individual permitted to use the card.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
Chair of the Board



Policy V-14 Alcohol at Board/School Sanctioned Events – Off Premises	<b>Item 8.9</b>
Tuesday, March 3, 2020	

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

### Purpose

To approve *Policy V-14 Alcohol at Board/School Sanctioned Events – Off Premises*, as presented.

### Comments

*Policy V-14 Alcohol at Board/School Sanctioned Events – Off Premises* was last reviewed in 2017. The Superintendent of Business Services reviewed the policy and recommended minor changes to the policy, which include the removal of the reference to Policy V-01 Community Use of Schools in the Requirements, as they are unrelated policies.

### Conclusion

*Policy V-14 Alcohol at Board/School Sanctioned Events – Off Premises* was presented at the Policy Committee Meeting on February 25, 2020 with a recommendation that it be forwarded to the Board of Trustees for approval.

### Recommendation

The following recommendation is presented for the consideration of the Board:



**Resolution#:**

Moved by:

Seconded by:

**Resolved**, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that Policy V-14 Alcohol at Board/School Sanctioned Events – Off Premises be approved, as amended.

Report Submitted and  
Approved by:

N. Guzzo  
Chair of the Policy Committee

<b>Alcohol at Board/School Sanctioned Events – Off Premises</b>	
<b>Adopted:</b> June 20, 2006	<b>Last Reviewed/Revised:</b> March 3, 2020
<b>Next Scheduled Review:</b> 2022-2023	
<b>Associated Policies &amp; Procedures:</b> N/A	

## Purpose

To outline procedures to be followed regarding alcohol being served or consumed at Board/School sanctioned events that are off Board/School premises.

## Application and Scope

This policy applies to all community or school-related groups or individuals who have applied for and received permission from the Principal or other Board-designated employees:

- to organize an event, that is affiliated with the school, or Board and,
- is held off any Board/School property and which serves alcohol or where alcohol is consumed by participants at the event.

## References

[Alcohol and Gaming Commission of Ontario \(AGCO\)](#)

[Liquor Delivery Service Employees - Mandatory Server and Sale Training](#)

## Principles

- The Halton Catholic District School Board recognizes the importance of fostering cooperation with community organizations and various school groups, e.g. Catholic School Councils, whose intention is to benefit the school.
- Board and school-sanctioned events can be defined as Catholic School Council activities, Celebrations, Sporting Events, Concerts, Social Events, School Fundraisers. Events are sanctioned by the Director, Superintendents, or designates at the Board level, and the Principal or designate at the school level.

## Requirements

- A minimum of \$5 million Host Liquor Liability insurance is required when alcohol is being served and/or consumed at Board or school sanctioned events that occur off Board or school premises. This applies specifically to a Board/School sanctioned event where an individual or group rents a facility and serves and/or sells and/or distributes and consumes its own alcohol. In this situation the following condition must be met:
  - Host Liquor Liability coverage of at least \$5 million must be purchased through an insurance company. Coverage may be purchased through PAL, All Sports, SportsCan or an accredited insurance carrier for this purpose. The actual amount of liability coverage is to be determined by the individual/group and the owner of the facility. NOTE: this requirement reduces the risk assumed by the Board. However, in the event of a claim, OSBIE would cover the Board up to \$24 million if the claim went over the limit of the first insurance provider.
- Board/School sanctioned events must be approved, in writing, by the Principal of the affiliated school, or by another board-designated employee, as appropriate (see Principles).
- An individual who seeks approval of a Board/School sanctioned event shall be 19 years of age or older and be present at the same event.
- All Events must comply with AGCO regulations.

APPROVED:                      Regular Meeting of the Board

AUTHORIZED BY:            \_\_\_\_\_  
   *Chair of the Board*



Religious Education Resources Selection	Item 8.10
Tuesday, March 3, 2020	

## Alignment to Strategic Plan

This report is linked to our strategic priority of **Achieving: Meeting the needs of all learners.**

## Purpose

The purpose of this report is to recommend the purchase of the Grade Seven, Growing In Faith, Growing In Christ, Complete Print and Digital District Implementation Package to support the implementation of the Ontario Catholic Elementary Curriculum Policy Document for Religious Education, Grades 1-8, 2012.

The Halton Catholic District School Board's investment in classroom learning materials ensures the provision of appropriate resources that support the Catholic faith Tradition as well as the Ontario Curriculum.

## Background Information

The Ontario Catholic Elementary Curriculum Policy Document for Religious Education, Grades 1-8, was completed in 2012 and created to support the academic and spiritual development of students in Catholic schools. This Policy Document is founded upon the General Directory for Catechesis and is rooted in the call to a New Evangelization. The Assembly of Catholic Bishops of Ontario (ACBO) collectively set the Religious Education program through their Education Commission and the Institute for Catholic Education (ICE) and in May 2013, approved it for implementation. It has been forwarded to the Vatican and has been foundational in the creation of the new Religious Education program Growing In Faith, Growing In Christ.

In order to support the *Ontario Catholic Elementary Curriculum Policy Document for Religious Education, Grades 1 – 8, 2012*, the Assembly of Catholic Bishops of Ontario announced that Pearson Canada was the publisher awarded the contract for a new Religious Education program for Catholic schools. With the participation and contribution of bishops, theologians and Catholic School board representatives from Ontario, Alberta and Saskatchewan, the new resource *Growing in Faith, Growing in Christ* was developed.

The following is a schedule of the Growing in Faith, Growing In Christ purchase by the Halton Catholic District School Board:



2014-2015 **Grade One**, Comprehensive Resource Package

2015-2016 **Grade Two and Grade Three**, Comprehensive Resource Package

2016-2017 **Grade Four**, Comprehensive Resource Package

2017-2018 **Grade Five**, Comprehensive Resource Package

2018-2019 **Grade Six**, Comprehensive Resource Package

This exceptional resource reflects current pedagogical understandings that support all curriculum all the while rooted in Scripture, Catholic Tradition and Catholic theological thought. In a statement on the value of the program, the Ontario and Western Bishops say:

*Growing in Faith, Growing in Christ creates strong links between home, school, and parish. The classroom experience helps students to deepen their love of God and their neighbours. Using the best pedagogical practices, the program seeks to engage students in knowing and living their faith. This will not only help them today but will also prepare them for tomorrow as they grow and mature and make significant contributions to our society as faith-filled Catholics who radiate the joy of believing.*

It is recommended that the Halton Catholic District School Board continue with the implementation of the **Growing in Faith, Growing in Christ** resource by purchasing the Grade Seven Comprehensive Resource Package for implementation in September 2020. The proposed publication dates for the resource by Grade Level are as follows:



Grade	Print Resources	Digital Resources
1	April 2015 (purchased)	August 2015 (purchased)
2	August 2015 (purchased)	December 2015 (purchased)
3	April 2016 (purchased)	August 2016 (purchased)
4	April 2017 (purchased)	August 2017 (purchased)
5	May 2018 (purchased)	August 2018 (purchased)
6	May 2019 (purchased)	August 2019 (purchased)
7	May 2020	August 2020
8	May 2021	August 2021
KDG	May 2022	August 2022

## Comments

### The components of the Grade 7 program include:

#### Teacher Resource

- Print and digital formats
- Detailed lesson plans, and background information
- Support of theological learning and experience for teacher
- Support differentiated instruction for each lesson and unit
- demonstration of learning statements, to support teacher assessment of the expectations
- unit inquiry tasks to support assessment and evaluation as per Ministry of Education guidelines
- culturally responsive pedagogy

#### Student Book

- Print and digital formats, to support home/school/parish connections
- Supports literacy
- Ignites inquiry-based learning opportunities
- Highly Visual
- Variety of text forms, including media literacy supports such as infographics, charts, diagrams, etc.
- Culturally responsive pedagogy
- Catechetical support for the Sacrament of Confirmation





### Multi-Media/Interactive Elements

- Songs with instrumental tracks, lyrics, and scores
- Interactive activities
- Google Earth Faith Journeys
- Extended Image Gallery for projects
- Audio playback for the student resource
- Videos
- School, Home and Parish Portal

In addition, boards who purchase the Comprehensive Resource Package will also receive:

- Half-day in-person implementation and resource overview session;
- Five on-line Professional Development modules to provide background and support for key program concepts (self-directed or used for staff development);
- Teacher access to digital components for multiple grades to facilitate combined grade classroom;
- Combined grade support, correlations and strategies;
- Report card comments (if requested; would be developed in partnership with appropriate stakeholders);
- Sacramental instruction support; and
- One copy of the student resource and digital access to other components for every parish in the district.

### EXPENDITURE SUMMARY:

Product Description	Quantity	Print/Digital (Full Implementation)	Total
Digital Teacher Resources: - Teacher, Student and Parish Websites, digital Teacher Resource	108	\$950.00	\$102,600.00
Digital Student Resources: - Student Website & digital student book	2331	\$52.00	\$121,212.00
Print Teacher Resources	111	\$45.00	\$4,995.00
Print Student Resources	2331	\$3.50	\$8,158.50
PRODUCT TOTAL			\$236,965.50
TAXES			\$29,095.56 HST \$657.68 GST
SUBTOTAL BEFORE SHIPPING FEES (shipping fees have not yet been provided)			<b>\$266,718.74</b>



### Conclusion

The recommendation is to purchase **Growing in Faith, Growing in Christ**, Comprehensive Resource Package as the approved Grade Seven Religious Education Program Resource, with the intention of continuing to purchase *Growing in Faith, Growing in Christ* grade level resources up to Grade Eight as well as Kindergarten as they are made available. By purchasing the Growing In Faith, Growing In Christ product, in collaboration with the Assembly of Catholic Bishops of Ontario and in solidarity with the Holy See, the Halton Catholic District School Board, will provide all elementary students, staff and their families an opportunity to grow, learn and develop in the Catholic faith we have been entrusted to share.

### Recommendation

The following recommendation is presented for the consideration of the Board:

<b>Resolution#:</b>	<i>Moved by:</i>
	<i>Seconded by:</i>
<b>Resolved</b> , that the Halton Catholic District School Board approve the purchase of the Grade Seven Core Religious Education Complete Print and Digital District Implementation Package: Growing in Faith, Growing in Christ in the amount of \$266,718.74.	

<b>Report Prepared by:</b>	P. Dal Ben Curriculum Consultant, Curriculum Services
<b>Report Submitted by:</b>	A. Prkacin Superintendent of Education, Curriculum Services
<b>Report Approved by:</b>	P. Daly Director of Education and Secretary of the Board

School Year Calendar 2020-2021	Item 9.1
Tuesday, March 3, 2020	

## Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

## Purpose

The *Education Act* requires each school board to establish a School Year Calendar, identifying instructional days, professional activity days and holidays for each school year. The Ministry of Education establishes the number of days for the schools of the Province and in accordance with Regulation 304, each Board is required to submit a Board-approved calendar to the Ministry of Education by May 1, 2020.

## Background Information

The School Year Calendar Committee takes into account several considerations:

1. School communities have generally advised that, when selecting a Professional Activity (PA) Day, a Friday or Monday is preferred. Some employers appear more willing to permit parents to have occasional holidays on those days (or just before statutory holidays).
2. An essential factor in the establishment of the 2020-2021 calendar is the integration of transportation services with our co-terminous Board. Consultation, which complies with Ministry direction, has occurred with the Halton District School Board
3. This school year calendar presents unique challenges because of where Labour Day falls on the calendar (September 7<sup>th</sup>).

## Comments

The 2020 - 2021 School Year Calendar Committee is comprised of a parent representative of the Catholic Parent Involvement Committee (CPIC), OECTA Unit Presidents (Elementary and Secondary), CUPE 3166 and 5200 representatives, the Principals' Association representatives and one (1) trustee. The Committee met on February 13, 2020 for the purpose of preparing a draft calendar.



The 2020–2021 School Year Calendar consists of one hundred and eighty-seven (187) instructional days, of which ten (10) days (five (5) per semester) are classified as secondary school examination days as per Regulation 304.

Two (2) PA days will be used for assessment and completion of report cards at the elementary level. An additional PA day will be used for elementary parent /teacher interviews.

The three (3) mandatory Provincial Priority PA Days that will occur next year will be devoted to criteria established by the Ministry.

At the time of this writing, all seven (7) Professional Activity days align with the Halton District School Board, and both boards will have the same secondary school examination days. *(Please refer to Appendix A).*

## Conclusion

A recommendation to approve the 2020–2021 School Year Calendar will be presented to trustees at the March 31, 2020 Board Meeting.

## Recommendation

The following recommendation will be presented for the consideration of the Board at the March 31, 2020 Regular Board Meeting:

### Resolution#:

Moved by:

Seconded by:

**Resolved**, that the Halton Catholic District School Board approve the 2020-2021 School Year Calendar as presented.

### Report Prepared by:

Jeff Crowell  
Superintendent of Education

### Report Submitted by:

Jeff Crowell  
Superintendent of Education

### Report Approved by:

Pat Daly  
Director of Education and Secretary of the Board

## SCHOOL YEAR CALENDAR

2020-2021

## STUDENTS DO NOT ATTEND SCHOOL ON THESE DAYS

<b>Date</b>	<b>Elementary Schools (Draft)</b>	<b>Secondary Schools (Draft)</b>
Wednesday, September 2, 2020	School Improvement Planning; Mathematics	School Improvement Planning; Mathematics
Thursday, September 3, 2020	Health and Safety; Bullying Prevention, Intervention and De- Escalation Training	Health and Safety; Bullying Prevention, Intervention and De- Escalation Training
Friday, October 9, 2020	Faith Day	Faith Day
Friday, November 27, 2020	Parent-Teacher Interviews	21 <sup>st</sup> Century Learning
Friday, February 5, 2021	Report Card Writing	Curriculum Review – Semester 1
Friday, April 23, 2021	Equity and Inclusion	Equity and Inclusion
Friday, June 4, 2021	Report Card Writing	N/A
Friday, June 30, 2021	N/A	Curriculum Review – Semester 2

Instructional School Days – Elementary 187  
 Instructional School Days – Secondary 187

Total School Days – Elementary 194  
 Total School Days – Secondary 194

First Day of Instruction for Gr. 1/12 (Entry into  
 Kindergarten in September is a gradual process) Tuesday, September 8, 2020  
 Last Day of Instruction for Elementary Students Wednesday, June 30, 2021  
 Last Day of Instruction for Secondary Students Tuesday, June 29, 2021

Examination Days (Secondary) January 28 – February 3, 2021 (five days)  
 June 22 – 28, 2021 (five days)

**SCHOOL BREAKS, STATUTORY HOLIDAYS  
 AND BOARD DESIGNATED HOLIDAYS**

September 1 & 4, 2020	Board Designated Holiday
September 7, 2020	Labour Day
October 12, 2020	Thanksgiving Day
December 21, 2020 to January 1, 2021 (Inclusive)	Christmas Break
February 15, 2021	Family Day
March 15 – 19, 2021 (Inclusive)	March Break
April 2, 2021	Good Friday
April 5, 2021	Easter Monday
May 24, 2021	Victoria Day



## Regular Board Meeting

## Information Report

Student Trustees Update	Item 10.1
Tuesday, March 3, 2020	

### Alignment to Strategic Plan

This report is linked to the strategic priorities:

**Achieving:** Meeting the needs of all learners

**Believing:** Celebrating our Catholic faith & aspiring to be models of Christ

**Belonging:** Embracing relationships & sustaining safe, welcome schools

### Achieving

During the Board Council Conference in Ottawa, all three Student Trustees engaged in two types of debate sessions. For the first session, student trustees were presented with a case study on an ongoing board issue where they had to arrive at a decision in twenty-five minutes. Then, news reporters would meet the trustees in order to pose questions and give them an opportunity to defend their opinions and final decision. The second part of the session involved student trustees separating into two sides. Each side was provided with a statement and their stance on the issue. Student trustees had two minutes to make their introduction and conclusion statements, as well as thirty seconds for each of their points. Trustee Suan sees the potential of this becoming a session held in Student Senate as it would help Student Senators reinforce their confidence in expressing their own opinions. All three Student Trustees are investigating how to incorporate this into our sessions and how our Student Trustee-elects could help to execute this.

### Believing

All three Student Trustees attended the Board Council Conference (BCC) from Thursday February 20 to Sunday February 23, 2020. During the conference, the Catholic Board Council visited and volunteered the Ottawa Mission on Friday February 21, 2020 and gave 120 pairs of socks to the organization as part of the council's second pillar "Faith in Action". The organization underlined that these socks are a basic and often overlooked necessity for homeless individuals. Furthermore, Trustee Caratao and Trustee Suan have raised their interests in attending OCSTA Annual General Meeting, which will take place from Thursday April 30 to Saturday May 2, 2020. The two student trustees will participate in multiple sessions hosted by the Catholic Board Council President and Vice-President, touching on the three pillars that the council has advocated for throughout the year. Lastly, Ontario Catholic Student Youth Day was also raised at the Board Council Conference, and the three current Student Trustees plan to discuss this briefly at the March 24, 2020 Student Senate Meeting at St. Thomas Aquinas Catholic Secondary School.



## Belonging

At the February 25, 2020 Senate Meeting, elections for the new Student Trustees in the 2020-2021 school year were held, with several candidates coming from the Burlington, Oakville and North Halton municipalities. Trustee Caratao's proposed election process for Student Trustees went into effect during this meeting. Three candidates were elected to serve as Student Trustees in the 2020-2021 school year, as mentioned in the report provided by Superintendent McGillicuddy. All three current Student Trustees will work closely with them in the coming months to formulate their plans and ease their transition into their roles before the new school year begins.

Furthermore, as French Relations Working Group Co-Chair, Trustee Suan engaged in discussions with RECFO (*Le regroupement des élèves conseiller.ère.s francophones de l'Ontario*) and FESFO (*Fédération de la jeunesse franco-ontarienne*) on behalf of OSTAAECO to start rectifying the relationship between the two organizations during the Board Council Conference in Ottawa. For context, FESFO is the organization acting as the spokesperson for 25 000 students currently studying in French first-language public and Catholic schools across the province. On top of that, RECFO is a sub-entity of FESFO whose organization consists mainly of 25 student trustees from French public and Catholic school boards across the province. In the past, student trustees from both French and English public and Catholic school boards have attended joint conferences together, but both organizations began to diverge as FESFO and RECFO felt that important issues pertinent to students in French language schools were left out. Overall, discussions did set the tone for OSTAAECO to possibly collaborate with them with initiatives hosted by the French Relations Working Group this year and next year, but this will be decided upon next year's Executive Council. FESFO and RECFO have suggested OSTAAECO meet in-person again in May to discuss next steps, but that has not been confirmed yet.

Moreover, Glenda Brown and Katelyn Weinstein met on February 19, 2020 to discuss the debrief on the consultation for the Mental Health Strategy and Addiction Plan. Unfortunately, Trustee Suan was unable to make it to the meeting. Katelyn Weinstein filled in Trustee Suan briefly about the debrief, discussing how well the consultation went and how the information discussed during the breakout sessions were extremely helpful. As background information, Glenda Brown, Chief of Mental Health Programming relayed questions to students regarding mental health and their well-being through piston rounds. Then, students would respond to these questions through the form of sticky notes, which would then be stuck onto poster paper and compiled with the rest of the papers. These responses will be used to rewrite the plan for the next three years. Since Glenda Brown was not able to get through all the items on the agenda, all three Student Trustees will invite her back for the March 24, 2020 Student Senate Meeting to continue these important discussion items.



**Report Prepared &  
Submitted by:**

D. Suan  
Student Trustee, Corpus Christi Catholic Secondary School

M. Bhambra  
Student Trustee, St. Thomas Aquinas Catholic Secondary School

D. Caratao  
Student Trustee, Bishop P.F. Reding Catholic Secondary School

**Report Approved by:**

P. Daly  
Director of Education and Secretary of the Board



### Approved School Educational Trips

ALL PROPOSED TRIPS HAVE BEEN REVIEWED PRIOR TO APPROVAL, AND ARE CONSISTENT WITH BOARD POLICY

**Dated: Tuesday, March 3, 2020**

#### Listed by Destination

SCHOOL	GRADE(S)	# OF STUDENTS	DESTINATION	PURPOSE	DATES	COST PER PUPIL
<b>Elementary</b>						
St. Catherine of Alexandria Georgetown	7	84	Camp Brebeuf Rockwood, ON	The activities at Brebeuf are integral to Science: Interactions in the Environment; Geography: Natural Resources and Sustainability; as well as Religion: our activities surrounding Confirmation. The trip will allow for follow up activities for the Sacrament of Confirmation, explore the Gifts of the Holy Spirit through self-challenging activities; support the Catholic Graduate Expectations through community building, cooperative, and environmental activities. Camp Brebeuf centers their activities on the Gospel Teaching of Jesus, focusing on self-awareness, building community and developing one's faith. Students and staff will participate in daily prayers.	Thursday, April 23 – Friday, April 24, 2020	~\$110.00
Queen of Heaven Milton	7	75	Camp Muskoka Bracebridge, ON	Students will be able to apply the lessons provided in History, Religion, Phys Ed., Drama and Science to real life experiences. Students will participate in daily prayers to start each day as well as before meals. Students will also participate in a Mass at Notre Dame Cathedral to celebrate our faith as a whole group. They will also examine how our faith is integral in understanding their connection to God's gifts within all of us through a respectful tour of the Cathedral and through various teachable moments on the trip.	Wednesday, June 10-Friday, June 12, 2020	~\$325.00
Queen of Heaven Milton	8	49	Ottawa, ON	Students will be able to apply the lessons provided in History, Religion, Phys Ed., Drama and Science to real life experiences. Students will participate in daily prayers to start each day as well as before meals. Students will also participate in Mass at Notre Dame Cathedral to celebrate our faith as a whole group. They will also examine how our faith is integral in understanding their connection to God's gifts within all of us through a respectful tour of the Cathedral and through various teachable moments on the trip.	Wednesday, June 17 – Friday, June 19, 2020	~\$644.00

Listed by Destination						
SCHOOL	GRADE(S)	# OF STUDENTS	DESTINATION	PURPOSE	DATES	COST PER PUPIL
Elementary						
Sacred Heart of Jesus Burlington	7	69	Camp Tanamakoon Huntsville, ON	Camp Tanamakoon provides opportunities for outdoor education, team building, leadership development and co-operative learning experiences. The trip has been designed to assist students in their physical, emotional, academic, and spiritual development. Through discussions and journaling, they will have an opportunity to reflect upon our Catholic values and faith, realizing that they are embedded in all they do, being the foundation on which they build community support their interactions with their peers. Daily prayer and grace before all meals are led by students and teachers as they gather together	Tuesday, June 9 – Friday, June 12, 2020	~\$437.00

Listed by Destination						
SCHOOL	GRADE(S)	# OF STUDENTS	DESTINATION	PURPOSE	DATES	COST PER PUPIL
Secondary						
St. Ignatius of Loyola CSS Oakville, ON	9 - 12	5	OFSAA Nordic Ski Arrowhead Provincial Park Huntsville, ON	The St. Ignatius of Loyola Nordic Ski Team will be competing in the OFSAA 2020 Nordic Skiing event. This tournament provides for fitness, sportsmanship, and an opportunity to display, by behavior and attitude, how our Christian virtues are manifested during competition and after. The students and staff will participate in daily prayers.	Tuesday, February 18 - Thursday, February 20, 2020	~\$391.00
St. Ignatius of Loyola CSS Oakville, ON	11-12	40	SHSM Certification Training Ganaraska Forest Centre Campbellcroft, ON	As part of the Health & Wellness SHSM - Sports Leadership Program students will have the opportunity to build on leadership and team building skills. Students will participate in leadership focused workshops and outdoor experiential learning in support of the Ontario Curriculum Expectations. Staff and students will participate in daily prayers.	Tuesday, May 19 - Wednesday, May 20, 2020	~\$ 0
St. Thomas Aquinas CSS Oakville, ON	11	75	Youth Leadership Camps Canada Oro-Medonte, ON	The YLCC program aligns with the Catholic Graduate Expectations: Students will learn to become effective communicators by honing their skills to become empathetic advisors who respect and value all students as equals in the eyes of God. They will learn to improve their skills in becoming reflective, creative and holistic thinkers by helping Grade 9s solve problems, and make responsible decisions with an informed moral conscience. Students will participate in Grace before meals, and start each morning with opening prayers.	Tuesday, May 19 – Wednesday, May 20, 2020	~\$175.00
St. Thomas Aquinas CSS Oakville, ON	9-12	6	OFSAA Swim Meet Toronto, ON	The St. Thomas Aquinas Swim team will be participating in the provincial championships. The focus of religious values of the Championships is on the Common Good. As individuals and as a team, in social setting, we will respect ourselves, one another, other competitors, our officials, volunteers, our competition and all others we come into contact with. The team will pray before our team meals.	Tuesday, March 3 – Wednesday, March 4, 2020	~\$30.00



## Regular Board Meeting

## Information Report

Appointment of Student Trustees 2020-2021	Item 10.3
Tuesday, March 3 , 2020	

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements:** Optimizing organizational effectiveness.

### Purpose

To inform Trustees of the process and results of the election for the 2020 - 2021 Student Trustees.

### Background Information

On Tuesday, February 25, 2020, the election of the Student Trustees for the 2020 - 2021 school year took place at St. Ignatius of Loyola Catholic Secondary School, Oakville. The secondary schools submitted the name of a candidate, all of whom were of excellent calibre, demonstrating a strong commitment to their faith as well as extensive involvement in their respective school, parish and community.

### Comments

The candidates had an opportunity to articulate their rationale for expressing interest in representing the students of the Halton Catholic District School Board. Candidates responded to numerous questions from student trustees and senators.

After all candidates were interviewed, the Student Senate voted on ballots provided. Staff Advisors, Sonia Ellison, Vice Principal, St. Ignatius of Loyola Catholic Secondary School; Andrea Taylor, Chaplain, Assumption Catholic Secondary School and Mike Amatiello, Teacher, Our Lady of Peace Catholic Elementary School supervised the counting of the ballots.



## Conclusion

As a result of the election on Tuesday, February 25, 2020, the following three (3) student trustees were elected by the Student Senate for the 2020 – 2021 school year:

### **BURLINGTON: KIRSTEN KELLY**

Kirsten is currently a Grade 11 Honour Roll student at Assumption Catholic Secondary School. She is a member of Karina Gould's Youth Council and a Summer Camp Counsellor at the Burlington Art Gallery. Kirsten and her family are members of the St. Paul the Apostle Parish community.

### **NORTH HALTON: NICHOLAS GUBERT**

Nicholas is currently a Grade 11 Honour Roll student at Christ the King Catholic Secondary School. He is an active member of the Student Council, Student Senate and has served as an Intern at the Halton Hills Chamber of Commerce. Nicholas is a Lector where his family are members of the Holy Cross Parish community.

### **OAKVILLE: JOSEPH ROSHDY**

Joseph is currently a Grade 11 student at St. Ignatius of Loyola Catholic Secondary School. He is a member of the Student Council, Development and Peace and the Multicultural club and can speak fluently in Greek and Arabic. Joseph and his family are members of the St. Peter and St. Paul Coptic Orthodox Parish community where he is a Sunday school volunteer.

**Report Prepared by:** C. McGillicuddy  
Superintendent of Education, Student Success

**Report Submitted by:** C. McGillicuddy  
Superintendent of Education, Student Success

**Report Approved by:** P. Daly  
Director of Education and Secretary of the Board

Date:	January 14, 2020	
Time:	7:00 pm	
Location:	Catholic Education Centre - Board Room 802 Drury Lane Burlington, Ontario	
Members Present	B. Agnew P. DeRosa M. Duarte N. Guzzo V. Iantomasi	H. Karabela P. Murphy T. O'Brien D. Caratao (Student Trustee)
Staff Present	P. Daly, Director of Education S. Balogh, Superintendent of Education, School Services A. Lofts, Superintendent, Business Services J. O' Hara, Executive Officer, Human Resources Services L. Collimore, Chief Officer, Research and Development Services A. Swinden, Manager, Strategic Communications F. Thibeault, Senior Manager, Planning Services	
Regrets	J. O'Hearn-Czarnota	
Recording Secretary	J. Neuman	

### 1.1 Opening Prayer (P. DeRosa)

## 2. Approvals

## 2.1 Approval of Agenda

**#P12/20**

**Moved by:** V. lantomasi

**Seconded by:** T. O'Brien

**That,** the agenda be approved.

***CARRIED***

## 2.2 Approval of Minutes (December 10, 2019)

**#P13/20**

**Moved by:** V. lantomasi

**Seconded by:** M. Duarte

**That**, the minutes of the Policy Committee Meeting held on December 10, 2019 be approved, as submitted.

**CARRIED**

### 3. Declarations of Conflict of Interest

There were no Conflicts of Interest declared.

## 4. Action Items

#### 4.1 Policy II-38 Educational Research (L. Collimore)

**P#14/20**

**Moved by:** V. lantomasi

**Seconded by:** M. Duarte

**That**, the Policy Committee recommends that Policy II-38 Educational Research, be forwarded, along with amendments, to the January 21, 2020 Regular Board Meeting for approval.

Dr. L. Collimore shared the amendments to the policy.

Questions regarding the Student Climate Survey; permission forms; results; and response rates were asked and answered.

Discussion ensued regarding the content of the survey.

The chair asked Trustees to indicate if they would prefer to view the specific questions or the themes of the survey once it is developed.

Themes	Questions
P. DeRosa	H. Karabela
T. O'Brien	
V. Iantomasi	
M. Duarte	
B. Agnew	
P. Murphy	

It was determined that the Trustees will have the themes of the survey shared with them.

It was noted that parents have the opportunity to opt out of having their students participate in the survey.

The chair called for a vote. Recommendation **P#14/20 CARRIED.**

In favour	Opposed	Abstain	Absent
V. Iantomasi	H. Karabela		J. O'Hearn-Czarota
T. O'Brien			
D. Caratao (non-binding)			
P. DeRosa			
M. Duarte			
B. Agnew			
P. Murphy			

#### 4.2 Policy III-17 Attendance Support Program (J. O'Hara)

**P#15/20**

**Moved by:** M. Duarte

**Seconded by:** V. Iantomasi

**That**, the Policy Committee recommends that Policy III-17 Attendance Support Program, be forwarded to the January 21, 2020 Regular Board Meeting for approval.

J. O'Hara shared the changes to the policy.

Questions for clarification were asked and answered.

The chair called for a vote. Recommendation **P#15/20 CARRIED.**

In favour	Opposed	Abstain	Absent
P. DeRosa			J. O'Hearn-Czarota
D. Caratao (non-binding)			
T. O'Brien			
H. Karabela			
V. Iantomasi			
M. Duarte			
B. Agnew			
P. Murphy			

**4.3 Policy I-01 Catholic School Support (A. Lofts, F. Thibeault)****P#16/20****Moved by:** V. Iantomasi**Seconded by:** M. Duarte**That,** the Policy Committee recommends that Policy I-01 Catholic School Support, be forwarded to the January 21, 2020 Regular Board Meeting for approval.

A. Lofts noted there were no amendments to the policy.

Discussion ensued regarding communication to Catholic ratepayers regarding directing their school tax support to the Catholic School system. It was noted that the board website, school websites, and the Trustee newsletters contain the information; as well when parents register their children, a DOSS (Direction of School Support) form is provided.

The chair called for a vote. Recommendation **P#16/20 CARRIED.**

In favour	Opposed	Abstain	Absent
P. Murphy			J. O'Hearn-Czarnota
B. Agnew			
M. Duarte			
V. Iantomasi			
H. Karabela			
T. O'Brien			
D. Caratao (non-binding)			
P. DeRosa			

**4.4 Policy I-21 Corporate and Community Investment in Education (A. Lofts)****P#17/20****Moved by:** V. Iantomasi**Seconded by:** H. Karabela**That,** the Policy Committee recommends that Policy I-21 Corporate and Community Investment in Education, be forwarded, to the January 21, 2020 Regular Board Meeting for approval.

A. Lofts noted there were minor changes to the policy.

There was no discussion.

The chair called for a vote. Recommendation **P#17/20 CARRIED.**

In favour	Opposed	Abstain	Absent
P. DeRosa			J. O'Hearn-Czarnota
D. Caratao (non-binding)			
T. O'Brien			
H. Karabela			
V. Iantomasi			
M. Duarte			
B. Agnew			
P. Murphy			

**4.5 Policy II-24 Home to School Transportation (A. Lofts, F. Thibeault)****P#18/20****Moved by:** T. O'Brien**Seconded by:** P. Murphy**That,** the Policy Committee recommends that Policy II-24 Home-to-School Student Transportation, be forwarded, along with amendments to the January 21, 2020 Regular Board Meeting for approval.

F. Thibeault shared the changes to the policy.

Questions for clarification were asked and answered.

It was determined by Trustees that the word “pupils” in Requirement 1 be changed to “students”.

The chair called for a vote. Recommendation **P#18/20 CARRIED.**

In favour	Opposed	Abstain	Absent
P. Murphy			J. O'Hearn-Czarnota
B. Agnew			
M. Duarte			
P. DeRosa			
D. Caratao (non-binding)			
T. O'Brien			
H. Karabela			
V. Iantomasi			

#### 4.6 Policy II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities (A. Lofts, A. Prkacin)

**P#19/20**

**Moved by:** V. Iantomasi

**Seconded by:** M. Duarte

**That,** the Policy Committee recommends that Policy II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities, be forwarded, to the January 21, 2020 Regular Board Meeting for approval.

A. Lofts noted there were minor changes to the policy.

Questions for clarification were asked and answered.

The chair called for a vote. Recommendation **P#19/20 CARRIED.**

In favour	Opposed	Abstain	Absent
P. DeRosa	T. O'Brien		J. O'Hearn-Czarnota
D. Caratao (non-binding)			
H. Karabela			
V. Iantomasi			
M. Duarte			
B. Agnew			
P. Murphy			

#### 4.7 Policy V-07 Donations Requests to a School or to the Board (A. Lofts)

**P#20/20**

**Moved by:** B. Agnew

**Seconded by:** V. Iantomasi

**That,** the Policy Committee recommends that Policy V-07 Donations Requests to a School or to the Board, name be changed to Policy V-07 Requests to a School or to the Board, and be forwarded along with amendments to the January 21, 2020 Regular Board Meeting for approval.

A. Lofts shared the amendments to the policy and clarified the recommended policy name change.

Questions for clarification were asked and answered.

It was determined by Trustees that the last bullet of the Principles be changed to an action item instead of an information item and to remove Policy V-04 and Procedure VI-59 School Fundraising Activities from the Associated Policies and Procedures.

The chair called for a vote. Recommendation **P#20/20 CARRIED.**

In favour	Opposed	Abstain	Absent
P. Murphy			J. O'Hearn-Czarnota
B. Agnew			



In favour	Opposed	Abstain	Absent
M. Duarte			
V. Iantomasi			
H. Karabela			
T. O'Brien			
D. Caratao (non-binding)			
P. DeRosa			

#### 4.8 By-law Working Committee (N. Guzzo)

N. Guzzo passed the gavel to M. Duarte at 8:07 pm.

N. Guzzo proposed that a by-law working group be established to work through the by-laws that are scheduled to be updated in June 2020.

Trustees recommended creating a committee of the whole.

Discussion ensued regarding inviting a parliamentarian and/or legal counsel for suggestions/advice.

It was suggested that trustees will meet half an hour prior to the upcoming policy committee meetings to review the bylaws. A suggestion to invite a parliamentarian to assist with following Roberts Rules of Order was also made.

##### **P#21/20**

**Moved by:** N. Guzzo

**Seconded by:** P. DeRosa

**That,** a bylaw working committee be struck involving all trustees, the director of the board, and other superintendents as resources to meet a half hour prior to every policy meeting prior to the June 9, 2020 review of the bylaws. A third party may be brought, at the agreement of the trustees, in to advise, as required.

##### **P#21/20 (Amendment)**

**Moved by:** T. O'Brien

**Seconded by:** P. DeRosa

**That,** the motion be amended to say:

**That,** a bylaw working committee be struck involving all trustees, the director of the board, and other superintendents as resources to meet a half hour prior to every policy meeting prior to the June 9, 2020 review of the bylaws. A third party will be brought, at the agreement of the trustees, in to advise, as required.

Discussion ensued.

The chair called for a vote. Recommendation **P#21/20 (Amendment) CARRIED.**

In favour	Opposed	Abstain	Absent
P. Murphy	N. Guzzo		J. O'Hearn-Czarnota
B. Agnew	V. Iantomasi		
H. Karabela			
T. O'Brien			
D. Caratao (non-binding)			
P. DeRosa			
M. Duarte			

M. Duarte passed the gavel back to N. Guzzo at 8:29 p.m.

#### 5. Discussion Items

There were no Discussion Items

## 6. Information Items

### 6.1 Administrative Procedure VI-76 Attendance Support Program (J. O'Hara)

Administrative Procedure VI-76 Attendance Support Program were presented as information.

**P#22/20**

**Moved by:** V. Iantomasi

**Seconded by:** P. DeRosa

**THAT**, the meeting move to meeting in camera

The Chair called for a vote, Motion **P#22/20 UNANIMOUSLY CARRIED**

The meeting moved to in camera at 8:35 p.m.

The meeting moved out of camera at 9:00 p.m.

The Chair called for a 5 minute recess at 9:00 p.m.

The meeting resumed at 9:07 p.m.

- 6.2 Administrative Procedure VI-85 Corporate and Community Investment in Education (A. Lofts)
- 6.3 Administrative Procedure VI-07(a) School Bus Accident Procedure (A. Lofts, F. Thibeault)
- 6.4 Administrative Procedure VI-47 Inclement Weather - Transportation Cancellations and Emergency School Closures (A. Lofts, F. Thibeault, A. Swinden, P. Daly)
- 6.5 Administrative Procedure VI-57 Fees for Learning Materials, Program, Curricular and Co-Curricular Activities (A. Lofts, A. Prkacin)
- 6.6 Administrative Procedure VI-05 Secondary School Cafeteria Commissions (A. Lofts)
- 6.7 Administrative Procedure VI-06 Charitable Receipts (A. Lofts)
- 6.8 Administrative Procedure VI-31 Trust Funds (A. Lofts)
- 6.9 Administrative Procedure VI-28 Selection and Appointment of Positions of Academic Administrative Responsibilities (J. O'Hara)
- 6.10 ~NEW~ Procedure VI-96 Exemption from Instruction Related To the Human Development and Sexual Health Expectations (A. Prkacin)

The Administrative Procedures in items 6.2 to 6.10 were reviewed as information.

Questions for clarification were asked and answered.

Administrative Procedure VI-28 Selection and Appointment of Positions of Academic Administrative Responsibilities will be revised to include components of the policy and will be returned to the February 25, 2020 Policy Committee Meeting.

### 6.11 Upcoming Agenda Items (February 25, 2019)

#### 6.11.1 Policy II-41 School Uniform Dress Code-School Dress Code (J. Crowell, A. Lofts, D. Tkalcic)

#### 6.11.2 Policy I-31 Apparel Purchases and Fair Labour Practices (A. Lofts, D. Tkalcic)

#### 6.11.3 Policy I-10 Banking, Investment and Borrowing (A. Lofts)

#### 6.11.4 Policy I-25 Purchasing (A. Lofts)

#### 6.11.5 Policy I-34 (A) Reimbursement of Board Business Expenses (A. Lofts)

#### 6.11.6 Policy III-13 Corporate Purchasing Card Distribution Usage (A. Lofts)

#### 6.11.7 Policy V-14 Alcohol at Board School Sanctioned Events-Off Premises (A. Lofts)

#### 6.11.8 Discussion Items

#### 6.11.9 Information Items

##### 6.11.9.1 Administrative Procedure VI-91 Banking, Investment and Borrowing (A. Lofts)

##### 6.11.9.2 Administrative Procedure VI-11 Purchasing (A. Lofts)

##### 6.11.9.3 Administrative Procedure VI-26 Cheque Requisition (A. Lofts)

##### 6.11.9.4 Administrative Procedure VI-90 Reimbursement of Board Business Expenses for Employees (A. Lofts)

**6.11.9.5 Administrative Procedure VI-73 Meal Expenses for Employees at Board Sanctioned Events (A. Lofts)**

**6.11.9.6 Administrative Procedure VI-86 Corporate Purchasing Card (A. Lofts)**

**6.11.9.7 Administrative Procedure VI-33 Redistribution and Disposal of Surplus Furniture and Equipment (A. Lofts)**

**7. Miscellaneous Information**

There were no Miscellaneous Items

**8. In Camera**

Item 6.1 was discussed in camera, above.

**9. Motion to Excuse Absent Committee Members**

**P#23/20**

**Moved by:** V. Iantomasi

**Seconded by:** H. Karabela

**That** Trustee(s) J. O'Hearn-Czarota be excused.

**CARRIED**

**10. Motion to Adjourn/ Closing Prayer (M. Duarte)**

**P#24/20**

**Moved by:** P. DeRosa

**Seconded by:** B. Agnew

**That** the meeting adjourn.

**CARRIED**

M. Duarte closed the meeting with prayer at 9:22 p.m.

## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Date: January 27, 2020  
Time: 7:00 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

Members Present	B. Agnew	J. Lim
	M. Arteaga	A. Louca-Ricci
	D. Bardon	P. Moran
	R. Barreiro	D. Rabenda
	T. Beattie	Y. Taylor
	M. Duarte	T. Veale

Staff Present

C. Cipriano, Superintendent of Special Education Services  
P. Daly, Director  
A. Jones, Manager, Educational Assistants  
D. Kollee, Chief of Speech Language Pathologist

Members Excused

N. Guzzo  
D. Hotopeleanu  
H. Karabela  
M. Lourenco

Members Absent

C. Parreira  
R. Quesnel

Recording Secretary

A. Hughes

---

### 1. Call to Order

The Chair called the meeting to order.

#### 1.1 Opening Prayer

The meeting opened at 7:00 p.m. with a prayer led by C. Cipriano.

#### 1.2 Approval of Agenda

**Moved by:** D. Rabenda

**Seconded by:** M. Duarte

**RESOLVED,** that the agenda be accepted as received.

**CARRIED**

### 2. Actions to be taken

#### 2.1 Election of SEAC Chair

C. Cipriano called for nominations for Chair of the Special Education Advisory Committee for the term January 2020 to December 2020.

#### **RECOMMENDATION**

**Moved by:** M. Duarte

**Seconded by:** P. Moran

**That,** B. Agnew be nominated for Chair of the Special Education Advisory Committee for the term of January 2020 to December 2020.

B. Agnew accepted the nomination.

C. Cipriano called for other nominations; no other nominations were received.

B. Agnew was acclaimed Chair.

## **2.2 Election of Vice SEAC Chair**

C. Cipriano called for nominations for Vice Chair of the Special Education Advisory Committee for the term January 2020 to December 2020.

### **RECOMMENDATION**

**Moved by:** B. Agnew

**Seconded by:** D. Bardon

**That,** T. Beattie be nominated for Vice Chair of the Special Education Advisory Committee for the term of January 2020 to December 2020.

T. Beattie accepted the nomination.

C. Cipriano called for other nominations; no other nominations were received.

T. Beattie was acclaimed Vice Chair.

C. Cipriano turned the meeting over to B. Agnew and T. Beattie.

## **2.3 Minutes of the December 16, 2019 SEAC Meeting**

**Moved by:** P. Moran

**Seconded by:** J. Lim

**RESOLVED,** that the minutes of the December 16, 2019 SEAC Meeting be approved as presented.

The Chair called for a vote and the motion **CARRIED**.

## **3. Presentations**

### **3.1 Learning Disabilities Association of Halton-Hamilton (LDAHH)**

B. Agnew introduced A. Brindle, President of Learning Disabilities Association of Halton-Hamilton (LDAHH).

A. Brindle provided an overview of LDAHH, the definition of a Learning Disability and details on programming that LDAHH provides. The presentation is attached.

## **4. Declarations of Conflict of Interest**

## **5. Business Arising from Previous Meetings**

## **6. Special Education Board Policy Review**

### **6.1 School Uniform Consultation**

B. Agnew informed members that the Board is seeking input on school uniform providers as the current school uniform supplier's contract is expiring soon. The intent of the School Uniform Consultation Feedback was explained. School Uniform Provider Consultation response feedback forms were distributed to members. Members were given 10 minutes at the meeting to fill in the response feedback forms and returned them to the chair to be consolidated. Consolidated responses will be forwarded to the Superintendent of Education, School Services.

## **7. Action and Information Items**

### **7.1 Nomination re: Autism Ontario (Chair)**

B. Agnew announced that a nomination had been received from Autism Ontario for M. Murphy to represent their association on SEAC. The Autism Ontario nomination will go to the Board meeting on Tuesday, February 4<sup>th</sup> for trustee approval.

### **7.2 SEAC Meeting Evaluation (C. Cipriano)**

SEAC meeting evaluation forms were distributed at the October and November SEAC meeting to solicit feedback toward more effective meetings. C. Cipriano reviewed the responses submitted and noted the major themes and consistencies for each of Stop; Start; Continue; and Comments sections of the evaluation.

C. Cipriano addressed issues such as broadening the scope of SEAC and bringing back open discussion to the SEAC agenda under Business Arising from Previous Meetings.

### **7.3 Special Education Plan Review Discussion**

In preparation for the upcoming review of the Special Education Plan (SEP), it was discussed how SEAC would like to approach reviewing the plan. A discussion occurred. It was agreed that an electronic copy of the SEP would be sent to members to prepare in advance and the plan will be reviewed at the March, April and May meetings. The March, April, May SEAC meetings will begin at 6:00 pm.

### **7.4 Minister's Advisory Council on Special Education (MACSE) (Chair)**

B. Agnew referenced a letter from another school board's SEAC to the Minister of Education that was shared with SEAC members discussing the status of the Minister's Advisory Council on Special Education (MACSE). It was noted that several volunteer vacancies needed to be filled to make up the MACSE committee. B. Agnew encouraged members to consider volunteering. Deadline for applications is March 6, 2020.

B. Agnew suggested sending in a letter of concern from the Halton Catholic District School Board SEAC to the Minister of Education.

B. Agnew asked for a show of hands in agreement with the letter.

### **7.5 SEAC Event Planning Update**

B. Agnew reviewed that the SEA showcase is May 11<sup>th</sup> at Corpus Christi and that SEAC can join the SEA Showcase night with association tables displayed. B. Agnew asked for members feedback and members voted yes to joining the May 11<sup>th</sup> night.

## **8. Communications to SEAC**

### **8.1 Superintendent's Report**

C. Cipriano provide updates on:

Good News Storey: a good news storey was shared that was a result of a SEAC member's advocacy.

October ONSIS: Will presented at February SEAC.

November SEAC SEA Presentation: During the SEA presentation at the November SEAC meeting, the question came up "*is it possible to run a report that identifies numbers of students who have SEA equipment by exceptionality on the new engine*". The answer is yes there is a report on the new engine that can sort by exceptionality and equipment.

Educational Assistants Professional Development Days: Managers have been ensuring a valuable agenda for the upcoming PD Days. January 31<sup>st</sup> will be FASD Introduction and Awareness, presented by members of the Halton FASD Resource Team. February 14<sup>th</sup> will be FASD Considerations for Practice and a Collaborative Relationships in FASD Intervention. PD is being provided to the EA groups during any labour unrest days.

EA Survey Results: There was over 80% response rate. The EA Managers will present the EA Survey results at the February SEAC meeting.

Independence Rubric Process: Consultants and I-SERTs have started the process of assessing student independence, through the Independence Rubric Process. This work will go on from now through May and will include assessing each new student coming to us for September 2020, through both Kindergarten registration and the transition of any new students to our board from other boards across the province, and from other countries.

Kindergarten Parent Information Night: for parents of children with special needs, entering Kindergarten in September, will be held on Tuesday February 11<sup>th</sup> at 7:30 at St. Benedict, in Milton. For all parents in all regions.

Gifted Community of Learners : Gifted SETS from across the system met on January 8<sup>th</sup>. The focus was on teacher capacity with Lego Robotics prior to beginning student training in coding and robotics.

Speech Language Pathologists: completed Part 2 of training on Informal Dynamic Assessment of Social Thinking/Social Cognition.

Pilot Groups of Social Thinking: a program to support social cognition and social communication, are running now with carryover activities for the classroom between sessions being developed.

Psychological Assessments: an update was provided on current wait times for psychological assessments. It was agreed that there will be a standing item in the Superintendent Report in November, March and June, reporting on Psychological assessment wait times.

Gifted Screening: Psychology staff are starting gifted screenings.

Behaviour Analysts: are planning an evaluation of our PEERS social skills program that we have piloted.

## **8.2 Trustee Reports**

M. Duarte reported on:

- At the December 17, 2019 Board meeting, Policy II-19 Educational Field Trips was approved by the Board. It should be noted that under "Requirements" it says that "Accommodations must be considered for students with respect to medical conditions, accessibility, transportation, etc.."
- At the January 21, 2020 Board meeting, there was a presentation by the Compassionate Care Crisis Response Team. The presentation included the structure of our HCDSB CCCRT team and how they are set up to handle compassionate support when events occur.
- Trustees attended the "School Uniform Consultation" meetings in Burlington and Milton. The survey is open on-line to parents, students and staff which will be used in the selection process for the criteria for uniform suppliers.
- Trustees attended the Ontario Catholic Schools Trustees Association (OCSTA) workshop and conference in Toronto.

- The Board has expressed a need to expand Early French Immersion Programming and a request has gone out to all stakeholders across the board to solicit their comments. A report should be provided at the next board meeting.

### 8.3 Association Report-LDAH

T. Beattie provided information on the Learning Disabilities Association of Halton-Hamilton (LDAH) Solutions for Learning Conference on March 11 with guest speaker DJ Cunningham. Registration for LDAH workshops can be completed on the website. The LDAH Reading Rocks program needs volunteers. Details are outlined in the attached LDAH association report.

## 9. Next Agenda: Meeting Monday, February 24, 2020

## 10. Adjournment

### 10.1 Resolution re Absentees (Chair) N. Guzzo, D. Hotopoleanu, H. Karabela, M. Lourenco

**Moved by:** M. Duarte

**Seconded by:** T. Veale

**RESOLVED**, that be excused.

**CARRIED**

### 10.2 Adjournment and Closing Prayer (Chair)

**Moved by:** D. Bardon

**Seconded by:** R. Barreiro

**RESOLVED**, that the meeting adjourn.

**CARRIED**

The meeting adjourned at 8:50 p.m. with a prayer led by the Chair.





**Idahh** • Learning Disabilities  
Association of Halton-Hamilton

*The right to learn, the power to achieve*

# Who We Are And What We Do?



# Learning Disabilities Association of Halton-Hamilton

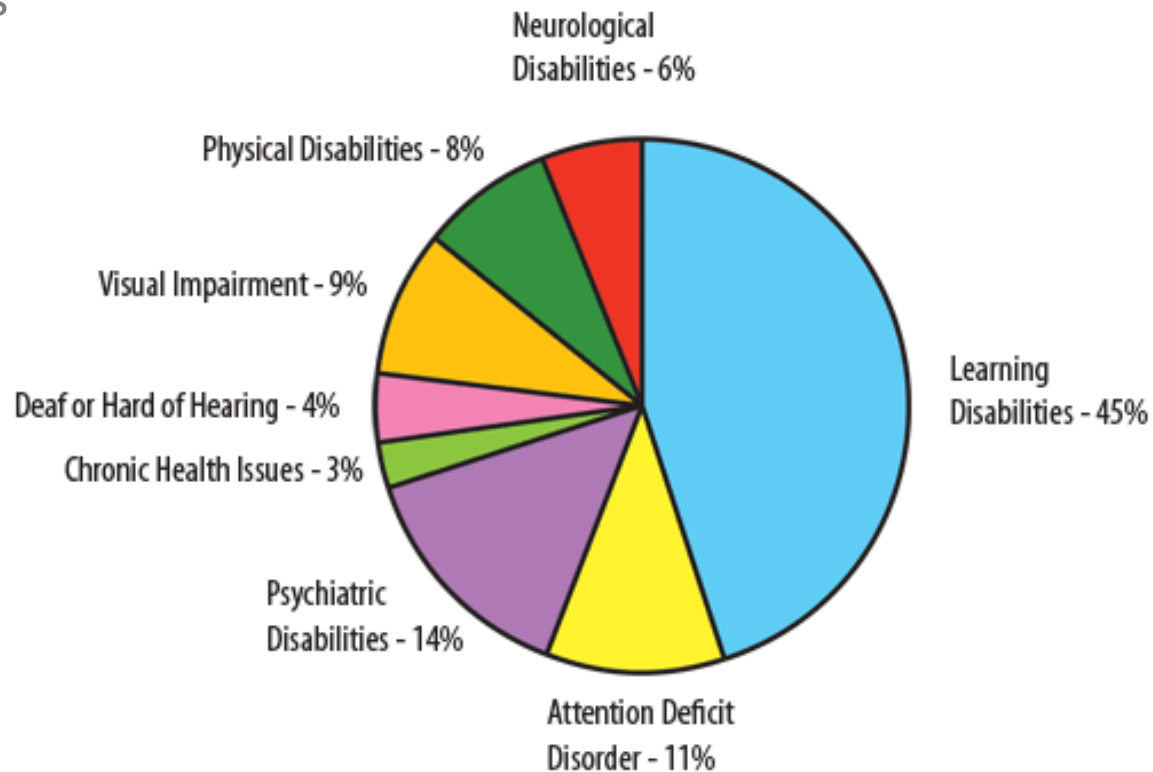
- A chapter of the Learning Disabilities Association of Ontario (LDAO)
- Non-profit Organization

*Our purpose is to provide resources and support to individuals who are affected by learning disabilities within the Halton-Hamilton Region. We provide leadership in learning disabilities **advocacy, research, education and services**, and advance the full participation in society of children, youth and adults with learning differences.*



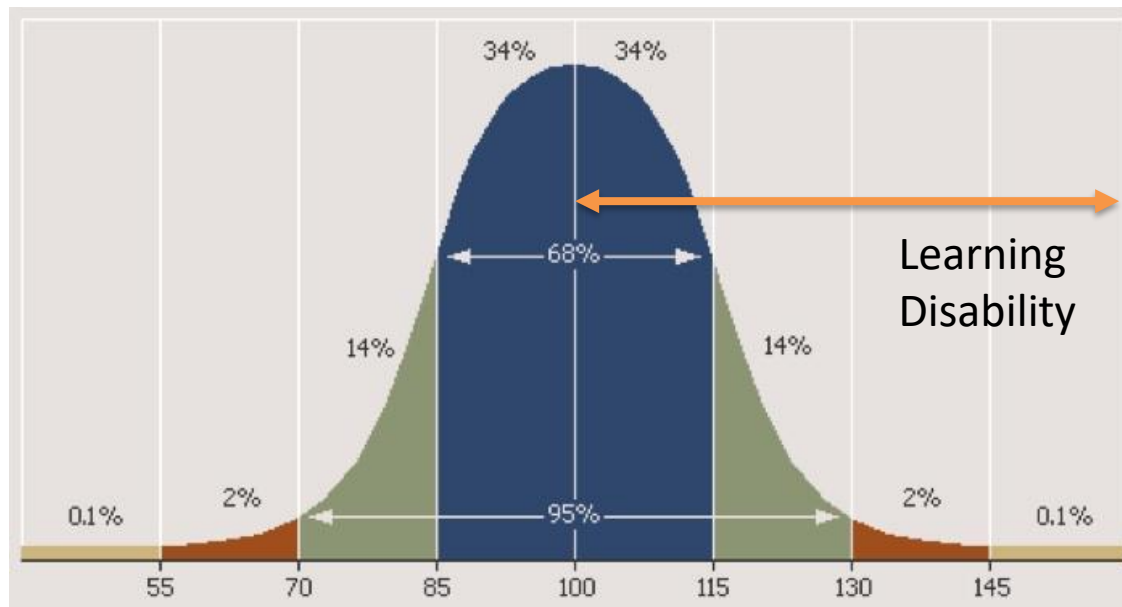
# Who Do We Represent?

Approximately 10% of the population: 1-2 children in every class



# What Are Learning Disabilities- LDs?

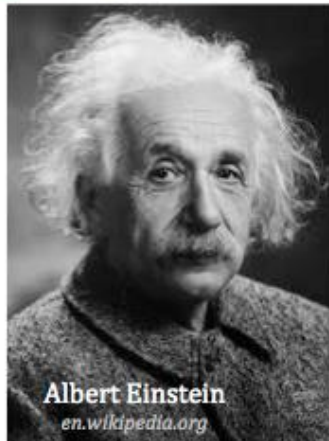
- Lifelong
- Average to gifted intelligence



- Unexpectedly low academic achievement or extremely high effort



# Celebrities have LDs too!





# What Are Learning Disabilities?

## Can affect :

- Language processing (understanding and expressing information using words)
- Visual-spatial processing (perceiving/ organizing visual information)
- Visual-motor processing (carrying out hand-eye activities)
- Phonological processing (identifying and manipulating speech sounds)
- Processing speed (speed of taking in, using or pulling out information)
- Working memory (holding information while using it)
- Executive functions (planning and organizing)



# What Are Learning Disabilities?

## **Academic Skills Affected :**

- Oral language
- Reading
- Writing
- Maths
- Organization
- Social Skills/Interactions



# Strategies for Students with LD

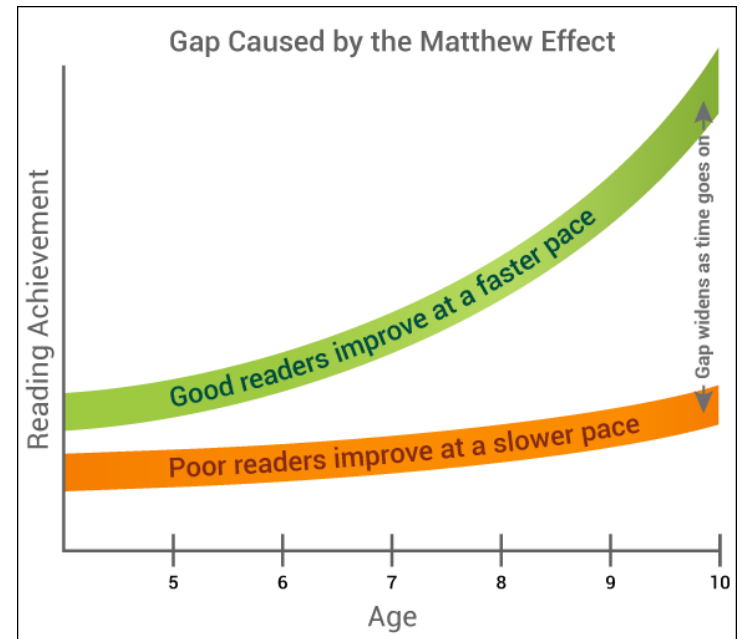
- Although a LD cannot be outgrown, students **can successfully cope with their LD when resources and strategies are put in place**
- Students with LDs need specialized interventions appropriate to their individual strengths/needs, including:
  - Specific skill instruction;
  - Development of self-advocacy skills;
  - Appropriate accommodations.





# Importance of Early Intervention

- Teachers need to be alert to possible signs of an LD
- Without proper supports and accommodations, they fall further behind their peers
- Lower motivation, which increases gap



# Secondary Characteristics of Students with LDs

- Secondary characteristics:
  - Low self-esteem
  - Low self-concept
  - Poor academic outcomes
  - Social and emotional difficulties
  - Lack of motivation
  - Mental Health related problems

Some students with LDs may **appear** to be unmotivated or not trying hard enough, when in fact they are likely discouraged of their struggles.



# Statistics For Students With LDs

- 35% of students with LDs will drop out of school
- 62% of students with LDs will be unemployed a year after graduation
- 36% of youth in correctional facilities have specific LDs
- Almost 50% of adolescent suicides have a diagnosis of an LD



# What LDAHH Does

## Programming

---

- **Orton-Gillingham Tutoring**
  - 1-1 literacy and math support
- **Reading Rocks**
  - 1-1 early literacy intervention for struggling readers (6-12 years)
- **Typing**
  - Multi-sensory program
- **Assistive Technology**
  - Writing and researching skills
- **Self-Advocacy Training**
  - For Gr 6-8 and Gr9+
- **Social Skills**
  - In development



# What LDAHH Does

## Services

---

- **Parent Advocacy Support**
  - Telephone and in-person support
  - Workshops
  - Crisis support
- **Lecture Series**
  - Topics of interest
- **SEAC Representation**
- **Educator's Conference**
  - March 11th, 2020
  - Keynote speaker
  - 12 break-out speakers- leading experts in the field
- **Community Awareness**
  - Workshops for other community groups



## Special Education Advisory Committee (SEAC)

### Association Report

<b>Association:</b>	LDAH
<b>Representative:</b>	Tammy Beattie
<b>Meeting Date:</b>	January 27, 2020
<b>Upcoming Events or Conferences</b>	<p><b>March 11, 2020 8am-3:15pm– <i>Solutions for Learning Conference</i></b>  Early Bird tickets available until February 1<sup>st</sup>. Flyer attached  Key note speaker: DJ Cunningham  <i>“Building Resiliency in Students with Learning Disabilities”</i>  Many great breakout sessions.</p> <p><b><i>How Money Works – Financial Literacy Education for the Family</i></b>  <b>Thursday, January 30, 2020, 6:30 pm</b></p> <p><b>Workshop Description:</b> Learning about managing money is essential to success in life, yet our school system doesn’t teach the basics. Many Canadians don’t know where to find the right information to build a strong financial house for themselves and their families. Our goal is to help families get educated and on the right path to financial success. This workshop will make the conversation around money straightforward and help everyone in the family learn <i>How Money Works</i>.</p> <p><i>This workshop is ideal for parents, teens, young adults, or adults. Parents are encouraged to attend together with their high school aged child.</i></p> <p><b>What do you get for attending?</b>  Budget worksheet  Complimentary Financial Needs Analysis (customized financial program) from a licensed advisor  How Money Works book + How Money Works for Kids book</p> <ul style="list-style-type: none"> <li>• Highschool Student \$15</li> <li>• LDA Member \$25</li> <li>• Non Member \$30</li> </ul> <p><b>Reading Rocks – Volunteer Tutors needed</b></p> <ul style="list-style-type: none"> <li>• Commitment 8 weeks – twice a week (Jan-March, April-June)</li> <li>• Milton, Hamilton, Oakville, Burlington</li> <li>• Min 17 years of age</li> <li>• Flyer attached and link below</li> </ul>

<b>Website links/Brochure /Flyer attachments:</b>	<p>Solutions for Learning Conference Flyer attached  <a href="https://ldahalton.ca/wp-content/uploads/2019/11/LDAHh-Solutions-For-Learning-Conference-2020-Flyer.pdf">https://ldahalton.ca/wp-content/uploads/2019/11/LDAHh-Solutions-For-Learning-Conference-2020-Flyer.pdf</a></p> <p><a href="https://ldahh.ca/solutions-learning-lecture-series/">https://ldahh.ca/solutions-learning-lecture-series/</a></p> <p><a href="https://ldahh.ca/wp-content/uploads/2019/11/2019-Reading-Rocks-Volunteer-Literacy-Tutor-Role-Description.pdf">https://ldahh.ca/wp-content/uploads/2019/11/2019-Reading-Rocks-Volunteer-Literacy-Tutor-Role-Description.pdf</a></p>
<b>New Initiatives:</b>	
<b>Other Information:</b>	

*The Learning Disabilities Association of Halton-Hamilton presents:*

The 9th Annual

# Solutions for Learning Conference: Enhancing Minds

**Wednesday, March 11, 2020 8:00am - 3:15pm**

Holiday Inn Burlington Hotel & Conference Centre, 3063 South Service Rd., Burlington, ON L7N 3E9

A day filled with important information sharing, professional development, and networking, centred around supporting students with Learning Disabilities and/or ADHD. Featuring a morning keynote address, followed by 3 breakout sessions with 4 presentations to choose from.

## Featuring Opening Keynote Address:

**“Building Resiliency in Students with  
Learning Disabilities”**

Presented by DJ Cunningham



## Featured Breakout Session Topics:

- Phonological Awareness
- Assistive Technology
- Math and LDs
- Executive Functioning Skills
- Assessing Thinking
- Resilience
- Mental Health
- Creativity and LDs
- ADHD
- Literacy

Complete descriptions of the sessions are available online:  
[www.Ldahh.ca/annual-conference](http://www.Ldahh.ca/annual-conference)

The day will also include door prize draws, giveaways, and exhibitors.

## REGISTRATION

### FEES:

#### *Early Bird Registration Specials*

*(Before February 1, 2020):*

**LDA Members: \$192.00**

**Non-LDA Members: \$242.00**

**Full Time Students: \$132.00**

**Groups of 10+: \$192.00**

#### *Registration Rates after January 31, 2020*

**LDA Members: \$222.00**

**Non-LDA Members: \$272.00**

**Full Time Students: \$162.00**

**Groups of 10+: \$222.00**

#### **Same Day Registration (March 11, 2020)**

**\$297.00 for all (space permitting)**

### HOW TO REGISTER:

Visit: [www.Ldahh.ca/annual-conference](http://www.Ldahh.ca/annual-conference)

Registration includes breakfast, lunch, and refreshments, door prize draws and giveaways

560 Guelph Line  
Burlington, ON  
L7R 3M4



**Idahh • Learning Disabilities  
Association of Halton-Hamilton**

*The right to learn, the power to achieve*

905-333-1977  
[conference@Ldahh.ca](mailto:conference@Ldahh.ca)  
[www.Ldahh.ca](http://www.Ldahh.ca)



## Reading Rocks Volunteer Literacy Tutor – Role Description

<b>Purpose:</b>	This 8 week literacy intervention program is designed to motivate and help vulnerable readers between the ages of 6-12 gain confidence and academic success in reading.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>· Conduct an informal literacy assessment on the first day of program (pre assessment) as well as on the last day of program (post-assessment) to determine the child's area of need and to measure the gains that they make in the program.</li> <li>· Implement engaging, hands-on literacy activities and games that teach phonics, sight words, fluency that are matched to the needs of the child as determined by the pre-assessment.</li> <li>· Work with child to set realistic, attainable goals for each instructional component area (phonics, sight words, fluency) to instill self-regulation.</li> <li>· Develop a creative workstation poster board with child based on their interests, where the child's successes are emphasized by graphing their achievements in phonics, sight words, fluency after every night of the program. Will also be responsible for transporting board to and from program if storage is not available at site.</li> <li>· Provide a positive environment, providing regular positive feedback on the student's progress to instill self-motivation and confidence towards reading and learning.</li> <li>· Complete reports after each tutoring session to track the children's progress, goals, and needs that can be shared with parents.</li> <li>· Communicate with the children's parents on their progress and suggest strategies that can be implemented at home to reinforce the targeted skills and program goals.</li> <li>· Responsible for own transportation to and from program location</li> <li>· Assists the program facilitator if needed</li> </ul>
<b>Locations:</b>	The Reading Rocks program will be offered in Burlington, Oakville, Milton and Hamilton. Specific locations subject to change based on availability.
<b>Length of Appointment:</b>	Each session is <b>8-weeks</b> in duration, and runs twice per week for one hour per night ( <b>16 nights in total</b> ). <b>Fall session: October – December, Winter session: January – March, Spring Session: April - June.</b>
<b>Time Commitment:</b>	<p><b>6:15 - 7:45 pm</b> for program time, plus 1 additional hour for activity preparation outside of program hours.</p> <p>-Mandatory Training session (approximately 3 hours) and takes place prior to program start (typically 1-2 weeks before). <i>Scheduled on either a Saturday afternoon or weekday evening.</i></p>

- Qualifications:**
- Eligible candidates for the Volunteer Literacy Tutor position include individuals **17 years of age or older**. Preference to those with a background in, or who are currently currently enrolled in post-secondary studies relating to child and youth development, education, or related area.
  - Previous experience working with children and/or youth is an asset, but not required
  - Previous experience working with individuals with learning disabilities is an asset, but not required
  - First Aid/CPR is an asset
- Skills/Qualities:**
- Eligible candidates should demonstrate:
- Excellent verbal and written communication skills
  - Patient, compassionate, and respectful
  - Trustworthy, responsible, reliable, and punctual
  - Enthusiasm and positivity
  - Ability to problem solve and be adaptable
  - Able to work independently and as part of a team
- Benefits:**
- Will develop and enhance skills related to:
- Teaching
  - Individualized literacy program development
  - Working with children/youth
  - Creativity
  - Interpersonal communication
  - Gaining an understanding of the special needs of a vulnerable reader
  - Increased knowledge of Learning Disabilities and/or AD(H)D
  - Gaining valuable work-related experience while making a difference in a child's life

**REFERENCE LETTERS AND CONFIRMATION OF COMMUNITY INVOLVEMENT HOURS PROVIDED\* Great Resume Booster!**

- Training:**
- Mandatory training for this position will be provided in advance of the start of the program. In addition, a Program Facilitator will be on the premises at all times to assist the volunteer tutor as needed. Volunteer tutors will have full access to resources, tools, games, books, and other materials that would be useful for tutoring sessions.

**To Apply: Complete the Reading Rocks Volunteer Literacy Tutor Application Form\***

*(found on website: <https://Ldahh.ca/reading-rocks-volunteer> )*

*\* Please do not apply unless you are able to commit to the full program schedule.*

*Once you are paired with a child, you will remain with that child throughout the 8 weeks. If volunteers drop out at the last minute, or while the program is in session, it has a direct impact on the child and their family.*

Questions? Send an email to: [readingrocks@Ldahh.ca](mailto:readingrocks@Ldahh.ca)