OPEN SESSION OF THE BOARD
MEETING
WEDNESDAY, FEBRUARY 13, 2019

AGENDA & REPORTS

MEETING TO BE HELD IN

THE BOARD CHAPEL

OF THE CATHOLIC EDUCATION CENTRE

MASS: 6:30 P.M.

OPEN SESSION: 7:15 P.M.
AGENDA FOR THE OPEN SESSION BOARD MEETING OF THE HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD ON WEDNESDAY, FEBRUARY 13, 2019 @ 7:15 PM BOARD CHAPEL – CATHOLIC EDUCATION CENTRE

A CALL TO ORDER

1. **Acknowledgement of Traditional Lands and Sacred Space** – (Anthony)
   We begin our Board meeting by acknowledging that our city schools and Board offices sit on the traditional lands of the Batchewana First Nation, the Garden River First Nation and the Métis Nation. We also acknowledge that this meeting occurs in our Board’s Chapel, which is a sacred space, entrusted to us by the Congregation of the Sisters of St. Joseph of Sault Ste. Marie.

2. **Prayer** (Pg 6)

3. **Call the Roll:**

   **Trustees:**
   Lindsay Liske (Chair), Sandra Turco (Vice-Chair), John Caputo, Leslie Cassidy-Amadio, Tony D’Agostino, Carol MacEachern, Debbie Mayer, Kathleen Rosilius, Joe Ruscio, Gary Trembinski

   **Regrets:**

   **Officials:**
   Rose Burton Spohn (Director of Education), Joe Chilelli, Maria Esposito, Chris Spina, Danny Viotto

   **Student Representative:**
   Anthony DeLorenzi

   **Other Reps:**
   Darrell Czop (President, O.E.C.T.A.)
   Sergio Bernardo (Vice-President, O.E.C.T.A.)
   Wayne Greco (President, C.P.C.O.)
   Brenda Rankin (President, C.U.P.E.)
   Victor Zauner (Vice-President, C.U.P.E.)

**OUR MISSION**

*Persons present are invited to indicate how they have seen Our Mission lived out recently.*
B ADOPTION OF ORDER OF BUSINESS

1. **Proposed Resolution:** That the Huron-Superior Catholic District School Board adopts the Agenda for the Board Meeting of February 13, 2019.

Are there any additions/changes/deletions?

C DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF

D NEW BUSINESS

E CONFIRMATION OF MINUTES

1. **Minutes of the Board Meeting of January 16, 2019.** (Pg 8)
   **Proposed Resolution:** That the Huron-Superior Catholic District School Board approves the Minutes of the Board Meeting of January 16, 2019.

2. **Minutes of the In-Committee Meeting of January 16, 2019.**
   **Proposed Resolution:** That the Huron-Superior Catholic District School Board approves the Minutes of the In-Committee Board Meeting of January 16, 2019.

F BUSINESS ARISING FROM THE MINUTES

G PRESENTATIONS

1. HALC at the Hubs! – Superintendent Danny Viotto to introduce Larry Pezzutto (Principal HALC), Nicole Chouinard (Teacher Special Assignment for HALC), Laurie Mercer and Emily Bouchard (HUB residents and potential graduates). (Pg 13)

H COMMITTEE REPORTS

1. **Minutes of the Special Education Advisory Committee Meeting** (Pg 22)
   **Proposed Resolution:** That the Minutes of the S.E.A.C. meeting of the Huron-Superior Catholic District School Board of December 19, 2018 be approved.
I  ADMINISTRATIVE ITEMS REQUIRING ACTION

1. Policy 6013 – Employee Use of Medical and Recreational Cannabis (Pg 26)
   Proposed Resolution: That the Huron-Superior Catholic District School Board approves Policy 6013 – Employee Use of Medical and Recreational Cannabis.

2. Policy 7004 – Student Use of Medical and Recreational Cannabis (Pg 31)
   Proposed Resolution: That the Huron-Superior Catholic District School Board approves Policy 7004 – Student Use of Medical and Recreational Cannabis.

3. Policy 7007 – Sun Sense (Pg 37)
   Proposed Resolution: That the Huron-Superior Catholic District School Board approves Policy 7007 – Sun Sense.

4. School Year Calendar 2019-20 (Pg 43)
   Proposed Resolution: That the Huron-Superior Catholic District School Board approves the School Year Calendar for the 2019-20 school year, as recommended.

5. Voice Over IP Vendor of Record (Pg 47)
   Proposed Resolution: That the Huron-Superior Catholic District School Board accept the proposal from High Tech Communications Inc. for Voice Over IP Vendor of Record for a period of three years.

J  INFORMATION ITEMS

1. Reports to the Director of Education
   a) Conflicts of Interest - Director Rose Burton Spohn (Pg 48)
   b) SMC Activity Report – Anthony DeLorenzi (Pg 50)

2. Correspondence

3. Notes of Thanks
   Jodi White, Sergio Bernardo

K  TEN MINUTE QUESTION AND ANSWER PERIOD
   • ON AGENDA ITEMS FOR THOSE IN ATTENDANCE
L UPCOMING EVENTS

February 18 - Family Day
February 27 - SEAC Meeting
February 28 - Meet the Principals
March 11-15 - March Break
March 20 - Next Board Meeting

M CLOSING PRAYER – Joe Ruscio

N ADJOURNMENT
Valentine’s Day: A Litany of Hearts

Sandra: Let us pray this Valentine’s Day that
broken hearts be mended
young hearts stay wonder-filled

Lindsay: old hearts discover their wisdom
embittered hearts let go of hurt

Kathleen: compassionate hearts find strength
big hearts know their wealth

Leslie: betrayed hearts recover trust
soft hearts not be wounded

Carol: hardened hearts begin to soften
sensitive hearts be vigilant

Debbie: happy hearts announce their joy
courageous hearts keep risking

Tony: passionate hearts tend the flames
arrogant hearts learn humility

Gary: sympathetic hearts benefit others
determined hearts lessen their grip

Anthony: jealous hearts accept what they have
lost hearts find their way home

Joe: loving hearts reach out to others
generous hearts receive in return

John: fearful hearts turn toward trust
empty hearts befriend loneliness

Rose: tepid hearts stretch into action
faithful hearts remain steadfast

All: Kindhearted Holy One, you gather all these hearts into your one great love.
Thank you for reaching our heart through the hearts of others. The genuine love
of each person reflects your divine affection. Keep up aware, when we hesitate or
question our ability to share our love with another, that you dwell within our
hearts. Amen.

Joyce Rupp
Huron-Superior Catholic District School Board
Our Mission Statement

Rooted in Jesus Christ,
we are a Catholic learning community
called and committed to develop
the full potential of each child and
to nurture a personal relationship with Jesus
that will inspire Catholic leadership.

Dedicated to excellence in education
and the desire to
live the values of Jesus, we strive to:

❖ affirm the sacredness of life and respect for all creation
❖ reverence the dignity of each person as a Child of God
❖ provide an enduring education that reflects the essence of
  our Catholic traditions
❖ proclaim Christ’s message throughout the curriculum
❖ celebrate God’s love in prayer, at Eucharist and in all
  sacramental moments of life
❖ create sacred learning environments
❖ cultivate enriching opportunities that will deepen faith

Guided by the Spirit on our journey, together with family and
Church, we mutually invite, encourage and support one
another in our efforts to transform the world.
PRESENT: Trustees:  
Lindsay Liske (Chair), Sandra Turco (Vice-Chair), John Caputo, Leslie Cassidy-Amadio, Tony D’Agostino, Carol MacEachern (via videoconference), Debbie Mayer, Kathleen Rosilius, Joe Ruscio, Gary Trembinski

REGRETS:

Officials:  
Rose Burton Spohn (Director of Education), Joe Chilelli, Maria Esposito, Chris Spina, Danny Viotto

Student Representative:  
Anthony DeLorenzi

Other Reps:  
Darrell Czop (President, O.E.C.T.A.)  
Sergio Bernardo (Vice-President, O.E.C.T.A.)  
Wayne Greco (President, C.P.C.O.)  
Brenda Rankin (President, C.U.P.E.)  
Victor Zauner (Vice-President, C.U.P.E.)

Vision and Values

Director Rose Burton Spohn thanked the HSCDSB staff, students and trustees for their overwhelming support of the Special Olympics. A total of 18 athletes have been adopted for the games that run from January 31 to February 3, 2019.

Trustee Debbie Mayer commended St. Mary’s, Blind River, on their recent student concert. She was pleased to see Anishinaabe language embraced by the students and staff; this has never happened before, throughout her family’s three generations of attending the school.

Chair Lindsay Liske congratulated St. Mary College on their Operation Smile Campaign. The staff and students raised close to $6,000, which will provide for twenty-five cleft lip and palate surgeries for needy children.
Adg # Res#

B-1  B-331 Moved by: John Caputo  Seconded by: Gary Trembinski  
That the Huron-Superior Catholic District School Board adopts the Agenda for the Board Meeting of January 16, 2019.  
CARRIED

E- 1  B-332 Moved by: Leslie Cassidy-Amadio  Seconded by: Tony D’Agostino  
That the Huron-Superior Catholic District School Board approves the Minutes of the Board Meeting of December 12, 2018.  
CARRIED

E-2  B-333 Moved by: Leslie Cassidy-Amadio  Seconded by: Gary Trembinski  
That the Huron-Superior Catholic District School Board approves the Minutes of the In-Committee Board Meeting of December 12, 2018.  
CARRIED

F-1  
COMMITTEES OF THE BOARD  
Chairperson of the Board Lindsay Liske confirmed the names of the Committees of the Board.

G-1  
EDGE  
Director of Education Rose Burton Spohn introduced Father Pat Woods, Aidan Rollin, Anthony DeLorenzi and Olivia Grace, youth leaders of the program at St. Jerome’s Parish. The EDGE program welcomes all students in Grades 6-8, city wide, to join this group and become the “Young People’s Church”, feeling welcomed and sharing in their faith. Father Woods is hoping to expand this program to include other parish locations in the future.

G-2  
Learning in Nature and Forest School Setting  
Superintendent Danny Viotto introduced Stephanie Francellia-Stephen, Greg Sicoly, and Marnie McDonald, teachers who have participated in this Teacher Learning and Leadership Program (TLLP). The driving force behind this project was to take kindergarten students outdoors for more than just recess. The funding received allowed for approximately 30 trips to St. Kateri to integrate nature and natural resources into learning experiences. This program has been well received by students and parents and they hope to continue this concept beyond the current funding.
H-1  B-334 Moved by: Tony D’Agostino Seconded by: Leslie Cassidy-Amadio
That the Minutes of the S.E.A.C. meeting of the Huron-Superior Catholic District School Board of November 28, 2018 be approved.
CARRIED

I-1  B-335 Moved by: Seconded by:
That the Huron-Superior Catholic District School Board approves the addition of article 44.2 to its by-laws.

If the Chairperson elects to vacate the chair for any reason, the Chairperson shall call upon a Trustee who is not the mover or seconder of any motion or subsidiary motion on the table (and preferably, though not necessarily, a Trustee who has not spoken) to fill the place of the Chairperson until the main motion is disposed of, in the following sequence:
1. Vice-Chairperson
2. Another Trustee present.
RESCINDED

I-2  B-336 Moved by: John Caputo Seconded by: Gary Trembinski
CARRIED

I-3  B-336 Moved by: John Caputo Seconded by: Gary Trembinski
That the Huron-Superior Catholic District School Board approves Policy 3001 – Community Use of Schools.
CARRIED

I-4  B-336 Moved by: John Caputo Seconded by: Gary Trembinski
That the Huron-Superior Catholic District School Board approves Policy 3002 – Drinking Water Assessment.
CARRIED

I-5  B-336 Moved by: John Caputo Seconded by: Gary Trembinski
That the Huron-Superior Catholic District School Board approves Policy 4020 – Alcoholic Beverages in Schools and Board Buildings.
CARRIED

I-6  B-336 Moved by: John Caputo Seconded by: Gary Trembinski
That the Huron-Superior Catholic District School Board approves Policy 7005 – Automated External Defibrillators.
CARRIED
I-7  B-337 Moved by: Leslie Cassidy-Amadio   Seconded by: Debbie Mayer
That the Huron-Superior Catholic District School Board approves the 2018-19 Revised Estimates as presented.
CARRIED

I-8  B-338 Moved by: Joe Ruscio   Seconded by: Leslie Cassidy-Amadio
That the Huron-Superior Catholic District School Board approves the following field trip applications:

2. St. Mary School (Massey) travelling to Toronto on June 18, 2019 and returning on June 20, 2019.
3. Our Lady of Lourdes French Immersion School (Elliot Lake) travelling to Toronto on June 19, 2019 and returning on June 21, 2019.
7. Our Lady of Fatima School (Elliot Lake) travelling to Toronto on June 19, 2019 and returning on June 21, 2019.
CARRIED

J-1  RFP – Security Services
Superintendent Chris Spina outlined the process of the Security Services RFP and advised that the project was awarded to the lowest bidder.

Purchasing Report – December 2018
Superintendent Chris Spina reported on the purchase of equipment for information only.

Resolutions for OCSTA AGM
Chair Lindsay Liske advised of the completing of this report to be presented at the OCSTA AGM on January 18, 2019.

SMC Activity Report
Student Trustee Anthony DeLorenzi reported on the accomplishments of the SMC student athletic groups, and highlighted some past events held at the school.
N-1  B-339 Moved by: Carol MacEachern        Seconded by: John Caputo
That the Huron-Superior Catholic District School Board meeting of
Wednesday, January 16, 2019 adjourns at 8:50 pm.
CARRIED

Chairperson: ______________________________

Secretary: ______________________________
Holy Angels at “the Hubs”

Fulfilling our Catholic Graduate Expectations
A collaborative contributor who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.

In a world which ignores the human thirst of God, we are called to share the living waters of our faith.

Ontario Works, United Way, Housing, Canadian Mental Health, and CAS at the “team table.”
A discerning believer formed in the Catholic Faith community who celebrates the signs and sacred mystery of God’s presence through word, sacrament prayer, forgiveness, reflection and moral living.

In a society marked by personality cults, we are called to bear witness to Jesus Christ, our Saviour and Lord, and to reverence him in the poor, the lowly, and in the marginalized.

A few of our participants at The Hubs joined us at Holy Angels for our Christmas Luncheon.
1) A married working couple with children are completing their high school diplomas. Both will be high school graduates in June.

2) Single mom is completing her high school diploma. She has completed 3 credits with us and only needs 1 more credit to graduate. She will be graduating in June.

3) One father of 4 children was two credits away from his high school diploma. He has one more credit to finish so he will graduate in June.

4) 17 year old working towards obtaining more credits so he can return to mainstream.
Chapple Hub: A few examples

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1) Two siblings both working towards their high school diplomas. One is working towards finishing her PLAR and the other is working towards finishing his senior credits.
2) One individual was out of school for over 25 years and has decided to return to work towards his diploma.
3) One young lady is upgrading so she can apply for nursing school.
4) One gentleman is 2 credits away from finishing his high school diplomas.
Statistics

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Working with four case managers who run the hubs, we have just over 35 participants as of January 31st, 2019.

PLAR COMPLETED: 22 assessments
BOOKLETS COMPLETED: 265
POSSIBLE GRADUATES: 10 possible graduates so far
Ontario Works

ST. Basil’s Alumni working with us at both hubs
Participants of HALC in the Hubs

Lauri and Emily who are participants from Second Line Hub will speak regarding their experience of our project.
Holy Angels Learning Centre at Chapple and Second Line Hub

Last spring we applied for a project grant from NERPAE (NE Regional Partnership for Adult Education) regional partnerships. We worked with Ontario Works Case Manager Amanda Guerin to propose a concept where we would have a teacher join the hubs as a partnership to serve their participants. At the beginning of November, Holy Angels officially started working with four Ontario Works Hub Case Managers where we assist their participants who need their high school diplomas. We attend Second Line hub and Chapple hub on different days in order to serve our students. By bringing a teacher to the hub, it makes it more convenient for participants to attend. They can set up meetings with their case managers, work on their course work with a teacher, and also schedule appointments with other community partners. Many participants have children, jobs, and other responsibilities that makes it difficult for them to travel to a school. By having a teacher in their “backyard” it allows them to walk within minutes to a certified teacher. Also by networking with other agencies, it allows us to inform them of the many attributes we have as a school while also making it easier for them to refer their clients to us.

Number of Participants: 36 participants
PLAR finished: 22 assessments
Booklets Finished: 265 booklets
Possible Graduates: 10 possible graduates

Partners within the hub:
1) Canadian Mental Health Association
2) John Howard Society
3) Ontario Works
4) Housing
5) Early ON
6) Children’s Aid
7) Algoma Family Services: Community Kitchens
8) United Way
9) Holy Angels Learning Centre
10) Credit Counselling
11) Ontario Disability Society
Huron-Superior Catholic District School Board

SPECIAL EDUCATION ADVISORY COMMITTEE
S.E.A.C
Minutes
Date: Wednesday, December 19, 2018

Place: Solo Trattoria - 250 Queen
Time: 4:00 – 6:00 p.m.

Attendance: Rosanne Zagordo, Joe Chilelli, Gary Trembinski, Suzanne Pleau, Lorna Connolly Beattie, Lori Ivey, Tina Newell, Paula Valois, Theresa Coccimiglio, Rose Burton-Spohn

SMC Student Trustees and Guests: Anthony DeLorenzi,

Regrets: Sherri Kitts, Kerri Dool, Irma Direnzo, Marty Young, Andrea Cardosa

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<th>AGENDA ITEMS</th>
<th>ACTION</th>
<th>WHO</th>
<th>WHEN</th>
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<tr>
<td>1. PRAYER FOR SEAC</td>
<td>SEAC prayer was said by all.</td>
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<td>2. ACCEPTANCE OF PREVIOUS MINUTES (November 28, 2018)</td>
<td>Minutes were approved.</td>
<td>Theresa Ivey</td>
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<td>3. AGENDA ADDITIONS/CHANGES</td>
<td></td>
<td>Lori</td>
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<td>4. GUEST(s): REPORTS</td>
<td>Students from SMC are participating in all Heaven Cents events.</td>
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<td>Student Trustees</td>
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<td>5. MINISTRY UPDATES</td>
<td>Rose shared the Ministry updates with SEAC. There have been some cuts</td>
<td>Rose</td>
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<td></td>
<td>to Education funding. There are 2 pots of money, GSN and EPO. The</td>
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GSN’s have not been affected, however, the EPO grants have been most affected. Areas that are affected are Well Being and Safe Schools; which has been reduced along with Tutors in the classroom; which has been eliminated. The Re Engagement fund was also reduced. Transportation for Children in Care has not been affected. Autism After School skill building program has not been affected along with the Mental Health Worker and Special Ed. assessments.

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| 6. | SEAC BUSINESS  
Election of Chair Committees |
|   | January |
| 7. | BUSINESS CARRIED FORWARD  
Follow-up letters  
Financial Report |
|   | January |
| 8. | SUPERINTENDENT AND COORDINATOR’S REPORT  
• Members for Well Being from SEAC  
• New Education Officer  
• Updated funding announcements  
• Members of SEAC are welcome and invited to join the Well Being Committee which meets on Monday at 4:00 pm. There are 4 meetings. Well Being is a combination of Safe Schools, Mental Health and Well Being.  
Our Education Officer Jim White has retired and Christine Misch has taken her place. We look forward to working a new working relationship with our new Education Officer.  
A new Autism Advisor assistant role will beginning on January 7, 2019 who will cover for Desiree Mackenzie.  
Paula Trainor will be filling in as Behaviour Consultant for Peter Maione.  
There has been a lot of new staffing changes over the year.  
We continue to work on our Special Incidence Portion claims. Our money per claim has been reduced however, it is helpful revenue to access the extra support for students.  
In January, Joe and Rosanne will visit each school |
|   | Rosanne  
Joe |
to review any new emerging needs and review the complement of EA’s. Also, transition to secondary will begin in January to ensure students are in the appropriate streams and with the needed support.

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<th>ASSOCIATION REPORTS</th>
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<tr>
<td>i</td>
<td>North Shore Tribal Council (S. Kitts)</td>
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<td>ii</td>
<td>AUTISM ONTARIO SSM CHAPTER PARENT INVOLVEMENT COMMITTEE (I. Direnzo)</td>
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<td>iii</td>
<td>ALGOMA FAMILY SERVICES (T. Coccimiglio) In January Dr. Ulzen is coming to AFS to see youth in the agency and students who are referred.</td>
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<td>iv</td>
<td>SSM DOWN SYNDROME SOC. (S. Pleau)</td>
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<td>v</td>
<td>ALGOMA PUBLIC HEALTH (L. Ivey) ICDP will be discharging students in JK age. as well there is only one SLP at APH There is no new funding. Ashley Culina is the replacement that has moved to the NELHLIN. The genetics program is no longer at APH. They may be located outside of Sault Ste. Marie.</td>
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<td>vi</td>
<td>THRIVE – WELL BEING COMMITTEE (T. Newell) A new part time social worker is being hired at THRIVE.</td>
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<td>vii</td>
<td>COMMUNITY LIVING ALGOMA (M. Young)</td>
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<td>iv</td>
<td>LEARNING DISABILITIES ASSOC. (A. Cardosa)</td>
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<td>x</td>
<td>MEMBER-AT-LARGE (P. Valois)</td>
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<td>xi</td>
<td>MEMBER-AT-LARGE – FOCUS ON FAITH</td>
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<td>xii</td>
<td>TRUSTEES REPORT (G. Trembinski)</td>
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<td>10.</td>
<td>Adjournment</td>
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<td>The meeting was adjourned 5:40 pm</td>
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<td>Lori</td>
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<td>Tina</td>
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Next Meeting: January 30, 2019

Place: Board Office Meeting Room 2

Time: 4:00 – 6:00 p.m.

Teleconference # Toll Free: 1-866-602-6731
Conference ID: 4626234

* Please submit Association Report one week prior to scheduled SEAC meeting.
POLICY

The Huron-Superior Catholic District School Board is committed to fostering and maintaining a healthy and safe environment for its employees through the implementation of effective measures to deal with the illegal use of recreational cannabis, and the legal use of cannabis as prescribed for medical purposes. These measures include the provision of appropriate early interventions and the administration of disciplinary action in accordance with the applicable Collective Agreement and the applicable legislation.

In accordance with Bill C-45 An Act respecting cannabis and to amend the Controlled Drugs and Substances Act (Cannabis Act), the Board supports its employees in understanding and promoting safe and healthy work environments. Based on an understanding of the contents of Bill C-45, Ontario’s Cannabis Act, 2017, effective October 17, 2018, and its effective implementation, the Board will strive to nurture a positive, healthy and safe work environment for employees within our Catholic culture. The development of positive Christian attitudes and healthy life choices surrounding this policy will contribute to a cannabis-free environment, unless medically necessary, for all of our schools and workplaces.

This cannabis policy with accompanying procedural guidelines is intended to:
- maintain a healthy and safe workplace environment;
- attempt to eliminate the incidents of recreational cannabis use by employees during work hours;
- provide opportunities for employees to develop the skills necessary to identify and access appropriate interventions, when necessary;
- promote healthy life choices through education; and
- provide the required accommodations for employees on prescribed use of medical cannabis.

ADOPTED Board Meeting – February 13, 2019
Motion B-

DISTRIBUTION
i) Trustees
ii) Senior Administration
iii) Principals
iv) School Staff
v) Catholic School Councils
PURPOSE

The employees of the Huron-Superior Catholic District School Board are our most valuable resource, and for that reason, their health and safety is of paramount concern. Cannabis will be treated the same as all other recreational substances. The board has adopted this policy to communicate its expectations and guidelines surrounding cannabis use, misuse and abuse.

OVERVIEW

It is illegal for people under age 19 in Ontario to buy, possess, use and grow recreational cannabis. Smoking or vaping cannabis for recreational purposes at the Huron-Superior Catholic District School Board and all properties is strictly prohibited. Smoking or vaping cannabis for recreational purposes in an enclosed workplace is also prohibited. Consuming edible cannabis for a medical purpose related to a disability in an enclosed workplace is allowed, as long as it does not interfere with workplace health and safety or performing essential job duties.

IMPLEMENTATION PROCESS:

I. It is the responsibility of the board administration to implement this policy and procedural guidelines.

II. On a regular basis, all employees will be informed about this board policy and procedural guidelines.

III. A copy of the policy will be posted on the board’s website so that employees may review the policy when needed.

IV. All staff will be oriented to the content of the policy and procedural guidelines.

ESSENTIAL IMPLEMENTATION COMPONENTS:

A. Recreational Cannabis Use - Employees under the influence of recreational cannabis on the job can pose serious health and safety risks both to themselves, their fellow employees and students under their care. To help ensure a safe and healthy workplace, the board reserves the right to prohibit recreational cannabis from being brought on to or being present on board and school premises.

Expectations

The following expectations apply to employees and management alike while conducting work on behalf of the board, whether on or off board or school property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard.
- Employees must remain fit for duty for the duration of their entire shift.
- Use, possession, distribution, or sale of cannabis during work hours, including during paid and unpaid breaks, while on board and school property, is strictly prohibited.
• Employees are prohibited from reporting to work while under the influence of recreational cannabis.
• Employees on medically approved cannabis must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment.
• Employees are expected to abide by all governing legislation pertaining to the possession and use of cannabis.

Roles and Responsibilities

The board will clearly communicate all expectations surrounding recreational cannabis use, misuse, and abuse. To help enforce this policy, administration and employees are expected to adhere to the following:

Administration will:
• identify any situations that may cause concern regarding an employee’s ability to safely perform their job functions;
• ensure that any employee who asks for help due to recreational cannabis dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so;
• maintain confidentiality and employee privacy.

Employees will:
• arrive to work fit for duty, and remain fit for duty throughout their entire shift;
• perform work safely in accordance with the Occupational Health and Safety Act (OHSA);
• avoid the consumption, possession, sale, or distribution of recreational cannabis on board and school property;
• be encouraged to report unfit co-workers to their immediate supervisor;
• be encouraged to seek advice or appropriate treatment, where required;
• be encouraged to follow the after-care program, where established;
• abide by all governing legislation pertaining to the possession and use of recreational cannabis.

Disciplinary Action

In the case of recreational cannabis-related infractions, the guidelines for the administration of fair and equitable disciplinary action will be followed as outlined in the Progressive Discipline of Employees Board Policy (#6002).

The Education Act, as well as the Safe Schools Act, 2000, prohibits the use of alcohol, recreational cannabis or illicit drugs by employees while on board and school property or at events sponsored by the board and its constituent schools.

B. Medical Cannabis Use at Work and the Duty to Accommodate - The process of accommodating employees is a shared obligation of the board, the employee and any applicable unions and associations representing employees.

The board is committed to providing equal treatment with respect to employment without discrimination because of a prohibited ground (e.g., disability) referenced in the Ontario Human Rights Code (the Code). The board will support employees who require workplace accommodation under any of the prohibited grounds as outlined in the Code.
Duty to accommodate only applies to medical cannabis use related to a disability and not to recreational cannabis use.

C. **Requirement of Medical Documentation** – Employees seeking accommodation will need to provide a medical certificate to support a disability-related need and verify that medical cannabis use is not interfering with fitness for work. The duty to accommodate ends if the employee cannot ultimately perform the essential duties of the job after accommodation has been exhausted or if undue hardship would result. Impairment at work from medical cannabis use related to a disability may be prohibited if it interferes with the health and safety or performance of essential job duties and in safety sensitive jobs.

**Guidelines**

- Employees may be allowed to use medical cannabis with appropriate documentation provided from a qualified health care practitioner, without disclosing their specific medical diagnosis.
- If an employee needs to use medical cannabis while at work and requires accommodation to do so, they must inform the Manager of Human Resources or designate.
- All information provided regarding medical cannabis use is considered confidential and will be treated as such, keeping an employee’s privacy as a top concern, second only to safety.
- Employees who have a medical condition which requires additional accommodation can discuss their cannabis use schedule in the context of the general accommodation plan with the Manager of Human Resources or designate.
- The Manager of Human Resources or designate will work with the individual who requests accommodation to ensure that the measures taken are both effective and mutually agreeable.

D. **Use of Medical Cannabis While at Work** - If an employee takes medical cannabis during regular work hours, they shall do so only at the recommended dosage and frequency of the doses. The board asks that where possible employees who require medical cannabis use a method of consumption other than smoking.

**Administration will:**

- respond to any employee queries regarding the use of medical cannabis, while maintaining the privacy of an employee’s specific situation at all times;
- ensure that any employee who asks for help due to a medical cannabis dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so;
- provide accommodation up to the point of undue hardship;
- treat employees who use medical cannabis the same as all other employees using prescription medication;
- be aware of the effects of medical cannabis use and ensure employees are not placed in any safety-sensitive situations;
- address situations in which the immediate supervisor observes behaviour which reasonably leads them to believe that an employee is not fit for duty and/or appears to be impaired and which impacts the employee’s ability to perform their job safely;
- ensure that the use of medical cannabis does not adversely affect the safety of the employee, co-workers or students under their care.
**Employees will:**

- provide a medical certificate from their health care practitioner when seeking accommodation to support a disability-related need for use of cannabis for medical purposes;
- cooperate with the Manager of Human Resources or designate in developing an accommodation plan that is mutually agreeable;
- follow the agreed-upon accommodation plan and the guidelines of this policy.
- be encouraged to never share their medication with any other employee, even those who may have a similar prescription;
- be encouraged to maintain ongoing communication with their immediate supervisor and/or the Manager of Human Resources or designate regarding the effects of medical cannabis on their ability to perform their job duties;
- be encouraged to never participate in activities which could cause a safety risk, such as driving while under the influence of medical cannabis.

The goal of the Employee Use of Medical and Recreational Cannabis Policy is to clearly communicate the board's expectations regarding recreational and medical cannabis use on all board and school property. Compliance with this policy is designed to protect the health and safety of all employees. If there is a violation of this policy, Progressive Discipline of Employees Board Policy (#6002) will be followed.
Huron-Superior Catholic District School Board

POLICY TITLE: STUDENT USE OF MEDICAL AND RECREATIONAL CANNABIS

POLICY NO: 7004

POLICY

The Huron-Superior Catholic District School Board is committed to fostering and maintaining a safe, non-threatening environment for its students, staff and community through the implementation of effective measures to deal with the illegal use of recreational cannabis, and the legal use of cannabis as prescribed for medical purposes. These measures include the communication of preventative curriculum programming, the provision of appropriate early interventions, and the administration of disciplinary action in accordance with the Education Act, Board Policy, the Criminal Code, and other appropriate legislation.

In accordance with Bill C-45 An Act respecting cannabis and to amend the Controlled Drugs and Substances Act (Cannabis Act) and the Criminal Code, the Board supports its students, parents and staff in understanding and promoting healthy school environments. Based on an understanding of the contents of Bill C-45, Ontario’s Cannabis Act, 2017, effective October 17, 2018, and its effective implementation, the Board will strive to nurture a positive school climate and a safe learning and teaching environment for student success within our Catholic culture. The development of positive Christian attitudes and healthy life choices surrounding this policy will contribute to a cannabis-free environment for all of our schools and workplaces.

This Cannabis Policy with accompanying Procedural Guidelines is intended to:

- maintain a safe school and workplace environment;
- attempt to reduce and eliminate the incidents of cannabis use by students during and after school hours;
- provide opportunities for students and staff to develop the skills necessary to identify and access appropriate interventions;
- ensure that staff develop the skills and knowledge necessary to identify students with addiction problems related to cannabis use, and to recommend appropriate counselling;
- promote healthy life choices through education; and
- help students understand what constitutes acceptable behaviour in the school and society at large, and to be aware of the consequences of recreational cannabis at school or school sanctioned events.

ADOPTED Regular Meeting of the Board– Feb. 13, 2019

DISTRIBUTION

- Trustees
- Senior Administration
- Principals
- School Staff
- Catholic School Councils
PURPOSE

The following guidelines have been developed to assist in the implementation of the board policy and provide the school principals with effective measures on how to address situations related to the illegal use of recreational cannabis, and the legal use of cannabis as prescribed for medical purposes.

It is illegal for people under age 19 in Ontario to buy, posses, use and grow recreational cannabis. Smoking or vaping cannabis for recreational purposes at the Huron-Superior Catholic District School Board and all properties is strictly prohibited. Smoking or vaping cannabis for recreational purposes in an enclosed workplace is also prohibited.

IMPLEMENTATION PROCESS

I. It is the responsibility of principals to implement this policy.
II. At the beginning of each school year all students and their parents or legal guardians may be informed about this school policy, key aspects of this policy and its procedural guidelines.
III. A copy of the policy will be posted on the board’s website so that students and staff may review the policy when needed.
IV. All staff will be oriented to the content of the policy and procedural guidelines, and the procedures and steps they must take in any related situation.

ESSENTIAL IMPLEMENTATION COMPONENTS

A. **Preventative Curriculum**: This component includes the development and implementation of the curriculum designed to address problems related to illegal recreational cannabis use, and promote healthy school environments for all students.

B. **Intervention Component**: This component includes the development and implementation of early intervention procedures and guidelines to help identify, assess and offer assistance to students at risk.

C. **Disciplinary Action**: This component outlines the guidelines for the administration of fair and equitable disciplinary action regarding cannabis-related infractions.

A. **PREVENTATIVE CURRICULUM**

The goal of preventative curriculum is to promote the development of responsible individuals whose self-esteem and sense of Christian values are firmly established. An effective prevention program helps students make wise decisions about substance use, and thereby reduces the incidents of illegal cannabis use and related problems. The curriculum is intended to promote healthy life choices in a positive school environment.

**Expectations**

a) The curriculum will extend from the primary to senior grades, integrated in a variety of subjects.
b) The curriculum will be linked to students’ developmental stages and drug use patterns to ensure that lessons are delivered appropriately.

c) Curriculum expectations will be derived from the Physical Education curriculum documents, Canadian and World Studies curriculum documents, and Religion/Family Life Programs.

d) Consultation with the Catholic School Council, the parish community, community organizations and agencies is encouraged.

e) The curriculum component of this program will be reviewed on an ongoing basis to ensure relevancy and effectiveness.

f) Schools are encouraged to enhance this program by offering a variety of informal activities such as awareness weeks, student activity organizations, special assemblies, field trips and theatrical performances.

B. **INTERVENTION COMPONENT**

Consistent with the board’s concern for the physical, intellectual, spiritual, social and personal well-being of its students, the goal of intervention is to reduce and eliminate the use of cannabis, and to provide assistance for students who have drug-related problems. This intervention program will assist in identifying and assessing these problems, and provide appropriate counselling and referral services.

**Expectations**

**Identification**
Access to school-based intervention and referral services can occur in four ways:

a) If a concern is brought forward about a particular student, the staff member, in conjunction with the Principal, will determine whether further action is warranted. If so, an interview will be arranged with the student and the designated staff person to establish whether a problem exists, and if so, the nature of the problem, and if there is to be an appropriate course of action.

b) Students who believe they are developing problems associated with their use of recreational cannabis can voluntarily approach the counselling staff for an interview. The counselor will encourage students to inform their parents or legal guardians and to seek their involvement and support.

c) If disciplinary action is necessary, students may be referred to counselling and/or referral service for the use of recreational cannabis. Such infractions will result in students being encouraged to seek assistance.

d) Students who are encountering problems arising from recreational cannabis use by their parents, other family members, or friends may be encouraged to consult a counselling and referral service.

**Counselling**

The first step in early intervention is an informal interview with a counselor to explore the nature and extent of any recreational cannabis use and associated problems. The counselor will recommend the most appropriate type of assistance. The counselor may suggest one or more of the following types of intervention:

a) Individual/group counseling
b) Educational workshops
c) Peer counseling
**Confidentiality**

Students who receive assistance through self-referral, or in response to a request from a school counselor, will be assured confidentiality. Unless legally compelled to do so, the counselor will not divulge the fact that assistance is being provided without prior permission from the student. The counselor will encourage the student to inform his or her parents or legal guardians and to seek their involvement and support.

When assistance results from disciplinary procedure, the parents will already be involved. In such cases the counselors will negotiate with the parents and the student the way in which progress reports will be made. Parents or legal guardians will be involved in the assistance process.

**Communication**

The availability of assistance for students will be communicated to students and their parents or legal guardians every year. Counselors will be provided with the necessary training for assessment and intervention and will develop referral links with community agencies.

**C. DISCIPLINARY ACTION**

The goal of these guidelines is to clearly communicate the board’s expectations regarding illegal recreational cannabis use on board property or at board-sponsored events. Compliance with these guidelines is seen as a condition of student attendance at school and participation in school activities. The guidelines are also designed to protect the health and safety of all students by deterring student use of illegal recreational cannabis.

The *Education Act*, as well as the *Safe Schools Act, 2000*, prohibits the use of alcohol or illicit drugs (including cannabis) by students while on Board property or at events sponsored by the Board and its constituent schools.

Board-sponsored events include out-of-town activities such as field trips, sporting events and festivals.

**VIOLATIONS**

**First Infraction**

a) The student is informed that his or her behaviour is an infraction of board policy and that the infraction will be recorded.
b) The infraction is reported to the principal or designate and documented.
c) The student shall be suspended, for a minimum period of one school day and up to five (5) days, at the discretion of the principal.
d) The student is advised that a subsequent infraction will result in further disciplinary action and is asked to acknowledge that he or she understands.
e) Parents or legal guardians are informed of the infraction.
f) Any illegal substances in schools, are confiscated and returned to parents or guardians.
g) In the event of impairment, the student is detained at the school (or event) under the supervision of a board employee in order to ensure his or her safety. If the student refuses to stay under supervision, the police is called to retrieve and return the student home. Otherwise, the student's parents or legal guardians are called upon to retrieve their child. Should parents or legal guardians not be available, attempts will be made to find other responsible adults who can take the student home or provide care. If no other option is available, the student will be taken to a detoxification centre, hospital or, if necessary, to a police station. Parents will be advised of the infraction as soon as possible.

h) The student will be encouraged to see an appropriate counselor or external agency for assistance. A list of agencies able to provide assistance will be available from the school office.

**Subsequent Infractions**

a) The student is informed that his or her behaviour is a second or subsequent infraction of the Board policy, and that the infraction will be recorded as such.

b) The infraction is reported to the principal or vice-principal and documented.

c) The parents or legal guardians are advised that the student has repeated a violation of board policy.

d) Any illegal substances, including cannabis, are confiscated and the local policing authority shall be notified.

e) The student is suspended for a period of five (5) days to be served, at the principal's discretion. The principal may also deny participation in any board sponsored events (e.g., dances, trips, extra-curricular activities) for a period to be determined by the principal.

f) The student will be encouraged to see the appropriate counselor or external agency for assistance. A list of agencies able to provide assistance will be available from the school office.

**Further Disciplinary Action and Exceptions**

a) Should a student have two or more violations on record, the principal may, at his or her discretion, impose more severe sanctions, such as expulsion.

b) If a first infraction of the policy is deemed to be of a serious nature, the provisions for the First Infraction (section 1) and Subsequent Infractions (section 2) may be superseded and more severe sanctions imposed.

c) In making a decision regarding the above, the School Superintendent will be consulted, and three considerations will be taken into account:

i) indications that the student will continue using recreational cannabis in violation of board policy;

ii) lack of serious concern on the part of the student about the consequences of his/her cannabis use; and;

iii) the level of disruption imposed on other students, staff and the educational process

The imposition of more severe sanctions would be justified by an unfavourable assessment in any of these areas of consideration.
Board-Sanctioned Events and Special Events on Board Property

a) **Entry into an event:** Upon attempting to gain entry at special school events (e.g., dances, extra-curricular activities), any student who, in the opinion of the supervising staff, appears to be impaired, or in possession of illegal recreational cannabis, will be denied entry to the event, and the parents will be contacted. Police shall be notified.

b) **During the event:** Any student who, in the opinion of the supervising staff, appears to be impaired, or in possession of illegal recreational cannabis, will be considered in violation of board policy and provisions outlined under First Infraction would apply immediately.

c) **After the event:** Should it be deemed appropriate, Subsequent Infractions and Further Disciplinary Action and Exceptions as outlined in this policy will be applicable after the event, at the discretion of the principal. If, in addition to the above infraction, the student causes harm to students, staff or property, or is otherwise disruptive, in accordance to board policy and the Safe Schools Act, the student will not be permitted to participate further in any board-sponsored events (e.g., dances, trips, extra-curricular activities) for a period to be determined by the principal.

ACCESS TO CANNABIS FOR MEDICAL PURPOSES REGULATIONS (ACMPR)

Medical cannabis is subject to different rules than recreational cannabis, and the production and sale of medical cannabis is regulated exclusively by the federal government using Access to Cannabis for Medical Purposes Regulations (ACMPR).

Individuals with a medical need must obtain the authorization of their healthcare practitioner (Physician or Nurse Practitioner) to acquire and use cannabis for medical purposes. This authorization requires a document that is signed and dated by the healthcare practitioner, and must include specific information including the individual’s name and date of birth, daily prescribed dosage, period of use, and healthcare practitioner’s contact information. Whenever possible, it will be requested that the prescribed cannabis be administered at home.

Medical cannabis will be treated similarly to that of other prescribed medications, and for this reason, procedural guidelines for the Administration or Prescribed Medications (Policy 7003) must be adhered to in addition to this policy on Cannabis, following the principles of Duty to Accommodate. Although cannabis laws have changed, the human rights protections for people with disabilities or addictions remain the same. The Ontario Human Rights Code will apply to cannabis use for medical purposes in the same way they do for other drugs.

The goal of the Student Use of Medical and Recreational Cannabis Policy and Procedural Guidelines is to clearly communicate the board’s expectations regarding recreational and medical cannabis use on all board and school property. Compliance with this policy is designed to protect the health and safety of all students.
Huron-Superior Catholic District School Board

POLICY TITLE: Sun Sense

Approved: February 13, 2019

Amended:

POLICY NO: 7007

Page: 1 of 1

POLICY:

The Huron-Superior Catholic District School Board recognizes that all people are created in the image and likeness of God and have the right to learn and work in an environment which is safe and reasonably secure from the peril of harm.

Therefore, it is the policy of the Board to acknowledge the importance of sun protection. The Board is committed to building and nurturing a culture of sun sense in every school and workplace by addressing these key considerations:

- sun protection
- education and behaviours
- embedding sun safe practices into everyday routines.

ADOPTED  Regular Meeting of the Board Feb. 13, 2019
Motion B-

DISTRIBUTION

i) Trustees
ii) Administration
iii) Principals
iv) School Councils
v) Student Councils
RATIONALE

Appropriate sun safety habits are essential to maximize health and prevent skin cancer. Students are at school during the highest ultraviolet radiation (UVR) risk period of the day – between 11 a.m. and 3 p.m. Children spend an average of one to three hours per day outdoors for recess, lunch, gym, fieldtrips and extracurricular activities. Schools play a major role in both minimizing student exposure and positively influencing student behaviour by establishing routines that foster healthy, safe enjoyment of the outdoors. Healthy behaviours established during childhood are more likely to persist into adulthood.

The Sun Sense policy applies to all Board employees. As mandated by the Ministry of Labour’s official Occupational Health and Safety Act (OHSA), employers and employees have responsibilities in reducing the risk of all types of injuries to health while at work. Overexposure to the sun is one of these risks.

KEY COMPONENTS OF SUN SENSE

To ensure a comprehensive sun safety plan, the Canadian Cancer Society recommends a three key component approach. Schools are encouraged to include activities from all three components.

1. Education and Awareness

Students, staff and parents/guardians are educated about the importance of sun safety and best practices for preventing skin cancer.

2. Best Practices

Best practices for sun safety are integrated into daily routines and implemented school-wide.

3. Enhancement of Shade

Safe learning environments and improved spaces for outdoor play are created by increasing shade on the schoolyard where sun exposure is greatest.

A few simple measures can also be taken by employers to protect employees from the risk of skin cancer, such as providing shade, personal protection from the sun, training and education and planning of outdoor activities (e.g. dividing into shorter segments, or scheduling outside of peak ultraviolet radiation (UVR) times where possible).
TOOLS AND RESOURCES

The Canadian Cancer Society provides a number of tools and resources to assist you in meeting your goals. The items listed below are available for FREE download on the SunSense website:

- Fact sheet
- Parent Information Postcards
- Lesson Plans and Presentations
- Crosswords, Trivia and Word Scramble Activity Sheets
- Letter to Parents
- Webinars
- Videos

Canadian Cancer Society SunSense

Algoma Public Health, Porcupine Health Unit and Public Health Sudbury and Districts may provide additional support in the implementation of the SunSense Practices.

Algoma Public Health (APH)
Porcupine Health Unit (PHU)
Public Health Sudbury and Districts (PHSD)
APPENDIX 1

SUN SENSE PRACTICES

The Canadian Cancer Society outlines five important SunSense behaviours to promote and build into school routines. Students, staff, parents and community partners are encouraged to practice the five sun-safe behaviours. In cases where a student is unable and/or is unwilling to protect him/herself, it is recommended that the caring adult, who best knows the student, gently encourages the gradual acquisition of sun-safe behaviours.

Protect Your Child - Use SunSense

![Protect Your Child - Use SunSense logo]
The Canadian Cancer Society's SunSense Checklist may be used to help identify goals and existing sun protection measures. As part of their School Improvement Plan for Student Achievement (SIPSA), principals may use this tool to identify what is working well and where improvements can be made within the school setting.

1. Build SunSense practices into your school’s everyday routines.

<table>
<thead>
<tr>
<th>Sun Protection strategy</th>
<th>In Place</th>
<th>Planned</th>
<th>Not Planned</th>
<th>How can we improve in this area</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHADE</td>
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<tr>
<td>We choose shaded locations for activities that happen over an extended period of time (lunch, group gatherings, etc.).</td>
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<tr>
<td>When shade is not available, outdoor time is focused into shorter periods where possible (for example, lunch break is shortened and morning break is extended).</td>
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<tr>
<td>CLOTHING</td>
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<tr>
<td>Hats on for fun in the sun! Students are encouraged to wear wide brim hats that protect ears, neck and face and eyes.</td>
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<tr>
<td>Students are encouraged to wear tops that cover their shoulders (vests and strappy tops are discouraged).</td>
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<tr>
<td>Students are allowed and encouraged to wear UVR protective sunglasses.</td>
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<td>Staff are encouraged to wear sunglasses, hats and suitable clothing to role model sun safe behavior.</td>
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<tr>
<td>Parents/guardians are encouraged to wear sun hats when visiting the school.</td>
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<tr>
<td>SUNSCREEN</td>
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<tr>
<td>Students are encouraged to come to school wearing sunscreen.</td>
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<tr>
<td>Letters are sent home to parents/guardians regarding:</td>
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<tr>
<td>· the importance of wearing sunscreen</td>
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<tr>
<td>· recommended contents of the sunscreen: SPF 30+, broad-spectrum and water resistant</td>
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<tr>
<td>· permission for students to reapply sunscreen as needed</td>
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<tr>
<td>· child is to be trained, by parents/guardians, on how to correctly apply sunscreen</td>
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<tr>
<td>· students may come to school:</td>
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<tr>
<td>· wearing sunscreen applied at home</td>
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<tr>
<td>· bringing their own labelled bottle of sunscreen</td>
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<tr>
<td>Teachers will remind students, as appropriate, when to apply/reapply their sunscreen during the outdoor activity.</td>
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<tr>
<td>If a student is having difficulty applying the sunscreen, the teacher will provide training to the student on how to apply sunscreen correctly (teachers will not physically apply sunscreen to any part of the student’s body).</td>
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<tr>
<td>Each student has their own labelled bottle of sunscreen at school.</td>
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APPENDIX 3

SUNSENSE CERTIFICATION

The Canadian Cancer Society's SunSense Certification Program is an optional incentive for elementary schools to support sun-safe environments that protect students and staff from harmful ultraviolet radiation. By using a multi-component approach that engages parents, staff and students, schools can influence sun-safe behaviours and attitudes, resulting in a positive impact on health and a culture of sun safety within the school community.

7 Steps to becoming a SunSense School - page 3

7 Steps to becoming a SunSense School

How does my school get certified?
Schools become SunSense certified by completing the 7 steps outlined below and earning enough points to be awarded a Gold, Silver or Bronze level certification.

Step 1: Register Online
Visit the Canadian Cancer Society's SunSense website at www.cancer.ca/sunsense to register your school. The deadline for registration is Friday, November 2, 2018. Space is limited so be sure to register early.

Step 2: Form a SunSense Team
Create a committee that will be dedicated to implementing SunSense in your school. Try to engage representatives of different groups within your school, for example, students, staff, parents etc. You will need to designate a team lead to act as the key contact person and also provide a letter of support from the Principal or Vice Principal of the school. A template letter of support is available on the SunSense website.

Step 3: Review the Guide and Develop a Plan
Review this Guide to determine what types of activities you need to complete to earn points towards becoming a SunSense certified school. Select the activities that are realistic for your team to implement and begin to make a plan. A template planning document is available on the SunSense website.

Step 4: Submit Progress Report
To be eligible for certification your team must provide a progress report by the deadline. This report will include information about your team and details of your plan for implementing SunSense in your school. It will be submitted online. The deadline to submit this report is Friday, February 1, 2019.

Step 5: Implement your plan
Implement the activities outlined in your plan. Review the final report to become familiar with what kind of information you will need to report on. Share your successes by taking photos and posting to social media.

Step 6: Submit Final Report
To be considered for certification you will need to submit the final report by the deadline. This report will include details of the success of your planned activities and will be completed online. The deadline to submit the report is Friday, June 14, 2019.

Step 7: Celebrate!
Host a celebration event with your team or within the school. Be proud of your accomplishments!
Background

Regulation 304, School Year Calendar, Professional Activity Days requires that each school board prepare, adopt and submit to the Regional Manager of the Ministry of Education on or before the first day of May, the School Year Calendar to be followed in its jurisdiction for the following year. School Year Calendars, which are different from Section 2 of Regulation 304 (360/06) must be submitted as a modified calendar for the approval of Ministry by March 1, 2018.

Information

A consultation process was undertaken that provided opportunity for all board employees, school communities, parents and trustees to provide feedback on the proposed calendar. A total of 150 surveys with comments and suggestions were received through the consultation process.

The board also followed a collaborative process with the other District School Boards with whom we need to co-ordinate calendars. Using the feedback from the Huron-Superior Catholic District School Board consultation, the board administration worked through a consensus exercise to come up with a common calendar for board approval.

As per Regulation 304, the proposed calendar for 2019/2020 includes a 194 day school year comprised of 187 instructional days and 7 professional activity days. This year after consultation with our community, Tuesday, September 3, 2019 will be a Professional Activity Day and students will begin classes on Wednesday, September 4, 2019.

Professional Activity Days are scheduled for September 3th, 2019, September 27, 2019 (Faith Day), October 21, 2019, November 22, 2019, January 31, 2020 (Assessment), April 24, 2020 and June 12, 2020 (Assessment).

Please refer to appendix that follows:

Proposed Resolution

That the Huron-Superior Catholic District School Board approves the School Year Calendar for the 2019 – 2020 school year, as recommended.

JC/kb
Attachments
# School Year Calendar 2019 - 2020

**Legend**
- **H** - Statutory Holiday Schedule
- **E** - Scheduled Examination Day
- **P** - Professional Activity Day
- **B** - Board Designated Holiday
- **Half Day**

<table>
<thead>
<tr>
<th>Month</th>
<th>Number of Instructional Days</th>
<th>Number of Professional Activity Days</th>
<th>Number of Scheduled Examination Days</th>
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<tbody>
<tr>
<td>August 2019</td>
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<td>September 2019</td>
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<td>October 2019</td>
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<td>November 2019</td>
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<td>December 2019</td>
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<td>January 2020</td>
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<td>February 2020</td>
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<td>March 2020</td>
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<td>April 2020</td>
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<td>May 2020</td>
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<td>June 2020</td>
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<td>July 2020</td>
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<td><strong>TOTAL</strong></td>
<td>177</td>
<td>7</td>
<td>10</td>
</tr>
</tbody>
</table>

### 1st Week
- **M** Monday
- **T** Tuesday
- **W** Wednesday
- **T** Thursday
- **F** Friday

### 2nd Week

### 3rd Week

### 4th Week

### 5th Week

### Note:
The 2019-2020 calendar provides for 194 possible school days between September 1, 2019 and June 30, 2020. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days.
Q1 Should PA Day # 4 fall on Monday, November 18, 2019 or Friday, November 22, 2019?

Answered: 150  Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
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<tbody>
<tr>
<td>Monday, November 18, 2019</td>
<td>25.33%</td>
</tr>
<tr>
<td>Friday, November 22, 2019</td>
<td>74.67%</td>
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Q2 Should PA Day #6 fall on Friday, April 24, 2020 or Monday, April 27, 2020?

Answered: 150  Skipped: 0

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<td>Friday, April 24, 2020</td>
<td>72.67%</td>
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<td>Monday, April 27, 2020</td>
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The Huron-Superior Catholic District School Board’s Multi-Year Strategic Plan (MYSP) lists Governance as one of its strategic directions. This report relates specifically to aligning available resources with strategic priorities and ensuring schools have the resources they require.

A Request for Proposal (RFP) for Voice Over IP Vendor of Record was issued on January 18, 2019 with a closing date of February 1, 2019. The term of the contract is for a three-year period with an option of renewal for a period of two years.

The following three proposals were received:

- LANtelligence, Inc.
- High Tech Communications Inc.
- On Target Telecommunications Inc.

The Evaluation committee consisted of the Manager of Information Technology, Network Administrator/Technical Supervisor, Systems Administrator and Superintendent of Business. The committee evaluated the three responses based on the following criteria:

- Company Profile and Experience 30 points
- Financial Considerations 60 points
- Value Add 10 points

Based on the above criteria, *High Tech Communications Inc.* scored the highest overall.

The estimated cost of this project is valued at $140,000.

It is recommended that the Huron-Superior Catholic District School Board award the Vendor of Record to *High Tech Communications Inc.* for a period of three years.

**Proposed Resolution:**

That the Huron-Superior Catholic District School Board accept the proposal from High Tech Communications Inc. for Voice Over IP Vendor of Record for a period of three years.
The Huron-Superior Catholic District School Board’s Multi-Year Strategic Plan (MYSP) lists Governance as one of its strategic directions. This report relates specifically to the pending requirement for school board trustees to have their conflicts of interest recorded in a public registry.

**Background**

Currently, the requirement for the trustees of the Huron-Superior Catholic District School Board to declare conflicts of interest is outlined in Policy 2003[G]. This policy, based on the current *Municipal Conflict of Interest Act*, requires that, among other things:

> Trustees declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from discussing and voting on these matters. . . No Trustee shall use his or her position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative, friend and/or business associate.

Currently, when trustees declare a conflict of interest, they do so verbally and their declaration is captured in the minutes of the meeting. Minutes of all board meetings are posted on the board’s website once they have been approved.

**Changes to the Municipal Conflict of Interest Act**

On March 1, 2019, a number of amendments to the *Municipal Conflict of Interest Act* are expected to take effect. These amendments include, but are not limited to, the following:

- Ontario school boards must establish a public registry and have written declaration of conflict of interest statements from its trustees.

- The registry must be made available for public inspection in a manner and during the time that the board may determine.
Next Steps

As of March 1, 2019, the Huron-Superior Catholic District School Board will have a written registry in place, which will be accessible to members of the public for inspection during regular work hours. In establishing and maintaining this registry, the board will give due regard to the direction and guidance that the Ontario Catholic School Trustees’ Association (OCSTA) and/or the provincial government provides.
Huron-Superior Catholic District School Board

Re: ST. MARY’S COLLEGE SCHOOL ACTIVITY REPORT

February 2019

Submitted by:
Anthony DeLorenzi
Student Trustee
St. Mary’s College

Athletics
• Volleyball continues team has been playing very well.
• Both Boys Basketball has been playing very well with great support from the students and staff.
• The Hockey team is in first place

Events
• Cocoa and cram offered for grade 9 students needing help for exams, providing hot chocolate and cookies all while helping students study for exams.
• During exam week Pause, Pray, Pass station was set up to provide students with a snack and a prayer before their exam. The station provided hot cocoa granola bars cheese apples oranges and yogurt along with a prayer before exams card to take with you.
• Grade 11 retreats last week of February.

Student Council
• Valentines week hosted by student council. Ring pops to be given out as candy grams. Guess the number of sweet tarts in the jar wins big teddy bear. Cotton candy machine, red pink and white dress down day. Matchmaker cards sold to students.