



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

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

**Committee of the Whole
Tuesday, March 19, 2013 ♦ 7:30 pm
Boardroom**

Members: **Trustees:**
June Szeman (Chair), Rick Petrella (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard,
Bonnie McKinnon, Ryan Cattrysse (Student Trustee)

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

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- 1. Opening Business**
 - 1.1 Opening Prayer – June Szeman
 - 1.2 Attendance
 - 1.3 Approval of the Agenda
 - 1.4 Declaration of Interest
 - 2. Presentations - Nil**
 - 3. Delegations - Nil**
 - 4. Consent Agenda**
 - 4.1 Approval of Committee of the Whole Meeting Minutes – February 19, 2013 Pages 3-6
 - 4.2 Unapproved Student Transportation Services Brant Haldimand Norfolk Board of Directors' Meeting Minutes – February 26, 2013 Pages 7-11
 - 5. Committee and Staff Reports**
 - 5.1 Information and Communication Technology Operation Plan Update Pages 12-14
Presenter: Tom Grice, Superintendent of Business & Treasurer
 - 5.2 Strategic Plan Update: Leadership Pages 15-16
Presenter: Jamie McKinnon, Superintendent of Education
 - 5.3 Strategic Plan Update: Student Achievement (Literacy) Pages 17-18
Presenter: Leslie Telfer, Superintendent of Education



5.4 Excursion – France & Italy Page 19
Presenter: Bill Chopp, Superintendent of Education

5.5 Excursion – Massillon, OH Page 20
Presenter: Bill Chopp, Superintendent of Education

6. Information and Correspondence

7. Notices of Motion

THAT all individual trustee expenses be posted on the public section of the Board website and updated quarterly.

Moved by: Dennis Blake

8. Trustee Inquiries

9. Business In-camera

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

10. Report on the In-camera Session

11. Future Meetings and Events Page 21

Closing Prayer

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

13. Adjournment



Committee of the Whole
Tuesday, February 19, 2013 ♦ 7:30 pm
Boardroom

Trustees:

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

Absent: Cliff Casey, Ryan Cattrysse (Student Trustee)

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting was opened with reflection and prayer led by Paul Tratnyek, Faith Animator.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the February 19, 2013 meeting.

Carried

1.4 Declaration of Interest – Nil

2. Presentations

Faith Animator, Paul Tratnyek, provided an overview of the work that is underway with respect to the rejuvenated faith formation development of staff and students. Mr. Tratnyek is working with administrators, the new Faith Formation Team, and the school Faith Ambassadors on providing experiences that will enhance the spiritual and faith journey of all members of our Catholic community.

3. Delegations - Nil

4. Consent Agenda

4.1 THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the January 22, 2013 meeting.

4.2 THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the educational field trip summary report.



Moved by: Dan Dignard
Seconded by: Dennis Blake

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

Carried

5. Committee and Staff Reports

5.1 Goals for 2013-14 Budget

Director Roehrig reviewed the key direction outlined in the recently approved 2012-2015 Strategic Plan and re-affirmed that the budget development process should be consistent with and support the goals of the strategic plan in all four areas of focus – Catholicity, Student Achievement, Leadership and Communications.

Moved by: Bonnie McKinnon
Seconded by: Rick Petrella

THAT the Committee of the Whole refers the Goals for 2013-14 Budget report to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5.2 Naming of Wood Street School

Superintendent Chopp reviewed the consultation process that was followed to select a name for the new school currently being built on Wood Street in Brantford. In accordance with the Board's *Naming of Schools* policy, the naming committee is proposing that the new school be known as St. Pius X Catholic Elementary School.

Moved by: Rick Petrella
Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves St. Pius X Catholic Elementary School as the name of the new school being built on Wood Street in Brantford.

Carried

5.3 Early French Immersion Investigation

Superintendent Telfer introduced a proposal to expand the opportunity for Catholic families in Brantford and Brant County to access French Immersion programming. Currently, there is one French Immersion program offered at Jean Vanier Catholic School in the south end of Brantford. The proposal is to ascertain if there is sufficient interest to offer an Early French Immersion program at St. Leo's School in the north end beginning with French Immersion instruction for students entering Grade 1 in September 2014. Discussion ensued and several trustee inquiries were addressed by staff.

Moved by: Dan Dignard
Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the proposal to investigate the viability of implementing an Early French Immersion Program at St. Leo School, as of September 2014.

Carried



5.4 Incorporation of the Friends of the Educational Archives

Director Roehrig presented a partnership agreement between the Brant Haldimand Norfolk Catholic District School Board, the Grand Erie District School Board, and the Friends of the Educational Archives to establish an educational archive. Volunteers with the Friends of the Educational Archives would properly catalogue and store historical information and materials for future reference and/or display. A financial contribution of \$2,500 would be required from this Board to start the initiative. A trustee from each of the Boards would serve on the Archives' Board of Directors.

Moved by: Rick Petrella

Seconded by: Dan Dignard

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

Carried

5.5 Surplus Accommodation – Grand Erie District School Board

Superintendent Grice advised that the Grand Erie District School Board is disposing of two surplus school properties, but that this Board has no need of elementary student accommodations in the subject areas.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board advises the Grand Erie District School Board that the Brant Haldimand Norfolk Catholic District School Board has no interest in the following properties:

- Former Coronation Public School, 54 Ewing Drive, Brantford, Ontario
- Former Dunnville Central Public School, 121 Alder Street West, Dunnville, Ontario

Carried

6. Information and Correspondence

Chair Szeman informed trustees that she and Vice-Chair Petrella had represented the Board at a recent unveiling of the Resurrection School Creed wall. She commented that all students and staff had contributed to the impressive tile mosaic; a truly artistic and inspirational display.

Superintendent Chopp distributed copies of the Board's Aboriginal Self-Identification information brochure, which is being distributed to every student in the system. Superintendent Chopp commented that this initiative is another step in the Board's efforts to support aboriginal students in the area of student achievement.

Moved by: Dennis Blake

Seconded by: Dan Dignard

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

Carried



7. Notices of Motion

7.1 Trustee Petrella presented the following Notice of Motion:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board adheres to sections 6.2.2.1 and 6.2.1.1 of the Board By-Laws whereby Committee of the Whole meetings and Board meetings start at 7:00 p.m., or amends subject By-Laws upon the affirmative vote of a two-thirds (2/3) majority of all members of the Board. This motion is to be considered at the February 26, 2013 Board meeting for implementation as of March 2013.

Moved by: Rick Petrella

7.2 Trustee Blake presented the following Notice of Motion, for consideration at the March 19, 2013 Committee of the Whole meeting:

THAT all individual trustee expenses be posted on the public section of the Board website and updated quarterly.

Moved by: Dennis Blake

8. Trustee Inquiries - Nil

9. Business In-Camera

Moved by: Dennis Blake

Seconded by: Dan Dignard

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

10. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

Carried

11. Future Meetings

A list of future meetings and events for trustees was reviewed.

12. Closing Prayer

A closing prayer was recited in unison.

13. Adjournment

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of February 19, 2013.

Carried

**Board of Directors' Meeting
Tuesday, February 26, 2013
1:00 p.m.**

**Grand Erie District School Board – Brant Room
349 Erie Avenue, Brantford**

- PRESENT:** Jamie Gunn, Superintendent of Business & Treasurer, GEDSB – Director
Don Werden, Trustee, GEDSB – Director
Tom Grice, Superintendent of Business, BHCNDSB – President
Dan Dignard, Trustee, BHCNDSB – Director
Philip Kuckyt, Manager of Transportation, STSBHN – Secretary / Treasurer
Paula Curran, Assistant to the Superintendent of Business, GEDSB – Recording Secretary
- TELECONFERENCE:** Mario Nantel, Director of Transportation and Payroll, CSDCCS – Director
- REGRETS:** Bobby Somaroo, Superintendent of Business, CSDCCS – Director
- MINUTES ONLY:** John Forbeck, Director of Education & Secretary, GEDSB
Chris Roehrig, Director of Education & Secretary BHCNDSB
Réjean Sirois, directeur de l'éducation, CSDCCS
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MINUTES

- 1.0 Call to Order, Welcome and Introductions – T Grice
1.1 The President called the meeting to order at 1:00 and welcomed M Nantel via teleconference
- 2.0 Approval of Agenda for February 26, 2013 – T Grice
2.1 Approval of the minutes from the Special Board meeting of June 5, 2012 is added as item 3.1 and the approval of October 23, 2012 minutes is moved to item 3.2

Moved by: D Werden
Seconded by: D Dignard

“THAT the agenda for February 26, 2013 be approved as amended.”

CARRIED

3.0 Approval & Signing of Minutes

3.1 June 5, 2012 Special Board Meeting

Moved by: M Nantel

Seconded by: D Werden

“THAT the minutes of June 5, 2012 Special Board Meeting be approved as distributed.”

CARRIED

3.2 October 23, 2012

Moved by: D Werden

Seconded by: D Dignard

“THAT the minutes of October 23, 2012 be approved as distributed.”

CARRIED

4.0 Business Arising from Previous Meeting(s)

4.1 Budget Analysis Report – P Kuckyt

4.1.1 General Information

- The budget analysis report indicates running totals of STSBHN accounts and is a standing item at each Operations Committee and Board of Directors’ meeting
- There is always a one-month lag in accounting but estimates provide a tally of where they are overall; they remain on budget for the home to school costs
- The STSBHN column indicates the amount not yet transferred to a member board
- The Directors believe this is a helpful tool and did not have any suggestions for improvement at this time.

4.2 Key Performance Indicators (KPI) Reported up to January 2013 – P Kuckyt

- No major swings between years or within a year
- Changes arise from school closures and from using wheelchair accommodating vehicles

4.2.1 Vehicle Type/Costs

- “Parent/ Car” data may be misleading as numbers include a mix of parental and taxi vehicles; also these are often temporary or modified routes and do not all travel at the same time
- Staff are to monitor all routes to ensure the best transportation solution is provided for all students
- Costs are now more accurate as they are based on actual ridership at the 20th day of each month rather than an annual snapshot at October 31st.
- The recent push on competitive procurement leaves the provincial average cost indefinite at this time but the Ministry survey results should provide a baseline for a provincial comparison to current costs of STSBHN

4.2.2 Service Performance

- On-time performance is a function of the number of routes and delivery times but this figure is skewed by snow days when all routes are cancelled or delayed
- Overall STSBHN delivers a very high level of on-time performance
- At Directors request, future on-time performance data will also be displayed in the form of a line graph and include pertinent information, e.g., snow day

4.2.3 Preventable Accidents

- At Directors request, P Kuckyt will separate the data as 1) vehicle accidents; 2) students injured as a result of vehicle accidents; 3) students injured as a result of incidents occurring on the bus
- Currently, evacuation practice occurs on a three year cycle; there is value in annual training and P Kuckyt will provide the Board with an estimated cost prior to the next meeting

4.2.4 Eligibility

- Courtesy ridership trends are higher but regular fluctuations grow throughout the year as students transition
- The statistics are better than in previous years

4.2.5 Committee members commended P Kuckyt and STSBHN staff for the excellent work.

4.3 Effectiveness & Efficiency Status Report – P Kuckyt

Many items indicated as not complete will have been finalized by the end of this meeting

4.3.1 Early Dismissal Delays – have been addressed

4.3.2 Temperature Threshold – appears to be a non-issue for STSBHN however, P Kuckyt will survey other consortia to determine if policies are in place; in particular if cancellation of transportation for low air temperatures includes school closure

- If no temperature threshold is desired, we will advise the E&E that we are either abiding or non-compliant

4.3.3 Business Continuity – STSBHN is a small, relatively flat organization that does not require a lot of business continuity preplanning, but they now have extensive cross training in place, have created job manuals and managers “to do” list including tasks and reporting supervisors and posted this information in a shared drive that all STSBHN staff can access.

4.3.4 E&E Follow up Review April 4, 2013

- P Kuckyt is posting information on Deloitte & Touche Canada’s website at www.deloitte.com/ca and will send the agenda to the Ministry of Education following approval by the Operations Committee
- Board members would like to be included if beneficial to the outcome
- P Kuckyt will poll other consortia to determine who is usually included
- M Nantel indicated one Superintendent of Business and the Director attended; followed by a team meeting to answer any questions on governance model and Manager’s performance appraisal
- P Kuckyt informed members he had been through the performance appraisal process
- An update on the strategic goals met to date will be added as an item to the report

5.0 New Business

5.1 Approval of Draft Procedures 002, 018-023 and 049 – P Kuckyt

Moved by: D Dignard

Seconded by: J Gunn

“THAT the draft procedures reviewed at the October 23, 2012 meeting be approved as distributed.”

CARRIED

5.2 STSBHN Goal Setting 2013-14 – P Kuckyt

5.2.1 Review Strategic Goals and Priorities 2011-12

- Visits to schools are currently 47% compared to 50% schools visited in previous year
- Customer Service Survey will be sent out earlier to improve response
- Data management is more effective and efficient leading to more accurate billing; Operator is to advise STSBHN of any inaccuracies within five days following snapshot of route data provided on the 20th of each month
- Email communication tool was widely accepted and creating positive customer service inroads to all stakeholders; much positive feedback
- Documentation of KPIs is very helpful; staff will continue to update and use KPI as a guide to assist with ongoing maximization of value to STSBHN customers and the Board
- Committee thanked P Kuckyt for the report and agreed to realigning goals to the February meeting for budget planning

5.2.2 Strategic Goal Setting 2013-14 – P Kuckyt

- The proposal is more detailed and obviously related to E&E requirements with a new matrix that demonstrates transparency and accountability
- Includes the Consortium's short term goals
- Additional suggestions include:
 - 1) Short Term Goals
Customer Services / Communications
 - a. Kindergarten information packages for parents
 - b. Streamline customer services
 - c. Document and update where necessary Key Performance Indicator (KPI) metrics
 - 2) Medium Term Goals
Customer Services / Communication
 - a. With all stakeholders during pre-planning for School Boundary realignment
 - Provide communication resource for the Accommodation Review Committee
 - b. Customer Service Survey
 - Increase response level
 - 3) Long Term Goals
 - a. Continue working toward AODA (Accessibility for Ontarians with Disabilities Act) compliance until 2021
 - b. Prepare for next Request for Proposal (RFP) for transportation operators
 - c. Review consortia structure and explore amalgamation of services beyond STSBHN partners
 - d. Review, analyze and where necessary improve KPI metrics

Moved by: D Werden

Seconded by: M Nantel

“THAT the STSBHN 2013-14 Strategic Goals meeting approved as amended.”

CARRIED

5.3 STSBHN AGM and Election of Officers – P Kuckyt

5.3.1 As there was no change in the roster of Directors, T Grice proceeded with the nomination of Secretary / Treasurer and President and appointment of auditors.

a. Secretary / Treasurer

Moved by: J Gunn

Seconded by T Grice

“THAT P Kuckyt be re-elected as Secretary / Treasurer for STSBHN”

CARRIED

b. President

Moved by: D Werden

Seconded by: D Dignan

“THAT J Gunn be elected as President for STSBHN”

CARRIED

c. Auditors

Moved by: D Werden

Seconded by: T Grice

“THAT STSBHN continue to share the services of Millard Rouse and Rosebrugh, auditors for the two local boards.”

CARRIED

6.0 Future Meeting Dates

6.1 Tuesday, May 28, 2013| 1:00 p.m | Grand Erie DSB – Norfolk Room
Presentation on “Bus Transportation and Student Safety” – Alex Gulas (15 minutes)

6.2 2013-14 Meeting Dates
Tuesday, October 22, 2013 | 1:00 p.m | Grand Erie DSB – Norfolk Room
Tuesday, February 25, 2014| 1:00 p.m | Grand Erie DSB – Norfolk Room
Tuesday, May 27, 2014| 1:00 p.m | Grand Erie DSB – Norfolk Room

7.0 Other Business

7.1 Kindergarten information process – P Kuckyt

- Will provide to Committee for sharing with Directors of Education

8.0 Adjournment – T Grice

Moved by: T Grice

Seconded by: M Nantel

“THAT the STSBHN Board of Directors meeting adjourn at 2:18 p.m.”

CARRIED

Tom Grice, President

Date

*supporting documents included with Minutes

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: Tuesday, March 19, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

INFORMATION AND COMMUNICATION TECHNOLOGY OPERATION PLAN UPDATE

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board continues to be at the forefront of technology integration to support high academic achievement.

At the Committee of the Whole meeting on February 21, 2012, trustees of the Board were provided with a presentation of the Board's Information and Communication Technology Operation Plan by the Information and Communications Technology Team, which included members from both academic and corporate service functions. The plan was developed such that it aligned with the Board's strategic commitments and supported the Board Improvement Plan.

The Information and Communication Technology Operation Plan encompasses the following areas:

- Wireless Learning Environment
- Board Portal
- Upgrading Learning Spaces
- eLearning
- Managing Students and Board Administrative Data
- Technology to Support Innovation and Special Projects
- Evidence-Informed Decision Making
- Promoting Safe, Effective and Appropriate Use through Governance and Policy
- Building System Capacity
- Enterprise Applications and Corporate Communications
- Disaster Recovery Strategy
- Infrastructure Reliability
- Improving Technical Support Mechanisms and Teaming

DEVELOPMENTS:

Information and communication technology is a key enabler to improving the learning experience. In this technological world, providing ubiquitous access to information and communication tools is a key outcome of the Information and Communication Technology Operation Plan.

In alignment with the Information and Communication Technology Operation Plan, the following brief updates are provided in each functional area:

Wireless Learning Environment

- Wireless in all elementary schools (with coverage in most learning spaces).
- Wireless in secondary schools is in the planning stage with an estimated roll-out in the fall of 2013.

Board Portal

- Currently developing a new Staff Portal using Microsoft's SharePoint software.
- Currently developing team spaces in the Portal to reproduce / enhance the sharing of information.
- The new Portal will bring together and provide many of the collaboration and communication opportunities envisioned in the Information and Communication Technology Operation Plan.

Upgrading Learning Spaces

- Currently in year one of a three-year computer refresh in elementary schools.
- Number and deployment of computers in elementary schools is tied to strategic learning initiatives as per the Operational Plan.
- LCD projectors in all elementary and secondary classrooms by the end of the 2012-13 school year.
- Secondary teachers have upgraded teacher workstations.
- All full-time elementary teaching staff have NetBooks.

eLearning

- Quickly approaching Ministry target of 25% of teachers and students using the Ministry's Desire2Learn eLearning tool.

Managing Students and Board Administrative Data

- Preparations are well underway to transition to the new PowerSchool Student Information System for September 2013.

Technology to Support Innovation and Special Projects

- Processes have been developed and implemented to manage innovation, from procurement to staff development, and thereby reducing after-purchase implementation challenges and ensuring connections to Board and school learning goals.
- A number of innovative projects in our schools exist; including projects utilizing iPads to enhance student assessment and evaluation.

Evidence-Informed Decision Making

- Enhancements to data dashboards are being developed to allow presentation ease of student assessment data.
- Online reports are in development in support of strategic priorities.

Promoting Safe, Effective and Appropriate Use through Governance and Policy

- The Information and Communications Use Policy has been vetted, approved and released to the system.
- The Electronic Communications and Social Media Policy is in the final stages of development.

Building System Capacity

- The 2012-13 21st Century NetBook roll-out is directly tied to a unique strategic learning goal for each of the targeted groups (Junior / Intermediate, French-as-a-Second Language (FSL), Junior Kindergarten / Senior Kindergarten, Early Learning Kindergarten Program (ELKP) / Early Childhood Education (ECE), Prep).
- Commencing the second round of professional development with the Junior / Intermediate Math Target Group in March 2013.

Enterprise Applications and Corporate Communications

- Migrating all staff and students from FirstClass to Microsoft Outlook for email and calendar functions in the spring of 2013.
- Introduction of Lync to enhance staff support / development / collaboration.
- Introduction of SharePoint to enhance the existing Board Staff Portal.
- Introduction of Office365 to all staff and students to provide ubiquitous access to email, calendaring, productivity software, files and collaboration tools.
- Provision of implementation fact sheets, online videos and alternative training resources to supplement the roll-out.

Disaster Recovery Strategy

- Exploring the feasibility of having a secondary data centre for disaster recovery purposes.
- In the primary stages of development of a master disaster recovery plan to augment the current backup strategy.

Infrastructure Reliability

- Bandwidth link upgrades to the three secondary schools have been completed, resulting in a significant increase in bandwidth available to secondary students.
- Bandwidth link upgrades completed in the majority of elementary schools.
- In the process of installing an additional fibre circuit for central Internet connectivity, as well as facilitating access to the Ontario Research and Innovation Optical Network (ORION).

Improving Technical Support Mechanisms and Teaming

- IT Operational Plan has anchored the activities of the team, enabling improvements in process, increased efficiencies and improved service to the system.
- Asset management processes have been developed and implemented from purchase to deployment of hardware.
- Electronic forms and processes are under development to replace paper-based forms including absence, mileage, timesheets and expenses.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Information and Communication Technology Operation Plan Update report.

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

Prepared by: Jamie McKinnon, Superintendent of Education
Presented to: Committee of the Whole
Submitted: March 19, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

STRATEGIC PLAN UPDATE: LEADERSHIP

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board has established a Strategic Plan built on the pillars of Catholicity, Student Achievement, Communications and Leadership. The leadership pillar identifies three key areas of foci:

- improve the ability of our leaders in the area of instructional practice;
- improve the skills and knowledge of our leaders in relation to personal leadership resources; and
- improve the ability of our leaders in the human resources and labour relations area.

The leadership plan is being supported by Board Leadership Development Leads, Debbie Fullerton and Cathy DeGoey, as well as ten other school administrators, superintendents of education, and classroom teacher who make up the Leadership and Succession Planning Steering Committee.

DEVELOPMENTS:

As per the Strategic Plan, the Academic Administrators Council (Principals) meetings throughout the year have maintained a professional development focus on the Ontario Leadership Framework. Sessions have included “Hard Conversations” dealing with focused conversations on improving staff performance. This particular workshop hosted by Jennifer Abrams has been followed up with structured conversation sharing with administrative colleagues to practice and share outcomes and experiences of using the concepts and skills delivered in the fall. Other topics of significance in supporting Principal leadership during our AAC meetings have been reflective writing and sharing exercise on the Resilient Leader from the perspective of a Catholic School Principal and a presentation of monographs on homosexuality and sexuality supporting our leaders in dealing with difficult questions and teachings of the church, supported by our Religion and Family Life Consultant and Faith Animator.

Mentor training sessions have also been scheduled. We have had two training sessions for nine school administrators and this training has included two introductory sessions of Cognitive Coaching techniques designed to assist leaders in structure conversations to support thinking, promoting self-directed lifelong learners. The skills emphasize the ability to deal with difficult situations and relationships with positive outcomes. Over time, the intent is to have leaders, teachers and students self-monitor, self-analyze and self-evaluate. Indeed, the ultimate purpose of Cognitive Coaching is to modify one’s capacities to modify themselves. This mentor training has also been delivered to twelve teacher mentors in support of our new teachers and teachers on long-term occasional contracts.

An initial session was held with mentors of newly appointed leaders and new teachers in December 2012. Feedback from all participants was very positive, meeting our monitoring benchmark of greater than 75% satisfaction in meeting the needs of the participants. The mentorship program to date has allowed for focused discussion on Professional Learning Communities and Teacher Appraisals. Experienced principals spoke about how they established these in their school and shared agendas, minutes, and expectations. The Teacher Appraisal Process has also been explored by experienced principals using our Mval software and the Ontario Standards of Teacher Practice.

Currently applications are being accepted for our Aspiring Catholic School Leader Program for school level leadership and Student Achievement Leadership Training (SALT) program for classroom level leadership. The Aspiring Catholic School Leader Program is a three-and-a-half day commitment including a Friday evening retreat experience to assist candidates in discerning the call to leadership. The SALT program is a three evening series to support classroom and peer leadership in teaching staff to support the Board's student achievement goals.

On April 4, 2013 we will be hosting Michael Schmitt, former Director of Algonquin and Lakeshore Catholic District School Board and current Protective Services Coordinator for the Catholic Principal Council of Ontario. Michael will be speaking to our school administrators in the afternoon and walking them through conflict resolution exercises and case studies. He will also be delivering an introductory evening presentation to our Aspiring Catholic School Leaders group on the role of the Catholic School Principal. Michael brings years of experience and provincial perspective to everyday situations that face our administrators.

In the spring, we will be promoting the Excellence in Leadership – Principal Leadership in Human Resources program. This program that was established a year ago is a certificate program sponsored by the Brant Haldimand Norfolk Catholic District School Board to give school and system leaders access to high level learning in human resource management. The program includes topics ranging from effective hiring, performance management and human resource law. We will be delivering this program to our school administration next fall and will also be offering seats to external school boards.

We will continue to promote the Ontario Catholic Leadership Framework and build it into our development plans for selection, promotion, assessment, appraisal and management of our system and school leaders.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Plan Update - Leadership report.

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

Prepared by: Leslie Telfer, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: March 19, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

STRATEGIC PLAN UPDATE: STUDENT ACHIEVEMENT (LITERACY)

Public Session

BACKGROUND INFORMATION:

Recent EQAO scores of Grade 3 students and Developmental Reading Assessment (DRA) scores of Grade 1 students have identified needs in primary reading. In addition, recent scores from the Ontario Secondary School Literacy Test (OSSLT), administered to Grade 10 students, identify literacy needs for intermediate students. Several targeted strategies were identified in the Board Improvement Plan for Student Achievement in an effort to address these needs. The targeted strategies reflect current research on improving teacher effectiveness.

The Student Achievement Team (Literacy) consists of the Student Achievement Consultant: Literacy K-6, Student Achievement Consultant: Literacy 7-12, System Teacher: Literacy 7/8 and System Teachers: Primary Literacy (4); all of whom are working with principals and classroom teachers to support literacy initiatives across the system.

DEVELOPMENTS:

Early Primary Collaborative Inquiry (EPCI)

In keeping with the year two implementation plan of the three-year primary reading focus, Grade 2 teachers have a total of four release days over the school year to participate in network-based sessions facilitated by the Student Achievement Team (Literacy). Following the initial session, all schools have been allocated funds to support the release of teachers from Grades K-2 to work with their designated System Literacy Teacher: Primary over two days to analyze student work, co-plan and co-teach.

The Student Achievement Team (Literacy) has created and shared with classroom teachers common standards in student writing and reading comprehension for Grades K-3. These support documents will assist in developing a consistency of practice in the teaching and assessment of primary literacy skills across the system.

In light of the restrictions contained within Policy/Program Memorandum No. 155, the System Literacy Teachers conducted Developmental Reading Assessments on every Grade 1 student in September, and will do so again in June in order to measure progress toward the goals identified in the Board Improvement Plan for Student Achievement. Due to inconsistencies in teacher practices of diagnostic assessment, we are unable to gather an accurate mid-year picture of how we are progressing toward our reading goals.

Grade 7/8 Collaborative Inquiry Learning: Literacy

During Term 1, teachers from 12 schools participated in small group sessions facilitated by the Student Achievement Team (Literacy). These sessions involved co-planning, co-teaching and analyzing student work in order to uncover student thinking and improve literacy skills through the development of rich tasks, the three-part lesson, and effective assessment strategies.

During Term 2, teachers from 11 schools are participating in small-group, in-depth sessions in which teachers continue to co-plan, co-teach and analyze student work with an emphasis on teaching Literacy skills throughout different subject areas. The small groups in this project allow teachers to work divisionally within their school to delve deeper into the literacy needs of their intermediate students, and to design precise instructional approaches to address these needs.

The Student Achievement Team (Literacy) has formed a committee of teachers from Grades 7 to 10 who will come together to develop a resource for teachers of Grades 7 to 10. This resource will assist teachers in developing a common vision of the strengths and needs of the intermediate learner, and will highlight essential literacy skills at each grade level in order to gain a deeper understanding of the instructional practices that best support literacy development at the intermediate level.

Grades 9/10 Collaborative Inquiry Learning: Literacy

Teachers of Grades 9 and 10 applied level subjects participate in school-based, small group sessions in which they co-plan, co-teach and analyze student work to determine the precise learning needs of students studying at this level. In these school-based teams, classroom teachers work with the Student Achievement Consultant: Literacy 7-12 to design instructional methods that facilitate the explicit teaching of literacy skills in all subject areas at the intermediate level, as well as assessment strategies to support the development of these skills.

School Improvement Plans

To support the implementation of school improvement plans, the Student Achievement Team (Literacy) participates in school-based Professional Learning sessions at the request of principals and by availability.

Family of Schools Principal Learning Sessions

In order to support the professional learning of our principals, literacy is a focus at every Family of Schools meeting for both elementary and secondary principals. Topics of discussion include using data to drive instruction, writing standards, analyzing student work and other best practices of literacy instruction.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Plan Update – Student Achievement (Literacy) report.

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

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: March 19, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EXCURSION – FRANCE & ITALY
Public Session

BACKGROUND INFORMATION:

Assumption College School and St. John's College are requesting approval for an excursion to France and Italy from Thursday evening, March 6, 2014 to Sunday, March 16, 2014 (no school days missed as March 7, 2014 is a designated professional development day).

DEVELOPMENTS:

Approximately forty-five (45) Grades 10-12 students will be participating in this field trip. Supervising teachers will include Sylvia D'Eramo and Tina DiFrancesco. The anticipated cost of the trip for each student is approximately \$2,895.

This tour provides an excellent opportunity for students to practice the language skills acquired in the classroom and to be totally immersed in the French and Italian cultures. They will witness elements of history which they have learned about through their classroom studies and enhance their appreciation of other cultures. They will also strengthen their faith as they visit official pilgrimage sites in France and in Italy.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School and St. John's College for an excursion to France and Italy from Thursday, March 6, 2014 to Sunday, March 16, 2014.

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

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: March 19, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EXCURSION – MASSILLON, OH
Public Session

BACKGROUND INFORMATION:

St. John's College is requesting approval for an excursion to Massillon, Ohio from Friday, September 20, 2013 to Saturday, September 21, 2013 (one school day).

DEVELOPMENTS:

Approximately forty-five (45) senior students will be participating in this two-day field trip. Supervising teachers will include Peter Pomponio and Jeff DeProsperis. The anticipated cost of the trip for each student is approximately \$21. The majority of expenses are being covered by Massillon Tigers Washington High School.

This excursion will allow the Senior Football Eagles team to participate in an exhibition game and football retreat. They will also have the chance to visit the Football Hall of Fame and if time permits, to attend a college football game. This will provide participants with a great opportunity for team building and to get a sense of the history of football as a sport.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to Massillon, Ohio from Friday, September 20 to Saturday, September 21, 2013.



2012-13
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
March 19, 2013	7:00 pm 7:30 pm	Special Meeting of the Board Committee of the Whole	NEW
March 20, 2013	7:00 pm	SEAC Meeting	
March 26, 2013	7:30 pm	Board Meeting Policy Committee Mtg,	
April 8, 2013	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	NEW
April 9, 2013	9:00 am	Executive Council Mtg.	
April 9, 2013	2:00 pm	Catholic Education Advisory Committee Mtg.	
April 10, 2013	7:00 pm	SEAC Meeting	
April 16, 2013	7:30 pm	Committee of the Whole	
April 23, 2013	7:30 pm	Board Meeting Policy Committee Mtg.	
April 24, 2013	<i>RESERVED</i>	<i>Generic Board Committees Meeting Day</i>	
April 26, 2013	7:00 pm	Budget Committee Mtg.	NEW
May 1 – 3, 2013		Board Art Show	
May 2 - 4, 2013		OCSTA AGM	
<i>May 5 – 10, 2013</i>		<i>Catholic Education Week</i>	
May 6, 2013	7:30 pm	Budget Committee Mtg.	NEW
May 7, 2013	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
May 9, 2013	5:00 pm	Catholic Student Leadership Awards; with Bishop Bergie	
May 15, 2013	3:00 pm	Executive Council Mtg.	
May 15, 2013	7:00 pm	SEAC Meeting	
May 21, 2013	7:30 pm	Committee of the Whole	
May 22, 2013	<i>RESERVED</i>	<i>Generic Board Committees Meeting Day</i>	
May 28, 2013	1:00 pm	STSBHN Governance Mtg.	
May 28, 2013	7:30 pm	Board Meeting	
May 29, 2013	7:30 pm	Budget Committee Mtg.	NEW
June 6-8, 2013		CCSTA Convention	
June 13, 2013	2:00 pm	Executive Council Mtg.	
June 12, 2013	<i>RESERVED</i>	<i>Generic Board Committees Meeting Day</i>	
June 12, 2013	7:00 pm	SEAC Meeting	
June 18, 2013	7:30 pm	Committee of the Whole	
June 25, 2013	7:30 pm	Board Meeting	
June 27, 2013	4:00 pm	Assumption College Graduation	
June 27, 2013	6:30 pm	Holy Trinity Graduation	
June 27, 2013	7:00 pm	St. John's College Graduation	