



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

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

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

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

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

- 1. Opening Business**
 - 1.1 Opening Prayer
 - 1.2 Attendance
 - 1.3 Approval of the Agenda
 - 1.4 Declaration of Interest
- 2. Presentations - Nil**
- 3. Delegations - Nil**
- 4. Consent Agenda**
 - 4.1 Approval of Committee of the Whole Meeting Minutes – January 21, 2014 Pages 3-8
 - 4.2 Unapproved Catholic Education Advisory Committee Meeting Minutes -
January 16, 2014 Pages 9-11
 - 4.3 Unapproved Mental Health Leadership Team Meeting Minutes –
January 29, 2014 Pages 12-13
 - 4.4 Educational Field Trip Summary Report Pages 14-16
- 5. Committee and Staff Reports**
 - 5.1 Pathways Update Pages 17-18
Presenter: Jamie McKinnon, Superintendent of Education
 - 5.2 Information and Communication Technology Operation Plan Update Pages 19-33
Presenter: Tom Grice, Superintendent of Business & Treasurer
 - 5.3 Strategic Plan 2012-2015 – Communications Update Pages 34-35
Presenter: Tom Grice, Superintendent of Business & Treasurer



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5.4 Integration Committee Report: Blessed Sacrament and St. Anthony Daniel Pages 36-37
Presenter: Bill Chopp, Superintendent of Education

6. Information and Correspondence

7. Notices of Motion

8. Trustee Inquiries

9. Business In-camera

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

10. Report on the In-camera Session

11. Future Meetings and Events

Pages 38-39

12. Closing Prayer

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

13. Adjournment



Committee of the Whole
Tuesday, January 21, 2014 ♦ 7:00 pm
Boardroom

Trustees:

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

Absent: June Szeman (Chair)

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Trustee McKinnon.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the January 21, 2014 meeting.

Carried

1.4 Declaration of Interest – A discussion took place regarding potential conflicts of interest in relation to the Revised Budget (Item 5.2).

2. Presentations - Nil

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 November 19, 2013 meeting.

4.2 THAT the Committee of the Whole refers the unapproved minutes of the Joint Special Education Advisory Committee Meeting of December 11, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



- 4.3** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of January 8, 2014 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Dan Dignard

Seconded by: Cliff Casey

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 Reading Upgrade Program

Superintendent Telfer introduced Reading Upgrade, a web-based reading intervention program that the Board has been using for the past seven years to assist Grade 2 and 3 students who are struggling with reading. She explained how students are selected, and how the program is delivered and progress monitored by the school Special Education Resource Teacher. She introduced John Silvestri, Information Technology SERT, and Dave Szuty, eLearning Consultant who provided a demonstration of the Program and responded to trustee inquiries.

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

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

Carried

5.2 Unapproved Budget Committee Meeting Minutes and Recommendations – January 14, 2014

Acting Chair Petrella, Chair of the Budget Committee, reviewed the more significant revisions made to the 2013-14 preliminary budget. These revisions reflect changes to revenue and expenses since the June 2013 projections, including the effect of higher than projected student enrolment and the ongoing impact of the Memorandum of Understanding (MOU). He commented that budget has been allocated for hiring additional staff, supporting the new Advanced Placement programs at secondary schools, and to support enhancements in the area of Information Technology. Acting Chair Petrella also drew attention to the proposed 2014-15 Budget Procedures Manual and presented the Committee's recommendations for consideration.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole refers the unapproved minutes of the Budget Committee Meeting of January 14, 2014 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried



Moved by: Dan Dignard
Seconded by: Cliff Casey

THAT the Budget Committee recommends that the Committee of the Whole refers the 2013-14 Revised Budget Estimates, in the amount of \$118,154,110, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: Dennis Blake
Seconded by: Dan Dignard

THAT the Budget Committee recommends the Committee of the Whole refers the Budget Planning report to the Brant Haldimand Norfolk Catholic District School Board for approval of the budget procedures as outlined in the 2014-15 Budget Procedures Manual.

Carried

5.3 Goals for 2014-15 Budget

Director Roehrig briefly reviewed the key goals of the 2012-2015 Strategic Plan, which reflects the Board's commitment to providing the highest quality Catholic education to students. He commented that during the process of developing the 2014-15 Budget, adequate allocation of budget resources will be required in order to meet the goals of the Strategic Plan.

Moved by: Bonnie McKinnon
Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Goals for the 2014-15 Budget.

Carried

5.4 Special Education Funding – High Needs Amount

Superintendent Telfer provided a brief overview of the areas supported by the Special Education Grant, with special attention to the High Needs Amount (HNA) allocation which helps defray the cost of providing intensive staff support (i.e., Educational Assistants) required by a small number of students with high needs. The HNA calculation is determined by the Ministry, based on outdated data (currently 2006 Statistics Canada census data). This has resulted in a significantly inequitable distribution of funds across the province, with the Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) currently in the bottom 10 of the 72 boards in Ontario. Over the past 10 years, the BHNCDSB has been underfunded by approximately \$1 million in the area of Special Education; as enrolment continues to decline, it will become increasingly difficult to absorb this cost. Discussion ensued and trustee questions were addressed. Trustee Blake proposed the following motion:

Moved by: Dennis Blake
Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Special Education Funding – High Needs Amount report and directs the Chair of the Board to write a letter to the Minister of Education requesting redistribution of the High Needs Amount funding more equitably between all boards across the province.

Carried



5.5 Strategic Plan 2012-2015 – Leadership Update

Superintendent McKinnon provided a snapshot of the work in the area of leadership development that has been spearheaded by himself, Debbie Fullerton, the Board Leadership Development Lead, and members of the Leadership and Succession Planning Steering Committee. He commented that components of the Leadership pillar of the Board's Strategic Plan have been showcased provincially, with particular emphasis on how well this Plan is integrated and aligned with School Improvement Plans. Key program offerings, including the upcoming Student Achievement Leadership Training sessions, Cognitive Coaching training for Administrators, the Principal Leadership in Human Resources Certificate Program, mentorship for newly-appointed administrators, and ongoing professional dialogue at Principal meetings were reviewed and discussed. Trustees Casey and Dignard expressed their appreciation of the quality of work that has been done in this area, which is evident by the progression of the professionalism of staff across the system.

Moved by: Dan Dignard

Seconded by: Cliff Casey

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

Carried

5.6 Tri-Party Agreement for Notre Dame School, Branlyn Community School and the City of Brantford

Superintendent Grice presented an updated Tri-Party Agreement for the complex that encompasses Notre Dame School, Branlyn Community School and a City of Brantford Community Centre. The revised Agreement is more detailed/technical from the current one that was signed in 2000, and reflects a more equitable and accurate distribution of costs based on each partner's share of ownership and usage of the building.

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 Tri-Party Operating Agreement for Branlyn/Notre Dame School Community Centre.

Carried

5.7 Excursion – New York City, New York

Superintendent Chopp presented a request from St. John's College for approximately 50 students to travel to New York City as part of their Arts program, directing trustee attention to the sites that the students will visit, as well as the activities that they will participate in.

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to New York City, New York from Thursday, May 15 to Monday, May 19, 2014.

Carried



6. Information and Correspondence

Vice Chair Petrella circulated several Christmas cards that the Board received, as well as copies of two letters: a) a response from Minister Sandals to the Board's letter dated November 19, 2013 with respect to Diagnostic Assessment; and b) a letter from OCSTA President, Marino Gazzola dated January 8, 2014 regarding the disposition of Resolution 8-13 that the Board submitted to the 2013 OCSTA Annual General Meeting. Director Roehrig also made available copies of the 2014 Kindergarten Registration packages for trustee review.

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

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

Carried

7. Notices of Motion – Nil

8. Trustee Inquiries

Trustee Blake commented on the Board's website not being accessible during a recent inclement weather day due to it being overloaded. Superintendent Grice responded that the additional funding in the area of Information Technology will help address these types of issues.

With respect to the correspondence received from a concerned parent group in Norfolk regarding buses running during the recent inclement weather, Director Roehrig understands that the group has requested to make a presentation at the February STSBHN Consortium Board of Directors' meeting. Trustee Blake expressed his concern regarding four- and five-year old children having to walk 1.6 km to school on cold days. He added that he is aware of some boards that have shorter walking distances for their younger students. Superintendent Grice commented that although this is true, they make offsetting adjustments in other areas, i.e., they may not have courtesy riders, like we do. The following motion was proposed:

Moved by: Dennis Blake

Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board requests that the Student Transportation Services Brant Haldimand Norfolk Consortium re-examines the walking distance for primary students with an eye to reducing the walking distance from the current 1.6 km.

Carried

In response to Trustee Blake's inquiry if there is a staff directive addressing the use of personal electronic devices such as cell phones in the classroom, Director Roehrig advised that there is no formal directive, but if trustees are aware of specific incidents of inappropriate use of technology during instructional time, to please advise a superintendent.

9. Business In-Camera

Moved by: Dan Dignard

Seconded by: Dennis Blake

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

Attention was drawn to the revised listing of 2013-14 meetings and events for trustees.

12. Closing Prayer

A closing prayer was led by Trustee Blake.

13. Adjournment

Moved by: Cliff Casey

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of January 21, 2014.

Carried



**Catholic Education Advisory Committee (CEAC)
Thursday, January 16, 2014 ♦ 1:00 p.m.
Boardroom**

Present: June Szeman (Chair), Karen Bouw, Georgia Athanasiou, Cliff Casey, Father Alan Dufraimont, Lisa Gleason, Charmaine Hanley, Father Tim Hingston, Tom Laracy Jr., Derek McEachen, Bonnie McKinnon, Christina Morrison, Chris N. Roehrig, Deanna Smith, Paul Tratnyek, John Webb, Roger Lawler (Resource to the Committee)

Absent: Kathleen Evans, Sean Roche, Father Wieslaw Woloszyn

1. Opening Prayer & Welcome

June Szeman opened the meeting with prayer. She introduced and welcomed two new parent representatives to the Committee - John Webb and Deanna Smith.

2. Approval of the Agenda

Moved by: Bonnie McKinnon

Seconded by: Charmaine Hanley

THAT the Catholic Education Advisory Committee approves the agenda of the January 16, 2014 meeting.

Carried

3. Approval of Minutes – October 9, 2013

Moved by: Fr. Alan Dufraimont

Seconded by: Tom Laracy Jr.

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

Carried

4. Information Items

4.1 Strategic Plan – Faith Formation

Paul Tratnyek, Faith Animator, brought the committee up to date on the Praxis of Faith Series, Christian Meditation with Children at pilot schools, the next event for the system's Faith Formation Team at Ignatius College in Guelph, and details about the St. Jerome's University Lecture Series, which is an event made possible by the Hamilton Diocese Partnership. He drew attention to a few highlights including the goal of recording and webcasting some Praxis of Faith events in order to accommodate busy schedules and Fr. Laurence Freeman, Director of the World Community for Christian Meditation visiting St. Mary's school in Hagersville on June 2, 2014 to meet students and parents, and returning next February to attend an event at the Board office.



4.2 Strategic Plan - Religion and Family Life

Derek McEachen, Acting Student Achievement Consultant: Religion & Family Life, spoke about two monographs being produced for Elementary Religion and Family Life Curriculum Champions. The first monograph provides a summary of the CCCB/ACBO textbook themes for Grades 1-12 for religious education. The second monograph, currently in draft form, provides a summary of the ICE policy documents for religious education for Grades 1-12, with intentional links to the textbook programs of the CCCB/ACBO.

An update was given regarding the progress of the Compassionate Care Resources Committee, which has begun reviewing and updating response guidelines which can be used by our school communities at times of tragedy/grief.

A teacher booklet was shared, which will be given to all secondary teachers at the upcoming January 31 PA Day. The focus of the PA Day is making connections between the Ontario Catholic School Graduate Expectations and professional practice with students.

Invitations were offered to attend the January 17 Grade 9 Rich Culminating Performance Task at Assumption College and the upcoming Kookies for Kenya events at St. Pius X parish.

4.3 Updates from the Dioceses

Brant Deanery – Father Tim commented on some restructuring regarding diocesan operations (e.g., cemeteries), and also gave updates on ecumenical opportunities during the Week of Prayer for Christian unity.

Ingersoll Deanery – Father Al had no new reports to share.

4.4 Update from F.A.C.E.

Roger Lawler, F.A.C.E. Project Manager, provided an update of friends and advocates of Catholic education (which involves various partners like bishops, trustees, etc.). He indicated how F.A.C.E. works to protect our Catholic schools/education through advocacy, with recent initiatives to support Catholic schools in light of the upcoming provincial elections, including being in contact with all provincial parties and providing data around such unfounded claims as the suggested substantial monetary savings that would be realized by having one school system.

5. Discussion Items

5.1 Creation of Brant Haldimand Norfolk Catholic Service Organizations Council

Director Roehrig offered insight into ways of supporting a robust Catholic Education System by ensuring our schools are outward looking with our partners in Catholic education (parishes, families, service organizations, etc.). A “Catholic Service Organizations Council” composed of a variety of partners (CWL, Knights of Columbus, parishes, Society of St. Vincent de Paul, etc.) may be a way of making connections, continuing dialogue, and spreading the net a little wider.



5.2 Response to One School System Initiative

Director Roehrig garnered ideas from the group concerning a response to One School System.

Suggestions included:

- inviting MPPs to be members of the proposed Catholic Service Organizations Council (the example given of how that was done in Waterloo to keep St. Mary's hospital open)
- building relationships, rather than just "fixing things"
- being together speaking with one voice
- get out to vote; be citizens, not just consumers
- keep building on what we do (keeping the press informed and becoming a part of citizenship events in the community)
- look at ways of bringing in groups who may be associated with other dioceses (i.e., Diocese of St. Catharines)
- continue to educate the community and educate ourselves (know the system and its history; own the system)
- need to have two conversations (one at the wall; one over the wall)
- recognize the needs of parents to know the history of our Catholic school system
- be intentional about communicating our central theme in the Catholic Graduate Expectations
- engage our partners, with parents as a focus

5.3 Review of Two Documents:

OCSTA Building Bridges Document

Director Roehrig led us in reflecting on the document, which was published after our Board's School-Parish Guidelines Administrative Procedure.

School-Parish Guidelines AP 800.01

Director Roehrig led the Committee in revisiting this document.

Some of the feedback received on these documents included:

- critical relationships expressed
- regularly revisiting documents will be important
- caution with dates (i.e. June – pastor moves in parishes happen at that time)
- representation from schools on Parish Councils could be intentional, though Parish Councils have different approaches in every area

6. Adjournment

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



**Board Mental Health Leadership Team Committee
Wednesday, January 29, 2014
Room 116**

Present: Dianne Wdowczyk (Chair), Dennis Blake, Bill Chopp, Terry Dunnigan, Derek McEachen, Karen Mitchell, Terre Slaght, Arden Smelser, Alice Sroka, Andrea Winger

Absent: Tracey Austin (minutes only member), Humberto Cacilhas, Carmen McDermid, Chandra Portelli

1. Opening Prayer

Prayer read by Dianne Wdowczyk

2. Approval of the Agenda

The agenda was approved, as distributed.

3. Approval of the Minutes – N/A

4. Discussion Items

4.1 Welcome and Introductions

Dianne Wdowczyk welcomed all members. Members introduced themselves and discussed their motivation for joining the Board Mental Health Leadership Team. A clear linkage was established between the portfolios held by each member at the table, and mental health. Committee Members' Portfolios include: Superintendent of Education (Mental Health, Equity & Inclusion, Aboriginal Education), Mental Health Lead, School Social Work, Safe Schools, Student Achievement - Religion and Family Life, Student Achievement - Special Education, Student Achievement K-12, Continuing Education, Elementary and Secondary Schools, and Communications and Public Relations.

4.2 Mental Health Strategy Update

Dianne Wdowczyk shared a PowerPoint which reviewed Ministry commitments and the importance of Mental Health awareness in schools (copy attached).

4.3 Mental Health Leadership team

Dianne Wdowczyk reviewed expectations of the Board Mental Health Leadership Team. Central functions include providing input to the Board Mental Health Strategy, assisting with communication to and from board stakeholders, assisting with system coordination and alignments, and support strategy implementation. Deadline for submission of the first draft of the Board Strategy is March 31, 2014. The final Board Mental Health Strategy, endorsed by the Superintendent or Director of Education, is due at the Ministry by July 15, 2014.



5. Information Items

5.1 Feedback from Board Scan/Resource Mapping

Dianne Wdowczyk shared the results of the Mental Health Scan completed by school administrators. 30 out of 34 schools have responded to date. It was noted that these scans were completed by Administrators only and information should be collected from teachers, students and parents, if possible. Dianne also indicated Resource Mapping was underway and that it is important to complete in order to assess any board Mental Health resources we may have.

5.2 Organizational conditions

Dianne Wdowczyk indicated that the Ministry has identified its 'First Priorities' when addressing Student Mental Health. They include:

1. Organizational Conditions (addressing structural challenges)
2. Mental Health Capacity Building (addressing knowledge challenges)
3. Implementation of Evidence-Based Mental Health Promotion and Prevention Programming (addressing implementation challenges).

The group was asked to consider and reflect on these priorities and the following Organizational Conditions for our next meeting:

- Commitment
- School Mental Health Leadership Team
- Clear and Focused Vision
- Shared Language
- Assessment of Initial Capacity
- Standard Processes
- PD Protocols
- School Mental Health Strategy/Action Plan
- Broad Collaboration
- Ongoing Quality Improvement

5.3 Strategic Planning

This item was deferred to the next meeting.

6. Adjournment

**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: February 18, 2014
Submitted by: Chris Roehrig, Director of Education & Secretary

EDUCATIONAL FIELD TRIP SUMMARY REPORT

Public Session

BACKGROUND INFORMATION:

Attached is a summary (Appendix A) of educational field trips that have been approved during the period of September 1, 2013 and January 31, 2014.

The educational field trips included are those that involve overnight or extended overnight, as well as excursions.

RECOMMENDATION:

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

EDUCATIONAL FIELD TRIP APPROVAL REPORT - MONTHS OF: September 3, 2013 – January 31, 2014

School	Destination and Type		Curriculum Expectations	Date dd/mm/yy	Duration (days)	# of School days	# of Students on Trip	# of Teacher(s) Chaperones	Cost to Student	Transportation	Superintendent
	Legend										
	a. Overnight b. Extended Overnight c. Excursion										
Assumption/ Holy Trinity	b.	Quebec City	<ul style="list-style-type: none"> The FSL curriculum has put the focus on oral language and the development of strong oral communication skills. Students will have numerous opportunities to listen and speak French, giving them an authentic learning experience. 	02/13/14	6	2	50	2	\$650	Bus	J. McKinnon
Assumption	c.	Lansing, Michigan	<ul style="list-style-type: none"> Team building activity and an exhibition game against Lansing Catholic 	10/18/13	2	2	40	2	\$0	Bus	J. McKinnon
St. Stephen	B	Lionshead, Ontario	<ul style="list-style-type: none"> Camp Celtic Sports & Arts Camp Health Arts to help students become meaningful members of society and promote their own personal well-being 	31/05/14	4	2	23	3	\$465	Bus	Bill Chopp
St. Johns College	A	Apps Ridge, Brantford	<ul style="list-style-type: none"> P.U.S.H. (Pray Until Something Happens) – opportunity for the kids to reconnect with God, goodness and hope 	23/09/13	2	2	42	3	\$100	Bus	J. McKinnon
St. Johns College	A	Apps Ridge, Brantford	<ul style="list-style-type: none"> P.U.S.H. (Pray Until Something Happens) – opportunity for the kids to reconnect with God, goodness and hope 	25/09/13	2	2	48	3	\$100	Bus	J. McKinnon
St. Gabriel	B	Lionshead, Ontario	<ul style="list-style-type: none"> Camp Celtic Sports & Arts Camp Health Arts to help students become meaningful members of society and promote their own personal well-being 	30/05/14	4	2	38	2	\$465	Bus	Bill Chopp
Assumption	A	Port Elgin, Ontario	<ul style="list-style-type: none"> Golf Tournament – students qualified for CWOSSA 	02/10/13	2	2	4	2	\$60	Car	J. McKinnon
Holy Trinity	C	Italy	<ul style="list-style-type: none"> By participating in this experience students will recognize the spiritual and sacramental dimension implicit in human experience and the created world. 	07/03/14	10	0	21	3	\$3,499	Bus, train, plane	J. McKinnon
Holy Trinity	C	New York City	<ul style="list-style-type: none"> Students will have the opportunity to see a variety of significant works of art at five different museums and galleries in addition to participating in a workshop at the famous Guggenheim Museum. 	15/05/14	5	1	40-50	4	\$725	Motor Coach	J. McKinnon

School	Destination and Type		Curriculum Expectations	Date dd/mm/yy	Duration (days)	# of School days	# of Students on Trip	# of Teacher(s) Chaperones	Cost to Student	Transportation	Superintendent
	Legend a. Overnight b. Extended Overnight c. Excursion										
Jean Vanier	A	Ottawa, ON	<ul style="list-style-type: none"> French (both immersion and core French) Geography History Arts (music, drama, dance, visual arts). 	29/05/14	3	2	62	3	\$450	Motor Coach	Bill Chopp
Assumption	A	Kingston, ON	<ul style="list-style-type: none"> Girls Hockey Tournament 	15/12/13	3	2	20	4	\$220	Motor Coach	Jamie McKinnon
Assumption	A	Kingston, ON	<ul style="list-style-type: none"> Boys Hockey Tournament 	15/12/13	3	2	20	3	\$220	Motor Coach	Jamie McKinnon
Notre Dame C	A	Ottawa, ON	<ul style="list-style-type: none"> Graduation Trip new cultural and educational experiences promote understanding between cultures and societies promote social experience 	29/05/14	4	2	38	3	\$600	Coach Bus	Bill Chopp
Assumption	A	Etobicoke, ON	<ul style="list-style-type: none"> OFSSA Finals 	06/11/14	2	1	44	4	\$25		Jamie McKinnon
St. Patrick C	A	Lion's Head, ON	<ul style="list-style-type: none"> Year-end trip shared leadership team development achieving goals 	05/30/14	4	2	30	2	\$465	Bus	Bill Chopp
Assumption, Holy Trinity, St. John's	C	Staten Island, NY	<ul style="list-style-type: none"> Mission Trip – St. Charles Seminary - Mennonite Disaster Service construction and clean-up project as a result of Hurricane Sandy. 	01/25/14	7	0	20	TBD	\$0	Coach Bus	Jamie McKinnon
St. Michael's Dunnville	A	Port Sydney, ON	<ul style="list-style-type: none"> Year-end trip Phys. Ed curriculum – challenge courses, mountain biking, guided hikes, team building games, volleyball, soccer, football, baseball, ultimate Frisbee, basketball, ball hockey. 	06/12/14	3	1	30	2+	\$240	Bus	Bill Chopp
St. Theresa & St. Anthony Daniel	A	Niagara Falls, ON	<ul style="list-style-type: none"> Phys. Ed. - Hiking History – Fort George (War of 1812), canal system Geography – Niagara Falls, Niagara Gorge 	06/12/14	2	2	32	2	329.17	Coach Bus	Bill Chopp
St. John's College	A	York, ON	<ul style="list-style-type: none"> Girls Hockey Tournament 	02/04/14	2	2	18	4	\$25	Cars/Vans	Jamie McKinnon
St John's College	C	New York City, NY	<ul style="list-style-type: none"> Study of Art and Architecture from numerous periods and cultures Photography Exploration of New York City 	05/15/14	5	2	35-40	3	\$569-\$619 + Theatre Ticket	Bus	Jamie McKinnon

**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: February 18, 2014
 Submitted by: Chris N. Roehrig, Director of Education & Secretary

PATHWAYS UPDATE

Public Session

BACKGROUND INFORMATION:

The Board Improvement Plan for Student Achievement (BIPSA) is developed within the context of the Strategic Plan and is aligned to the four pillars that support student learning and achievement from Kindergarten to Grade 12. The BIPSA pillars include Literacy, Numeracy, Pathways, and Catholic Faith, Community and Culture.

DEVELOPMENTS:

As per the Board Improvement Plan for Student Achievement, Pathways continues to be a focus moving forward, supported by Peter Svec, Pathways Consultant, guidance staff, and a host of committed staff in schools bringing meaning to learning experiences. Building on our work to date outlined here, the Ministry of Education has produced enhanced pathways curriculum entitled Creating Pathways to Success. This is a framework for exploring student interests, strengths and career options. As outlined in the School Effectiveness Framework, students, parents and teachers will understand the full range of pathways, options and supports that are available, as well as build on in-school and out-of-school experiences.

Much of our current work has been in support of this curriculum and we will continue to build on Individual Program Plans (IPP) and transition planning. Listed below is an update of several initiatives aimed at increasing awareness and exposure to a variety pathways and our commitment to future career opportunities:

Initiative	Update
Vex Robotics training project Grades 7-9 <ul style="list-style-type: none"> • Contextual learning utilizing math, science and literacy skills in applied medium of robotics 	<ul style="list-style-type: none"> • Year 3 of the Vex Robotics Project • Career, pathways and apprenticeship presentation as part of robotics training • Implementation in Grade 9-12 programs (Grade 9 Integrated Tech, Grade 10-12 Computer Engineering) • Elementary School Robotics Competition implementation • Curriculum-based instruction
Technology Visits for Grades 7-8 students <ul style="list-style-type: none"> • Students participate and apply learning in shop settings • Exposure to application of learning in technology settings in the secondary school labs and shops • Access to equipment and facilities not available in elementary classrooms • Exposure to future pathway opportunities and contexts for intermediate students and staff 	Grade 8 students and staff visit all tech sectors offered at secondary feeder schools during January exams. Grade 7 students and staff visit all tech sectors offered at secondary feeder schools during June exams. <ul style="list-style-type: none"> • Hands on projects completed in each tech area • Information regarding course pathways throughout high school, career choices and opportunities are presented to students and staff during visits • 10% increase in tech registrations over the past two years

Initiative	Update
<p>5.2 Authentic learning experiences and experiential learning are built into all subject areas and programs.</p> <p>5.3 Students, parents, and teachers understand the full range of pathways, options, programs and supports that are available.</p> <p><i>(Reference: BIPSA – School Effectiveness Framework Indicators for Program and Pathways)</i></p>	<ul style="list-style-type: none"> • Increase in SHSM programs offered to a total of 21 programs in 9 sectors with 30% of Grades 11-12 student population enrolled <ul style="list-style-type: none"> ○ Agriculture (HT) ○ Arts and Culture (ACS, SJC) ○ Business (ACS) ○ Construction (ACS, HT, SJC) ○ Health and Wellness (ACS, HT, SJC) ○ Hospitality and Tourism (ACS, HT, SJC) ○ ICT (ACS, HT, SJC) ○ Sports (SJC) ○ Transportation (ACS) • AOYAP <ul style="list-style-type: none"> ○ has run for two consecutive years ○ have run three Cook Level 1 and two AST Level 1 during night school • Currently offering Dual Credits with Mohawk in Construction at SJC • Career Exploration Grades JK–12 at St. Gabriel, St. Basil, and Notre Dame (Caledonia) • Pathways evening at secondary schools during parent teacher interview night, both semesters. • Skills Ontario increase in competitions by 25% over the past two years • Reach Ahead/Experiential Activities continue to increase through SHSM and Co-op. <ul style="list-style-type: none"> ○ Carbon Footprint – planted 6,000 trees over the last three years • Native Carving • Pathways to Work - Male & Female (Grade 10) • Grades 5-7 Career Exploration at St. Anthony Daniel and Blessed Sacrament schools • Grade 8 Job Shadowing with Co-op students • ACS Family of Schools Grade 5 and Grade 8 - career/pathway information session • College competitions for Hospitality • Living Rock SoupFest Competition • <i>Beginning the Journey</i>, parent and student Pathways Planning Information Booklet • Charting Courses – Career and Pathway planning guide for students and parents

RECOMMENDATION:

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

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: February 18, 2014
Submitted by: Chris N. 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, a presentation of the Board's Information and Communication Technology Operation Plan was made by the Information and Communications Technology Team, which included members from both academic and corporate service functions. Updates were to be provided to the Board on an annual basis.

The Information and Communication Technology Operation Plan was developed such that it aligned with the Board's strategic commitments and supports the Board's Improvement Plan. It 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 updates are provided in each functional area, which indicate completion of existing items and future direction in the area.

Wireless Learning Environment

- Wireless in all elementary schools (with coverage in most learning spaces).
- Wireless in secondary schools completed with almost complete coverage.
- Wireless access to the Internet will be segmented to provide both public and secure access in anticipation of staff Bring Your Own Technology (BYOT) plans.

Board Portal

- New Staff Portal using Microsoft's SharePoint software rolled-out to the system.
- Development of team spaces within the Portal is complete.
- Explore how to provide access to similar resources for students (i.e., Skydrive, cloud-based productivity suite, collaboration spaces).
- Explore how the Portal can be used to enhance communication with our community partners (i.e., parents, community agencies).

Upgrading Learning Spaces

- Currently in year two 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 have been purchased and installed in the majority of all elementary and secondary classrooms.
- All full-time elementary teachers and Early Childhood Educators (ECEs) have NetBooks.
- Engage with staff and students to pilot and evaluate NetBook cart projects (i.e., wireless needs, durability, textbook / paper cost savings, impact on engagement, impact on student achievement).
- Explore solutions that ensure classroom teaching and learning technology is fully accessible.
- Inventory existing sound systems, identify projected life, explore solutions, plan for next steps, and refine processes to more effectively evaluate the impact of technology investments.

eLearning

- Ministry target of 25% of teachers and students using the Ministry's Desire2Learn eLearning tool has been met.
- Integrate eLearning resources into literacy and numeracy workshops and instructional materials.
- Develop a central access point within the eLearning system to enable users to seamlessly access other digital resources provided by the Board and the Ministry of Education.
- Explore using the D2L platform to provide summer school courses.

Managing Students and Board Administrative Data

- Fully transitioned the system to the new PowerSchool Student Information System in September 2013.
- Continue building data connections between systems.
- Develop in-house report building expertise.

Technology to Support Innovation and Special Projects

- Processes have been developed and implemented to manage innovation from procurement to staff development, 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.
- Enhance the Portal to simplify the ordering of technology items.

Evidence-Informed Decision Making

- Enhancements to data dashboards being developed to allow presentation ease of student assessment data.
- Online reports are in development to support strategic priorities.
- Create unique graphical and data-rich dashboards for all staff.
- Link reports to resources that support achievement of key priorities.

Promoting Safe, Effective and Appropriate Use through Governance and Policy

- The Electronic Communications and Social Media Policy has been vetted, approved and released to the system.
- Train staff and students regarding the implementation of policies for social media.
- Develop procedures with respect to Bring Your Own Technology (BYOT).
- Communication / enforcement of administrative procedure for new technology.
- Communication and enforcement of policies to promote security of information and the network.

Building System Capacity

- Continue refinement of the Portal and Learning Management System to align with the Board's key learning priorities and needs identified through feedback.
- Train program staff on the use of key technology resources to achieve the Board's key priorities.

Enterprise Applications and Corporate Communications

- Migration completed for all staff and students from FirstClass to Microsoft Outlook for email and calendar functions.
- Lync introduced to enhance staff support / development / collaboration.
- SharePoint introduced to enhance the existing Staff Portal.
- Office365 introduced to all staff and students to provide ubiquitous access to email, calendaring, productivity software, files and collaboration tools.
- Fact sheets, online videos and alternative training resources to supplement the roll-out were provided to staff.
- Complete migration of staff and student devices from Windows XP to Windows 7.
- Upgrade all hardware and software for Board databases, including an update to the latest revision of Microsoft SQL Server.
- Implement Microsoft Systems Center suite over the next three years in a phased implementation, beginning with Configuration Manager.
- Explore a document management solution.

Disaster Recovery Strategy

- Explore 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.
- Investigate the use of private cloud-based backups to supplement current backup practices.
- Use of Virtual Machines for key systems to reduce the time and complexity of server restoration in the case of system failures.
- Review current back-up strategies to ensure alignment with the Disaster Recovery Plan.

Infrastructure Reliability

- Additional fibre build completed for central Internet connectivity, as well as to facilitate access to the Ontario Research and Innovation Optical Network (ORION).
- Continually upgrade network infrastructure to ensure reliability.
- Conduct security audits and external penetration tests once every two years.
- Upgrade to fiber links wherever possible.
- Add second Internet lines to each secondary school to support additional traffic from BYOT initiative.

Improving Technical Support Mechanisms and Teaming

- The IT Operation Plan has anchored the activities of the team, enabling improvements in process, increased efficiencies and improved service to the system.
- Electronic forms and processes continue to be developed to replace paper-based forms including absence, mileage, timesheets and expense forms.
- An electronic form and process has been developed in support of the Termination, Resignation and Retirement flow of activities.
- Continue investment and development of the IT Help Desk.
- Review infrastructure management needs and identify specialized technical support roles.
- Review of IT Department staff organization and responsibilities.

RECOMMENDATION:

THAT the Committee of the Whole refers the Information and Communication Technology Operation Plan Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.



Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2014-17

The Brant Haldimand Norfolk Catholic District School Board continues to be at the forefront of strategic technology investment to support teaching and learning. Being agile has been identified as one of the key factors supporting our success. In order to continue to be responsive to changing technologies, teaching practices and student learning needs, the current plan will focus on providing the kind of infrastructure that will enable the greatest range of possibilities. Continuing to anchor the plan is our Board's *Why Statement* around technology investment. "Research indicates that until a District can clearly define the reason for buying it (technology); and that the reasons are related to their educational priorities — the technology will be merely supplemental to what the District is attempting to achieve versus truly being an integral part of the teaching and learning process" (IBM Report). Below is our Board's *Why Statement*:

We will use information and communication technology to enhance teacher practice, student engagement, improve student achievement and meet the needs of the 21st century learner.

SUMMARIZING SUCCESSFUL OUTCOMES FROM THE PREVIOUS PLAN

Significant results have been realized in the three years since the implementation of the original Information and Communication Technology Operational Plan. Improvements in hardware, software and infrastructure, along with effective planning, implementation, monitoring and teamwork has resulted in:

- Improved access to learning via expanded wireless infrastructure in elementary schools.
- The introduction of wireless Internet access to secondary schools.
- Dramatically-improved network and Internet speed.
- The introduction of a new email, calendar and communication platform.
- Increased staff capacity with technology.
- Alignment of hardware deployment standards in elementary schools to support achievement of learning goals identified by Board and School Improvement plans.
- The migration of staff and students to the provincial learning management system.
- The migration of staff and students to a new student information system.
- The introduction of mechanisms to ensure scalable and manageable support for innovative special learning projects.
- Enhanced connections between the Data Warehouse and various Board priorities.
- Revised policies and procedures that govern effective and appropriate technology use.





Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2014-17

PROVIDING THE CONTEXT - PLANNING WITH A CATHOLIC PERSPECTIVE

Being called to be disciples of Jesus is integrated in all Board activities. The following principles of Catholic social teaching have been embedded in planning processes:

- **The Dignity of the Human Person** - Every human being is created in the image and likeness of God. How technology can be used as one of the enablers to ensure that all individuals meet with success has been considered throughout this Plan.
- **The Common Good** - The individual does not have rights at the expense of others. Policies and procedures are reviewed and revised to make every effort to ensure that the common good is upheld.
- **Subsidiarity** - All people have a right to participate in decisions that affect their lives. Through advisory groups and electronic feedback mechanisms, end-users will help to shape the resources we provide and how they are accessed.
- **Solidarity** - Through review and diligence concerning policies, structures and resources, the inclusion and well being of all members of our community will be promoted regardless of ethnic, gender, sexual orientation, cultural, religious or political differences.
- **Preferential Option for the Poor** - Technology planning will place a high priority for those within our community who have less access to devices and connectivity. Every effort will be made to remove barriers to participation.
- **Participation** - Everyone has the right to participate in activities necessary for human fulfillment such as work, education and political participation. Through the use of technology, opportunities for participation, not previously possible, will be provided, so that all members of the community are valued and supported.
- **Stewardship of the Environment** – All members of a community have a responsibility to care for the earth’s resources. The Plan addresses this duty by promoting and providing access to digital information effectively and efficiently; thereby reducing the need for paper copies.





Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2014-17

PURPOSE AND GUIDING PRINCIPLES

The Operational Plan outlines how technology will be used to help achieve strategic priorities. The following principles are embedded in the plan:

- Ensuring district-wide standards promote access for all staff and students.
- Directly linking technology investment and strategic planning to district priorities.
- Refining mechanisms that enable collaboration and staff development.
- Using feedback to ensure alignment of software, hardware and infrastructure to key priorities.
- Improving technical support mechanisms.
- Improving policies and procedures to manage the effective use of these resources.

EMPLOYEE PORTAL

The most recent iteration of the Board Portal has provided staff with access to employee information, student achievement data, curriculum resources, administrative information and professional learning resources within a set of centralized cloud-based resources. It is beginning to be used as a collaboration space to extend and enhance professional learning activities. Research shows that learners who actively engage in creating and sharing their learning get much more out of the experience. The Portal provides opportunities for staff members to blog about their learning

and the impact the new learning/approaches have had on their students. Blogs provide opportunities for other staff to read about the growth of their peers and to comment/connect to further the discussion (knowledge mobilization). The Board Portal will be refined to increase ease of use, to promote greater access to information, to provide enhancements requested through feedback and to help drive the professional learning activities that enable staff to provide the best learning opportunities possible to students. Providing access to a similar resource and collaboration space for our students and community partners will also be explored.



Actions:

- Use feedback from staff to guide enhancements to the user interface and functionality.
- Promote the Portal as a means to realize efficiencies in work processes.
- Promote the Portal as a professional learning resource.
- Promote the Portal as a collaboration resource.
- Explore how to provide access to similar resources for students (i.e., Skydrive, cloud-based productivity suite, collaboration spaces).
- Explore how the Portal can be used to enhance communication with our community partners (i.e., parents, community agencies).



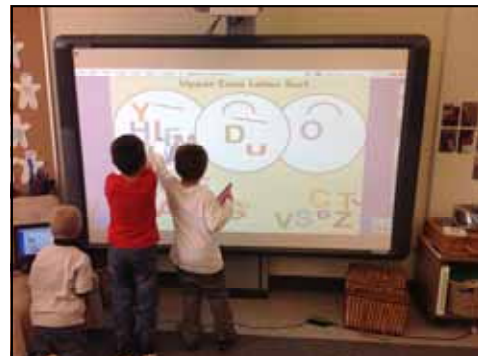
Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2014-17

UPGRADING LEARNING SPACES



As per the original IT Operational Plan, the completion of the three-year hardware refresh in elementary schools is nearly complete. This activity included school consultations, adjustments to the number of machines available to students based on learning goals, the removal of older machines and the distribution of newer equipment for student use. The distribution of NetBooks to all elementary classroom teachers, French-as-a-Second Language teachers, Preparation Time coverage teachers, ELKP teachers and Early Childhood Educators has also been completed.



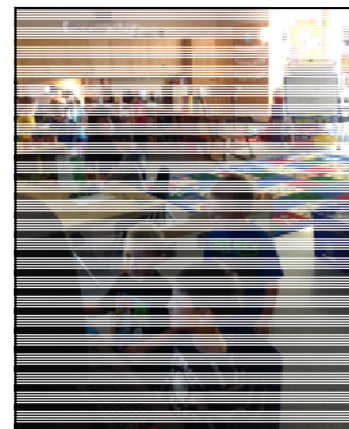
The distribution of this hardware coincided with the removal of teacher desktop computers. A device was provided for each classroom to promote simplifying the connection of a teacher NetBook to the existing peripherals in the classroom (i.e., speakers, mouse, keyboard, projector, interactive whiteboard, etc.). The goal of introducing teacher NetBooks to build Information and Communication Technology capacity in elementary schools was a tremendous success. Improved capacity made the introduction of new electronic communication, student information and learning management systems possible.

The spirit of the initial IT Operational plan suggested placing technology at the point of instruction. While technology was provided at the point of instruction in our Kindergarten to Grade 3 (including $\frac{3}{4}$) classrooms, limitations with classroom space, our concerns regarding the durability of mobile devices, the premium cost of mobile devices; along with other factors, were barriers to providing technology at the point of instruction opportunity for the remainder of students in the current cycle. The result is that many schools continue to have computers grouped in learning spaces, such as labs, rather than in classrooms. Schools with learning pods adjacent to classrooms have situations more closely aligned with technology at the point of instruction model. As the next refresh cycle is planned, all opportunities, which will enable technology at the point of instruction, including, but not limited to, replacing student workstations with mobile devices and allowing staff/students to bring their own devices will be explored. The introduction of mobile labs could free-up space within libraries, enabling them to become more dynamic learning spaces.



The refresh planning in our secondary schools will be a greater focus this cycle. The introduction of wireless to our secondary school has broadened the range of possibilities. Secondary school staff and students will be consulted to identify solutions to meet teaching and learning needs in their environment and begin to plan and refresh resources to support them.

Developing plans to provide Catholic Education Centre staff with appropriate equipment, within a manageable budget cycle, is another focus of this current plan. Existing practices will be reviewed, needs assessed and a plan developed.





Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2014-17

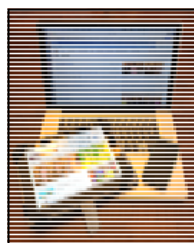
UPGRADING LEARNING SPACES CONTINUED ...



Actions:

- Continue to implement and support the 21st Century Project.
- Continue to improve images, devices and infrastructure to support learning activities.
- Continue to refine technology footprint in schools to support changing teaching and learning practices.
- Continue to engage with elementary and secondary staff and students to identify software, hardware and infrastructure needs as well as solutions that will enable key learning priorities to be realized.
- Engage with staff and students to pilot and evaluate NetBook cart projects (i.e., wireless needs, durability, textbook/paper cost savings, impact on engagement, impact on student achievement).
- Explore solutions that ensure classroom teaching and learning technology is fully accessible.
- Inventory existing projectors, identify projected life, explore solutions, plan for next steps.
- Inventory existing sound systems, identify projected life, explore solutions, plan for next steps.
- Refine processes to more effectively evaluate the impact of technology investments.
- Inventory non-teaching staff technology, identify needs and establish plan to enable a manageable refresh cycle; both from a budgetary and human resource standpoint.

WIRELESS LEARNING ENVIRONMENTS



Improving infrastructure to enable the widest variety of learning activities is an underlying theme in the Plan. Mobile devices are becoming more prominent as a tool for learning. By providing a robust wireless infrastructure, staff and students will be able to take advantage of mobile learning and bring your own device (BYOD) opportunities.

Actions:

- Complete the installation and configuration of wireless controllers in all schools.
- Create/provide segmented public wireless access to the Internet.
- Create pilot projects to test and inform the implementation.



Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2014-17

PROVIDING LEARNING OPPORTUNITIES BEYOND THE BRICKS AND MORTAR CLASSROOM



To promote consistency with Ministry of Education initiatives, staff and students were transitioned to a new Learning Management System (LMS) called Desire 2 Learn (D2L). The transition provided an opportunity to refine teaching and learning practices within an LMS. As non-traditional learning opportunities expand, every effort will be made to ensure staff and students use effective teaching and learning practices in a manner that reflects our Catholic values.



Actions:

- Continue to promote effective teaching and learning practices in the LMS environment.
- Continue to develop eLearning model for the Board.
- Integrate eLearning resources into literacy and numeracy professional development workshops and instructional materials.
- Develop a central access point within the eLearning system to enable users to seamlessly access other digital resources provided by the Board and the Ministry of Education (i.e., email, Ontario Education Resource Bank, Gizmos, etc.).
- Explore using the D2L platform to provide summer school courses.
- Explore integration of additional learning and communication resources.
- Explore expansion of online course opportunities for students.



MANAGING STUDENTS AND BOARD ADMINISTRATIVE DATA



Reporting accurate and timely information to the Ministry of Education is a requirement of any publicly-funded school board in Ontario. The Board's student information system (SIS) enables staff to manage schools and fulfill reporting requirements. During the 2013-14 school year, staff transitioned to a new student information system called PowerSchool. Training ensured data entry needs and deadlines were met. Data Services staff worked to ensure connections to the Academic Warehouse, Human Resources and other systems were redeveloped. Staff development and data integration activities will continue throughout the 2014-15 school year.

Actions:

- Continue to develop Data Services staff expertise in PowerSchool.
- Continue building data connections between systems.
- Continue training office and teaching staff in PowerSchool.
- Develop in-house report building expertise in PowerSchool.





Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2014-17



TECHNOLOGY TO SUPPORT INNOVATION AND SPECIAL PROJECTS

Innovation is essential to ensure staff and students are capable of using technology effectively and appropriately in new and inventive ways. Through the use of administrative procedures and electronic processes, requests to purchase and integrate new technologies are managed in a manner that is sustainable and linked to the Board’s key learning priorities. Infrastructure and devices that enable opportunities for innovative approaches to teaching and learning will continue to be supported.

Actions:

- Continue to monitor and support innovative projects
- Use feedback from staff to refine the application process
- Enhance the Portal to simplify the ordering of technology items

PROMOTING SAFE, EFFECTIVE, AND APPROPRIATE USE THROUGH GOVERNANCE AND POLICY

The staff of the Brant Haldimand Norfolk Catholic District School Board promote the development of skills, talents, and attitudes of mind that enable the children we serve to be successful beyond their schooling and to conduct themselves in a manner that promotes the dignity of the human person and our Catholic values. With the advent of the Internet, the communities students participate in has expanded dramatically. Because of this, promoting appropriate digital behaviour has become very important. Policies and procedures that govern this behaviour will continue to be reviewed and refined to enable appropriate participation, the development of 21st Century Fluencies, and the achievement of curriculum goals, while maintaining the security and integrity of information and network resources. Standards are being reviewed and revised to enable staff and students to access information in a consistent and secure manner from within and (eventually) beyond our buildings. Policies will be reviewed to remain relevant as new technologies emerge.



Actions:

- Review and refine Internet access policies to enable key learning priorities
- Engage computer site administrators to develop best practices for social media and related resources
- Train staff and students on the implementation of policies for social media
- Develop procedures with respect to bring your own technology (BYOT)
- Development of standards and policies to enable secure access to Internet-based applications and information
- Communication/enforcement of administrative procedure for new technology
- Communication and enforcement of policies that promote personal security as well as the security of information on the Board’s network



Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2014-17

BUILDING SYSTEM CAPACITY

Emerging technologies and software services provide new teaching and learning opportunities for students and staff of the Board. While the organization will continue to invest in resources that enable 21st Century Learning opportunities, it is understood that technology itself is not the answer. In order to enable staff to make effective use of new technologies and new pedagogical approaches, it will be essential to have a well-conceived and carefully-implemented program of professional development. A key component of the professional development strategy will be to create an

environment where answers can be found, and more importantly, where staff will collaborate to discover answers and expand their professional understanding. If done correctly, the process of knowledge acquisition will move from an expert-driven model, where a few share knowledge with many, to a place where learners learn and share their learning with others. This model is consistent with current classroom teaching/ learning practices and encourages staff to become more active in discovering solutions. Research suggests that these forms of collaborative learning environments spread the demand for expertise across all staff and promote more rich and



collaborative teaming behaviours, precisely the kind of learning environments being sought in classrooms. The Portal is being developed as the environment to foster this approach. Current Portal resources include a mix of print, archived video, forums and blogs. Face-to-face sessions with staff are being connected to online spaces and webinars are being presented via the Portal. These resources promote knowledge mobilization as they continue to be available over time in a searchable, scalable repository. The practice of using Portal resources is being embedded into existing structures (networks and professional learning communities) to promote consistency. Training activities will embed the use of technology as one of the means of learning, rather than an end in itself.

Actions:

- Continued refinement of the Portal and Learning Management System to align with the Board’s key learning priorities and needs identified through feedback.
- Train program staff on the use of key technology resources to achieve the Board’s key priorities.
- Integrate the use of technology to enhance instructional strategies and student engagement in literacy and numeracy professional development activities.
- Promote collaboration and knowledge sharing.



Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2014-17

EVIDENCE-INFORMED DECISION-MAKING



Staff at all levels and in all areas across the Board can benefit from access to data related to their role in the organization. For teachers, knowing their students' individual needs is essential to providing the appropriate learning experiences. For school administrators, knowing the school community provides a focus for their energies and key performance indicators enable them to see the results of effort. Central Office staff can look for trends in the aggregated results of system-level efforts. The continued development of the Academic Warehouse is key to sustaining these activities. Custom reporting building within PowerSchool will also be explored.

Actions:

- Create unique graphical and data-rich dashboards for all staff.
- Link reports to resources that support achievement of key priorities.
- Provide training opportunities and electronic resources to increase effective use.
- Continue to develop inventory and asset management tools for IT Services.
- Train key staff in report development tools within PowerSchool (Board SIS).

IMPROVING TECHNICAL SUPPORT MECHANISMS AND TEAMING



As technology infrastructure becomes more complex, organizations have moved from hybrid to function-specific technical support models. Department structure to ensure maximum efficiency in business practices will continue to be reviewed and refined. The District Student Achievement Team's *Why Statement* and identification of key Board priorities have provided the framework for more effective teaming between IT Services and Program staff. In collaboration, IT Services and Program staff have informed the development of procedures, policies, practices and standards. Through collaboration, projects are implemented and processes are improved.

Actions:

- Continued investment and development of the IT Help Desk.
- Review infrastructure management needs and identify specialized technical support roles.
- Use proximity of work spaces, regular meetings and electronic collaboration tools to promote teaming between IT and program staff.
- Review of IT Department staff organization and responsibilities.



Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2014-17

ENTERPRISE APPLICATIONS AND CORPORATE COMMUNICATIONS

Improving public confidence is a pillar of the Ministry of Education and the Board. Communication via Board and licensed resources are part of the strategy to build this trust. Board-provided resources for communication include: corporate email, corporate website, school websites, BHN

Portal, D2L and PowerSchool. Cloud-based computing will eliminate barriers to accessing software and files across multiple machines and platforms for all users. This strategy can also reduce costs associated with back-up strategies. Improvements to the Microsoft operating system, combined with enterprise-level IT tools, will create efficiencies regarding how devices are supported and managed within the network. They will also improve how the network infrastructure is monitored and maintained.



Actions:

- Continue to refine the Board’s Portal to support and enhance communication, collaboration and knowledge sharing.
- Continue to refine the student learning management system using feedback from students and staff.
- Complete migration of staff and student devices from Windows XP to Windows 7.
- Upgrade all hardware and software for Board databases, including an update to the latest revision of Microsoft SQL Server.
- Implement Microsoft Systems Center suite over the next three years in a phased implementation; beginning with Configuration Manager.
- Explore a document management solution.
- Explore and deploy enhanced web development tools and resources to refine corporate and school websites to meet the needs expressed by the community.

DISASTER-RECOVERY STRATEGY

Maximizing up-time and limiting risk become critical within the context of ubiquitous access to information. Continued investment in enterprise back-up systems with appropriate safeguards such as; cooling, fire suppression and power supply is essential.



Actions:

- Investigate the use of an off-site redundant data centre.
- Investigate the use of private cloud-based backups to supplement current practices.
- Use of Virtual Machines for key systems to reduce the time and complexity of server restoration in case of system failures.
- Review of current back-up strategies to ensure alignment with disaster-recovery plan.



Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2014-17

INFRASTRUCTURE RELIABILITY

High-quality Internet content, including; streaming media, web tools and rich interactive learning resources, has become a key component to improving the learning experience for all stakeholders. Improving the speed, stability and security of the network will continue to be essential to maintain and increase access to these resources. Demands on bandwidth necessitate the need to seek efficiencies with how it is distributed.



Actions:

- Annually review demand on network resources and increase bandwidth as needed to enable access to rich Internet content.
- Use technology to allocate resources most effectively and ensure uptime and security of critical systems.
- Continually upgrade network infrastructure to ensure reliability.
- Conduct security audits and external penetration tests once every two years.
- Upgrade to fiber links wherever possible.
- Add second Internet line to each secondary school to support additional traffic from BYOD initiative.
- Explore greater access to streaming media by staff and students to meet learning goals.

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

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

STRATEGIC PLAN 2012-2015 – COMMUNICATIONS UPDATE
Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

In the area of Communications, we continue to implement many initiatives that are embedded in the 2012-2015 Strategic Plan. The table below outlines the initiatives in the Strategic Plan and their status:

Initiative	Update
Survey and dialogue with individual school communities to establish methods of fulfilling local communications needs.	The survey is complete. Survey results were shared with parents and community members at November’s Regional Catholic Parent Involvement Committee meeting. This information has been provided to website and development teams for use in their scheduled projects.
Incorporate <i>on-line subscription</i> feature for the Board and school information, such as newsletters and events.	The subscription feature has been implemented and tested for the Board’s website. This feature will be implemented in all new school websites. A similar information notification mechanism called <i>alerts</i> was successfully implemented in the Board Portal as a contributor to the Information and Communication Technology Operational Plan (ICTOP), which supports technical mechanisms and capacity. The alert supports the timely sharing of internal information and improved internal communications.
Plan and implement a web-based interface project to support communication with parents (e.g., Moodle, Desire 2 Learn).	This project is under the direction of eLearning staff. Updates and direction are reported in the ICTOP.
Develop a social media playbook (a <i>how to</i> guide for staff to follow on the social Web).	This guide has been completed and is being amended to include detailed <i>Twitter</i> instructions to support the system-wide Twitter campaign launch in May 2014. Supporting our ICTOP, including the <i>safe, effective and appropriate use of technology</i> , the guide also includes recommendations for administrators on handling various <i>online</i> conversations that may arise from our increased use of various social networking tools.

Initiative	Update
Develop and implement projects that support two-way communication with our Catholic community (i.e., <i>Ask a Question</i> button added to the online version of a newsletter).	To promote open communication, our school newsletter templates now include contact information for the school. All factsheets and public reports contain a standardized contact information block. The launch of the Twitter campaign will enable publically-shared online questions from our parents and community members.
Tell our story and demonstrate our success. Include the use of testimonials so that the Catholic community has the opportunity to <i>share their story</i> .	This initiative is scheduled to be implemented in the new school websites. We completed a small campaign that provided information about why parents / guardians send their children to a Catholic school. This information was used in the January 2014 elementary and secondary registration campaigns. The upcoming Twitter campaign includes a call to action for parents / community members to <i>tell us their favourite thing about their Catholic school</i> .
Develop current, easy-to-navigate elementary school websites that use new communication utilities and are accessibility compliant.	This project is in process and is being developed in conjunction / consultation with the ICTOP. We will be moving forward with a content management system and are currently investigating systems that are built on our already successful system-wide SharePoint solution.
Increase the use of video on the Board and school websites as a communication tool.	The Board's website is currently using video. Our parent / community survey indicated that they <i>may</i> be interested in viewing school videos online. <i>Video</i> has been added to the elementary school website feature list. We have increased the use of our Board YouTube channel, with success. Our videos are now being referenced using our online tools like Facebook and Twitter. Risk management, as it pertains to video, has been addressed in our Student / Parent Consent forms, Social Media Playbook and ICTOP.
Execute public participation events where the collective voice is shared and has a positive impact.	There will be public participation through the Regional Catholic Parent Involvement Committee in the spring of 2014.
Provide our Catholic community (partners, parents, parent council members, etc.) with the opportunity to participate in online discussions. Community members who cannot attend an event / session in person will still have the opportunity to participate.	Online discussions will be one of the methods used during the Spring 2014 public participation session(s) involving the Regional Catholic Parent Involvement Committee.
Increase the use of online surveys and polls for school and system initiatives (note: provide paper versions, if required).	We have increased our use of online surveys (keeping in mind that some parents / community members require paper versions). We have completed and used data from the: <ul style="list-style-type: none"> • School Communication survey • School Climate survey • French Immersion survey We plan to continue this practice and method of collecting important data from our community.

RECOMMENDATION:

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

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

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: February 18, 2014
Submitted by: Chris N. Roehrig, Director of Education & Secretary

INTEGRATION COMMITTEE REPORT - BLESSED SACRAMENT AND ST. ANTHONY DANIEL

Public Session

BACKGROUND INFORMATION:

The Integration Committee for Blessed Sacrament and St. Anthony Daniel schools was established by Bill Chopp, Superintendent of Education, following the final decision of the Board to close St. Anthony Daniel School, Scotland and to relocate the affected students to Blessed Sacrament School, Burford. The mandate of the Committee is to plan for and implement the positive integration of students and staff.

The Integration Committee consists of the following members: Dan Dignard (Trustee), Bill Chopp (Superintendent of Education), Mary Muir (Principal, St. Anthony Daniel), Denise O'Brien (Principal, Blessed Sacrament), Karen Ornowka, Julie Vilaca, Irene Johnson and Gina Blad (parent representatives, St. Anthony Daniel), and Christine Farkas, Mindy Gulas (School Council Co-Chairs, Blessed Sacrament).

DEVELOPMENTS:

The first meeting of the Integration Committee took place on Tuesday, January 7, 2014. Jamie McKinnon, Superintendent of Education responsible for staffing, shared the staffing process for the amalgamation of the two schools. Initially the staff will be combined into one joint list. The needs of the school will be based on March 2014 enrolment numbers. Placement will be the same as in all schools; teachers are assigned by qualifications and seniority. Surplus staff will become required placement teachers for the Board, based on seniority and qualifications board-wide. At the beginning of the process, staff members who are willing to move can voluntarily place themselves on the surplus list. The initial staffing process will begin in early April, to be completed by September 2014.

Numerous questions regarding transportation routes and times were discussed. The committee is requesting that at the next meeting, the transportation department provide tentative bus schedules and times to be reviewed and provided in draft to parents.

Friends of the Education Archives will be contacted regarding artefacts from St. Anthony Daniel School.

Principals Muir and O'Brien outlined special events for the positive integration of students and staff, including various trips, pen pals, a joint Mass, winter carnival, track & field, joint outdoor education activities and joint year-end trips.

An Open House will be held at Blessed Sacrament on Tuesday, April 29, 2014 from 6:00 - 7:30 p.m., followed by a joint school council meeting to address the amalgamation of School Councils.

School times and nutrition breaks have been set.

The Integration Committee will meet again on Monday, March 31, 2014 at 6:00 p.m. at the Catholic Education Centre.

RECOMMENDATION:

THAT the Committee of the Whole refers the Integration Committee Report – Blessed Sacrament and St. Anthony Daniel Schools to the Brant Haldimand Norfolk Catholic District School Board for receipt.

2013-14
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
February 18, 2014	7:00 pm	Committee of the Whole	
February 24, 2014	7:00 pm	Regional Catholic Parent Involvement Committee Meeting	
February 25, 2014	1:00 pm	STSBHN Governance Meeting	
February 25, 2014	7:00 pm	Board Meeting	
February 26, 2014	1:00 pm	Mental Health Leadership Team Meeting	NEW
March 5, 2014	9:00 am	SAL Committee Meeting (Haldimand/Norfolk)	
March 5, 2014	1:30 pm	Executive Council Meeting	
March 6, 2014	9:00 am	SAL Committee Meeting (Brant)	
<i>March 10 – 14, 2014</i>		<i>MARCH BREAK</i>	
March 18, 2014	7:00 pm	Committee of the Whole	
March 19, 2014	7:00 pm	SEAC Meeting	
March 25, 2014	7:00 pm	Board Meeting	
April 2, 2014	9:00 am	SAL Committee Meeting (Haldimand/Norfolk)	
April 3, 2014	5:00 pm	St. Mary's (Hagersville) 50 th Anniversary Mass/Open House	
April 4, 2014	9:00 am	SAL Committee Meeting (Brant)	
April 4, 2014	9:00 am	Executive Council Meeting	
April 9, 2014	7:00 pm	SEAC Meeting	
April 15, 2014	4:30 pm	Presentation from Ontario College of Teachers	
	7:00 pm	Committee of the Whole	
April 22, 2014	7:00 pm	Board Meeting	
April 23, 2014	4:00 pm	Budget Committee Meeting	
April 24-26, 2014		OCSTA AGM (Niagara Falls)	
April 26, 2014	2:00 pm	St. Michael's (Dunnville) 50 th Anniversary Open House	
April 27, 2014	10:30 am	Sacred Heart School (Langton) 75 th anniversary mass/open house	
April 30 – May 2, 2014		Board Art Show	
May 1, 2014	9:00 am	SAL Committee Meeting (Brant)	
<i>May 4 – 9, 2014</i>		<i>Catholic Education Week</i>	
May 4, 2013	TBD	Regional Catholic Parent Involvement Committee Regional Presentation: A Family Faith Festival – a day of family workshops and concert with Matt Maher at London District CSB	
May 6, 2014	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
May 7, 2014	9:00 am	SAL Committee Meeting (Haldimand/Norfolk)	
May 8, 2014	5:50 pm	Catholic Student Leadership Awards (Bishop Miehm)	
May 7, 2014	1:30 pm	Executive Council Meeting	NEW DATE (was May 9 at 9 am)
May 13, 2014	4:00 pm	Budget Committee Meeting	
May 14, 2014	7:00 pm	St. Anthony Daniel School Closing Ceremony	
May 14, 2014	7:00 pm	SEAC Meeting	
May 20, 2014	7:00 pm	Committee of the Whole	
May 21, 2014	7:00 pm	St. Pius X Official School Opening/Blessing (Bishop Crosby)	
May 26, 2014	4:00 pm	Budget Committee Meeting	
May 26, 2014	7:00 pm	Regional Catholic Parent Involvement Committee Meeting	
May 27, 2014	1:00 pm	Catholic Education Advisory Committee Meeting	
May 27, 2014	1:00 pm	STSBHN Governance Meeting	
May 27, 2014	7:00 pm	Board Meeting	
June 5-7, 2014		CCSTA AGM (Kingston)	
June 10, 2014	10:00 am	<i>Have a Go track meet at Holy Trinity (secondary)</i> <i>(rain date June 11)</i>	
June 11, 2014	7:00 pm	SEAC Meeting	

Date	Time	Meeting/Event	New / Revised
June 12, 2014	2:00 pm	Executive Council Meeting	NEW DATE (was June 13 at 9 am)
June 16, 2014	10:00 am	<i>Have a Go</i> track meet at Assumption College (elementary) <i>(rain date June 17)</i>	
June 17, 2014	7:00 pm	Committee of the Whole	
June 24, 2014	7:00 pm	Board Meeting	
June 25, 2014	4:45 pm	Assumption College Graduation	
June 26, 2014	6:30 pm	Holy Trinity Graduation	
June 26, 2014	7:00 pm	St. John's College Graduation	