



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

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

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

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

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

- 1. Opening Business**
 - 1.1 Opening Prayer
 - 1.2 Attendance
 - 1.3 Approval of the Agenda Pages 1-3
 - 1.4 Declaration of Interest
 - 1.5 Approval of Committee of the Whole Meeting Minutes – September 16, 2014 Pages 4-7
 - 1.6 Business Arising from the Minutes
- 2. Presentations - Nil**
- 3. Delegations – Nil**
- 4. Consent Agenda**
 - 4.1 Unapproved Special Education Advisory Committee Meeting Minutes – September 10, 2014 Pages 8-10
 - 4.2 Unapproved Special Education Advisory Committee Meeting Minutes - October 8, 2014 Pages 11-13
 - 4.3 Unapproved Catholic Education Advisory Committee Meeting Minutes - October 8, 2014 Pages 14-16
 - 4.4 Unapproved Mental Health Leadership Team Committee Meeting Minutes - October 9, 2014 Pages 17-20



5. Committee and Staff Reports

- 5.1** Strategic Plan 2012-2015: Catholicity Update Pages 21-22
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 5.2** Primary and Junior/Intermediate Class Size Page 23
Presenter: Jamie McKinnon, Superintendent of Education
- 5.3** System Plan to Improve Student Achievement in Elementary Mathematics Pages 24-29
Presenter: Michelle Shypula, Superintendent of Education
- 5.4** Integrated Accessibility Plan - Annual Report 2013-14 Pages 30-35
Presenter: Leslie Telfer, Superintendent of Education
- 5.5** Incorporation of the Friends of the Educational Archives Pages 36-44
Presenter: Chris N. Roehrig, Director of Education & Secretary

6. Information and Correspondence

7. Notices of Motion

- 7.1** THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the posting of Trustee monthly expense reports on the Board's website on a quarterly basis.
Moved by: Dennis Blake
- 7.2** THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves that Trustees be limited to attending two conferences per year, with the exception of new Trustees.
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** Pages 45-46



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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, September 16, 2014 ♦ 7:00 pm
Boardroom

Trustees:

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

Absent:

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Szeman.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the September 16, 2014 meeting.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Committee of the Whole Meeting Minutes – June 17, 2014

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the June 17, 2014 Committee of the Whole meeting.

Carried

1.6 Business Arising - Nil

2. Presentations - Nil

3. Delegations – Nil



4. Consent Agenda - Nil

5. Committee and Staff Reports

5.1 Start-Up Enrolment and School Organizations

Superintendent McKinnon distributed copies of the current school enrolment and organizations chart, as well as classroom teaching assignments by school. He noted that in the secondary panel, current enrolment matches last spring's projections, with the potential to increase a little. At the elementary level, several teachers have been added as a result of enrolment being approximately 90 students higher than projected and that class size compliance has been met.

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Committee of the Whole refers the Start-Up Enrolment and School Organizations report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.2 Election Compliance Audit Committee

Superintendent Grice advised that the *Municipal Elections Act* requires that municipalities and school boards establish election Compliance Audit Committees. He noted that similar to the last election, the Board has joined forces with the City of Brantford and the Grand Erie District School Board to form one Compliance Audit Committee. The City has appointed three individuals to serve on the Committee in a volunteer capacity. Staff is recommending that the Board formally appoint these same individuals to its own Compliance Audit Committee.

Moved by: Rick Petrella

Seconded by: Jamie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the appointment of Brian Cochrane, Shannon McMannis and Martin Titmus to the Compliance Audit Committee for the purpose of Section 81 of the *Municipal Elections Act* for the period December 1, 2014 to November 30, 2018.

Carried

5.3 2014 CEFO Catholic Student Award Recipients/Fr. Patrick Fogarty Awards Dinner

Superintendent McKinnon reported that the Board's recipients of the annual Catholic Education Foundation of Ontario's *Catholic Student Award*, Peter Bissonnette (Assumption College School), Emily Varga (Holy Trinity) and Rachel Castagna (St. John's College) will be honoured at the annual Father Patrick Fogarty Awards Dinner in Toronto on October 25, 2014. He also added that Assumption College School will be presented with the Michael Carty Award at the dinner – a grant for \$1,200 to support the activities of the Assumption Mental Health Awareness Team.

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Committee of the Whole refers the 2014 CEFO Catholic Student Award Recipients – Father Patrick Fogarty Awards Dinner update to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried



5.4 2013-14 Reports to Board Summary

Director Roehrig presented a summary of the reports and presentations made to Board during the 2013-14 school year.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the 2013-14 Reports to Board Summary report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

6. Information and Correspondence

Director Roehrig circulated a copy of a report, *Reaching Out for Lent*, prepared by Keri Calvesbert, SERT at St. Bernard of Clairvaux School which summarizes the school's activities and community outreach efforts during Lent 2014.

Director Roehrig distributed copies of the Praxis of Faith Series 2014-15 brochure which outlines the adult faith formation activities being offered across the district and highlights the various partnerships we have with the Dioceses of Hamilton, London and St. Catharines.

Moved by: Rick Petrella

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

- 1) THAT Trustees' monthly expense reports be posted on the Board's website quarterly.

Moved by: Dennis Blake

- 2) THAT, with the exception of new Trustees, that Trustees be limited to attending two conferences per year.

Moved by: Dennis Blake

These notices of motion will be considered at the October 21, 2014 Committee of the Whole meeting.

8. Trustee Inquiries - Nil

9. Business In-Camera

Moved by: Dennis Blake

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera Session.

Carried



10. Report on the In-Camera Session

Moved by: Rick Petrella

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

The list of 2014-15 meetings and events was reviewed.

12. Closing Prayer

A closing prayer was recited in unison.

13. Adjournment

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of September 16, 2014.

Carried



SPECIAL EDUCATION ADVISORY COMMITTEE
Wednesday, September 10, 2014 – 6:00 p.m.
Boardroom

Present: Lisa Stockmans (Chair), Dennis Blake, Catherine Custodio, Jill Esposto, Christine Pearce, Carmen McDermid, Paul Sanderson, Heather Shisler, Leslie Telfer, Teresa Westergaard-Hager

Regrets: Penni-Lynne Court, Colleen Demarest, Krista Emmerson, Tracey Taylor

1. Opening Prayer

Carmen McDermid opened the meeting with a prayer.

2. Welcome and Opening Comments

Paul Sanderson welcomed the group, on behalf of Lisa Stockmans.

3. Approval of Agenda

Moved by: Heather Shisler

Seconded by: Jill Esposto

THAT the SEAC Committee approves the agenda of the September 10, 2014 meeting.

Carried

4. Approval of Minutes – June 10, 2014

Moved by: Christine Pearce

Seconded by: Theresa Westergaard-Hager

THAT the SEAC Committee approves the minutes of the meeting of June 10, 2014.

Carried

5. Presentation – BHNCD SB Speech and Language Pathologists

Carmen McDermid introduced Stephanie Dudych and Meagan Courneyea, the Board's Speech and Language Pathologists (SLP), both now full-time employees as compared to 0.75 FTE employees last year. Ms. Dudych and Ms. Courneyea shared their respective educational and professional backgrounds, stressing that their varied experiences mesh well. A handout was provided outlining the services they provide as Speech and Language Pathologists. One of their main focuses is working with the staff and families on good communication skills to use with the children. They go into the schools, assess, consult and make recommendations for home and school. Ms. Dudych and Ms. Courneyea also remain in contact with the various agencies associated with the students and initiating referrals. They explained that they cluster schools geographically, prioritizing the student needs and following up with strategies. Both SLPs share the Brant schools, Ms. Courneyea oversees the Haldimand schools and Ms. Dudych oversees the Norfolk schools. Trustee Blake voiced that Speech and Language Pathologists are one of the most useful tools in our Board, and applauded Ms. Dudych and Ms. Courneyea on their efforts.



6. Correspondence

Superintendent Telfer spoke to the correspondence from Halton District School Board, Greater Essex County District School Board, Peterborough Victoria Northumberland and Clarington Catholic District School Board and Thames Valley District School Board to Minister Sandals, all pertaining to the Mandatory Special Education Training for Ontario College of Teacher graduates that the committee has spoken about at length.

7. Community Agency Updates

Lansdowne Children's Centre will be celebrating its 40th Anniversary with a Gala on October 25, 2014 at the Brant Golf and Country Club, which will include a video of clips of former clients and staff.

Norfolk Association for Community Living is actively teaching their clients about transportation access in order for them to become less dependent on support staff. Teresa Westergaard-Hager also shared that their employment services division is working on business ventures referred to as "Teaching Stops" which clients can use as stepping stones to gain experience for future employment. The day services has been reduced to four people as they continue to transition clients out of the program, dealing with their needs on an individual basis and connecting them to the community with user groups.

Brant Family and Children Services continues to look at ways to champion education for Crown Wards. Jill Esposito spoke to how one good teacher/staff member can make such a difference in a young person's life. Ms. Esposito is pleased with the acknowledgement from the Ministry on the transitional youth and has seen more money being applied to the adult services for children turning 18. October is Child Abuse Prevention Month.

Trustee Dennis Blake thanked the members of SEAC on behalf of the School Board.

Paul Sanderson from Contact Brant spoke about transitional plans for youth, and the fact that the School Board is building it into their Individual Education Plans (IEPs) as well as the other agencies, including Woodview and FACS, starting to work together when it comes to transitioning. Aligning testing for clients' needs as adults is difficult, especially those with more severe disabilities as there is no score. The challenge is to support the families, and it helps when the involved agencies are on the same page to try and ensure no one is slipping through the cracks. Mr. Sanderson also shared that their Annual General Meeting is being held on September 23, 2014.

Woodview Mental Health and Autism Services has been facilitating more groups. They now have a walk-in clinic on Wednesdays from 12:00 to 8:00 pm for anyone on the wait list, although Christine Pearce stressed it is not to be mistaken with the Crisis Centre at St. Leonards. Ms. Pearce also described attempting to handle clients with anxiety differently by taking them out of class and bringing them to Woodview, then bringing them back to school, which has been successful. Ms. Pearce shared that the wrap-around for complex needs/FASD summer camp, Camp Unity, was a phenomenal success. Parents voiced how critically important it was for them to know their children were safe and secure. Woodview will be hosting a Family Day at Mohawk Park on September 25, 2014. Ms. Pearce also shared that the James Hillier Classroom (for behavioural and emotional regulation) will fall under her portfolio.



Catherine Custodio, of the Haldimand-Norfolk Children's Aid Society, shared that funding for their Champion Team has been extended for another school year.

8. Business from the May 12, 2014 meeting

8.1 Special Education Plan

A copy of the 2014-15 Special Education Plan was provided to each SEAC member. Carmen McDermid explained that the plan contains specifics on Special Education staffing, qualifications and specific criteria required by staff members; budgets for professional development; and updated information from the previous Special Education Plan. Ms. McDermid urged committee members to look through the plan and advise of any questions or concerns.

8.2 Special Education Budget

Superintendent Telfer provided Committee members with copies of the Special Education budget. The first handout dealt with salaries and wages, while the second handout detailed the operational costs. Superintendent Telfer explained that due to careful budget planning, the Special Education Department was able to purchase new laptop computers for the Special Education staff and SERTs.

9. Reports

9.1 Special Education System Lead

Carmen McDermid provided SEAC members with the 2014-15 Special Education Academic Planners, which include important dates, deadlines, checklists and a listing of the community agencies.

9.2 Superintendent of Education

Superintendent Telfer spoke of the Board's partnership with Brant Family and Children Services. On September 30, the Brant Principals will join with FACS staff at the Catholic Education Centre for the afternoon, with the intention of connecting Principals to contacts in the community to open up communication, creating a better level of comfort and shared responsibility. Something of a similar nature would also be a good idea for Haldimand - Norfolk. Superintendent Telfer also mentioned the challenge of getting more members for SEAC, bringing up the possibility of lyncing in members that may not be able to make the meetings due to distance or weather.

9. Adjournment

The meeting adjourned at 7:45 p.m.



SPECIAL EDUCATION ADVISORY COMMITTEE
Wednesday, October 8, 2014 – 6:00 p.m.
Haldimand Room

Present: Dennis Blake, Catherine Custodio, Jill Esposto, Carmen McDermid, Paul Sanderson,
Lisa Stockmans, Leslie Telfer

Regrets: Colleen Demarest, Krista Emmerson, Christine Pearce, Heather Shisler, Tracey Taylor,
Teresa Westergaard-Hager

1. Opening Prayer

Carmen McDermid opened the meeting with a Thanksgiving prayer.

2. Welcome and Opening Comments

Lisa Stockmans welcomed the group.

3. Approval of Agenda

Moved by: Jill Esposto

Seconded by: Catherine Custodio

THAT the SEAC Committee approves the agenda of the October 8, 2014 meeting.

Carried

4. Approval of Minutes – September 10, 2014

Moved by: Paul Sanderson

Seconded by: Dennis Blake

THAT the SEAC Committee approves the minutes of the meeting of September 10, 2014.

Carried

5. Presentation – Fetal Alcohol Spectrum Disorder (FASD)

Carmen McDermid introduced Patti Mitchell and Debbie Dignan, two of four System Special Education Resource Teachers (SERTs) with the Board. Being in the heart of the schools, the System SERTs are the connection between the schools and the Board. Ms. Mitchell and Ms. Dignan shared a new resource called “A Growth Mindset, Reframing Perceptions,” that will be shared with educators at an in-service on October 21, 2014. FASD is an umbrella term that describes a range of effects that result from exposure to alcohol during pregnancy. There are four medical diagnoses: Fetal Alcohol Syndrome (FAS), which presents with facial features (eyes, nose, lip); Partial Fetal Alcohol Syndrome (pFAS), which presents with some physical features; Alcohol-Related Neurodevelopmental Disorder (ARND), with no physical features; and Alcohol-Related Birth Defects (ARBD). All diagnoses indicate severe, permanent brain damage. There are over 300,000 confirmed cases of FASD in Canada, representing one in 100 children. Only 10% of affected children present with facial features; most impairments are invisible. The effects are permanent and lifelong; students will not outgrow their difficulties. FASD is the



leading known cause of cognitive and developmental disability in Canada. Difficulties displayed in FASD include adaptation, language, attention, reasoning and memory issues. The incidence rates of mental health issues, inappropriate sexual behaviour and crime tend to be high with individuals with FASD. Ms. Dignard and Ms. Mitchell had the group participate in an experiment where an egg (cracked open) in a glass represented the brain of a fetus, and different liquids (water, oil, and different types of alcohol) were poured into the glass for the group to observe their effect. The glasses that contained alcohol became murky as the egg whites began to “cook”. The group engaged in discussion surrounding the tribulations of FASD throughout childhood and through the transition into adulthood. It was suggested that more focus on FASD information should be provided to secondary students.

6. Correspondence - Nil

7. Community Agency Updates

Jill Esposto of Brant Family and Children Services shared activities aimed at promoting October as Child Abuse Prevention Month, including “gift wrapped” trees in Victoria Park, “Purple Day,” and an information insert included in the local newspapers. Ms. Esposto also spoke about the joint meeting between Brant FACS and the Brant Haldimand Norfolk Catholic District School Board that included the principals of the Brant Schools to review the Child Protection Protocol, geographical boundaries, and interacting with their area case managers and teams.

Catherine Custodio of Haldimand-Norfolk Children’s Aid Society (CAS) also spoke of Child Abuse Prevention Month. Jane Moore of H-N CAS and her team have been doing community outreach directly with the Haldimand-Norfolk schools and has confirmed that she will speak to SEAC at the December meeting.

Superintendent Blake shared that the Board of Trustees is in election mode.

8. Reports

8.1 Special Education System Lead

Carmen McDermid updated the group on the ongoing training for Education Assistants in rotational cycles, including First Aid and Non-Violent Crisis Intervention, which she stressed was not about restraining but about de-escalating. Evening training sessions have opened up for casual staff and teachers who are not otherwise able to participate in training. Ms. McDermid also discussed that the training for this year will focus on Christian Meditation, Self-Regulation and FASD, which are all subjects driven by the schools and what they are looking for.

8.2 Superintendent of Education

Superintendent Telfer discussed Policy/Program Memorandum No. 8 [Identification of and Program Planning for Students with Learning Disabilities (LD)], which was issued August 26, 2014 and is a revision from P/PM No. 8 (Learning Disabilities) 1982. The new P/PM gives a more comprehensive definition of LD and how it is applied to identifying students. The P/PM also touches on early and ongoing screening, assessments, program planning, implementation and resources. There will be a Ministry webinar on October 29, 2014 to discuss next steps. Superintendent Telfer also referred to the LD data collected from the survey presented to our 29 elementary schools. The data gives a starting point for SERTs, Principals and Superintendents to determine what questions we need to ask to ensure we are giving the LD students what they need.



9. Business for Next Meeting

- Gifted Program update
- Sharing of Transition Plans

10. Adjournment

The meeting adjourned at 7:45 p.m.



**Catholic Education Advisory Committee (CEAC)
Wednesday, October 8, 2014 ♦ 1:00 p.m.
Boardroom**

Present: June Szeman (Chair), Karen Bouw, Mary Theresa Coene, Kim Gubbels, Charmaine Hanley, Edith Heleniak, Len McDonald, Sean Roche, Chris N. Roehrig, Debra Sheldrake, Paul Tratnyek, John Webb, Tim Wirag (SSVP Working Group)

Regrets: Cliff Casey, Fr. Alan Dufraimont, Kathleen Evans, Father Tim Hingston, Debbie Joubert, Bonnie McKinnon, Father Wieslaw Woloszyn, Carole Allen (FACE, Resource to Committee), Anita Reansbury (SSVP Working Group)

1. Opening Prayer & Welcome

Mary Theresa Coene opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Mary Theresa Coene

Seconded by: Sean Roche

THAT the Catholic Education Advisory Committee approves the agenda of the October 8, 2014 meeting.

Carried

3. Approval of Minutes – May 27, 2014

Moved by: Len MacDonald

Seconded by: Sean Roche

THAT the Catholic Education Advisory Committee approves the minutes of the May 27, 2014 meeting.

Carried

4. Information Items

4.1 Community Use of Schools – Parishes/Catholic Service Groups

Tracey Austin, Manager of Communications, informed the Committee that there are many changes in the area of community use of schools; in particular, group funding to schools from the Ministry has changed. In the spring, there will be meetings to offer insight into this. One change is that Category 6 permit fees (i.e., non-profit childcare and Catholic church events) are now \$25 and there is no charge for the rental of the space. The only charge would be for custodial fee.

4.2 Criteria and Selection Process for Catholic Student Leadership Awards

Director Roehrig referred to the draft memo about the Catholic Student Leadership Awards (CSLA) that clarifies communication about the awards occurring between the school principal and the parish priest. Our clergy wanted to have more input into who the elementary winners were. Another major change to the CSLA is the selection criteria, which is now related to the Catholic virtues and reflective of the Brant Haldimand Norfolk Virtues Document. The recipients of the award are expected to be practicing Catholics. Director Roehrig will advise principals to communicate all important memos, dates and information to teachers if they are involved in the CSLA process.



4.3 Updates from the Dioceses/Deaneries – deferred to next meeting.

4.4 Society of St. Vincent de Paul/School Board Partnership

On behalf of Anita Reansbury, Tim Wirag explained that last year, our schools were encouraged to support our local Catholic organizations through their justice work. Some amazing things occurred; for example, Assumption College School raised over \$17,000 in support of the SSVP's *A Bed for Every Child* campaign.

This year, the SSVP would like to continue this work through the board partnership. Currently, SSVP Brantford is in the process of developing and growing that partnership in Haldimand, Brant and Norfolk. The first campaign is to invite our schools to participate in a SSVP awareness month (hopefully November).

SSVP would like to: 1) identify each school with a society; 2) coordinate efforts so that all donations do not happen at the same time; 3) coordinate resources; and 4) grow volunteerism through donation of time and hands-on experiences.

4.5 Council of BHN Catholic Service Organizations

Director Roehrig explained the concept of an outreach to the Catholic service organizations around the district because we, as a Catholic school board, have an opportunity to support these organizations. Letters have been sent out to presidents of the Catholic Women's League, Knights of Columbus, and Society of Saint Vincent DePaul Councils to invite them into conversation about strengths and challenges, and to look at ways in which organizations can support one another's efforts. A breakfast meeting is planned at the end of October and an update will be provided at the next meeting.

4.6 School Board Faith Formation Initiatives

Faith Animator, Paul Tratnyek, provided an overview of the many adult faith formation opportunities planned for the 2014-15 school year. Paul explained that the Board has a two-prong approach for faith formation with focus on *Lectio Divina* and *Christian Meditation with Children*. As well, *Theology on Tap* evenings have started. Paul distributed the *Praxis of Faith* brochure and provided insight into the various planned events.

Paul also provided an overview of the work around *Christian Meditation with Children (CMWC)*. He explained that St. Mary's School in Hagersville, under the leadership of Charmaine Hanley, piloted CMWC last year. They created a video that has been shared with the community at large (<http://www.youtube.com/watch?v=X2CK8h3E9f0>). Our Board has become a model/resource for other boards as they begin to launch their own CMWC initiatives. This year, every elementary school in our system will introduce CMWC, and this will be expanded to our secondary schools next year.

Paul advised that the three-year Board theme is in its final year. A new 3-year Board theme will be developed over the next few months and vetted with the Committee at the next meeting. Chair Szeman extended the Committee's thanks to Paul for his leadership in this area.



4.7 Religion and Family Life Program Update

Mary Theresa Coene, Religion and Family Life Consultant, provided an update. The Faith Fair project will have 100% participation by elementary schools this year. Further, it will undergo a re-write to reflect the 2012 Religious Education Curriculum Document and current teacher best practice.

The When Faith Meets Pedagogy conference will be attended by elementary teachers to focus on the implementation of the Religious Education policy document. Teachers have been advised to attend identified workshops to support them in their classroom practice and to enable sharing within their schools.

A collaborative inquiry project is beginning for grade 1 teachers to focus on curriculum implementation. This is a joint initiative focusing on the social science and religion curriculums. Mary Theresa will work with Danielle Becks collaboratively.

5. Discussion Items

5.1 Heroes of Catholic Education Awards – Sub-Committee

Director Roehrig explained that the concept for this award came from the Board of Trustees. The idea is to honour community members that have been champions of Catholic education. These champions are not necessarily graduates, but they could be. Director Roehrig is looking for a sub-committee to come together and write the criteria for the award. John Webb, Charmaine Hanley, Karen Bouw and Mary Theresa Coene are willing to participate in this process, to be scheduled after November.

5.2 Standing Item: School-Parish Relations – Next Steps

There was no new information to report as clergy representatives were unable to attend this meeting.

6. Information

Chair Szeman explained that Our Lady of Assumption Parish had recently celebrated the 60th anniversary of the church and the 120th anniversary of the parish. The schools all contributed beautifully, she felt that it was very nice to see the way the schools responded to the organizers and heard parishioners make comments on how nice it was.

Director Roehrig encouraged that committee members put some thought into the next three-year theme and that we might come to the next meeting ready to share some concepts. Paul explained that part of the conversation is looking at the graced history, what are some of the documents that the Board has produced that can shape where we are going. What would be useful is to tap into the flow of what is happening in the system, what is resonating and create some energy going into the three-year theme.

7. Adjournment

Moved by: June Szeman

Seconded by: Sean Roche

THAT the Catholic Education Advisory Committee adjourns the meeting of October 8, 2014.

Carried

(Future Agenda Item: School Board Spiritual Themes 2015-2018; Vision 2020 – the next multi-year strategic plan)



**Board Mental Health Leadership Team Meeting
October 9, 2014 ♦ 9:00 a.m.
Room 206**

Present: Jacquie McLaren (Chair), Dennis Blake, Humberto Cacilhas, Mary Theresa Coene, Terry Dunnigan, Carmen McDermid, Chandra Portelli, Arden Smelser, Terre Slaght, Alice Sroka, Leslie Telfer, Andrea Winger

Absent: Tracy Austin (minutes only), Christina (Morrison), Mines, Karen Mitchell

1. Opening Prayer

The meeting was opened with a prayer led by Jacquie McLaren.

2. Approval of the Agenda

The agenda was amended to focus on the 2014-15 Mental Health Strategy priorities. All original items were covered as part of the discussion on priorities.

3. Approval of the Minutes

Minutes of the June 4, 2014 Mental Health Leadership Team were approved by consensus.

4. Discussion Items

4.1 Welcome and Introductions

Leslie Telfer introduced Jacquie McLaren, (Acting) Mental Health Lead and Chair of this committee, who is replacing Dianne Wdowczyk during her maternity leave. All committee members participated in introductions. Leslie Telfer was welcomed to the committee as the Superintendent responsible for Mental Health and aligning initiatives.

4.2 Mental Health Priorities 2014-15

The Mental Health Strategy and action plans were reviewed with SMH-ASSIST coach and the following priorities were established for 2014-15. These priorities are being shared with the Mental Health Leadership Team for approval, discussion and further planning.

1) Establish School Mental Health Leadership Team - A Culture of Wellness

Members supported the identification of Mental Health Champions at all schools. The role of the Mental Health Champion is to support and provide leadership (in collaboration with their principals) around the Mental Health Strategy within their schools and act as a liaison with the Mental Health Leadership Team. Although the role will evolve, some key responsibilities may include:

- a) providing school staff with mental health presentations/ resources, on a monthly basis



- b) taking a lead around mental health promotion activities including Children's Mental Health Week.
- c) share and update school staff around the Mental Health Strategy

Members discussed whether existing roles such as Faith Ambassadors could assume the role of Mental Health Champions. Concern was expressed around overloading Faith Ambassadors. School administrators will be asked to identify a Mental Health Champion and training and orientation will be provided by the Mental Health Lead.

All schools will identify or develop a school team with responsibility for mental health and well-being. The members discussed the importance of aligning initiatives and, whenever possible, the mental health portfolio will be incorporated into pre-existing teams; for example, a Well-Being Team which has responsibility for safe schools, inclusion and equity, school climate, and mental health. Each school team will need to develop processes to ensure parent and student involvement.

By June 2015, all schools will have identified a team with responsibility for school mental health and this team will have completed their assessment of school resources and needs.

2) Board Mental Health Response Guidelines to be completed and be available to each school via electronic database (Portal)

Members reviewed the status of the components which will become part of the "Response Guidelines", as follows:

Compassion Care and Suicide Protocols are undergoing their final editing and internal vetting processes. The suicide protocol addresses self-harm. Once completed, both protocols will move forward to Chris Roehrig, Director of Education and the Board's Policy Committee for approval.

The **Non-Violent Crisis Intervention Protocol** is in development. The purpose of the protocol is to move towards consistent practices across the Board, ensuring all staff are employing the approved restraints and documenting appropriately. Members queried whether the documentation process including the safety plan would be incorporated into this protocol and the communication plan once developed. Since Tim Wirag is the lead on the development of this protocol, members recommended that he be invited to join the Mental Health Leadership Team.

Screening Tools are being reviewed through the *Working Together Initiative* with Terre Slaght and Carmen McDermid as the leads. On December 3, 2014, Terre and Carmen will meet with the SERTs and share the screening tools for feedback and decision-making. Training of SERTs on screening tools will follow.

The Mental Health Leadership Team will continue to monitor progress of the *Response Guidelines*.



3) Mental Health Link to be created on Board website

The Mental Health Lead will connect with Tracey Austin about creating link. Members discussed the importance of informing all stakeholders about what is happening in our schools around mental health and providing information and resources to parents, students, teachers and administrators. The importance of Boards of Education having a public profile was highlighted by the Ministry of Education at the School Mental Health-ASSIST meeting in March 2014.

4) Establish calendar of training for staff

Mental Health will be a focus of the April 24, 2015 professional development day. The elementary panel will have a half day and the secondary panel a full day reserved for this topic. The Mental Health Lead will be invited to participate in the planning process for both panels.

Suicide-Gatekeeper Training (ASIST and Safe Talk) will be once again highlighted as a training focus this year. Our goal is to have one person in each building ASIST trained and to continue to train all employees in SafeTalk. Leslie Telfer will follow up with the possibility of doing Safe Talk Training with principals at one of the AAC meetings. Mental Health Champions will receive Safe Talk training this school year as part of their orientation to the role.

5) Generate a Memorandum of Understanding with Six Nations of the Grand River Child and Family Services

Prior to beginning this process, the Mental Health Lead will connect with the Grand Erie District School Board to query the status of a Memorandum of Understanding at their Board. Members concurred that it made sense for both Boards to conjointly develop a memorandum. Leslie Telfer and Jacquie McLaren will assume responsibility for this priority.

6) Transitional opportunities provided to students entering Grade 9

Terre Slaght shared the outcomes of the *Ready-Set-Go program* for 2014. The Aboriginal student liaison requested that Assumption College School provide a separate program which recognizes cultural differences. Members discussed the benefits/costs of inclusion versus segregation. In discussion, it was noted that this priority is already being addressed by Charmaine Hanley, Aboriginal Education Lead Principal and the Student Success plan. Rather than duplicate, this priority will be removed from this year's Mental Health action plan.

7) Student representation on Board Mental Health Leadership Team

It was recommended that the Student Senate can act as a student advisory group to the Mental Health Leadership Team. Leslie Telfer will connect with Michele Shypula about the Mental Health Lead meeting with the Student Senate.



8) Participation in Mental Health Week

The Team reviewed last year's activities during Children's Mental Health Week. Members agreed that the following activities worked very well:

- Chalk About It - positive messages about mental health
- Religion and Family Life lessons
- daily system communication releases with mental health and wellness focus, as well as visual and talking points
- website banner

Members strongly recommended that we keep it simple and integrate with the theme of Catholic Education Week. Jacquie McLaren and Mary Theresa Coene will network to coordinate planning. Plans for Catholic Education/Mental Health Week will be completed by late March so that principals can share plans at their April staff meetings. In addition, principals requested that Jacquie develop a list of engaging speakers as a resource for school/parent events.

9) Board Suicide Intervention Protocol to be finalized and shared Board wide

Priority was covered in discussion regarding Mental Health Response Guidelines.

10) Ministry Requirements

a. Board Scans - Winter 2015 and June 2015

b. Board Resource Mapping - Fall 2015

Members identified students, parents, and teachers as groups not previously surveyed around mental health/resource mapping. Discussion regarding how we could access their viewpoints if a survey was developed took place. Consensus was to keep the survey simple and to provide access to survey in various forms, i.e., Board website and hard copies.

4.3 Additional Team Members

The Mental Health Lead was asked to invite the following staff to participate in the Mental Health Leadership Team as their assignments are closely aligned with this initiative:

Dalia Scullo - Principal Lead, Equity and Inclusion
Charmaine Hanley - Principal Lead, Aboriginal Education
Paul Tratnyek - Faith Animator
Joe Ernst - Principal Lead, Safe Schools
Tim Wirag - SERT responsible for non-violent crisis intervention

5. Information Items - Nil

6. Adjournment

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted on: October 21, 2014
Submitted by: Chris N. Roehrig, Director of Education & Secretary

STRATEGIC PLAN 2012-2015 CATHOLICITY UPDATE

Public Session

BACKGROUND INFORMATION:

The development of a multi-year (Strategic Plan) is required under the terms of the Education Act. "Establishing and monitoring the implementation of the Board's Multi-Year Strategic Plan, with a budget that supports it, is a very important legislated responsibility of the board of trustees."¹

The Strategic Plan 2012-2015 highlights 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 to effective communication to all stakeholders. The three-year strategic plan showcases a high degree of integration between pillars and initiatives. The three-year strategic plan points the Board in a direction that recognizes that we need to be responsive to the Catholic community we serve.

DEVELOPMENTS:

The Board will receive the annual report card on overall progress at the end of June, 2015. Throughout the school year, the Board will receive updates related to each pillar. Following is an update on the Catholicity pillar.

Religion and Family Life

This year, the focus will be on the continued implementation of the Religion Curriculum (2012). Three ways in which the Board is moving forward in this area are:

- support for the Board Faith Fair project to reflect the curriculum;
- collaborative inquiry projects with Grade 1 teachers; and
- *When Faith Meets Pedagogy* with elementary panel delegate participation in curriculum-focused workshops.

The Faith Fair will enter into the final year of the roll-out with full participation from all elementary schools. Principals and teachers are encouraged to consult the re-write of the document (available in January of 2015) and showcase the student work during Catholic Education Week.

The Secondary Religion Advisory Committee will monitor and adjust the on-line resources compiled for secondary teachers. Further, they will develop a roll-out strategy for the tough questions monogram documents and revisit some of the Board faith documents to incorporate into the roll-out.

¹ Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities. Ontario Education Services Corporation (2011).

Initiatives will be supportive and inclusive of the work done through our Faith Animator to further encourage and support the practice of Christian Meditation with Children and the Praxis of Faith series.

Faith Formation

Last June, the system's Faith Formation Team consisting of teachers, administrators and support staff, met to review the system's experience in the area of faith formation opportunities offered in 2013-14 and made recommendations for its growth and focus in 2014-15. What emerged from the recommendations were three main areas of focus for this school year:

1. Lectio Divina;
2. St. Vincent de Paul connections and growth with our local Councils; and
3. Christian Meditation with Children.

We are currently in our second year of developing a system focus on integrating the faith practice of Lectio Divina (literally "divine reading" – praying with scripture and other sacred readings) into the system and within our schools. This is reflected in the *Praxis of Faith* series at the Theology on Tap session on September 30, the December 4 Advent Retreat and March 4 Lenten Retreat, as well as the April 14 session for faith leaders and chaplains in our schools. Materials will be made available for staff and students during Advent and Lent to continue developing the practice of Lectio Divina.

One of the sessions offered on the system Faith Day was a retreat experience with members of the system's Faith Formation Team, who have been taking a lead role in promoting and supporting the work of the Society of St. Vincent de Paul. A committee has been set up to help promote and develop this partnership for the long term.

After piloting Christian Meditation with Children (CMWC) in three of our schools last year, all of our elementary schools will be introducing this prayer into the classroom, beginning in mid-late October. We also have teachers in our secondary schools that will be piloting CMWC in their classrooms this fall. The plan is to expand the prayer experience into all of our high schools in 2015-16 beginning with Grade 9 students in that year and continuing its expansion into Grade 10 in 2016-17 until we have established the practice from ELKP to Grade 12. All of our system principals and one lead teacher from each elementary school attended a training session on September 23 at Blessed Sacrament Parish in Burford. An additional 93 teachers attended a training session on the system Faith Day. We have produced a local resource book to support teachers and principals with the practice. The presentation sessions and book was done in collaboration with the *World Community for Christian Meditation*. The Brant Haldimand Norfolk Catholic District School Board has been the lead Board in the province with this initiative. Paul Tratnyek (Faith Animator), Charmaine Hanley (Principal) and Diane Bowie (Grade 4 teacher) both at St. Mary's School will be presenting a session on CMWC at the *When Faith Meets Pedagogy* Conference. The video made last spring has been an effective tool in introducing the practice to other boards throughout the province and in supporting our teachers and principals. The October 30 and February 10 sessions in the *Praxis of Faith* series will add further support to our growth and work in this area.

RECOMMENDATION:

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

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

Prepared by: Jamie McKinnon, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: October 21, 2014
Submitted by: Chris Roehrig, Director of Education & Secretary

PRIMARY AND JUNIOR/INTERMEDIATE CLASS SIZE

Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

Primary Class Size

School boards were asked to submit their initial 2014-15 plans to meet the PCS target in July 2014. Our Board was able to meet the target of 90% of Primary classes at 20 or fewer pupils based on projected enrolments.

In September 2014, staff reviewed the actual elementary pupil enrolment, which was 6,329 students; 90 students more than projected. School organizations required the addition of four teacher FTE impacting four schools: St. Pius X, St. Gabriel, Our Lady of Fatima and St. Leo, to achieve the primary class size mandate.

Junior/Intermediate Class Size

Beginning September 1, 2012, Ontario Regulation 132/12 amended class size for Grades 4 to 8. O. Reg. 132/12, s. 7 specifies in the embedded table that the average class size for classes in Grades 4 to 8 within the Brant Haldimand Norfolk Catholic District School Board not exceed 25.60 students. The actual average class size on compliance date for Grades 4 to 8 within our Board is 25.54 students, which meets the Ministry requirement.

RECOMMENDATION:

THAT the Committee of the Whole refers the Primary and Junior/Intermediate Class Size 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: Michelle Shypula, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: October 21, 2014
Submitted by: Chris N. Roehrig, Director of Education & Secretary

SYSTEM PLAN TO IMPROVE STUDENT ACHIEVEMENT IN ELEMENTARY MATHEMATICS

Public Session

BACKGROUND INFORMATION:

The Education Quality and Accountability Office (EQAO) Primary and Junior Assessments measure student achievement in reading, writing and mathematics in relation to the Ontario Curriculum expectations. EQAO data are one of a number of important sources of information schools and school boards use in order to identifying areas of strength, areas of growth and to plan next steps for instruction that will improve student achievement.

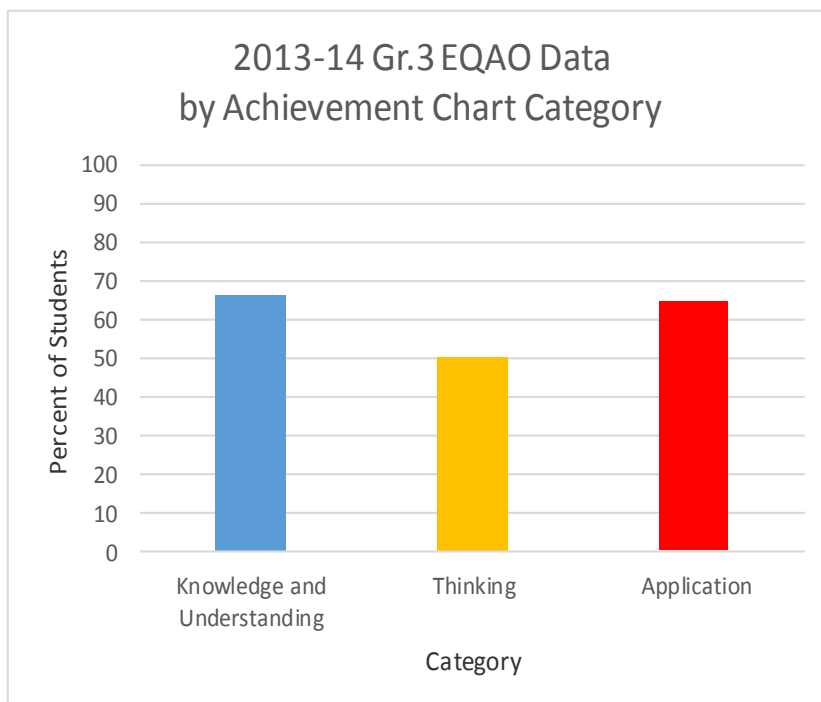
DEVELOPMENTS:

This report includes a comparison of individual school results in both the Primary and Junior Assessment for the past four years (see attached). The Brant Haldimand Norfolk Catholic District School Board continues to perform well in reading and writing at both levels; however, achievement in mathematics has shown a decrease, indicating mathematics requires additional focus at a district level. Schools are using this information to direct them in their school improvement planning for the 2014-15 school year.

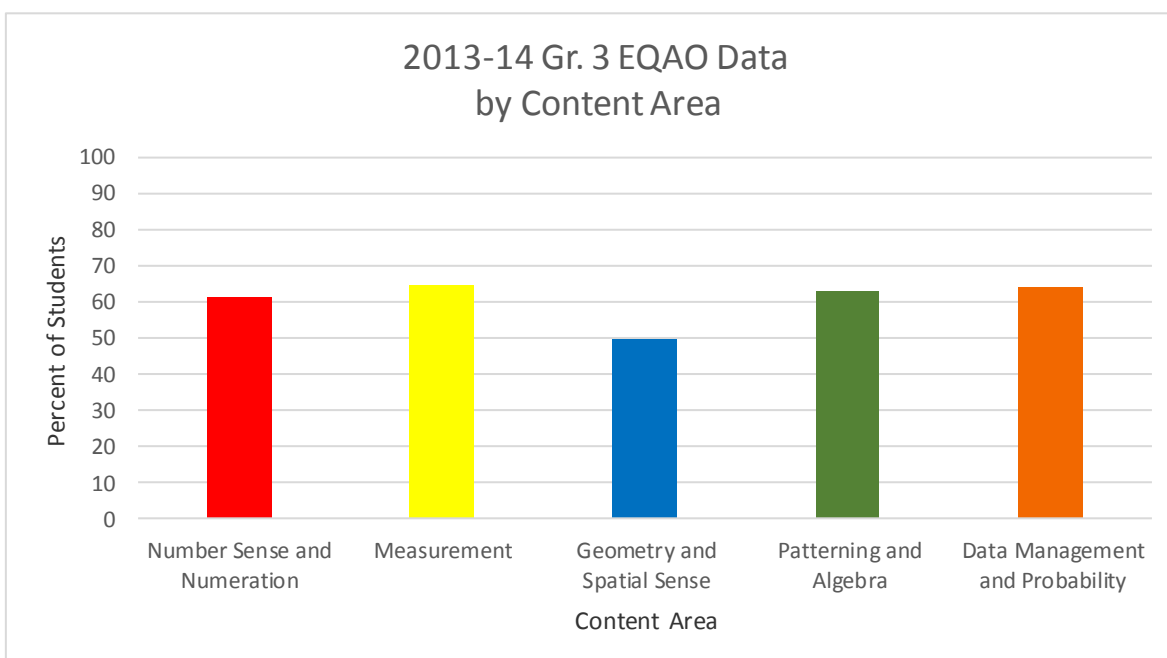
The 2013-14 EQAO data provides a window into the needs of the students in our system with regard to mathematics instruction. In particular, when the data is pulled apart, clear strengths and needs appear that will inform our direction with regard to supporting the instructional practice of teachers in our school board. The data indicates that students' performance on questions that address their knowledge and understanding of mathematics continues to be a strength in our students. This is consistent with an assertion from Bruce Rodrigues, Chief Executive Officer of EQAO, who reflected on this year's data in the following way: "Students across the province tend to perform best on questions asking them to demonstrate their math knowledge and least well when asked to apply that knowledge - particularly when problem solving. For example, a Grade 6 student may know how to multiply, but may struggle to know when multiplication is needed to solve a problem."

Our Board data shows that in both Grade 3 and Grade 6, the greatest challenge for students is with questions in the Thinking category. This category focuses on the student's use of planning skills, processing skills and critical/creative thinking processes like problem solving, reasoning and proving, and reflecting. The following graphs provide a more detailed picture of student achievement in our elementary schools in the area of mathematics:

Grade 3 Mathematics

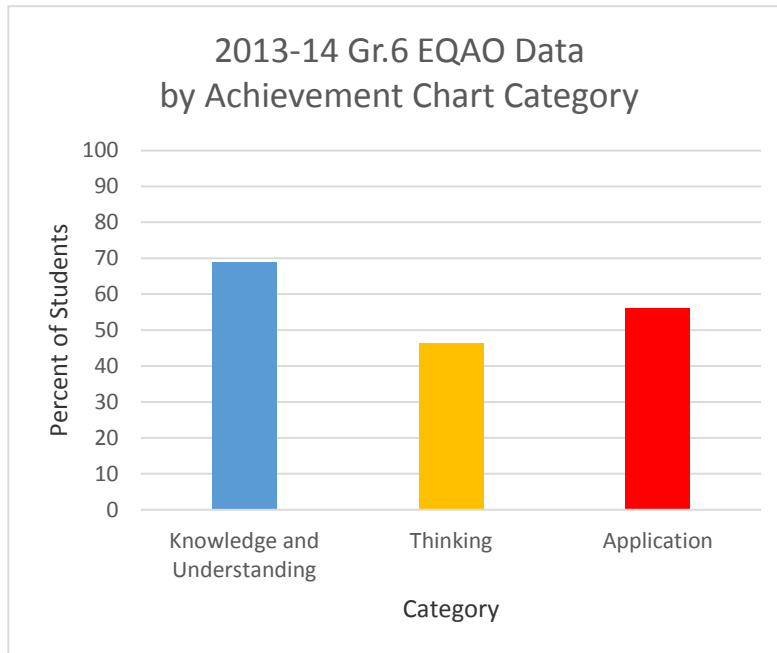


Grade 3 students perform highest in the Knowledge and Understanding category and lowest in the Thinking category

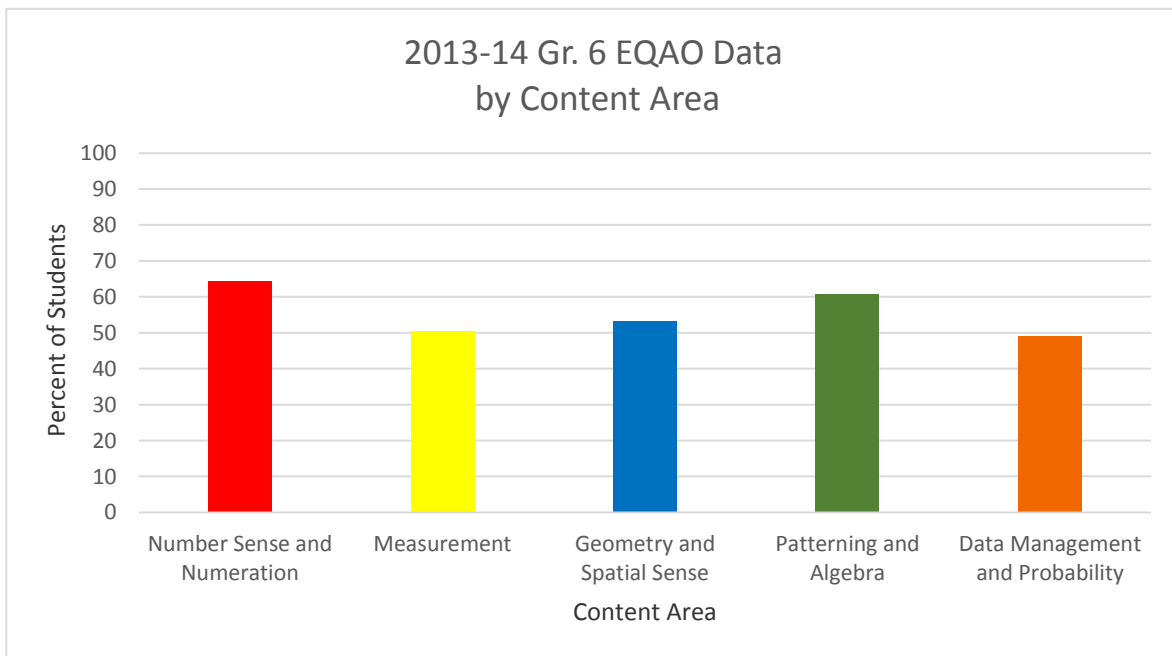


Grade 3 students have most difficulty with the Geometry and Spatial Sense Strand

Grade 6 Mathematics



Grade 6 students perform highest in the Knowledge and Understanding category and lowest in the Thinking category



Grade 6 students have most difficulty with Data Management and Probability

Our Board is committed to improving our students' level of achievement in mathematics. Using a collaborative model (a cycle where educators work together to identify an area of students' learning that is challenged; co-learning, co-planning and co-teaching next step strategies; and monitoring and reflecting on student improvement), we are implementing a variety of research and professional resources to support our school leaders on how to address gaps in student achievement in mathematics, improve assessment and instruction, build capacity among staff, and engage parents in the improvement process. Following are specific strategies going forward:

- All elementary schools will focus on mathematics achievement this year in their School Improvement Plan.
- All elementary school principals have been visited by two members of the central office curriculum staff to look at various forms of data, specifically in the area of mathematics.
- School staff and central office curriculum staff are identifying the area where students are having the most difficulty in mathematics. This will then determine the next steps strategies that will be carried out to address this area of need. Each school has also been assigned a teacher from the central office curriculum staff to assist them with their learning to close this gap.
- Twelve Marker schools [Jean Vanier, Notre Dame (C), Notre Dame (B), Our Lady of Providence, St. Gabriel, St. Joseph's, Holy Cross, Sacred Heart (L), Sacred Heart (P), St. Basil, St. Frances Cabrini, St. Pius X] are receiving two full days of teacher release to support their professional development in effective mathematics instruction.
- Remaining schools are receiving one full day of teacher release to support their professional development in effective mathematics instruction.
- System Student Achievement in Mathematics Teacher (Grade 4-6) to work with small groups of junior teachers in building their knowledge in effective mathematics instruction. This project will impact twelve schools.
- System Student Achievement in Mathematics Teacher (Grade 7-10) to work with small groups of intermediate teachers to build their capacity in effective math instruction and develop connections between elementary and secondary math programming.
- Participation in the Ministry of Education initiative Leading Student Achievement Project involving Principal Learning Teams will support building capacity around the Principal as instructional leader.
- Monthly Family of Schools' Principal meetings to continue to focus on student achievement in mathematics.
- Three voluntary on-line learning opportunities provided by the Ministry around mathematics have been offered to our teachers. They will be led by a member of our central office curriculum staff.
- Central office curriculum staff and System Special Education Resource Teachers will participate in three on-line learning opportunities provided by the Ministry focusing on mathematics and students with Learning Disabilities.
- A "Math Tips for Parents" resource has been created and will be posted on websites and in school newsletters.
- Additional Qualifications in Mathematics Part One program is currently being offered. The plan is to offer this again in the new year as there are a number of interested teachers.

RECOMMENDATION:

THAT the Committee of the Whole refers the System Plan to Improve Student Achievement in Elementary Mathematics to the Brant Haldimand Norfolk Catholic District School Board for receipt.

A Comparison of School Primary EQAO Data Results 2010-11 to 2013-14

Levels 3 and 4

SCHOOLS	READING				WRITING				MATHEMATICS			
	2011	2012	2013	2014	2011	2012	2013	2014	2011	2012	2013	2014
BHNCDSB	73%	69%	73%	72%	79%	78%	83%	81%	74%	72%	72%	66%
Blessed Sacrament	NR	NR	65%	43%	NR	NR	71%	57%	NR	NR	65%	43%
Christ the King	NR	NR	73%	50%	NR	NR	73%	43%	NR	NR	68%	50%
Holy Cross	NR	NR	85%	59%	NR	NR	85%	82%	NR	NR	81%	59%
Holy Family	72%	NR	75%	80%	80%	NR	88%	93%	84%	NR	62%	93%
Jean Vanier	56%	67%	69%	65%	58%	60%	77%	73%	50%	45%	65%	54%
Notre Dame (B)	60%	69%	76%	50%	76%	73%	76%	54%	68%	65%	49%	54%
Notre Dame (C)	81%	64%	76%	67%	84%	67%	91%	86%	88%	70%	88%	58%
O.L. of Fatima (C)	NR	81%	100%	83%	100%	94%	100%	92%	100%	88%	92%	83%
O.L. of LaSalette	88%	NR	NR	NR	94%	NR	NR	NR	94%	NR	NR	NR
O.L. of Providence	84%	78%	78%	80%	95%	92%	97%	93%	84%	78%	86%	59%
Resurrection	94%	NR	67%	81%	100%	NR	71%	75%	94%	NR	67%	81%
Sacred Heart (L)	62%	50%	75%	78%	46%	75%	75%	91%	62%	71%	69%	74%
Sacred Heart (P)	78%	77%	74%	72%	100%	88%	91%	84%	74%	85%	83%	75%
St. Anthony Daniel	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR
St. Basil (B)	NA	59%	52%	81%	NA	73%	71%	74%	NA	64%	71%	65%
St. Bernard (B)	80%	NR	62%	NA	73%	NR	81%	NA	47%	NR	67%	NA
St. Bernard (W)	70%	64%	88%	88%	70%	68%	88%	88%	52%	73%	71%	59%
St. Cecilia's	76%	75%	46%	77%	82%	80%	77%	77%	71%	75%	54%	69%
St. Frances Cabrini	81%	94%	53%	73%	85%	94%	88%	92%	85%	100%	65%	88%
St. Gabriel	73%	74%	65%	70%	78%	83%	77%	73%	72%	78%	63%	61%
St. Joseph's	74%	72%	76%	85%	95%	85%	93%	87%	81%	79%	76%	57%
St. Leo	96%	72%	86%	94%	100%	89%	95%	94%	92%	89%	90%	94%
St. Mary's (H)	29%	NR	67%	69%	65%	NR	67%	85%	53%	NR	56%	54%
St. Michael's (D)	57%	76%	83%	87%	76%	81%	94%	100%	62%	62%	78%	80%
St. Michael's (W)	87%	NR	NR	NR	100%	NR	NR	NR	93%	NR	NR	NR
St. Patrick (B)	NR	80%	89%	NR	NR	95%	89%	NR	NR	80%	89%	NR
St. Patrick's (C)	NR	93%	85%	80%	NR	93%	85%	93%	NR	87%	75%	93%
St. Peter	NR	39%	50%	83%	NR	56%	56%	89%	NR	33%	44%	67%
St. Pius X	NR	NR	NA	68%	NR	NR	NA	68%	NR	NR	NA	57%
St. Stephen's	NR	60%	73%	45%	NR	73%	82%	55%	NR	73%	68%	64%
St. Theresa	NR	40%	76%	55%	NR	70%	95%	73%	NR	85%	81%	64%

suppressed results fewer than 10 students

A Comparison of School Junior EQAO Results 2010-11 to 2013-14

Levels 3 and 4

SCHOOL	READING				WRITING				MATHEMATICS			
	2011	2012	2013	2014	2011	2012	2013	2014	2011	2012	2013	2014
BHNCDSB	78%	75%	80%	78%	73%	72%	78%	77%	56%	53%	57%	48%
Blessed Sacrament	88%	NR	76%	73%	88%	NR	65%	55%	76%	NR	65%	27%
Christ the King	NR	NR	82%	47%	NR	NR	64%	53%	NR	NR	55%	27%
Holy Cross	53%	73%	58%	79%	63%	80%	58%	68%	47%	40%	25%	50%
Holy Family	94%	75%	90%	95%	94%	81%	100%	95%	76%	69%	70%	64%
Jean Vanier	73%	69%	74%	59%	46%	47%	74%	62%	38%	28%	52%	47%
Notre Dame (B)	80%	60%	79%	68%	67%	52%	74%	71%	51%	38%	40%	35%
Notre Dame (C)	76%	75%	84%	86%	68%	73%	77%	79%	52%	48%	55%	57%
O.L. of Fatima (C)	NR	NR	100%	NR	NR	NR	100%	NR	NR	NR	100%	NR
O.L. of LaSalette	NR	74%	62%	94%	NR	74%	62%	76%	NR	47%	23%	6%
O.L. of Providence	90%	85%	88%	75%	92%	87%	85%	82%	67%	65%	78%	60%
Resurrection	100%	75%	89%	100%	82%	69%	84%	100%	65%	50%	32%	83%
Sacred Heart (L)	79%	66%	67%	62%	74%	59%	69%	71%	47%	59%	47%	29%
Sacred Heart (P)	74%	88%	89%	82%	68%	94%	94%	75%	47%	65%	67%	50%
St. Anthony Daniel	NR	NR	NR	90%	NR	NR	NR	70%	NR	NR	NR	40%
St. Basil (B)	NA	68%	69%	76%	NA	63%	62%	69%	NA	58%	53%	48%
St. Bernard (B)	88%	89%	73%	NA	76%	89%	73%	NA	76%	61%	62%	NA
St. Bernard (W)	63%	70%	75%	67%	58%	57%	75%	71%	53%	48%	65%	48%
St. Cecilia's	86%	85%	84%	76%	71%	80%	88%	81%	62%	65%	72%	52%
St. Frances Cabrini	77%	93%	77%	81%	74%	82%	87%	87%	61%	71%	73%	74%
St. Gabriel	73%	68%	69%	80%	77%	68%	73%	76%	55%	39%	51%	60%
St. Joseph's	71%	92%	91%	77%	69%	95%	87%	83%	57%	76%	70%	33%
St. Leo	63%	88%	94%	76%	84%	88%	81%	88%	58%	48%	69%	56%
St. Mary's (H)	NR	NR	72%	62%	NR	NR	78%	62%	NR	NR	44%	38%
St. Michael's (D)	78%	65%	83%	70%	78%	53%	78%	80%	44%	35%	56%	10%
St. Michael's (W)	76%	NR	NR	100%	62%	NR	NR	100%	48%	NR	NR	58%
St. Patrick (B)	65%	41%	76%	79%	65%	53%	71%	64%	47%	47%	35%	29%
St. Patrick's (C)	67%	NR	94%	100%	60%	NR	94%	91%	27%	NR	50%	27%
St. Peter	81%	74%	94%	91%	75%	79%	89%	82%	75%	47%	67%	73%
St. Pius X	NR	NR	NA	93%	NR	NR	NA	81%	NR	NR	NA	63%
St. Stephen's	96%	78%	79%	67%	78%	61%	74%	67%	74%	33%	53%	58%
St. Theresa	73%	79%	93%	75%	73%	NR	100%	92%	53%	NR	86%	67%

suppressed results fewer than 10 students

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

Prepared by: Leslie Telfer, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: October 21, 2014
Submitted by: Chris Roehrig, Director of Education & Secretary

INTEGRATED ACCESSIBILITY PLAN ANNUAL REPORT 2013-14

Public Session

BACKGROUND INFORMATION:

Introduction

On December 14, 2001, the *Ontarians with Disabilities Act, 2001* (ODA) was passed to improve access and opportunities for people with disabilities. The *Act* provides for their involvement in identifying, removing and preventing barriers so they can fully take part in the life of the province. The *Accessibility for Ontarians with Disabilities Act was passed in 2005* (AODA) and the standards within the *Act* pertaining to school boards are being disseminated.

The Customer Service Standard was the first accessibility standard to be distributed under the AODA and came into force on January 1, 2008. Public sector organizations were required to comply with this standard by January 1, 2010.

The Integrated Accessibility Standards (Ontario Regulation 191/11), which include Information and Communications, Employment, and Transportation standards, came into effect in June 2011. Public sector organizations are required to comply with these standards by January, 2014. On January 1, 2013 the Integrated Accessibility Standards regulation was amended to include accessibility requirements for the design of public spaces with compliance expected by January 1, 2016.

The *ODA 2001* applies to all public sector institutions including cities, municipalities, hospitals, school boards, colleges and universities, public transportation providers, and government ministries and agencies. Each year, these organizations are required to prepare an accessibility plan with the assistance of either an accessibility advisory committee or in consultation with people with disabilities and others if no accessibility advisory committee exists.

DEVELOPMENTS:

The Brant Haldimand Norfolk Catholic District School Board Accessibility Committee on an annual basis:

- conducts research on barriers to people with disabilities in all facilities, and reviews regulations, policies and programs, practices and services offered by the District;
- identifies barriers to be addressed, removed or prevented; and
- communicates its work to the Board of Trustees and to public stakeholders.

The Committee strives for the:

- continual improvement of access to school premises, facilities and services for all persons regardless of ability;
- participation of people regardless of their ability, and acts as their advocates in the development and review of its annual accessibility plans; and
- provision of services to all students, employees, parents of students and members of the community with disabilities.

The following were objectives outlined for 2013-14. The status column indicates progress to date in each area.

Type of Barrier	Location	Action	Effective Date
Systemic – Attitudinal	System-wide	Provide training to all staff and volunteers on accessibility standards requirements and on Human Rights Code provisions regarding disabilities and ensure third-party providers have similar training.	Ongoing 2014-15
Information and Communications	Board Offices	Review process for receiving/ responding to feedback to ensure accessibility to persons with disabilities and readiness to provide accessible formats and communication supports, upon request. Notify the public regarding the above.	Complete
Information and Communications	System-wide	Review Board and school websites to assess the level of accessibility. Ensure that new sites and web content meet Web Content Accessibility Guidelines (WCAG) 2.0, Level A standards.	Ongoing; beyond minimum level of compliance
Systemic – Employment	System-wide	Review and update Human Resources procedures and practices with regard to recruitment, job accommodations, alternative accessible formats and communication supports, individual accommodation plans, return to work, performance management, career or professional development, and redeployment. (See appendix A for plan details.)	Complete; beyond level of compliance
Information and Communications – Student Transportation	Board-wide (Student Transportation and Special Education)	Consult with parents and develop individual school transportation plans for students with disabilities, clarifying roles and responsibilities.	Complete; individual Transportation Plans are in place
Information and Communications	School Libraries	Review the readiness of school libraries to provide accessible or conversion-ready formats of print resources, upon request.	Ongoing; on task to meet compliance date of January 1, 2015.
Physical	Various Sites	Install accessibility features. (See Appendix B for specific site updates.)	Ongoing 2014-15

Copies of the Integrated Accessibility Plan are available on the Brant Haldimand Norfolk Catholic District School Board website at:

http://www.bhncdsb.ca/sites/www.bhncdsb.ca/files/resources/integrated_accessibility_plan_2013_2017.pdf

Printed copies and alternate formats are available, upon request.

RECOMMENDATION:

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

AODA Update May 2014

Recruitment (Section 22 & 23)

Language has been added to both internal and external job postings advising applicants of the method to make an accommodation request for reasons of disability in the application or interview process. The language has also been added to the Job Opportunities section of the Board's website. The following is the language that has been included:

If you require accommodation for reasons of disability in the application or interview process, please email your request to resumes@bhncdsb.ca. The application package is available in accessible formats, upon request.

Offer of Employment (Section 24)

A statement has been added to all conditional job offer letters notifying new hires of the Board's policies related to the accommodation of individuals with disabilities and advising them of who to contact if they require accommodation.

The following is the language that has been included:

The Board has an Integrated Accessibility Standards Regulation – Employment Policy (200.35) which makes provisions for employees with disabilities. If you require accommodation for reasons of a disability, please do not hesitate to contact me. The Board also has a Modified Work Policy (300.05) in the event accommodation is required. Please note that both policies are available on our website at www.bhncdsb.ca by clicking on the Board tab.

Inform all Employees of Policies (Section 25)

An Accessibility page has been created on the Board website that provides key AODA messaging, including links to the Board's policies related to the accommodation of individuals with disabilities. Below is a screenshot of content that is contained on the Accessibility page:

The screenshot shows the website interface for the Brant Haldimand Norfolk Catholic District School Board. The page is titled "Accommodations for Employees and Applicants with Disabilities". The navigation menu includes "Home", "Board", "Catholicity", "Parents/Community", "Programs/Services", "Media Room", and "Schools". The "Board" tab is selected. The page content includes a search bar, a "Portal Log In" button, and a "Select Language" dropdown. The main text states: "The Brant Haldimand Norfolk Catholic District School Board is committed to meeting the accessibility needs of persons with disabilities who visit or work in our facilities. We accommodate individual needs in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) by identifying and removing recognized barriers for persons with disabilities. We strive to meet the needs of all stakeholder members of our Catholic Learning Community in a respectful manner to promote one's dignity and self-worth. The Board has an [Integrated Accessibility Standards Regulation – Employment Administrative Procedure \(200.35\)](#) which makes provisions for employees and job applicants with disabilities. The Board also has a [Modified Work Policy \(300.05\)](#) in the event accommodation is required. Our accommodations regarding the Board's recruitment/selection for employment process may include, but are not limited to:

- Assisted Applications (modifications as required).
- Alternate formats for recruitment communication material, as required.
- Scheduling of appointments/interviews.
- Physical adjustments during recruitment processes (i.e. seating, workstations, entry-ways).
- Technical aids/assistive devices, as required.

Please contact the Human Resources Department if you require any accommodation to ensure your equitable participation in the recruitment and selection process or any other process with the Brant Haldimand Norfolk Catholic District School Board.

Provide Accessible Format and Communication Support (Section 26)

The communication process is outlined in the Modified Work Policy, as well as on all work accommodation plans. The following is the content that addresses the communication process:

Work Accommodation Plan

To the employee:

This work accommodation plan has been designed to accommodate your current limitations. We ask your cooperation in the following:

If you are experiencing any problems with assigned tasks, please inform your supervisor.

If you are asked by a fellow employee to perform a task, which you are not medically capable of doing, explain your limitations and refrain from doing it. Any further discussion should involve your supervisor.

Modified Work Policy

Modified Work Procedures

Employees are responsible for promptly advising their supervisor and/or the Human Resources Department of any condition, illness or injury interfering with their ability to attend at work or perform regular duties. Failure of the employee to provide timely notification and adequate information may affect the responsibility and obligations of the Board to provide accommodation.

Individualized Workplace Emergency Response Information (Section 27)

As part of the Modified Work Policy, employees who require work accommodations have work accommodation plans. These plans are created through discussion between workplace parties (e.g., worker, supervisor, human resources). Included on these plans is an area to incorporate details of an Individualized Workplace Emergency Response Plan, should it be required. Work accommodation plans are designed to accommodate current limitations, so employees are advised to communicate with their supervisor if they are experiencing problems.

Below is a sample Individualized Workplace Emergency Response Plan:

Individualized Workplace Emergency Response Plan (IWERP) Required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Plan details:</u>		
In the event of an emergency that requires evacuation of the building, a buddy system will be used to accommodate the needs of Ms. Doe who uses a wheelchair. The Supervisor is responsible for ensuring himself/herself (or a designate) and another Board employee is dispatched to assist Ms. Doe in evacuating the building. Should Ms. Doe be located on the second floor of the building, the exit route will be down the East stairwell and out the doors. The "buddies" must be capable of lifting Ms. Doe's wheelchair down a flight of 10 stairs.		
Review date: Upon receipt of updated medical information. Note: Should the employee move to another work location within the Board, the IWERP will be reviewed.		

Process for Work Accommodation Plans (Section 28)

The Modified Work Policy and Administrative Procedure outlines the documented process for the development of documented individual accommodation plans.

Process for Return to Work (Section 29)

The Modified Work Policy and Administrative Procedure outlines the return to work process.

Performance Management (Section 30)

Statements have been added to the Managers & Supervisors, Teaching, and Non-Teaching performance appraisal Administrative Procedures that take into account the accessibility needs of employees with disabilities. A statement has also been added to the notice that teachers and principals receive in their appraisal year. The following is the language that has been included:

Non-Teaching - Added following statement to Non-Teaching Performance Appraisal Administrative Procedure (AP for Non-Teaching Staff and AP for Managers & Supervisors): "Employees will inform their Principal/Supervisor at the pre-evaluation meeting if they require accommodation for reasons of disability during the Performance Appraisal process. Once aware, the Principal/Supervisor will take into account an employee's accommodation needs during the process."

Educators – Added following statement to the notice (to be used for both teachers and principals in their appraisal year): "Please inform me at our first meeting if you require accommodation for reasons of disability during the Performance Appraisal process. Once aware, I will take into account any accommodation needs during the process."

Added the following statement to the Occasional, Principal and Teacher Performance Appraisal APs (300.33, 300.34, 300.32): "Educators will inform their Principal/Supervisor at the first meeting if they require accommodation for reasons of disability during the Performance Appraisal process. Once aware, the Principal/Supervisor will take into account an employee's accommodation needs during the process."

Career Development (Section 31)

The process to be considered for advancement opportunities involves applying to an internal job posting. As mentioned above, language has been added to internal job postings advising applicants of the method to make an accommodation request for reasons of disability in the application or interview process.

Redeployment (Section 32)

The Work Accommodation Plan and accommodation needs of employees are taken into consideration when an employee changes work locations and/or assignments.

**AODA Compliance
Facility Projects 2013-14**

School	Description	Year
Holy Family	Handicap washroom	13/14
St. Frances Cabrini	Handicap washroom	13/14
Blessed Sacrament	Barrier free front entrance	13/14
St. Joseph's	Barrier free front entrance	13/14
Our Lady of Providence	Barrier free classroom exit doors	13/14
St. Stephen's	Barrier free door & operator	13/14
St. Patrick's, Caledonia	Barrier free door & operator	13/14
St. Cecilia's	Barrier free operator	13/14

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted: October 21, 2014
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**INCORPORATION OF THE
FRIENDS OF THE EDUCATIONAL ARCHIVES**
Public Session

BACKGROUND INFORMATION:

The Friends of the Educational Archives are affiliated with the Ontario Historical Society and endeavour to serve the public and Catholic school boards in the district to maintain historical archives. The Friends of the Educational Archives Constitutional By-Laws were presented as information in February of 2013 and Co-operative Agreement for Archival Support was approved at the same time.

DEVELOPMENTS:

Section (1.1) of the original Co-operative Agreement required an annual signature by the Chairs of both Boards and the President/Vice-President of the Friends of the Educational Archives. This section has been re-written as an “Evergreen Clause” to enable the agreement to remain in effect without the need to return to the Boards each year. On October 2, 2014, the Friends of the Educational Archives passed a motion to amend the agreement subject to agreement by both Boards of Education. Staff is seeking Board approval to amend Section 1.1 of the Co-operative Agreement with the Friends of the Educational Archives. The entire agreement is listed as Appendix A. The revisions to Section 1.1 are noted below.

OLD AGREEMENT LANGUAGE	NEW AGREEMENT LANGUAGE
1.1 This Agreement shall commence on September 1 st , 2014 and shall expire on August 31 st , 2015 unless it is renewed for successive one-year periods on such terms and conditions as may be mutually agreed to between each of the Boards and the Society no less than thirty (30) days before the expiry date.	1.1 This Agreement shall commence on September 1, 2014, and shall be effective for one (1) year, and shall be automatically renewed each year thereafter, unless any party hereto provides all other parties with written notice of non-renewal and termination at least sixty (60) days prior to the anniversary date of this Agreement.

RECOMMENDATION:

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.

CO-OPERATIVE AGREEMENT FOR ARCHIVAL SUPPORT

THIS AGREEMENT is made as of the First day of September, 2014.

BETWEEN:

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

322 Fairview Drive - P.O. Box 217 - Brantford - Ontario - N3T 5M8
fax no. 519-756-9913

(hereinafter referred to as "BHNCDSB")

OF THE FIRST PART

- and -

GRAND ERIE DISTRICT SCHOOL BOARD

349 Erie Avenue - Brantford - Ontario - N3T 5V3
fax no. 519-756-9181

(hereinafter referred to as "GEDSB")

OF THE SECOND PART

- and -

**FRIENDS OF THE EDUCATIONAL ARCHIVES
SERVING BRANT, HALDIMAND AND NORFOLK COUNTIES**

c/o 349 Erie Avenue, Brantford Ontario, N3T 5V3

(hereinafter referred to as the "Society")

OF THE THIRD PART

WHEREAS:

- A. BHNCDSB and GEDSB (sometimes hereinafter collectively referred to as the "Boards" or individually as a "Board") have effected the incorporation of the Society through affiliation with The Ontario Historical Society pursuant to AN ACT TO INCORPORATE THE ONTARIO HISTORICAL SOCIETY, APRIL 1899.

- B. The Society has been incorporated, inter alia, to serve as a resource centre for historical educational materials and to make them accessible to present, future and former students and staff of the Boards.
- C. The parties wish to enter into an agreement to provide for such services, on the terms and conditions hereinafter set out.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises, and the mutual covenants contained herein, the sum of \$10.00 now paid by each of the parties hereto to the other, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, each of the parties hereto covenants and agrees as follows.

ARTICLE 1 TERM & TERMINATION

1.1 ~~This Agreement shall commence on _____ September 1, 2014, _____ and shall expire on August 31, 2015 _____ unless it is renewed for successive one year periods on such terms and conditions as may be mutually agreed to between each of the Boards and the Society no less than thirty (30) days before the expiry date. This Agreement shall commence on September 1, 2014, and shall be effective for one (1) year, and shall be automatically renewed each year thereafter, unless any party hereto provides all other parties with written notice of non-renewal and termination at least sixty (60) days prior to the anniversary date of this Agreement~~

1.2 Notwithstanding anything elsewhere herein contained, any party hereto may terminate this Agreement if another party shall be in default of any of its covenants, obligations or agreements herein contained, and such default shall continue for a period of thirty (30) days, following written notice thereof.

ARTICLE 2 DUTIES & OBLIGATIONS OF THE SOCIETY

2.1 The Society covenants and agrees to faithfully perform the following duties during the term of this Agreement:

2.1.1 to accept, retain and store archival material received from each of the Boards;

- 2.1.2 to organize and keep an inventory of all archival material received from each of the Boards;
- 2.1.3 to provide displays of archival materials for school anniversaries and for school closings;
- 2.1.4 to provide research and information services pursuant to individual requests for research of the registers from interested individuals in the Counties of Brant, Haldimand and Norfolk; and
- 2.1.5 to provide such other services as may be reasonably requested from time to time by either of the Boards.

ARTICLE 3 DUTIES & OBLIGATIONS OF THE BOARDS

3.1 Each of the Boards covenants and agrees to faithfully perform the following duties during the term of this Agreement:

- 3.1.1 to provide funding to the Society for the first year of the term of this Agreement in the amount of \$2,500.00 (inclusive of H.S.T., if applicable), and thereafter, to provide an equal amount of annual funding to the Society in an amount to be determined annually, subject to the availability of same, each year during the term of this Agreement; and
- 3.1.2 to actively promote and encourage the use of the Society.

3.2 GEDSB covenants and agrees to enter into a licence agreement with the Society to provide space within a portable structure, including utilities and maintenance, to allow for the establishment of an Archives Centre, which licence agreement will be co-terminous with this Agreement. Although the 2012-13 cost for this space is estimated at \$2,600.00, the GEDSB will provide the space at no charge,

as an in-kind donation to the Society that will facilitate the performance of its duties to each of the Boards.

3.3 BHNCD SB covenants and agrees to provide such in-kind goods and services as may be mutually agreed to by each of the Boards that will facilitate the performance of the Society's duties to each of the Boards.

ARTICLE 4
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF
PRIVACY ACT ("MFIPPA") RECORDS AND COMPLIANCE

4.1 For the purposes of this Agreement, "Record" means any recorded information in the custody or control of either of the Boards, including Personal Information (which for the purposes of this Agreement means recorded information about an identifiable individual or that may identify an individual), in any form: (a) provided by either Board to the Society, or provided by the Society to either Board, for the purposes of this Agreement; or (b) created by the Society in the performance of this Agreement. Each of the Boards and the Society acknowledge and agree that MFIPPA applies to and governs all Records and may require the disclosure of such Records to third parties. Furthermore, the Society agrees:

4.1.1 to keep Records secure;

4.1.2 to endeavour to provide Records to either of the Boards within ten (10) business days of being directed to do so by either of the Boards for any reason including an access request or privacy issue;

4.1.3 not to access any Personal Information unless either of the Boards determines, in its sole discretion, that access is permitted under MFIPPA and is necessary in order to provide the services;

- 4.1.4 not to directly or indirectly use, collect, disclose or destroy any Personal Information for any purposes that are not authorized by either of the Boards;
- 4.1.5 to ensure the security and integrity of Personal Information and keep it in a physically secure location safe from loss, alteration, destruction or intermingling with other records and databases and to implement, use and maintain the most appropriate products, tools, measures and procedures to do so;
- 4.1.6 to restrict access to Personal Information to those of its directors, officers, governors, employees, agents, partners, affiliates, volunteers or subcontractors who have a need to know it for the purpose of providing the services and who have been specifically authorized by either of the Boards to have such access for the purpose of providing the services;
- 4.1.7 to implement other specific security measures that in the reasonable opinion of either of the Boards would improve the adequacy and effectiveness of the Society's measures to ensure the security and integrity of Personal Information and Records generally; and
- 4.1.8 that any confidential information supplied to the Supplier may be disclosed by either of the Boards where it is obligated to do so under MFIPPA, by an order of a court or tribunal or pursuant to a legal proceeding.

ARTICLE 5 FORCE MAJEURE

5.1 Notwithstanding anything elsewhere herein contained, no party shall be responsible to the other parties for failure to carry out its duties and obligations as a result of Force Majeure. For the purposes of this Agreement, Force Majeure means any cause beyond the reasonable control of a party including, without limitation, fire, explosion, natural disaster, power failure, acts of God, military action or actions of public enemies, or any act or omission under any law, order, regulation, rule or

requirement of any court, governmental or public authority or legal body having jurisdiction, or any labour action (such as strikes, slowdowns, picketing or boycotts). In no event shall lack of money, insolvency, any act of bankruptcy or any act or omission of a party claiming Force Majeure be an event of Force Majeure.

ARTICLE 6 RELATIONSHIP OF THE PARTIES

6.1 The parties hereto agree that each is an independent contractor and not the agent, or other representative of any other party hereto, and that no party has authority to enter into any contract, assume any obligations or give any warranties or representations on behalf of any other party. Nothing in this Agreement shall be construed to create a relationship of partners, joint venturers, fiduciaries, or any other similar relationship between the parties.

ARTICLE 7 SEVERABILITY

7.1 Should any provision of this Agreement be found to be invalid by a court of competent jurisdiction, that provision shall be deemed severed and the remainder of this Agreement shall remain in full force and effect.

ARTICLE 8 GOVERNING LAW & DISPUTE RESOLUTION

8.1 The laws of the Province of Ontario and the laws of Canada applicable therein shall govern as to the interpretation, validity and effect of this Agreement. The parties hereby consent and submit to the jurisdiction of the courts of the Province of Ontario in any action or proceeding instituted under this Agreement. Any dispute between the parties which cannot be resolved amicably shall be referred to mediation for resolution prior to court proceedings.

ARTICLE 9
ENTIRE AGREEMENT

9.1 This Agreement constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties hereto, and there are no warranties, representations or other agreements between the parties hereto in connection with the subject matter hereof except as specifically set forth herein. This Agreement may be changed only by written amendment signed by all parties.

ARTICLE 10
CONSENT TO BREACH NOT WAIVER

10.1 No provision of this Agreement shall be deemed to be waived and no breach shall be deemed to be excused unless such waiver or consent is in writing and signed by the party said to have waived or consented. No consent by any party to, or waiver of, a breach of any provision by another party shall constitute consent to, or waiver of, any different or subsequent breach

ARTICLE 11
NOTICES

11.1 Any notice, document or other communication required or permitted to be given hereunder shall be in writing and shall be sufficiently given if sent by prepaid mail, if delivered personally, or if sent by e-mail or facsimile transmission to the address of the other parties specified on the face of this Agreement. Any such notice, if mailed, shall be deemed to have been given on the fifth business day following such mailing, or if delivered personally or sent by facsimile transmission, shall be deemed to be given on the first business day following such delivery or transmission, provided that in the event of a disruption in postal service, any notice so mailed shall be deemed to have been delivered on the fifth business day following the resumption of regular postal service. Each of the parties hereto shall be entitled to specify a different address for purposes of this section only, by giving notice in accordance with the terms hereof.

ARTICLE 12
COUNTERPARTS

12.1 This Agreement may be executed by the parties hereto in separate counterparts, each of which, when executed and delivered, shall be an original, but all such counterparts shall constitute one and the same instrument.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement.

SIGNED, SEALED and DELIVERED
in the presence of



**Brant Haldimand Norfolk Catholic
District School Board**

Per:

.....
Name: June Szeman
Title: Chair of the Board



Grand Erie District School Board

Per:

.....
Name: Carol Ann Sloat
Title: Chair of the Board



**Friends of the Educational Archives
Serving Brant, Haldimand and Norfolk
Counties**

Per:

.....
Name: Robert Stevenson
Title: President

.....
Name: Dan Walker
Title: Vice-President

2014-15
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
October 21, 2014	7:00 pm	Committee of the Whole Meeting	
October 23–25, 2014		When Faith Meets Pedagogy Conference	
October 28, 2014	1:00 pm	STSBHN Governance Mtg.	
October 28, 2014	7:00 pm	Board Meeting	
November 5, 2014	9:00 am	SAL Committee Mtg. (Holy Trinity)	
November 5, 2014	6:00 pm	SEAC Meeting	
November 6, 2014	9:00 am	SAL Committee Mtg. (St. John's College)	
November 6, 2014	1:00 pm	SAL Committee Mtg. (Assumption College School)	
November 11, 2014	9:00 am	Executive Council Mtg.	
November 19, 2014	7:00 pm	Committee of the Whole	
November 25, 2014	7:00 pm	Board Meeting	
December 2, 2014	6:30 pm	Inaugural Meeting Mass (Bishop Bergie)	
	7:00 pm	Inaugural Board Meeting	
December 3, 2014	9:00 am	Executive Council Mtg.	
December 3, 2014	9:00 am	SAL Committee Mtg. (Holy Trinity)	
December 3, 2014	6:00 pm	SEAC Meeting	
December 4, 2014	9:00 am	SAL Committee Mtg. (St. John's College)	
December 4, 2014	1:00 pm	SAL Committee Mtg. (Assumption College School)	
December 9, 2014	7:00 pm	Board Meeting	
<i>December 22, 2014 - January 2, 2015</i>		<i>CHRISTMAS BREAK</i>	
January 7, 2015	9:00 am	SAL Committee Mtg. (Holy Trinity)	
January 8, 2015	9:00 am	SAL Committee Mtg. (St. John's College)	
January 8, 2015	1:00 pm	SAL Committee Mtg. (Assumption College School)	
January 13, 2015	9:00 am	Executive Council Mtg. (<i>to be confirmed</i>)	
January 14, 2015	6:00 pm	SEAC Meeting	
January 15, 2015	TBD	Trustee Orientation (hosted by Ministry - Toronto)	
January 20, 2015	7:00 pm	Committee of the Whole	
January 27, 2015	7:00 pm	Board Meeting	
February 4, 2015	9:00 am	SAL Committee Mtg. (Holy Trinity)	
February 5, 2015	9:00 am	SAL Committee Mtg. (St. John's College)	
February 5, 2015	1:00 pm	SAL Committee Mtg. (Assumption College School)	
February 10, 2015	9:00 am	Executive Council Mtg. (<i>to be confirmed</i>)	
February 10, 2015	7:00 pm	SEAC Meeting	
February 17, 2015	7:00 pm	Committee of the Whole	
February 23, 2015	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
February 24, 2015	1:00 pm	STSBHN Governance Mtg.	
February 24, 2015	7:00 pm	Board Meeting	
March 4, 2015	9:00 am	SAL Committee Mtg. (Holy Trinity)	
March 5, 2015	9:00 am	SAL Committee Mtg. (St. John's College)	
March 5, 2015	1:00 pm	SAL Committee Mtg. (Assumption College School)	
March 10, 2015	9:00 am	Executive Council Mtg. (<i>to be confirmed</i>)	
March 11, 2015	6:00 pm	SEAC Meeting	
<i>March 16–20, 2015</i>		<i>MARCH BREAK</i>	
March 24, 2015	7:00 pm	Committee of the Whole	
March 31, 2015	7:00 pm	Board Meeting	
April 1, 2015	9:00 am	SAL Committee Mtg. (Holy Trinity)	
April 2, 2015	9:00 am	SAL Committee Mtg. (St. John's College)	
April 2, 2015	1:00 pm	SAL Committee Mtg. (Assumption College School)	
April 8, 2015	6:00 pm	SEAC Meeting	
April 14, 2015	9:00 am	Executive Council Mtg. (<i>to be confirmed</i>)	
April 21, 2015	7:00 pm	Committee of the Whole	

Date	Time	Meeting/Event	New / Revised
April 28, 2015	7:00 pm	Board Meeting	
April 29-30, May 1 2015		Board Art Show	
April 30, May 1-2, 2015		OCSTA AGM (Toronto)	
May 3-8, 2015		Catholic Education Week	
May 5, 2015	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
May 6, 2015	9:00 am	SAL Committee Mtg. (Holy Trinity)	
May 6, 2015	5:15 pm	Catholic Student Leadership Awards (SJC - Bishop Fabbro)	
May 7, 2015	9:00 am	SAL Committee Mtg. (St. John's College)	
May 7, 2015	1:00 pm	SAL Committee Mtg. (Assumption College School)	
May 12, 2015	9:00 am	Executive Council Mtg. (<i>to be confirmed</i>)	
May 19, 2015	7:00 pm	Committee of the Whole	
May 20, 2015	6:00 pm	SEAC Meeting	
May 24, 2015	1:00 pm	STSBHN Governance Mtg.	
May 24, 2015	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
May 26, 2015	7:00 pm	Board Meeting	
May 28, 2015	10:00 am	<i>Have a Go</i> track meet at Holy Trinity (secondary) (<i>rain date June 12</i>)	
June 3, 2015	9:00 am	SAL Committee Mtg. (Holy Trinity)	
June 4, 2015	9:00 am	SAL Committee Mtg. (St. John's College)	
June 4, 2015	1:00 pm	SAL Committee Mtg. (Assumption College School)	
June 9, 2015	9:00 am	Executive Council Mtg. (<i>to be confirmed</i>)	
June 11-13, 2015		CCSTA AGM (Newfoundland)	
June 15, 2015	10:00 am	<i>Have a Go</i> track meet at Assumption College (elementary) (<i>rain date June 16</i>)	
June 16, 2015	7:00 pm	Committee of the Whole	
June 17, 2015	6:00 pm	SEAC Meeting	
June 23, 2015	7:00 pm	Board Meeting	
TBD	4:45 pm	Assumption College Graduation	
June 25, 2015	7:00 pm	St. John's College Graduation	
June 25, 2015	6:30 pm	Holy Trinity Graduation	

Meetings to be scheduled: Catholic Education Advisory Committee meetings

Meetings scheduled at the Call of the Chair: Audit Committee, Budget Committee, Accommodations Committee, Policy Committee