



# BRANT HALDIMAND NORFOLK Catholic District School Board

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

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**Committee of the Whole**  
**Tuesday, October 18, 2011 7:00 pm**  
**Boardroom**

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

**Senior Administration:**  
Cathy Horgan (Director of Education), Wally Easton (Associate Director, Corporate Services &  
Treasurer), Bill Chopp, Trish Kings and Chris Roehrig (Superintendents of Education),  
Tom Grice (Assistant Superintendent of Business)

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1. **Opening Business**
    - 1.1 Opening Prayer – Cliff Casey
    - 1.2 Attendance
    - 1.3 Approval of the Agenda
    - 1.4 Declaration of Interest
  2. **Presentations - Nil**
  3. **Delegations - Nil**
  4. **Consent Agenda**
    - 4.1 Approval of Minutes from the Committee of the Whole meeting of September 20, 2011 Pages 3-8
    - 4.2 Unapproved Minutes from the SEAC Committee meeting of September 14, 2011 Pages 9-11
    - 4.3 Unapproved Minutes from the Faith Advisory Committee meeting of October 6, 2011 Pages 12-13
  5. **Committee and Staff Reports**
    - 5.1 Unapproved Policy Committee Meeting Minutes and Recommendations - October 13, 2011 Pages 14-17
      - Fees for Learning Materials and Activities (pgs. 18-23)
      - Student Trustee 100.07 (pgs. 24-27)
      - Catholic School Advisory Councils 200.31 (pgs. 28-36)
      - Regional Catholic Parent Involvement Committee 200.24 (pgs. 37-43)
    - 5.2 OCSTA Annual Membership Fees Page 44  
Presenter: Cliff Casey, Chair of the Board



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- 5.3** Primary Class Size Pages 45-46  
Presenter: Tom Grice, Assistant Superintendent of Business
- 5.4** Strategic Action Plan – Year 3 Pages 47-57  
Presenter: Cathy Horgan, Director of Education & Secretary
- 5.5** Board Brand Pages 58-59  
Presenter: Cathy Horgan, Director of Education & Secretary
- 5.6** e-Learning Contact (eLC) Pages 60-62  
Presenter: Chris Roehrig, Superintendent of Education
- 5.7** Excursion – Chicago, IL Page 63  
Presenter: Chris Roehrig, Superintendent of Education
- 6. Information and Correspondence**
- 6.1** OCSTA Update
- 7. Notices of Motion**
- 8. Trustee Inquiries**
- 9. Business In-camera**
207. (2) **Closing of certain committee meetings.** A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- The security of the property of the board;
  - 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;
  - The acquisition or disposal of a school site;
  - Decisions in respect of negotiations with employees of the board; or
  - Litigation affecting the board.
- 10. Report on the In-camera Session**
- 11. Future Meetings and Events** Pages 64-65
- 12. Closing Prayer**
- Gracious God, as we prepare to conclude this meeting, we once again lift up our hearts to You.*
- We thank you for the gifts that have been present within this act of service to the community, for the gifts of fellowship and understanding, of mutual respect and shared vision.*
- We are grateful for the gifts of perseverance and insight into the common concerns we share.*
- Now bless our departure and journeys homeward, in the name of the Father, Son, and Holy Spirit. Amen*
- 13. Adjournment**
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**Next meeting:** Tuesday, November 15, 2011 at 7:00 pm – Boardroom



**Committee of the Whole**  
**Tuesday, September 20, 2011 7:00 pm**  
**Boardroom**

**Trustees:**

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

**Absent:**

**Senior Administration:**

Wally Easton (Associate Director, Corporate Services & Treasurer), Bill Chopp, Trish Kings and Chris Roehrig (Superintendents of Education), Tom Grice (Assistant Superintendent of Business)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with a prayer led by Cliff Casey.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the September 20, 2011 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**2. Presentations – Nil**

**3. Delegations**

**3.1** Ian Rolls-Carson, Chair of the St. Mary School Catholic Parent Council in Brantford, presented a report regarding the Accommodation Review of St. Mary School. He questioned the accuracy of information provided at the June 2011 Board meeting, encouraged the Board to consider factors like potential future growth in the area should the Mohawk Redevelopment proceed, questioned if the Holy Cross school building was free of asbestos, and reiterated the strong academic record of students at St. Mary school as reflected in the 2010 EQAO assessment results.

**4. Consent Agenda**

**4.1** THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the June 21, 2011 meeting.



- 4.2 THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the information regarding the recipients of the 2011 Catholic Student Award and the Father Patrick Fogarty Awards Dinner.
- 4.3 THAT the Committee of the Whole refers the unapproved minutes from the Student Transportation Services Brant Haldimand Norfolk Board of Directors' meeting of May 17, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.4 THAT the Committee of the Whole refers the unapproved minutes from the Accommodations Committee meeting of July 13, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

**Carried**

## **5. Committee and Staff Reports**

### **5.1 Accommodation Review – St. Mary School, Brantford**

Director Horgan advised that the revised enrolment projections to 2015 for St. Mary and Holy Cross schools based on the Watson & Associates report received in August, 2011 have not significantly changed; therefore, staff stand by their original recommendation as presented in the June 21, 2011 report to the Board.

In response to Trustee Petrella's question regarding asbestos inspections as raised in the delegation's presentation, Associate Director Easton advised that the Board is aware of its responsibilities with regards to asbestos and that all buildings are inspected annually using qualified contractors; any concerns raised are dealt with accordingly. Trustee Szeman inquired if there would be an opportunity to purchase land in the Mohawk Redevelopment area in the future should the need arise. Associate Director Easton indicated that the City would most likely circulate information regarding land purchase opportunities. He also added that he had recently consulted with the City's Planning Department and had been advised that to date, no developer had expressed interest in the project, no proposals to develop the property had been received, and that there was still environmental clean-up work required. In response to Trustee Dignard's inquiry regarding the next window of opportunity to conduct an accommodation review for this school should the motion be defeated, Director Horgan advised that legislation states that the next accommodation review cannot take place for five years unless extenuating circumstances exist. Trustee Dignard also received confirmation that by combining the two schools, the Board would realize a savings of approximately \$239,000 annually. He commented that this would result in over \$1 million of incurred costs over the next five years that will need to be funded through the Board budget. In his years of experience on the Budget Committee, there are no reserves available to cover this type of cost. Trustee Dignard added that this is a window of opportunity to do something for the whole board in order to move forward. The Board needs to address overall declining enrolment and will probably be looking at closing four schools over time.



Trustee Petrella expressed his opposition to closing St. Mary, in particular a school beside a church, and stated that if the building could be filled to capacity with optional uses, like the Alternative Education staff occupying the basement, that the school should not need to be closed. Trustee Blake added that revised enrolment projections indicate a relatively stable projection and reminded trustees that the Accommodation Review Committee supported St. Mary School remaining open. He recommended that the Board revisit the impact of declining enrolment across the entire system before any school is closed. Chair Casey commented that this decision had been delayed in June so that revised enrolment projections could be reviewed, which indicate no significant change, and that it is improbable that the Mohawk Redevelopment will happen in the foreseeable future. He added that the larger schools are starting to feel the impact of declining enrolment. As an example, he commented that there is not enough money to split large classes of 35-38 students in larger schools because smaller schools are not operating at capacity. He also reminded trustees of their fiduciary responsibilities. Trustee Petrella requested a recorded vote. Chair Casey declared his intention to vote on the motion.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the closure of St. Mary School, Brantford, effective June 30, 2012 and transfers the students of St. Mary School to Holy Cross School.

Trustee Blake	No
Trustee Casey	Yes
Trustee Dignard	Yes
Trustee McKinnon	Yes
Trustee Petrella	No
Trustee Szeman	Yes

**Carried**

## **5.2 Pearson PowerSchool Implementation**

Assistant Superintendent of Business Grice informed trustees that the Student Information System the Board currently uses, eSIS, formerly owned by The Administrative Assistants Ltd. (aal), will no longer be supported by the new owners, Pearson Education, as of August 2012. Pearson has extended a one-for-one license swap for Pearson PowerSchool to existing eSIS users. PowerSchool is a powerful application used around the world. Estimated transition costs of approximately \$125,000 have been included in the 2011-12 balanced Board budget and will be recovered in efficiency savings over the next four years of the existing contract. An implementation schedule was shared with trustees.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves Pearson PowerSchool as the Board Student Information System to complete the remaining four years of the current contract with Pearson Education Inc. (eSIS).

**Carried**



### **5.3 EQAO Results for Primary, Junior and Grade 9**

Superintendent of Education Kings reviewed the results of the Grades 3 and 6 EQAO assessments for the 2010-11 school year. Achievement in five of the six areas is good, in particular Primary reading which shows a 5% increase over the previous year's results. Once detailed information has been received and analyzed, a plan will be put in place to address the need to improve achievement in Junior mathematics, which is an area of concern across the province. Superintendent Roehrig reported that results in Grade 9 Mathematics at the Applied Level were the best ever, placing our Board in the top ten percent in the province.

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Committee of the Whole refers the EQAO Primary, Junior and Grade 9 results for 2010-11 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### **5.4 Start-Up Enrolment and School Organization**

Superintendent Roehrig distributed an overview of the current enrolment and school organizations. Last spring's enrolment projections were relatively accurate and the Board will meet Primary compliance requirements by early next week. To date, the board has succeeded in avoiding substantial reorganizations in schools; therefore, relatively little disruption has been experienced.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

**Carried**

### **5.5 Student Transportation Reforms**

Associate Director Easton reported that the amended agreement being presented in effect completes the incorporation of the Student Transportation Consortia, which began three years ago. There are no substantial changes made to the revised agreement; primarily revisions to the language. It has been approved by the Board of Directors of the Corporation.

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Student Transportation Agreement, as attached.

**Carried**

### **5.6 Summer Literacy Learning Program 2011**

Superintendent Kings reported on the successful Summer Literacy Learning Program held in August, which drew twenty-six Grades 1-3 students from eleven schools across our Board. The three-week program engaged students in an interactive literacy program delivered by two qualified teachers, complete with a recreational component led by YMCA staff. The program will be re-evaluated once the student reassessment data is analyzed.



Director Horgan thanked and commended Superintendent Kings for her willingness to act as Principal of this summer program and for her ongoing commitment to literacy.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Summer Literacy Learning Program 2011 report.

**Carried**

## **6. Information and Correspondence**

- 6.1** A card of thanks from a Rainbow Award recipient was circulated. Trustee Szeman provided trustees with a copy of the 2011-12 SEAC calendar, as well as handouts received at a trustee event with Bishop Fabbro, Diocese of London, on September 19, 2011.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

**Carried**

## **7. Notices of Motion**

The Notice of Motion was amended to read:

THAT the Director of Education of the Brant Haldimand Norfolk Catholic District School Board provides a draft succession, transition, and contingency plan for the departure or attrition of all Senior Administrative staff to the Board of Trustees for review and acceptance by the October 2011 In-Camera Committee of the Whole meeting.

Moved by: Rick Petrella

Seconded by: Dennis Blake

**Carried**

## **8. Trustee Inquiries**

Trustee Szeman inquired about a letter from the CYO Basketball Association regarding increased fees resulting from the revised Community of Use policy. Director Horgan advised that staff are in the process of gathering additional information and that she update trustees in the near future.

Trustee Szeman inquired if our Board has lost pockets of students to the public system for any particular reason. The new French Immersion program at Walsh Public has attracted a small number of our students in that catchment area. As well, several students from Notre Dame and St. Patrick's Caledonia schools have transferred to River Heights School for a variety of reasons.

## **9. Business In-Camera**

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

**Carried**



**10. Report on the In-Camera Session**

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

**Carried**

**11. Future Meetings**

The list of 2011-12 meetings and events was reviewed by Trustees.

**12. Closing Prayer**

The closing prayer was recited in unison.

**13. Adjournment**

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of September 20, 2011.

**Carried**



**Special Education Advisory Committee Meeting  
Wednesday, September 14, 2011 7:00 p.m.  
Special Education Services, Sacred Heart School, Paris, ON**

**Committee:** Terre Slaght, Theresa Westergaard-Hager, Barb Mitchell, June Szeman, Ashley Jakovljevic, Bill Chopp, Catherine Daly, Cathy Pearson, Dianne Wdowczyk

**Guests:** Cliff Casey, Bonnie McKinnon

**Regrets:** Paul Sanderson, Ashley Jakovljevic, Cathy Pearson, Nancy Smith, Colleen Demarest, Lisa Stockmans

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**1. Opening Prayer**

Terre Slaght opened the meeting with a prayer.

**2. Opening Remarks**

Dianne Wdowczyk thanked SEAC committee members for attending. Dianne informed the committee of Zig Misiak's notice that he will be stepping back from the committee for the 2011-12 year due to scheduling conflicts. She also noted that Catherine Daly will no longer be sitting on the SEAC committee. Dianne welcomed the guests to the meeting. Committee members introduced themselves.

**3. Approval of Minutes**

Moved by: June Szeman

Seconded by: Barb Mitchell

THAT the SEAC Committee approves the minutes from the June 8, 2011 meeting.

**Carried**

**4. Approval of the Agenda**

Moved by: Teresa Westergaard-Hager

Seconded by: Barb Mitchell

THAT the SEAC Committee approves the agenda for the September 14, 2011 meeting.

**Carried**

**5. Community Agency Updates**

Teresa Westergaard-Hager, NACL, spoke of cutbacks within their organization. As a result of these cutbacks, NACL is looking for suggestions to partner up with an organization to get information to secondary students. NACL has seen many individuals accessing Passport funding (personal control of funds for purchase of services). There seems to be positive response, but perhaps some gaps in how to plan on how to use the money and what services are available.



Barb Mitchell, H-N REACH, explained that HN-REACH is no longer the intake source for adults as of July 1, 2011. Regional Developmental Service offices are now handling it. Barb noted that changes with Special Services At Home with the Ministry are forthcoming. A children's respite home will now offer respite programming for adults. Name It To Change It is continuing to move forward and will have a booth at the Norfolk Fair. It was suggested that Name It To Change It should have booths at our school open houses. A proposal put forward for Best Start regarding transitioning children to school was not approved. Barb stated that the Ministries of Education and Children and Youth Services announced an update that resource consultants will continue to support children outside of licenced daycare centres.

Dianne Wdowczyk, Woodview Children's Mental Health Services, informed the committee that new social workers were recently hired. This will help reduce the wait list. The goal is to reduce the wait list to a two-month maximum. Dianne reported that the summer camps were very successful and that they hope to do it again.

**6. Correspondence**

Bill Chopp reviewed the different pieces of correspondence with the committee.

**7. Reports**

**7.1. Principal of Program: Special Education**

**7.1.1. Mental Health**

Terre Slaght spoke to the committee of a student success leadership initiative. The Hamilton board is piloting a program with a goal of targeting teachers and their awareness of mental health issues. Terre has received some positive responses from some of our principals who are interested in the program. The schools are anxious to have mental health workers in the schools.

**7.1.2. Specialized Transportation Update**

Terre Slaght reported that we are still working on our specialized transportation. The biggest hurdles were the many changes to transportation (because of cost saving measures). Many special education students were tightly scheduled, buses were filled to capacity, routes changed, etc. Issues include students arriving late and being picked up early. We are working with transportation on this. A report will follow at the October meeting.

**7.1.3. EA Allocation Criteria**

Terre Slaght referred to a document that outlined the criteria for allocating educational assistants. The criterion was broken down for the committee.

**7.2. Superintendent of Education**

**7.2.1. Special Education Plan Update**

The Ministry annually requests a list of recommendations and changes to the Special Education Plan. Bill Chopp spoke with the Ministry regarding this process. We will be rewriting the plan and submitting to the Ministry by November 1, 2011. Special



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Education Staff have been given a section of the plan to update and will work to complete this.

### 7.2.2. Staffing Update

Bill Chopp updated the committee on the number of educational assistants working in our district. There are new students coming into the system in the near future who will require an educational assistant.

### 7.2.3. SEAC Goal Setting Activity for 2011

Bill advised that the committee will be asked to provide ideas for professional development, information gathering, etc., for the 2011-12 school year. A wiki will be set up for this activity, which will allow committee members to view each other's input.

Some questions were raised regarding our Board's gifted programming and how it compares to the Grand Erie District School Board's programming. Bill Chopp outlined our program, the number of participants and the location of the programming.

8. **Business for Next Meeting** –Will try the wiki survey prior to the meeting. Gifted and mental health information and a report on who does what with Bill/Terre.
9. **Closing Remarks**  
Dianne Wdowczyk thanked the guests for their participation at the meeting.
10. **Adjournment**  
Members were thanked for their attendance and the meeting was adjourned.



**Faith Advisory Committee Meeting  
October 6, 2011; 1:30-3:30  
Boardroom**

**Present:** Cliff Casey (Chair), Carolyn Boerboom, Mary Theresa Coene, Father Al Dufraimont, Kathleen Evans, Annette Finnie, Cathy Horgan, Trish Kings, Derek McEachen, Christina Morrison, Deanne Smith, June Szeman, Joyce Young

**Absent:** Ryan Cattrysse, Father Tim Hingston

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**1. Opening Prayer**

The meeting opened with prayer, led by Cliff Casey.

**2. Approval of the Agenda**

THAT the agenda be approved as distributed.

**3. Approval of the Minutes of May 5, 2011**

The minutes from the May 5, 2011 meeting were approved as distributed.

**4. Discussion Items**

**4.1 Terms of Reference**

Cathy Horgan reviewed the Terms of Reference for the Committee. After some discussion, it was clarified that the focus of the Committee is the academic/curriculum connected with Religion and Family Life. The following revisions were made to the Terms of Reference:

- 3.1 - delete "In its formative stage";
- add Superintendent responsible for Religion and Family as a member of the Committee

**4.2 Establishing 2011-12 Committee Goals**

- Review of Equity and Inclusion Policy and recommend ways to support staff, students and parents;
- Review content of Family Life program and recommend ways to support staff, students and families
- Review Foundational Document
- Assessment and Evaluation of Religion and Family Life program

**4.3 Draft Foundational Document**

Joyce Young reviewed the document with the committee. The writing team has asked for some clarification on whether or not the document should be a focus for this committee or the Catholicity Committee. It was decided that the document does fit the mandate of this committee. Additional comments:

- This document is intended for the entire system
- The document needs to make the educational connection
- Perhaps "foundational" is the incorrect word
- The document should state who we are as a Catholic educational community



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#### 4.4 **New Roman Missal – Communicating with Staff and Students**

Teachers have been inserviced on the revised Roman Missal and new musical settings. Workshops for elementary and secondary students will take place in October and November.

#### 4.5 **School-Based Faith Days: PD Plans for Staff**

Elementary: November 25, 2011; Secondary: November 4, 2011  
The focus will be social justice and making a connection to the Virtues document.

#### 4.6 **Draft *Key Learnings* Document for Family Life**

The draft was reviewed. Final edits still need to be made. It was suggested that some key principles of pedagogy be included at the beginning of the document. A discussion followed as to whether a similar document is needed at the secondary level.

### 5. **Information Items**

#### 5.1 **“Growing in Virtue” Document & Posters**

The document and posters were presented and well received. There is interest from other boards in purchasing these posters. A set of posters will be sent to every parish.

### 6. **Adjournment**

The meeting was adjourned by Cliff Casey.

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Next meeting: Wednesday, November 30, 2011, 1:30 p.m., Boardroom

# MINUTES AND RECOMMENDATIONS

## POLICY COMMITTEE

October 13, 2011

AGENDA ITEM	MOTION
4.1	THAT the Policy Committee recommends that the Committee of the Whole refers the Fees for Learning Materials and Activities policy to the Brant Haldimand Norfolk Catholic District School Board for approval.
4.2	THAT the Policy Committee recommends that the Committee of the Whole refers the Student Trustee Policy 100.07 to the Brant Haldimand Norfolk Catholic District School Board for approval.
4.3	THAT the Policy Committee recommends that the Committee of the Whole refers the Catholic School Advisory Council policy 200.31 to the Brant Haldimand Norfolk Catholic District School Board for approval.
4.4	THAT the Policy Committee recommends that the Committee of the Whole refers the Catholic School Advisory Council policy 200.31 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the unapproved minutes from the Policy Committee Meeting of October 13, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations from the Policy Committee Meeting of October 13, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy Committee  
Thursday, October 13, 2011  
Haldimand Room**

**Present:** Dennis Blake (Chair), Cliff Casey, Bill Chopp, Cathy Horgan, Bonnie McKinnon, Rick Petrella, Chris Roehrig, June Szeman

**Absent:** Dan Dignard

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**1. Call to Order**

**1.1 Opening Prayer**

The meeting opened with a prayer led by Dennis Blake.

**2. Routine Matters**

**2.1 Approval of the Agenda**

Moved by: Cliff Casey

Seconded by: Rick Petrella

THAT the Policy Committee approves the agenda for the October 13, 2011 meeting.

**Carried**

**2.2 Declaration of Interest: Nil**

**2.3 Approval of Minutes from the Policy Committee Meeting of June 7, 2011**

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Policy Committee approves the minutes from the June 7, 2011 meeting.

**Carried**

**2.4 Business Arising from Minutes: Nil**

**3. Presentations and Delegations: Nil**

**4. Committee and Staff Reports**

**4.1 Fees for Learning Materials and Activities**

Superintendent Roehrig reviewed the new Fees for Learning Materials and Activities policy and administrative procedures, which are in keeping with the Ministry of Education's guidelines issued in March, 2011. Questions arose concerning non-eligible fees, financial support and voluntary programming. Amendments were made.



Moved by: Cliff Casey  
Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the Fees for Learning Materials and Activities policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

#### **4.2 Student Trustee 100.07 (revised)**

Superintendent Roehrig reviewed the revisions made to the Student Trustee policy to reflect recent provincial legislation that expands the eligibility for students who wish to become Student Trustees, as well as changes to the Board's support for Student Trustee participation in provincial organizations.

Moved by: June Szeman  
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Student Trustee Policy 100.07 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

#### **4.3 Catholic School Advisory Councils 200.31 (revised)**

Superintendent Chopp reviewed the revisions made to the Catholic School Advisory Council policy and administrative procedures. He explained that the purpose of the revision was to recognize the importance of parental engagement in the education of their children.

Moved by: June Szeman  
Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Committee of the Whole refers the Catholic School Advisory Council Policy 200.31 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

#### **4.4 Regional Catholic Parent Involvement Committee 200.24 (revised)**

Superintendent Chopp explained that the subject policy and administrative procedures were revised to meet the requirements of the new Regional Parent Involvement Committee policy released by the Ministry of Education in January, 2011.

Moved by: Bonnie McKinnon  
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Regional Catholic Parent Involvement Committee 200.24 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



**5. Discussion Items**

- 5.1** A trustee raised a concern regarding the requirements for presentations by Delegations to the Board. Trustees requested that the Director of Education investigate practices by other Boards and report back.
- 5.2** Trustees asked about the process for approval for school trips and specifically regarding the number of school days that can be used. Superintendents extend the number of days allowed if it is a once in a lifetime experience/situation.
- 5.3** The Administrative Procedure for Student Admissions was discussed and the following motion was proposed:  
Moved by: Dennis Blake  
Seconded by: Rick Petrella  
THAT the Student Admissions Policy be reviewed at some point in the new year.  
**Carried**
- 5.4** Future Policy Committee meeting dates/times were determined, as follows:  
November 8, 7:00 p.m.  
January, February, March and April (dates to be determined)

**6. Information - Nil**

**7. Adjournment**

Moved by: Rick Petrella  
Seconded by: Bonnie McKinnon

THAT the Policy Committee adjourns the meeting of October 13, 2011.  
**Carried**

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

Prepared by: Chris N. Roehrig, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: October 13, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**FEES FOR LEARNING MATERIALS AND ACTIVITIES  
POLICY**  
Public Session

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**BACKGROUND INFORMATION:**

In March of 2011, the Ministry of Education gave direction to school boards to develop policies regarding the charging of fees for learning materials and activities. The objectives of the guidelines were to: identify guiding principles and best practices; provide a foundation for school boards to develop or review existing guidelines, policies and procedures with respect to any fees charged to students in the regular day school program; and provide examples of appropriate and inappropriate practices.

The guidelines can be found at the following url:  
<http://www.edu.gov.on.ca/eng/parents/feesGuideline.pdf>

**DEVELOPMENTS:**

The Ministry provided a detailed guideline to support school Boards in their efforts to develop the policy. The policy was to address a number of factors including: clarification of when it is appropriate or inappropriate to charge fees, clarification of the consultation process that must be in place with the broader school community, and communication that is required between the school and students/parents regarding fees for learning materials and activities. A policy and corresponding administrative procedures have been developed to address the requirements in the guidelines.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Fees for Learning Materials and Activities policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy: Fees for Learning Materials and Activities**

		<b>Policy Number:</b>	TBD
<b>Adopted:</b>	TBD	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>		<b>Policy Category:</b>	Students
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes that no student should be denied access to school-based programs, curriculum materials or activities on the basis of their inability to pay. Each student should have an equal opportunity to benefit from the education system without being required to pay a fee. The Board believes that schools should be accountable to parents and students regarding the collection and expenditure of fees.

**Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- In general, there should be no fees charged for day school programs.
- When a school chooses, with the support of its school community, to offer enhanced or optional programming, parents are asked to contribute resources in the way of time, money or materials to support these programs and/or activities.
- Fees may be charged on a cost recovery basis for some activities or events..
- In those cases where the schools choose to offer enhancements or supplementary learning materials beyond the core curriculum, fees are appropriate.
- Where fees are appropriate, they should be minimized as much as possible, with the goal of supporting student participation in programs and activities regardless of individual economic circumstances.
- School principals consult with local Catholic School Advisory Councils when considering the administration of fees and shall report to the broader school community regarding the schools' fee schedule that shall include an itemized list of fees that states the rationale and purpose of each fee and information about the process to confidentially address financial hardship.
- A clearly communicated process is in place to make certain that families experiencing financial hardships have a confidential, discrete and dignified way of accessing financial support for learning materials and activities that require fees.

**Glossary of Key Policy Terms:**

**Student Activity Fees**

Voluntary amounts that are used to supplement a student’s school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extra-curricular activities, school dances or theme days.

**Enhanced Programming and Materials**

Voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course.



## **Brant Haldimand Norfolk Catholic District School Board**

### **Optional Programming**

Voluntary courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the core curriculum.

### **Fee Schedule**

An itemized list of fees that states the rationale and purpose of each fee.

### **References:**

Ministry Resource – <http://www.edu.gov.on.ca/eng/parents/feesGuideline>

# FEES FOR LEARNING MATERIALS AND ACTIVITIES AP XXX

<b>Procedure for:</b>	Board Staff	<b>Adopted:</b>	Mm, dd, year
<b>Submitted by:</b>	Chris N. Roehrig (Superintendent of Education)	<b>Revised:</b>	N/A
<b>Category:</b>	Students		

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## **Purpose**

The purpose of this Administrative Procedure is to provide direction to all Board staff and schools regarding fees for learning materials and activities.

## **Responsibilities**

It is the responsibility of principals and teachers to ensure that all students are able to exercise their right to attend a school without payment of fees. Board staff shall ensure that when fees are charged they are administered in a manner consistent with this administrative procedure. Specific direction is provided for principals, teachers and Catholic School Councils in this administrative procedure.

## **Procedures**

### **1.0 Appropriate Administration of Fees**

In general, there should be no fees charged for day school programs. Successful completion of a required grade or course leading to graduation cannot be dependent on the payment of any fee.

A fee shall be permissible for any activity, material, course or program if it is:

- Not required as part of the regular day school program;
- Voluntary and alternatives are offered;
- Non-essential or co-curricular in nature and is not required for graduation by an individual student;
- A voluntary upgrade or substitute of a more costly material to the material provided for course purposes.

Schools may administer student activity fees, fees for enhanced programming and materials and fees for optional programming. The principal shall ensure that:

- Purposes for which funds are collected are consistent with the Board's mission and vision.
- Fees levied for school purposes complement, not replace, public funding for education.
- Each student shall have an equal opportunity to benefit from all school programs and activities regardless of financial barriers.
- A clearly communicated process is in place to make certain that families experiencing financial hardships have a confidential, discrete and dignified way of accessing financial support for learning materials and activities that require fees.

### **2.0 Communication and Consultation**

Fees should reflect the actual cost of the services or materials being provided to the student. Principals shall ensure that a transparent accounting of the amounts collected and expenditures allocated be made to the school community through newsletters and electronic media (e.g. website) and to the school's Catholic School Advisory Council.

Principals shall consult with their local Catholic School Advisory Council in the development of a Fee Schedule<sub>4</sub> and be made aware of the use of student fees. Principals shall ensure that the Fee

Schedule for an upcoming school year is made widely available to the school community (e.g. school newsletters, school website and student agenda books).

The principal shall consult with the local Catholic School Advisory Council regarding the process to confidentially address financial hardship of students in the school and shall publish the process that families experiencing financial hardship may follow to gain access to support for learning materials and activities that require fees. (e.g. school newsletters, school website and student agenda books).

### 3.0 Examples of Eligibility for Fees Related to Activities, Programs or Materials

ELIGIBLE FOR FEES	NOT ELIGIBLE FOR FEES
Optional programs such as Advanced Placement.	Registration or administration fees to enroll in a regular day school program.
Co-curricular trips, events or activities that are extensions to the curriculum and not required for graduation, (i.e., dances, school clubs, theme days, athletics, drama, student council activities).	A textbook fee or deposit. (Schools may recover the costs to replace or repair lost or damaged materials such as textbooks, library books, music supplies, or any loaned materials – these charges should not exceed the replacement or repair cost.)
Extended student trips or excursions that are not necessary to meet the learning expectations of a particular grade or course (e.g. trips abroad).	Learning materials required for completion of the curriculum such as workbooks, cahiers, musical instruments, science supplies, lab materials kits and safety goggles.
Optional art or music supplies or higher quality woodworking materials that students choose to use for course completion as long as the required materials are available at no cost).	Learning materials that are required to meet the learning expectations of the course but are consumed by the pupil and cannot be used again by another student in the next semester (e.g. chemical used in a chemistry experiment).
Student activity fees.	Mandatory flat fees for any course leading to graduation other than optional programming.
Co-curricular activities, special events, program enhancements or field trips (e.g. for costs of participation, rental of equipment or travel), if alternative programming and assignments are offered to students who chose not to participate	A fee for a guest speaker, visiting teacher, or in-class field trip or presentation where the material being presented is a mandatory element of the subject or course.
Student agenda books and yearbooks.	Items that are funded through the allocated budget of a school board including, but not limited to computers, workbooks, textbooks, staff development and training costs.
	Fees charged for the creation of discretionary accounts by teachers or departments.

### Glossary of Key Terms:

#### Student Activity Fees

Voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extra-curricular activities, school dances or theme days.

#### Enhanced Programming and Materials

Voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course.

**Optional Programming**

Voluntary courses or activities that students normally choose to attend through an application process (i.e., advanced placement programs), with the knowledge that these programs are beyond the core curriculum.

**Fee Schedule**

An itemized list of fees that states the rationale and purpose of each fee.

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

Prepared by: Chris N. Roehrig, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: October 13, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**STUDENT TRUSTEE POLICY**  
Public Session

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**BACKGROUND INFORMATION:**

Recent legislation passed by the provincial government expanded the eligibility for students that wish to become Student Trustees. Furthermore, the Student Trustee Policy was subject to the ongoing review process for all policies.

**DEVELOPMENTS:**

Three changes are being suggested for the Student Trustee Policy. The first change reflects the eligibility changes from the Education Act to make the position more inclusive for students with special needs. The second change relates to the Board's support for participation in provincial organizations. The third change is to format – policy aspects were moved to the policy itself and operational aspects were moved from the old policy into the new administrative procedure.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Student Trustee Policy 100.07 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy: STUDENT TRUSTEE**

	<b>Policy Number:</b>	100.07
<b>Adopted:</b> 21/04/01	<b>Former Policy Number:</b>	n/a
<b>Revised:</b> 14/05/02; 24/06/03, 27/04/04, 26/04/05, 27/03/07	<b>Policy Category:</b>	School Board Governance
<b>Subsequent Review Dates:</b> TBD	<b>Pages:</b>	2

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board values the involvement of students at Board meetings through the inclusion of a student trustee on the Board and encourages a forum for the representation of the interests of students.

**Policy Statement:**

As per the *Education Act, R.S.O. 1990, c. E.2 (s 55.1)*, the Board shall hold elections for the office of student trustee. Election procedures can be found in the administrative procedure for this policy.

**1.0 Role of the student trustee** - The elected student trustees shall represent the interests of pupils in the last two years of the intermediate division and in the senior division.

It is expected that student trustees who serve on the Board will represent student perspectives, will develop as leaders, and will assist in achieving a better understanding of educational issues among students. The student trustee is expected to attend and participate in all open meetings of the Committee of the Whole and the Board and be present and participate in meetings of the Board that are closed to the public except where the meeting is closed under clause 207 (2) (b) of the Education Act or where the subject matter under consideration puts them in a conflict of interest. (The Municipal Conflict of Interest Act provisions that apply to members of the Board of Trustees apply to the student trustees.)

207 (2) (b) 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 of his or her parent or guardian;
- c) the acquisition or disposal of a school site;
- d) decisions in respect with employees of the board; or
- e) litigation affecting the board.

The student trustee shall give a verbal and/or written report at board meetings. The student trustee will serve as a student liaison representative for the board on various occasions. The student trustee shall serve as the Chair of the Student Senate. The alternate student trustee shall serve as the Vice Chair of the Student Senate.

**2.0 Qualifications** - The Student Trustee shall meet the following qualifications:

- i) Be a practicing Catholic in union with the See of Rome and meet the qualification requirements of the *Ontario Regulation 7/07*.
- ii) Be a resident student of the Board.



## Brant Haldimand Norfolk Catholic District School Board

- iii) Be a full-time pupil (i.e., in at least three credits per semester) in one of the Board's Catholic secondary schools and be in the senior division at the time of his/her term as a student trustee.

OR

- iv) Be an exceptional pupil in a special education program for whom the Board has reduced the length of the instructional program on each school day under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools – General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced.

A student who is serving a sentence of imprisonment in a penal or correctional institution is not qualified to be elected or to act as a student trustee. A student who ceases to be qualified to act as a student trustee must resign as a student trustee.

The board shall notify the Ministry with the name of the elected student trustee not later than 30 days after the election or by-election.

**3.0 Voting and Motions** - The student trustee is not a member of the Board and is, therefore, not entitled to a binding vote on any matter before the Board or any of its committees. However, the student trustee is entitled to require that a matter before the Board or one of its committees on which the student trustee sits be put to a recorded vote, and in that case there shall be:

- a) a recorded non-binding vote that includes the student trustee's vote; and
- b) a recorded binding vote that does not include the student trustee's vote

A student trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board or one of its committees on which the student trustee sits. If no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

**4.0 Term of Office** - The term of office for a student trustee shall be from August 1st of each year to July 31<sup>st</sup> of the next year. A student trustee has the opportunity to seek re-election.

**5.0 Vacancies** - When a vacancy in the office of student trustee occurs, the board shall decide whether to fill the vacancy or not. If the Board decides to fill the vacancy, the vacancy shall be filled through a by-election.

**6.0 Reimbursement of Expenses** - The board shall reimburse student trustees for out-of-pocket expenses as if they were members of the Board.

**7.0 Honorarium** - A student trustee shall be paid an annual honorarium of \$2,500. The honorarium shall be pro-rated according to the proportion of a term served, if the student trustee holds office for less than a complete term of office.

**8.0 Resources, Training and Mentorship** - A student trustee has the same status as a Board member with respect to access to Board resources and opportunities for training. The Chair of the Board shall appoint a trustee to act as a mentor for the student trustee. The Director or designate shall be the staff contact for the student trustee.

**9.0 Disqualification** - A student trustee may be disqualified from office for the following reasons:

- i) As per trustee disqualification criteria outlined in the *Education Act* and Regulations
- ii) Cessation of full-time enrolment in one the Board's Catholic secondary schools
- iii) Commission of a serious breach of his/her school's code of conduct
- iv) Demonstrated behaviour that is deemed to be incompatible with the role and responsibilities of the position.

**10.0 Recognition** - Upon completion of the student trustee's term of office, the student trustee will be recognized by the Board, including but not limited to, a notation in the student's Ontario Student Record (OSR) and a letter of service signed by the Chair of the Board.



**Brant Haldimand Norfolk  
Catholic District School Board**

**References:**

Education Act, R.S.O. 1990, c. E.2  
Education – O. Reg. 7/07

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

Prepared by: Bill Chopp, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: October 13, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**CATHOLIC SCHOOL ADVISORY COUNCILS**

Public Session

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**BACKGROUND INFORMATION:**

The district approved a School Council policy in 2001 in accordance with the Ministry of Education guidelines outlined in Regulation 612/00.

**DEVELOPMENTS:**

The School Council policy was reviewed in consultation with Regional School Council members. The purpose of the revision was to recognize the importance of parental engagement in the education of their children in our district. The draft policy was provided to all Regional School Council members and school council members for their review and feedback. All feedback was reviewed and included as required into the final version of the policy attached.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Catholic School Advisory Council policy 200.31 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Catholic School Advisory Councils**

		<b>Policy Number:</b>	200.31
<b>Adopted:</b>	June 11, 2001	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	n/a	<b>Policy Category:</b>	Students
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

As a Catholic learning community, the Brant Haldimand Norfolk Catholic District School Board believes in the importance of the partnership of school, home, parish and community as a means of enhancing student success in a Catholic school environment. To support this partnership, each elementary and secondary school will establish a Catholic School Council which will act in an advisory capacity. The Council shall be supportive and in concurrence with the distinctive character, philosophy, and goals of Catholic education, as well as respectful of the faith and traditions of the Catholic Church.

**Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- § Catholic School Advisory Councils provide for parents, students, staff, parish and other community members the opportunity to be actively involved in an advisory capacity in the operation of their local school and in the provision of Catholic educational services.
- § The Catholic School Advisory Councils operate within the parameters of the Education Act and Regulations, Board and school policies.

**Glossary of Key Policy Terms – N/A**

**References**

- Regulation 612
- Regulation 613
- Implementation of the Ontario Parent Involvement Policy
- Ministry Support to Enhance Parent Involvement
- Helping Ontario Parents Get Involved in Their Children's Education
- Parents in Partnership: A Parent Engagement Policy for Ontario Schools



## Catholic School Advisory Councils AP 200.31

<b>Procedure for:</b>	Principals, School Councils	<b>Adopted:</b>	June 11, 2001
<b>Submitted by:</b>	Superintendent of Education	<b>Revised:</b>	Month, dd. yyyy or N/A
<b>Category:</b>	Students		

### Purpose

The administration procedure will outline the duties of all stakeholders in the Catholic School Advisory Council.

### Responsibilities

All Board personnel shall follow this administrative procedure. Specific directions for members of the Catholic School Advisory Council are provided throughout this administrative procedure.

### Information

The purpose of School Councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system.

- § A School Council's primary means of achieving its purpose is by making recommendations to the principal of the school.
- § School Councils may make recommendations to the principal or Board on any matter.

The Director of Education or designate must consult School Councils on a number of specified matters, including the development and implementation of policies relative to:

- § The school district's Code of Conduct,
- § New education initiatives,
- § Action plans for student improvement based on test results from EQAO,
- § The process and criteria for selection and placement of principals and vice-principals,
- § Fundraising by School Councils,
- § Internal conflict resolution procedures that affect the work of School Councils, and
- § Reimbursement of expenses incurred by council members.

### Procedures

The following outlines the responsibilities and procedures of the members of a Catholic School Advisory Council.

#### 1.0 Catholic School Advisory Council

The purpose of the Catholic School Advisory Council is as follows:

- § To promote Catholic faith and gospel values.
- § To enhance the accountability of the education system to parents and improve pupil achievement through the active participation of parents
- § A school advisory council's primary means of achieving its purpose is to make recommendations in accordance with Ontario Regulation 612 to the principal of the school and the Board.
- § To advise the principal on any of the following matters if they have been identified by the Council as priorities on a yearly basis:
  - The determination of the focus of the School Improvement Plan establishing curriculum goals and priorities.



- The school Code of Conduct in accordance with the Board Policy.
- The school's response to Board and province-wide test results.
- The prioritization of items to be included on the capital request form.
- School-community communication strategies.
- Review and implementation of Board policies at the local level.
- Other items identified by the principal or School Advisory Council: A School Advisory Council may make recommendations to the principal of the school or to the Board on any matter.

§ Advise the Board on:

- Methods for the collection, on a system-wide basis, of parents' views and preferences concerning the school year calendar.
- The selection of principals/vice-principals in accordance with Board policy, practice and collective agreements.
- Procedures for the community use of school facilities.

§ In addition to their advisory responsibilities:

- Establish their goals, priorities and procedures.
- Organize information and training sessions to enable members of the Council to develop their skills as Council members.
- Hold a minimum of four meetings per year (all meetings shall be open to all members of the school community).
- Promote the best interests of the school community.
- Facilitate communication among home, school, parish and community.
- Foster positive relations among parents, students, staff and the local community.

§ School Advisory Councils will comply with Freedom of Information and Protection of Personal Privacy Legislation in matters relating to individual staff and students.

## 2.0 Makeup of a Catholic School Advisory Council

- § The majority of the School Council must be composed of parents/guardians of students enrolled in the school (and a majority of the School Council must also be Roman Catholic). This may include a Chair, Vice-Chair, Secretary, Treasurer and an appropriate number of Members at Large to create a majority of parent members. These positions are set out in the School Council's by-laws and the term of office is one year.
- § All parent councils are required to develop by-laws setting out the operating rules for the council.
- § School Councils are required to meet at least four (4) times during the school year. The first meeting must be within the first 35 days after elections. A School Council is entitled to hold its meetings at the school and all meetings must be open to the public. A School Council meeting cannot be held unless a majority of the current members of the Council are present at the meeting and a majority are parent members.
- § Employees of the Brant Haldimand Norfolk Catholic District School Board cannot serve as Chair or Co-Chair of the School Council. Anyone who is employed at the school may not be a parent member of the School Council. Anyone who is an employee elsewhere in the Brant Haldimand Norfolk Catholic District School Board may only be a parent member if they inform people of that employment.
- § The principal shall, on behalf of the council, give written notice of dates, times and locations to each parent.
- § Every school is required by law to hold School Council elections within the first 30 days of the school year and notice of elections must be given to all parents at least 14 days before the date of the election. School Council members must include:
  - The principal (or vice-principal), who is a non-voting member,
  - One teacher,
  - One non-teaching employee,
  - One student in secondary schools (optional for elementary schools),
  - One or more community representatives appointed by the elected council,
  - The Pastor or Parish designate, and



- A representative from the recognized parent associations in the School Council Handbook of which OAPCE is one, as applicable.

### 3.0 Formation and Roles of a Catholic School Advisory Council

**The officers of the council shall be:**

- § Chair
- § Vice-Chair
- § Secretary
- § Treasurer

However, council may choose to have two Co-Chairs. The Executive Officers shall be elected annually by the elected members of the council.

**The members of the Catholic School Advisory Council shall:**

- § Participate in council meetings.
- § Participate in information and training programs.
- § Act as a link between the council and the community in support of school programs to improve pupil achievement.
- § Make recommendations to the principal and, where necessary, to the Board to improve student achievement and enhance the accountability of the education system.

**The members of the Catholic School Advisory Council shall:**

- § Make every effort to be as representative of the school community as possible.
- § Conduct their meetings in an invitational, harmonious manner in the context of Gospel Values.
- § Be entitled to one vote, in votes taken by the Council, should the Council make recommendations to the principal and/or Board through a voting process.
- § Receive reimbursement for expenses incurred in the normal course of their duties as Council members in accordance with Board policy, but shall not receive any remuneration for serving as a Council member.

### 4.0 Catholic School Advisory Council Chair

It is the responsibility of the Chair, in co-operation with the school principal to provide Catholic leadership and direction to the council and Executive Officers to ensure that goals, priorities and procedures of the Council promote Catholic faith and gospel values consistent with the mission and vision of the Board.

**The Chair of the Council shall:**

- § Call council meetings in consultation with the principal.
- § Prepare the agenda for council meetings in consultation with the principal.
- § Chair council meetings.
- § Ensure that the minutes of council meetings are recorded and maintained appropriately.
- § Ensure that records of all meetings and financial transactions are kept for minimum of four years and made available at the school for examination without charge to any person from the Catholic school community.
- § Participate in information and training sessions.
- § Communicate regularly with the school principal in an effort to work co-operatively to improve pupil achievement.
- § Ensure that there is regular communication with the Catholic school community.
- § Work collaboratively with the members of the Council to prepare and submit an annual written report on the activities of the council, including fund raising, to the principal and the Board. Consult with senior board staff as required.
- § Upon request, provide trustees with copies of the minutes of the meetings.
- § In addition, the Chair shall act as spokesperson for the council and carry out such other duties as shall be required from time to time.
- § Be a parent member of the committee but CANNOT be an employee of the Brant Haldimand Norfolk Catholic District School Board.



## 5.0 Catholic School Advisory Council Vice-Chair

The Vice-Chair shall:

- § Assist the Chair in the discharge of his/her duties and perform such other duties as may be required by the Council or the Executive officers.
- § Assume the duties of the Chair in the absence of the Chair or in the event of the Chair's inability to serve.

## 6.0 Catholic School Advisory Council Secretary

The Secretary shall:

- § Keep a record of all meetings of the Council and the Executive Officers, and shall deal with all correspondence or communications directed to or required of the Council and the Executive.
- § Co-operate with the Chair to ensure that all minutes and records of the council are available at the school for examination by any person from the Catholic school community.
- § Perform such other duties as may be required by the Council and the Executive Officers.
- § Not usually assume the role of Chair in a meeting in the absence of the Chair or Vice-Chair or in the event of their inability to serve, but may assume such other duties as may be required by the Council or the Executive Officers.

## 7.0 Treasurer

The Treasurer shall:

- § Keep full and accurate accounts for all receipts and disbursements of the Council in accordance with generally accepted accounting principles, and shall be guided by Board Policy for Fundraising in Schools in regard to banking and fund disbursements in accordance with such requirements as may be imposed by the Board or other relevant authority.
- § Provide at regular meetings of the Council an account of all transactions of the Council, including the financial position.
- § Prepare a full, annual Financial Statement for submission to the Council.
- § Perform such other duties as may be required by the Council or the Executive Officers of the Council.
- § Assume the duties of the Chair in the absence of the Chair, Vice-Chair and Secretary
- § Co-sign all cheques with the principal on behalf of the Catholic School Advisory Council.

## 8.0 Committee Chair

- § Report to the Catholic School Advisory Council on a regular basis.
- § Act on behalf of the goals of the Catholic School Advisory Council.
- § Communicate with parents through the Catholic School Advisory Council newsletter.

## 9.0 Principal

- § Attends all Catholic School Advisory Council meetings.
- § Supports and promotes Catholic School Advisory Council activities.
- § Seeks input from the Council in areas outlined as an advisory responsibility and provide responses to the recommendations.
- § Acts as a resource on laws, regulations and Board policies.
- § Provides information required by the Council to enable it to make informed decisions.
- § Maintains regular communication with the Chair of the Council.
- § Assists the Council in communication with the school community.
- § Encourages the participation of parents and others within the school community.
- § Ensures that copies of the minutes of the Council's meetings are kept at the school.
- § Approves all printed materials distributed through the school.



- § Financial statements and minutes from the previous meeting should be provided to all persons who attend each School Council meeting. These records must be kept at the school for seven (7) years and must be available for examination by any person without charge.

## 10.0 Elections

### Parent Members:

- § An election of parent members shall be held during the first 30 days of each school year.
- § The principal shall, at least 14 days before the date of the election, give written notice of the DATE, TIME and LOCATION of the election to every parent.
- § Elections shall be by secret ballot.
- § All parents and guardians of pupils enrolled at the school are eligible to vote and must vote in person.

## 11.0 Other Elections

Other elections of teacher, non-teacher, and student shall be held during the first 30 days of each school year.

## 12.0 Terms of Office

A person elected or appointed holds office from the later of:

- § The date s/he is elected or appointed, or
- § The date of the first meeting of the school council after elections.

## 13.0 Vacancies

A vacancy shall be filled by election or appointment in accordance with by-laws of Council.

## 14.0 Officers

- § A School Council shall have a Chair, or if the by-laws of council so provide, two Co-Chairs and the Chair (Co-Chair) must be a parent.
- § A person employed by the Board cannot be the Chair.

## 15.0 Meetings

- § A School Council shall meet at least four (4) times during the school year.
- § A School Council shall meet within the first 35 days of the school year after the election.
- § All meetings shall be open to the public and held at a location that is accessible to the public. A School Council is entitled to hold its meetings at school.
- § A meeting cannot be held unless a majority of members of Council are present, and the majority are parent members.
- § The principal shall, on behalf of Council, give written notice of the dates, times, and locations of these meetings to every parent.

## 16.0 Meeting Procedures

- § At the first council meeting, the council shall elect a Chair from the parent members and may elect a Vice-Chair, Secretary and Treasurer.
- § The council shall establish a meeting schedule (at least 4 meetings per year) and publicize these dates.
- § The council will prepare, publish and communicate its goals, priorities and operational (by-laws) procedures which guide its activities.
- § The School Council shall keep minutes of all its meetings and all of its financial transactions. The minutes and records shall be available for examination by any person.



- § The School Council may form committees to carry out specific functions; however, every committee must include at least one parent member of council and is subject to the same requirements as regular council meetings.
- § By-laws governing election procedures, filling vacancies, conflict of interest and conflict resolution processes must be established.
- § Every School Council shall submit, annually in June, a written report on its activities including fund-raising account, to the principal and the Board. The principal, on behalf of the council, must give a copy of the report to every parent.
- § Members of School Council cannot receive remuneration.

**Note: The School Council will operate in a manner that is non-judgmental, is based on open discussion and uses consensus, collaboration and compromise as the usual method for developing recommendations and plans.**

## 17.0 Roles and Responsibilities

### **The Board will strive to:**

- § Support the on-going leadership training of School Council members.
- § Review and revise its policies in accordance with Regulation 612/00.
- § Continue to include parents and other members of the community in an advisory role at the Board level through committees, policy development, etc.
- § Provide a mechanism to facilitate communication among School Councils with the school district.
- § Support and encourage the various activities of Regional School Councils and local School Councils.

### **Catholic School Advisory Council members should strive to:**

- § Attend every meeting, be punctual, respect agenda time limits and remain for the entire meeting.
- § Make every effort to be a representative of the school community.
- § Be entitled to one vote, in votes taken by the council should the council make recommendations to the principal and/or to the Board through a voting process.
- § Respect each other's opinions and views.
- § Consider an idea on its merit and not the personality or perceived desires of the presenter.
- § Generate trust among all members.
- § Participate fully, raise questions and not divert discussion into other areas.
- § Evaluate the process of the meeting to improve its effectiveness.
- § Maintain a sense of humour.
- § Remember that silence means consent.

### **The principal and Catholic School Advisory Council shall ensure that:**

- § All fundraising activities are to be related to charitable, humanitarian, educational or services activities.
- § The principal, after consultation with the Catholic School Advisory Council, will approve all fundraising activities.
- § The purpose of each fundraising activity as determined by the principal and Catholic School Advisory Council is clearly identified to the school community before the fundraising commences.
- § Schools accurately account and manage all monies raised through fundraising activities in the manner established in the Board's School Funds Policy.

**Definitions – N/A**



## References

Regulation 612  
Regulation 613  
Implementation of the Ontario Parent Involvement Policy  
Ministry Support to Enhance Parent Involvement  
Helping Ontario Parents Get Involved in Their Children's Education  
Parents in Partnership: A Parent Engagement Policy for Ontario Schools  
BHNCDSB School Funds Policy 700.03  
BHNCDSB Fundraising in Elementary Schools Policy 700.05  
BHNCDSB Fundraising in Secondary Schools Policy 700.06

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Bill Chopp, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: October 13, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

## REGIONAL CATHOLIC PARENT INVOLVEMENT COMMITTEE

Public Session

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### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board has established the Catholic Regional School Council for the past three years. In January 2011, the Ministry of Education established a Regional Parent Involvement Committee policy. The Board's Regional Catholic School Council policy needed to be revised to meet the requirements of the new policy.

### **DEVELOPMENTS:**

A committee consisting of the Regional School Council executive and a Superintendent of Education revised the policy as outlined in Ontario Regulations 612/00 and 330/10. The regulations outline the composition, function and mandate of the Committee.

The Regional Catholic Parent Involvement Committee is a formal structure and an important advisory body. It, along with school councils, encourages parent involvement at the local and district level.

The draft revised policy was presented to the Regional Catholic School Council and members took the draft policy back to their respective school councils for vetting. The committee reviewed the changes and incorporated them into the attached policy, as appropriate.

### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Regional Catholic Parent Involvement Committee policy 200.24 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Regional Catholic Parent Involvement Committee**

		<b>Policy Number:</b>	200.24
<b>Adopted:</b>	June 26, 2007	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	N/A	<b>Policy Category:</b>	Students
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

As a Catholic learning community, the Brant Haldimand Norfolk Catholic District School Board believes in the importance of the partnership of school, home, parent and community as a means of enhancing student success in a Catholic school environment. To support this partnership, the Board recognizes the need to have a regional body of representatives (Regional Catholic Parent Involvement Committee) to gather for training and dialogue, to receive information and to provide input to the Board on a number of educational issues.

**Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- The Regional Catholic Parent Involvement Committee provides for parents, students, staff, parish and other community members the opportunity to be actively involved in an advisory capacity in the operation of our schools and in the provision of Catholic educational services.
- The Regional Catholic Parent Involvement Committee operates within the parameters of the Education Act and Regulations, Board and school policies.

**Glossary of Key Policy Terms – N/A**

**References**

Regulation 612  
Regulation 613  
Implementation of the Ontario Parent Involvement Policy  
Ministry Support to Enhance Parent Involvement  
Helping Ontario Parents Get Involved in Their Children's Education  
Parents in Partnership: A Parent Engagement Policy for Ontario Schools



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## Regional Catholic Parent Involvement Committee AP 200.24

<b>Procedure for:</b>	Principals and Vice-Principals	<b>Adopted:</b>	June 26, 2007
<b>Submitted by:</b>	Superintendent of Education	<b>Revised:</b>	N/A
<b>Category:</b>	Students		

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### Purpose

To outline the role of the Regional Catholic Parent Involvement Committee.

### Responsibilities

All Board personnel shall follow this administrative procedure. Specific directions are provided for the Superintendent of Education and Regional Catholic Parent Involvement Committee members.

### Information

The Regional Catholic Parent Involvement Committee (formerly the Regional School Council) is a Board level committee inaugurated in September 2006, following the implementation of the Ontario Parent Involvement Policy by the Ministry of Education. The Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee shall achieve its purpose by:

- o Working with Catholic School Advisory Councils, senior administration, and with employees of the Board to:
- o Share effective practices to help engage parents, especially parents/guardians who may find engagement challenging, in their children's learning,
- o Develop skills and acquire knowledge that will assist the Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee and Catholic School Advisory Councils of the Board with their work; and by
- o Communicate information from the Parent Engagement Office of the Ministry of Education to Catholic School Advisory Councils of the Board and to the parents/guardians of students of the Board;
- o Determining, in consultation with the senior administration, and in keeping with the Board's policies, how funding, if any, provided under the Education Act for parent involvement is to be used by the Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee,
- o Reviewing new and revised policies and guidelines, and
- o Other issues deemed appropriate by the Board.

### Procedures

#### 1.0 Superintendent of Education

The Role of the Superintendent of Education will be to:

- o Facilitate and assist in the operation of the committee.
- o Support and promote the committee's activities.
- o Seek input from the committee in areas for which it has been assigned responsibility.
- o Act as a resource on laws, regulations, and Board policies.
- o Communicate with the Chairperson of the committee as required.
- o Ensure that copies of the minutes of meetings are maintained at the Catholic Education Centre.
- o Assist the committee in encouraging participation of community groups.
- o Plan the agenda with the committee Chairperson.
- o Facilitate the implementation of approved committee initiatives.



- o Facilitate all communication between the Regional Catholic Parent Involvement Committee and the Catholic School Advisory Councils and trustees.

## 2.0 Regional Catholic Parent Involvement Committee

The Brant Haldimand Norfolk Regional Catholic Parent Involvement Committee gathers for training and dialogue, to receive information and to provide input to the Board on a number of educational issues. Specifically, the responsibilities of the Regional Catholic Parent Involvement Committee are as follows:

- o The Regional Catholic Parent Involvement Committee is an advisory body. The advice provided by the council shall be in keeping with the Strategic Plan of the Board and school. This advice shall be supportive and in concurrence with the distinctive character, philosophy and goals of Catholic education and respectful of the faith and traditions of the Catholic Church.
- o Committee members are to maintain a region-wide focus on all issues. It is understood that the individual members of the council do not speak on the council's behalf unless at the request of the Chair. The Chair must be diligent in ensuring that any views presented in the capacity of Chairperson represent fairly the position of the committee.
- o From time to time the Director of Education or designate may ask for advice on specific topics or projects.
- o The Regional Catholic Parent Involvement Committee may assist in the organization of activities, such as the following:
  - o Annual Catholic School Advisory Council In-service,
  - o Bi-Annual Catholic School Advisory Council Symposium.
- o The Regional Catholic Parent Involvement Committee may propose specific projects for parental involvement in the schools, promotion of Catholic values with the parent community, and other specific projects. The proposals shall be presented through Senior Administration and shall contain objectives, description of activities, personnel, required budgets, and a brief statement of outcomes.
- o The Board of Trustees, upon recommendation of Senior Administration, shall establish a yearly budget to address the various activities projected for the Regional Catholic Parent Involvement Committee.
- o Four meetings shall be held between September and June. The Chair, in consultation with the Senior Administration representative, shall decide the dates of those meetings and be responsible to convene a special meeting(s) if required.

## 3.0 Membership

3.1 Representatives from each of the following groups:

- o Catholic parent representative from each local Catholic School Advisory Council;
- o Trustee, as appointed by the Chair of the Board (non-voting member);
- o Superintendent of Education as appointed by the Director of Education (non-voting member);
- o Religion Consultant for the Board;
- o Principal or vice-principal – one elementary or one secondary school principal appointed in alternate years by the Catholic Principals' Council of Ontario (CPCO);
- o Teacher – one elementary or one secondary teacher appointed in alternate years by the local Teachers' Association;
- o Non-teaching staff member appointed by the local support staff federation;
- o Secondary school student senate representative to be appointed by the Student Senate;
- o Up to two (2) Catholic community representative(s) (appointed by council) who shall be nominated by the agency, association, or organization invited to nominate a representative. The Regional Catholic Parent Involvement Committee shall, at the first meeting in the new school year, decide upon which agencies, associations or organizations will be invited to nominate a community member. Upon receipt of the nominations, the Regional Council shall make appointments of up to two members to the council.



- 3.2 Parents shall form the majority of the Regional Catholic Parent Involvement Committee and at a commissioning ceremony will pledge to maintain the traditions of the Roman Catholic faith, in conjunction with the mission of the Brant Haldimand Norfolk Catholic District School Board. Parents/guardians elected to the Regional Catholic Parent Involvement Committee must reside within the boundaries of the school district they represent.
- 3.3 Members of the Regional Catholic Parent Involvement Committee will elect the Regional School Council Executive from among the parent representatives. This election will take place at the first meeting of the council of any given year. The Past Chair may remain as a voting member for two years.

#### **4.0 Election of Executive/Term of Offices**

- The term of office for the Regional Catholic Parent Involvement Committee (Chairperson, Vice-Chairperson, Secretary and Treasurer) shall be two years.
- Elections shall take place before the end of October in alternate years. Election forms will be sent to each Catholic School Advisory Council one month prior to the first Regional Catholic Parent Involvement Committee one month prior to the first Regional Catholic Parent Involvement Committee meeting in October. (*effective October 2007*)
- The Executive members of the Committee shall be elected or appointed through a nomination, or selection process, from the representatives. Where a vacancy cannot be filled by way of the election process, an appointment can be made by the Executive.
- Members of the Regional Catholic Parent Involvement Committee will not receive an honorarium or payment for general expenses.
- Names and addresses of members of council will be forwarded to the Director within 30 days of election.
- Names of council members will be published to the Brant Haldimand Norfolk Catholic District School Board communities.

#### **5.0 Role of the Regional Catholic Parent Involvement Committee Chairperson**

- Plan the agenda with the appropriate Superintendent of Education.
- Chair the council meetings.
- Ensure the minutes of the meetings are recorded and maintained.
- Communicate regularly with the appropriate Superintendent and Catholic School Advisory Councils.
- Ensure that any views presented in the capacity of Chairperson represent fairly the position of the council.

#### **6.0 Other Executive Council Member Roles (Vice-Chairperson, Secretary, Treasurer)**

- The Vice-Chairperson shall assist the Chair with duties as assigned and, in the absence of the Chairperson, shall assume the duties of the Chair.
- The Secretary shall be responsible for keeping accurate minutes and records of the meetings, issuing and maintaining all correspondence and communication as directed by the council, and keeping an accurate list of names and contact information (telephone and e-mail) of the council members.
- The Treasurer shall be responsible for maintaining a record of all financial transactions of the council, presenting an account of the funds to the council at each meeting, and preparing a yearly financial statement.

#### **7.0 Role of All Regional Catholic Parent Involvement Committee Members**

- Participate in Committee meetings.
- Participate in information and training sessions.
- All members shall have the primary responsibility to work within the group to facilitate the approved mandate.



## 8.0 Role of Appointed Members

- The principal/vice-principal representative shall report the council's activities at the Academic Advisory Council (AAC) meetings.
- The teaching and non-teaching representatives shall communicate the council's activities to their local Bargaining Units.
- The Superintendent's report shall be reviewed at Senior Administration meetings.
- The trustee shall report at Board meetings.
- The student representative shall report to the Student Senate.
- The Spiritual Director will advise and assist the council with spiritual needs.

## 9.0 Meeting Procedures

- Meetings will open with a prayer.
- Meetings will commence promptly and will last no more than two hours, unless the majority of council members agree to a continuance of the meeting.
- Council meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent (50%) +1 of members, but at all times there must be a majority of parent members at a meeting.
- Minutes of the meetings are to be recorded and maintained at the Catholic Education Centre.
- The council may establish committees to carry out specific tasks or projects in accordance with the overall mandate of the council. The council will seek widespread participation in these activities. One parent member from the council must be a part of any committee formed.
- The council shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue. The Chair will not vote unless to break a tie.
- Council will inform the local Catholic School Advisory Councils. Information to the local Catholic School Advisory Councils shall be disseminated through the school principal and the Chairperson of the Catholic School Advisory Council.

## 10.0 Meeting Agenda

- The Chairperson shall prepare the agenda for all meetings in consultation with the Superintendent of Education.
- A council Executive member may request an agenda item to be included on the agenda no less than seven days prior to a meeting date.
- Agendas shall be distributed to each council representative no less than two (2) days prior to the meeting.
- The format of the agenda shall include:
  - Open Prayer,
  - Attendance,
  - Approval of the agenda,
  - Declarations of interest,
  - Approval of minutes of previous council meeting,
  - Business arising from previous meeting,
  - Reports from Representatives and focus groups,
  - New Business,
  - Correspondence,
  - Next meeting date, and
  - Adjournment.

Definitions – N/A



**References**

- Regulation 612
- Regulation 613
- Implementation of the Ontario Parent Involvement Policy
- Ministry Support to Enhance Parent Involvement
- Helping Ontario Parents Get Involved in Their Children's Education
- Parents in Partnership: A Parent Engagement Policy for Ontario Schools

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

Prepared by: Cathy Horgan, Director of Education & Secretary  
Presented to: Committee of the Whole  
Submitted on: October 18, 2011  
Submitted by: Cliff Casey, Chair of the Board

**ONTARIO CATHOLIC SCHOOL TRUSTEES'  
ASSOCIATION – ANNUAL MEMBERSHIP FEES**

Public Session

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**BACKGROUND INFORMATION:**

The Ontario Catholic School Trustees' Association (OCSTA) continues to be a strong guiding and unifying force for Catholic education in our province. They work with partner organizations to promote and protect Catholic education. On a yearly basis, we have remitted a membership fee.

**DEVELOPMENTS:**

The annual fee for the 2011-12 school year is calculated on a base amount of \$8,000 plus a cost of \$3.485 per student. This is the same fee structure as the past few years. Based on our 2010-11 student enrolment of 10,183 ADE (Average Daily Enrolment), the membership fee for this year is \$46,034. This amount includes a special levy for the promotion and protection of Catholic education at a cost of 25 cents per student.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$46,034 for the 2011-12 school year.

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

Prepared by: Tom Grice, Assistant Superintendent of Business  
Presented to: Committee of the Whole  
Submitted on: October 18, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

### PRIMARY CLASS SIZE

Public Session

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#### **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:**

School boards were asked to submit their initial 2011-12 plans to meet the PCS target in July 2011. Our Board was able to meet the target of 90% of classes at 20 or fewer pupils based on projected enrolments.

In September 2011, staff reviewed the actual elementary pupil enrolment, which was 6,481 students; 12 more than projected. School organizations required only minor modifications to achieve the primary class size mandate.

Funding for junior and intermediate classes provides for an average class size of 24.7; however, at this time, average class size for these grades is not mandated. The regulation requires that the average class size in junior and intermediate grades does not exceed the 2003-04 average when the primary class size cap was implemented. The attached chart illustrates that class sizes in 2011-12 are less than the 2003-04 average class size.

#### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Primary Class Size report.

**Key Statistics**

210	% Primary Classes 20 and Under
220	% Primary Classes 23 and Under
230	Average Junior/Intermediate (Grades 4-8) Class Size
234	% Grade 3/4 Combined Classes 23 and Under

2003-04	2011-12 Preliminary	2011-12 Final
40.2 %	90.6 %	90.0 %
66.1 %	100.0 %	100.0 %
26.4	26.4	26.0
	100.0 %	100.0 %

**Early Learning Program Statistics**

	% of ELP Classes
310	Under 26
320	26
330	27 and Above

66.6 %	58.3 %
0.0 %	8.3 %
33.3 %	33.3 %

**Information on ELP Classes**

350	Number of ELP Classes
360	ELP Enrolment
370	Average ELP Class Size
380	Number of Schools Offering ELP Program

12	12
271	282
22.6	23.5
8	8

**Primary (JK-3) Statistics**

	% of Primary Classes
410	20 and Under
420	21
430	22
440	23
450	24
460	25 and More

40.2 %	90.6 %	90.0 %
5.3 %	2.9 %	0.7 %
6.5 %	2.9 %	5.7 %
14.0 %	3.6 %	3.6 %
8.3 %	0 %	0 %
25.7 %	0 %	0 %

**Number of Primary Classes**

610	20 and Under
620	21
630	22
640	23
650	24
660	25 and More
9910	Total Number of Primary Classes

67.6	126.0	126.0
9.0	4.0	1.0
11.0	4.0	8.0
23.5	5.0	5.0
14.0	0.0	0.0
43.2	0.0	0.0
168.2	139.0	140.0

9920	TOTAL Number of Primary Classes (FTE)
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134.2	113.0	114.0
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9930	TOTAL Primary Enrolment (FTE)
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2952.0	2098.0	2136.5
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**Information on Grade 3/4 Combined Classes (includes all Primary/Junior Combined Classes)**

	Number of Classes
905	20 and Under
910	21
915	22
920	23
925	24
930	25 and More
9935	Total Grade 3/4 Combined Classes

7	7	
3	5	
2	4	
12	5	
0	0	
0	0	
9	24.0	21

**Grade 3/4 Combined Class Enrolment**

9936	Total Grade 3/4 Combined Class Enrolment
9937	Primary Enrolment in Primary/Junior Combined Classes
9938	Number of Primary Classes (FTE) included in 3/4 Combined Classes

514.0	438.0
228.0	204.0
10.6	9.9

**Junior/Intermediate (grades 4-8) Statistics**

9940	Number of Junior/Intermediate Classes
9950	Junior/Intermediate Enrolment

156.8	138.0	138.0
4138.0	3642.0	3594.0

**Self-Contained Special Education Statistics**

1499	Number of Self-Contained Special Education Classes
1699	Self-Contained Special Education Enrolment

6.0	2.0	2.0
78.0	20.0	22.0

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

Prepared by: Cathy Horgan, Director of Education & Secretary  
Presented to: Committee of the Whole  
Submitted on: October 18, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

### STRATEGIC ACTION PLAN 2011-12

Public Session

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#### **BACKGROUND INFORMATION:**

In February of 2009, the Board began a strategic planning process. In June of that year, the Board passed, in principle, a revised mission statement, motto, core values and four (4) strategic commitments. In September 2009 and each year since then the Board has passed an action plan for each of the strategic commitments.

The Brant Haldimand Norfolk Catholic District School Board's Strategic Plan fulfills the requirements of Bill 177 whereby one of the major responsibilities of the Board is to develop, approve and monitor a multi-year plan. The plan is intended to have a mission statement, beliefs and strategic directions. Its emphasis should be on student achievement and have goals that span three years. It should also be the result of consultation and the public should have access to it. A "user friendly" version is recommended to be posted on the Board's website. More detailed operational plans are expected to be developed to support the plan and guide its implementation.

The marks of a good plan are that it addresses student achievement and well being, effective use of resources, and the delivery of effective appropriate educational programs. A good plan should limit the number of goals in order to provide clarity for the system and focused implementation.

#### **DEVELOPMENTS:**

In September, senior staff were each assigned a strategic commitment and asked to continue the action plan for the third and final year of our current multi-year plan. They gathered feedback from various stakeholders. A comprehensive review of successes to date, as well as gaps that need to be addressed, was undertaken by the principals within each of our schools. Information was gathered and analyzed and informed the goals and strategies contained in the action plan attached.

The process of monitoring will be continued from last year's practice and become part of a reporting cycle to the Board.

#### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Strategic Action Plan 2011-12.

**Catholicity:** *We want to contribute meaningfully to the strength of our Catholic faith in our schools*

- Support and develop the faith dimension of staff and students in all our interactions, daily practice and behaviour modeling
- Support and develop the faith knowledge, understandings and practice of students
- Build, sustain and promote safe and inclusive classrooms, schools and communities
- Build stronger partnerships with Catholic priests and parishes and stronger communities of schools within each parish
- Foster programs that inspire “challenge” and motivate students and staff to strengthen their concept of social justice and all faith practices

Expected Outcomes	Strategies	Indicators of success	Timeline	Responsibility
Religious Education and Family Life are given the highest priority within the school.	<p>The Religion Education Program, “Born of the Spirit” and “We are Strong Together” supported by the Key Learnings Document are implemented in all schools. The refreshed Family Life Program: “Fully Alive” for Grades 7 &amp; 8 is implemented.</p> <p>A guide for “Assessment and Evaluation” for Religious Education will be developed and implemented.</p>	<p>The learning goals and success criteria for Religion and Family Life are achieved across all grade levels.</p> <p>Students will be evaluated based on learning goals and success criteria using the Key Learnings document.</p>	<p>September – June 2011-2012</p> <p>January – June 2012</p>	<p>Superintendent of Education Principals/Vice Principals Religion and Family Life Consultant Religion and Family Life Committee Classroom Teachers</p>
All students will be engaged in their learning with a sense of belonging in a safe, nurturing and inclusive environment.	<p>“Student Voice” in school programs and activities such as peer mediation, restorative justice, conflict resolution, social justice and mentorship will be encouraged in all schools.</p> <p>Staff, students and parents will be involved in developing strategies to promote a positive school climate lead by the Safe Schools Team/Faith Teams.</p>	<p>All Schools will engage in one or more of these strategies as part of their Safe Schools/Faith Teams.</p> <p>A school plan/strategy is in place.</p>	<p>September – June 2011-2012</p> <p>September – June 2011-2012</p>	<p>Superintendent of Education Principals/Vice Principals</p> <p>Superintendent of Education Religion and Family Life Consultant Program Consultant: Elem/Sec</p>
Staff, students, parents, and the broader community are aware of Inclusive Schools Initiatives.	<p>Professional learning opportunities will be in place for staff and administrators to support equitable and inclusive classrooms.</p> <p>A communication and engagement strategy will be developed for staff, parents, and the broader community.</p>	<p>Classrooms/Schools will reflect the concepts of equity and inclusivity.</p>	<p>September – June 2011-2012</p>	<p>Superintendent of Education Program Consultant: Elem/Sec Manager of Communications</p>

*Excellence in Learning ~ Living in Christ*

Expected Outcomes	Strategies	Indicators of success	Timeline	Responsibility
100% of our elementary schools will establish specific targets for improving the Catholic Culture of the school.	Using the tool “Because we Believe: Our Catholic Faith Comes Alive”, principals will establish targets to be included in the Community, Culture and Caring section of their School Improvement Plans. Specific indicators will be reflected in the work of the school.	100% of School Improvement Plans will track the selection of the targets and their progress.  Annually School Superintendents will review the implementation of the School Improvement Plan and the results.	Nov 2011  May 2012	School Superintendent, Principals, Religion and Family Life Consultant  Principal School Superintendent
Develop strong communication links between the school and parish community.	Communication of information will be reciprocal between school and parish, and vice versa, using the following tools: <ul style="list-style-type: none"> <li>· websites: school and parish</li> <li>· email groupings</li> <li>· establish bulletin boards</li> <li>· school/parish newsletters</li> </ul> <p>A focus group of priests from the deanery and school board staff will gather to review current practices and develop new strategies to engage the school and parish in partnership.</p>	Both parishes and schools will provide evidence (various examples) of communication for parents regarding school and parish activities.  A set of best practices will be published and presented at deanery meetings	May 2012  May 2012	Principals Parish Liaison on School Councils Manager of Communications  Director and Brant Dean for the Hamilton Diocese
100% of staff will be introduced to the spiritual theme:  Year three: <i>Because we believe our Catholic faith comes alive in our community.</i>	A common assembly held September 27th will introduce the theme.  A song and dance will be introduced at the assembly and used all year long.  Bracelets will be distributed to all students and staff that will stand as a constant reminder of the theme.  Various publications will be completed by the communication officer to publicize the themes: banners, bookmarks, and posters. The theme will be featured on the website.	Through supervision and report back on the School Improvement Plan principals will demonstrate that local school activities have been designed to animate the theme during the year.	September – June 2011-2012	Religion and Family Life Consultant Manager of Communications School Superintendent Director

Expected Outcomes	Strategies	Indicators of success	Timeline	Responsibility
100% of staff will be introduced to the spiritual theme <i>(continued)</i>	Materials will be distributed by the Religion and Family Life consultant for classrooms and whole school activities.  Elementary Curriculum committee will develop resources linking the board theme and the liturgical calendar and classroom activities.			
Develop the faith dimension of administrators and teachers so they have the knowledge and skills to work effectively within the schools and parishes.	Create and publish a professional development plan for teachers and administrators that responds to the needs assessment completed last year.  Implement a three part professional development series that will serve as a culminating activity to the board themes these past three years. The program will involve reflection, speaker and small faith sharing response groups. The topics will cover prayer, the social teachings of the church and building a strong Catholic school community. Principals will be trained to lead these small faith sharing groups.  An optional evening retreat will be held in both Advent and Lent.	Administrators and teachers are engaged in a professional program that develops their knowledge and skills to work within our schools and parishes.	November 2011  April 2012  November 2011 and March 2012	Religion and Family Life Consultant and a committee of Faith Ambassadors  Principals, Teachers  School Superintendent Director
Establish greater links with the Parent Involvement Committee and School Councils regarding all Catholicity strategies.	Information regarding all Catholicity initiatives will be a standing item on each Regional Parent Involvement Committee meetings.  All Parent Involvement Committee newsletters will have a section dedicated to Catholicity  Inserts for School Newsletters, the website both board and school will contain information regarding Catholicity initiatives.	The Regional Catholic Parent Involvement Committee and Catholic School Advisory Councils will report greater awareness of Catholicity activities.	November 2011 – June 2012	School Superintendent  Manager of Communication

**Student Achievement:** *We want all students to be the best they can be ~*

- Create dynamic and faith-centred learning experiences that encourage all students to achieve their full spiritual, academic and personal potential
- Build and sustain safe, supportive and nurturing environments for learning to take place
- Drive constant improvements in student learning and the celebration of achievement

Expected Outcome	Strategies	Indicators of success	Timeline	Responsibility
Student achievement in literacy for primary and junior students will meet Board and Ministry targets.	Schools have been organized in Networked Learning Communities to facilitate collaboration and capacity building related to teaching best practices.	Improvement in reading and writing results as evidenced on report cards, Board-wide assessments and provincial assessments.	Mid-year Reporting and End of Year Reporting	Superintendents of Education  Principals /Vice Principals
	The Teaching-Learning Critical Pathways process is implemented in all classrooms from Grades 1-8 focused on specific reading and writing curriculum expectations.			
	Grade One Support Plan will be initiated – comprehensive data collection and professional learning program for teachers.	Higher percentage of students at the benchmark midway and at the end of Grade 1.		
	21 <sup>st</sup> Century Learning Pilot project to help improve teaching best practice in literacy through the use of technology.	Monitor Destination Reading assessment data to determine strengths and next steps.		
	Assistive technology on-site support will be provided by designated consultant.	Improvement in reading and writing results as evidenced on report cards, Board-wide assessments and provincial assessments.	September – June	Superintendent of Education  Principal of Program
	Special Education delivery model will focus on primary and junior reading.	Improvement in reading, DRA scores and EQAO results.	September – June	Consultant
	Training will be provided to support assessment for, as and of learning.	Improve teaching strategies and more precision in our IEPs.	September - June	

Expected Outcome	Strategies	Indicators of success	Timeline	Responsibility
Student achievement in numeracy for primary and junior students will meet Board and Ministry targets.	<p>Mathematics coaches will support elementary classroom teachers with job-embedded learning.</p> <p>Collaborative Inquiry for Learning Mathematics (CILM) project to begin in five schools this year. Investigate expansion to more schools for next year.</p>	<p>Improvement in math results as evidenced on report cards and provincial assessments.</p> <p>Use mid-year and end of year assessments to gauge progress.</p>	<p>Annually (September – June)</p> <p>Mid-year and end of year assessments.</p>	<p>Superintendent of Education</p> <p>Principals / Vice Principals</p>
Student achievement in Grade 9 Applied and Academic Mathematics will improve.	<p>Secondary Panel Mathematics Coaching Project</p> <p>Grades 7 &amp; 8 Mathematics Coaching Project – expanded to five schools.</p> <p>Grades 7 &amp; 8 Mathematics Focus Group.</p> <p>Mathematics Staff Development Project facilitated by Marian Small (2011).</p>	<p>Improvement over time in EQAO scores for Grade 9 Applied Mathematics between 2008–2012.</p> <p>Use Ontario Numeracy Assessment Program data to gauge progress of students (ONAP).</p>	<p>Annually (January and June)</p> <p>Twice per semester.</p>	<p>Superintendent of Education</p> <p>Principals/Vice-Principals</p>
Student achievement in the OSSLT will improve.	<p>Initiate Student Achievement Teams in all secondary schools. Grade 9 Applied classes to be taught by members of the team. Collaborative inquiry project related to the use of the Ontario Comprehension Assessment (OCA).</p>	<p>Demonstrated improvement in Ontario Comprehension Assessment (OCA) scores between administrations (start of year and end of year).</p> <p>90% pass rate for OSSLT for the Board using 2013 test.</p>	<p>Twice per semester.</p> <p>Annually (March)</p>	<p>Superintendent of Education</p> <p>Principals/Vice-Principals</p>
Grades 7 and 8 students will make more informed decisions regarding Pathways.	<p>Implementation of the Robotics program for Grade 8.</p> <p>Implement reach-ahead opportunity for Grades 6/7, 7, 7/8 and 8 classes through visits to our secondary school technology and careers areas.</p>	<p>Improve the percentage of students taking technology courses in Grade 9 by 10% by 2013.</p>	<p>Annually (September – June)</p>	<p>Superintendent of Education</p> <p>Principals/Vice-Principals</p>

**Leadership:**

*We want to ensure dynamic and progressive leadership in the years ahead*

- Capitalize on and share our current knowledge and experience with those who will lead tomorrow
- Build capacity to be ready for demographic changes - e.g. retirements - in the years ahead
- Identify and nurture potential leaders at every level of our school system

Expected Outcome	Strategies	Indicators of success	Evaluation Cycle	Responsibility
A profile of the leader for various roles is developed.	Communicate the profile of the leader based on practices and competencies essential to each leadership position.	The profile is embedded in leadership postings, the Board website, reflected in professional learning plans (e.g. aspiring leaders' programs), and communicated electronically throughout the system.	December 2011	Superintendent of Education Manager of Communications
Potential leaders are recruited through formal and informal leadership programs.	Continue to review and refine the current teacher leadership program (An Introduction to Teacher Leadership: Version 3) in a manner that is aligned with the leadership framework.	A post module feedback mechanism with success criteria to evaluate the relevancy, impact and next steps for future leadership programs.	May 2012	Superintendent of Education
Programs for the professional learning of aspiring, beginning and experienced leaders are implemented.	Develop a formal leadership program ( <i>Aspiring Catholic Leaders: Seminar Series – Version 2</i> ) in a manner that is aligned with the leadership framework. The program shall provide opportunities for aspiring leaders to observe and acquire the competencies outlined in the leadership profile.	The candidates in the program will complete the components of the program and provide feedback to organizers for subsequent program planning.  A post module feedback mechanism with success criteria to evaluate the relevancy, impact and next steps for future leadership programs.  As part of the <i>Aspiring Catholic Leaders: Seminar Series</i> , the candidates shall complete a self-assessment to help their goals for the reflective practice component of the course using the <i>Aspiring Leaders Self-Assessment Tool</i> .	March 2012	Superintendent of Education
	Develop a job shadowing (internship) component that will develop the aspiring principal's ability to deal with the practical (day-to-day) demands of the role.	A post internship feedback mechanism with success criteria to evaluate the relevancy, impact and next steps for future internship programs.	May 2012	Superintendent of Education

Expected Outcome	Strategies	Indicators of success	Evaluation Cycle	Responsibility
<p>Programs for the professional learning of aspiring, beginning and experienced leaders are implemented. <i>(continued)</i></p>	<p>Implement a certificate program in Human Resources and Labour Relations for vice-principals and principals.</p> <p>Develop a leadership training program for candidates in the principal and vice-principal pool that are in our school system. (Participants shall participate in training sessions through CPCO and EQAO.)</p>	<p>Participants will complete post module blogs regarding applied practice components of the program and complete post module feedback forms to help improve the program.</p> <p>Gather feedback from candidates regarding the CPCO seminar program and the EQAO training sessions.</p>	<p>November 2011</p> <p>December 2011</p>	<p>Superintendent of Education</p> <p>Superintendent of Education</p>
<p>Continue to implement and monitor/evaluate the mentoring program for new and experienced principals and vice-principals.</p>	<p>Convene the Mentoring Steering Committee to revise and augment the mentoring program that is currently in place.</p> <p>Develop and document a comprehensive transition process for incoming and outgoing school and Board leaders.</p>	<p>Principals and vice-principals are engaged in the mentoring program.</p> <p>Documented process in place.</p>	<p>June 2012</p> <p>October 2012</p>	<p>Superintendent of Education</p> <p>Superintendent of Education</p>
<p>Review the principal/vice principal selection process.</p>	<p>Institute a continuous intake process for principal/vice-principal applications to the Board.</p>	<p>Annual advertisement (provincially) produced with regular postings on websites.</p>	<p>November 2011</p>	<p>Superintendent of Education</p>
<p>Implement a principal/vice-principal performance appraisal system based on leadership profiles.</p>	<p>Develop an introductory training module for principals/vice-principals and superintendents related to the basic principles of principal performance appraisals.</p> <p>Support annual growth plans and performance plans with coaching opportunities.</p>	<p>Production and distribution of training module.</p> <p>Principals and vice-principals that request coaching opportunities will determine the desired outcomes.</p>	<p>October 2011</p> <p>October 2012</p>	<p>Superintendent of Education</p> <p>Superintendent of Education</p>

Expected Outcome	Strategies	Indicators of success	Evaluation Cycle	Responsibility
Facilitate Trustee training related to student achievement and Bill 177.	The Director and Trustees shall continue to work on governance training.	New policies and monitoring strategies are in place A Trustees' Code of Conduct in in place.	2011 – 2012	Chair of the Board Director of Education

**Communications:** *We want to share our Catholic education stories, activities and successes with our internal and external communities*

- Provide timely information to and opportunities for dialogue with all stakeholders
- Increase our public profile and advocate for Catholic Education with relevant and contemporary communication strategies
- Establish broader communication networks to connect with all geographic areas we serve
- Increased focus on privacy and information management best practices and guidelines

Expected Outcome	Strategies	Indicators of Success	Timeline	Responsibility
Improved communication among all staff and members of our Catholic Community.	Staff can successfully update personal information, access curriculum materials and student data quickly and easily.	Have a full-service, intuitive Intranet that is the 'hub' of our Board's internal communication system and is used by all employees.	February 2012	Communications Office Information Technology Corporate Services
	Process implemented whereby feedback from staff informs new features to improve the Intranet project and increase usage.		2011-12	
	Portal sections developed and measured for Curriculum, Administration, Employee, Teachers and Parents.		2011-12	
	Improve the functionality and content of the Board website.	Information is available and found in an appropriate amount of time. Website reports show increased usage and improved search results.	March 2012	Communications Office Information Technology
	Release 'from the Boardroom' after each Board meeting in an effort to meet the need for faster messaging to staff.	Staff feel well-informed about system decisions and changes.	Monthly, beginning September 2011	Communications Office
	Utilize pre-determined detailed paths (a list depicting information flow) when sharing information.	Groups who need the information receive it in an accurate, complete and appropriate amount of time.	January 2012	Communications Office
	Institute the use of a feedback loop when sharing information.	Report high levels of success in communication process.		

Brant Haldimand Norfolk Catholic District School Board

2011-12 Strategic Action Plan  
Strategic Commitment: Communications

Expected Outcome	Strategies	Indicators of Success	Timeline	Responsibility
Improved communication among all staff and members of our Catholic Community. <i>(continued)</i>	Establish Board/Parish liaisons who will assist with the sharing of school/system/parish information.	Board/school liaisons find that the information is shared between the Parish community and the school/system.	April 2012	Communications Office
Witness a strong understanding of the value of Catholic education in our local community.	Send our publications to our community partners for display.	We are visually present in our community (i.e. on the shelves of our local government and community partners' offices).	April 2012	Communications Office
Create closer connections between the school and media at the local level.	Provide a media kit and half-day media training to principals.	Increased media coverage at the local level.	2011-12	Communications Office
Establish a clear, consistent visual image throughout all of our publications.	Create Visual Identity Guidelines	New communications adhere to the standards detailed in the Visual Identity Guidelines.	December 2012	Communications Office
	Share templates with designated staff.	Staff easily and accurately produces new communications that are consistent with our designated standards.	December 2012	Communications Office
Improve knowledge of Privacy and Information Management best practices and guidelines.	Populate Administrative section of the portal with standard Privacy and Information Management reference documents.	Staff can identify and use the reference documents pertaining to procedures that support Privacy and Information Management.	February 2012	Communications Office
	Create privacy breach procedure document for principals to share with staff.	When queried, staff are able to describe what to do when they suspect or discover a privacy breach.	March 2012	Communications Office

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

Prepared by: Cathy Horgan, Director of Education & Secretary  
Presented to: Committee of the Whole  
Submitted on: October 18, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

### BOARD BRAND Public Session

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#### **BACKGROUND INFORMATION:**

The 2009-12 Communication Plan details tasks that span over a three-year period and support the Board's strategic direction. A Branding Initiative project was an item of the plan that began with a survey in June, 2010. The survey collected staff and community partner information pertaining to our identity and information around the visual representation of 'who we are' as a system. We then collected samples of Board promotional, marketing and visual image material. In combination, the survey results and item inventory identified a clear lack of consistency across our departments and publications. This moved the project forward with two goals:

1. To provide our staff, students, parish, parents, media and Catholic community with a clear, consistent visual image of the Brant Haldimand Norfolk Catholic District School Board (BHNCD SB).
2. To strive to create and maintain a visual image and ensure that all printed and electronic communications, as well as promotional items, share a common look that depicts unity and reinforces the Board's image.

A Request for Proposal (RFP) was issued by the BHNCD SB's Coordinator of Purchasing Services. The proposal called for the creation and delivery of a branded collateral system. This collateral system is a collection of publications, templates, and standardized style sheets that, in combination, create a memorable, consistent and easily identifiable image of our Board. The purpose of the collateral system is to establish a "brand" that represents the board's mission, vision and dedication to excellence in learning. The new brand should:

- a. portray the uniqueness of Catholic education, and
- b. be timeless in nature.

Accurate Design, a multi-media graphics solution company, was selected to assist with branding of the Brant Haldimand Norfolk Catholic District School Board. Accurate Design began the process by writing a 'brief' that all design work would be based on. To ensure that Accurate Design had captured the essence of the Board, a focus group comprised of representatives from various areas including trustees, senior staff, teaching and non-teaching staff, and parents was assembled. The RFP indicated the Board would be keeping the existing logo, but the consultant's brief contained a recommendation that the Board logo be replaced or at minimum updated.

At the January 25, 2011 Board Meeting, a presentation was brought forward regarding the proposal to change the logo and it was defeated. The Branding initiative proceeded with the use of the Board's existing logo.

At the September 20, 2011 Committee of the Whole Meeting, trustees requested an update on the project and an opportunity to provide input as to the parameters or expectations of the "brand" created.

### **DEVELOPMENTS:**

To achieve the two goals of having a clear, consistent visual image and all our publications sharing a common look, the following were established:

- The existing logo is used with slight modifications to the 'blue' and 'yellow' incorporated to improve printed reproductions and online viewing.
- A colour scheme that supports the Board logo and is visually complementary both in print and online was developed.
- A 'tab' and 'header' containing the Board name and created within the colour scheme was developed.
- A 'circular' image standard for displaying primary graphics was developed.
- A contact information block containing the logo, address, phone, email, and website url was developed.
- Standard fonts, font sizes, spacing and colours were developed. All support standard print and online best practices for readability.
- Microsoft Word, Microsoft Publisher and Adobe templates supporting all items of the branded collateral system were developed for use by system staff.

We believe meeting the two goals will assist us in strengthening the Brant Haldimand Norfolk Catholic Board image, allowing us to continue to attract students, families and staff to our Board and community of schools.

At the core of our Visual Identity Guidelines is one symbol that is our logo. It is supported by secondary images that, when used in combination with the logo, ensure a strong and consistent visual identity on all communications (in print and online) that come from the Board. Consistency of visual communications to both our internal and external audiences is secured by the standards defined in our Visual Identity Guidelines.

### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the report on the Board Brand.

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

Prepared by: Chris N. Roehrig, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: October 18, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

### **e-LEARNING CONTACT (eLC)**

Public Session

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#### **BACKGROUND INFORMATION:**

The Ministry currently is working on a digital learning strategy that includes (but is not limited to) the following initiatives: the implementation of blended learning, implementation of Homework Help, and the distribution of digital resources and tools provided by the Ministry. Detailed information regarding the Ministry's e-Learning strategy can be found at: [www.ontario.ca/elearning](http://www.ontario.ca/elearning). Project description and timelines can be found in Appendix 1 attached.

#### **DEVELOPMENTS:**

The Ministry is providing funding for one e-Learning Contact (eLC) per board for the 2011-12 school year to support reaching Ontario students through digital learning. Funding is provided by the Ministry for a full-time equivalent position with an additional allocation for in-board travel expenses or travel to e-Learning Ontario meetings and training. The eLC is assigned to the responsibilities outlined below:

- E-learning projects
- Blended learning using provincial tools such as the Learning Management System (LMS) and the Ontario Educational Resource Bank (OERB) and e-communities.
- Homework Help programs (digital learning)
- Ministry provided resources (i.e., EduGAINS website, Ontario Software Acquisition Program Advisory Committee (OSAPAC) software and other e-learning initiatives.

This position is a teaching position with the Board and will commence December 1, 2012 and end on June 30, 2012.

#### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the position of e-Learning Contact from December 1, 2012 to June 30, 2012.

# APPENDIX 1 TO PROJECT AGREEMENT

## PROJECT DESCRIPTION AND TIMELINES

### Background

The Ministry is providing funding for one e-Learning Contact (eLC) per board for the 2011-12 school year to support reaching Ontario students through digital learning. The eLC position will coordinate and lead boards in their implementation of the provincial e-learning strategy, the implementation of blended learning, implementation of Homework Help, and the distribution of digital resources and tools provided by the Ministry.

Funding is provided for a full-time equivalent position with an additional allocation for in-board travel expenses or travel to e-Learning Ontario meetings and training. In its agreement with the Ministry, boards recognize the full-time role of the eLC. The eLC is dedicated solely to the responsibilities outlined below and must devote his/her working time to these duties; boards must not assign any other duties to the eLC during the period of the agreement..

### Key Responsibilities of the eLC

The eLC will be the e-learning and blended learning contact within the board's elementary and secondary panels, and be the liaison with the Ministry of Education's e-Learning Ontario (eLO) team. This liaison role requires frequent communication, both electronically and face-to-face. The eLC will also ensure that all required Ministry reports are completed and submitted.

The eLC will be responsible for providing leadership and coordination in all facets of e-learning in the board, including e-learning, blended learning, Homework Help; and Ministry-provided digital resources, including Ontario Educational Resource Bank (OERB) resources and Ontario Software Acquisition Program Advisory Committee (OSAPAC) resources.

- Leadership and coordination of e-learning includes:
  - Evaluating the board's current e-learning program.
  - Developing a plan for the future of e-learning in the board.
  - Aligning the board's implementation plan for e-learning with board initiatives, board and school improvement plans, and e-Learning Ontario's policy.
- Leadership and coordination of blended learning includes:
  - Evaluating the board's current blended learning program, if one exists.
  - Developing a plan for the future of blended learning that focuses on the use of the provincial tools (e.g., provincial learning management system (LMS), Ontario Educational Resource Bank (OERB), e-Community).
  - Aligning the board's implementation plan for blended learning with board initiatives, board and school improvement plans, and e-Learning Ontario's policy.
- Leadership and coordination of Homework Help includes:
  - Evaluating the board's current implementation of Homework Help, if appropriate.
  - Developing a plan for implementing Homework Help within the board that ensures awareness of and access to Grades 7-10 mathematics students within the board.
  - Aligning the board's implementation plan with board initiatives; board and school improvement plans; Managing Information for Student Achievement (MISA) leads; e-Learning Ontario; and the Independent Learning Centre, which delivers the Homework Help service.
- Leadership and coordination of Ministry-provided digital resources includes:
  - Evaluating the effectiveness of the board's current implementation process for Ministry-provided digital resources (e.g., licensed software and web services, the OERB and resources provided through the EduGAINS site).
  - Developing a plan for Ministry-provided digital resources to ensure awareness of; access to; contribution of; and improved use for students, parents, teachers and administrators.

- Aligning the board's implementation plan with Ontario Educational Software Service (OESS) representatives, OSAPAC, and e-Learning Ontario initiatives.

### **Funding for the eLC Position**

A maximum of \$100,000 will be provided to each board for the funding of the eLC position. This funding must be applied towards the salary and benefits of the eLC. An additional maximum of \$10,000.00 for in-board travel costs incurred by the eLC will be funded by the Ministry of Education. Five thousand dollars (\$5,000) will be paid out upon signing of the agreement and up to \$5,000 will be reimbursed to the board, based on information received in the financial report at the end of the project. Each eLC will adhere to the travel expense definitions/guidelines as determined by his/her board and submit the travel expense claims directly to his/her board for personal reimbursement.

### **Timelines**

It will be incumbent upon the eLC, as part of his/her coordination and leadership of the various components of the Provincial e-Learning Strategy, to create a timeline for his/her workflow over the school year. This timeline will be created by the eLC and included in the eLC's Implementation Plan. The template for the Implementation Plan will be provided at a later date. It will be submitted to e-Learning Ontario for review by September 26, 2011.

### **Project Reports to be Completed by e-Learning Contact**

Three formal project reports are required from the e-Learning Contact:

- (1) ELC implementation plan to be submitted September 26, 2011.
- (2) Progress report to be submitted March 9, 2012.
- (3) Final report to be submitted on June 22, 2012.

The format of the reports will be determined by the Ministry of Education. The Ministry of Education may contact the eLC throughout the school year to obtain pertinent updates.

### **Financial Report to be Completed by Board**

A financial statement, signed by the Board Chief Financial Officer or designate, and to be submitted no later than August 10, 2012, will provide a statement on the expenditures related to the project, namely:

- Actual salary and benefits expenditures associated with the e-Learning Contact's position during the period s/he worked full-time on the e-Learning Contact Project in the 2011-12 school year, starting on September 1, 2011 (or start of board's 2011-12 school year and duty assignment for the board teacher). Funds not spent from the salary and benefits portion of the allocation are to be refunded to the Treasurer of Ontario.

Statement of expenditures associated with actual travel-related costs incurred by the e-Learning Contact in the course of his/her duties related to the project. The remaining travel expenses will be reimbursed to the boards for actual eLC travel up to the \$10,000.00 maximum, based on this report. Funds not spent from the travel portion of the allocation are to be refunded to the Ministry of Education.

### **Project Costing**

- |  |                            |
|--|----------------------------|
| - Salary and Board's portion of benefits | Not to exceed \$100,000.00 |
| - Travel Costs                           | \$10,000.00 maximum        |

**NOTE:** \$5,000.00 to be released on signing the agreement. The remaining travel expenses will be disbursed, up to an additional \$5,000.00, as identified in Financial Report to be submitted by August 10, 2012.

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

Prepared by: Chris N. Roehrig, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: October 18, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**EXCURSION – CHICAGO, IL**

Public Session

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**BACKGROUND INFORMATION:**

Assumption College School is requesting approval for an excursion to Chicago, IL from Saturday, March 10, 2012 to Tuesday, March 13, 2012 (no school days).

**DEVELOPMENTS:**

Approximately fifty-seven (57) Grades 11-12 students will be participating in this field trip. Supervising teachers will include Don Locey and Krystan Tchegus as the chaperones. Parent volunteers (yet to be arranged) will function as additional chaperones for this trip. The anticipated cost of the trip for each student is approximately \$799.

The theme of this excursion is “Inspiration and Innovation” which will be considered from the standpoint of how the Arts have impacted on the cultural landscape of the city of Chicago. Featured student experiences will highlight movements within the architectural history of the city, the growth of Improvisational Theatre and the Chicago Jazz heritage.

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

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Chicago, IL from Saturday, March 10, 2012 to Tuesday, March 13, 2012.



## 2011-12 Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
<b>October 18, 2011</b>	7:00 pm	<b>Committee of the Whole</b>	
October 20, 2011	6:00 pm	Service Recognition Dinner	
October 25, 2011	1:00 pm	STSBHN Governance Mtg.	
<b>October 25, 2011</b>	7:00 pm	<b>Board Meeting</b>	
October 27–29, 2011		When Faith Meets Pedagogy Conference	
November 2, 2011	2:00 pm	Trustee Code of Conduct/Governance work session	X
November 8, 2011	9:00 am	Executive Council Mtg.	
November 8, 2011	7:00 pm	Policy Committee Mtg.	X
November 9, 2011	1:30 pm	Catholicity Committee Mtg.	
November 9, 2011	7:00 pm	SEAC Meeting	
November 12, 2011	1:00 pm	50 <sup>th</sup> Anniversary Celebration – St. Michael’s School, Walsh	
November 14, 2011	7:00 pm	Audit Committee Mtg.	
<b>November 15, 2011</b>	7:00 pm	<b>Committee of the Whole</b>	
November 17-18, 2011	1:00 pm	OCSTA Labour Relations Seminar	
<b>November 22, 2011</b>	7:00 pm	<b>Board Meeting</b>	
November 30, 2011	1:30 pm	Faith Advisory Committee Mtg.	
<b>December 6, 2011</b>	6:30 pm 7:00 pm	Mass with Bishop Bergie <b>Annual Board Meeting</b>	
December 7, 2011	1:00 pm	Executive Council Mtg.	
<b>December 13, 2011</b>	7:00 pm	<b>Board Meeting</b>	
December 14, 2011	7:00 pm	SEAC Meeting	
<i>December 26, 2011 - January 6, 2012</i>		<i>CHRISTMAS BREAK</i>	
January 10, 2012	9:00 am	Executive Council Mtg.	
January 11, 2012	7:00 pm	SEAC Meeting	
January 12-14		OCSTA PD Seminar	X
<b>January 17, 2012</b>	7:00 pm	<b>Committee of the Whole</b>	
<b>January 24, 2012</b>	7:00 pm	<b>Board Meeting</b>	
February 8, 2012	7:00 pm	SEAC Meeting	
February 14, 2012	9:00 am	Executive Council Mtg.	
February 16, 2012	1:30 pm	Faith Advisory Committee Mtg.	
<b>February 21, 2012</b>	7:00 pm	<b>Committee of the Whole</b>	
<b>February 28, 2012</b>	7:00 pm	<b>Board Meeting</b>	
March 6, 2012	9:00 am	Executive Council Mtg.	
March 7, 2012	1:30 pm	Catholicity Committee Mtg.	
<i>March 12 – 16, 2012</i>		<i>MARCH BREAK</i>	
<b>March 20, 2012</b>	7:00 pm	<b>Committee of the Whole</b>	
March 21, 2012	7:00 pm	SEAC Meeting	
<b>March 27, 2012</b>	7:00 pm	<b>Board Meeting</b>	
April 10, 2012	9:00 am	Executive Council Mtg.	
April 11, 2012	7:00 pm	SEAC Meeting	
<b>April 17, 2012</b>	7:00 pm	<b>Committee of the Whole</b>	
<b>April 24, 2012</b>	7:00 pm	<b>Board Meeting</b>	
April 26 - 28, 2012		OCSTA AGM	
May 2 – 4, 2012		Board Art Show	
May 3, 2012	5:00 pm	Catholic Student Leadership Awards; with Bishop Fabbro	
<i>May 6 – 11, 2012</i>		<i>Catholic Education Week</i>	
May 8, 2012	2:00 pm	Executive Council Mtg.	

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
May 8, 2012	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
<b>May 15, 2012</b>	7:00 pm	<b>Committee of the Whole</b>	
May 16, 2012	7:00 pm	SEAC Meeting	
<b>May 22, 2012</b>	7:00 pm	<b>Board Meeting</b>	
May 23, 2012	1:00 pm	Catholicity Committee Mtg.	
May 29, 2012	1:30 pm	Faith Advisory Committee Mtg.	
June 7-9, 2012		CCSTA Convention	
June 12, 2012	9:00 am	Executive Council Mtg.	
June 13, 2012	7:00 pm	SEAC Meeting	
<b>June 19, 2012</b>	7:00 pm	<b>Committee of the Whole</b>	
June 25, 2012	4:45 pm	Assumption College Graduation	
<b>June 26, 2012</b>	7:00 pm	<b>Board Meeting</b>	
June 28, 2012	7:00 pm	St. John’s College Graduation	
June 28, 2012	7:00 pm	Holy Trinity Graduation	