



**Board Meeting
Tuesday, February 23, 2010 7:00 p.m.
Board Room**

Members: June Szeman (Chair), Joe McPherson (Vice-Chair), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Chris Radojewski (Student Trustee)

1. Call to Order

- 1.1 Opening Prayer - June Szeman, Chair of the Board
- 1.2 Attendance

2. Routine Matters

- 2.1 Approval of the Agenda
- 2.2 Declaration of Interest
- 2.3 Approval of Minutes from the Board Meeting – January 26, 2010 Pages 3-6
- 2.4 Business Arising from Minutes

3. Presentations and Delegations

- 3.1 Chris Roehrig Superintendent of Education will introduce a demonstration of a culminating activity resource designed by a team of our teachers for the Catholic Curriculum Corporation (CCC).
- 3.2 The Haldimand-Norfolk Health Unit will make a presentation to the Board regarding the Ministry of Health initiative called, "Healthy Communities Ontario".

4. Committee and Staff Reports

- 4.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting from February 16, 2010 Pages 7-12

Presenter: Joe McPherson, Chair of the Committee of the Whole

- a. Unapproved Minutes and Recommendations from the Accommodation Committee Meeting – February 11, 2010 (pgs 13-15)
 - Surplus Property (pg 16)
 - Primary Class Size Projects (pg 17)
 - Providence Resource Centre (pgs 18-19)
 - School Renewal Projects 2009-10 (pgs 20-21)



- b. Unapproved Minutes and Recommendations from the Policy Committee Meeting
- February 16, 2010 (pgs 22-23)
 - Admission of Students (pgs 24-38)
 - Educational Partnerships (pgs 39-46)
 - Employee Expense Reimbursement (pgs 47-49)
- c. Twinned Schools Update (pgs 50-51)

4.2 Unapproved Accommodation Committee Minutes from February 23, 2010 - TO BE DISTRIBUTED

Presenter: Cliff Casey, Chair of the Accommodation Committee

4.3 Construction of New School in South West Brantford Pages 52-56

Presenter: Wally Easton, Associate Director

4.4 Strategic Plan Update: Catholicity Pages 57-60

Presenter: Cathy Horgan, Director of Education

5. Information and Correspondence

6. Notices of Motion

7. Trustee Inquiries

8. Business In-camera

207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,

- a. The security of the property of the board;
- b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- c. The acquisition or disposal of a school site;
- d. Decisions in respect of negotiations with employees of the board; or
- e. Litigation affecting the board.

9. Report on the In-Camera Session

10. Future Meetings and Events Page 61

11. Moment of Silent Reflection

12. Adjournment

Next Meeting: Tuesday, March 30, 2010 - Board Room



**Board Meeting
Tuesday, January 26, 2010 7:00 pm
Board Room**

- Present:**
- Trustees:**
June Szeman (Chair), Joe McPherson (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard,
Bonnie McKinnon, Chris Radojewski (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)
- Absent:**
-

1. **Call to Order**
 - 1.1 **Opening Prayer**

The meeting was opened with a prayer led by June Szeman, Chair of the Board.

2. **Routine Matters**
 - 2.1 **Approval of the Agenda**

Moved by: Dennis Blake
Seconded by: Bonnie McKinnon
THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda for
January 26, 2010.
Carried

 - 2.2 **Declaration of Interest: Nil**

 - 2.3 **Approval of Minutes from the Board Meeting of December 8, 2009.**

Moved by: Dennis Blake
Seconded by: Bonnie McKinnon
THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes from
December 8, 2009.
Carried

 - 2.4 **Business Arising from Minutes: Nil**

3. **Presentations and Delegations:**

The Board recognized the St. John's College Senior Girls' Basketball team and their coaches for their achievement in winning the OFSAA Championship.



4. Committee and Staff Reports:

4.1 Unapproved Minutes from the Committee of the Whole – January 19, 2010

Joe McPherson Chair of the Committee of the Whole reviewed the unapproved minutes and recommendations to the Board. Approval was requested for the following recommendations:

THAT the Budget Committee recommends that the Committee of the Whole refer the 2009-10 Revised Budget Estimates, in the amount of 110,946,161 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Accommodations Committee recommends that the Committee of the Whole refer the floor plans and site plan for the new elementary school in south west Brantford to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Accommodations Committee recommends that the Committee of the Whole refer the floor plans for the addition to St. John's College to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Accommodations Committee recommends that the Committee of the Whole refer that the staff be authorized to investigate the cost of a study to upgrade the mechanical and electrical systems at St. John's College, at a cost not to exceed \$30,000 and to provide the Accommodations Committee with the results of their investigation to the Brant Haldimand Norfolk Catholic District School Board.

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

THAT the Brant Haldimand Norfolk Catholic District School Board rescinds Policy 100.6 Trustee Support Services.

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the formation of an Audit Committee and approve the Audit Committee Guidelines.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the excursion request, Mission Trip to New Orleans from January 22 to January 30, 2010.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the request from Assumption College School for an excursion to Washington, D.C. from May 6, 2010 to Sunday, May 9, 2010.



Moved by: Dennis Blake
Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Committee of the Whole Meeting of January 19, 2010.

Carried

Moved by: Dennis Blake
Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approve the recommendations from the Committee of the Whole Meeting of January 19, 2010.

Carried

4.2 Monitoring Strategies

Cathy Horgan Director of Education reviewed the report regarding monitoring strategies that take place during the school year. The strategies reflect the Ministry goals and the Board's Motto and Mission, in order to achieve student success.

Trish Kings Superintendent of Education outlined the extensive process used by superintendents when making school visits.

Moved by: Dan Dignard
Seconded by: Cliff Casey

THAT Brant Haldimand Norfolk Catholic District School Board receives the report on the Monitoring Strategies.

Carried

5. Information and Correspondence: Nil

6. Notices of Motion: Nil

7. Trustee Inquiries: Nil

8. Business In-Camera

Moved by: Dan Dignard
Seconded by: Cliff Casey

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

Carried



9. Report on the In-Camera Session

Moved by: Bonnie McKinnon
Seconded by: Joe McPherson

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

Carried

10. Future Meetings

11. Moment of Silent Reflection

12. Adjournment

Moved by: Joe McPherson
Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of January 26, 2010.

Carried

Next Meeting: Tuesday, February 23, 2010 - Board Room



**Committee of the Whole
Tuesday, February 16, 2010 7:00 pm
Board Room**

Present:

Trustees:

Joe McPherson (Chair, Committee of the Whole), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, June Szeman

Senior Administration:

Cathy Horgan (Director of Education), Wally Easton (Associate Director, Corporate Services & Treasurer) Bill Chopp (Superintendent of Education)

Absent:

Chris Radojewski (Student Trustee)

1. Call to Order

1.1 Opening Prayer

The meeting was opened with a prayer led by Joe McPherson, Chair of the Committee of the Whole.

2. Routine Matters

2.1 Approval of the Agenda

Moved by: Dan Dignard
Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approve the agenda for February 16, 2010.

Carried

2.2 Declaration of Interest: Nil

2.3 Approval of Minutes from the Committee of the Whole from January 19, 2010.

Moved by: Cliff Casey
Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approve the minutes from January 19, 2010.

Carried

2.4 Business Arising from Minutes: Nil



3. Presentations and Delegations:

Coordinator of Communications & Community Relations Tracey Austin provided the Board with an overview of the Kindergarten Registration Program. The activities and promotional items used during the month of January were highlighted.

4. Discussion Items

4.1 Approved Special Education Advisory Committee Meeting Minutes of January 13, 2010

Trustee Dennis Blake, representative on the Special Education Advisory Committee, reviewed the minutes from the meeting of January 13, 2010.

Moved by: Dan Dignard
Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receive the minutes of the Special Education Advisory Committee meeting of January 13, 2010.

Carried

4.2 Unapproved Catholicity Committee Minutes – January 27, 2010

June Szeman, Chair of the Catholicity Committee, reviewed the minutes from the meeting of January 27, 2010. Comments included the areas of focus during the 2009-10 school year.

Moved by: Cliff Casey
Seconded by: Dan Dignard

THAT the Committee of the Whole receive the unapproved minutes from the Catholicity Committee Meeting from January 27, 2010.

Carried

4.3 Unapproved Faith Advisory Committee Minutes – February 4, 2010

June Szeman, Chair of the Faith Advisory Committee, reviewed the minutes from the meeting of February 4, 2010. Comments included the areas of focus during the 2009-10 school year.

Moved by: Dan Dignard
Seconded by: Cliff Casey

THAT the Committee of the Whole receive the unapproved minutes from the Faith Advisory Committee Meeting from February 4, 2010.

Carried

4.4 Unapproved STSBHN Consortia Minutes – February 2, 2010

Cliff Casey, Trustee representative on the Student Transportation Services Consortia, reviewed the minutes from the meeting of February 2, 2010. The issue of policies and procedures of the Consortia was raised. A meeting will occur for Trustees of the Board to review the Consortia Policies and Procedures and they will make recommendations, if necessary. A report will be provided to the Board in April for review and approval of the document going forward to the Consortia.



Moved by: Cliff Casey
Seconded by: Dan Dignard

THAT the Committee of the Whole receive the unapproved minutes from the STSBHN Consortia Meeting of February 2, 2010.

Carried

4.5 Unapproved Accommodation Committee Minutes – February 11, 2010

Cliff Casey Chair of the Accommodation Committee, reviewed the minutes from the meeting of February 11, 2010 and requested approval of the following recommendations:

THAT the Accommodations Committee recommend that Committee of the Whole refer the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval to sell the former Sacred Heart School, Paris property by way of tender to the general public, subject to approval of the Ministry of Education.

THAT the Accommodations Committee recommend the Committee of the Whole refer the Primary Class Size Projects report to the Brant Haldimand Norfolk Catholic District School Board to delay the St. Peter School and the St. Bernard of Clairvaux School Primary Class Size Accommodation Projects until further information is received from the Ministry of Education.

THAT the Accommodations Committee recommend the Committee of the Whole refer the Providence Resource Centre report to the Brant Haldimand Norfolk Catholic District School Board for approval of:

1. THAT the Providence Resource Centre be demolished.
2. THAT Information Technology Services be moved to St. Mary School, Brantford, subject to the Engineers' reports.

THAT the Accommodations Committee recommend the Committee of the Whole refer the School Renewal Projects 2009-10 to the Brant Haldimand Norfolk Catholic District School Board for approval in the total amount of \$659,736.

Moved by: Cliff Casey
Seconded by: Dan Dignard

THAT the Committee of the Whole receive the unapproved minutes from the Accommodations Committee Meeting from February 11, 2010.

Carried

THAT the Committee of the Whole refer the recommendations from the Accommodations Committee Meeting of February 11, 2010, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



4.6 Unapproved Policy Committee Minutes – February 16, 2010

Bonnie McKinnon Chair of the Policy Committee reviewed the minutes from the meeting of February 16, 2010 and requested approval of the following recommendations:

THAT the Policy Committee recommends the Committee of the Whole refer the Revised Policy on Admission of Students to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommend the Committee of the Whole refer the Educational Partnerships Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommend the Committee of the Whole refer the Employee Expense Reimbursement policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

THAT the Committee of the Whole receive the unapproved minutes from the Policy Committee Meeting from February 16, 2010.

Carried

THAT the Committee of the Whole refer the recommendations from the Policy Committee Meeting of February 16, 2010, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4.7 Quarterly Financial Report

Wally Easton, Associate Director reviewed the Quarterly Financial Report, ending November 2009. It was noted that several Ministry initiative grants are not included in the report. Since the report is, as of November 2009, it does not reflect the revised budget.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the Financial Report – November 2009.

Carried

4.8 Technology and Student Achievement

Cathy Horgan Director of Education and Wally Easton Associate Director provided the Trustees with a report on technology as it relates to student achievement. IBM reviewed the Board's current practices and strategic plan in order to assess usage and infrastructure and evaluate its contribution to achieving the educational priorities of the Board. Secondly, IBM was to work with staff to create an educational technology plan for the Board that will ensure that the technology is embedded and embraced by teachers, and is an integral part of the teaching and learning of the Board's key achievement priorities.



Moved by: Dan Dignard
Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the report on Technology and Student Achievement.

Carried

4.9 Twinned Schools Update

Cathy Horgan, Director of Education, reported that the original goals of twinned schools has been met and therefore recommends that the board continue to de-twin schools.

Moved by: Dan Dignard
Seconded by: Cliff Casey

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approves the de-twinning of Blessed Sacrament School in Burford and St. Anthony Daniel School in Scotland and Our Lady of LaSalette in LaSalette and Our Lady of Fatima in Courtland, effective September 2010.

Carried

5. Information and Correspondence.

Cathy Horgan Director of Education distributed a draft copy of the Director's Annual Report – 2008-09. A copy will be placed on the Board's website. Distribution of a small quantity of hard copies will be sent to various organizations while many will receive a copy electronically. Mrs. Horgan commended Tracey Austin Coordinator of Communications & Community Relations, on her efforts in preparing this report.

Cliff Casey Trustee thanked senior administration for improving the information regarding water samples that is available on the Board's website.

Moved by: Dan Dignard
Seconded by: Cliff Casey

THAT the Committee of the Whole receive the information and correspondence since the last meeting.

Carried

6. Notices of Motion: Nil

7. Trustee Inquiries: Nil

8. Business In-Camera

Moved by: Bonnie McKinnon
Seconded by: June Szeman

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board move to an in-camera session.

Carried



9. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded: by Bonnie McKinnon

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

Carried

10. Future Meetings

11. Moment of Silent Reflection

12. Adjournment

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourn the meeting of February 16, 2010.

Carried

Next Meeting: Tuesday, March 23, 2010 - Board Room



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

**Accommodations Committee
Thursday, February 11, 2010 – 7:00 p.m.
Haldimand Room, Catholic Education Centre**

Present: Dennis Blake, Cliff Casey (Chair), Wally Easton, Joe McPherson, June Szeman

1. **Opening Prayer**
Cliff Casey opened the meeting with prayer.

2. **Approval of the Agenda**
Moved by: Joe McPherson
Seconded by: Dennis Blake
THAT the Accommodations Committee approve the Agenda of February 11, 2010 with the addition of Agenda Item #6d) – St. John's College Retrofit.
Carried

3. **Approval of the Minutes**
Moved by: Dennis Blake
Seconded by: Joe McPherson
THAT the Accommodations Committee approve the Minutes of January 6, 2010.
Carried

4. **Declaration of Conflict of Interest:** Nil.

5. **Business Arising from the Minutes**
 - 5.1) **Surplus Property**
Moved by: Joe McPherson
Seconded by: Dennis Blake
THAT the Accommodations Committee put the recommendation regarding surplus property back on the table for discussion.
Carried

At the January 6, 2010 Meeting, the Committee tabled the motion to sell the former Sacred Heart School property in Paris pending staff's review of options for selling the property. Staff presented three options to the Committee: use a real estate agent, sell by auction or sell by tender. Offering a school for sale to the general public requires Ministry of Education approval.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

Moved by: Joe McPherson

Seconded by: June Szeman

THAT the Accommodations Committee recommend that Committee of the Whole refer the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval to sell the former Sacred Heart School, Paris property by way of tender to the general public, subject to approval of the Ministry of Education.

Carried

6. Information Items:

6.1 Primary Class Size Projects

All capital projects are subject to approval by the Ministry of Education. There are a few recent developments which have delayed approvals from the Ministry for certain capital projects, including Primary Class Size Projects. With these developments, we have instructed the architects to halt any further work on the two primary class size accommodation projects.

Moved by: Dennis Blake

Seconded by: Joe McPherson

THAT the Accommodations Committee recommend the Committee of the Whole refer the Primary Class Size Projects report to the Brant Haldimand Norfolk Catholic District School Board to delay the St. Peter School and the St. Bernard of Clairvaux School Primary Class Size Accommodation Projects until further information is received from the Ministry of Education.

Carried

6.2 Providence Resource Centre

In order to proceed with the addition at St. John's College, it is necessary that the Providence Resource Centre (PRC) be demolished. In order to demolish the building, staff in the building must be relocated. Several options were discussed.

Moved by: Joe McPherson

Seconded by: Dennis Blake

THAT the Accommodations Committee recommend the Committee of the Whole refer the Providence Resource Centre report to the Brant Haldimand Norfolk Catholic District School Board for approval of:

1. THAT the Providence Resource Centre be demolished.
2. THAT Information Technology Services be moved to St. Mary School, Brantford, subject to the Engineers' reports.

Carried

6.3 School Renewal Projects 2009-10

The total cost for the proposed projects is \$659,736 for 2009-10. The difference between the grant and the proposed expenditures (almost \$900,000) will be used to pay down the excess expenditures from the first few years. The Committee reviewed the projects for 2009-10.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

Moved by: Dennis Blake
Seconded by: Joe McPherson
THAT the Accommodations Committee recommend the Committee of the Whole refer the School Renewal Projects 2009-10 to the Brant Haldimand Norfolk Catholic District School Board for approval in the total amount of \$659,736.
Carried

6.4 St. John's College Retrofit

Wally Easton gave a verbal report on the retrofit project. It is intended that the retrofit of mechanical and electrical systems in the existing school be completed at the same time as the addition as this will be more economical and less disruptive to the school. A further update will be brought to the Committee when staff receive the Engineer's report.

Moved by: June Szeman
Seconded by: Joe McPherson
THAT the Accommodations Committee recommend the Committee of the Whole refer the St. John's College Retrofit report to the Brant Haldimand Norfolk Catholic District School Board for receipt.
Carried

7. Trustee Enquiries: Nil.

8. Business of the In-Camera Session

Moved by: June Szeman
Seconded by: Dennis Blake
THAT the Accommodations Committee move to an In-Camera Session.
Carried

9. Report on the In-Camera Session

Moved by: Dennis Blake
Seconded by: Joe McPherson
THAT the Accommodations Committee approve the business of the In-Camera Session.
Carried

10. Adjournment

The meeting was adjourned at 8:45 p.m.

Next meeting: Tuesday, February 23, 2010 at 5:00 p.m.

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Presented to: Accommodations Committee
Submitted on: January 6, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

SURPLUS PROPERTY

Public Session

BACKGROUND INFORMATION:

In May 2009, the Board of Trustees declared that the Sacred Heart School Property, located at 50 Main Street, Paris, was not required for purposes of the Board and the property was offered for sale. The disposition of property is subject to the approval of the Lieutenant Governor in Council. Regulation 444/98 requires that an English-language separate district school board issue a proposal to sell real property to various government agencies before the property is offered to the general public. In order to sell the property, it must be made available to prescribed agencies for 90 days. The sale price must be at fair market value or some lesser amount as determined by the Regulation. If the Board does not receive an offer from the prescribed agencies within the 90-day period, the Board may sell the property, subject to the approval of the Minister, to any other body or person.

DEVELOPMENTS:

On September 15, 2009, a letter to sell the property was issued to various government agencies. After the prescribed 90-day period, the Board did not receive an offer to purchase from these agencies.

ORIGINAL MOTION

RECOMMENDATION:

THAT the Accommodations Committee recommend that the Brant Haldimand Norfolk Catholic District School Board sell the former Sacred Heart School property to any other body or person, subject to approval from the Ministry of Education.

AMENDED MOTION

RECOMMENDATION:

THAT the Accommodations Committee recommend that Committee of the Whole refer the Surplus Property Report to the Brant Haldimand Norfolk Catholic District School Board for approval to sell the former Sacred Heart School, Paris property by way of tender to the general public, subject to approval of the Ministry of Education.

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Accommodations Committee
Submitted on: February 11, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

PRIMARY CLASS SIZE PROJECTS

Public Session

BACKGROUND INFORMATION:

In February 2009, the Board approved additions at St. Peter School in Brantford and St. Bernard of Clairvaux School in Waterford through the Primary Class Size Accommodation grant. The Primary Class Size (PCS) Accommodation grant was to assist school boards with extra classrooms required to meet the reduction in primary class size.

DEVELOPMENTS:

All capital projects are subject to approval by the Ministry of Education. There are a few recent developments which will affect the funding allocations for certain capital projects.

1. The current economic climate is causing the province some financial concerns and the Ministry has not allocated funds for new capital projects in 2009-10.
2. The Ministry has recently announced the new Early Learning Program. Although there is no capital funding for the first year, there will be funding in subsequent years. This is a priority of the government and will take priority over other capital projects.
3. There is now a new Minister of Education and the Assistant Deputy Minister, Finance and Business has been transferred to another Ministry. It may be a few months before any new capital programs are announced or projects approved.

With these developments, Board staff have instructed the architects not to proceed with any further work on the two primary class size accommodation projects.

RECOMMENDATION:

THAT the Accommodations Committee recommend the Committee of the Whole refer the Primary Class Size Projects report to the Brant Haldimand Norfolk Catholic District School Board to delay the St. Peter School and the St. Bernard of Clairvaux School Primary Class Size Accommodation Projects until further information is received from the Ministry of Education.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD ACCOMMODATIONS COMMITTEE

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Accommodations Committee
Submitted on: February 11, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

PROVIDENCE RESOURCE CENTRE

Public Session

BACKGROUND INFORMATION:

The Board has approved an addition to St. John's College and the Ministry of Education has approved an allocation of \$6 million for construction, consultant fees, furniture and equipment. The project will go to tender in the next couple of months and construction should begin in June 2010.

DEVELOPMENTS:

In March 2009, a report was presented to the Committee regarding the site plan for the addition. Staff had suggested that the parking at St. John's College needed to be expanded and that the Providence Resource Centre (PRC) be demolished in order to provide additional parking and generally improve the vehicle circulation at the school. The PRC is a former convent and is in need of significant repair. However, in order to demolish the building the staff in the building must be moved.

Possible sites are:

1. St. Jean de Brébeuf School as it is now closed. There have been concerns about health and safety raised by the unions, primarily regarding the proximity of the hydro substation adjacent to the school. Also, the school has significant maintenance needs.
2. The former Sacred Heart School which is now vacant, but the location is not suitable and the property value is such that it would be more advantageous to sell it.
3. A small commercial unit in a light industrial area of Brantford. There are a number of locations available due to the current real estate market conditions.
4. There is space at a few of the Board's schools; however, there is not enough space to accommodate all of the PRC staff. The main concern is the location of the Information Technology Services (ITS). We have investigated a few locations and St. Mary School, Brantford, has suitable space for ITS which would not interfere with students or the program of the school. There are some complications as the school is old and the structure of the school needs to be examined further. In addition, Library Services is located at the PRC; therefore, they will require a new home. The space need for Library Services is equivalent to a classroom and there are a few suitable locations. Other staff can be relocated easily on a temporary basis, if necessary.

There are many costs associated with the above moves. Moving ITS to St. Mary School will be the most reasonable as there are no costs to purchase or significantly upgrade the building.

RECOMMENDATION:

THAT the Accommodations Committee recommend the Committee of the Whole refer the Providence Resource Centre report to the Brant Haldimand Norfolk Catholic District School Board for approval of:

1. THAT the Providence Resource Centre be demolished.
2. THAT Information Technology Services be moved to St. Mary School, Brantford, subject to the Engineers' reports.

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Accommodations Committee
Submitted on: February 11, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

SCHOOL RENEWAL PROJECTS 2009-10

Public Session

BACKGROUND INFORMATION:

In November 2000, the Board approved the Long-Term Capital Plan, which included a five-year School Renewal Plan. The Plan has been under review for the last few years and will be completed after enrolment projections are completed. The Grants for Student Needs for 2009-10 provides a School Renewal Grant of approximately \$1.5 million. The Long-Term Capital Plan, as approved by Board, provided for expenditures which exceed the grant in the first few years. The excess expenditures were to be repaid over the period from 2005 to 2013. The balance at August 31, 2009 to be financed was \$1.7 million.

DEVELOPMENTS:

Attached is a summary of the proposed School Renewal Projects (Appendix A) for this year. A detailed schedule of projects at each school has been reviewed by Senior Administration and has been discussed with the principals of the schools. The total cost for the proposed projects is \$659,736 for 2009-10. The difference between the grant and the proposed expenditures (approximately \$900,000) will be used to pay down the excess expenditures from the first few years. Although the planned renewal program is significantly less than previous years, there have been many repairs and renovations completed in the last six years. In addition, the Ministry's Good Places to Learn program paid for \$8.4 million of projects over the last four years.

Most of the projects for 2009-10 are minor, but a couple of major projects are to repair two siporex roofs and to re-key the interior doors of St. John's College.

RECOMMENDATION:

THAT the Accommodations Committee recommend the Committee of the Whole refer the School Renewal Projects 2009-10 to the Brant Haldimand Norfolk Catholic District School Board for approval in the total amount of \$659,736.

Summary of School Renewal Projects 2009-10

Building Renovation & Upgrades	\$153,055
Asbestos	120,702
HVAC & Mechanical	59,322
Studies	48,421
Walls/Foundations/Bricks	58,640
Portable Renovations	5,500
Electrical Upgrades	1,500
Doors/Windows/Hardware	99,563
Site Works	42,033
Security & Communications	71,000
TOTAL	659,736



**Policy Committee
Tuesday, February 16, 2010
Trustees' Lounge**

Present: Bonnie McKinnon (Chair), Cliff Casey, Bill Chopp, Dan Dignard, Wally Easton, Cathy Horgan, June Szeman

Absent: Nil

1. Opening Prayer

The meeting opened with a prayer led by Bonnie McKinnon.

2. Approval of the Agenda

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Policy Committee approve the agenda for the February 16, 2010 meeting.

Carried

3. Approval of Minutes

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Policy Committee approve the minutes from the January 19, 2010 meeting.

Carried

4. Discussion Items

4.1 Revised Policy: Admission of Students

Director of Education Cathy Horgan reviewed the revised draft of the Admissions Policy.

Discussion occurred and no changes had be made to the draft policy that had been vetted.

Moved by: June Szeman

Seconded by: Dan Dignard

THAT the Policy Committee recommends the Committee of the Whole refer the Revised Policy on Admission of Students to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



4.2 Policy: Educational Partnerships

Superintendent of Education Bill Chopp reviewed the Policy: Educational Partnerships. This policy was developed due to PPM 149 which requires the review and/or development of a local protocol for partnerships between external agencies and school boards. This policy meets the requirements set out by the Ministry and the Board is in full compliance of the mandate.

Moved by: June Szeman

Seconded by: Dan Dignard

THAT the Policy Committee recommend the Committee of the Whole refer the Educational Partnerships Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4.3 Revised Policy: Employee Expense

Associate Director Wally Easton reviewed the changes to the Employee Expense Policy. Previously, the policy for expense reimbursement included employees and trustees, but the Ministry has stated the policy for trustees should be separate from that for employees. The primary changes made to the policy were to delete any reference to trustees.

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Policy Committee recommend the Committee of the Whole refer the Employee Expense Reimbursement policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4.4 Update on Schedule of Policies

Director of Education Cathy Horgan reviewed the document of policies to be developed or revised and the timelines.

5. Moment of Silent Reflection

6. Adjournment

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Policy Committee adjourn the meeting of February 16, 2010.

Carried

Next Meeting: Tuesday, March 9, 2010 at 3:00 pm - Trustees' Lounge



Brant Haldimand Norfolk Catholic District School Board

POLICY: Admission of Students

Adopted:	April 24, 2001	Policy No:	200.14
		Former Policy #:	
Revised:		Policy Category:	Students
Subsequent Review Dates:		Pages:	

Belief Statement:

Brant Haldimand Norfolk Catholic District School Board schools provide academic excellence and enable students to live a life of love and service.

The elementary schools of the Brant Haldimand Norfolk Catholic District School Board exist primarily to provide excellence in Catholic education for the students of our Separate School Supporters.

The secondary schools of the Brant Haldimand Norfolk Catholic District School Board exist to provide excellence in Catholic secondary education for the students of our Separate School Supporters and others within the region who elect to attend. The current legislation from the Ministry of Education states that non-Catholic students may attend Catholic secondary schools with the understanding that they respect the environment, traditions and expectations of the Brant Haldimand Norfolk Catholic District School Board.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board is committed to service the children of eligible Separate School Supporters. From time to time, applications are received for the admission of non-resident students and/or students from ratepayers who are not eligible supporters of the system.

The Director of Education shall develop admission procedures consistent with the following:

1. The age of admission for all students, without exceptions, will conform to the provisions of the Education Act (compulsory attendance, Kindergarten and Junior Kindergarten).
2. Parent/guardian shall provide documentation that their elementary aged child is Roman Catholic; i.e., A Roman Catholic Baptismal certificate or a letter from a priest.
3. If the parent/guardian cannot provide a Roman Catholic Baptismal certificate or a letter from a priest, for his/her elementary aged child then the parent(s)/guardian(s) must provide documentation that he/she is/are Roman Catholic; i.e., A Roman Catholic Baptismal certificate or a letter from a priest.

4. An elementary student, living in a residence within the jurisdiction of the Board which is not eligible to be assessed for Separate School Supporters, who would otherwise be admitted, may be admitted to a school operated by the Board if documentation is presented as evidence that the student is a Baptized Roman Catholic.
5. A student who is a Ward of the Children's Aid Society and/or the Catholic Children's Aid Society and/or Family and Children's Services, may be admitted when:
 - i. The student is Roman Catholic and this can be verified by appropriate documentation; and
 - ii. A letter indicating the child's status as a ward has been given to the principal. This letter will be filed in the documentation file of the student's OSR card. A facsimile of the letter, will be forwarded by the principal to the appropriate Superintendent and the Assessment Office for fee processing.
6. The admission of secondary school students will comply with the provisions of the Education Act and Regulations.
7. Foreign students who have a legal right to attend an elementary or secondary school in Canada will be admitted upon payment of a fee determined in accordance with the Education Act and Regulations and approved by the Director or designate. Arrangements for the payment of fees must be made in advance, before attendance begins in each school year. The fee will apply to the date of admission and will apply to the time the student is on the school's register. Should the student retire from the school and not attend another publicly funded school in Ontario, Citizenship & Immigration Canada will be informed and the fee advanced will be adjusted accordingly. Any refund due will be paid to the individual who paid the fee on behalf of the student.
8. Out-of-province students and students of parents living on tax exempt land will be charged a fee in accordance with the Education Act and Regulations. The method of payment and conditions outlined in #7 above will apply, with modifications, for out-of-province students and individuals living on tax exempt land. (In this region, students who reside in residences on tax exempt land usually refer to students living in residences owned by a university).
9. Students who are sponsored for an exchange may be admitted to a school operated by the Board if documentation is presented as evidence that the students are sponsored through a recognized organization or service club. Admission will be in accordance with current Ministry of Education guidelines.
10. Students who are not eligible to attend schools within the jurisdiction of the Board may be admitted at the discretion of the Superintendent considering but not limited to the following conditions:
 - i. Where there are students currently enrolled in the Board's schools as of January 1, 2010 whose parent(s)/guardian(s) are ineligible to direct their tax support to the Brant Haldimand Norfolk Catholic District School Board, these families are "grand parented".

- ii. It is understood and accepted that the student will attend/participate in a suitable way, in the religious life, activities and celebrations of the school community.
- iii. There is legitimate and acceptable reason for the admission request, which is not the result of a dispute with any other educational authority.
- iv. The Board reserves the right to require the withdrawal of an ineligible student admitted under this policy, within the provisions of the Education Act at any time.
- v. Where a student is eligible to attend a Catholic school operated by a board outside the jurisdiction of the Brant Haldimand Norfolk Catholic District School Board (e.g. Hamilton, London or Waterloo Catholic), applies for admission to one of the Board's schools, the school may admit the student provided that there is evidence provided that the parent(s)/guardian(s) are supporters of their local Catholic District School Board and there is agreement between the boards with reference to the provision of transportation for the student.

11. Senior administration is responsible for developing and maintaining a School Admissions Policy and Property Tax Assessment Procedures that outline the procedures to be followed for admission/payment of fees.

Glossary of Key Policy Terms:

"Roman Catholic"	is defined as one in Union with the See of Rome (see Appendix A)
Non-Catholic	refers to students who would be ineligible to attend a Brant Haldimand Norfolk Catholic District School Board elementary schools because their parent(s)/guardian(s) are not Roman Catholic and cannot direct their tax support to the Board.
Resident Student	refers to a student who lives within the area of the Brant Haldimand Norfolk Catholic District School Board and his/her parent/guardian can direct his/her property taxes in support of the Brant Haldimand Norfolk Catholic District School Board. In this regard, at least one of the parents/guardians must be Roman Catholic. (This category includes refugees who have been admitted to Canada).

Non-Resident Student refers to students who:

- i. live outside the boundaries of Brant Haldimand Norfolk Catholic District School Board
- ii. are students (visitors to Canada) who are assessed a fee to attend because they are not permanent residents, or
- iii. are from another province

Home School refers to the school that is located in the same attendance boundary as the student's parent or guardian's residential address.

Application refers to the annual Out of Boundary application that must be filled out each year by parents/legal guardians requesting out of boundary admission for their child(ren). (See Appendix C)



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: Admission of Students

Adopted:	April 24, 2001	Policy No:	200.14
		Former Policy #:	
Revised:		Policy Category:	Students
Subsequent Review Dates:		Pages:	

The principal of a school will receive all students requesting admission and manage their registration using the following chart. All school board employees will greet and welcome all interested students and their families in a supportive and welcoming manner while using the following procedures:

Registration of Elementary School Students

Category	Description of Student	Process
In Boundary	Catholic student and parent(s) reside in Brant, Haldimand or Norfolk	Register student in home school unless otherwise determined by the Director of Education or designate.
Non-Catholic parent; not Catholic school supporter; child baptized Catholic	Catholic student resides in Brant, Haldimand or Norfolk, parent(s) are public school supporters	Register student in home school unless otherwise determined by the Director of Education or designate.
Parent and child non-Catholic; public school supporter	Non-Catholic student resides in Brant, Haldimand or Norfolk; parent(s) are public school supporters.	Non-Catholic students shall not be admitted to Junior Kindergarten to Grade 8 program. Special circumstances will be reviewed by the school Superintendent of Education on a case by case basis after completion of forms in Appendix C.
Catholic student resides in Brant, Haldimand or Norfolk and is a CAS ward.		Register child on proof of wardship and proof of Baptism in the Roman Catholic faith, in the home school of the student. Host families are not required to direct school support.
Blended family (through re-marriage) with children in both separate and public systems		Contact school Superintendent of Education for direction on how to process and register student(s) appropriately.

Category	Description of Student	Process
Immigration	Catholic student resides in Brant, Haldimand or Norfolk and parent(s) reside outside of Canada.	Register child after adult in Brant, Haldimand or Norfolk has custody of child and student meets all other registration criteria. Contact Executive Assistant, Corporate Services for assistance with student's immigration status. Student then registers in home school of legal guardian.
Non-resident of Canada student		Confirmation of International Student must be received prior to admission. Contact Executive Assistant, Corporate Services.
Out of Boundary (School)	Catholic student resides with parent(s) within Brant, Haldimand or Norfolk but outside of your school boundaries.	Parent(s)/guardian(s) of student(s) requesting admission into a Catholic school outside their designated school attendance area, must complete an Annual Application for Out-of-School Boundary Attendance form (Appendix C). The application is submitted to the school Superintendent of Education for approval. This application is not required for students enrolling or currently registered in the French Immersion program. Transportation will not be provided to any students that are approved for cross boundary school attendance.
Custody – one parent Out of Boundary	Catholic student resides in Brant, Haldimand or Norfolk; parent(s) reside within Ontario but outside Brant, Haldimand or Norfolk.	Register child after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of custodial parent.
Out of Boundary (District), Special Education services required	Catholic student and parent(s) reside within Ontario, but outside Brant, Haldimand or Norfolk and require special education services.	Registration must have the prior approval of the Superintendent of Education responsible for Special Education.
Out of Boundary (District)	Catholic student and parent(s) reside within Ontario, but outside of Brant, Haldimand and Norfolk.	Parent(s)/guardian(s) of student(s) requesting admission into a Catholic school within the Brant Haldimand Norfolk Catholic District School Board and whose residence is outside the area of Brant, Haldimand or Norfolk must complete an Application for the Enrolment of Catholic Non-resident Student form (Appendix C). The application is submitted to the school Superintendent for approval. The elementary student must be Catholic. Transportation will not be provided to any students that are approved for non-resident admission.

Category	Description of Student	Process
First Nations Students		Catholic Native Students residing on lands within the Six Nations or New Credit Reserves shall be admitted only if fees are paid to the board in accordance with the Education Act and related Regulations.
Custody and Out of Boundary (District), Special Education services required	Catholic student resides in Brant, Haldimand or Norfolk, parent(s) reside in Ontario but outside of district and student requires Special Education services.	Register child after adult in district has custody of child. Student then registers in home school of legal guardian.

Registration of Secondary School Students

Category	Description of Student's Residency Status	Process
Catholic student	Catholic student and parent(s) reside in Brant, Haldimand or Norfolk	Register student in home school (see Appendix C).
Non-Catholic student	Student resides in Brant, Haldimand or Norfolk; parent(s) are public school supporters.	Do not request that parents change school support and register student in home school (see Appendix C).
Out of Boundary (school)	Student resides with parent(s) within Brant, Haldimand and Norfolk but outside your school boundaries.	Parent(s)/guardian(s) of student(s) or adult student requesting admission into a Catholic secondary school outside their designated school attendance area, must complete an Application for Out-of-School Boundary Attendance form (Appendix C). The application is submitted to the school Superintendent of Education for approval. Transportation will not be provided to any students that are approved for Out-of-School Boundary school attendance.
Out of Boundary (district)	Student and parent(s) reside within Ontario, but outside of Brant, Haldimand or Norfolk	Parent(s)/guardian(s) of student(s) or adult student(s) requesting admission into a Catholic secondary school within the Brant Haldimand Norfolk Catholic District School Board and whose residence is outside the region of Brant, Haldimand or Norfolk, must complete an Application for Attendance from Outside Board Jurisdiction form (Appendix C). The application is submitted to the school Superintendent of Education for approval (subject to availability of course selection and space in the school). Transportation will not be provided to any students that are approved for Non-resident admission.
Out of Boundary (district); Special Education services required	Student and parent(s) reside within Ontario, but outside of Brant, Haldimand or Norfolk and require Special Education services.	Registration must have the prior approval of the Superintendent of Education responsible for Special Education services.

Category	Description of Student's Residency Status	Process
Parent is out of Boundaries (Board) yet student lives in the district.	Student resides in Brant, Haldimand or Norfolk; parent(s) reside within Ontario but outside of Brant, Haldimand or Norfolk.	<p>Students under 18: Register student after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of legal guardian.</p> <p>Students 18 and over: Register student in school/class/program designated as having space. The principal must approve registration.</p>
Outside of district requiring Special Education services	Student resides in Brant, Haldimand or Norfolk, parent(s) reside within Ontario but outside of Brant, Haldimand or Norfolk and student requires Special Education services.	Register child after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of legal guardian.
Out of province	Student resides in Brant, Haldimand or Norfolk and parent(s) reside outside of Ontario but within Canada.	<p>Students under 18: Register student after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of legal guardian.</p> <p>Students 18 and over: Register student in school/class/program designated as having space. The principal must approve the registration.</p>
Non-resident of Canada student		Confirmation of International Student must be received prior to admission. Contact Executive Assistant, Corporate Services.
Families with children in two school boards	Blended family (through re-marriage) with children in both separate and public systems.	Register students. Children of public school supporters may attend under Open Access provision.
CAS	Student resides in Brant, Haldimand or Norfolk, and is a CAS ward.	Register child on proof of wardship in the home school of the student. Host families are not required to direct school support.
Over 21	Student is 21 years of age or older as of December 31 st of that school year.	Student should be directed to one of the campuses of an Adult Learning Centre in the district.
First Nations Student		Native Students residing on lands within the Six Nations or first Credit Reserves shall be admitted only if fees are paid to the board in accordance with the Education Act and related Regulations.

Appendix A

Roman Catholic Faiths:

members of the following Catholic Faiths are eligible to become Separate School Supporters as they are in union with the See of Rome. In each case, the Roman Pontiff is the Head of the Church. Catholic Churches in Union with the Roman Pontiff as Head of Church:

- Roman Catholic
- Alexandrian Rite (Coptic Catholic Church [Egyptian], Ethiopian Catholic Church)
- Antiochene (West Syrian) Rite (Malankar Catholic Church [India], Maronite Catholic Church [Lebanon], Syrian Catholic Church [Lebanon], Assyrian Church of the East, Holy Apostolic Church [associated with the Assyrian Church of the East])
- Armenian Rite (Armenian Catholic Church)
- Byzantine Rite (Albanian Catholic Church, Bulgarian Catholic Church, Byelorussian Catholic Church, Byzantine-Romanian Catholic Church, Byzantine-Slovak Catholic Church, Byzantine-Ukrainian Catholic Church, Byzantine-Yugoslav Catholic Church, Greek Catholic Church, Greek-Melkite Catholic Church [Syria], Italo-Albanian Catholic Church, Russian Catholic Church, Ruthenian Catholic Church)
- Chaldean (East Syrian) Rite (Chaldean Catholic Church [Iraq], Syro-Malabar Catholic Church [India])

Orthodox Faiths:

Members of Orthodox faiths do not qualify to direct their school support to separate Boards. Members follow the teachings of their Patriarch, not the Roman Pontiff, and are not in Union with the See of Rome.

- Orthodox Churches (Antiochian Orthodox Christian Archdiocese of North America, Bulgarian Orthodox Church in America, Greek Orthodox Archdiocese of North and South America, Macedonia-Bulgarian Orthodox Church, Serbian Orthodox Church, Byelorussian Autocephalic Orthodox Church, Byelorussian Orthodox Church, Free Serbian Orthodox Church, Macedonian Orthodox Church, Polish National Cathedral, Russian Orthodox Church in American, Russian Orthodox Church Outside of Russia, Ukrainian Orthodox Church, Old Calendar Greek Orthodox Churches, Other Greek Orthodox Churches)
- Oriental Orthodox Churches (Armenian Orthodox Church, Coptic Orthodox Church, Ethiopian Orthodox Church, Malankar Orthodox Syrian Church)

Special Circumstances Defined

Custody Issues

1. All students under the age of 18 must live with a parent or legal guardian. Custody must either have been awarded by Family Court or a guardianship agreement form has been completed and notarized prior to registration. Students under the age of 18 require this responsible adult to act as a contact for the purposes of attendance, discipline, academic progress and emergency situations. Special situations may arise where this requirement is waived. Such special admissions are subject to the approval of the school Superintendent of Education on compassionate grounds on a conditional basis and may be subject to the completion of the custody process. These approvals will be confirmed in writing by the school Superintendent.
2. Situations may arise whereby separated or divorced parents have a pre-existing custody order and wish to make a change to the custodial arrangement. In these circumstances, the parent with legal custody must indicate, in writing, consent for a change in the living arrangement and should also indicate a willingness to return to court to legally award custody to the non-custodial parent. Likewise, the current non-custodial parent must indicate, in writing, a willingness to assume responsibility for the care and control of the child, as well as a willingness to return to court to seek legal custody. With original copies of both letters, it is not necessary to wait until this court process is completed. If parents separate or divorce and do not have a custody or separation agreement, custody is assumed to be joint custody, and the child may reside with either parent. Schools should seek clarification with regard to the non-custodial parent's access rights when registering students who are residing with one parent only. These rights will be detailed in a court order or separation agreement. Unless there is a court order, separation agreement or restraining order, both parents have equal access rights.
3. Students in the process of being adopted – A student may be registered if:
 - a. The school has received proof that adoption proceedings have been initiated; and
 - b. A letter of intent is completed.

Adult Students

1. Adult students 18, 19 and 20 may attend regular school credit programs and may access night and summer school programs with home school approval. Such students may wish to consider an Adult Learning Centre.
2. Students who turn 21 after December 31st of a school year may register at their local secondary school for credit courses for the full school year, including both first and/or second semester. Such students should be encouraged to attend the Adult Learning Centre.
3. Students who turn 21 before December 31st of a school year should seek admission to an Adult Education Centre.

Students with Immigration Documents

1. Students possessing the following types of documentation must be referred to Executive Assistant, Corporate Services. They must not be registered at the school:
 - Intent to Land/Permanent Residence (sponsorship within Canada);
 - Minister's Permits (and/or extension thereof);
 - Work Permit;
 - Visitor's Permit (accompanying dependents of work permit holder);
 - Study Permit (fee paying international students);
 - Refugee claimants/convention refugees;
 - Visitor's Permit.

Brant Haldimand Norfolk Catholic District School Board staff members are not to provide persons holding any of the documents listed in this section with any kind of assurance, either verbal or written relative to school admission and/or acceptance, until the status of their documents has been approved by the Superintendent of Education.

Administrative Procedure Non-Resident of Canada Students

The following is a summary of the procedures for the admission of Non-Resident of Canada Students.

The procedure and process will be administered through Corporate Services, in consultation with the school Superintendent of Education for which admission is being sought. The schools will not independently approve admission of any students.

Any new Non-resident of Canada Students requesting information or admission to a school in the Brant Haldimand Norfolk Catholic District School Board should be directed to Executive Assistant, Corporate Services.

The Executive Assistant, Corporate Services will review the request of a student who wishes to study in Canada with the principal. The principal, in consultation with his/her Superintendent of Education, will determine whether or not a space/pupil place is available in the school to accommodate the Non-Resident of Canada Student. If space is available, the student will complete an Application for the Enrolment of an International Student form.

- The completed application form will be returned to the Executive Assistant, Corporate Services.
- A Letter of Acceptance will not be issued by the Superintendent of Education until the Executive Assistant, Corporate Services is in receipt of the following documents:
 - Completed International Student Application form.
 - Application Fee (certified cheque or money order).

- Upon arrival to Canada with a valid Study Permit issued by Citizenship and Immigration Canada, the student must supply the Brant Haldimand Norfolk Catholic District School Board's Executive Assistant, Corporate Services, with the following:
 - Personal documentation, including valid Study Permit, verification of age and a Brant, Haldimand or Norfolk address where student will be living.
 - If under 18 years of age, and is residing with guardians, a Standard Notarized Custodian Agreement must be completed and signed. This agreement does not have to be renewed annually unless there is a change in guardianship. Proof of Court Ordered Guardianship is also acceptable.
 - A copy of a recent medical examination (within 6 months of entry into Canada) which outlines the state of health of the individual. The document (in English or French) will include proof of vaccination against mumps, measles, rubella, diphtheria, tetanus and polio. As well, there shall be proof (in English or French) that the student is not carrying any communicable diseases including, but not limited to Tuberculosis.
 - Tuition fees.

- It should be noted that returning Non-resident of Canada Students requiring a Study Permit, must also request **annually**, an International Student Application. This application must also include the appropriate application fee.

- The school Superintendent of Education will review the request from the returning student and will determine in consultation with the principal, whether or not a space/pupil place is available in the school to accommodate the Non-resident of Canada Student. If space is available, a Letter of Acceptance will be issued by the Superintendent in order that a Valid Student Authorization can be requested from Citizenship and Immigration Canada.

- Upon arrival to Canada, the returning student must provide to the Executive Assistant, Corporate Services, a valid Study Permit, tuition fees and Standard Notarized Custodian Agreement.

- All appropriate documentation for new and returning students must be provided to Corporate Services prior to the end of August, in order that sufficient opportunity is given to process the application. Once the completed form, associate documentation and fees have been received, Corporate Services will forward a confirmation of Acceptance of International Student to the school. The school is not to allow admission of these students until such time that approval has been received. Also, the school is not to accept any cheques for tuition fees from these students.

Refugee/Convention Claimants

Refugee claimants are not to be admitted into any school until such time approval is provided by the school Superintendent of Education. The Refugee claimant must provide the following to the Executive Assistant, Corporate Services, prior to being allowed admission into the school:

- Refugee Claimant Status from Citizenship and Immigration Canada
- A copy of a recent medical examination (within 6 months of entry into Canada) which outlines the state of health of the individual. The document (in English or French) will include proof of vaccination against mumps, measles, rubella, diphtheria, tetanus and polio. As well, there shall be proof (in English or French) that the student is not carrying any communicable diseases including, but not limited to tuberculosis.

Student without Status or Illegal Students

Minor dependents of a person without status or "illegal immigrant" shall be registered at the school without the payment of fees, subject to the following:

1. Proof of custody in the form of a birth certificate, passport or Canadian Court Order must be provided to the board prior to registration.
2. Copy of a recent medical examination which outlines the state of health of the individual and identifies that the student is not carrying any communicable diseases including, but not limited to tuberculosis. Proof of immunization must also be provided to the board prior to admission.
3. Proof of Catholicity for elementary school students must be provided to the board prior to admission.

Minor students without status or minor students who are "illegal immigrants" who are the dependent of a person with status shall be registered within the school without the payment of fees, subject to the following:

1. Proof of custody in the form of a birth certificate, passport or Canadian Court Order must be provided to the board prior to registration.
2. Copy of a recent medical examination which outlines the state of health of the individual and identifies that the student is not carrying any communicable diseases including, but not limited to tuberculosis. Proof of immunization must also be provided to the board prior to admission.
3. Proof of Catholicity for elementary school students must be provided to the Board prior to admission.

Exchange Students

A student, who is a participant in a Board approved educational exchange program which is in compliance with the Ministry of Education's requirements, may be registered at a school without the payment of fees, subject to the following:

1. That a reciprocal agreement has been signed with a board, authority, or agency whereby a pupil of the Brant Haldimand Norfolk Catholic District School Board is also scheduled to attend a school outside of Canada without the payment of a fee.
2. That prior to the admission of any student under the educational exchange program, said student must provide proof in writing of the following: Valid Study Permit from Citizenship and Immigration Canada.
3. That prior to the admission of an educational exchange student, final approval must be given in writing by the appropriate Superintendent of Education.



Brant Haldimand Norfolk Catholic District School Board

POLICY: EDUCATIONAL PARTNERSHIPS

Adopted:	Policy No:
	Former Policy #:
Revised:	Policy Category:
Subsequent Review Dates:	Pages:

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board recognizes that partnerships are integral to the education of its students. The goal of any educational partnership must be to positively impact student learning and well being.

The Brant Haldimand Norfolk Catholic District School Board supports the implementation of educational partnerships with parishes, community groups, government agencies, business and industry. The board will continue to engage in mutually beneficial partnerships with those who respect the vision of the Board's Strategic Plan.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board is committed to:

1. Creating and implementing agreements with external agencies for provision of services by regulated professionals, professionals and paraprofessionals.
2. Partnerships that:
 - Empower students to achieve excellence
 - Motivate students to remain faithful to gospel values
 - Provide resources, expertise and personnel
 - Provide opportunities for whole school learning and development
 - Demonstrate real-world curriculum applications
 - Give students access to appropriate and extended resources
 - Are consistent with Catholic Graduate Expectations
3. Partnerships that are mutually beneficial to all parties; therefore all parties have the same rights.
4. Partnerships which are consistent with the mission and vision statements of the Brant Haldimand Norfolk Catholic District School Board and existing policies and procedures.
5. The evaluating of partnerships. Data will be collected, collated and assessed by the school board in collaboration with the partner to determine the impact on student learning and well being.

6. Partnerships that enhance student learning and well being.
7. Ensuring consistency and safeguarding the Board mission and values.

Definitions:

1. The partnerships can generally be classified as:
 - a) Educational, *that is, to provide experiences for students to enhance learning and well being*
 - b) Commercial, *that is, to procure goods or services required by the educational system*
 - c) Service partnership, *that is provide support based on the holistic needs of a student*
2. *External agency* – an organization not internal to the Board that employs regulated health professionals, regulated social service professionals and paraprofessionals.

Legal Framework:

Ontario Ministry of Education Policy/Program memorandum No. 149 – Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals (PPM 149).

Statutory/Regulatory/Related Board Policy Linkages:

Criminal Background Checks	300.15
Advertising and Material Distribution in Schools	400.8
Volunteers	300.12
Access to Premises	200.12
Fundraising	700.05 & 700.06



Brant Haldimand Norfolk Catholic District School Board
ADMINISTRATIVE PROCEDURES: EDUCATIONAL PARTNERSHIPS

Adopted:	Policy No: Former Policy #:
Revised:	Policy Category:
Subsequent Review Dates:	Pages:

- 1.0 Partnerships shall be formalized through written agreements, stating clearly the conditions and benefits to the parties, detailing specifics and signed by appropriate personnel, including the Superintendent in whose portfolio the partnership is shaped. See Appendix A and Appendix B.
- 1.1 It is the responsibility of both parties to ensure that all of their pertinent staff have a copy of any agreement and adheres to its guidelines and intent.
- 1.2 When a service partnership is being considered, discussion with union representatives and non-union representatives will assist in clarifying role expectations and generate ideas about how existing staff can facilitate the implementation of the proposed service delivery model. Ongoing consultation with the appropriate union representatives and the partner will assist in the referral, intervention and termination process.
- 1.3 The community partners will obtain and/or maintain, at their own expense, commercial general liability insurance with a limit of not less than \$2,000,000 per occurrence without an aggregate, or such greater amount as the BHNCD SB may reasonably require. The policy will remain in effect for the duration of this agreement and shall include the following:
- the BHNCD SB as additional insured
 - a cross-liability clause
 - contractual liability coverage
 - automobile coverage for owned, hired, and non-owned vehicles
 - 30 day written notice of cancellation
- A copy of the Insurance Certificate, including professional liability (errors and omissions) and general liability, will be kept on file at the school and/or Board Department depending upon the affiliation, and a copy forwarded to the superintendent responsible for the partnership and to Business Services.
- 2.0 The Board is not responsible for any loss arising from any act or omission on behalf of the partnership organization.
- 3.0 All partnerships must be transparent, with expectations and timelines clearly articulated within the project plan. The project supervisors maintain a copy of the project plan.

- 4.0 Consent/Confidentiality – Before any service is provided, it is important that written consent be obtained from parents when service involves student specific information sharing if the student is under 16 years of age, and from students themselves if they are over 16 years. (Please note that this may vary depending upon the legislation governing the external agency). Consent must be informed and time-limited with parents/students being advised about the type of service offered, who is delivering it, the timelines involved and their ability to access information. If the service providers require access to specific student information, informed consents must be completed for this as well. In any and all circumstances, confidentiality will be maintained.
- 5.0 Criminal Background Checks are required before any service is provided. Please reference Brant Haldimand Norfolk Catholic District School Board Policy 300.15 - Section B - Criminal Background Checks for Service Providers.
- 6.0 The Board will continually assess the number and type of partnerships within which it will engage in order that we meet the needs of all students and availability of staff budget permits. Some partnerships have limited time involvement while others will require intensive involvement for a longer period of time.
- 7.0 In an educational partnership with a commercial enterprise, there will be a clear understanding that the purpose is the education of students with no promotion of brand names or products.
- 8.0 Governance of the schools will remain firmly and clearly with the trustees and administrators of the board and all agreements will follow board policy.
- 9.0 There shall be a clear statement of the nature and intent of the partnership with appropriate means of disengagement through a memorandum of agreement signed by both (or all) parties.
- 10.0 A report will be provided to the Board annually of all such partnerships.

SAMPLE PARTNERSHIP AGREEMENT

between

Name of School

and

Name of External Partner

This educational partnership is a mutually supportive reciprocal agreement between school / board and external partner to provide the following service:

External partner agrees to abide by the mission and vision statements of the Brant Haldimand Norfolk Catholic District School Board.

External partner agrees that no fees are payable to it by the Board, and neither the Board, students/parents or staff of the Board are responsible for any expenses of external partner in connection with this provision of service.

Both parties acknowledge and agree that external partner is not an agent of the Board and none of the service providers are employees or agents of the Board.

Timeline: The service will be provided by external partner effective from date until date; however, either the school/board or external partner may terminate this agreement for any reason with reasonable notice to the other. Reasonable notice shall be 30 days.

During the time of this agreement, the following responsibilities are agreed upon:

EXTERNAL PARTNER

1. **Procedures**
Operates within the context of the Brant Haldimand Norfolk Catholic District School Board Policies, operating procedures and collective agreements, including but not limited to the Certificate of Insurance (professional liability (errors and omissions) and general liability), Criminal Background Checks, Reporting Children in Need of Protection, and the Code of Conduct for the school. The Board's Policies are available on the Board's website at www.bhncdsb.ca.
2. **Accountability**
Provide credentials of service providers to the school and ensure that they comply with the rules of professional conduct for their profession and the required criminal background checks are on file.

Service providers must contract through the OESC to obtain clearance.

3. **Liability**
Provide the board with a copy of a current Certificate of Insurance for a minimum of two million dollars relating to professional liability (errors and omissions) coverage and general liability. The Brant Haldimand Norfolk Catholic District School Board must be named on the Certificate of Insurance as additional insured.
4. **Loss**
The Brant Haldimand Norfolk Catholic District School Board is not responsible for any loss arising from any act or omission on behalf of the partnership organization.
5. **Location**
Service providers meet with students on school premises only in a specified location unless prior written consent is obtained from the parent/guardian of the student, and the principal is given prior notice.
6. **Identification**
Service providers sign in at the school office for each visit and must wear proper identification (OESC identification card, along with a government issued photo identification, and visitor's badge as well as agency identification) while in the school.
7. **Records**
Partners maintain a record of services provided, and monitor access.
8. **Evaluation**
Partners cooperate with the board in evaluating the effectiveness of the partnership.

SCHOOL

1. **Consent**
Obtains appropriate written informed consent/release of information.
2. **Location**
Provide a private room for the provision of service recognizing the need to co-ordinate the use of space with staff allocated to the school.
3. **Monitor**
Monitor along with the partner the service and provide advice to service providers and to the school when necessary.
4. **Evaluation**
Cooperate with the external partner in evaluating the effectiveness of the services provided.

Both the Brant Haldimand Norfolk Catholic District School Board and external partner agree that all information obtained during the provision of services will remain confidential.

Administrator

Director of Education
(or designate)

External Partner

Date

Date

Date

Checklist for Educational Partnerships

INITIAL STAGE

- Identify specific needs to be addressed
- Identify how specific services will address needs. How will student achievement and well being be positively impacted?
- Create overview/synopsis of plan
- Ensure that plan recognizes Catholic dimension and maintains ethical business principles as outlined by the Institute for Catholic Education Guidelines for Partnerships in Catholic Education
- Inform key personnel (Superintendent of Education) and provide project plan descriptor
- Involve appropriate staff and union representation in initial and on-going discussions
- Develop service agreement
- Review credentials of service providers
- Ensure criminal background checks are on file
- Obtain a copy of current Certificate of Insurance naming the Brant Haldimand Norfolk Catholic District School Board and ensuring a minimum of one million dollars liability coverage for professional liability (errors and omissions and general liability)
- Decide on location for service
- Determine how students will be selected (if applicable)
- Delineate roles of all staff involved in conjunction with external partner and continue to review service delivery model jointly
- Director of Education (or designate) signs partnership agreement
- Ensure Conflict of Interest policy is followed
- Establish adequate resolution process

IMPLEMENTATION STAGE

- Develop schedule for specific hours of service
- Ensure all staff at school are aware of the service being provided
- Provide identification badges for service providers
- Determine type of documentation and records, location of records and who has access to records
- Ensure that all documentation and sharing of information is compliant of the Freedom of Information Act

REVIEW STAGE

- Establish specific meeting times during service provision to review progress
- Develop a communications plan for sharing information with parents (if applicable)
- Develop an evaluation plan
- Monitor progress-celebrate successes and address any challenges



Brant Haldimand Norfolk Catholic District School Board

POLICY: EMPLOYEE EXPENSE REIMBURSEMENT

Adopted: 03/29/05	Policy No: 700.4 Former Policy #: 700.4
Revised: 26/06/07	Policy Category: Finance
Subsequent Review Dates:	Pages: 3

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that employees should be reimbursed for expenses incurred to fulfill their duties provided such expenses are approved by a supervisor and are in accordance with this policy.

Policy Statement:

The Board will reimburse employees for expenses incurred while conducting business on behalf of the Board, including hospitality expenses, which are in compliance with Board policies and procedures.

Statutory/Regulatory/
Related Board Policy
Linkages: n/a

DRAFT



Brant Haldimand Norfolk Catholic District School Board

**ADMINISTRATIVE PROCEDURES: EMPLOYEE
EXPENSE REIMBURSEMENT**

Adopted: 03/29/05	Policy No: 700.4 Former Policy #: 700.4
Revised: 26/06/2007	Policy Category: Finance
Subsequent Review Dates:	Pages: 3

Travel Costs - Personal Automobile

1. Employees will be paid mileage based on the number of kilometers from their primary business location (in most cases, the location of the employee's office) to other assigned locations and back to the primary business location.
2. Itinerant employees will be assigned a primary business location each September by their supervisor.
3. Employees requesting reimbursement must submit an approved *Expense Report*, in prescribed form to the Finance Department. Employees should retain a copy of the form for their records as copies will not be provided.

Travel Costs - Other

1. Employees may use methods of travel other than a personal automobile, in which case, they will be reimbursed based on actual cost as supported by an invoice. The cost must be no greater than the amount incurred when using a personal automobile as determined in (1) above.
2. Parking costs will be reimbursed based on actual receipts.

Hotels and Meals

1. Meal expenses will be reimbursed based on reasonable meal costs. Except in unusual circumstances, breakfast and an evening meal will be reimbursed only if the employee is required to be away from home overnight. Lunch will be reimbursed if the employee is required to be outside of the Board's jurisdiction for at least one half of the day. Actual receipts or invoices must be submitted. Credit card receipts are not acceptable.
2. Reasonable costs for hotel rooms will be reimbursed if approved, in advance, by the employee's supervisor. Costs such as movies, room service, mini bar, personal telephone calls, etc., will not be reimbursed.

Conferences and Workshops

1. Conference and workshop registration fees will be paid directly by the Board or reimbursed if approved by an appropriate supervisor with responsibility for professional development.
2. If the conference or workshop fee includes meals, employees will not be reimbursed for meal costs they choose to incur.

Hospitality

1. Hospitality is defined as entertainment or token gifts of appreciation for which an expense is incurred and may be extended on behalf of the Board only by supervisory officers. In rare cases, other employees may incur hospitality expenditures with the prior approval of a supervisory officer.
2. Hospitality expenses will be recognized when:
 - token gifts are given to individuals in appreciation or recognition of service.
 - engaging in an appropriate event on behalf of the Board.
 - sponsoring events related to the business of the Board.
3. When hospitality is extended to vendors, or possible vendors, it is imperative that such hospitality is not perceived to give the vendor preferential treatment.
4. Moderate and reasonable consumption of alcohol during a meal or reception is permissible and expenses shall be reimbursed.
5. Original invoices or receipts which clearly show costs and applicable sales taxes must be submitted with the prescribed *Expense Report* form. The reimbursement for hospitality expenses is subject to approvals as are other expenses referred to in this policy.

Other

1. Only forms prescribed by the Finance Department are acceptable. Expense Reports are to be submitted monthly if over \$100 or quarterly if less than \$100.
2. Supervisors are responsible for the review and approval of *Expense Reports*.
3. Original invoices or receipts which clearly show costs and applicable sales taxes are acceptable for expenses other than automobile mileage costs.
4. Cash advances will not normally be provided, however, an employee who is unable to use a personal credit card may make a written request to the Manager of Finance at least ten (10) business days prior to when the funds are required.

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

Prepared by: Cathy Horgan, Director of Education and Secretary
Presented to: Committee of the Whole
Submitted on: February 16, 2010
Submitted by: Cathy Horgan, Director of Education and Secretary

TWINNED SCHOOLS UPDATE

Public Session

BACKGROUND INFORMATION:

In September 2004, the following schools were organized as twinned schools:

Blessed Sacrament School in Burford and St. Anthony Daniel School in Scotland
Our Lady of Fatima School in Courtland and Our Lady of LaSalette School in LaSalette

In September 2005, the following schools were organized as twinned:

Holy Family School and Sacred Heart School in Paris
St. Mary's School in Hagersville and St. Stephen's School in Cayuga
St. Cecilia's School in Port Dover and St. Michael School in Walsh

In September 2007, the following schools were organized as twinned schools:

St. Mary's and Holy Cross in Brantford

Each of these twinned school organizations consisted of a full time principal responsible for both schools posted at one site and a vice principal with some teaching responsibility at the other school.

In September 2007, Sacred Heart in Paris was de-twinned from Holy Family School in anticipation of the construction of a new facility.

In September 2008, St. Mary's in Hagersville and St. Stephen's in Cayuga were de-twinned and in September 2009, St. Cecilia's and St. Michael's in Walsh were de-twinned.

DEVELOPMENTS:

The organization has provided the opportunity for experienced principals to mentor and direct new administrators. A review of the impact on school communities would indicate a positive outcome for the professional growth of vice principals and effective operation and leadership for the schools.

The Ministry's existing funding formula provides for a full-time Principal in elementary schools of 365 FTE students and .75 Vice Principal for 1000 students. As our Board has only four schools that meet the criteria for a full-time Principal and 21 schools with less than 200 projected FTE students, there are limited opportunities for administrative experience prior to assuming the principalship.

This model has served us well for the past 6 years as a training ground for our principals. Given the number of years our vice principals have served and the training they have received it warrants reconsideration of our twinned schools. Blessed Sacrament in Burford and St. Anthony Daniel in Scotland, with a combined enrolment of 295; and Our Lady of LaSalette and Our Lady of Fatima in Courtland, with a combined enrolment of 244, would benefit from a consistent and permanent principal at each school building as well,.

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approves the de-twinning of Blessed Sacrament School in Burford and St. Anthony Daniel School in Scotland and Our Lady of LaSalette and Our Lady of Fatima in Courtland, effective September 2010.

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Board of Trustees
Submitted on: February 23, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

**CONSTRUCTION OF NEW SCHOOL IN SOUTH WEST
BRANTFORD**

Public Session

BACKGROUND INFORMATION:

The Board of Trustees has approved the construction of a new elementary school in the south west area of Brantford. The project was also approved as a joint project with the Grand Erie District School Board. The design of the school has been completed and the construction tender was issued in January 2010. Construction of the project will begin in April 2010 and the school will in open September 2011.

DEVELOPMENTS:

The contractor bids for the construction project have been received and are summarized in the attached appendices. Ten contractors were pre-qualified and eight submitted bids. The lowest bid was received from Jasper Construction of Concord, Ontario in the total amount of \$14,370,000, plus applicable taxes. There were five separate prices requested for various components. It is recommended that none of these components be accepted, however, we recommend that an allowance of \$125,000 be provided for energy efficient windows as we consider alternatives to the original specification. Therefore, the total approval requested is \$14,495,000 plus taxes.

In addition to the tender results, we have also included the architect's recommendation and a costing estimate for the completion of the project.

The Grand Erie District School Board is also reviewing the tender and is expected to approve it on March 1, 2010.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approve the awarding of the contract for the new elementary school in the south west area of Brantford to Jasper Construction, in the amount of \$14,495,000 plus applicable taxes, subject to the Grand Erie District School Board also approving the tender award.

JAN 17 2010

February 17, 2010

Mr. G. Wallace Easton, C. A.
Associate Director, Corporate Services & Treasurer
The Brant Haldimand Norfolk Catholic D.S.B.
322 Fairview Drive, P O Box 217
Brantford, Ontario

Mr. Jamie Gunn
Superintendent of Business & Treasurer
Grand Erie District School Board
349 Erie Avenue
Brantford, Ontario

Dear Messrs. Easton and Gunn:

RE: TENDER RESULTS AND ANALYSIS
Southwest Brantford Joint Elementary Schools

Ten (10) construction firms were prequalified for the above project using the CCA Document 11 process and eight (8) firms submitted tenders. All eight tenders were submitted within the stipulated time parameters. All bidders acknowledged incorporating:

Addenda #1 to #6	Bid Bonds
Agreement to Bond	Supplementary Tender Form
Complete Base Bid	Separate Prices 1 and 2
Alternate Prices 1, 2 and 3	Complete Unit Prices
Complete Subtrades List	

Please find attached the Tender Results chart showing the Base Bid Amounts and Base Bid plus Separate Price Amounts from the eight contractors who submitted bids. The tender results are outstanding for value to both School Boards.

In the tender documents it states that the Owner has the right to award the contract to the low bidder that may be determined from either the Base Bid Amount only, or on the sum of the Base Bid Amount plus the Separate Prices.

Jasper Construction is the low bidder based on the Base Bid Amount and is the low bidder based on the total of the Base Bid Amount and the Separate Prices.

The anticipated cost based on the preliminary cost estimate we provided on November 27, 2009, was for a base bid amount of \$15,290,766 (\$158 per square foot) including site work. The \$14,370,000 Base Bid Amount received from Jasper Construction for the 96,777 square foot building is \$148.48 per square foot, including site work.

Mr. W. Easton
Mr. J. Gunn

-2-

February 17, 2010

RE: TENDER RESULTS AND ANALYSIS
Southwest Brantford Joint Elementary Schools

We have reviewed the Tender and Supplementary Tender submissions from Jasper Construction and we see no reason as to why the Board should not enter into a contract with Jasper Construction to construct the new schools under the terms of the Tender Documents.

The Separate and Alternate Prices received do not affect the determination of the low bidder but will affect the contract amount. Board staff needs to determine which of the Separate and Alternate Prices (if any) are to proceed as they are in addition to the Base Bid Amount.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

+VG ARCHITECTS



Paul Capounzi
Partner

cc: D. Zelem, R. Gowland
E. Bourdeau

E-MAILED
JAN 17 2010

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TENDER RESULTS
BRANT HALDIMAND NORFOLK CATHOLIC AND GRAND ERIE DISTRICT SCHOOL BOARDS
Southwest Brantford Joint Elementary Schools

CONTRACTOR	Addenda #1-6	Bid Bonds	Agreement to Bond	Supp. Tender Form	Base Bid (Not including GST or HST)	Separate Price #1 Wind Generators (Add)	Separate Price #2 Bleachers (Add)	Base Bid + Separate Prices (Not including GST or HST)	Alternate Prices			Final Price
									#1 Light Diff. Glazing (Add)	#2 Power Windows in Gym (Add)	#3 Sports Floor in Kindergarten	
Atlas Corporation	X	X	X	X	14,985,000	118,000	37,500	15,140,500	38,700	36,000	+78,000	15,293,200
Bestco Construction	X	X	X	X	16,144,090	90,000	36,000	16,270,090	110,620	33,950	-----	16,414,660
D. Grant & Sons	X	X	X	X	14,750,000	85,000	45,800	14,880,800	27,000	37,000	+82,720	15,027,520
Jasper Construction	X	X	X	X	14,370,000	95,000	40,000	14,505,000	190,000	30,000	+70,000	14,795,000
Percon Construction	X	X	X	X	15,390,000	102,500	40,000	15,532,500	40,000	2,000	+40,000	15,614,500
Reid & Deleye Construction	X	X	X	X	14,999,769	102,500	29,200	15,131,469	110,000	31,350	+28,200	15,301,019
Southside Construction	X	X	X	X	14,948,000	99,500	38,000	15,085,500	24,200	28,000	+24,000	15,161,700
Tambro Construction	X	X	X	X	14,665,000	45,000	23,000	14,733,000	98,000	24,000	-22,000	14,833,000

Owner: The Brant Haldimand Norfolk Catholic and Grand Erie District School Boards

Architect: The Ventin Group Ltd., Architects

February 16, 2010

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NEW South West Brantford School Construction Cost

Area of school (sq ft)	By Board	Shared	Total	%
GEDSB	37,533.0	10,121.5	47,654.5	49.2%
BHNCDSB	39,114.0	10,121.5	49,235.5	50.8%
Total	<u>76,647.0</u>	<u>20,243.0</u>	<u>96,890.0</u>	

	Total Cost	BHNCDSB Cost
Construction	14,370,000	7,302,241
	125,000	63,520
	<u>14,495,000</u>	<u>7,365,761</u>
Architect/ Engineering	<u>563,131</u>	286,160
Furniture and Equipment		350,000
Misc		250,000
NET GST		132,031
TOTAL		<u>8,383,951</u>
GRANT		<u>\$8,400,000</u>

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: Tuesday, February 23, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

STRATEGIC PLAN UPDATE: CATHOLICITY

Public Session

BACKGROUND INFORMATION:

The Board's Strategic Plan was approved in principle in June, 2009. In the fall of 2009, the action plans for the Strategic Commitments were received by the Board. At that time it was determined that updates on the activity and a final report would be provided to the Board.

DEVELOPMENTS:

Please find attached the Status Report on the Catholicity Strategic Commitment.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Plan Update: Catholicity report.

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
- Build stronger partnerships with Catholic priests and parishes and stronger communities of schools within each parish
- Foster programs that inspire challenge and motivate students to strengthen their concept of social justice and all faith practices

Expected Outcomes	Strategies	Indicators of success	Timeline	Responsibility	Status
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", our Religion and Family Life Consultant, will train the principals and faith ambassadors on the self-review process in the fall. Establish a timetable for the reviews and link them to the District School Improvement Reviews. Each school will target two areas of the self-assessment 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 2009 May 2010	School Superintendent, Principal, Religion and Family Life Consultant Principal School Superintendent	All schools have included specific activities in their School Improvement Plans related to the Board theme. Principals have been introduced to the Tool
A Virtues Education Foundational document will be used as a reference in our board policies, procedures and programs.	A writing committee will write the document using a variety of Catholic sources. The document will be used to create a teacher resource for integrating virtues education in lessons and school cultures.	The two documents are produced and distributed to all staff in January by the principals. A survey will be developed by the writing team to ensure that we know if parents, students and staff are aware of the virtues project.	Jan 2010 May 2010	Religion and Family Life Consultant Curriculum Writing Team	Final draft completed awaiting printing. Linking materials are being developed. Writing team established.

Expected Outcomes	Strategies	Indicators of success	Timeline	Responsibility	Status
	<p>Principals will be inserviced on the new document by the writing team in February.</p> <p>Principals will use the material in the school agendas next spring so that parents are engaged.</p>	<p>Where suitable, the document will be referenced in all new policies and when existing policies are revised.</p>	<p>Ongoing</p>	<p>Director</p>	<p>Principals have been introduced to the document.</p> <p>Completed. Drafts gone to supplier.</p>
<p>100% of staff will be introduced to a spiritual theme for the next three years:</p> <p>Year one: <i>Because we believe our Catholic faith comes alive in our hearts.</i></p> <p>Year two: <i>Because we believe our Catholic faith comes alive in our school.</i></p> <p>Year three: <i>Because we believe our Catholic faith comes alive in our community.</i></p>	<p>An opening faith day will introduce the theme.</p> <p>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.</p> <p>Materials will be distributed by the Religion and Family Life consultant for classrooms and whole school activities.</p> <p>Elementary Curriculum committee will develop resources linking the board theme and the liturgical calendar and classroom activities.</p>	<p>A survey will be developed by the director's office to ensure parents, students and staff are engaged in the theme.</p> <p>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.</p>	<p>Ongoing for the next three years</p> <p>January 2010</p> <p>December 2009</p>	<p>Religion and Family Life Consultant</p> <p>Director Communications Officer</p> <p>Religion and Family Life Consultant, Principals, School Superintendent</p>	<p>Posters/banners in each school. Faith Day successfully held in September.</p> <p>Classroom materials relating our Board theme to the liturgical year have been distributed and are being created on an ongoing basis.</p>

Expected Outcomes	Strategies	Indicators of success	Timeline	Responsibility	Status
<p>Increase contacts with parishes by 100% as compared to the current rate and share information.</p>	<p>Principals will meet with Pastors to set school calendars for events.</p>	<p>Increased presence of the clergy in schools.</p>	<p>September 2009 ongoing</p>	<p>Director, Religion and Family Life Consultant, Principals</p>	<p>Principal committee has drafted a list for principals regarding Best Practices.</p>
<p>Increase participation of the clergy in the schools and schools in the parishes by 100% compared to the current rate.</p>	<p>Board and school newsletters will be inserted into parish bulletins. Populate the parish page on the board and school website.</p>	<p>Parishioners are aware of activities at the local school as evidenced by increased clergy participation in the school activities as compared to the current rate.</p>	<p>Ongoing</p>	<p>Principals Communications Officer</p>	<p>Parish bulletins being used.</p>
	<p>Director and Religion and Family Life Consultant to attend the deanery meetings. Director to attend Catholic Women's League and Knights of Columbus meetings.</p>	<p>Parents have access to information links to the parishes.</p>			<p>Deanery meetings regularly attended. Not recommended by Catholicity/Faith Advisory Committees.</p>

Brant Haldimand Norfolk Catholic District School Board

2009-10

Trustee Meetings and Events

February 24, 2010	6:00 pm	50 th Anniversary – Our Lady of Fatima, Courtland
March 9, 2010	3:00 pm	Policy Committee
March 10, 2010	7:00 pm	SEAC
March 15-19, 2010		March Break
March 23, 2010	7:00 pm	Committee of the Whole
March 30, 2010	7:00 pm	Board Meeting
April 2, 2010		Good Friday
April 5, 2010		Easter Monday
April 7, 2010	7:00 pm	Catholic Student Leadership Awards
April 13, 2010	3:00 pm	Policy Committee
April 14, 2010	7:00 pm	SEAC
April 16, 2010		PA Day
April 20, 2010	7:00 pm	Committee of the Whole
April 27, 2010	7:00 pm	Board Meeting
April 28-30		Board Art Show
April 28, 2010	1:30 pm	Catholicity Committee
April 29-May 1		OCSTA AGM – Thunder Bay
May 2-7, 2010		Catholic Education Week
May 4, 2010	7:00 pm	Celebration of the Arts – Sanderson Centre
May 11, 2010	3:00 pm	Policy Committee
May 12, 2010	7:00 pm	SEAC
May 13, 2010	1:30 pm	Faith Advisory Committee
May 18, 2010	7:00 pm	Committee of the Whole
May 24, 2010		Victoria Day
May 25, 2010	7:00 pm	Board Meeting
May 27, 2010	7:00 pm	Jean Vanier Blessing
June 3-5, 2010		CCSTA AGM - Ottawa
June 8, 2010	3:00 pm	Policy Committee
June 9, 2010	1:30 pm	Catholicity Committee
June 9, 2010	7:00 pm	SEAC
June 15, 2010	7:00 pm	Committee of the Whole
June 22, 2010	7:00 pm	Board Meeting
June 25, 2010	7:00 pm	ACS Graduation
June 25, 2010	7:00 pm	Holy Trinity Graduation
June 29, 2010		Last Day of Classes
June 29, 2010	7:00 pm	St. John's College Graduation – Sanderson Centre
June 30, 2010		PA Day