



Board Meeting
Tuesday, September 27, 2011 7:00 p.m.
Boardroom

Members:

Trustees:

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

Senior Administration:

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

1. Opening Business

- 1.1 Opening Prayer – Cliff Casey
Memorial Statement for Lewis Fintas, former Trustee with the Brant County Roman Catholic School Board.
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Declaration of Interest

2. Presentations

- 2.1 The Board will recognize Dr. Dina Dalia, Principal, who retired on June 30, 2011.
- 2.2 Launch of the Year 3 Board Theme.

3. Delegations

- 3.1 Ian Rolls-Carson, Chair of School Council, St. Mary, Brantford will make a presentation on the Accommodation Review of St. Mary.

4. Consent Agenda

- 4.1 Approval of Minutes from the Board Meeting – June 28, 2011 Pages 3-8

5. Committee and Staff Reports

- 5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting of September 20, 2011 Pages 9-14
Presenter: June Szeman, Vice-Chair



- Accommodation Review – St. Mary School, Brantford (pgs. 15-17)
- Pearson PowerSchool Implementation (pgs. 18-19)
- Student Transportation Reforms (pgs. 20-31)

5.2 Debenture Re-Financing

Pages 32-35

Presenter: Tom Grice, Assistant Superintendent of Business

6. Information and Correspondence

6.1 OCSTA Update

7. Notices of Motion

8. Trustee Inquiries

9. Business In-camera

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

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

10. Report on the In-Camera Session

11. Future Meetings and Events

Pages 36-37

12. Closing Prayer

Gracious God, as we prepare to conclude this meeting, we once again lift up our hearts to You.

We thank you for the gifts that have been present within this act of service to the community, for the gifts of fellowship and understanding, of mutual respect and shared vision.

We are grateful for the gifts of perseverance and insight into the common concerns we share.

Now bless our departure and journeys homeward, in the name of the Father, Son, and Holy Spirit. Amen

13. Adjournment



Board Meeting
Tuesday, June 28, 2011 7:00 pm
Boardroom

Trustees:

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

Absent: Alyna Poremba (Student Trustee)

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

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

1.2 Attendance – as noted above

1.3 Approval of the Agenda

Moved by: June Szeman
Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the June 28, 2011 meeting.

Carried

1.4 Declaration of Interest

June Szeman declared a conflict regarding the approval of the 2011-12 Salaries and Benefits Budget due to the nature of the employment of her son.

2. Presentations and Delegations

2.1 Superintendent Kings introduced and welcomed Scott Easto, Inspector with Brantford Police Services and Phil Carter, Acting Inspector with the Haldimand County Ontario Provincial Police. Superintendent Kings explained that the Protocol between Police, the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board for investigating school-related incidents had been revised to reflect the requirements of the Safe Schools Act, as reviewed by trustees at the Committee of the Whole meeting of June 21, 2011. The signing of the revised Protocol by Inspected Easto, Acting Inspector Carter, Chair Casey and Director Horgan was then conducted.

2.2 Chair Casey extended the Board's congratulations and thanks to Zoltan Rapai, Principal at Sacred Heart School, Langton, on the occasion of his retirement from the Board. Mr. Rapai has served the system as a teacher and elementary school Principal for the past 34 years. 3



- 2.3** Chair Casey extended the Board's congratulations and appreciation to Rob Cavalieri, Vice-Principal at Assumption College School, Brantford, on the occasion of his retirement from the Board. Since joining our board in 2003, Mr. Cavalieri has served the school communities of St. John's College and Assumption College as Vice-Principal.
- 2.4** Chair Casey welcomed and congratulated the honoured recipients of special awards presented by the Council for Exceptional Children (Haldimand, Norfolk, Brant Chapter 824) at their annual Spring Awards Gala held on May 25, 2011. Enrique Arruda (Christ the King), Isabelle Azzopardi (St. Cecilia's), Jaret Smith (St. Gabriel) and Lyle Hawkins (St. John's College) were congratulated for receiving Student Achievement Awards. Educational Assistants Barb Geoghegan (St. Gabriel), Loretta Kyle (St. Mary's, Hagersville) and Rachel Levac (St. Mary's Hagersville) were commended their Paraprofessional Awards. Chair Casey also acknowledged Nicole Minler who was unable to attend the meeting. Ms. Minler, a student at Assumption College School, received a Life Skills Student Award.
- 2.5** A scheduled presentation by Ian Rolls-Carson, Chair of School Council for St. Mary School, Brantford, was deferred until the September 20, 2011 Committee of the Whole meeting.

3. Consent Agenda

- 3.1** THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the May 24, 2011 Board meeting.
- 3.2** THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the Special Meeting of the Board of June 21, 2011.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

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

Carried

4. Committee and Staff Reports

4.1 Unapproved Minutes and Recommendations from the Committee of the Whole meeting of June 21, 2011

Vice Chair June Szeman reviewed the highlights from the June 21, 2011 meeting of the Committee of the Whole and presented the following recommendations for approval.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the report on the Teaching and Learning in the 21st Century Project and approves the continuation of the pilot in 2011-12 pending budget approval.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Protocol between the Police, the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board.



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

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to London, Paris and the Netherlands from Friday, March 9, 2012 to Sunday, March 18, 2012.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College for an excursion to Quebec City, Quebec from Wednesday, February 8, 2012 to Sunday, February 12, 2012.

THAT the Committee of the Whole refers the recommendations from the Budget Committee Meeting of June 6, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Operations Budget, in the amount of \$29,159,792, to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Capital Budget, in the amount of \$5,132,928, to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that all new information technology infrastructure be deferred until such time that an Information Technology Strategic Plan is approved by the Board.

THAT the Committee of the Whole refers the recommendations from the Policy Committee Meeting of June 7, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Community Use of Schools Policy 400.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Trustee Expenses Policy 100.10 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Employee Expenses Policy 700.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Purchasing Policy 700.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Moved by: Rick Petrella
Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes from the Committee of the Whole Meeting of June 21, 2011.

Carried

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations from the Committee of the Whole Meeting of June 21, 2011.

Carried

Moved by: Rick Petrella
Seconded by: Bonnie McKinnon

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Salaries and Benefits Budget, in the amount of \$91,716,997, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4.2 Surplus Property

Associate Director Easton advised that to date, none of the prescribed agencies have expressed an interest in purchasing the former St. Jean de Brebeuf elementary school building. Staff proposes that if no offers to purchase are received by the July 3, 2011 closing date, that the building be offered for sale to the general public in accordance with Regulation 444/98 of the Education Act.

Moved by: June Szeman
Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board approves that the former St. Jean de Brébeuf School, Brantford be offered for sale to the general public by way of public tender subject to Regulation 444/98, provided offers to purchase the building have not been received by agencies as prescribed in the Regulation.

Carried

4.3 Student Trustee Report

Although Student Trustee Poremba was unable to attend the meeting, Chair Casey took the opportunity to thank her for her dedication and service to the board over the past year as Student Trustee. He read a commendation letter that outlined Ms. Poremba's role with the Board, her work as a member of the Student Senate, and her contributions as a student at St. John's College.

Moved by: Rick Petrella
Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report for June 2011.



5. Information and Correspondence

Chair Casey distributed correspondence from the Ontario Catholic Schools' Trustee Association regarding upcoming meetings in the fall of 2011.

Moved by: Dan Dignard

Seconded by: Rick Petrella

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

Carried

6. Notices of Motion

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

Moved by: Rick Petrella

7. Trustee Inquiries - Nil

8. Business In-Camera

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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: Dan Dignard

Seconded by: Bonnie McKinnon

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

Carried

10. Future Meetings

The list of upcoming year-end meetings and events was reviewed by Trustees.

11. Closing Prayer

A closing prayer was recited in unison.



12. Adjournment

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of June 28, 2011.

Carried



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

Trustees:

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

Absent:

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

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

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

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

Carried

1.4 Declaration of Interest – Nil

2. Presentations – Nil

3. Delegations

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

4. Consent Agenda

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



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

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

Carried

5. Committee and Staff Reports

5.1 Accommodation Review – St. Mary School, Brantford

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

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



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

Moved by: Dan Dignard
Seconded by: Bonnie McKinnon

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

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

Carried

5.2 Pearson PowerSchool Implementation

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

Moved by: June Szeman
Seconded by: Rick Petrella

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

Carried



5.3 EQAO Results for Primary, Junior and Grade 9

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

Moved by: Rick Petrella
Seconded by: June Szeman

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

Carried

5.4 Start-Up Enrolment and School Organization

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

Moved by: Bonnie McKinnon
Seconded by: Dan Dignard

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

Carried

5.5 Student Transportation Reforms

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

Moved by: Rick Petrella
Seconded by: June Szeman

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

Carried

5.6 Summer Literacy Learning Program 2011

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



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

Moved by: June Szeman

Seconded by: Rick Petrella

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

Carried

6. Information and Correspondence

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

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

Carried

7. Notices of Motion

The Notice of Motion was amended to read:

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

Moved by: Rick Petrella

Seconded by: Dennis Blake

Carried

8. Trustee Inquiries

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

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

9. Business In-Camera

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

Carried



10. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

Carried

11. Future Meetings

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

12. Closing Prayer

The closing prayer was recited in unison.

13. Adjournment

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

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

Carried

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: September 20, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

**ACCOMMODATION REVIEW – ST. MARY SCHOOL,
BRANTFORD**
Public Session

BACKGROUND INFORMATION:

In November 2010, the Board of Trustees tabled a motion to consolidate St. Mary and Holy Cross Schools in Brantford. The motion was reviewed in January 2011 and the Board deferred its decision until June 2011. The Accommodation Committee requested information regarding plans for amalgamating the two schools as well as possible alternatives. Staff has provided information to the Accommodations Committee over the last few months. In June 2011, the Board deferred the decision to September 2011; pending enrolment information from Watson and Associates.

DEVELOPMENTS:

Staff had previously projected enrolment of 131 full-time equivalent (FTE) or 143 students at St. Mary School for September 2011. They also projected enrolment would decline to approximately 131 students by September 2015. Similarly, enrolment at Holy Cross School was projected to be 122 students in September 2011 and 113 students in 2015. Watson and Associates now projects enrolment at St. Mary School to remain stable at approximately 141 students for the years 2011 to 2015. Watson and Associates' projection for Holy Cross School is that enrolment will be approximately 122 students in 2011 and will decline to 111 students in 2015. Overall, Watson and Associates' projected enrolment at the two schools is consistent with staff projections.

The actual enrolment at St. Mary School for September 2011 is 130 students, which is less than projected. The enrolment at Holy Cross School is 140 students, which is higher than projected. Combined, the enrolment is 270 students, which is an increase of five students over staff projections.

The report presented to Board in June 2011 is attached. Staff stand by the original recommendation.

RECOMMENDATION:

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

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: June 21, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

ACCOMMODATION REVIEW – ST. MARY SCHOOL, BRANTFORD Public Session

BACKGROUND INFORMATION:

In November 2010, the Board of Trustees tabled a motion to consolidate St. Mary and Holy Cross Schools in Brantford. The motion was reviewed in January 2011 and the Board deferred its decision until June 2011. The Accommodation Committee requested information regarding plans for amalgamating the two schools, as well as possible alternatives. Staff have provided information to the Accommodations Committee over the last few months.

DEVELOPMENTS:

In considering the possible consolidation of St. Mary and Holy Cross Schools, and any consolidation, there is a need to review the demographics of the Board's jurisdiction.

1. Board enrolment has declined by 1,100 pupils in last five years. Enrolment will decline by an additional 400 pupils by 2015, which amounts to a 20% decrease in enrolment in ten years.
2. The central area of Brantford has experienced a decline in enrolment for the last few years and it is expected that this decline will continue for the next few years. The enrolment capacity of St. Mary and Holy Cross Schools combined is 423 pupils. Current enrolment of the two schools is 250 pupils and enrolment will decline to 219 pupils over the next ten years.
3. At the February 2011 meeting of the Accommodations Committee, staff reviewed other schools in the central area of Brantford, including Holy Cross, Jean Vanier, St. Pius X and Christ the King Schools, and provided rationale why these schools were not suitable candidates for closure. It was proposed to the Accommodation Review Committee that, should St. Mary School close, some pupils could be transferred to Christ the King School as well as Holy Cross School; although the capacity of Christ the King School is not sufficient to accept all the St. Mary School population. Representatives of St. Mary School rejected that proposal in favour of sending all St. Mary School students to one school. There may be a need to review the possibility of sending pupils to Christ the King School in the future.
4. At the May 2011 meeting, the Accommodations Committee received a report regarding an organizational option to blend the students of Holy Cross and St. Mary Schools. It was proposed that Holy Cross School could become a primary grade school consisting of students in Grade Junior Kindergarten to Grade 3 and St. Mary School could become a junior/intermediate grade school consisting of students in Grade 4 to Grade 8.

Using this scenario, school staffing and student organization were reviewed for each school and projected to September 2015. Initially, Holy Cross School, as a primary grade school, has a projected September 2011 enrolment of 141 students. Enrolment would decline to approximately 131 students by September 2015. Likewise, St. Mary School, as a junior/intermediate grade school, has a projected September 2011 enrolment of 122 students. Using this scenario, enrolment would increase to approximately 130 students in September 2015.

It must be noted that the student capacity at St. Mary School remains at 196 students and the student capacity at Holy Cross School remains at 227 students. Using this scenario, both schools would continue to remain significantly under capacity. Both St. Mary and Holy Cross Schools currently have six classroom teachers. Based on this reorganization, the number of classroom teachers would be reduced by one teacher.

One major drawback of such a proposal is that children in the same family could attend different schools, depending on their grade. This effect would be realized in before-and-after school student walking, busing and care. Many older students traditionally shepherd younger siblings to school either by walking or on a bus. Parents also often walk or drive students as a group to school. This may be a management problem for many families and possibly an untenable situation based on circumstance.

Staff also proposed that the Board close St. Mary School as an elementary school; however, the building should be utilized for the purposes of a Continuing Education School, Alternative Education Learning Facility and/or a centre to be shared with outside agencies such as the Children's Aid Society (CAS). The building is ideally located on a site close to the downtown core where both parking and the use of a bus route are already in place. The possibility of leasing all or a portion of the school could also be considered.

In summary, consolidating St. Mary School with Holy Cross School is the recommendation proposed by Administration. Projected annual cost savings are \$239,000, which can be redirected to programs to support student achievement. St. Mary School will be maintained and used to accommodate the Alternative Education Program. Plans are being developed to accommodate a restructured Continuing Education program and a new Adult Education program at the school. In addition, St. Mary School could be returned to use as a school in the future should enrolments unexpectedly increase.

The Accommodation Review of St. Mary School has complied with Board policy. Additional public input has been received subsequent to the recommendation to the Board in November 2010 and responses provided to the Board.

RECOMMENDATION:

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

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

Prepared by: Tom Grice, Assistant Superintendent of Business
Presented to: Committee of the Whole
Submitted on: September 20, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

PEARSON POWERSCHOOL IMPLEMENTATION

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board currently utilizes eSIS as its Student Information System (SIS). eSIS is one of three major Student Information Systems in the province with a market share of approximately 15 percent. Maplewood also exists in the marketplace with a 25 percent share and SRB Trillium exists with a share of 57 percent.

eSIS was a product formerly owned by The Administrative Assistants Ltd. (aal) and on November 16, 2010, aal was purchased by Pearson Education Inc. Pearson is the owner/developer of PowerSchool, a widely-used, web-based student information system, supporting approximately 11 million students in 50 states and 65 countries. The acquisition of aal extends Pearson's current Student Information System market to over 15 million students.

The Brant Haldimand Norfolk Catholic District School Board's current five-year contract with The Administrative Assistants Ltd. (aal) was signed in June 2010 and four years remain on the contract. Upon acquisition of aal by Pearson, the 11 school boards in the province utilizing eSIS were notified that effective August 2012, the product would no longer be supported by Pearson. The acquisition was completed such that existing aal customers were extended a one-for-one license swap for Pearson PowerSchool.

It must be noted that the Board tendered a Request for Proposal (RFP) to the marketplace in 2005. At that time, the Board thoroughly reviewed and evaluated the three major SIS vendors.

DEVELOPMENTS:

As a result of the acquisition, considerable effort has been spent by Board staff in understanding the implication of the takeover and the resultant need to transition to a new SIS. The review has included not only the one-time, up-front PowerSchool implementation and training costs, but also the ongoing annual maintenance and third-party hosting costs. It is anticipated that the one-time implementation and training costs will total approximately \$125,000, an amount that has been included in the 2011-12 balanced Board budget. Those costs will be recovered over the remaining contract and significant savings to the Board should be realized on an ongoing basis versus use of the current eSIS product over the same timeframe.

It must be noted that PowerSchool brings many additional benefits with its offering. While aal was a smaller company with limited product development potential, Pearson is a very large corporation with considerable exposure in the education sector in many areas, including print and educational resources. PowerSchool has evolved over the last

decade to stay abreast of the latest web design standards and the product was originally designed entirely on a web platform. This means that the ease of integration with other Board databases and applications is far superior to what is currently possible.

With the future integration of other Pearson products, it also makes the possibility of making student demographic, attendance, achievement, course selection and other data available online to parents and students highly probable.

As the Board can only operate eSIS for the balance of this school year, we must be fully transitioned to a new SIS. The chart below provides a high-level overview of the implementation schedule.

September 2011 to January 2012	<ul style="list-style-type: none"> • Access to sample database • Training certification – Level 1 and 2 for in-Board trainers • Test server install • Product familiarization • Integration issues reviewed and resolved
January 2012 to March 2012	<ul style="list-style-type: none"> • Installation of PowerSchool (schools set-up, but without release of product to end users)
April 2012 to August 2012	<ul style="list-style-type: none"> • Training Board staff on test server
July 2012	<ul style="list-style-type: none"> • Data conversion onto test server after eSIS year-end transition • Data validation
August 2012	<ul style="list-style-type: none"> • Final data conversion onto production server
September 2012	<ul style="list-style-type: none"> • Production database live

RECOMMENDATION:

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

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: September 20, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

STUDENT TRANSPORTATION REFORMS

Public Session

BACKGROUND INFORMATION:

In 2007, the Board approved a Student Transportation Consortia Agreement with the Grand Erie District School Board and the Conseil scolaire de district catholique Centre-Sud. In 2010, the Consortia was incorporated; and therefore, required a new agreement which included the Corporation.

DEVELOPMENTS:

The Agreement includes terms of the operations of the Board of Directors of the Corporation and includes fees to be charged to each member board. The terms are substantially the same as the previous Agreement with the Consortia. Of particular note are the recognition of member Board policies (Article 6), terms for termination (Article 8) and the duties of the *Operations Committee* (Schedule B0, formerly the Administration Committee).

The Agreement was approved by the Board of Directors of the Corporation.

RECOMMENDATION:

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



student
transportation services
service de transport scolaire
Brant Haldimand Norfolk

Service de Transport Scolaire -
Brant Haldimand Norfolk - Student Transportation Services

THIS AGREEMENT made this 14th day of October, 2010

BETWEEN:

Grand Erie District School Board
(Hereinafter called "GEDSB")

OF THE FIRST PART

- and -

Brant Haldimand Norfolk Catholic District School Board
(Hereinafter called "BHNCDSD")

OF THE SECOND PART

- and -

Conseil Scolaire de District Catholique Centre-Sud
(Hereinafter called "CSDCCS")

OF THE THIRD PART

- and -

Service de Transport Scolaire - Brant Haldimand Norfolk - Student Transportation
Services
(Hereinafter called "STS")

OF THE FOURTH PART

WHEREAS:

- A. The parties are each School Boards constituted by and under the authority of the *Education Act of Ontario* and which operate schools within the districts as defined by the *Education Act of Ontario and Regulations*;
- B. Each Board currently provides a service for the transportation of its students;
- C. The parties desire and agreed that they would participate in some shared services for the transportation of its students with each other to reduce the costs of all its services;
- D. The parties have agreed that a common administration of student transportation will increase delivery efficiency and the cost effectiveness of the service for each Board;
- E. The Ministry of Education strongly encourages the establishment of consortiums involving all coterminous boards;
- F. The parties have co-operated to establish a not-for-profit corporation called Service de Transport Scolaire - Brant Haldimand Norfolk - Student Transportation Services.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements contained herein, the parties agree with each other as follows:

- 1. In this Agreement, unless there is something in the subject matter or context inconsistent therewith, the following terms shall have the following respective meanings:
 - a) "Boards" means the Boards which are parties to this Agreement, being GEDSB, BHCNDSB and CSDCCS and "Board" means any one of them;
 - b) "STS" refers to the not-for-profit corporation called "Service de Transport Scolaire - Brant Haldimand Norfolk - Student Transportation Services";
 - c) "Operations Committee" means the management team established and constituted by the Boards for the operational management of "STS";
 - d) "Schedule of Costs" means the operating costs for each route as allocated by "STS" described as a percentage of the total weighted students on the route as set out on Schedule "A" to this Agreement;
 - e) "Services" means the agreement or agreements for services for transportation of students;

- f) "Transportation Staff" means the person or persons employed or contracted who are engaged by the respective Boards;
 - g) "Weighted Students" means the value as ascribed and shown in Schedule "A" attached to and forming part of this Agreement;
 - h) "Unweighted Students" means the value as ascribed and shown in Schedule "A" attached to and forming part of this Agreement;
- 2.0 The Boards hereby agree that each Board shall be a member of STS, and further agree that each Board's participation in STS shall be governed by this Agreement. Through STS, the Boards will collectively provide a common administration for transportation service for students registered within their respective jurisdictions. For purposes of clarification STS will manage and administer all home to school transportation (including late buses), school to school transportation, and special needs transportation. Charter transportation for school based activities will not be administered by STS. These activities will be managed by individual school administrators following their respective Board's policies and procedures.
- 2.1 The Boards shall sign all such documents and do all such things as may be necessary or desirable to more completely and effectively carry out the terms and intentions of this Agreement.
- 2.2 The operation of the Services shall be carried on under the name of the not-for-profit, which shall be "Service de Transport Scolaire - Brant Haldimand Norfolk - Student Transportation Services".
- 2.3 STS shall enter into contracts with transportation service providers.
- 2.4 The parties agree that ownership of STS shall remain vested with each of the Boards on the basis of the average of the annual unweighted transported student ratios for the Term and all renewals thereof.
- 2.5 Operations Committee
- 2.5.1 The Boards agree and acknowledge that the Operations Committee will consist of the Senior Business Official of each Board, or their respective designate, and the Manager of Transportation of STS.
 - 2.5.2 The roles and responsibilities of the Operations Committee are contained in Schedule "B" attached to and forming part of this Agreement.
- 2.6 Formal Proceedings of Directors
- 2.6.1 Each of the parties acknowledges and agrees that notwithstanding anything elsewhere set out in the Letters Patent or by-laws of the Corporation, no formal resolutions of the directors of the Corporation will

be passed unless all of the directors of the Corporation have voted thereon, or have signed a written resolution in lieu thereof.

3.0 Management:

3.1 The Operations Committee of STS shall be governed by the principles enumerated in this Agreement including Schedules "A" and "B" attached to and forming part of this Agreement.

3.2 STS Transportation Staff shall consist of the existing Transportation Staff of GEDSB and BHCNDSB who shall remain employed by their respective Boards. The parties agree that each employee shall maintain all rights and privileges within their collective agreements, but shall work with STS under the direction of the Manager of Transportation of STS.

4.0 Administration of Finances:

4.1 The Boards agree that they shall contribute on an unweighted transported student basis to the administration and overhead costs of the operation of STS. The proportion of each Board's share will be based on the October 31st count of the previous year. Without in any way limiting the generality of the following, administration costs shall include:

- I. Office supplies and furniture
- II. Computer hardware/software support required for transportation
- III. STS Staff salaries and benefits
- IV. STS Staff training and development
- V. Safety programs
- VI. Miscellaneous expenses
- VII. Office rent, cleaning, maintenance, utilities
- VIII. Grounds maintenance
- IX. Telephone expenses
- X. Liability insurance
- XI. Audit fees
- XII. Accounting and professional fees

5.0 Operations:

5.1 The operating costs for each route shall be allocated to each Board based on the number of weighted students on a given route. The intent of the parties to this Agreement being that the percentage of operating costs, for which a Board is responsible, shall be apportioned in relation to the weighted student values as ascribed in Schedule "A" attached.

5.2 Each of the Boards shall be responsible for developing and maintaining its own student database and shall provide student database information in a timely fashion to STS.

5.3 Each Board agrees that it shall provide its share of the funding for the administration and operating costs in a timely fashion, and as indicated on Schedule "A" attached.

6.0 Existing Board Policies Reserved:

6.1 The respective Boards acknowledge the value of having a common transportation policy, which they agree to work toward. STS shall take its direction from existing Board policies in the operation of the management of the Services.

6.2 In the event that any of the Boards shall change its current policies, which may be of significance to the ongoing operations of STS, such Board shall consult with the other Boards and shall notify the STS of the proposed changes providing sufficient notice to implement those changes.

6.3 If a change in a member Board's policy is identified by the STS Operations Committee as having adverse financial or operating implications, the Board adopting the policy change shall be solely responsible for the increased costs and liability associated with the change.

6.4 As part of this Agreement, each Board shall provide to STS its current bell times when pupils are allowed to enter the school building for classes and when pupils are expected to leave the school building after the end of classes. STS will plan its routes based on the most efficient and effective use of resources. Where changes are required for schools for any of the three Boards, STS will be required to provide a transportation impact study to be completed by STS. The impact study will include a review of any incremental student supervision costs and the savings in transportation costs. The incremental supervision costs would be provided to the Board incurring the costs as part of the prorated transportation costs for the affected routes. STS will be allowed to establish and change school bell times as set out in Procedure #26 School Bell Time Changes, effective November 5, 2010, as same may be amended from time to time in order to effect any such changes.

7.0 Insurance

7.1 The Boards agree to provide and maintain sufficient liability and all perils coverage as if they were operating separately, and which shall be determined by the present insurance provider, the Ontario School Board Insurance Exchange, either directly or as an extension of each participating Board.

7.2 In addition, STS will provide and maintain insurance coverage in its own name to provide for any other liability that may be deemed necessary by the Operations Committee. In addition, STS will purchase errors and

omissions insurance for the Board employees acting as directors or officers of STS.

8.0 Term and Early Termination

- 8.1 This Agreement shall be effective as of the 14th day of October, 2010, and shall continue in full force and effect until the 31st day of August, 2011 (the "Term"), unless sooner terminated as hereinafter set out. After the 31st day of August, 2011, this Agreement will be renewed on an annual basis unless any one of the Boards expresses, in writing, its intention to terminate the Agreement on one year's notice to be delivered by September 1st of the year preceding the withdrawal to the other two Boards.
- 8.2 A withdrawing Board shall be entitled to obtain, in printed form or electronically, (whichever is its preference) all data and Personal Information held by STS relating to the transportation of its students.
- 8.3 By withdrawing from STS, the withdrawing Board releases and disclaims any right to or ownership of the assets, data, (other than that to which it is entitled under section 8.2) information or Transportation Staff of the Corporate Consortium and which are under the authority or control of the Corporate Consortium.
- 8.4 Upon the withdrawal of a Board from STS, the remaining Boards will have the full authority and duty to determine the future of STS.
- 8.5 Any withdrawing Board will remain responsible for all past actions or omissions relating to the period during which it was a member of STS.
- 8.6 The withdrawing Board shall discharge and pay, upon demand, all debts and financial obligations owed to STS.
- 8.7 The Boards acknowledge and agree that subject to the provisions of Section 10.0 'Mediation', and Section 11.0 'Arbitration' and, notwithstanding the foregoing, any one of the Boards shall be entitled to terminate this Agreement in the event of a breach of any provision of this Agreement by any one of the other Boards, which breach is not remedied within thirty (30) days of written notice thereof. In the event of any such termination, an accounting shall be effected to the effective date of termination.
- 8.8 The parties acknowledge and agree that if STS dissolves and ceases to operate, the member Boards will be entitled to their share of the proceeds from the sale of its assets. The division of those proceeds will be based on the percentage of aggregate contributions paid by each member Board as outlined in paragraph 4.1 or as decided by a majority vote of the Boards at the time that STS ceases to operate.

9.0 Amalgamation:

9.1 In the event that any of the Boards are subject to law, policy or are by direction of a competent government authority having jurisdiction, required to amalgamate or combine any other member Board or a board not a Party to this Agreement, the member Boards as presently constituted hereby agree to meet to determine the impact of such change on the continuation of STS. In the absence of unanimous consent, this Agreement shall be deemed to be terminated and shall be of no further force or effect.

10.0 Mediation:

10.1 The parties to this Agreement shall, in the event of a disagreement as to any matter arising under this Agreement, which matter cannot be resolved between or amongst the parties, refer the matter to mediation for mandatory Alternative Dispute Resolution, and such mediation is to take place within sixty (60) days of such referral, upon the following terms and conditions:

- I. On the approval of the Operations Committee, the Manager of Transportation shall select a single Mediator;
- II. In the event that a Mediator is unable to resolve the dispute in issue the matter shall be referred to arbitration pursuant to the Arbitration Act of Ontario.

11.0 Arbitration:

11.1 Except as otherwise provided in this Agreement, if any dispute, difference or question arising among the Boards relating to this Agreement or any part of it, including the meaning or effect of this Agreement, the dispute shall be determined by arbitration.

11.2 Any arbitration shall be conducted by a single arbitrator agreed upon by the Boards. If the Boards shall be unable or unwilling to agree upon an arbitrator within a period of thirty (30) days from receipt of notice of the dispute, the arbitrator shall be appointed by the three SBO's. The award and determination, which shall be made by the arbitrator, shall be final and binding on the Boards. The provision of this paragraph shall be deemed to be a submission to arbitration within the provision of the *Arbitrations Act* (Ontario) and any amendments to it.

12.0 Indemnification:

12.1 Each Board contracting for transportation services on their own and not through STS shall indemnify, defend and hold harmless STS, the other Boards, and their respective directors, officers, Trustees, employees and

agents (the "Indemnitees") from and against any and all claims, demands, damages, liabilities, costs and expenses, including solicitors fees and expenses which may be suffered by, accrued against or charged to or recoverable from the Indemnitees by reason of (i) the independent contract which was not reviewed by the other Boards or the Manager of Transportation of STS; or (ii) injury or destruction of property caused or occasioned directly or indirectly by any act or omissions of such Board or its servants, agents or employees.

12.2 The provisions of Section 12.1 shall survive the termination of this Agreement.

13.0 No Partnership:

13.1 Each Board expressly disclaims any intention to create a partnership or joint venture. Nothing in this Agreement shall constitute the Boards as partners or joint venturers. The Boards strictly deny any intention or agreement to be or become agents one for any of the other or to create a partnership or other relationship whereby any of the three Boards would be held liable for torts, negligence or contractual or other acts, either of omission or commission, of the other. No Board shall have any authority to act for or to assume or to incur any obligations or responsibilities on behalf of another Board save and except as expressly provided herein. Each Board covenants and agrees to indemnify each of the other Boards from all claims, losses, costs, charges, fees, expenses, damages that are consequential or otherwise obligations or responsibilities allegedly incurred on them as a result of a Board acting outside the scope of expressly granted pursuant to the provisions of this Agreement.

14. Confidentiality

14.1 The parties acknowledge that through their participation in STS, they may have access to the personal information of Transportation Staff, students, and other individuals (the "Personal Information"). The parties agree that such Personal Information will only be used to effectively provide the Services, and each party agrees to use reasonable efforts to protect the security of the Personal Information and to comply with all applicable legislation in connection with the collection, use or disclosure of the Personal Information.



15. Miscellaneous

15.1 Each party may assign this Agreement to a successor Board without the consent of the other Boards on the condition that the assignee agrees in writing to comply with all the assignor's obligations as if the assignee were an original party to this Agreement. This provision is subject to section 9.1 above.



- 15.2 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
- 15.3 If any provision of this Agreement is invalid or unenforceable, it shall be severed from the Agreement without affecting the validity of enforceability of the remaining portions of this Agreement.
- 15.4 This Agreement shall inure to the benefit of and be binding upon the respective successors and permitted assigns of the parties hereto.
- 15.5 This Agreement may be executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF of the parties as have executed this Agreement at the date first set out above



GRAND ERIE DISTRICT SCHOOL BOARD

Signature 	Signature 
Title <i>Stuart Superintendent of Business</i>	Title <i>CA Sloat, Board Chair</i>


BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Signature 	Signature 
Title <i>Associate Director & Treasurer.</i>	Title <i>Chair of the Board</i>

CONSEIL SCOLAIRE DE DISTRICT CATHOLIQUE CENTRE-SUD

Signature 	Signature 
Title <i>CHIEF BUSINESS OFFICER</i>	Title <i>DIRECTOR OF EDUCATION</i>

**SERVICE DE TRANSPORT SCOLAIRE - BRANT HALDIMAND NORFOLK -
STUDENT TRANSPORTATION SERVICES**

Signature 	Signature
Title <i>RESIDENT</i>	Title

- 10 -
SCHEDULE "A"

1 Weighting for allocation of costs

	Unweighted	Weighted
JK/SK (Alternative days or ½ days)	1.0	.5
JK/SK (Full day programs)	1.0	1.0
Grades 1- 6	1.0	1.0
Grades 7- 8	1.0	1.5
Grade 9 – 12	1.0	1.5

Bus operator contract costs will be calculated for each route and the costs will be prorated based on the weighted ridership of the students of each Board.

Administration costs will be calculated and will be prorated based on the unweighted ridership for all transported students.

2. If bus operator contract payments, administered by STS are to be made through one Board (Board A), then, the other Boards (Boards B and C) will provide advance funding to the Board A based on the June contract payments from the previous year. Board B and C's prorated shares of transportation costs will be invoiced and paid by Boards B and C on the first working day of each month, September through June. The contract payments will be reconciled, adjusted and invoiced to the Boards based on the two official Ministry count dates. A final invoice for minor variances such as the length of the route will be made by August 31st.
3. Administrative costs will be reconciled and settled by the respective Boards at August 31st based on the October 31st count data from the previous year.

Schedule "B"
OPERATIONS COMMITTEE

1. The membership of the Operations Committee will consist of the Senior Business Official of each Board, or their respective designate, and the Manager of Transportation of STS.
2. The Operations Committee, through the Manager of Transportation, will be responsible for the day to day operations of STS. The Manager of Transportation will report as required on the following areas;
 - Operator contract issues
 - Budget matters
 - Negotiations with operators
 - Policy and regulation matters
 - Staffing concerns
 - Transportation issues including service levels and parent requests for exceptions to policies
 - Safety issues
 - Accounting, auditing and all fiscal matters
 - Ministry of Education and Ministry of Transportation policy directions and regulations
3. The Manager of Transportation will also provide any information as requested from any of the three Boards if received. If the information request is significant, the Manager of Transportation is to seek direction from the Operations Committee.
4. The appropriate Superintendent on the Operations Committee, or their designate, is responsible for reporting all transportation matters to his/her respective Board.
5. The Manager of Transportation will provide all information, including agendas and minutes for all Operations Committee meetings to be held periodically throughout the annual term.
6. The Manager of Transportation will provide all information requested to the Senior Business Official, or their designate, for their Board's Committee and Board Meetings and will attend if required.
7. The Manager of Transportation's annual performance review will be completed by a Senior Business Official on the Operations Committee.

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

Prepared by: Tom Grice, Assistant Superintendent of Business
Presented to: Board of Trustees
Submitted on: September 27, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

DEBENTURE RE-FINANCING

Public Session

BACKGROUND INFORMATION:

In 2001, the Board authorized the issue of \$25 million of debentures to finance the construction of Holy Trinity Catholic High School and Our Lady of Providence Catholic Elementary School. The financing was arranged through the Ontario School Board Financing Corporation, a consortia of Ontario school boards. The debentures were sold under two separate issues. The first issue was a 25-year debenture in the amount of \$18.9 million, which has annual payments for the 25-year term. The second issue was a \$6.1 million sinking fund debenture with a ten-year term. This debenture will mature in October 2011 and is scheduled for re-financing. As a sinking fund debenture, the Board was required to make annual interest payments to the debenture holder, but the principal is due at maturity. In order to ensure there was a principal amount to pay down the debenture, the Board was required to make annual payments into an investment account or *sinking fund*.

DEVELOPMENTS:

The Debenture Agreement requires that the Board pay \$3,278,125 in principal at maturity. The sinking fund investment was originally projected to have an 8% annual rate of return to achieve the principal required and the annual sinking fund payment was calculated based on that rate of return. The balance of \$2,833,671 was to be refinanced in 2011 and repaid over the remaining amortization period. The attached debenture By-Law # 2011-A1 provides for the authorization to issue the debenture for that amount.

The sinking fund did not achieve the average annual rate of return of 8%. The amount of the sinking fund investment is currently \$2,775,744, subject to a final valuation at September 30. The difference between the principal due and the sinking fund is \$502,381. This amount will need to be financed by the Board as a separate loan arrangement. The separate loan arrangement will be completed after the final valuation of the sinking fund investment.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the issue of a debenture, in the amount of \$2,833,671, in accordance with the attached By-Law Number 2011-A1.

Brant Haldimand Norfolk Catholic District School Board

BY-LAW NUMBER 2011-A1

A by-law to authorize a loan from the Ontario Financing Authority in the principal amount of \$2,833,671 pursuant to a loan agreement under section 7 of Ontario Regulation 41/10

WHEREAS subsection 247 (1) of the Education Act R.S.O. 1990, c. E.2, as amended (the “Education Act”) and the regulations made thereunder, provides that, subject to any other provision of the Education Act and, specifically, the regulations made under subsections 242 (1) and 247 (3) of the Education Act, a district school board may by by-law borrow money or incur debt for permanent improvements and may issue or execute any instrument prescribed under clause 247 (3) (f) of the Education Act in respect of the money borrowed or the debt incurred;

AND WHEREAS section 7 of Ontario Regulation 41/10 (the “Regulation”), provides in subsection (1) that a board may by by-law borrow money for permanent improvements by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority and provides in subsection (4) that a board that obtains a loan described in section 7 shall ensure that the proceeds of it are used for permanent improvements;

AND WHEREAS the Brant Haldimand Norfolk Catholic District School Board, which under the Education Act constitutes a district school board (the “Board”), has received funding under the program referred to as the New Pupil Places Program to fund capital projects with respect to instructional spaces at existing elementary and secondary schools, and to construct new elementary and secondary schools for the board, some of which projects are described in Schedule “A” attached to the Loan Agreement, as hereinafter defined (individually an “Eligible Project”, collectively the “Eligible Projects”) and each Eligible Project constitutes a “permanent improvement” as defined in subsection 1(1) of the Education Act. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single Eligible Project, the term “Eligible Projects” means that Eligible Project;

AND WHEREAS the Board has in part financed the Eligible Projects by way of issuing ten year sinking fund debentures (the “Debentures”) in connection with the Ontario School Boards Financing Corporation’s 2001-A1 Offering of undivided co-ownership interests in sinking fund debentures issued by the Ontario school boards (the “2001-A1 Offering”) and the Board intends to borrow money from the Ontario Financing Authority for the purpose of repaying the outstanding principal amount of the Debentures issued under the 2001-A1 Offering and financing the Eligible Projects on a long-term basis, and in this connection the Board intends to borrow by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority the principal amount of \$2,833,671 (the “Loan”) pursuant to a loan agreement in the form attached hereto as Schedule “A” (the “Loan Agreement”) which Loan Agreement constitutes an instrument prescribed under clause 247 (3) (f) of the Education Act and which sets out the terms and conditions on which the Ontario Financing Authority will make the Loan available to the Board;

AND WHEREAS the Board is no longer authorized to issue debentures, the Board has in accordance with the currently applicable legislation, requested the Ontario Financing Authority and the Ontario Financing Authority has agreed to the Loan to the Board for the purpose of repaying the outstanding principal amount of the Debentures and of continuing to finance the Eligible Projects under the New Pupil Places Program on a long-term basis for the balance of the amortization period contemplated in connection with the 2001-A1 Offering;

AND WHEREAS the Loan will be made pursuant to the Loan Agreement, and the Loan Agreement will, for the Board's purposes, be deemed to constitute the issuance of the refinancing debentures authorized by the Board in connection with the 2001-A1 Offering;

NOW THEREFORE THE BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD ENACTS AS FOLLOWS:

1. The Board hereby authorizes the Loan on the basis that it constitutes a loan under section 7 of the Regulation and authorizes the entering into of the Loan Agreement that is prescribed for the purposes of clause 247(3)(f) of the Education Act on the basis that it will, for the Board's purposes, be deemed to constitute the issuance of the refinancing debentures authorized by the Board in connection with the 2001-A1 Offering.
2. The Board is hereby authorized to enter into the Loan Agreement pursuant to which the Loan will be made available to the Board and the Chair of the Board and the Treasurer of the Board are hereby authorized to execute for and on behalf of the Board the Loan Agreement which provides for instalments of interest only and of combined (blended) principal and interest as hereinafter set forth, substantially in the form of Schedule "B" to the Loan Agreement, with such changes thereto as may be suggested by the Ontario Financing Authority and as such authorized officials of the Board shall approve.
3. The Director of Education of the Board, the Treasurer of the Board and any other financial officer of the Board are hereby each individually authorized generally to do all things and execute all other documents, instruments and agreements in the name of the Board in order to give effect to the Loan Agreement.
4. The Loan shall be generally paid in instalments of combined (blended) principal and interest over an amortization period of approximately 10 years on the specified dates set out in Schedule "B" to the Loan Agreement with the first and only interest only payment on November 15, 2011 and thereafter semi-annual instalments of combined (blended) principal and interest to November 15, 2021 in each of the years during the currency of the Loan as set forth in such schedule. The Loan shall bear interest at the rate of 2.425% on the outstanding principal amount owing thereunder from time to time from the date thereof, which interest shall be payable in arrears as part of the instalments of combined (blended) principal and interest payable on such days in each year of the currency of the Loan as are set out in Schedule "B" to the Loan Agreement.

5. In accordance with the provisions of the Education Act and the regulations made thereunder, during the currency of the Loan, the Board shall provide in its estimates for each fiscal year for setting aside out of its general revenue in the fiscal year the amount necessary to pay the principal and interest coming due on the Loan in the fiscal year and, on or before each due date in each such year, the Board shall pay out of its general revenue the principal and interest coming due on the Loan in the year. Such sums of principal and interest payable on the Loan shall be provided for in accordance with subsection 247(5) of the Education Act. Subject to the foregoing, on or before each due date in each year during the currency of the Loan, the Board shall pay out of its general revenue the amount necessary to pay the specific sums of principal and interest payable on the Loan shown for the respective year as set forth in Schedule "B" to the Loan Agreement; but such amount shall be paid out of the Board's general revenue only to the extent required after taking into account funds available from other sources.

6. Any amounts payable by the Board in respect of the Loan including interest on overdue principal and interest in respect of the Loan together with fees and other amounts payable by the Board under the Loan Agreement, if applicable, shall be paid out of the Board's general revenue or any other available funds.

7. The proceeds of the Loan, shall be used to finance the Eligible Expenditures, as defined in the Loan Agreement, in respect of the Eligible Projects on a long-term basis for the balance of the amortization period contemplated in connection with the 2001-A1 Offering and for no other purpose except as permitted by the Education Act and the regulations made thereunder.

READ AND FINALLY PASSED this 27th day of September, 2011.

CHAIR

DIRECTOR OF EDUCATION



2011-12 Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
September 27, 2011	7:00 pm	Board Meeting	
September 29, 2011	4:00 pm	4 th Annual Diocesan Mass for Education	
October 6, 2011	1:30 pm	Faith Advisory Committee Mtg.	
October 11, 2011	9:00 am	Executive Council Mtg.	
October 12, 2011	7:00 pm	SEAC Meeting	
October 13, 2011	4:00 pm	Accommodations Committee Mtg.	
October 18, 2011	9:30 am	OCSTA Regional Fall Mtg.	
October 18, 2011	7:00 pm	Committee of the Whole	
October 20, 2011	6:00 pm	Service Recognition Dinner	
October 25, 2011	1:00 pm	STSBHN Governance Mtg.	
October 25, 2011	7:00 pm	Board Meeting	
October 27-29, 2011		When Faith Meets Pedagogy Conference	
November 8, 2011	9:00 am	Executive Council Mtg.	
November 9, 2011	1:30 pm	Catholicity Committee Mtg.	
November 9, 2011	7:00 pm	SEAC Meeting	
November 12, 2011	1:00 pm	50 th Anniversary Celebration – St. Michael's School, Walsh	
November 14, 2011	7:00 pm	Audit Committee Mtg.	
November 15, 2011	7:00 pm	Committee of the Whole	
November 17-18, 2011	1:00 pm	OCSTA Labour Relations Seminar	
November 22, 2011	7:00 pm	Board Meeting	
November 30, 2011	1:30 pm	Faith Advisory Committee Mtg.	
December 6, 2011	6:30 pm 7:00 pm	Mass with Bishop Bergie Annual Board Meeting	
December 7, 2011	1:00 pm	Executive Council Mtg.	
December 13, 2011	7:00 pm	Board Meeting	
December 14, 2011	7:00 pm	SEAC Meeting	
<i>December 26, 2011 - January 6, 2012</i>		<i>CHRISTMAS BREAK</i>	
January 10, 2012	9:00 am	Executive Council Mtg.	
January 11, 2012	7:00 pm	SEAC Meeting	
January 17, 2012	7:00 pm	Committee of the Whole	
January 24, 2012	7:00 pm	Board Meeting	
February 8, 2012	7:00 pm	SEAC Meeting	
February 14, 2012	9:00 am	Executive Council Mtg.	
February 16, 2012	1:30 pm	Faith Advisory Committee Mtg.	
February 21, 2012	7:00 pm	Committee of the Whole	
February 28, 2012	7:00 pm	Board Meeting	
March 6, 2012	9:00 am	Executive Council Mtg.	
March 7, 2012	1:30 pm	Catholicity Committee Mtg.	
<i>March 12 – 16, 2012</i>		<i>MARCH BREAK</i>	
March 20, 2012	7:00 pm	Committee of the Whole	
March 21, 2012	7:00 pm	SEAC Meeting	
March 27, 2012	7:00 pm	Board Meeting	
April 10, 2012	9:00 am	Executive Council Mtg.	
April 11, 2012	7:00 pm	SEAC Meeting	
April 17, 2012	7:00 pm	Committee of the Whole	
April 24, 2012	7:00 pm	Board Meeting	
April 26 - 28, 2012		OCSTA AGM	

Date	Time	Meeting/Event	New / Revised
May 2 – 4, 2012		Board Art Show	
May 3, 2012	5:00 pm	Catholic Student Leadership Awards; with Bishop Fabbro	
<i>May 6 – 11, 2012</i>		<i>Catholic Education Week</i>	
May 8, 2012	2:00 pm	Executive Council Mtg.	
May 8, 2012	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
May 15, 2012	7:00 pm	Committee of the Whole	
May 16, 2012	7:00 pm	SEAC Meeting	
May 22, 2012	7:00 pm	Board Meeting	
May 23, 2012	1:00 pm	Catholicity Committee Mtg.	
May 29, 2012	1:30 pm	Faith Advisory Committee Mtg.	
June 7-9, 2012		CCSTA Convention	
June 12, 2012	9:00 am	Executive Council Mtg.	
June 13, 2012	7:00 pm	SEAC Meeting	
June 19, 2012	7:00 pm	Committee of the Whole	
June 25, 2012	4:45 pm	Assumption College Graduation	
June 26, 2012	7:00 pm	Board Meeting	
June 28, 2012	7:00 pm	St. John’s College Graduation	
June 28, 2012	7:00 pm	Holy Trinity Graduation	