



Board Meeting
Tuesday, October 25, 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
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Declaration of Interest

2. Presentations - Nil

3. Delegations - Nil

4. Consent Agenda

- 4.1 Approval of Minutes from the Board Meeting – September 27, 2011 Pages 3-7

5. Committee and Staff Reports

- 5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting of October 18, 2011 Pages 8-14

Presenter: June Szeman, Vice-Chair

- Fees for Learning Materials and Activities Policy 200.02 (pgs. 15-20)
- Student Trustee Policy 100.07 (pgs. 21-25)
- Catholic School Advisory Council Policy 200.31 (pgs. 26-34)
- Regional Catholic Parent Involvement Committee 200.24 (pgs. 35-41)
- OCSTA Annual Membership Fees (pg. 42)
- Strategic Action Plan 2011-12 (pgs. 43-53)
- eLearning Contact (pgs. 54-56)
- Excursion – Chicago, IL (pg. 57)



- 5.2 Student Trustee Report**
Presenter: Maxine Smitiuch, Student Trustee

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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 59-60

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, September 27, 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:

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. Trustee Dignard read a Memorial Statement for Lewis Fintas, former trustee with the Brant County Roman Catholic School Board.

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 September 27, 2011 meeting.

Carried

1.4 Declaration of Interest – Nil

2. Presentations

2.1 Chair Casey extended the Board's congratulations to Dr. Dina Dalia, Principal, on the occasion of her retirement in June, 2011. Although Dr. Dalia was unable to attend the meeting, Mr. Casey shared a summary of her career and distinguished accomplishments.

3. Delegations

3.1 In a presentation regarding the Accommodation Review of St. Mary, Brantford, Ian Rolls-Carson, Chair of the St. Mary School Catholic Parent Council, presented trustees with a list of requests that he felt would assist in the transfer of St. Mary students to Holy Cross school, should the Board proceed with the closure of St. Mary's school at the end of June, 2012.



4. Consent Agenda

- 4.1** THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the June 28, 2011 Board meeting.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT 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 Unapproved Minutes and Recommendations from the Committee of the Whole meeting of September 20, 2011

Vice Chair June Szeman reviewed the highlights from the September 20, 2011 meeting of the Committee of the Whole. She extended the Board's congratulations to many schools across the system for the excellent results on the Grades 3, 6 and 9 EQAO assessments from last spring, as well as the success of the Summer Literacy Program for primary students. In presenting the recommendations from Committee of the Whole to Board for approval, Trustee Blake requested that the first item dealing with the Accommodation Review of St. Mary School be dealt with separately. The following recommendations were then voted on:

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).

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

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes from the Committee of the Whole Meeting of September 20, 2011.

Carried

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations from the Committee of the Whole Meeting of September 20, 2011.

Carried



Discussion on the St. Mary Accommodation Review recommendation followed. Trustee Petrella asked if all current St. Mary school students will be transferred. Director Horgan confirmed that all students would move to Holy Cross. Trustee Petrella reiterated his strong opposition to closing the school and reviewed the reasons he had presented at the September 20, 2011 Committee of the Whole meeting. Trustee Petrella requested a recorded vote. Trustee Blake asked if St. Mary's literacy materials as well as Smart Boards would transfer to Holy Cross. Associate Director Easton responded that he anticipates that all materials will move with the students and will benefit all Holy Cross/St. Mary's students. Trustee Blake inquired as to the increased cost for busing, including having to hire buses to transport double the students at Holy Cross to Our Lady of Assumption Church for mass. Associate Director Easton advised that following the transportation formula, there will be no extra cost to the Board to bus students to Holy Cross as students can be accommodated on existing routes. As for busing costs for mass attendance, Associate Director Easton explained that schools have funds in their school budgets to offset the costs of various activities like sports events, attending mass, etc. There is also a small central fund for busing students to masses. Trustee Blake also inquired if portables will need to be added at Holy Cross school as the combined student population will exceed the capacity of the Holy Cross building. Associate Director confirmed that as had been anticipated all along, one or two portables will need to be added in the first couple of years. This year's enrolment at Holy Cross is higher, which is unusual for this school. Trustee Blake reiterated his opposition to closing a school that is being fully utilized now that the lower level is occupied by Child Youth Workers and the Alternative Education program and that Watson's enrolment projections are not always correct. He stated that the numbers are not adding up. Chair Casey stated his intention to vote on this item.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 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

Trustee Szeman commented that she had been present at all Accommodation Review Committee meetings and asked for several assurances including that money be allocated for the transition of students to Holy Cross, that transportation routes be closely examined, that funds be provided for children to attend mass regularly, that funding be made available for integration activities prior to the move, and that all pupils be transferred to Holy Cross. She also suggested that additional funding for curriculum resources in the literacy and numeracy areas be considered to maintain the high academic standards, and that all equipment like Smart Boards be moved to Holy Cross. She also hoped that asbestos standards have been met and will be maintained.



5.2 Debenture Re-Financing

Assistant Superintendent of Business Grice advised that one of the debentures issued in 2001 to finance the construction of Holy Trinity Catholic High School and Our Lady of Providence Catholic Elementary Schools is scheduled for re-financing in October 2011. He provided trustees with the details of the re-financing terms.

Moved by: Dan Dignard

Seconded by: Dennis Blake

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.

Carried

6. Information and Correspondence

6.1 Chair Casey reminded trustees of the three upcoming OCSTA events (Fall Regional Meeting, Labour Relations Seminar and Human Resources Professional Development seminar).

6.2 Director Horgan updated trustees on the system-wide launch of the Year 3 Board Theme, *Because We Believe ... Our Faith Comes Alive in our Community*, held earlier in the day. Trustees were provided with background information leading up the creation of a theme song and dance, received a copy of the planning guide provided to Principals to assist them with the implementation of the theme, and viewed the DVD used in the school assemblies across the system.

Moved by: Dennis Blake

Seconded by: Dan Dignard

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

Carried

7. Notices of Motion - Nil

8. Trustee Inquiries

Trustee Szeman inquired as to how quickly the Board intends on moving ahead with accommodation reviews of other schools in the system. Chair Casey referred this question to Executive Council for consideration.

Trustee Szeman commented on the information trustees had received regarding the transfer of students from the two Caledonia Catholic schools to public schools. She requested reasons for the student moves from Notre Dame School, which was not indicated on the chart. Director Horgan advised that this information would be sent to trustees in the near future.

9. Business In-Camera

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

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: June Szeman

Seconded by: Rick Petrella

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

Carried

11. Future Meetings

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

12. Closing Prayer

A closing prayer was recited in unison.

13. Adjournment

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of September 27, 2011.

Carried

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

October 18, 2011

AGENDA ITEM	MOTION
5.1	<p>THAT the Committee of the Whole refers the recommendations from the Policy Committee Meeting of October 13, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Policy Committee recommends that the Committee of the Whole refers the Fees for Learning Materials and Activities Policy 200.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Policy Committee recommends that the Committee of the Whole refers the Student Trustee Policy 100.07 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Policy Committee recommends that the Committee of the Whole refers the Catholic School Advisory Council Policy 200.31 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Policy Committee recommends that the Committee of the Whole refers the Regional Catholic Parent Involvement Committee Policy 200.24 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p>
5.2	<p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$46,034 for the 2011-12 school year.</p>
5.4	<p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Strategic Action Plan 2011-12.</p>
5.6	<p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the position of e-Learning Contact.</p>
5.7	<p>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 Chicago, IL from Saturday, March 10, 2012 to Tuesday, March 13, 2012.</p>

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes from the Committee of the Whole Meeting of October 18, 2011.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations from the Committee of the Whole Meeting of October 18, 2011.



Committee of the Whole
Tuesday, October 18, 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 October 18, 2011 meeting.

Carried

1.4 Declaration of Interest – Nil

2. Presentations – Nil

3. Delegations - Nil

4. Consent Agenda

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

4.2 THAT the Committee of the Whole refers the unapproved minutes from the Special Education Advisory Committee meeting of September 14, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



- 4.3** THAT the Committee of the Whole refers the unapproved minutes from the Faith Advisory Committee meeting of October 6, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Trustee Blake inquired about the status of the specialized transportation challenges noted in the SEAC Minutes (Item 4.2). Superintendent Chopp confirmed that all situations have been resolved. Trustee Szeman inquired as to the status of the letter from the CYO Basketball organization regarding increased facility usage fees. Associate Director Easton advised that staff is currently researching the actual cost of providing services to these types of organizations versus the fees being charged under the revised Community Use of Schools fee structure and will report back at the November meeting.

Moved by: Rick Petrella

Seconded by: June Szeman

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

Carried

5. Committee and Staff Reports

5.1 Unapproved Policy Committee Meeting Minutes and Recommendations – October 13, 2011

Trustee Blake, Chair of the Policy Committee, reviewed the highlights of the Committee's meeting held on October 13, 2011. The policies that were reviewed reflect changes resulting from recent Ministry of Education legislations. Trustee Blake also commented on some of the discussion items including the process for delegations to the Board and the number of allowable days away from school for school trips. He then presented the following recommendations for approval:

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

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

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

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



Moved by: June Szeman
Seconded by: Rick Petrella

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

Carried

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

Carried

5.2 OCSTA Annual Membership Fees

Chair Casey commented that the fee structure for annual membership with the Ontario Catholic School Trustees' Association has not changed since 2002-03, except for the addition of twenty-five cents per student to support the Association's efforts in supporting Catholic education. The formula may be reviewed in the future due to the decreasing enrolment trend provincially.

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 continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$46,034 for the 2011-12 school year.

Carried

5.3 Primary Class Size

Assistant Superintendent Grice confirmed that, as of the September deadline, the Board was in compliance with the Primary Class Size requirement mandated by the Ministry of Education. 90% of primary classes are within the 20 pupil maximum, with 10% of classrooms between 20-23 pupils, as allowed by the Ministry.

Moved by: Bonnie McKinnon
Seconded by: Dennis Blake

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

Carried

5.4 Strategic Action Plan 2011-12

Director Horgan presented the action plan for the third and final year of the current multi-year Strategic Action Plan. Input from across the system was taken into consideration in the formation of the Year 3 goals and strategies for the four strategic commitments: Catholicity, Student Achievement, Leadership and Communications. Director Horgan commented that the quality of feedback received from staff, deaneries and administrative sites is a strong indication that the Strategic Plan is a living document and that the system is poised to move into a new multi-year plan next year. Successes, recurring themes and gaps in each of the four areas were highlighted. Senior Staff presented new strategies that will be contained in the third year action plan for each of the strategic commitments.



Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

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

Carried

5.5 Board Brand

Director Horgan advised that the Board's Branding initiative, which began in June 2010, has evolved and that a clearer sense of the difference between a "brand" and a "logo" has been imparted. The initial goals of the Branding initiative, to portray the uniqueness of Catholic education and to be timeless in nature have not changed. Tracey Austin, Manager of Communications, gave a visual presentation in which she highlighted key features of the revised branded look. A Visual Identity Guidelines reference is being developed and will be communicated to the system in December to ensure consistency of visual communications to both our internal and external audiences.

Moved by: Dan Dignard

Seconded by: Rick Petrella

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

Carried

5.6 e-Learning Contact (eLC)

Superintendent Roehrig advised that the Ministry of Education is providing funding for one e-Learning Contact position per board for the 2011-12 school year to help reach students through digital learning. The Ministry's new digital learning strategy includes e-learning projects, the implementation of blended learning, an online Homework Help initiative, and the distribution of digital resources and tools. The target date for the hiring of a teacher for this position is December 1, 2011; the position will end on June 30, 2012. Trustee Blake requested that trustees be given a report on the eLC initiative at the end of the school year.

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 position of e-Learning Contact from December 1, 2011 to June 30, 2012.

Carried

5.7 Excursion – Chicago, IL

Superintendent Roehrig advised that approximately 57 Grades 11-12 students from Assumption College have an opportunity to participate in a field trip next March Break that will look at how Arts have impacted on the cultural landscape of the city of Chicago.



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 the request from Assumption College School for an excursion to Chicago, IL from Saturday, March 10, 2012 to Tuesday, March 13, 2012.

Carried

6. Information and Correspondence

A card of thanks from the Rainbow Award recipient from Holy Trinity, a letter of appreciation for our Board's partnership with King's University College, as well as a petition signed by parents of Our Lady of LaSalette School requesting the re-installation of the Design and Technology program were circulated. Director Horgan advised trustees that staff would be meeting with the Our Lady of LaSalette Catholic School Advisory Council. Associate Director Easton also advised trustees that the former St. Jean de Brebeuf school building will need to be listed with a real estate agent.

Moved by: June Szeman

Seconded by: Rick Petrella

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

Carried

7. Notices of Motion - Nil

8. Trustee Inquiries

Trustee Szeman inquired when trustees would have the opportunity to review the entire Watson Report and evaluate pupil accommodation needs across the system. Chair Casey advised that the report would be reviewed at the next Accommodations Committee meeting.

Trustee Blake asked if there was an update on the Robotics program. In order to allow time for feedback on the implementation of the program since September, Director Horgan advised that a report would be provided at the December, 2011 Board meeting.

Trustee Petrella inquired about the status of the Information Technology Strategic Plan. Assistant Superintendent Grice advised that it should be ready to present to the Board before Christmas.

9. Business In-Camera

Moved by: June Szeman

Seconded by: Rick Petrella

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: Rick Petrella

Seconded by: June Szeman

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

13. Adjournment

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of October 18, 2011.

Carried

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

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

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

BACKGROUND INFORMATION:

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

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

DEVELOPMENTS:

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

RECOMMENDATION:

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



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Fees for Learning Materials and Activities

		Policy Number:	200.02
Adopted:	October 25, 2011	Former Policy Number:	n/a
Revised:		Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	2

Belief Statement:

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

Policy Statement:

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

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

Glossary of Key Policy Terms:

Student Activity Fees

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

Enhanced Programming and Materials

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



Brant Haldimand Norfolk Catholic District School Board

Optional Programming

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

Fee Schedule

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

References:

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

FEES FOR LEARNING MATERIALS AND ACTIVITIES

AP 200.02

Procedure for:	Board Staff	Adopted:	October 25, 2011
Submitted by:	Chris N. Roehrig (Superintendent of Education)	Revised:	N/A
Category:	Students		

Purpose

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

Responsibilities

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

Procedures

1.0 Appropriate Administration of Fees

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

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

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

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

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

2.0 Communication and Consultation

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

Principals shall consult with their local Catholic School Advisory Council in the development of a Fee Schedule₄ and be made aware of the use of student fees. Principals shall ensure that the Fee

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

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

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

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

Glossary of Key Terms:

Student Activity Fees

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

Enhanced Programming and Materials

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

Optional Programming

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

Fee Schedule

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

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

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

STUDENT TRUSTEE POLICY
Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

RECOMMENDATION:

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



Policy: STUDENT TRUSTEE

	Policy Number:	100.07
Adopted: 21/04/01	Former Policy Number:	n/a
Revised: 14/05/02; 24/06/03, 27/04/04, 26/04/05, 27/03/07; 25/10/11	Policy Category:	School Board Governance
Subsequent Review Dates: TBD	Pages:	2

Belief Statement:

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

Policy Statement:

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

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

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

207 (2) (b) Closing of certain committee meetings

A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,

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

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

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

- i) Be a practicing Catholic in union with the See of Rome and meet the qualification requirements of the *Ontario Regulation 7/07*.
- ii) Be a resident student of the Board.
- iii) Be a full-time pupil (i.e., in at least three credits per semester) in one of the Board's Catholic secondary schools and be in the senior division at the time of his/her term as a student trustee.

--- OR ---



Brant Haldimand Norfolk Catholic District School Board

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

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

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

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

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

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

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

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

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

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

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

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

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

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

References:

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



Student Trustee AP: 100.07

Procedure for:	Director of Education, Student Trustee	Adopted:	April 21, 2001
Submitted by:	Chris N. Roehrig, Superintendent of Education	Revised:	May 14, 2002; June 24, 2003; April 27, 2004;
Category:	School Board Governance		April 26, 2005; March 27, 2007, October 25, 2011

Purpose

The purpose of this Administrative Procedure is to provide direction to Board Staff regarding the election of Student Trustees.

Responsibilities

Specific direction is provided for the Director of Education or designate.

Procedures

1.0 Qualifications

The Student Trustee shall meet the following qualifications:

- i) Be a practicing Catholic in union with the See of Rome and meet the qualification requirements of the *Ontario Regulation 7/07*.
- ii) Be a resident student of the Board.
- iii) Be a full-time pupil (i.e., in at least three credits per semester) in one of the Board's Catholic secondary schools and be in the senior division at the time of his/her term as a student trustee.

OR

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

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

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

2.0 Elections

- The election process shall be supervised by the Director of Education or designate. Qualified candidates shall submit a written application to the Director of Education or designate. The student trustee shall be elected by a student team made up of the outgoing Student Senate as well as three student representatives from each school consisting of student council co-presidents and an administrative appointee. Therefore, the student team is made up of the nine outgoing Student Senators plus nine school representatives.



- The outgoing Student Senate will invite qualified candidates to make a brief presentation to the student team that outlines their suitability for the position. Following the presentations, the student team will vote to elect the student trustee for the coming year.
- Elections will be held annually, no later than April 30.
- An alternate student trustee will be elected from among the incoming Student Senate at the first Student Senate meeting in the new school year.

3.0 Term of Office

The term of office for a student trustee shall be from August 1st of each year to July 31st of the next year. A student trustee has the opportunity to seek re-election.

4.0 Vacancies

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

Glossary of Key Terms

Student Senate

The Student Senate is made up three students from each of the secondary schools for a total of nine students. The Student Trustee is a member of the Student Senate - two other representatives from the Student Trustee's school plus three students from each of the other two secondary schools make up the Student Senate for a total of nine students. Each secondary school selects their Student Senate representatives according to their local Student Council's constitution.

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

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

CATHOLIC SCHOOL ADVISORY COUNCILS

Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

RECOMMENDATION:

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



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Catholic School Advisory Councils

		Policy Number:	200.31
Adopted:	June 11, 2001	Former Policy Number:	n/a
Revised:	October 25, 2011	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

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

Policy Statement:

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

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

Glossary of Key Policy Terms – N/A

References

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



Catholic School Advisory Councils AP 200.31

Procedure for:	Principals, School Councils	Adopted:	June 11, 2001
Submitted by:	Superintendent of Education	Revised:	October 25, 2011
Category:	Students		

Purpose

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

Responsibilities

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

Information

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

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

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

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

Procedures

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

1.0 Catholic School Advisory Council

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

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



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

§ Advise the Board on:

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

§ In addition to their advisory responsibilities:

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

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

2.0 Makeup of a Catholic School Advisory Council

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



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

3.0 Formation and Roles of a Catholic School Advisory Council

The officers of the council shall be:

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

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

The members of the Catholic School Advisory Council shall:

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

The members of the Catholic School Advisory Council shall:

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

4.0 Catholic School Advisory Council Chair

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

The Chair of the Council shall:

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



5.0 Catholic School Advisory Council Vice-Chair

The Vice-Chair shall:

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

6.0 Catholic School Advisory Council Secretary

The Secretary shall:

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

7.0 Treasurer

The Treasurer shall:

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

8.0 Committee Chair

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

9.0 Principal

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



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

10.0 Elections

Parent Members:

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

11.0 Other Elections

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

12.0 Terms of Office

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

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

13.0 Vacancies

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

14.0 Officers

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

15.0 Meetings

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

16.0 Meeting Procedures

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



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

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

17.0 Roles and Responsibilities

The Board will strive to:

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

Catholic School Advisory Council members should strive to:

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

The principal and Catholic School Advisory Council shall ensure that:

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

Definitions – N/A



References

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

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

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

**REGIONAL CATHOLIC PARENT INVOLVEMENT
COMMITTEE**
Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

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

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

RECOMMENDATION:

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



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Regional Catholic Parent Involvement Committee

		Policy Number:	200.24
Adopted:	June 26, 2007	Former Policy Number:	n/a
Revised:	October 25, 2011	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

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

Policy Statement:

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

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

Glossary of Key Policy Terms – N/A

References

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



Regional Catholic Parent Involvement Committee AP 200.24

Procedure for:	Principals and Vice-Principals	Adopted:	June 26, 2007
Submitted by:	Superintendent of Education	Revised:	October 25, 2011
Category:	Students		

Purpose

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

Responsibilities

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

Information

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

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

Procedures

1.0 Superintendent of Education

The Role of the Superintendent of Education will be to:

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



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

2.0 Regional Catholic Parent Involvement Committee

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

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

3.0 Membership

3.1 Representatives from each of the following groups:

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



3.2 Parents shall form the majority of the Regional Catholic Parent Involvement Committee and at a commissioning ceremony will pledge to maintain the traditions of the Roman Catholic faith, in conjunction with the mission of the Brant Haldimand Norfolk Catholic District School Board. Parents/guardians elected to the Regional Catholic Parent Involvement Committee must reside within the boundaries of the school district they represent.

3.3 Members of the Regional Catholic Parent Involvement Committee will elect the Regional School Council Executive from among the parent representatives. This election will take place at the first meeting of the council of any given year. The Past Chair may remain as a voting member for two years.

4.0 Election of Executive/Term of Offices

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

5.0 Role of the Regional Catholic Parent Involvement Committee Chairperson

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

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

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

7.0 Role of All Regional Catholic Parent Involvement Committee Members

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



8.0 Role of Appointed Members

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

9.0 Meeting Procedures

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

10.0 Meeting Agenda

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

Definitions – N/A



References

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

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

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

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

Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

RECOMMENDATION:

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

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

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

STRATEGIC ACTION PLAN 2011-12

Public Session

BACKGROUND INFORMATION:

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

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

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

DEVELOPMENTS:

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

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

RECOMMENDATION:

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

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

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

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

Excellence in Learning ~ Living in Christ

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

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

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

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

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

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

Leadership:

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

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

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

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

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

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

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

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

Brant Haldimand Norfolk Catholic District School Board

2011-12 Strategic Action Plan
Strategic Commitment: Communications

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

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

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

e-LEARNING CONTACT (eLC)

Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

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

This position is a teaching position with the Board and will commence December 1, 2011 and end on June 30, 2012.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the position of e-Learning Contact from December 1, 2011 to June 30, 2012.

APPENDIX 1 TO PROJECT AGREEMENT

PROJECT DESCRIPTION AND TIMELINES

Background

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

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

Key Responsibilities of the eLC

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

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

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

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

Funding for the eLC Position

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

Timelines

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

Project Reports to be Completed by e-Learning Contact

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

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

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

Financial Report to be Completed by Board

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

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

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

Project Costing

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

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

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

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

EXCURSION – CHICAGO, IL

Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

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

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

RECOMMENDATION:

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

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

Prepared by: Maxine Smitiuch, Student Trustee
Presented to: Board of Trustees
Submitted on: October 25, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

STUDENT TRUSTEE REPORT

Public Session

BACKGROUND INFORMATION:

The Student Senate held its first meeting of the school year on Tuesday, September 20, 2011.

DEVELOPMENTS:

At the meeting, I provided Student Senators with a brief overview of the role of the Student Senate. Superintendent Roehrig explained its importance as a board committee and the role it plays in governance. The Student Senate determined a few goals for the year, including planning the annual Student Leadership Symposium, to be held in the spring.

SCHOOL NEWS:

On the first day of school, Grade 9 students at Assumption College School were assisted by the Student Council in finding their way around the school, and enjoyed a BBQ lunch. Games and a dance were part of the Colour Night activities for Grade 9 students, which was held on September 23, 2011.

St. John's College kicked off the school year with Grade 9 orientation and an opening assembly. Student Council wore green Student Council shirts during the first week so that Grade 9 students could easily spot them if they required help. Colour Night was a huge success, filled with fun activities to introduce Grade 9 students to their school community and peers. On September 27, 2011, *Me to We* speaker Scott Hammell spoke to St. John's College students about the school's upcoming initiative, "Halloween for Hunger." He discussed ways in which our faith can help bring about positive change in the school.

Holy Trinity also hosted a Colour Night for Grade 9 students to welcome them to their new school. It was a well-attended and successful event. Members of Student Council were also involved in preparations for the Norfolk County Fair held from October 4 to 10, 2011.

At all three secondary schools, clubs have started, new members have been recruited and members are busy planning their events for the year. Many fall sports teams have held tryouts, and practices have started.

RECOMMENDATION:

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



2011-12 Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
October 25, 2011	7:00 pm	Board Meeting	
October 27–29, 2011		When Faith Meets Pedagogy Conference	
November 2, 2011	2:00 pm	Trustee Code of Conduct/Governance work session	
November 8, 2011	9:00 am	Executive Council Mtg.	
November 8, 2011	5:00 pm	Accommodations Committee Mtg.	X
November 8, 2011	7:00 pm	Policy Committee 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 12-14		OCSTA PD Seminar	
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	
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	

Date	Time	Meeting/Event	New / Revised
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	