



**Board Meeting**  
**Tuesday, November 27, 2012 ♦ 7:30 p.m.**  
**Boardroom**

**Members:**

**Trustees:**

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

**Senior Administration:**

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

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**1. Opening Business**

- 1.1 Opening Prayer – Cliff Casey
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Declaration of Interest

**2. Presentations**

The Board will recognize Leanne Kellam, Educational Assistant at Jean Vanier School, recipient of the 2012 *Champion of Inclusion* Award.

The Board will recognize Karen MacDonald, Early Childhood Educator at St. Bernard School, recipient of the *Making Every Kid Matter* - Annual Brant ECE Award.

**3. Delegations - Nil**

**4. Consent Agenda**

- 4.1 Approval of Board Meeting Minutes – October 23, 2012 Pages 3-6

**5. Committee and Staff Reports**

- 5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – November 20, 2012 Pages 7-13

Presenter: June Szeman, Vice Chair of the Board

- Strategic Plan Themes and Foci (pgs. 14-16)
- Catholic Education Advisory Committee (pgs. 17-20)
- Supporting Student Learning: Assistive Technology (pgs. 21-22)
- Interim Policy: Copyright-Protected Works (pgs. 23-28)



- Insurance Renewal (pgs. 29-30)
- Excursion – New York City, NY (St. John’s College) (pg. 31)
- Excursion – New York City, NY (Holy Trinity) (pg. 32)

**5.2 Student Trustee Report** Pages 33-34  
Presenter: Ryan Cattrysse, Student Trustee

**6. Information and Correspondence**

**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 35-36

**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 visions. 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, October 23, 2012 7:30 pm**  
**Boardroom**

**Trustees:**

**Present:** Cliff Casey (Chair), Dennis Blake, Dan Dignard, Bonnie McKinnon, Rick Petrella,  
Ryan Cattrysse (Student Trustee)

**Absent:** June Szeman (Vice Chair)

**Senior Administration:**

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

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**1. Opening Business**

**1.1 Opening Prayer**

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

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the October 23, 2012 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**2. Presentations - Nil**

**3. Delegations – Nil**

**4. Consent Agenda**

**4.1** THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the September 25, 2012 meeting.

**4.2** THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the Special Meeting of the Board of October 16, 2012.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT 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 Minutes and Recommendations from the Committee of the Whole Meeting of October 16, 2012**

Trustee Petrella reviewed the highlights of the October 16, 2012 Committee of the Whole meeting. A correction to the motion that Trustee Petrella had presented regarding setting up a meeting with OCSTA officials was made, as noted below. The following recommendations were brought forward for approval:

THAT the Committee of the Whole refers the Admission of Students Policy 200.14 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the rescinding of the Fundraising in Secondary Schools Policy 700.06 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the Fundraising Policy 700.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the Supervised Alternative Learning Policy 200.06 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the Information and Communications Technology Use policy 600.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the Religious Accommodations Policy 200.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$45,708 for the 2012-13 school year.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board contacts OCSTA and requests a meeting with the Executive Director, President and Regional Representative to answer questions from trustees regarding the benefits of membership and future direction. The letter is to be shared with trustees prior to being sent to OCSTA.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised request from Assumption College School for an excursion to Italy and Greece from Friday, March 8, 2013 to Monday, March 18, 2013.



Moved by: Dennis Blake  
Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School receives the unapproved minutes of the Committee of the Whole meeting of October 16, 2012.

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School approves the recommendations of the Committee of the Whole meeting of October 16, 2012.

**Carried**

## **5.2 Student Trustee Report**

Student Trustee Catrysse reported that the work of the Student Senate has begun. Planned events that will involve students' council members at all three secondary schools include the annual Student Leadership Symposium next spring, a summer retreat experience, and possibly a mid-year retreat. He also reported on the various fall fundraising and social activities that secondary students have actively supported in recent weeks. Trustees commented on and congratulated all schools on their generous spirit and support of fundraising initiatives and for their community involvement.

Moved by: Rick Petrella  
Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School receives the Student Trustee report.  
**Carried**

## **6. Information and Correspondence - Nil**

## **7. Notices of Motion - Nil**

## **8. Trustee Inquiries**

In response to Trustee Blake's inquiry as to whether his concerns about customer service within the transportation department had been discussed at the October 23, 2012 Student Transportation Services Brant Haldimand Norfolk (STSBHN) Directors' meeting, Trustee Dignard advised that they had not been raised. Discussion ensued. Superintendent Grice will address public relations at a future managers' meeting. Trustee Dignard provided a brief report on the business of the STSBHN meeting, including a follow-up Ministry Effectiveness and Efficiency Review scheduled for April 4, 2013.

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

Moved by: Rick Petrella  
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: Rick Petrella

Seconded by: Bonnie McKinnon

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

**Carried**

**11. Future Meetings**

A listing of upcoming meetings and events was reviewed.

**12. Closing Prayer**

A closing prayer was recited in unison.

**13. Adjournment**

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of October 23, 2012.

**Carried**

# RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

November 20, 2012

| AGENDA<br>ITEM | MOTION  |
|----------------|---|
| 5.2            | THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Strategic Plan Themes and Foci.   |
| 5.3            | THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board disbands the Catholicity and Faith Advisory Committees and replaces them with a newly formed ad-hoc Catholic Education Advisory Committee effective December 5, 2012.                                |
| 5.4            | THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the hiring of a temporary Special Education Resource Teacher (1.0 FTE) from December 2012 to June 2013 to oversee the ordering of SEA equipment and related training of staff and students. |
| 5.6            | THAT the Committee of the Whole refers the Copyright-Protected Works (Interim) Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.   |
| 5.7            | THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2013 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$199,559, plus PST.   |
| 5.8            | 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 New York City, New York from Thursday, May 16 to Monday, May 20, 2013.  |
| 5.9            | THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Holy Trinity Catholic High School for an excursion to New York City, New York from Thursday, May 16 to Monday, May 20, 2013.   |

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of November 20, 2012.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of November 20, 2012.



**Committee of the Whole**  
**Tuesday, November 20, 2012 7:30 pm**  
**Boardroom**

**Trustees:**

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

**Absent:**

**Senior Administration:**

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

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Cliff Casey.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Chair Casey advised that Item 5.5 was being removed from the agenda and reports renumbered accordingly.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the November 20, 2012 meeting, as amended.

**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 of the October 16, 2012 meeting.

**4.2** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of October 10, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



- 4.3 THAT the Committee of the Whole refers the unapproved minutes of the Faith Advisory Committee Meeting of October 17, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.4 THAT the Committee of the Whole refers the unapproved minutes of the Regional Catholic Parent Involvement Committee Meeting of October 22, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.5 THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Directors' Meeting of October 23, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Trustee Blake received clarification on several questions related to the minutes referenced above.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

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 Board Enrolment

Superintendent Grice reported that the annual October 31 enrolment report to the Ministry of Education indicates 7.5 students less than projected at the elementary level, and 19.71 students higher than projected at the secondary level.

Moved by: June Szeman

Seconded by: Rick Petrella

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

**Carried**

### 5.2 Strategic Plan Themes and Foci

Director Roehrig reviewed the proposed goals/broad themes within each of the four pillars of the multi-year plan that will provide the focus for the next step - operationalizing the plan. In response to a trustee inquiry, Director Roehrig confirmed that success will be measured and reported in regular reports to the Board starting next year. Chair Casey commended Director Roehrig on presenting an excellent plan and for incorporating areas of focus that address concerns that have been raised by trustees in the past.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Strategic Plan Themes and Foci.

**Carried**



### **5.3 Catholic Education Advisory Committee**

Director Roehrig presented a proposal to disband the current Catholicity and Faith Advisory Committees and to create a new ad-hoc Catholic Education Advisory Committee. The Committee's mandate will be to focus on the Catholicity components of the Strategic Plan, as well as support the work of the F.A.C.E. project. The Terms of Reference were reviewed and a suggestion made to use the same length of term of office as the current Committees.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board disbands the Catholicity and Faith Advisory Committees and replaces them with a newly formed ad-hoc Catholic Education Advisory Committee effective December 5, 2012.

**Carried**

### **5.4 Supporting Student Learning: Assistive Technology**

Superintendent McKinnon introduced the Ministry's eLearning strategy which provides students with digital learning opportunities. He welcomed Dave Szuty, Student Achievement Consultant: eLearning, who demonstrated supports available in the areas of blended learning, eLearning, homework help, and digital resources. Many questions of interest were responded to. As a result of Mr. Szuty's new role as the Board's eLearning contact, Superintendent McKinnon requested support of a proposal to relieve Mr. Szuty of his additional responsibilities as the Board's Special Equipment Amount (SEA) coordinator and to hire a temporary Special Education Resource Teacher to continue the purchasing, installation and training of students and teachers on SEA equipment. Funding is available within the Board's SEA allocation.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the hiring of a temporary Special Education Resource Teacher (1.0 FTE) from December 2012 to June 2013 to oversee the ordering of SEA equipment and related training of staff and students.

**Carried**

### **5.5 Board Improvement Plan for Student Achievement 2012-2015**

Superintendent Telfer explained that the new three-year Board Improvement Plan for Student Achievement is aligned with the Board's Strategic Action Plan and the School Effectiveness Framework. She highlighted the overall goal for each of the four pillars (Catholic Faith, Community and Culture; Literacy; Numeracy; and Pathways), as well as the areas of focus within each pillar, which are all aimed at enhancing teacher practice and student engagement in order to improve student achievement.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Board Improvement Plan for Student Achievement 2012 - 2015 report.

**Carried**



**5.6 Interim Policy: Copyright-Protected Works**

Director Roehrig reported that due to a recent educational amendment in the Canadian copyright legislation and a Supreme Court ruling in July 2012 regarding the “fair dealing” section of the Copyright Act which now permit teachers to make copies of short excerpts from a copyright-protected work for distribution to students, Boards who implement the *Fair Dealing Guidelines* in their policies and communicate such to all schools prior to December 31, 2012 will qualify for reduced copyright royalties payable to Access Copyright. Director Roehrig presented a proposed interim Copyright-Protected Works policy and administrative procedure for consideration.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole refers the Copyright-Protected Works (Interim) Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**5.7 Insurance Renewal**

Superintendent Grice reviewed the 2013 insurance renewal premium costs related to property and liability insurance covered by the Ontario School Boards’ Insurance Exchange (OSBIE). The amount payable is approximately 5 per cent less than in 2012.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2013 insurance renewal premium, payable to the Ontario School Boards’ Insurance Exchange, in the amount of \$199,559, plus PST.

**Carried**

**5.8 Excursion – New York City, NY (St. John’s College)**

Superintendent Chopp presented a request from St. John’s College for approximately 35 Grades 11-12 art history students to participate in an excursion to New York City next May. They will visit various museums as well as sites of cultural diversity and architectural interest.

Moved by: June Szeman

Seconded by: Bonnie McKinnon

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 New York City, New York from Thursday, May 16 to Monday, May 20, 2013.

**Carried**

**5.9 Excursion – New York City, NY (Holy Trinity)**

Superintendent Chopp reviewed a request from Holy Trinity Catholic High School for approximately 45 art students to travel to New York City next May. They will enhance their classroom studies by visiting different museums and galleries, and will view both off-Broadway and on-Broadway plays.



Moved by: Dennis Blake  
Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Holy Trinity Catholic High School for an excursion to New York City, New York from Thursday, May 16 to Monday, May 20, 2013.

**Carried**

**6. Information and Correspondence**

Chair Casey advised that due to a change in schedule, OCSTA's Executive Director is no longer able to be part of a previously scheduled meeting between OCSTA board members and trustees. Trustees requested that the meeting be rescheduled.

Superintendent Grice reported that the sale of the former St. Jean de Brebeuf school has been finalized.

Trustee McKinnon reported that St. Patrick's, Caledonia will host a celebration on December 5, 2012, honouring all the volunteers who have helped make 1,000 blankets over the past several years, which are distributed to local agencies.

Trustee McKinnon extended the Board's congratulations to Vice Chair Szeman who has been elected Vice President of Retired Teachers of Ontario.

Moved by: Dan Dignard  
Seconded by: Bonnie McKinnon

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

**Carried**

**7. Notices of Motion - Nil**

**8. Trustee Inquiries**

Trustee Blake inquired as to what action can be taken regarding Norfolk County Council's decision to cut school crossing guard positions at busy intersections in Simcoe and Port Dover. Discussion ensued. Staff will gather additional information before a decision regarding the next step to be taken is made.

Trustee Dignard requested earlier notification should the Newcomer Information Fair which was held earlier this month in Brantford becomes an annual event.

**9. Business In-Camera**

Moved by: Rick Petrella  
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: Rick Petrella

Seconded by: Dan Dignard

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

**Carried**

**11. Future Meetings**

The list of future meetings and events for trustees was reviewed. Trustee McKinnon noted that trustees are invited to attend a joint BHNCDSB/GEDSB SEAC meeting scheduled for December 5, 2012 at the Grand Erie District School Board.

**12. Closing Prayer**

A closing prayer was recited in unison.

**13. Adjournment**

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of November 20, 2012.

**Carried**

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
 Presented to: Committee of the Whole  
 Submitted on: November 20, 2012  
 Submitted by: Chris N. Roehrig, Director of Education & Secretary

**STRATEGIC PLAN THEMES AND FOCI**

Public Session

**BACKGROUND INFORMATION:**

The Board has endorsed a mission, motto, strategic commitments, core values and pillars that are consistent with the 2009-2012 Strategic Plan. The Strategic Planning Committee has met to provide input into the themes (goals) that will correspond with each pillar. The Board also received a report summarizing the key messages that were conveyed through the public participation process from last spring.

**DEVELOPMENTS:**

The Strategic Planning Committee recommends that the Board endorses themes that correspond with each of the following pillars of the 2012-2015 Strategic Plan: Catholicity, Student Achievement, Leadership and Communications.

The proposed goals or themes that will form the basis for specific goals that will shape the operational plans to support the multi-year or strategic plan are listed below. In addition, foci are included that will help shape specific goals for the plan. A draft sample of two proposed goals in the format of the strategic plan are attached to this report (Appendix A).

**CATHOLICITY**

| <b>THEMES</b>                      | <b>FOCI</b>  |
|------------------------------------|--|
| FAITH FORMATION                    | Adult Faith Formation (e.g., teachers)<br>Leadership Faith Formation (e.g., principals)<br>Student Faith Formation (student leaders) |
| RELIGION AND FAMILY LIFE PROGRAMS  | Revised Religion and Family Life Curriculum (K-8)<br>Tough Issues Program<br>Virtues Program<br>Foundation Program                   |
| PARISH/SCHOOL/FAMILY RELATIONSHIPS | Joint Programs<br>St. Jerome's Partnership   |

**STUDENT ACHIEVEMENT**

| <b>THEMES</b>         | <b>FOCI</b>   |
|-----------------------|---|
| MATHEMATICS           | Junior EQAO<br>Grade 9 EQAO   |
| LITERACY              | Primary EQAO<br>OSSLT   |
| 21 CENTURY TECHNOLOGY | 21 <sup>st</sup> Century Learning Project (Literacy, Mathematics, Parent Engagement)<br>Robotics Project (Elementary and Secondary) |

## LEADERSHIP

| THEMES                        | FOCI   |
|-------------------------------|--|
| INSTRUCTIONAL LEADERSHIP      | Primary Literacy Initiatives<br>Junior Mathematics Initiative<br>Secondary Literacy Initiatives<br>Secondary Mathematics Initiatives                         |
| PERSONAL LEADERSHIP RESOURCES | Cognitive Resources (e.g., problem solving)<br>Social Resources (e.g., perceive and manage emotions)<br>Psychological Resources (e.g., optimism, resiliency) |
| LEADERSHIP IN HUMAN RESOURCES | Recruitment and Selection of Employees<br>Performance Management<br>Managing in a Union Environment  |

## COMMUNICATION

| THEMES                                 | FOCI   |
|--|--|
| 21 <sup>ST</sup> CENTURY COMMUNICATION | Social media<br>Mobile and Smart Phone technology<br>(parent engagement focus)   |
| HOSPITALITY<br>(CUSTOMER SERVICE)      | Examples of components: active listening, personal, genuine, above and beyond, empathetic, civil, timely, reliable, knowledgeable, etc.<br>(parent engagement focus) |
| PUBLIC PARTICIPATION                   | Technologically savvy<br>Language of the 'common person'<br>Integrated into well-attended events<br>(parent engagement focus)  |

All of the broad themes that are proposed within each pillar are consistent with the feedback that was received by trustees through public participation exercises and through staff focus groups.

The next step will be to develop specific goals, indicators of success and strategies for each goal that are consistent with each broad goal (theme).

### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Strategic Plan Themes and Foci.

**BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD - STRATEGIC PLAN****2012-2015**

| STRATEGIC PRIORITY  | GOAL   | INITIATIVES  | SOURCE   | METRIC                     | TARGET  |
|---------------------|--|--|--|----------------------------|---|
| STUDENT ACHIEVEMENT | Increase levels of literacy for secondary students.                      | <p>Cross panel literacy teams</p> <p>Collaborative inquiry project (Grade 7/8)</p> <p>Collaborative inquiry project (Grade 9/10 – Student Achievement Teams)</p> | Board Improvement Plan for Student Achievement | OSSLT Results              | 90% of first-time writers of the OSSLT will achieve the provincial standard by 2015 |
|                     | Increase levels of mathematics achievement for junior division students. | <p>Collaborative inquiry projects (Junior Division)</p> <p>Netbook implementation project</p> <p>School-based projects</p>                                       | Board Improvement Plan for Student Achievement | EQAO – Grade 6 Mathematics | 70% of eligible Grade 6 students will achieve the provincial standard by 2015       |

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Committee of the Whole  
Submitted: November 20<sup>th</sup>, 2012  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**CATHOLIC EDUCATION ADVISORY COMMITTEE**  
Public Session

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**BACKGROUND INFORMATION:**

The Board currently has two ad-hoc committees that provide oversight regarding matters of Faith and Catholicity. The purpose of the Faith Advisory Committee is to review and recommend programs, policies and procedures to the Board regarding the academic/curriculum connected with Religious Education and Family Life education. The purpose of Catholicity Committee is to advocate for Catholic education by promoting activities with parishes, Catholic School Councils and other partners to seek input and build support for our system.

**DEVELOPMENTS:**

The two committees have convened for the first meeting of the year. While the mandates of the committees are distinct, it has become apparent that the committees rely on each other in many areas. A merger of the two committees or the creation of a new committee would allow the oversight of the Board to become more efficient and more aligned to the strategic plan of the Board. The concept of creating a new committee that merges the work of the two committees was discussed with both committees and there was widespread support for this idea.

The following concepts support the work of a newly formed ad-hoc committee of the Board:

- The name of the newly formed ad-hoc Board committee will be called the Catholic Education Advisory Committee.
- The goals established by the two former committees will be absorbed into the 2012-2015 strategic plan.
- The Catholicity goals of the strategic plan will become the focus for oversight of the Catholic Education Advisory Committee.
- The Committee will report to the Board by submitting the minutes of the Committee for information and by bringing recommendations to the Board.
- The Catholic Education Advisory Committee will support the work of the Friends and Advocates for Catholic Education (F.A.C.E.) Project.
- The Catholic Education Advisory Committee may strike sub-committees to address the Catholicity goals of the strategic plan (e.g., Faith Formation, Religion and Family Life Programs and Parish-School Relations).

The membership of the Catholic Education Advisory Committee shall be as follows:

- Board of Trustees (Chair of the Committee)
- Senior Administration (Director of Education or delegate)
- Deaneries (Hamilton, London and St. Catharines)

- Principals/Vice Principals (one each from elementary and secondary)
- Student Achievement Consultant: Religious Education and Family Life
- Faith Animator
- Secondary schools (Chaplaincy Leader and Religion Department Representative)
- Elementary schools (Faith Ambassador)
- Ontario English Catholic Teachers Association (OECTA)
- Secondary student (Student Senate)
- Regional School Council (president or delegate)
- Other expertise, as required

The proposed Terms of Reference for the Catholic Education Advisory Committee are attached as Appendix A.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board disbands the Catholicity and Faith Advisory Committees and replaces them with a newly formed ad-hoc Catholic Education Advisory Committee effective December 5, 2012.



## **Catholic Education Advisory Committee**

### **TERMS OF REFERENCE**

#### **1.0 MANDATE**

- 1.1 The purpose of the Catholic Education Advisory Committee shall be to provide advice to the Board regarding the Catholicity goals within the Board's strategic plan.

#### **2.0 COMMITTEE RESPONSIBILITIES**

- 2.1 To provide oversight and input into the Catholicity goals of the Board's strategic plan.
- 2.2 To make recommendations to the Board regarding:
- 2.2.1 The improvement of links between Catholic partners (Church, School, Family)
  - 2.2.2 The Religious Education and Family Life Program
  - 2.2.3 The faith formation of the school community
- 2.3 To report to the Board through the trustee representative minutes and information from the Committee.

#### **3.0 COMPOSITION OF THE CATHOLIC EDUCATION ADVISORY COMMITTEE**

- 3.1 The Catholic Education Advisory Committee (hereafter referred to as 'the Committee') shall consist, at minimum, of a representative(s) from the following groups:
- Board of Trustees (Chair of the committee)
  - Senior administration (Director of Education or delegate)
  - Secondary schools (Chaplaincy Leader and Religion Department Representative)
  - Deaneries (Hamilton, London and St. Catharines)
  - Principals/Vice Principals (one each from elementary and secondary)
  - Student Achievement Consultant: Religious Education and Family Life
  - Elementary schools (Faith Ambassador)
  - Faith Animator
  - Ontario English Catholic Teachers Association (OECTA)
  - Secondary student (Student Senate)
  - Regional Catholic Parent Involvement Committee (president or delegate)
  - Other expertise as required
- 3.2 Invitations to be a member of the committee will be sent by the Director of Education and Chair (Trustee) in June for a renewable term of two years on a rotating basis.



## 4.0 DUTIES AND RESPONSIBILITIES

### 4.1 Chair's Duties:

- 4.1.1 To chair the meetings of the Committee.
- 4.1.2 To set the meeting agenda in consultation with the Director of Education (or designate).
- 4.1.3 To bring the Committee recommendations to the Board.

### 4.2 Members' Duties

- 4.2.1 To attend meetings regularly, contribute to the work of the Committee and undertake such tasks as assigned by the Committee.
- 4.2.2 To bring to the attention of the Committee items that pertain to Religious Education and Family Life in the Brant Haldimand Norfolk Catholic District School Board.
- 4.2.3 To communicate the deliberations of the Committee to the representative groups.
- 4.2.4 To identify initiatives that promote Catholic values to the Committee.

### 4.3 Communication

Any communication to media or outside agencies on behalf of the Committee will be directed through the Director of Education.

## 5.0 MEETINGS

- 5.1 The Committee will meet on a regular basis, not less than four times per school year, at a central location.

### Definition of Terms:

- Catholic** - in union with the See of Rome
- Faith Formation** - those aspects of faith found within the Latin (Roman) Rite of the Catholic Church.
- Partners** - students, teachers, parents, priests, support staff

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

Prepared by: Jamie McKinnon, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted: November 20, 2012  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**SUPPORTING STUDENT LEARNING:  
ASSISTIVE TECHNOLOGY**

Public Session

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**BACKGROUND INFORMATION:**

The Ministry of Education supports student learning through various initiatives, programs and funding that allow increased access to learning opportunities. These projects include assistive technology for learning needs and digital based eLearning initiatives.

eLearning Ontario is the Ministry of Ontario strategy to give school boards the tools and support to help provide students with digital learning opportunities. With today's ever changing technology, it is imperative that students have access to emerging opportunities to learn and achieve. These strategies require support for both students and teachers to fully utilize the range of opportunities available to students today. Four key areas of development are: Blended Learning, eLearning, Homework Help, and Ministry Digital Resources.

**DEVELOPMENTS:**

Dave Szuty is our board eLearning Contact (eLC) responsible for our eLearning implementation plan.

**Blended Learning:**

This is the future of student engagement. Students in all grades will access course materials, due dates and see their graded work during and outside school hours. They can also take part in lessons and communicate with their teacher and classmates by using secure tools such as blogs, dropboxes and electronic portfolios. We are currently moving elementary and secondary teachers to Ministry sponsored digital learning platform called D2L, which is supported and approved by the Ministry of Education and Ontario curriculum and assessment. The Ministry goal is for each school board to have 25% of teaching staff using the provincial platform. This requires support for setting up classes, creating courses/lessons, training teachers, and addressing technical D2L issues at each site. We are close to the set target and poised to move into secondary schools.

**eLearning:**

This is the development of courses to be delivered in our secondary schools that allows for registration of students from outside the board. Our participation in the eLearning consortium allows for our students to register in eLearning classes outside the board in courses we do not offer or that do not fit student schedules. The training and coordination of eLearning classes require special consideration as it requires technical expertise, flexibility and collaboration between boards and OECTA.

### Homework Help:

Homework Help offers free online math tutoring to students in Grades 7 to 10 through a partnership between the Ministry of Education and TVO's Independent Learning Centre. Certified Ontario teachers provide one-on-one confidential live-chat tutoring every Sunday to Thursday from 5:30 pm to 9:30 pm EST. Parents can help their child with math by signing up for a Homework Help account that provides access to interactive activities and math videos. This requires coordination of student data and the Independent Learning Centre to ensure smooth access to resources. It also requires promotion and training of staff and students to utilize the support with success.

### Ministry Digital Resources:

The Ontario Educational Resource Bank (OERB) provides thousands of digital learning resources to teachers and learners, from Kindergarten to Grade 12. These teacher-shared resources include lesson plans, videos, activities, maps and interactive multimedia in a variety of formats. These Ontario curriculum-tagged resources are searchable by grade, course/subject, strand, overall expectations and keyword. Resources can also be found by learning style, resource type, author and file format. This requires professional development of staff to access and training in use of the resources and available software to support learning in the classroom.

Each year, the Ministry of Education also provides funding to school boards to assist with the cost of equipment to support students with special education needs [Special Equipment Amount (SEA) funding]. This equipment is to provide students with accommodations that are directly required and essential to access the Ontario curriculum and/or a broad-determined alternative program and/or course and/or to attend school.

Our e-Learning Contact, Dave Szuty, is also the Board's SEA coordinator responsible for coordinating the implementation of assistive technology strategies to meet identified student needs. These responsibilities includes purchasing, preparing, and troubleshooting incoming and outgoing equipment transfer requests, providing assistive technology training and ongoing support regarding assistive technology for SERTs, and maintaining and tracking equipment catalogues.

Due to Dave Szuty's involvement in the eLearning initiative, and in order to continue to provide the efficient and timely ordering of SEA equipment, as well as delivering timely student and staff training, there is a need to relieve Dave Szuty of the SEA coordinator responsibilities for the remainder of the school year and to hire a temporary Special Education Resource Teacher (December 2012 to June 2013) to fulfill the SEA coordinator duties. The funds for this support are provided in the SEA allocation to the board.

### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the hiring of a temporary Special Education Resource Teacher (1.0 FTE) from December 2012 to June 2013 to oversee the ordering of SEA equipment and related training of staff and students.

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Committee of the Whole  
Submitted: November 20, 2012  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

## INTERIM POLICY: COPYRIGHT-PROTECTED WORKS

Public Session

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### **BACKGROUND INFORMATION:**

Over the summer months, there were two significant occurrences that have reset the parameters for using copyright-protected materials in an educational setting: passage of updated copyright legislation, and a landmark Supreme Court decision.

#### Updated Copyright Legislation

The updated Copyright Act now contains a clause which clarifies that teachers and students may use publicly-available internet materials for their learning and educational pursuits. This “educational amendment” is an important change to Canadian copyright law because it provides certainty to teachers and students to know they are not contravening copyright when using materials which are intended to be freely available over the internet. They can use such materials for routine classroom activities such as downloading, saving, and sharing. Of course, any such materials must still be credited (e.g., in bibliographies) in the same way using print-sourced materials would be.

The updated Copyright Act has other important allowances:

- Students in classrooms may view previously-recorded news programs or news commentary programs without paying royalties.
- Audio-visual works can be “performed” (i.e., shown) in classrooms
- School libraries will be permitted to deliver “inter-library loan” copies of copyright-protected works using digital technologies
- Recorded lessons may be made available for asynchronous viewing by students
- Digital display units (such as whiteboards) may be used to project copyright-protected works in a classroom (subject to commercial availability and licencing terms)

Finally, and importantly, the updated Copyright Act adds “education” as an allowable purpose within the fair-dealing provision.

#### Supreme Court Ruling – July 2012

Since 2005, Ontario school boards have been paying copyright royalties according to a tariff established by the Canadian Copyright Board. School board interests in all matters related to Copyright Board tariffs are argued through participation in the “Council of Ministers of Education Canada (CMEC) Copyright Consortium”. Since the Ontario Ministry refers copyright matters (licencing and tariffs) to the school board level, OPSBA has been sending a representative to all meetings at CMEC dealing with these matters. The CMEC Copyright Consortium disputed the 2005-2009 Educational Tariff set by the Copyright Board, and this dispute formed the basis of a Supreme Court hearing that occurred in December of 2011. The CMEC Copyright Consortium asked the Supreme Court to interpret the “fair dealing” section of the Copyright Act to permit teachers to make copies of short excerpts from a copyright-protected work, such as a book or

newspaper, for distribution to students. On July 12, 2012, the Supreme Court issued an important decision that interprets what “fair dealing” means in an education setting. (OCSTA Memorandum – October 11, 2012 – Changes to Copyright Law.)

### **DEVELOPMENTS:**

Recent legislative and judicial changes to the Canadian Copyright Act have immediate and important implications for member boards. School boards are advised to take the following steps in dealing with this matter:

1. On a go forward basis, school boards must implement the *Fair Dealing Guidelines* in order to claim the full benefit of fair dealing. These Guidelines must be incorporated into school board policies and communicated to all schools prior to December 31, 2012 in order for a school board to ensure that it has fulfilled its obligations and can opt out of paying the current certified Access Copyright Tariff.
2. Ontario’s school boards purchased the 2012 tariff by paying Access Copyright, an invoice based on \$5.16 per FTE for the first half of 2012. As a result, Access Copyright is entitled to its second payment for 2012 and school boards have received invoices for this amount.
3. If the fair dealing guidelines are incorporated into Board procedures and communicated with staff and students accordingly, legal counsel has advised that effective January 1, 2013 it is no longer necessary for member boards to continue to pay copyright royalties to Access Copyright under the current tariff, a savings of \$5.16 per FTE per year.
4. The ruling of the Supreme Court in July 2012 will have a retroactive financial implication for school boards pertaining to tariff fees paid to Access Copyright since January 1, 2005. The Supreme Court ruled that approximately \$0.35 cents of that tariff qualified as “fair dealing” and referred the case back to the Copyright Board for adjustment. The Copyright Board has determined that the tariff will be reduced in accordance with the Supreme Court’s ruling, and will be making an official ruling outlining the exact payback amount, along with other tariff considerations and payment factors some time after November 9, 2012. **All jurisdictions, including Ontario school boards, who have paid tariff fees to Access Copyright since 2005 will be eligible for this payback amount.** (OCSTA Memorandum – October 11, 2012 – Changes to Copyright Law.)

### **Interim Policy: Copyright-Protected Works**

Staff have prepared an interim policy (attached) that is consistent with the terms outlined in the Fair Dealings Guidelines.

### **RECOMMENDATION:**

THAT the Committee of the Whole refers the Copyright-Protected Works (Interim) Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Policy: Copyright-Protected Works (Interim)

|                                 |     |                              |            |
|---------------------------------|-----|------------------------------|------------|
|                                 |     | <b>Policy Number:</b>        | 400.03     |
| <b>Adopted:</b>                 | TBD | <b>Former Policy Number:</b> | n/a        |
| <b>Revised:</b>                 | N/A | <b>Policy Category:</b>      | Operations |
| <b>Subsequent Review Dates:</b> | TBD | <b>Pages:</b>                | 1          |

### Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board is committed to excellence in learning and living in Christ. Our schools endeavour to provide the best quality and most relevant learning materials to our students as part of their learning experience. The Board endeavours to ensure that copyright protected works that are used in our schools follow the Canadian *Copyright Act*.

### Policy Statement:

It is the policy of the Brant Haldimand Norfolk Catholic District School Board to:

1. ensure that all employees responsible for providing educational resources to our students follow the applicable provisions of the *Copyright Act*; and
2. implement and monitor procedures that are consistent with the "Fair Dealing" provisions of the *Copyright Act*.

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

### References

The Copyright Act: <http://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>



**COPYRIGHT- PROTECTED WORKS (Interim)  
AP 400.03**

|                       |  |                 |                   |
|-----------------------|--|-----------------|-------------------|
| <b>Procedure for:</b> | All Academic Staff                                   | <b>Adopted:</b> | Month, Date, Year |
| <b>Submitted by:</b>  | Chris N. Roehrig (Director of Education & Secretary) | <b>Revised:</b> | N/A               |
| <b>Category:</b>      | Operations   |                 |                   |

**Purpose**

The purpose of this Administrative Procedure is to provide direction to Board staff and schools regarding the copying, communicating, distribution and citation of copyright-protected works.

**Responsibilities**

Specific direction is provided for any employees that provide educational resources to colleagues and students for the purposes of research, private study, criticism, review, news reporting, education, satire and parody.

**Information**

The Canadian *Copyright Act* permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties insofar as the use falls within the 'Fair Dealing' provisions of the Act. To qualify for fair dealing, two tests must be passed. First, the "dealing" must be for a purpose stated in the *Copyright Act*: research, private study, criticism, review, news reporting, education, satire, and parody. Educational use of a copyright-protected work passes the first test. The second test is that the dealing must be "fair." In landmark decisions in 2004 and in 2012, the Supreme Court of Canada provided guidance as to what this test means in schools and post-secondary educational institutions. This procedure clarifies what qualifies as 'Fair Dealing'.

**Procedures**

1. Principals shall include these procedures into school-based staff handbooks and review the procedures with staff on an annual basis.
2. Principals shall post Appendix A or other approved posters at all photocopiers in the school. The Director of Education (or designate) shall post Appendix A at all photocopiers that are on Board property that staff use for providing resources for staff and/or students.
3. Staff members in non-profit educational institutions may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire and parody.
4. Copying or communicating short excerpts from a copyright-protected work under these procedures for the purpose of news reporting, criticism or review should mention the source and, if given in the source, the name of the author or creator of the work.
5. A single copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or course:
  - a) as a class handout
  - b) as a posting to a learning or course management system that is password protected or otherwise restricted to students of a school or post-secondary educational institution
  - c) as part of a course pack

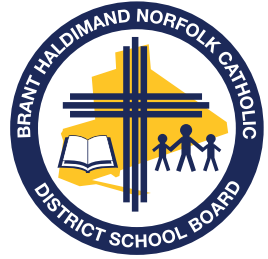


6. A short excerpt means:
- a) up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)
  - b) one chapter from a book
  - c) a single article from a periodical
  - d) an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works
  - e) an entire newspaper article or page
  - f) an entire single poem or musical score from a copyright-protected work containing other poems or musical scores
  - g) an entire entry from an encyclopedia, annotated bibliography, dictionary or similar reference work
7. Copying or communicating multiple short excerpts from the same copyright-protected work, with the intention of copying or communicating substantially the entire work, is prohibited.
8. Copying or communicating that exceeds the limits in this procedure may be referred to the school principal for evaluation. An evaluation of whether the proposed copying or communication is permitted under fair dealing will be made based on all relevant circumstances.
9. Any fee charged by the educational institution for communicating or copying a short excerpt from a copyright-protected work must be intended to cover only the costs of the institution, including overhead costs.

## **Resources**

The Copyright Act: <http://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>

**Definitions – N/A**



# Before You Copy

## Check these Fair Dealing Copying Guidelines

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The Copyright Act allows you to copy sections of copyrighted books, articles and other material without the consent of the copyright owner as long as you copying fairly for **research, private study, criticism, review or news reporting**. This is called *Fair Dealing*.

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### You may copy up to:

10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)

or the following, whichever is greater:

- a) One chapter from a book
  - b) A single article from a periodical (including newspapers, magazines and academic journals)
  - c) An entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works
  - d) An entire single poem or musical score from a copyright-protected work containing other poems or musical scores
  - e) An entire entry from an encyclopedia, annotated bibliography, dictionary or similar reference work
- 

### You may not copy the following:

- a) Any of the following where the publication containing the work does not contain other works: articles, short stories, plays, poems, artistic works (including reproductions), and musical scores. For example, no copy may be made of a play from a publication containing the play but no other work.
- b) Unpublished works.
- c) Proprietary workbooks, work cards, assignment sheets, tests, examination papers and instruction manuals.
- d) Newsletters with restricted circulation intended to be restricted to a fee paying clientele; or business cases which are made available for purchase.

Copying which does not fall within fair dealing and occurs without a license or permission from the copyright owner is against the law and may result in a copyright infringement claim. The School Board is not responsible for copyright infringement by individuals reproducing copyrighted works.

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: November 20, 2012  
Submitted by: Chris Roehrig, Director of Education & Secretary

## INSURANCE RENEWAL Public Session

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### **BACKGROUND INFORMATION:**

The Board's property and liability insurance is currently covered by the Ontario School Boards' Insurance Exchange (OSBIE), which is a reciprocal cooperative established in 1987. Premiums are established annually based on OSBIE's overall experience. OSBIE insures most school boards and several joint ventures in Ontario.

### **DEVELOPMENTS:**

For 2013, based on actuarial estimates, the following rate adjustments are required:

|            |      |
|------------|------|
| Liability  | 0%   |
| Property   | +14% |
| Boiler     | 0%   |
| Crime      | 0%   |
| Automobile | 0%   |

Due to increased claims costs as well as increased reinsurance costs, an increase was required for the base property insurance. Appendix A is a summary which includes a history of OSBIE premiums, as well as the current premiums for our Board.

It should be noted that while premiums appear to be increasing or remaining at a 0% rate adjustment, after taking into account the Board's Exposure Change and Claims Experience adjustments, the actual overall premium charged for 2013 is approximately 5% less than 2012.

In addition to their regular insurance program, OSBIE provides an incentive program to help reduce fees even further.

### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2013 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$199,559, plus PST.

## Brant Haldimand Norfolk Catholic District School Board

## OSBIE INSURANCE

| Insurance Premium Excluding Taxes |                     |                     |                     |                     |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|
| Description                       | 2010                | 2011                | 2012                | 2013                |
| Property                          | \$68,526.00         | \$85,511.00         | \$100,091.00        | 103,083.00          |
| Crime                             | \$5,395.00          | \$5,335.00          | \$5,132.00          | 4,985.00            |
| Boiler and Machinery              | \$3,939.00          | \$3,939.00          | \$3,838.00          | 3,894.00            |
| Liability                         | \$122,791.00        | \$107,608.00        | \$88,156.00         | 75,823.00           |
| Non-Owned Auto                    | \$1,240.00          | \$1,086.00          | \$890.00            | 766.00              |
| Subtotal                          | \$201,891.00        | \$203,479.00        | \$198,107.00        | \$188,551.00        |
| Fleet Automobile                  | \$9,961.00          | \$9,960.00          | \$11,007.70         | 11,008.00           |
| <b>Total Insurance Premium</b>    | <b>\$211,852.00</b> | <b>\$213,439.00</b> | <b>\$209,114.70</b> | <b>\$199,559.00</b> |
| Coverages:                        |                     |                     |                     |                     |
| · Total Property                  | Unlimited           |                     |                     |                     |
| · Crime                           | \$500,000           |                     |                     |                     |
| · Deductible                      | \$10,000            |                     |                     |                     |
| · Boiler and Machinery            | Unlimited           |                     |                     |                     |
| · Auto Limit                      | \$24 million        |                     |                     |                     |
| · Liability                       | \$24 million        |                     |                     |                     |

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

Prepared by: Bill Chopp, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: November 20, 2012  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**EXCURSION – NEW YORK CITY, NEW YORK**  
Public Session

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**BACKGROUND INFORMATION:**

St. John 's College is requesting approval for an excursion to New York City, New York from Thursday, May 16 to Monday, May 20, 2013 (two school days).

**DEVELOPMENTS:**

Approximately thirty-five (35) Grades 11-12 students will be participating in this field trip. Supervising teachers will include Lynne DiStefano and Paula Caltagirone. The anticipated cost of the trip for each student is approximately \$550 - \$650, depending on the number of students.

To complement their art history studies, the students will be visiting the Metropolitan Museum of Art and the Museum of Modern Art, as well as sites of cultural diversity and architectural interest.

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 St. John's College for an excursion to New York City, New York from Thursday, May 16 to Monday, May 20, 2013.

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

Prepared by: Bill Chopp, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: November 20, 2012  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**EXCURSION – NEW YORK CITY, NEW YORK**  
Public Session

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**BACKGROUND INFORMATION:**

Holy Trinity Catholic High School is requesting approval for an excursion to New York City, New York from Thursday, May 16 to Monday, May 20, 2013 (one school day).

**DEVELOPMENTS:**

Approximately forty-five (45) art students will be participating in this field trip. Supervising teachers will include Katie Benoit, Ian FitzGerald and Rosalie MacNeil. The anticipated cost of the trip for each student is approximately \$695.

This trip to New York City will provide the students with the opportunity to see a variety of significant works of art in person. They will learn about hundreds of notable artists and their works from a wide range of time periods at five different museums and galleries. They will also have the opportunity to participate in a workshop at the famous Guggenheim Museum, where they will create their own artwork based on what they learned in the gallery. They will also see how art comes alive through costume and set design while viewing both an off-Broadway and on-Broadway play.

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 Holy Trinity Catholic High School for an excursion to New York City, New York from Thursday, May 16 to Monday, May 20, 2013.

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

Prepared by: Ryan Cattrysse, Student Trustee  
Presented to: Board of Trustees  
Submitted on: November 27, 2012  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### STUDENT TRUSTEE REPORT

Public Session

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#### **BACKGROUND INFORMATION:**

The student senate met on November 20, 2012. Secondary students across the system were very involved in events throughout Anti-Bullying Week (November 18-24, 2012).

#### **DEVELOPMENTS:**

The student senate vetted a draft Administrative Procedure on establishing school clubs and activities and their questions were answered by Superintendent McKinnon. The group continued their discussions regarding a possible winter retreat for all secondary student council members. The group agreed that the event should be held at the beginning of second semester (February 2013). Ideas regarding the content for the day were discussed. The group agreed on a few underlying themes, with a major focus on inclusion and bullying prevention. Staff supervisors from each school will now be contacted to select a possible date, as well to ask for their input regarding the content, facilitation and location of the event.

#### **SCHOOL NEWS:**

The Brant Haldimand Norfolk Catholic District School Board adopted the THINK model as its theme for Anti-Bullying Week, as a means of reminding students to think and to be more cautious and caring when texting and using social media. THINK stands for:

- T** - is it **True**
- H** - is it **Hurtful**
- I** - is it **Illegal**
- N** - is it **Necessary**
- K** - is it **Kind**

This model was adapted from a secondary school in Waterloo and was a hit across our system. Blue elastic bands were distributed to all students to attach to their mobile devices as a reminder to THINK.

Assumption College kicked off Anti- Bullying week with reminders over the announcements each period to compliment those around them and to exemplify the power of words. On Tuesday, skits were performed by dramatic arts students in the cafeteria over the lunch periods to illustrate the effects of bullying. Wednesday, students had the opportunity to come together and participate in free Zumba activities during their lunch hour. Thursday was the school's pink shirt day and the week concluded with a surprise activity, calling the day "Feel Good Friday".

St. John's College used Anti Bullying week to integrate students with physical or learning challenges into their leadership classes. Students helped one another in various joint activities and a video showing highlights of the week's activities was shown on Friday's morning announcements to wrap up the week.

Holy Trinity's Equity and Inclusion Club took the lead on the Anti- Bullying Week events. The club of over 50 students kicked off the campaign early with an assembly the previous week to inform students of the importance of the coming week. On Monday, members of the Club wore T-shirts which highlighted the group's twitter feed: *#HTbandstogether* and distributed the blue reminder bands. Tuesday's focus was on victims of bullying. Every student was given a sticky note to record their experience with bullying. These notes were collected and a display created as a visual reminder of the deep impact that bullying has, which students may not have been as aware of before. Over the course of the week, poems regarding bullies and bystanders were read over the announcements. The week culminated in a unity day where students were encouraged to wear blue shirts to stand together against bullying and a unity banner was unveiled.

**School News:**

Assumption College students held a Battle of the Houses assembly where grades compete for prizes as well as overall points for a grand prize at the end of the year. The semi-formal dance, scheduled for December 1, has for a theme, "rustic home for the holidays".

St. John's College will also hold its semi-formal on December 1 with their theme being the recently-released James Bond film, *Skyfall*. The décor will include red carpet style picture back drops, classic James Bond artefacts, and possibly a James Bond style car. St. John's has also started to plan their Christmas festivities which included the angel campaign to raise money to assist less fortunate students and their families during the Christmas season and even later in the year. Plans are also underway for the school's Christmas Celebration to take place on December 21 which will feature Christmas mass, Christmas dinner, a staff/alumni basketball game, a students' Council holiday assembly, as well as a dance organized by the staff.

Holy Trinity held its annual Coffee House on November 22, 2012, which gives students an opportunity to showcase their musical talent in a relaxed café-style environment. Holy Trinity's Semi-Formal dance is also scheduled for December 1, with Chinese New Year as the theme. Decorations will include paper lanterns, fortune cookies, a colour scheme of red and gold, as well as a Dragon centrepiece in the entranceway. Holy Trinity is also planning their Christmas celebrations with their Giving Tree campaign to assist families in the surrounding community to have a joyful Christmas season. The Titans are also preparing for their Christmas Celebration, which is similar to St. John's event noted above.

**RECOMMENDATION:**

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



**2012-13  
Trustee Meetings and Events**

| <b>Date</b>                                    | <b>Time</b>               | <b>Meeting/Event</b>  | <b>New / Revised</b> |
|--|---------------------------|---|----------------------|
| <b>November 20, 2012</b>                       | <b>7:30 pm</b>            | <b>Committee of the Whole</b>   |                      |
| November 27, 2012                              | 3:30 pm                   | Strategic Planning Committee Mtg.   |                      |
| <b>November 27, 2012</b>                       | <b>7:30 pm</b>            | <b>Board Meeting</b>  |                      |
| December 4, 2012                               | 4:30 pm                   | Faith Advisory Committee Mtg.   | CANCELLED            |
| <b>December 4, 2012</b>                        | 6:30 pm<br><b>7:30 pm</b> | Annual Meeting Mass with Bishop Fabbro<br><b>Annual Board Meeting</b>           |                      |
| December 5, 2012                               | 9:00 am                   | Executive Council Mtg.  |                      |
| December 6, 2012                               | 7:00 pm                   | Brant County ARC – Meeting 2  |                      |
| <b>December 11, 2012</b>                       | <b>7:30 pm</b>            | <b>Board Meeting</b>  |                      |
| December 12, 2012                              | 7:00 pm                   | SEAC Meeting  |                      |
| December 13, 2012                              | 6:30 pm                   | Joint SEAC Meeting @ GEDSB  | NEW                  |
| <i>December 24, 2012 -<br/>January 4, 2013</i> |                           | <i>CHRISTMAS BREAK</i>  |                      |
| January 9, 2013                                | 7:00 pm                   | SEAC Meeting  |                      |
| January 15, 2013                               | 9:00 am                   | Executive Council Mtg.  |                      |
| January 16, 2013                               | <i>RESERVED</i>           | <i>Generic Board Committees Meeting Day</i>                                     |                      |
| January 18-19, 2013                            |                           | OCSTA PD Seminar  |                      |
| <b>January 22, 2013</b>                        | <b>7:30 pm</b>            | <b>Committee of the Whole</b>   |                      |
| <b>January 29, 2013</b>                        | <b>7:30 pm</b>            | <b>Board Meeting</b>  |                      |
| February 12, 2013                              | 9:00 am                   | Executive Council Mtg.  |                      |
| February 13, 2013                              | <i>RESERVED</i>           | <i>Generic Board Committees Meeting Day</i>                                     |                      |
| February 13, 2013                              | 7:00 pm                   | SEAC Meeting  |                      |
| <b>February 19, 2013</b>                       | <b>7:30 pm</b>            | <b>Committee of the Whole</b>   |                      |
| February 26, 2013                              | 1:00 pm                   | STSBHN Governance Mtg.  |                      |
| <b>February 26, 2013</b>                       | <b>7:30 pm</b>            | <b>Board Meeting</b>  |                      |
| February 27, 2013                              | 1:30 pm                   | Catholicity Committee   |                      |
| March 5, 2013                                  | 9:00 am                   | Executive Council Mtg.  |                      |
| <i>March 11 – 15, 2013</i>                     |                           | <i>MARCH BREAK</i>  |                      |
| March 19, 2013                                 | 1:30 pm                   | Faith Advisory Committee Mtg.   |                      |
| <b>March 19, 2013</b>                          | <b>7:30 pm</b>            | <b>Committee of the Whole</b>   |                      |
| March 20, 2013                                 | 7:00 pm                   | SEAC Meeting  |                      |
| <b>March 26, 2013</b>                          | <b>7:30 pm</b>            | <b>Board Meeting</b>  |                      |
| March 27, 2013                                 | <i>RESERVED</i>           | <i>Generic Board Committees Meeting Day</i>                                     |                      |
| April 9, 2013                                  | 9:00 am                   | Executive Council Mtg.  |                      |
| April 10, 2013                                 | 7:00 pm                   | SEAC Meeting  |                      |
| <b>April 16, 2013</b>                          | <b>7:30 pm</b>            | <b>Committee of the Whole</b>   |                      |
| <b>April 23, 2013</b>                          | <b>7:30 pm</b>            | <b>Board Meeting</b>  |                      |
| April 24, 2013                                 | <i>RESERVED</i>           | <i>Generic Board Committees Meeting Day</i>                                     |                      |
| May 1 – 3, 2013                                |                           | Board Art Show  |                      |
| May 2 - 4, 2013                                |                           | OCSTA AGM   |                      |
| <i>May 5 – 10, 2013</i>                        |                           | <i>Catholic Education Week</i>  |                      |
| May 7, 2013                                    | 6:00 pm<br>6:30 pm        | Celebration of the Arts – art viewing<br>Celebration of the Arts - performances |                      |
| May 9, 2013                                    | 5:00 pm                   | Catholic Student Leadership Awards; with Bishop Bergie                          |                      |
| May 14, 2013                                   | 9:00 am                   | Executive Council Mtg.  |                      |
| May 15, 2013                                   | 7:00 pm                   | SEAC Meeting  |                      |
| <b>May 21, 2013</b>                            | <b>7:30 pm</b>            | <b>Committee of the Whole</b>   |                      |
| May 22, 2013                                   | <i>RESERVED</i>           | <i>Generic Board Committees Meeting Day</i>                                     |                      |
| May 22, 2013                                   | 1:30 pm                   | Catholicity Committee Meeting   |                      |
| May 28, 2013                                   | 1:00 pm                   | STSBHN Governance Mtg.  |                      |
| May 28, 2013                                   | 1:30 pm                   | Faith Advisory Committee Mtg.   |                      |
| <b>May 28, 2013</b>                            | <b>7:30 pm</b>            | <b>Board Meeting</b>  |                      |
| June 6-8, 2013                                 |                           | CCSTA Convention  |                      |
| June 11, 2013                                  | 9:00 am                   | Executive Council Mtg.  |                      |

| <b>Date</b>          | <b>Time</b>     | <b>Meeting/Event</b>                        | <b>New / Revised</b> |
|----------------------|-----------------|---|----------------------|
| June 12, 2013        | <i>RESERVED</i> | <i>Generic Board Committees Meeting Day</i> |                      |
| June 12, 2013        | 7:00 pm         | SEAC Meeting                                |                      |
| <b>June 18, 2013</b> | <b>7:30 pm</b>  | <b>Committee of the Whole</b>               |                      |
| <b>June 25, 2013</b> | <b>7:30 pm</b>  | <b>Board Meeting</b>                        |                      |
| June 27, 2013        | 4:45 pm         | Assumption College Graduation               |                      |
| June 27, 2013        | 6:30 pm         | Holy Trinity Graduation                     |                      |
| June 27, 2013        | 7:00 pm         | St. John's College Graduation               |                      |

- Add SAL Committee dates