



Board Meeting
Tuesday, December 11, 2012 ♦ 7:30 p.m.
Boardroom

Members:

Trustees:

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

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)

1. Opening Business

- 1.1 Opening Prayer – June Szeman
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Declaration of Interest

2. Presentations

The Board will recognize Laurel Campbell, Grade 11 student at Assumption College School, for her winning design of the 2012 Board Christmas card.

The Board will recognize Cliff Casey, Chair of the Board, 2010-2012.

3. Delegations - Nil

4. Consent Agenda

- 4.1 Approval of Minutes from the Board Meeting of November 27, 2012 Pages 3-6
- 4.2 Approval of Minutes from the Annual Board Meeting of December 4, 2012 Pages 7-8
- 4.3 Unapproved Minutes from the Special Education Advisory Committee meeting of November 14, 2012 Pages 9-10

5. Committee and Staff Reports

- 5.1 21st Century Teaching and Learning Project Pages 11-17
Presenter: Leslie Telfer, Superintendent of Education



- 5.2** Financial Statements – Year Ended August 31, 2012 (TO BE DISTRIBUTED)
Presenter: Rick Petrella, Chair, Audit Committee
- 5.3** Faith Animator Pages 18-19
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 5.4** Parent and Family Literacy Centres (PFLCs) Pages 20-21
Presenter: Leslie Telfer, Superintendent of Education
- 5.5** Strategic Plan – Draft Initiatives and Goals Pages 22-25
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 6. Information and Correspondence**
- 6.1** OCSTA Update
- 7. Notices of Motion**
- 8. Trustee Inquiries**
- 8.1** Board Meetings Start Time
- 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 26-27
- 12. Closing Prayer**
- Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board, and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. Amen*
- 13. Adjournment**



Board Meeting
Tuesday, November 27, 2012 7:30 pm
Boardroom

Trustees:

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

Absent: Dan Dignard

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)

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: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the November 27, 2012 meeting.

Carried

1.4 Declaration of Interest – Nil

2. Presentations

Trustee McKinnon extended the Board's congratulations to Leanne Kellam, Educational Assistant at Jean Vanier School, recipient of the 2012 *Champion of Inclusion Award*. This award is presented annually to an educator who "lives, breathes and implements" inclusive education.

Superintendent Telfer extended the Board's congratulations to Karen MacDonald, Early Childhood Educator at St. Bernard School, recipient of the annual *Making Every Kid Matter ECE Award (Brant)*. This award recognizes enthusiasm, passion, dedication and commitment to the emotional, physical and spiritual wellbeing of each and every child.

3. Delegations – Nil



4. Consent Agenda

- 4.1** THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the October 23, 2012 meeting.

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 November 20, 2012

Vice Chair Szeman reviewed the reports of the November 20, 2012 Committee of the Whole meeting and brought forward the following recommendations for approval:

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

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.

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.

THAT the Committee of the Whole refers the Copyright-Protected Works (Interim) Policy 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 the 2013 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$199,559, plus PST.

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.

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.



As a follow-up to the Board Improvement Plan for Student Achievement 2012-2015 report presented at the November Committee of the Whole meeting, Director Roehrig and Superintendent Telfer responded to several questions posed by Trustee Blake.

Moved by: June Szeman
Seconded by: Rick Petrella

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

Carried

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

Carried

5.2 Student Trustee Report

Student Trustee Cattrysse highlighted the various anti-bullying week activities held at each secondary school from November 18-24, 2012. He also updated trustees on recent and upcoming events which include semi-formal dances, Battle of the Houses competitions and Coffee Houses, and upcoming Christmas celebrations and fundraising efforts in support of local families over the Christmas season.

Moved by: Bonnie McKinnon
Seconded by: Rick Petrella

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

Carried

6. Information and Correspondence

Chair Casey congratulated the Assumption College School Lions Football team who had just completed the Western Bowl high school football final game at the Roger Centre in Toronto. Although they were defeated by W.F. Herman of Windsor by a score of 36-22, they played an excellent game.

Moved by: June Szeman
Seconded by: Bonnie McKinnon

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

Carried

7. Notices of Motion - Nil

8. Trustee Inquiries

Trustee Szeman inquired if the Board was represented at a recent Brant Historical Society reception. An update will be provided to trustees once the information is gathered.

Trustee Blake inquired if travel accident insurance coverage through OSBIE is similar to the optional purchase plan offered through the Ontario Catholic School Trustees' Association. This will be investigated and reported back to trustees, including clarification as to whether or not trustees can opt out of the OCSTA plan.



Trustee Blake received confirmation that, as noted in the Board by-laws, committee meeting agendas are available to non-committee member trustees upon request to the committee chair.

The current eLearning enrolment number will be communicated to trustees, as requested by Trustee Blake.

Trustee Blake requested that trustees be copied on the response from Norfolk County regarding crossing guards, when received.

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

Chair Casey and Vice Chair Szeman declared a conflict of interest in item 3.2 of the in-camera session and left the room. They did not take part in the consideration or discussion of, or vote on any question with relation to this item.

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: June Szeman

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of November 27, 2012.

Carried



**Annual Board Meeting
Tuesday, December 4, 2012 ♦ 7:30 p.m.
Norfolk Room**

Members: Trustees:

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

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)

1. Call to Order

1.1 Opening Prayer

The meeting opened with prayer, led by Director Roehrig.

1.2 Attendance and Welcome

Director Roehrig welcomed trustees, senior administrators and guests.

2. Routine Matters

2.1 Approval of Agenda

Moved by: June Szeman

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the
Annual Meeting of the Board of December 4, 2012.

Carried

2.2 Declaration of Interest - Nil

3. Appointment of Scrutineers

Director Roehrig appointed Superintendents of Education Bill Chopp and Leslie Telfer as Scrutineers for
the nomination and election of the Chair and Vice Chair of the Board.

4. Nomination and Election of Chair

Director Roehrig requested that ballots for the nomination of the Chair of the Board be distributed. Trustee
Szeman was nominated and agreed to let her name stand. Director Roehrig declared trustee Szeman
acclaimed to the position of Chair of the Board.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board destroys all ballots in the nomination and
election of Chair of the Board.

Carried



5. Nomination and Election of Vice Chair

Newly elected Chair Szeman assumed the Chair and requested that ballots for the nomination of the Vice Chair be distributed. Trustee Petrella was nominated and agreed to let his name stand. Chair Szeman declared Trustee Petrella acclaimed to the position of Vice Chair of the Board.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board destroys all ballots in the nomination and election of Vice Chair of the Board.

Carried

6. Appointment of Board Auditor

Chair Szeman presented staff's recommendation that the Board continue to use the services of Millard, Rouse & Rosebrugh, Chartered Accountants, as auditors.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the appointment of Millard, Rouse & Rosebrugh, Chartered Accountants, as auditors for the year ending August 31, 2013.

Carried

7. Address by the Chair of the Board

Chair Szeman thanked trustees for their support and confidence placed in her as the Board continues its efforts in providing excellence in education in a Catholic learning environment while moving the system forward in the areas of leadership development, 21st century learning, eLearning, and improved student achievement. She expressed appreciation to all employees for working together to ensure an education system that we can all be proud of and looks forward to the implementation of new initiatives, the completion of capital projects, and implementation of the Early Learning Program in all schools. She noted the challenges the Board faces resulting from decreased enrolment including the recent merging of school communities, and future accommodation review decisions that will need to be made. Despite other challenges including current labour unrest, implementation of the terms of recent Ministry legislation, and possible future Board amalgamations, Chair Szeman expressed faith and confidence that trustees and senior administrators will continue to work together for the betterment of our Catholic school system.

8. Adjournment

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Annual meeting of December 4, 2012.

Carried



SPECIAL EDUCATION ADVISORY COMMITTEE

Wednesday, November 14, 2012 ♦ 7:00 p.m.

- Present:** Dianne Wdowczyk (Chair), Bill Chopp, Catherine Custodio, Krista Emmerson, Jill Esposito, Carmen McDermid, Bonnie McKinnon, Barb Mitchell, Leanne Ryan, Heather Shisler, Teresa Westergaard-Hager
- Guests:** Sarah Robertson, John Silvestri, Dave Szuty
- Regrets:** Colleen Demarest, Paul Sanderson, Terre Slaght, Susan Yates
- Absent:** Cathy Pearson, Nancy Smith, Lisa Stockmans
-

1. Opening Prayer

Carmen McDermid opened the meeting the video, "A Pittance of Time" and prayer.

2. Welcome and Introductions

Dianne Wdowczyk welcomed committee members and guests to the meeting.

3. Approval of the Minutes –October 10, 2012

Moved by: Barb Mitchell

Seconded by: Carmen McDermid

THAT the SEAC Committee approves the minutes from the October 10, 2012 meeting.

Carried

4. Approval of Agenda

Moved by: Bonnie McKinnon

Seconded by: Jill Esposito

THAT the SEAC Committee approves the agenda for the November 14, 2012 meeting.

Carried

5. Presentations

5.1. Reading Upgrade

John Silvestri, Special Education Resource Teacher, and Dave Szuty, e-Learning Student Achievement Consultant, presented the "Reading Upgrade" software program to the committee. The program has been running for six years. The intent of the program is to help students who show early signs of literacy challenges as an intervention program. The program is aimed at students in Grades 3-6. John and Dave gave an overview of the delivery model and outlined the success rates of those students who have accessed the program. A question and answer session was held after the presentation.

5.2. Brant CAS & Haldimand-Norfolk CAS

Catherine Custodio, Supervisor of Child Welfare, Haldimand-Norfolk Children's Aid Society, Jill Esposito, Director of Services, Brant Children's Aid Society and Sarah Robertson, Manager, Brant Children's Aid Society presented an overview of the two agencies. The presentation included details on the agency mandate, the work the agency does in cooperation with school boards and other community groups, as well as the role of the school-based CAS workers.



6. Community Agency Updates

Dianne Wdowczyk, Woodview, noted a fundraising event being held at the Dunsdon Legion on November 18, 2012.

7. Correspondence

A letter from the Near North District School Board regarding the future discontinuation of Special Services at Home funding was distributed.

8. Reports

8.1. Special Education System Lead

8.1.1. Selective Mutism Presentation to SERTs

Carmen McDermid spoke of an in-service that was provided to all special education resources teachers and other agencies and professionals that focused on Selective Mutism, a medically-diagnosed condition. We currently have six students in our system who have been diagnosed, with additional students who may receive this diagnosis. Resource books were purchased for each school and a fact sheet was developed to help inform school staff of this diagnosis.

8.2. Superintendent of Education

8.2.1. Staffing Update

Bill Chopp reported that Jennifer Bergsma has been hired as a system Special Education Resource Teacher.

Bill also noted that the Educational Assistant Allocation Committee has been meeting monthly.

8.2.2. Joint SEAC Meeting – December 13, 2012

The Grand Erie District School Board will be hosting a joint meeting with our SEAC on December 13, 2012. The focus will be mental health and addiction nurses. The BHNCDSDB regularly scheduled SEAC meeting (December 12, 2012) will not be held.

9. Business for Next Meeting - NIL

10. Closing Remarks/Adjournment

The meeting adjourned at 9:05 p.m.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Leslie Telfer, Superintendent of Education
Presented to: Board of Trustees
Submitted on: December 11, 2012
Submitted by: Chris N. Roehrig, Director of Education & Secretary

21ST CENTURY TEACHING AND LEARNING PROJECT

Public Session

BACKGROUND INFORMATION:

The goal of the 21st Century Teaching and Learning project, established by the District Student Achievement Team (DSAT) prior to phase one, was as follows: We will use Information Communication Technology (ICT) to enhance teacher practice and student engagement to improve student achievement in the SMART goals in the Board Improvement Plan to meet the needs of the 21st Century learner, specifically in primary literacy.

Phase one of the 21st Century Teaching and Learning Project was initiated in the fall of 2010. Technology upgrades included a netbook for each teacher, infrastructure upgrades to provide wireless network access, and LCD projectors for each primary classroom. To support and enhance student achievement, teachers were also provided with Destination Reading Software, which is aligned to The Ontario Curriculum Grades 1-8 Language expectations and the Nelson Literacy Program framework that has been implemented in all Grades 1–8 across the Board. Training was provided by support staff for primary teachers and principals of the seven pilot schools.

Phase two of the project (2011-12) involved the 25 elementary schools and teachers of Grades 1, 2 and 3 not included in the 2010-11 pilot project. The technology, infrastructure and program upgrades remained unchanged from phase one. (Kindergarten and FSL teachers will also receive a netbook. The training session has been scheduled for January 2013.)

Phase three of the 21st Century Teaching and Learning Project technology plan was initiated in November, 2012. The overall goal of the project, established by the District Student Achievement Team (DSAT) prior to phase one, remains the same, but the focus of program support has been aligned with the Board Improvement Plan Student Achievement SMART goals in the area of junior and intermediate mathematics. The third phase of the project includes all elementary schools and teachers of Grades 4 to 8, kindergarten and French as a Second Language (FSL). Technology upgrades include a netbook for each teacher. Infrastructure upgrades to provide wireless network access was provided in phase one and phase two of the project. To support and enhance student achievement, teachers will attend two full-day in-service sessions supported by our IT consultant, Student Achievement System Math teachers, and an external educational consultant. Support for Kindergarten teachers and FSL teachers will be specific to their program requirements.

DEVELOPMENTS:

The focus of the initial in-service sessions, which were held during the month of November, focused on the following teacher learning goal and success criteria:

Learning Goal:

I can select effective tools to enhance my implementation of any part of the three-part mathematics lesson, to enhance student engagement, to improve student achievement, and to model/promote the development of 21st Century Learning skills.

Success Criteria:

- I can name and explain each part of the three-part math lesson;
- I use a variety of electronic resources such as ActivInspire, Geometer's Sketchpad, CLIPS, GIZMOs, etc., to enhance the quality of my lessons and engagement of my learners;
- I can create effective three-part lessons, using technology and digital resources made available to me by the Board, to enhance the quality of my lessons and engagement of my learners; and
- through my daily activities, I model and promote the development of 21st Century Learning skills with my students.

As of December 4, 2012, all teachers in Grades 1 to 8 have received a Netbook and initial training.

Teacher Survey data has been collected at the initial November Care and Feeding Session to determine each teacher's comfort level using technology for instruction in mathematics. Questions specific to how teachers are currently using the technology are also embedded in the survey and the results are provided in Appendix A.

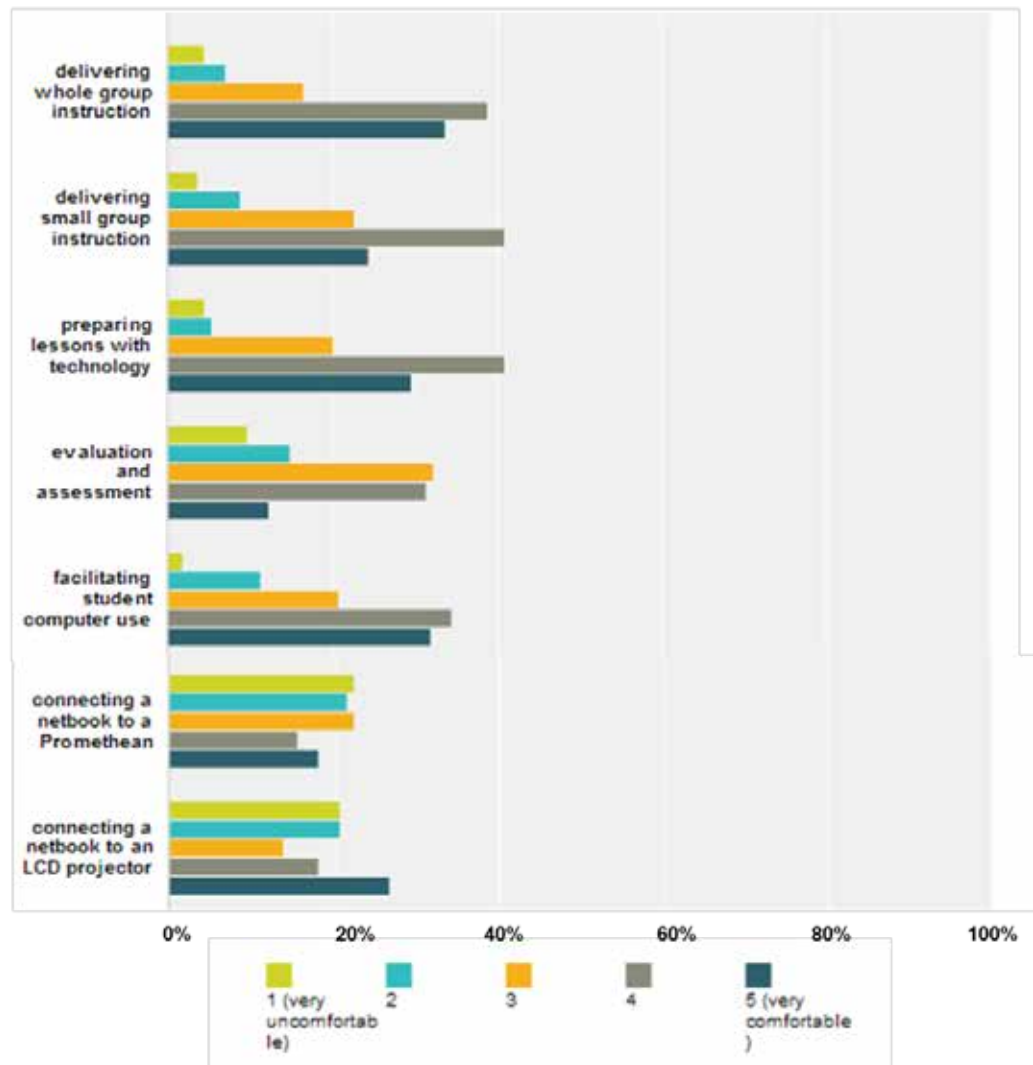
The initial data indicates that approximately 60% of teachers are somewhat comfortable or comfortable using technology for basic instruction, accessing digital resources on the network and embedding technology into the three-part lesson in mathematics. Teachers have less comfort and experience using electronic resources to enhance their instruction in mathematics, specifically in the components of the three-part lesson. The second inservice session will address the gaps identified in the baseline survey.

A second teacher survey and a student survey will be distributed in early June 2013 to help inform the focus of impact on instructional practice and student engagement.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the 21st Century Teaching and Learning Project report.

Please rate your personal comfort with using technology for the following tasks (with 1 being very uncomfortable and 5 being very comfortable)

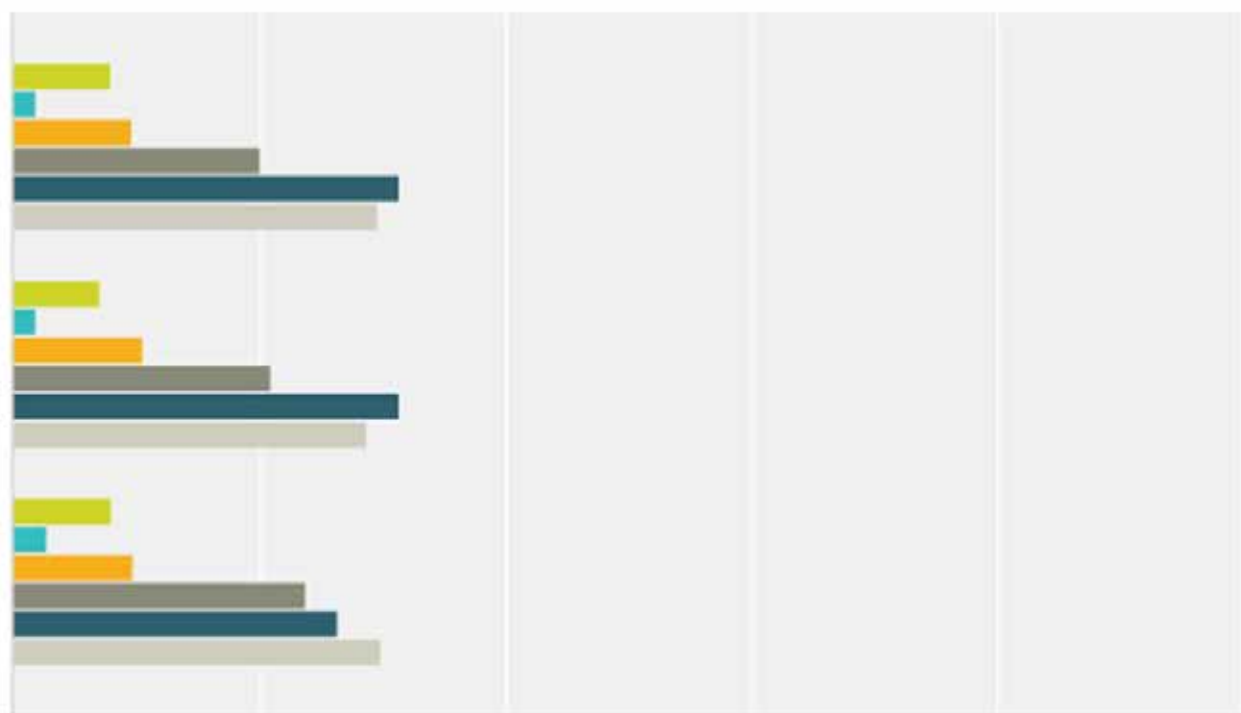


Learning Goal #1: I can name and explain each part of the three part math lesson. Please rate your comfort with the following tasks, with 1 being very uncomfortable and 5 being very comfortable.

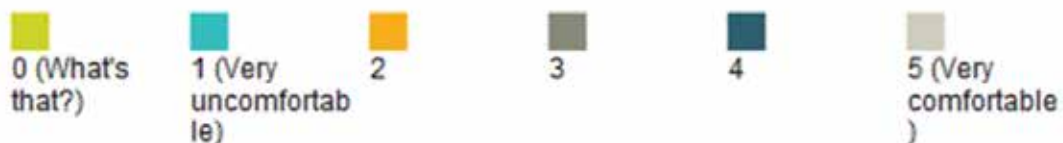
Naming and explaining the 'Minds-On' component of the three part lesson

Naming and explaining the 'Action' component of the three part lesson

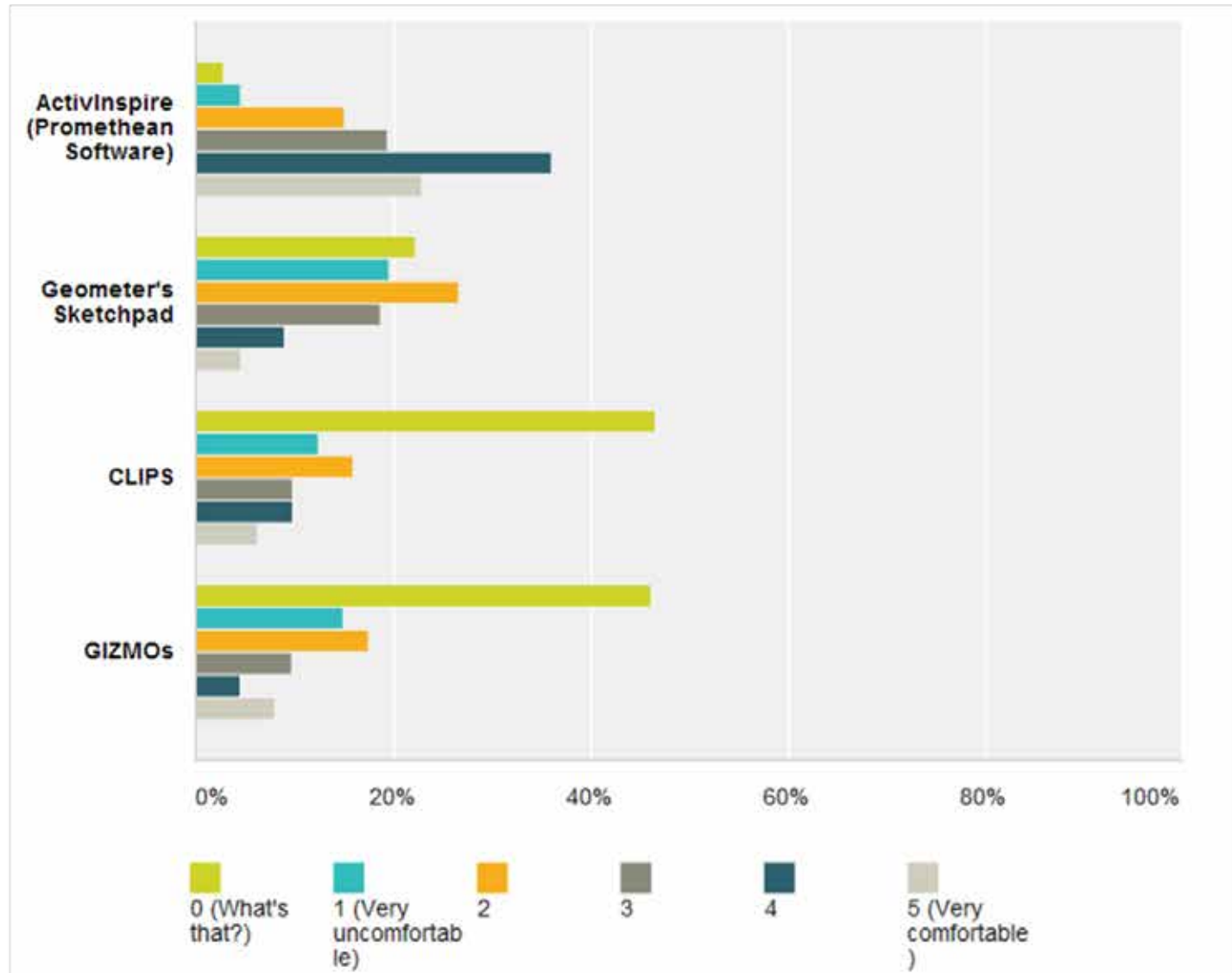
Naming and explaining the 'Consolidation' component of the three part lesson



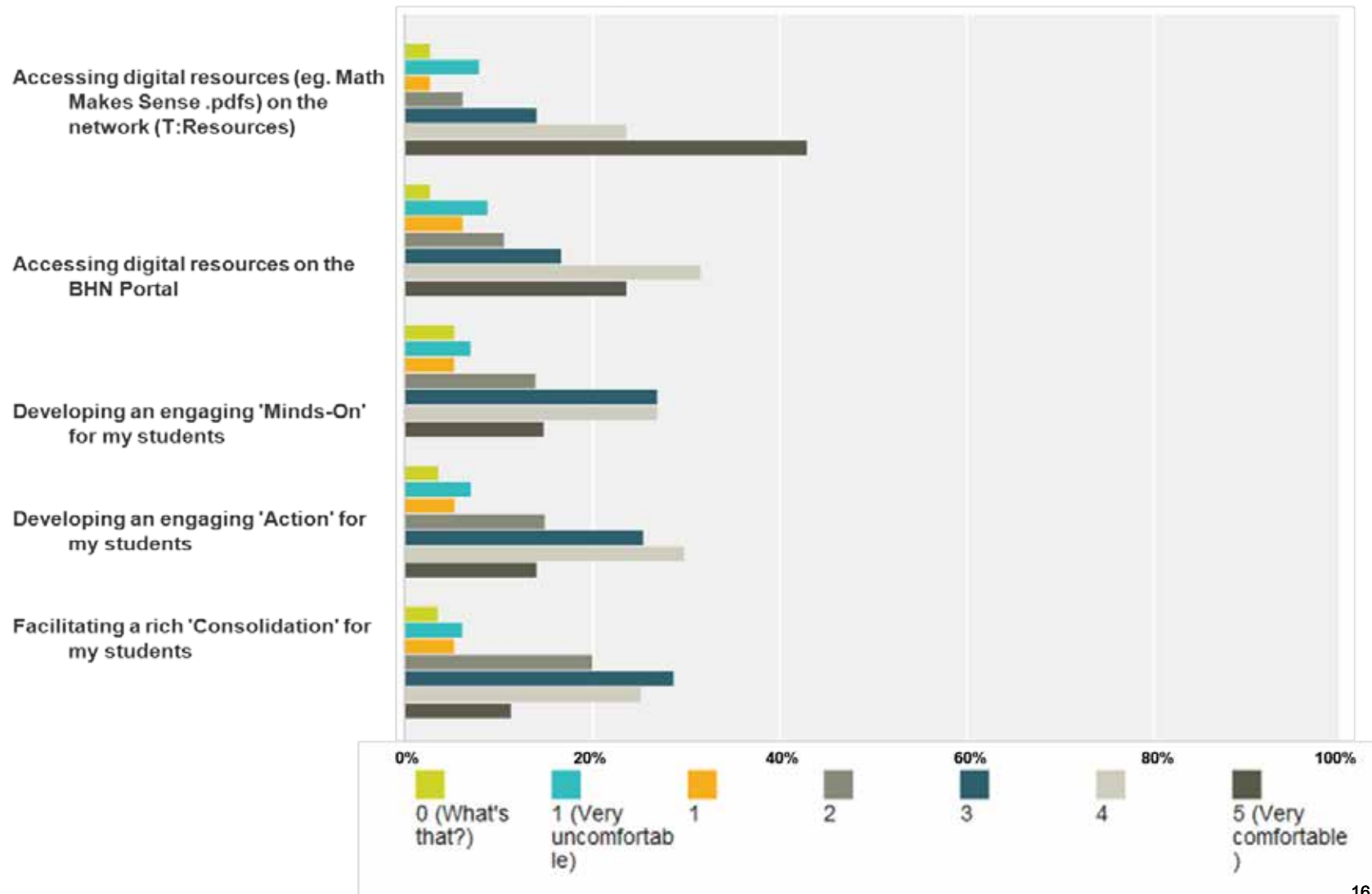
0% 20% 40% 60% 80% 100%



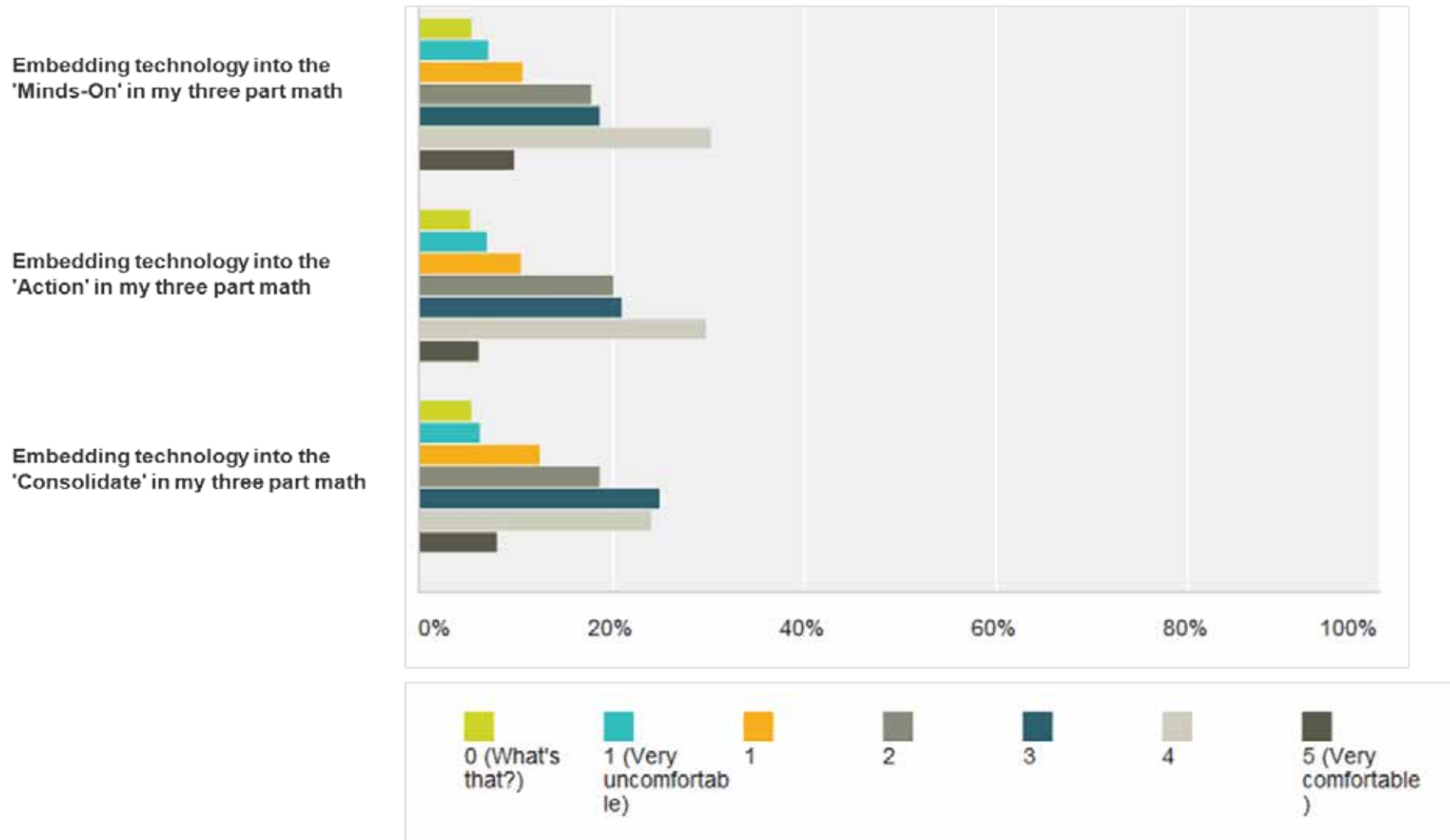
Learning Goal #2: I use a variety of electronic resources to enhance the quality of my lessons and engagement of my learners.



Learning Goal #3: I can create effective 3 part lessons, using technology and digital resources made available to me by the Board, to enhance the quality of my lessons and engagement of my learners.



Learning Goal #3: Continued ...



REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: The Board of Trustees
Submitted: December 11th, 2012
Submitted by: Chris N. Roehrig, Director of Education & Secretary

FAITH ANIMATOR

Public Session

BACKGROUND INFORMATION:

The Board endorsed a plan to hire a part-time Faith Animator for the 2012-13 school year that would allow a transition to a full-time Faith Animator being hired for 2013-14.

DEVELOPMENTS:

The Director of Education is proud to announce that Paul Tratnyek has agreed to act as the Board's Faith Animator between January 1, 2013 and June 30, 2013.

Mr. Tratnyek has a wide variety of experiences that lend themselves to the role including:

- Master of Divinity - St. Peter's Seminary - University of Western Ontario
- Master of Arts - Liturgy - University of Notre Dame, South Bend, Indiana
- Served 6 years on the National Council for Liturgy (Canadian Conference of Catholic Bishops)
- Member of the Catholic Book of Worship III selection committee
- Training in the Spiritual Components of Group Life through the Institute for Communal Life, Ignatius College, Guelph
- Member of CLC (Christian Life Community) - rooted in Ignatian spirituality, for 21 years
- High School Chaplain for 12 years
- Elementary Principal - 1.5 years
- Secondary Vice Principal - 8.5 years
- Supervisory Officer - 3 years with responsibilities for faith formation, aboriginal portfolio, secondary schools, student success
- 2 years as Chair of the OCSOA Catholic Leadership and Faith Development Committee
- taught in Ghana, West Africa - 6 months - volunteer
- Recent peace and justice pilgrimage to Palestine and Israel (July 2012) with Fr. Bob Holmes who is with CPT (Christian Peacemaker Teams)
- Participation in conferences at the Centre for Action and Contemplation in Albuquerque, New Mexico

The Faith Animator will be responsible for developing and implementing the initial stages of the Faith Formation aspects of the impending strategic plan of the Board, as well as developing and implementing the initial operational plans to support the strategic plan. Among the initiatives we will be exploring are:

- Faith formation regimes that integrates into the Academic Administrators' Council and various leadership development programs.
- Faith formation activities for academic staff to support their faith journey and to improve their ability to lead faith-based activities in their schools.
- Leadership symposia for students and staff.
- Pastoral plans developed and implemented annually at all secondary schools.
- Faith Ambassador programs for all schools.

Planning between the Director of Education, the Religion and Family Life Consultant and Mr. Tratnyek have begun in advance of the start date.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Faith Animator report.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Leslie Telfer, Superintendent of Education
Presented to: Board of Trustees
Submitted on: December 11, 2012
Submitted by: Chris N. Roehrig, Director of Education & Secretary

PARENT AND FAMILY LITERACY CENTRES (PFLCs)

Public Session

BACKGROUND INFORMATION:

The Ministry has provided funding for the creation of Parent and Family Literacy Centres (PFLCs). The Ministry identified and approved two sites from our Board: Christ the King School and Jean Vanier Catholic Elementary School.

PFLCs are school-based programs for parents and children of preschool age. The program offers play-based learning activities that focus on the optimal development of the child and early acquisition of literacy and numeracy. The main goals of PFLCs are:

- to provide optimal child development through positive parent-child interaction;
- to offer a family literacy program that develops early literacy and numeracy, which provides the foundation for early learning;
- to increase parents' knowledge, involvement and comfort level with schools;
- to help children transition more easily to kindergarten by encouraging collaboration between Centre staff and Kindergarten teachers;
- to support the Ministry of Education's key priorities for high levels of student achievement and reduced gaps in student achievement; and
- to facilitate early identification of children with special needs.

All PFLCs are located in elementary schools and staff are hired, trained, directly supervised by, and accountable to the school board. There is a common delivery model that is aligned with the Ontario Kindergarten program and designed to facilitate a successful transition to Kindergarten. The programs are free-of-charge, ensuring universal access by all families. PFLCs only operate when schools are in session.

DEVELOPMENTS:

We have hired a full time PFLC Coordinator to oversee the four PFLC sites and supervise the Parent Facilitators who will be hired to run the PFLC programs. The PFLC Coordinator must have a diploma in Early Childhood Education, be registered with the Ontario College of Early Childhood Educators, have several years of experience working with pre-school age children, as well as supervisory and leadership experience in an early childhood setting and/or education environment. The coordinator will be based out of the Grand Erie District School Board, but will work with both school boards. The Early Childhood Educators (ECEs) hired as Parent Facilitators will also report to the Principal of the school where the PFLC is located and will be part of the staff at that school. The Parent Facilitator is a part-time position. They will work Monday through Friday, four hours per day.

Our current plan is to have our PFLC sites resourced and ready to receive families by February, 2013. The Principals of the proposed sites have been informed and information on PFLCs has been shared.

The Ministry has developed communication materials to support the PFLC sites. The PFLC Coordinator will assume her role on December 17, 2012 and will work with the Manager of Communications from both boards on the development of a consistent communications plan.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the report on Parent and Family Literacy Centres (PFLCs).

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Chris N. Roehrig, Director of Education & Secretary

Presented to: Board of Trustees

Submitted on: December 11, 2012

Submitted by: Chris N. Roehrig, Director of Education & Secretary

STRATEGIC PLAN DRAFT INITIATIVES AND GOALS

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. At the November 27, 2012 meeting, the Board approved the themes and foci that will be part of the 2012-2015 Strategic Plan.

DEVELOPMENTS:

The Strategic Planning Committee reviewed a series of draft initiatives and targets that correspond to each theme and pillar of the 2012-2015 strategic plan. The initiatives and targets are still considered draft.

CATHOLICITY

GOAL	INITIATIVES
<p>Improve the capacity of our Catholic community to lead faith-based activities in our school system.</p>	<ul style="list-style-type: none"> • Plan and implement a faith formation regime that integrates into the Academic Administrators' Council, and various leadership development programs. • Plan and implement a faith formation regime for teachers to support their faith journey and to improve their ability to lead faith-based activities in their schools. (Three stages – core group of 30 teachers for training in years one and two – year three move out into schools.) • Leadership symposia (continuum of symposia or faith formation experiences Grades 7-12). • Pastoral plans developed and implemented annually in all secondary schools.
<p>Ensure that the Religion and Family Life Program is given the highest priority in our schools.</p>	<ul style="list-style-type: none"> • Emphasis on key learnings project • Assessment and Evaluation (A&E) guidelines to be developed to support the Religion and Family Life Program (R&FL). • Staff training on the effective use of the A&E guidelines. • Develop digital resources for teachers to use in the R&FL Program from the Catholic Curriculum Corporation (CCC) and Development & Peace. Incorporate the Desire 2 Learn (D2L) platform to support resource access and parent engagement. • Create and implement a multi-year training plan to support resources for the R&FL Program. • Form a Secondary Religion and Family Life Advisory Committee that will report to the Catholic Education Advisory Committee

	(CEAC) and make recommendations to the Director of Education regarding activities that can support the goals of this plan. Emphasis on the Grade 9 program
Improve the relationship between our schools and our parishes.	<ul style="list-style-type: none"> • Establish a liaison between the Catholic Regional Parent Involvement Committee and the School Parish Relations Focus Group and CEAC. Parent engagement projects. • Coordination of Pre-JK programs for families through early learning. • Coordination of confirmation project Grades 7-12.

STUDENT ACHIEVEMENT

GOALS	INITIATIVES
Increase levels of student achievement for junior division students in the area of mathematics.	<ul style="list-style-type: none"> • Grades 4-6 Collaborative Inquiry Learning-Math (CIL-M) project integrated with network organization. • Grades 4-8 netbook deployment with an emphasis on three-part lessons in Mathematics. • Family of Schools' Collaborative Learning Inquiry-Principal (CIL-P) ~ principal-led professional development (half-day Literacy and half-day Mathematics). • School Improvement Planning: schools set Mathematics achievement goals by division based on student learning needs. Schools may attend to some or all of the following: <ul style="list-style-type: none"> ✓ Three-part lesson design ✓ The assessment framework (learning goals, co-constructed success criteria, student self-assessment and descriptive feedback) ✓ Inquiry-based learning ✓ Learning skills development (e.g. Self-regulation) ✓ Rich tasks (clustering expectations, authentic talk, rubrics) ✓ Effective questioning (open and parallel) ✓ Use of manipulatives ✓ Math-talk learning communities ✓ Process expectations
Increase levels of student achievement for intermediate division students in the area of mathematics.	<ul style="list-style-type: none"> • Grades 7-8 Collaborative Inquiry Learning-Math (CIL-M) project integrated with network organization. • Four elementary schools will be involved in CIL-M pilot (2012); increase involvement of school to 2015. • Grade 9 Mathematics Coaching project. • School Improvement Planning Schools set Mathematics achievement goals by division based on student learning needs.
Increase levels of student achievement for secondary school students in the area of literacy.	<ul style="list-style-type: none"> • Secondary: Collaborative Inquiry Learning-Literacy (CIL-L) - Student Achievement Teams will participate in collaborative inquiry to support literacy learning needs of students in Grades 9 and 10 Applied Level courses. <ul style="list-style-type: none"> ✓ The assessment framework ✓ Collaborative Inquiry ✓ Assessment moderation ✓ Common Assessments (OCA) ✓ Teaching/learning best practice • Special Education Student Self-Advocacy – Learning Disability Advocacy – secondary students

LEADERSHIP

GOALS	INITIATIVES
Increase the ability to be instructional leaders to improve student achievement.	<ul style="list-style-type: none"> • Family of Schools: Collaborative Learning Inquiry-Principals (CIL-P) ~ principal-led professional development (half-day Literacy and half-day Mathematics): <ul style="list-style-type: none"> ✓ netbooks (Destination Reading) ✓ literacy best practices, ✓ assessment moderation, demonstration videos, LNS ✓ assessment framework, ✓ Assessing Achievement in Alternate Areas (A4) ✓ CIL professional learning cycle • School Improvement Planning: linking Board mission, Board Improvement Plan Student Achievement (BIPSA) and School Improvement Plan (SIP) to staff development .
Improve the skills and knowledge of our leaders in relation to personal leadership resources.	<ul style="list-style-type: none"> • Professional learning program to support the development of Personal Leadership Resources: Cognitive Resources (i.e., problem solving), Social Resources (i.e., perceive and manage emotions), Psychological Resources (i.e., optimism and resiliency). • Principal and vice-principal mentoring project. • Training program through Academic Administrators' Council (AAC) meetings (i.e., cognitive coaching resource). • Teacher Leadership Programs (Introduction to Teacher Leadership and Aspiring Catholic Leaders) - Internship programs to develop future school administrators
Improve the ability to be human resources and labour relations leaders.	<ul style="list-style-type: none"> • Leadership in Human Resources Certificate Course (Recruitment and Selection of Employees, Performance Management, Managing in a Union Environment and Health and Safety). • The formation and implementation of a performance management professional learning community for principals and vice-principals.

COMMUNICATIONS

GOALS	INITIATIVES
Provide timely, appropriately-delivered and relevant information to our Catholic community.	<ul style="list-style-type: none"> • Create localized solutions for our school communities to fulfill 'local' needs by analysing data collected through paper surveys, online survey, polls and dialogue. • Incorporate 'on-line subscription' feature for Board and school information. • Plan and implement a web-based interface project to support communication with parents (Moodle, D2L). • Develop a social media playbook (that is supported by the social media policy) to guide online best practices for all staff.
Build trusting relationships with our community members.	<ul style="list-style-type: none"> • Develop and implement projects that support two-way communication with our Catholic community (i.e., 'Ask a question' button added to the online version of a newsletter.) • Tell our story and demonstrate our success. Include the use of testimonials so that the Catholic community has the opportunity to 'share their story'. • Elementary School Website project

	<ul style="list-style-type: none"> • Increase the use of video as a communication tool.
<p>Demonstrate honest, successful collaboration.</p>	<ul style="list-style-type: none"> • Execute public participation events where the collective voice is shared and has a positive impact. • Provide our Catholic community (partners, parents, parent council members, etc.) with the opportunity to participate in online discussions. Community members who cannot attend an event/session in person will still have the opportunity to participate. • Increase the use of online surveys and polls for school and system initiatives. Note: provide paper versions, if required.

Over the next six weeks, staff will develop the first draft of the strategic plan including targets and metrics. The goal is to have the first draft completed in time for the January Board Meeting.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Plan - Draft Initiatives and Goals report.



2012-13
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
December 11, 2012	7:30 pm	Board Meeting	
December 12, 2012	7:00 pm	SEAC Meeting	CANCELLED
December 13, 2012	6:30 pm	Joint SEAC Meeting @ GEDSB	
<i>December 24, 2012 - January 4, 2013</i>		<i>CHRISTMAS BREAK</i>	
January 9, 2013	7:00 pm	SEAC Meeting	
January 14, 2013	7:00 pm	Budget Committee Meeting	NEW
January 15, 2013	9:00 am	Executive Council Mtg.	CANCELLED
January 17, 2013	evening		NEW
January 16, 2013	<i>RESERVED</i>	<i>Generic Board Committees Meeting Day</i>	
January 18-19, 2013		OCSTA PD Seminar	
January 22, 2013	7:30 pm	Committee of the Whole	
January 29, 2013	7:30 pm	Board Meeting	
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	
February 19, 2013	7:30 pm	Committee of the Whole	
February 26, 2013	1:00 pm	STSBHN Governance Mtg.	
February 26, 2013	7:30 pm	Board Meeting	
February 27, 2013	1:30 pm	Catholicity Committee	CANCELLED
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.	CANCELLED
March 19, 2013	7:30 pm	Committee of the Whole	
March 20, 2013	7:00 pm	SEAC Meeting	
March 26, 2013	7:30 pm	Board Meeting	
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	
April 16, 2013	7:30 pm	Committee of the Whole	
April 23, 2013	7:30 pm	Board Meeting	
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	Celebration of the Arts – art viewing	
	6:30 pm	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.	CANCELLED
May 15, 2013	3:00 pm		NEW
May 15, 2013	7:00 pm	SEAC Meeting	
May 21, 2013	7:30 pm	Committee of the Whole	
May 22, 2013	<i>RESERVED</i>	<i>Generic Board Committees Meeting Day</i>	
May 22, 2013	1:30 pm	Catholicity Committee Meeting	CANCELLED
May 28, 2013	1:00 pm	STSBHN Governance Mtg.	
May 28, 2013	1:30 pm	Faith Advisory Committee Mtg.	CANCELLED
May 28, 2013	7:30 pm	Board Meeting	
June 6-8, 2013		CCSTA Convention	
June 11, 2013	9:00 am	Executive Council Mtg.	CANCELLED
June 13, 2013	2:00 pm		NEW
June 12, 2013	<i>RESERVED</i>	<i>Generic Board Committees Meeting Day</i>	
June 12, 2013	7:00 pm	SEAC Meeting	
June 18, 2013	7:30 pm	Committee of the Whole	
June 25, 2013	7:30 pm	Board Meeting	

Date	Time	Meeting/Event	New / Revised
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	

Note: Catholic Education Advisory Committee meetings to be scheduled