



**Board Meeting**  
**Tuesday, September 24, 2013 ♦ 7:00 p.m.**  
**Boardroom**

**Members: Trustees:**

June Szeman (Chair), Rick Petrella (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Georgia Athanasiou (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**

\* Memorial Statement for Nolan Young, Student, St. Stephen's, Cayuga

**1.2 Attendance**

**1.3 Approval of the Agenda**

**1.4 Declaration of Interest**

**2. Presentations - Nil**

**3. Delegations - Nil**

**4. Consent Agenda**

**4.1 Approval of Board Meeting Minutes – June 25, 2013** Pages 3-11

**4.2 Approval of the Special Meeting of the Board Minutes – July 23, 2013** Pages 12-13

**4.3 Approval of the Special Meeting of the Board Minutes – August 19, 2013** Pages 14-15

**4.4 Approval of the Special Meeting of the Board Minutes – August 28, 2013** Pages 16-19

**5. Committee and Staff Reports**

**5.1 St. Anthony Daniel School Closure – Brant County Schools Accommodations Review** Pages 20-23  
Presenter: Chris N. Roehrig, Director of Education & Secretary



- 5.2** Unapproved Minutes and Recommendation from the Committee of the Whole Meeting – September 17, 2013 Pages 24-27  
Presenter: Rick Petrella, Vice Chair of the Board
- Excursion – Italy (pgs. 28)
- 5.3** Automated Meeting Management System Page 29  
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 5.4** Student Trustee Report Page 30  
Presenter: Georgia Athanasiou, Student Trustee
- 6. Statutory Public Meeting – Education Development Charges (EDC)**  
Facilitated by: Jack Ammendolia, Associate Director, Watson & Associates Economists Ltd.
- 6.1** EDC Policy Review Public Meeting
- Delegations and Open Question Period
- 6.2** EDC Successor By-Law Public Meeting
- Delegations and Open Question Period
- 7. Information and Correspondence**
- 8. Notices of Motion**
- 9. Trustee Inquiries**
- 9.1** Elementary Enrolment and School Organizations
- 10. 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.
- 11. Report on the In-Camera Session**
- 12. Future Meetings and Events** Pages 31-32
- 13. 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***
- 14. Adjournment**
-



**Board Meeting**  
**Tuesday, June 25, 2013 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

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

---

**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with a prayer led by June Szeman.

**1.2 Attendance** – As noted above. Chair Szeman introduced and welcomed the 2013-14 Student Trustee, Georgia Athanasiou, who is currently a Grade 11 student at Assumption College School.

**1.3 Approval of the Agenda**

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the June 25, 2013 meeting.

**Carried**

**1.4 Declaration of Interest** – Chair Szeman and Trustees Casey and Dignard declared conflicts of interest regarding the 2013-14 Salaries and Benefits Budget, noted in Item 5.1, due to the nature of the employment of their children with the Board.

**2. Presentations**

Director Roehrig introduced Ron Calabrese, teacher and staff member responsible for the Students' Council at Assumption College School. Mr. Calabrese gave a visual presentation on a unique activity he conducted at a recent Catholic Student Leadership Symposium where students used mathematics terminology to express their faith.

Chair Szeman offered the Board's congratulations to Celina DeCarolis, a Grade 12 student at Holy Trinity Catholic Secondary School, who earned a gold medal in Senior Girls' Long Jump at the OFSAA Track and Field championships recently held in Oshawa.



**3. Delegations – Nil**

**4. Consent Agenda**

**4.1** THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the May 28, 2013 meeting.

**4.2** THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the Special Meeting of the Board of June 18, 2013.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

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 June 18, 2013**

Vice Chair Petrella reviewed the highlights of the business of the June 18, 2013 Committee of the Whole meeting, starting with the 2013-14 Budget. He commented that, overall, the Board's total revenue will decrease by approximately \$1.7 million, and that the operational, salary and benefits, and capital portions of the budget have been adjusted accordingly. The Budget Committee is presenting a balanced 2013-14 budget in the amount of \$120,107,085.

Chair Szeman and Trustees Casey and Dignard had declared conflicts of interest with respect to the following recommendation and abstained from any discussion or vote on this item. Vice Chair Petrella assume the Chair for the vote on the following recommendation:

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the 2013-14 Salaries and Benefits Budget, in the amount of \$89,921,810, to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

Chair Szeman resumed the Chair and presented the remaining budget recommendations for approval:

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Committee of the Whole refers the 2013-14 Operations Budget, in the amount of \$28,343,118, to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

THAT the Committee of the Whole refers the 2013-14 Capital Budget, in the amount of \$1,842,157, to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



Vice Chair Petrella reviewed the remaining business of the June 18, 2013 Committee of the Whole meeting and presented the following recommendations for approval:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the statement that there is not an operating surplus available in the non-classroom portion of the budget that can be applied to reduce growth-related net education land costs.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the statement that there have been no opportunities to implement alternative accommodation arrangements.

THAT the Committee of the Whole refers the Special Education Services Department Annual Report 2012-13 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:

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD (THE "Board")

- A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the "Act"), the Board considers it necessary to borrow the amount of up to Seven Million, Three Hundred Thousand Dollars (\$7,300,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on January 1, 2010 and ending on August 31, 2014 (the "Period").
- B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.
- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

RESOLVED THAT:

1. The Chair or Vice Chair and the Treasurer are authorized on behalf of the Board to borrow from time to time by way of promissory note, or overdraft, or bankers' acceptance from Canadian Imperial Bank of Commerce ("CIBC") authorized for borrowing purposes in accordance with Section 243 of the Act, a sum or sums not exceeding in the aggregate Seven Million, Three Hundred Thousand Dollars (\$7,300,000) to meet, until current revenue is collected, the current expenditures of the Board for the Period (including the amounts required for the purposes mentioned in Subsection 243(1) and 243(2) of the Act), and to give to CIBC promissory notes or bankers' acceptances, as the case may be, sealed with the corporate seal of the



- Board and signed by any two of the Chair or Vice Chair and the Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC;
2. The interest charged on all sums borrowed pursuant to this Resolution plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;
  3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received in respect of the current revenues of the Board;
  4. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenue already collected.

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

A BY-LAW authorizing the Brant Haldimand Norfolk Catholic District School Board (the "Board") to borrow money pursuant to the provisions of section 247 of the Education Act (the "Act") for the raising of funds to finance certain permanent improvements as more particularly described in this By-Law.

WHEREAS:

- A. The Board has authorized the permanent improvements as detailed in Schedule "A" attached to this By-Law;
- B. The Board wishes to apply to the Canadian Imperial Bank of Commerce ("CIBC") for a capital loan for the purpose of financing the permanent improvements;
- C. The total cost of the projects is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

THEREFORE, BE IT RESOLVED as follows:

1. The Secretary and the Treasurer of the Board are authorized for and on behalf of the Board to borrow \$719,887 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
2. The Secretary and the Treasurer of the Board are authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to this By-Law.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School and St. John's College for an excursion to Greece from Thursday, March 6 to Friday, March 14, 2014.



Moved by: Rick Petrella  
Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School receives the unapproved minutes of the Committee of the Whole meeting of June 18, 2013.

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School approves the recommendations of the Committee of the Whole meeting of June 18, 2013.

**Carried**

## **5.2 Staff Response to Public Input into the Accommodation Review in Brant County**

Director Roehrig presented the staff's response to the various points raised during the Accommodation Review in Brant County public input session of May 28, 2013. In his comments, Director Roehrig gave an update on population growth projections as provided by the County of Brant and City of Brantford, noted that only one of the six referenced housing developments applies to the accommodation review area, and responded to each of the three alternate recommendations that were proposed. Superintendent Grice confirmed Trustee Casey's observation that Watson & Associates had provided updated data to their 2010 Demographics and Enrolment Trends Report in September 2011, so the Accommodation Review Committee used the most current information in their analyses. Trustee inquiries regarding the school boundary for Valley Estates in Mount Pleasant, as well as transportation time for students being bused from Scotland to Burford were addressed.

Moved by: Dan Dignard  
Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Staff Response to Public Input into the Accommodation Review in Brant County report.

**Carried**

## **5.3 Strategic Plan 2012-2015 Status Report**

Director Roehrig provided a 'snapshot status' report on the first year of the 2012-2015 Strategic Plan in the areas of Catholicity, Student Achievement, Leadership and Communications and distributed examples of various initiatives that have taken place over recent months. Discussion regarding the leadership development initiatives, as well as collaborative inquiry for building teaching capacity took place. Superintendent Telfer presented a video which highlighted the work done in the area of student achievement across the system during 2012-13.

Moved by: Rick Petrella  
Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Plan 2012-2015 Status Report.

**Carried**



#### **5.4 Student Trustee Report**

Student Trustee Cattrysse reported that the Student Senate had completed their work for the 2012-13 school year. He also reported on year-end activities held at all three secondary schools including year-end assemblies, graduate retreats and staff appreciation events. Student Trustee Cattrysse expressed his sincerest appreciation for the opportunity to serve as Student Trustee and for the positive learning experiences of the past year. He commended trustees for their genuine interest in seeing all students succeed and for their ongoing efforts in keeping the Catholic faith alive in our schools.

Chair Szeman expressed the Board's appreciation of Student Trustee Cattrysse's involvement with and commitment to the Board throughout the school year and presented him with a letter of commendation.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

**Carried**

#### **6. Information and Correspondence**

Chair Szeman circulated two pieces of correspondence: 1) a letter from Nancy Whynot, Director, Capital Programs Branch of the Ministry of Education in response to the Board's letter dated May 21, 2013 regarding additional funding for accessibility-related building renovations; and 2) a letter from the Chair of the Board for the London District Catholic School Board to Minister Sandals regarding the government's disregard of the rights of school boards.

Chair Szeman distributed copies of the 2013 Young Authors Awards book and congratulated the five students from the Brant Haldimand Norfolk Catholic District School Board who had their writings published in this annual provincial publication sponsored by the Ontario English Catholic Teachers Association.

Trustee Casey presented his memorandum to the Board on the subject of compulsory financial literacy courses. He commented that in his opinion, a more concerted effort needs to be placed on teaching specific financial literacy skills to both elementary and secondary students in order to help students become more money wise. Director Roehrig will gather data regarding curriculum expectations and will report his findings in September.

Moved by: Dan Dignard

Seconded by: Rick Petrella

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

**Carried**



**7. Notices of Motion**

- 7.1** Vice Chair Petrella presented the Notice of Motion that he made at the May 28, 2013 Board meeting, as follows:

THAT Administration investigates the feasibility and cost of obtaining an electronic voting system for Brant Haldimand Norfolk Catholic District School Board meetings.

The motion was seconded by Trustee Blake. Vice Chair Petrella re-iterated that this request is to investigate an automated system for handling tasks related to Board and committee meetings, and the potential costs, and to bring this information to the board for further discussion in September 2013.

Moved by: Rick Petrella  
Seconded by: Dennis Blake

**CARRIED.**

- 7.2** Vice Chair Petrella presented the Notice of Motion that he made at the May 28, 2013 Board meeting, as follows:

THAT Administration provides a report to trustees outlining all costs spent to date in accommodating the closure of St. Mary as an elementary school and moving students to Holy Cross. This report will include, but is not limited to:

1. All costs associated with moving school contents and students;
2. All costs associated with building repair/modification for Holy Cross to accommodate capacity increase and move;
3. Variance in transportation costs for students being bussed to Holy Cross;
4. Any costs related to accommodating the over capacity at Holy Cross;
5. Any costs related to staff and professional development to accommodate the increase in students or any transitional type of requirements; and
6. Any other cost that may have been incurred by the Board as a result of the move.

This report will be presented to trustees in public session no later than the September 17, 2013 Committee of the Whole meeting.

The motion was seconded by Trustee Casey. Vice Chair Petrella commented that this request is to validate that the Board did in fact save money in closing St. Mary School and moving students to Holy Cross School. Costs associated with re-allocating the building as an Alternative Learning Centre should also be reviewed. Trustee Casey confirmed that it is good to revisit these types of decisions. Trustee Dignard suggested it would be helpful to look beyond the first year and included estimated savings for the next several years.

Moved by: Rick Petrella  
Seconded by: Cliff Casey

**Carried**



- 7.3** Trustee Dignard presented the Notice of Motion that he made at the May 28, 2013 Board meeting, as follows:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Trustees' Code of Conduct 100.04 as presented at the April 23, 2013 Policy Committee meeting.

The motion was seconded by Trustee McKinnon. Trustee Dignard commented that the proposed revised Trustees' Code of Conduct, as presented at the April 23, 2013 Policy Committee meeting, goes a long way towards having a Code of Conduct that is in line with revised legislation. He added that a lot of effort and time went into developing this Code and by continually deferring the decision, the Board has wasted valuable resources. Trustee McKinnon agreed that this discussion has gone on much too long. Trustee Blake, Chair of the Policy Committee, advised that the proposed Trustees' Code of Conduct was defeated at the April meeting. Vice Chair Petrella agreed that the decision was defeated, not deferred, and that it would not be raised again until after the 2014 municipal elections.

Moved by: Dan Dignard  
Seconded by: Bonnie McKinnon

**DEFEATED**

- 7.4** Trustee Blake presented the following Notice of Motion:

THAT all trustee expenses be itemized and posted on the Board website monthly.

The motion was seconded by Vice Chair Petrella. Trustee Blake commented that his concern is that of transparency and that by publishing itemized expenses by trustee on the Board website, the public would be able to see that trustees are being frugal. Discussion ensued regarding possible expense categories, reporting cumulatively rather than individually, as well as the timing and frequency of postings. Concern was expressed that the information would be subject to individual interpretation. Trustee Casey commented that Ministry regulation states that reporting is required once per year.

Trustee Petrella proposed an amendment to the Notice of Motion, as follows:

THAT all trustee expenses be itemized and posted on the Board website annually.

The amended motion was seconded by Trustee Blake. Trustee Blake requested a recorded vote on the amended motion.

Moved by: Rick Petrella  
Seconded by: Dennis Blake

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

**DEFEATED**



Trustee Blake requested a recorded vote on the original motion:

THAT all trustee expenses be itemized and posted on the Board website monthly.

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

**DEFEATED**

**8. Trustee Inquiries**

Trustees Dignard and McKinnon commented on the Grade 8 graduations they had attended at Blessed Sacrament School and Notre Dame School (Caledonia), respectively.

Trustee Blake commented that in the absence of the Chair's presence at a school or community event, that the trustee from that district should be asked to represent the Board at the event. Chair Szeman confirmed that this was the case when Vice Chair Petrella attended the recent St. Bernard Commemorative Ceremony in her absence.

**9. Business In-Camera**

Moved by: Dan Dignard

Seconded by: Rick Petrella

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

**Carried**

**10. Report on the In-Camera Session**

Moved by: Rick Petrella

Seconded by: 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: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of June 25, 2013.

**Carried**



**Special Meeting of the Board  
Tuesday, July 23, 2013 ♦ 3:00 p.m.  
Trustees' Meeting Room**

**Trustees:**

**Present:** Rick Petrella (Vice Chair), Dennis Blake, Cliff Casey, Bonnie McKinnon

**Via Teleconference:** June Szeman (Chair), Dan Dignard

**Absent:**

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Bill Chopp and Jamie McKinnon  
(Superintendents of Education)

Paula Dunn (Resource to the Board)

---

**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by June Szeman.

**1.2 Attendance** – as noted above.

**1.3 Approval of the Agenda**

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Special Meeting of the Board of July 23, 2013.

**Carried**

**1.4 Declaration of Interest** - Nil

**2. Committee and Staff Reports** - Nil

**3. Business In-Camera**

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

**Carried**



**4. Report on the In-Camera Session**

Chair Szeman and Trustees Casey and Dignard declared conflicts of interest in Item 2.2 of the in-camera session.

Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

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

**Carried**

**5. Adjournment**

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of July 23, 2013.

**Carried**



**Special Meeting of the Board  
Monday, August 19, 2013 ♦ 1:00 p.m.  
Boardroom**

**Trustees:**

**Present:** June Szeman (Chair), Rick Petrella (Vice Chair), Dennis Blake, Bonnie McKinnon

**Absent:** Cliff Casey, 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 prayer led by Trustee Blake. Chair Szeman declared her intention to vote on all motions of the August 19, 2013 Special Meeting of the Board. Chair Szeman expressed the Board's appreciation to senior administration and Paula Dunn, Human Resources Manager, for their work on the labour relations front during their summer vacation time.

**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 Special Meeting of the Board of August 19, 2013.

**Carried**

**1.4 Declaration of Interest - Nil**

**2. Committee and Staff Reports – Nil**

**3. 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 of the Special Meeting of the Board.

**Carried**



**4. Report on the In-Camera Session**

Chair Szeman declared a conflict of interest in Item 2.2 of the in-camera session and left the meeting during the discussion of 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 of the Special Meeting of the Board.

**Carried**

**5. Adjournment**

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of August 19, 2013.

**Carried**



**Special Meeting of the Board  
Wednesday, August 28, 2013 ♦ 3:00 p.m.  
Boardroom**

**Trustees:**

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

**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)

---

**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Trustee Dignard.

**1.2 Attendance** – as noted above.

**1.3 Approval of the Agenda**

Chair Szeman added two items to the agenda: Item 5 – Information and Correspondence, and Item 6 – Trustee Inquiries.

Moved by: Dennis Blake

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Special Meeting of the Board of August 28, 2013, as amended.

**Carried**

**1.4 Declaration of Interest - Nil**

**2. Committee and Staff Reports – Nil**

**3. Business In-Camera**

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

**Carried**



#### 4. Report on the In-Camera Session

Chair Szeman and Trustee Casey declared conflicts of interest in Item 2.1 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: Dennis Blake

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

**Carried**

Moved by: Dan Dignard

Seconded by: Denis Blake

WHEREAS the Deputy Minister of Education issued a memo to Directors of Education, Supervisory Officers and Secretary-Treasurers of School Authorities dated August 8, 2013 (the "Memo");

AND WHEREAS the Memo states that as a condition of receiving certain funds, school boards are required to forward, through the Director of Education, an executed Statement of Attestation (see Schedule B of the Memo);

AND WHEREAS the Statement of Attestation requires the Board to attach resolutions regarding the appending of Memoranda of Understanding to local collective agreements;

BE IT RESOLVED that:

1. In consideration of the receipt of funding from the Ontario Government (as noted in a letter received by the Board dated August 12, 2013 from the Assistant Deputy Minister) which is conditional on the appending of Memoranda of Understanding to local agreements, the following provisions of the updated Memorandum of Understanding, dated May 17, 2013, between the Minister of Education and OECTA (hereinafter "OECTA MOU #2") are hereby appended in principle to the 2012-2014 Collective Agreements (the "Collective Agreements") between the Ontario English Catholic Teachers Association ("OECTA") Elementary, Secondary and Occasional Teacher Units and the Brant Haldimand Norfolk Catholic District School Board (the "Board"):
  - Maternity Benefits;
  - Voluntary Unpaid Leaves of Absence Program; for All Bargaining units
  - Unpaid Days and Offsetting Measures for Teacher Bargaining units
  - Sick Leave/Short term Sick Leave and Disability Plan; and
2. The Board agrees to discuss implementation issues related to the OECTA MOU #2 with the local OECTA bargaining units, and authorizes staff to commence said discussions.
3. In the event of a conflict or inconsistency between any obligation of the Board under the collective agreement, and any of the appended provisions of the OECTA MOU #2, the appended provision or provisions shall prevail.



4. When appending the above-referenced provisions of the OECTA MOU#2, the Board does not wave or prejudicially affect any denominational right or privilege, nor does it wave or prejudicially affect any non-denominational aspect necessary to deliver the denominational elements of education guaranteed by section 93 of the Constitution Act, 1867 (together "Denominational Rights"). In the event of a conflict or inconsistency between any obligation of the Board under the collective agreement and any Denominational Right, the Denominational Right shall prevail.

**Carried**

The following motion from the August 19, 2013 In-Camera Special Meeting of the Board was read into public session:

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT in order to prevent the Brant Haldimand Norfolk Catholic District School Board from entering into a deficit position, the Brant Haldimand Norfolk Catholic District School Board appends the OSSTF MOU to the Educational Support Staff, Plant Support Staff and Early Childhood Educator collective agreements and authorizes staff to begin bargaining with local OSSTF units as required in the MOU.

**Carried**

**5. Information and Correspondence**

- 5.1 Director Roehrig advised Trustees that some changes have been made to Superintendent portfolio responsibilities and distributed a copy of the 2013-14 Senior Administration Roles and Responsibilities chart.
- 5.2 Superintendent Grice provided an update on St. Pius X School and advised that the occupancy license has been received, and that facilities and school staff have been busy preparing the new building to welcome students next week. Director Roehrig announced that the school's Official Opening and Blessing, presided by Bishop Crosby, has been scheduled for May 21, 2014.
- 5.3 Director Roehrig informed Trustees of a Policy Committee meeting scheduled for October 9, 2013 at 4:00 p.m.
- 5.4 Director Roehrig spoke about a proposed retreat for trustees at Ignatius Centre in Guelph. Possible dates will be communicated.
- 5.5 Chair Szeman requested that any remaining feedback regarding the Director's appraisal be forwarded to her as soon as possible.

**6. Trustee Inquiries**

- 6.1 Trustee Blake requested a copy of the Education Development Charges background study. Superintendent Grice advised that the research report should be final by the end of the week and that a copy will be sent to trustees.



**7. Adjournment**

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of August 28, 2013.

**Carried**

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

Prepared by: Chris Roehrig, Director of Education & Secretary  
Presented to: Board of Trustees  
Submitted on: September 24, 2013  
Submitted by: Chris Roehrig, Director of Education & Secretary

### ST. ANTHONY DANIEL SCHOOL CLOSURE BRANT COUNTY SCHOOLS ACCOMMODATION REVIEW Public Session

---

---

#### **BACKGROUND INFORMATION:**

At the September 25, 2012 Board meeting, trustees approved a recommendation to initiate an Accommodation Review process for Blessed Sacrament, Holy Family, Sacred Heart, St. Anthony Daniel and St. Theresa schools in Brant County. An Accommodation Review Committee (ARC), which included parents, principals, teachers, non-teaching staff and parish representatives from all five schools, was fully constituted on November 13, 2012. The mandate of the ARC was to review the current situation (including declining enrolment) at Blessed Sacrament, Holy Family, Sacred Heart, St. Anthony Daniel and St. Theresa schools and to develop an accommodation option that would ensure suitable and equitable learning environments for all students, while consistently being aware of best education practices. This report outlines the recommendation of the Accommodation Review Committee – Brant County Schools and details the work completed by the ARC and Board staff throughout the entire process.

In October 2006, the Ministry of Education issued the *Pupil Accommodation Review Guidelines*, which outline procedures to follow when school closures are being considered. The Guidelines were revised by the Ministry and issued again in June 2009. In accordance with the new guidelines, the Board revised its Pupil Accommodation Review Policy and Procedures to include Terms of Reference that described the ARC's mandate, as well as a School Information Profile. The revised Pupil Accommodation Review Policy and Procedures were approved by the Board of Trustees on May 24, 2011. The Pupil Accommodation Review Procedure states that a group of schools facing challenges in providing a suitable and equitable range of learning opportunities for students may be considered for an Accommodation Review. In a report to the Brant Haldimand Norfolk Catholic District School Board from Watson and Associates Inc., dated September 15, 2011, regarding *Demographic and Enrolment Trends 2011 to 2025*, Watson & Associates identified that the Brant County (less Brantford / Southwest Paris) review area was experiencing a decline in elementary enrolment. This decline was supported by demographic information, which highlighted declining elementary student yield per household. In addition, Watson & Associates indicated that there was very little development projected for this review area over the 15-year forecasted period.

Over the course of three working group meetings (located at both the Catholic Education Centre and the schools under review), four public meetings, a school presentation, community input discussions, as well as countless hours spent reviewing background information, the ARC developed a total of four possible accommodation options. The four options were subsequently refined and two viable options were presented at Public Meeting #3 on January 30, 2013. Both options involved the closure of St. Anthony Daniel School in Scotland.

Options upon closure of St. Anthony Daniel School included:

- A) Move all students to Blessed Sacrament School.
- B) Move some students to Blessed Sacrament School and move some students to St. Theresa School. (The logical separation was for students east of Highway 24 to attend St. Theresa School, which also coincided with safe bussing practices.)

The Committee voted on the options presented and approved the following recommendation, which was presented to the public on February 21, 2013 and submitted to the Director of Education on February 26, 2013:

1. THAT the Brant Haldimand Norfolk Catholic District School Board approves the closure of St. Anthony Daniel School on June 30, 2014.
2. THAT the Brant Haldimand Norfolk Catholic District School Board approves the transfer of all St. Anthony Daniel students to Blessed Sacrament School beginning September 1, 2014.

As a result of the Accommodation Committee Report to the Director of Education and per Policy 400.16 Section 8.1, staff reviewed the recommendations of the Accommodation Review Committee and prepared a Staff Report to the Board.

The Staff Report included as appendices the Accommodation Review Committee's Accommodation Report and recommendations, the information package provided to the Committee, minutes of the Accommodation Review Committee meetings and any material received by the Committee or the Board from the public. The recommendation included in this report was to consolidate and / or close one or more of the schools. The report and recommendations were presented to the Board in public session on April 23, 2013.

A Board meeting was held for public input on May 28, 2013 and one member of the public made a presentation to trustees. On June 25, 2013, a staff follow-up report, in response to the public input presentation, was made to the Board.

### **DEVELOPMENTS:**

Brant County has been experiencing a decline in enrolment for the last number of years and it is expected that the decline will continue for the next few years before enrolment stabilizes. The Early Learning Kindergarten Program (ELKP) generated some additional enrolment and the Program is currently in Year 4 of a five-year implementation. With the exception of Sacred Heart School in Paris, all schools in Brant County will continue to be under-utilized, which indicates inefficient use of facilities and school organizations.

Current enrolment projections for schools in Brant County are provided in the following chart:

## Brant County Schools Enrolment Projections & Utilization Rates Including Implementation of Early Learning Program

(Based upon the Watson & Associates Demographic and Enrolment Trends Report, September 2011)

Program		2012-13 Actual	2012-13 Watson	2013-14 Watson	2016-17 Watson	2021-22 Watson	2025-26 Watson
Blessed Sacrament	Total Enrolment:	117	132	124	106	100	102
OTG 227	Utilization:	0.51	0.58	0.55	0.47	0.44	0.45
Holy Family	Total Enrolment:	150	146	146	143	163	177
OTG 158	Utilization:	0.95	0.92	0.92	0.92	1.03	1.12
Sacred Heart	Total Enrolment:	241	235	254	305	379	432
OTG 408	Utilization:	0.59	0.58	0.62	0.75	0.93	1.06
St. Anthony Daniel	Total Enrolment:	96	85	79	71	71	75
OTG 158	Utilization	0.61	0.54	0.50	0.45	0.45	0.48
St. Theresa	Total Enrolment:	139	143	139	129	106	104
OTG 201	Utilization:	0.69	0.71	0.69	0.64	0.53	0.52

OTG - On the Ground School Capacity

Staff supports the Accommodation Review Committee recommendations as are written in the School Accommodation Report submitted February 26, 2013.

1. THAT the Brant Haldimand Norfolk Catholic District School Board approves the closure of St. Anthony Daniel School on June 30, 2014.
2. THAT the Brant Haldimand Norfolk Catholic District School Board approves the transfer of all St. Anthony Daniel Students to Blessed Sacrament School beginning September 1, 2014.

Implementing both recommendations would result in an enrolment and utilization rate for Blessed Sacrament School inclusive of the students from St. Anthony Daniel School as follows:

Program		2012-13 Actual	2012-13 Watson	2013-14 Watson	2016-17 Watson	2021-22 Watson	2025-26 Watson
Blessed Sacrament	Total Enrolment:	117	132	124	177	171	177
OTG 227	Utilization:	0.51	0.58	0.55	0.78	0.75	0.78

OTG - On the Ground School Capacity

Currently, Blessed Sacrament School enrolment is at 58% of capacity and will fall to 44% of capacity within ten years. Likewise, the enrolment at St. Anthony Daniel is at 54% of capacity and will fall to 45% of capacity within ten years. By transferring the St. Anthony Daniel School students to Blessed Sacrament School, the utilization at Blessed Sacrament School will be greater than 75% of capacity for the foreseeable future and will have excess capacity in the building should enrolment increase further. Combined, Blessed Sacrament will be able to provide for more optimal use of space and staff, and will allow for better learning opportunities and programming for these students.

The Board has met all of the requirements of Policy 400.16 and the Ministry of Education Pupil Accommodation Review Guidelines.

Should the Board approve the consolidation of St. Anthony Daniel and Blessed Sacrament schools, Policy 400.16 requires that a School Integration Process be implemented. This process of integration should be accomplished in consultation with parents and staff. The Director, or designate, must establish an Integration Committee immediately following the final decision to close a school. The Integration Committee will plan for and implement the positive integration of students and staff affected by the consolidation into their new school environment. The Chair of the Board will appoint one trustee as the Chair of the Integration Committee and a Superintendent of Education will function as secretary and resource person. Other resource personnel may be called to assist the Integration Committee. Among other responsibilities, the Integration Committee will determine whether a school closing ceremony is appropriate. If a closing ceremony is recommended, the Committee will design the format and program. The Board will provide funds up to \$500 for the event. The Integration Committee will report on the progress of integration planning to the Director of Education and through the Director of Education to the Board of Trustees no later than the month of February in the final year of the school and again no later than six months after the implementation of the consolidation decision.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the closure of St. Anthony Daniel School on June 30, 2014.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the transfer of all St. Anthony Daniel students to Blessed Sacrament School beginning September 1, 2014.



**Committee of the Whole**  
**Tuesday, September 17, 2013 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

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

---

**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Vice Chair Petrella.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

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 September 17, 2013 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**2. Presentations**

Superintendent Chopp introduced System SERTs Patti Mitchell and Joanne Freund who gave a presentation on the First Reconciliation, First Communion and Confirmation Retreats for Special Education students that they developed and deliver annually. Through hands-on faith-filled learning activities, and with the assistance of parish priests, special needs students have the opportunity to participate as fully as possible in the sacraments of the church. Trustees commended the presenters on their initiative and quality programs.

**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 June 18, 2013 meeting.
- 4.2** THAT the Committee of the Whole refers the unapproved minutes of the Accommodations Committee Meeting of September 11, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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 Continuing Education – St. Mary Catholic Learning Centre Update**

Superintendent McKinnon provided an update on the former St. Mary elementary school which was converted into a Continuing Education centre last year. Under the leadership of Continuing Education Principal, Terre Slaght, Superintendent McKinnon commented that the St. Mary Catholic Learning Centre provides continued learning in a lifelong manner for the young and old. Current, planned and future program offerings were highlighted and trustee inquiries regarding various programs were responded to.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Continuing Education – St. Mary Catholic Learning Centre Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**5.2 Savings Analysis: Holy Cross and St. Mary Schools Consolidation**

Superintendent Grice provided a summary of the savings realized from the consolidation of St. Mary and Holy Cross school communities at Holy Cross. The analyses included the savings had St. Mary School been closed entirely, as well as the cost savings realized with St. Mary being utilized as a Continuing Education Centre. Discussion arose regarding the noted one-time costs, whether any students did not transfer to Holy Cross, and staff savings. Trustee Dignard received confirmation that the anticipated savings as a result of the Accommodation Review Committee's decision to merge the two school communities have been and will continue to be realized.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Savings Analysis: Holy Cross and St. Mary Schools Consolidation report.

**Carried**



**5.3 Start-Up Enrolment and School Organizations**

Superintendent McKinnon distributed information regarding elementary enrolment and school organizations as of September 17, 2013. He commented that elementary enrolment is approximately 70 students higher than projected enrolment and that class size compliance has been met.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Start-Up Enrolment and School Organizations update.

**Carried**

**5.4 Integrated Accessibility Plan Annual Report 2013-14**

Superintendent Chopp provided an overview of the objectives to be achieved during the 2013-14 school year with respect to the 2013-2017 Integrated Accessibility Plan.

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Committee of the Whole refers the Integrated Accessibility Plan Annual Report 2013-14 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**5.5 CEFO Catholic Student Award Recipients/Father Fogarty Awards Dinner**

Superintendent McKinnon advised that the Board's recipients of the annual Catholic Education Foundation of Ontario's *Catholic Student Award*, Emily Gill (Assumption College School), Ryan Cattrysse (Holy Trinity) and Danielle Tuori (St. John's College) will be honoured at the Father Patrick Fogarty Awards Dinner in Toronto on October 26, 2013.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the information regarding the recipients of the 2013 Catholic Student Award and the Father Patrick Fogarty Awards Dinner.

**Carried**

**5.6 Excursion - Italy**

Superintendent Chopp presented a request from Holy Trinity School for approximately 21 Grade 9-12 students to participate in an excursion to Italy during March Break 2014 in order to witness first-hand many of the things that they have studied in scripture and textbooks.

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 request from Holy Trinity Catholic High School for an excursion to Italy from Friday, March 7 to Sunday, March 16, 2014.

**Carried**



**6. Information and Correspondence**

**6.1 Trustee Conduct at Board Meetings**

Chair Szeman provided a reminder regarding trustee conduct at meetings. In the event of outbursts, the trustee will be asked to remove himself/herself from the meeting. If the trustee is not agreeable, a recess will be called. As a final recourse, the meeting may be adjourned.

Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

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 - Nil**

**9. Business In-Camera**

Moved by: Rick Petrella

Seconded by: Dan Dignard

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

**Carried**

**10. Report on the In-Camera Session**

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

**Carried**

**11. Future Meetings**

Trustee attention was drawn to the 2013-14 list of meetings and events.

**12. Closing Prayer**

A closing prayer was recited in unison.

**13. Adjournment**

Moved by: Dennis Blake

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of September 17, 2013.

**Carried**

**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: September 17, 2013  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**EXCURSION – ITALY**  
Public Session

---

**BACKGROUND INFORMATION:**

Holy Trinity Catholic High School is requesting approval for an excursion to Italy from Friday, March 7, 2014 to Sunday, March 16, 2014 (no school days missed as March 7, 2014 is a designated professional development day).

**DEVELOPMENTS:**

Approximately twenty-one (21) Grades 9-12 students will be participating in this field trip. Supervising teachers will include Sean Roche, Katie Benoit and Mary Webster. The anticipated cost of the trip for each student is approximately \$3,500.

The rationale for the excursion is for students to immerse themselves in the political centre of the Catholic Church. By participating in this experience, students will recognize the Spiritual and Sacramental dimension implicit in human experience and the created world.

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 Italy from Friday, March 7 to Sunday, March 16, 2014.

**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: September 24, 2013  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

## **AUTOMATED MEETING MANAGEMENT SYSTEM**

Public Session

---

### **BACKGROUND INFORMATION:**

The Board requested that staff conduct a preliminary investigation into the feasibility of moving towards an automated meeting management system. Coincidentally, the district is currently upgrading or changing the following information and computer systems: our human resources software/web tools (ISYS Works and Apply To Education), our student management system (ESIS to PowerSchool and possible augmentation to Career Cruising functionality), our Learning Management System (Moodle to D2L), our email platform (FirstClass to Outlook), our internal communication / collaboration system (BHN Resource to SharePoint Portal), our accounting software/web tools (BAS2000) and external web presence. These software/web tool improvements are being done on top of the normal day-to-day maintenance of our information technology equipment and services.

### **DEVELOPMENTS:**

Over the course of the summer, staff from the Director's office conducted some cursory research into the functionality, training requirements, infrastructure requirements and approximate costing of moving towards an automated meeting management system. Some features could include:

#### **Functionality/Infrastructure**

- Automated templates – meetings, reports, etc.
- Full life-cycle meeting management support
- Alignment with Robert's Rules of Order (also customizable)
- Mobile device enabled
- Electronic participant voting
- Task management and action log management
- MS Office suite integration (which means that infrastructure should not be a problem)

#### **Training**

- Significant training entailed for office staff
- Moderate level of comfort working in an electronic environment rather than a paper environment

While the future of meeting management will, no doubt, involve a greater dependence on automation, staff are recommending that this matter be deferred until a later date. Based on the training needs of staff and trustees, and the fact that the system is currently focused on software and system upgrades to meeting impending operational needs, deferring this matter would be prudent. Staff would be prepared to organize a demonstration of an automated meeting management system for trustees at a later date.

### **RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Automated Meeting Management System report.

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

Prepared by: Georgia Athanasiou, Student Trustee  
Presented to: Board of Trustees  
Submitted on: September 24, 2013  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### STUDENT TRUSTEE REPORT

Public Session

---

---

#### **BACKGROUND INFORMATION:**

On September 5, 6, and 7, 2013, student councils from each of the three secondary schools attended a leadership retreat at the Michaelite Retreat Centre, London.

#### **DEVELOPMENTS:**

Over the three-day period, student leaders were guided through activities and presentations on communication and inclusiveness, becoming better Catholic leaders, and developing a stronger faith-based Students' Council within each respective school. Staff from the secondary schools led the activities and presentations. Participants attended Mass together on the third day and new bonds between the three schools were developed and strengthened.

A special thank you to those who led the weekend retreat: Chaplains Wayne Lachapelle and Linda Mooney, E.J Hunt, Chris Cowley, Ron Calabrese, Reg Ellis, Christina Sullivan and John Dennis.

#### **SCHOOL NEWS:**

Assumption College School organized a pizza lunch for Grade 9 students on September 12. On September 19, the school hosted its annual Colour Night to welcome Grade 9 students into the school community. In the upcoming month, the school will be having its first ever Homecoming dance following a football game, and will be hosting a school barbeque for students during the lunch periods.

St. John's College welcomed their Grade 9 students on the first day with a pizza lunch and organized an evening of fun events for Grade 9 students at their annual colour night on September 19. A school Pep Rally is being planned in October.

Holy Trinity had their Colour Night on September 12, and it was a huge success. Currently, they are focusing on preparations for the Norfolk Fair, with this year's theme being All-Stars. Everyone, from drama club members to sports teams, are considered All-Stars.

#### **RECOMMENDATION:**

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

2013-14  
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
<b>September 24, 2013</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
September 25, 2013	10:00 am	OCSTA Fall Regional Mtg. @ Huron Perth CDSB	
September 30, 2012	7:00 pm	Audit Committee Mtg.	
October 2, 2013	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
October 3, 2013	9:00 a.m.	SAL Committee Mtg. (Brant)	
October 3, 2013	5:00 pm	BHNCDSB hosts 6 <sup>th</sup> Annual Diocesan Mass for Education	
October 8, 2013	9:00 am	Executive Council Mtg.	
October 9, 2013	1:00 pm	Catholic Education Advisory Committee Mtg.	NEW
October 9, 2013	4:00 pm	Policy Committee Meeting	
October 9, 2013	7:00 pm	SEAC Meeting	
October 9, 2013	10:00 am	Notre Dame (B) – 25 <sup>th</sup> anniversary liturgy	NEW
October 10, 2013	11:00 am	Notre Dame (B) - 25 <sup>th</sup> Anniversary lunch	NEW
<b>October 15, 2013</b>	<b>7:00 pm</b>	<b>Committee of the Whole Meeting</b>	
October 22, 2013	1:00 pm	STSBHN Governance Mtg.	
<b>October 22, 2013</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
October 23, 2013	6:00 pm	Service Recognition Dinner	
October 24–26, 2013		When Faith Meets Pedagogy Conference	
November 5, 2013	4:00 pm	Executive Council Mtg.	
November 6, 2013	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
November 8, 2013	9:00 a.m.	SAL Committee Mtg. (Brant)	
November 8, 2013	5:00 p.m. (to be confirmed)	St. Peter School 50 <sup>th</sup> Anniversary Dinner	NEW
November 13, 2013	7:00 pm	SEAC Meeting	
<b>November 19, 2013</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>November 26, 2013</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
<b>December 3, 2013</b>	6:30 pm <b>7:00 pm</b>	Annual Meeting Mass (Bishop Miehm) <b>Annual Board Meeting</b>	
December 4, 2013	9:00 am	Executive Council Mtg.	
December 4, 2013	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
December 5, 2013	9:00 a.m.	SAL Committee Mtg. (Brant)	
<b>December 10, 2013</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
December 11, 2013	7:00 pm	SEAC Meeting	
<i>December 23, 2013 - January 3, 2014</i>		<i>CHRISTMAS BREAK</i>	
January 8, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
January 8, 2014	7:00 pm	SEAC Meeting	
January 9, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
January 14, 2014	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
January 14, 2014	1:00 pm	Catholic Education Advisory Committee Mtg.	NEW
<b>January 21, 2014</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>January 28, 2014</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
February 5, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
February 5, 2014	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
February 6, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
February 12, 2014	7:00 pm	SEAC Meeting	
<b>February 18, 2014</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
February 25, 2014	1:00 pm	STSBHN Governance Mtg.	
<b>February 25, 2014</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
March 4, 2014	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
March 5, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
March 6, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
<i>March 10 – 14, 2014</i>		<i>MARCH BREAK</i>	
<b>March 18, 2014</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
March 19, 2014	7:00 pm	SEAC Meeting	
<b>March 25, 2014</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
April 2, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
April 4, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
April 8, 2014	9:00 am	Executive Council Mtg. ( <i>to be confirmed</i> )	
April 9, 2014	7:00 pm	SEAC Meeting	
<b>April 15, 2014</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>April 22, 2014</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
April 24-26, 2014		OCSTA AGM (Niagara Falls)	
April 27, 2014	TBD	Sacred Heart School (Langton) 75 <sup>th</sup> anniversary	
April 30 – May 2, 2014		Board Art Show	
May 1, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
<i>May 4 – 9, 2014</i>		<i>Catholic Education Week</i>	
May 6, 2014	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
May 7, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
May 8, 2014	5:50 pm	Catholic Student Leadership Awards (Bishop Miehm)	
May 13, 2014	9:00 am	Executive Council Mtg. ( <i>to be confirmed</i> )	
May 14, 2014	7:00 pm	SEAC Meeting	
<b>May 20, 2014</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
May 21, 2014	7:00 pm	St. Pius X Official School Opening/Blessing (Bishop Crosby)	
May 27, 2014	1:00 pm	Catholic Education Advisory Committee Mtg.	NEW
May 27, 2014	1:00 pm	STSBHN Governance Mtg.	
<b>May 27, 2014</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
June 5-7, 2014		CCSTA AGM (Kingston)	
June 10, 2014	9:00 am	Executive Council Mtg. ( <i>to be confirmed</i> )	
June 10, 2014	10:00 am	<i>Have a Go</i> track meet at Holy Trinity (secondary) ( <i>rain date June 11</i> )	
June 11, 2014	7:00 pm	SEAC Meeting	
June 16, 2014	10:00 am	<i>Have a Go</i> track meet at Assumption College (elementary) ( <i>rain date June 17</i> )	
<b>June 17, 2014</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>June 24, 2014</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
June 25, 2014	4:45 pm	Assumption College Graduation	
June 26, 2014	6:30 pm	Holy Trinity Graduation	
June 26, 2014	7:00 pm	St. John's College Graduation	

Meetings scheduled at the Call of the Chair: Audit Committee, Budget Committee, Accommodations Committee, Policy Committee, Regional Catholic Parent Involvement Committee