



5. Committee and Staff Reports

- 5.1** Unapproved Budget Committee Meeting Minutes & Recommendations - March 6, 2012 Pages 27-29
Presenter: Rick Petrella, Chair of the Budget Committee
* Financial Goals for the 2012-13 Budget (pgs. 30-31)
* Budget Planning (pgs. 32-43)
- 5.2** International Association for Public Participation (IAP2) Pages 44-46
Presenter: Tom Grice, Superintendent of Business & Treasurer
- 5.3** Tuition Fees for Non-Resident in Ontario Students Pages 47-50
Presenter: Tom Grice, Superintendent of Business & Treasurer
- 5.4** St. Mary/Holy Cross Integration Sub-Committee Report – Name of School Page 51
Presenter: Dan Dignard, Chair of the St. Mary/Holy Cross Integration Committee
- 5.5** Strategic Plan Update: Communications Pages 52-55
Presenters: Tom Grice, Superintendent of Business & Treasurer
- 5.6** Regional Catholic Parent Involvement Committee (RCPIC) By-Laws Pages 56-62
Presenter: Bill Chopp, Superintendent of Education
- 5.7** Mental Health Initiative Pages 63-68
Presenter: Bill Chopp, Superintendent of Education
- 5.8** Excursion: Italy and Greece Page 69
Presenter: Chris Roehrig, Superintendent of Education

6. Information and Correspondence

- 6.1** OCSTA Update

7. Notices of Motion

8. Trustee Inquiries

9. Business In-camera

207. (2) **Closing of certain committee meetings.** A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- The security of the property of the board;
 - 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;
 - The acquisition or disposal of a school site;
 - Decisions in respect of negotiations with employees of the board; or
 - Litigation affecting the board.



BRANT HALDIMAND NORFOLK Catholic District School Board

Agenda

Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

10. Report on the In-camera Session

11. Future Meetings and Events

Page 70

12. Closing Prayer

Gracious God, as we prepare to conclude this meeting, we once again lift up our hearts to You. We thank you for the gifts that have been present within this act of service to the community, for the gifts of fellowship and understanding, of mutual respect and shared visions. We are grateful for the gifts of perseverance and insight into the common concerns we share. Now bless our departure and journeys homeward, in the name of the Father, Son, and Holy Spirit. Amen

13. Adjournment

Next meeting: Tuesday, April 17, 2012 at 7:30 pm – Boardroom



Committee of the Whole
February 21, 2012 7:00 pm
Boardroom

Present: Trustees:

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

Absent:

Senior Administration:

Cathy Horgan (Director of Education & Secretary), Tom Grice (Superintendent of Business & Treasurer), Bill Chopp and Trish Kings (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: June Szeman

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the February 21, 2012 meeting.
Carried

1.4 Declaration of Interest - Nil

2. Presentations - Nil

3. Delegations - Nil

4. Consent Agenda

4.1 THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the Minutes from the January 17, 2012 meeting.

4.2 THAT the Committee of the Whole refers the unapproved minutes from the Special Education Advisory Committee Meeting of January 11, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



Moved by: Bonnie McKinnon
Seconded by: Rick Petrella

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

Carried

5. Committee and Staff Reports

5.1 Financial Report – November 2011

Superintendent of Business Grice reviewed the quarterly financial report. In his remarks he clarified various expenditures to date and gave the rationale as to why some items may be higher at this time of year and will level out towards the end of the year.

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Financial Report – November 2011.

Carried

5.2 Joint Use Agreement St. Basil and Walter Gretzky Schools

Superintendent of Business Grice reviewed the Joint Use Agreement for the construction and operational costs and responsibilities for the St. Basil/Walter Gretzky facility.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Joint Use Agreement for St. Basil Catholic Elementary School and Walter Gretzky School.

Carried

5.3 2012-13 School Year Calendar

Superintendent of Education Chopp reviewed the proposed School Year Calendar for 2012-13. Mr. Chopp detailed the professional development dates and compared our dates to the Grand Erie District School Board dates.

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the proposed 2012-13 School Year Calendars for elementary schools and secondary schools, as presented.

Carried



5.4 Integration Committee Report St. Mary and Holy Cross Schools

Trustee Dan Dignard, Chair of the Integration Committee for St. Mary and Holy Cross schools, provided trustees with an update of Committee meetings to date. In his comments, he stated that transportation was the biggest concern for parents and that their concerns have been answered by the Transportation Department. It was also announced that Neil Chopp will remain the principal at Holy Cross School.

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Integration Committee report regarding St. Mary and Holy Cross schools.

Carried

5.5 Integration Committee Report St. Bernard and St. Pius Schools

Trustee Cliff Casey and Chair of the Integration Committee for St. Bernard and St. Pius schools provided trustees with an overview of the Committee meetings to date. The meetings have been positive. A question arose with regards to the name of the replacement school. Director Horgan replied that policy (400.17) will be followed. A committee will be struck by the Superintendent of Education.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Integration Committee report regarding St. Bernard and St. Pius schools.

Carried

5.6 Surplus Accommodation – Grand Erie District School Board

Grand Erie District School Board advised the Board that the former Victoria Public School on Richmond Street in Brantford was available. The Board determined that it does not have any use for this facility.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board advises the Grand Erie District School Board that the Brant Haldimand Norfolk Catholic District School Board has no interest in the following property:

- Former Victoria Public School, 40 Richmond Street, Brantford, Ontario.

Carried

5.7 Information and Communication Technology Operation Plan

Superintendent of Business Grice presented a comprehensive plan to address technology as it relates to the Board's Strategic Plan, School Improvement Plans and the IBM review that was conducted a few years ago. The supporting document for this action plan addresses wireless communications, new technologies and how a classroom should look in the 21st century. The plan provided strategies and outcomes in the following areas:



- Wireless Learning Environment
- Board Portal
- Upgrading Learning Spaces
- eLearning
- Managing Students and Board Administrative Data
- Technology to Support Innovation and Special Projects
- Evidence-Informed Decision Making
- Promoting Safe, Effective, and Appropriate Use through Governance and Policy
- Building System Capacity
- Enterprise Applications and Corporate Communications
- Disaster Recovery Strategy
- Infrastructure Reliability
- Improving Technical Support Mechanisms and Teaming

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Information and Communication Technology Operation Plan.

Carried

5.8 Kindergarten Registration Campaign 2012

Superintendent of Education Kings reviewed the activities undertaken during the 2012 Kindergarten Registration Campaign. Manager of Communications and Community Relations Tracey Austin provided a presentation of the various advertising, materials, and surveys put together and used throughout the campaign. The information retrieved from the survey will be used to assess this year's campaign. Trustees suggested that a checklist be added to the package and that one of the questions on the survey should include whether or not we were found on the web. A better estimate of JK/K registrations will be known in March and trustees will be advised at that time.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the information on the Kindergarten Registration Campaign 2012.

Carried



5.9 Wood Street School

Superintendent of Business Grice reviewed the site and floor plans for the replacement school on Wood Street. In his presentation, Mr. Grice advised that in meetings with parents, some suggestions for change were made and incorporated into the plans by the architect. Trustees requested a status on completion dates as they are achieved. Trustees discussed the amount of room for the playground as well as room for portables should they be required in the future.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

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

Carried

5.10 Excursion – Mission Trip to Grassy Narrows, First Nation

Director of Education Cathy Horgan reviewed the request from the three secondary schools for a mission trip to Grassy Narrows in northern Ontario. Trustees requested that MPPs be made aware of this excursion.

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School, Holy Trinity Catholic High School and St. John's College for an excursion, "Mission Trip" to Grassy Narrows from Saturday, June 16, 2012 to Sunday, June 24, 2012.

Carried

5.11 Excursion – Columbus, OH

Director of Education Cathy Horgan reviewed the request from Assumption College School for the Girls' Rugby team to participate in a tournament in Columbus, Ohio.

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Columbus, OH from Friday, April 27, 2012 to Sunday, April 29, 2012.

Carried

5.12 Educational Field Trip Summary Report

Superintendent of Education Bill Chopp reviewed the bi-annual summary report for educational field trips in both the elementary and secondary panels.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the educational field trip summary report.

Carried



6. Information and Correspondence

6.1 OCSTA Update

OCSTA has circulated the Drummond Commission report and a summary of educational recommendations prepared by People for Education. Trustees were asked to review the material. Director Horgan advised trustees that the impact to school boards will not be known until the provincial government passes the budget in March. Director Horgan commented that she is hopeful that it will not impact the excellent progress being made in student achievement.

Information from OECTA has been circulating with regards to Wi-fi in the schools. A letter was distributed from the local Health Unit. Premier McGuinty has stated that schools are well within the safe guidelines as outlined by health professionals.

OCSTA has produced a document, *Respecting Differences*. This is a collaborative report with the Assembly of Catholic Bishops of Ontario (ACBO). Trustees are encouraged to read the document.

6.2 Director of Education Cathy Horgan distributed a portion of the Catholic Register showing the Board's announcement of congratulations on the installation of Archbishop Thomas Collins as Cardinal.

Director of Education Cathy Horgan provided an update on the progress of the new Strategic Plan. She distributed a document outlining timelines, a checklist and key questions to determine where we are and the four stages of the plan. A committee has been struck to deal with the materials, to assess the Board's status, and to determine if our commitments are still viable.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

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

Carried

7. Notices of Motion - Nil

8. Trustee Inquires

Trustee June Szeman visited St. Basil School and requested information regarding the use of the entire gymnasium and library. Superintendent of Business Grice responded that the stage is currently waiting on tile to be delivered and installed. The equipment taking up space in that area will be moved/installed in the near future. Mr. Grice will get further information from the principal regarding the plans for the completion of the library (by the technicians).

Trustee June Szeman enquired about the mileage rate and asked that it be reviewed.

Trustee Rick Petrella asked if it is still the practice to have a plaque placed on new additions and buildings. Senior administration will look into this and advise trustees.



Trustee Dan Dignard spoke about an article that appeared in the newspapers whereby it pitted Catholic Boards against Public Boards and the cost savings of amalgamating boards. Chair of the Board Cliff Casey stated that the Mayor of Norfolk has raised the same issue and that he has a meeting to discuss this. Tracey Austin will provide the Chair with the breakdown of lack of savings if boards were in fact to amalgamate as one, as researched through FACE.

9. Business In-camera

Moved by: June Szeman
Seconded by: Rick Petrella

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera Session.

Carried

10. Report on the In-camera session

Moved by: Rick Petrella
Seconded by: June Szeman

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

Carried

11. Future Meetings and Events

The list of future meetings and events was reviewed by trustees.

12. Closing Prayer

The closing prayer was recited in unison.

13. Adjournment

Moved by: Bonnie McKinnon
Seconded by: Rick Petrella

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of February 21, 2012.

Carried

Next Meeting: March 20, 2012 7:00 pm



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

**Special Education Advisory Committee Meeting
Wednesday, February 8, 2012 7:00 p.m.
Special Education Services, Sacred Heart School, Paris, ON**

Present: Bonnie McKinnon, Bill Chopp, Barb Mitchell, Terre Slaght, Dianne Wdowczyk,
Krista Emmerson

Regrets: Teresa Westergaard-Hager, Paul Sanderson, Lisa Stockmans

1. Opening Prayer

Terre Slaght opened the meeting with a prayer.

2. Opening Remarks

Dianne Wdowczyk, Chair, welcomed committee members. Dianne noted that letters were sent out to community agencies in an effort to recruit new members to the SEAC Committee.

3. Approval of Minutes

Moved by: Barb Mitchell

Seconded by: Krista Emmerson

THAT the SEAC Committee approves the minutes from the January 11, 2012 meeting.

Carried

4. Approval of the Agenda

Moved by: Bonnie McKinnon

Seconded by: Barb Mitchell

THAT the SEAC Committee approves the agenda for the February 8, 2012 meeting.

Carried

5. Community Agency Updates

Krista Emmerson reported that she has attended a session for the Family Engagement Project, which aims to help show the family perspective as opposed to the front line perspective for those dealing with children's mental health.

Dianne Wdowczyk, Woodview Mental Health & Autism Services, spoke of intensive fetal alcohol syndrome training being offered through their agency.

6. Presentation – Haldimand-Norfolk REACH

Barb Mitchell explained the vision, mission, values and history of H-N REACH. She reviewed the programs and services that are offered and gave a tour of the agency website. A question and answer session was held after the presentation.



7. **Correspondence - Nil**
8. **Reports**
 - 8.1. **Principal of Program: Special Education**
 - 8.1.1. **Mental Health Update**

Terre Slaght provided an update on the Student Support Leadership Initiative (Champion School) planning as well as an update of preparatory work being completed in order to have mental health workers in the schools.
 - 8.1.2. **Secondary PD Day Inservice Feedback**

Terre reviewed feedback from the February 2, 2012 secondary PD day. Multiple intelligences, assessment strategies and profile of a learning disability presentations were briefly summarized.
 - 8.1.3. **A4 Update**

Terre updated the committee on the Ministry's A4 initiative.
 - 8.1.4. **Communication Changes**

Terre noted that the communications department has developed a new branding initiative for the Board. Documents coming from the special education department will be updated to reflect the Board's branding.
 - 8.2. **Superintendent of Education**
 - 8.2.1. **Budget Process Update**

Bill Chopp gave an update of the special education budget to the committee.
 - 8.2.2. **SERT Allocation Process**

The SERT allocation process was revisited and members were informed that it was shared with principals. A meeting will be held to review the feedback and confirm specifics of the allocation process.
 - 8.2.3. **EA Allocation Process**

Bill reviewed the EA allocation process. The schools will be receiving the allocation papers and EAs must receive their recall letters by June 15, 2012 according to the collective agreement.
9. **Business for Next Meeting - Nil**
10. **Closing Remarks**

Dianne Wdowczyk thanked the guests for their participation at the meeting.
11. **Adjournment**

Members were thanked for their attendance and the meeting was adjourned.



Faith Advisory Committee
Thursday, February 16, 2012 1:30 p.m.
Boardroom

Members: Cliff Casey (Chair), Carolyn Boerboom, Mary Theresa Coene, Father Al Dufraimont, Cathy Horgan, Trish Kings, Derek McEachen, Deanne Smith, Fr. Tim Hingston, Joyce Young

Absent Ryan Cattrysse, Kathleen Evans, Annette Finnie, Christina Morrison, June Szeman

1. Opening Prayer

Cliff Casey opened the meeting with a prayer.

2. Approval of the Agenda

Moved by: Deanna Smith

Seconded by: Derek McEachen

THAT the Faith Advisory Committee approves the Agenda of the February 16, 2012 meeting.

Carried

3. Approval of Minutes – November 30, 2011

Moved by: Fr. Al Dufraimont

Seconded by: Carolyn Boerboom

THAT the Faith Advisory Committee approves the Minutes of the November 30, 2011 meeting.

Carried

4. Discussion Items

4.1 “Respecting Difference” resource

Cathy Horgan spoke to the resource document, “Respecting Differences”, recently released by the Ontario Catholic School Trustees’ Association. This document is in response to the Ministry of Education’s Bill 13, which addresses bullying in our schools. The document speaks to the establishment of the “Respecting Difference” groups, including guidelines for the establishment of these groups. Cathy then spoke to the implications at a Board level, including:

- adherence to the directives from the Ministry; this document will assist with this
- Religion Department heads and chaplains are currently working on a pastoral response
- Principals will be inserviced on the “Respecting Difference” document.

4.2 Draft Key Learnings Document for Family Life curriculum

Trish Kings and Joyce Young spoke to this item. There is currently an informal survey of principals to determine the usage of the current Religion Key Learnings Document. The Family Life Document is ready to be edited and printed.



4.3 Revised Draft Foundational Document

Joyce Young presented a revised draft document for the committee's review. A rewording of the title was suggested – perhaps use the word “creed” rather than “document”. A discussion followed on how the documents that have been created all fit together and a suggestion was made that some type of organizer be developed to show how everything fits together. The draft creed will be sent to Tracey Austin, Manager of Communications, so that a relevant “visual” can be created. These documents will also be incorporated into a Board Report, as well as used at next year's System Faith Day.

4.4 Update on the grading of Religion and Family Life for the first report card

Trish Kings shared some of the feedback received from principals regarding changes to the Religion and Family Life reporting.

4.5 Final copy of the Information Bulletin to Parents

Trish Kings distributed copies of the Parent Bulletin that was included with report cards to explain changes in reporting.

5 Information Items

Cliff Casey asked that the committee be updated on the measures taken to respond to a situation at Holy Trinity on Friday, February 10, 2012. Father Al, Cathy Horgan and Joyce Young gave brief updates. Board staff, school staff and clergy were involved in providing support at the time of the incident. Future strategies are being put into place.

6 Adjournment



Regional Catholic Parent Involvement Committee Meeting
Monday, February 27, 2012 7:00 p.m.
Catholic Education Centre

Present: Ken Spong (Chair), Dennis Blake, Tammy Bouchard, Orazio Caltagirone, Bill Chopp, Edith Heleniak, Siobhan Hector, Cathy Horgan, Teresa Hughes, Joanne Johnson, Brian Kinrade, Caterina Mathios, Bonnie McKinnon, Nick Melfi, Betty Lou Peck, Bonnetta Perry, Chris Roehrig, Jennifer Schooley, Terre Slaght, Erin Smith, June Szeman, Kevin Wendling, Lisa Young, Joyce Young

1. **Welcome**
Ken Spong, RCPIC Chair, welcomed those in attendance.
2. **Opening Prayer**
Joyce Young, Religion and Family Life Consultant, led the meeting with a prayer and showed a video outlining the Ontario Catholic School Graduate Expectations.
3. **Introductions**
Attendees at the meeting were asked to introduce themselves.
4. **Introduction of Board Representatives**
Ken Spong introduced the Board Trustees, Director of Education and Superintendents of Education who were in attendance.
5. **“The Enduring Gift”**
Cathy Horgan, Director of Education, introduced “The Enduring Gift”, a video currently being used in the Grade 10 Civics program. The video speaks to the history of Catholic education in Ontario. Following the video, a discussion regarding the best way to make use of this video took place.
6. **21st Century Project (Destinations)**
Chris Roehrig, Superintendent of Education, introduced primary teachers Nick Melfi and Erin Smith who presented the Destinations project. Their demonstration provided insight on how technology is helping students in the classroom. A question and answer session was held after the presentation.
7. **BHNCDSB Mental Health Initiative**
Bill Chopp, Superintendent of Education, and Terre Slaght, Principal of Program: Special Education, outlined the Ministry’s new mental health initiative, including some statistics as well as goals of the initiative. The process was outlined. A question and answer session followed the presentation.
8. **Parent Symposium Update**
Bill Chopp informed the committee of the Parent Engagement Symposium being held at Assumption College School on Saturday, March 31, 2012. There will be a parenting expert as a keynote speaker, as well as 18 workshops for attendees to choose from. Lunch will be provided.



9. RCPIC Draft By-Laws

Bill Chopp distributed copies of the draft RCPIC by-laws, which are required by law. Mr. Chopp asked that committee members review the by-laws and provide feedback, if applicable.

10. Share Time between School Council Representatives

Deferred.

11. Closing Remarks/Adjournment

Ken Spong thanked everyone for attending and adjourned the meeting.

**Board of Directors' Meeting
Tuesday, February 28, 2012
1:00 p.m.**

Grand Erie District School Board – Norfolk Room
349 Erie Avenue, Brantford

- PRESENT:** Jamie Gunn, Superintendent of Business & Treasurer, GEDSB – President
Don Werden, Trustee, GEDSB – Director
Dan Dignard, Trustee, BHCNDSB – Director
Philip Kuckyt, Manager of Transportation, STSBHN – Secretary / Treasurer
Paula Curran, Assistant to the Superintendent of Business, GEDSB – Recording Secretary
- TELECONFERENCE:** Mario Nantel, Director of Transportation and Payroll, CSDCCS – Director
- REGRETS:** Tom Grice, Superintendent of Business, BHCNDSB
Bobby Somaroo, Superintendent of Business, CSDCCS – Director
- MINUTES ONLY:** John Forbeck, Director of Education & Secretary, GEDSB
Cathy Horgan, Director of Education & Secretary, BHCNDSB
Réjean Sirois, directeur de l'éducation, CSDCCS
-

MINUTES

- 1.0 Call to Order, Welcome and Introductions – J Gunn
1.1 Jamie called the meeting to order at 1:07 and welcomed everyone.
- 2.0 Approval of Agenda for February 28, 2012
2.1 Additions to Agenda
- Review of ISBOA Press Release – D Werden

Moved by: D. Werden
Seconded by: M. Nantel

“THAT the agenda for February 28, 2012 be approved as amended.”

CARRIED

3.0 Approval & Signing of Minutes from October 25, 2011

Moved by: D. Werden

Seconded by: M. Nantel

“THAT the Board of Directors approves the Minutes of October 25, 2011, as distributed electronically, to be signed by the President.”

CARRIED

4.0 Business Arising from Previous Meeting(s)

4.1 Key Performance Indicators (KPI) Report – P Kuckyt

Page One - Cost Statistics

- Data shown is three months year to date compared to last June's
- Some changes in type of vehicles used over last year
- Total cost per kilometre shows some changes due to diversity of vehicles and routes
- Dollar cost per student has decreased

Page Two - Service Performance

- Ride time variance from AM to PM is due to difficulty adhering to PM bell time and supervision schedules;
- No Special Education students will be exposed to a decreased instructional day, i.e., earlier PM pick up time, unless school staff advises a reduced instructional day would benefit the student
- 75-minute rides for some special education students is a concern of transportation staff who will not exceed that time if possible; reduction of these times is a key goal for route planning .

Page Three – Safety Statistics

- Staff is pleased with reduction in number of preventable accidents which may be attributable to the favourable weather experienced this year

Page Four – General Information

- Courtesy ridership has decreased in both elementary and secondary panels

4.2 Report on E&E Status – P Kuckyt *

- a) An RFP for transportation services was created and issued; applicants must be successful in all three components of the proposals before approval by STSBHN:
 - i. Stage One Mandatory Requirements
 - ii. Stage Two Technical Requirements
 - iii. Stage Three Financial Proposals
 - iv. Approval from each member school board (see 4.2.2 below)

All 12 applicants successfully met the first round of mandatory requirements and will move on to be evaluated on technical requirements.

- b) Special Board of Director's Meeting – RFP Application Approval
Monday, March 12, 2012
Grand Erie DSB – Norfolk Room
1:00 PM - 2:00 PM

c) Timing of E&E Follow up Review

- STSBHN is in very good shape and some of the outstanding recommendations will be met by the RFP currently underway
- P Kuckyt will request a meeting, prior to the Board of Director’s May meeting, with senior Ministry advisors to review STSBHN’s E&E status and seek input on improvements
- J Gunn and T Grice will review different financial scenarios and present their findings and recommendations at the May meeting with respect to the most advantageous time to submit a request for follow up review.

5.0 New Business

5.1 STSBHN AGM and Election – P Kuckyt

- All applicable documentation and paperwork is in process to ensure the incorporation bylaws are followed accurately.
- Financial statements cannot be approved by the Board of Directors as they are contained within each member board’s overall financial statements. Therefore, no record of voting was possible.

Moved by: D. Werden
Seconded by: D Dignard

“THAT the Board of Directors accepts the resignation of Wally Easton.”

CARRIED

Moved by: D. Dignard
Seconded by: D Werden

“THAT the Board of Directors approves Tom Grice to be appointed as an STSBHN Director.”

CARRIED

Moved by: D. Werden
Seconded by: D Dignard

“THAT the Board of Directors appoints Tom Grice to the office of STSBHN President for the 2012-13 term.”

CARRIED

Moved by: D. Werden
Seconded by: D Dignard

“THAT the Board of Directors approves the retention of the current STSBHN auditors.”

CARRIED

5.2 Competitive Procurement Process for Bus Operators – P Kuckyt

- Discussed in 4.2

5.3 STSBHN Goal Setting 2011-12 Update – P Kuckyt

- Began taking weekly extracts on Friday and cleaned up routes on Monday; working flawlessly, now much more accurate data
- Addressing information is matching better between STSBHN and member boards' student data base systems.
- Contract management process in place to ensure consistency until end of current contracts
- KPI is a dynamic document which will continually undergo improvement
- Any requested changes to the Key Performance Indicators should be provided to STSBHN staff in February of 2013 to align with the budget process; the cycle will be adjusted to run from February – February.

5.4 STSBHN Annual Report – P Kuckyt

- Arose from a request to provide information to member boards, the STSBHN 2011-2012 Annual Report is now standardized
- The following suggestions were provided
 - i. Add a “Glossary of Common Transportation Terms”
 - ii. Compare previous year stats on student utilization charts
 - iii. Place notes below the charts indicating challenges and successes
 - iv. Add note of explanation for “unknown” riders (Geocode errors due to out of range data)
 - v. Identify Provincial Schools and explain funding
 - vi. Add heading to Page 5 indicating data refers to STSBHN website; include web address
- The STSBHN Board of Directors received the amended report and approved it for presentation to the member boards as information. This report, though not a requirement of the E&E process, may be included to demonstrate the year over year accomplishments of the STSBHN.

5.5 Process for Procedure Review 001-017 – P Kuckyt

- GEDSB comments will be given to Philip for review and response; revised procedures will be presented at the May meeting to permit each school board to accommodate its policy review process.

5.6 Independent School Bus Operators Association (ISBOA) Press Release – P Kuckyt

Moved by: D. Dignard
Seconded by: D Werden

“THAT the Board of Directors receive the press notice as information.”

CARRIED

6.0 Next Meetings:
Bus Operator RFP Application Approval
Monday, March 12, 2012
Grand Erie DSB – Norfolk Room
1:00 PM - 2:00 PM

Tuesday, May 22, 2012
Grand Erie DSB – Norfolk Room
349 Erie Avenue, Brantford
1:00 PM

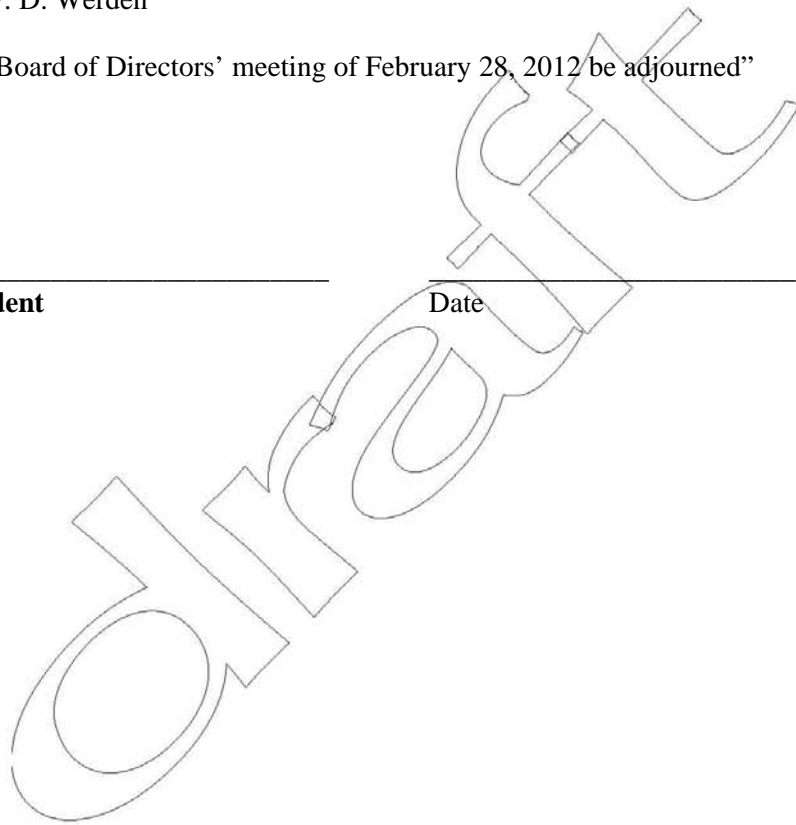
7.0 Adjournment – President 2:05 p.m.
Moved by: J Gunn
Seconded by: D. Werden

“THAT the Board of Directors’ meeting of February 28, 2012 be adjourned”

CARRIED

Jamie Gunn, President

Date





**Policy Committee
Wednesday, February 29, 2012 2:00 p.m.
Trustees' Meeting Room**

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

Absent:

1. Opening Business

1.1 Opening Prayer

The meeting opened with a prayer led by June Szeman.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Policy Committee approves the agenda for the February 29, 2012 meeting.

Carried

1.4 Approval of the Policy Committee Meeting Minutes – January 10, 2012

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Policy Committee approves the minutes from the January 10, 2012 meeting.

Carried

2. Committee and Staff Reports

2.1 Equity and Inclusive Education 200.23

Director Horgan reviewed the draft Equity and Inclusive Education policy and administrative procedure. Discussion took place and revisions were made. A revised version will be brought back to the Policy Committee in the future.

2.2 Aboriginal Self-Identification

Director Horgan presented a draft of a new Aboriginal Self-Identification Policy and administrative procedure. Discussion took place. A revised version will be brought back to a future Policy Committee meeting.



3. Discussion Items

3.1 Review of Board By-Laws

Trustees began the process of reviewing and updating the Board by-laws. This task will continue to the next Policy Committee Meeting.

3.2 An Overview of Student Admission Policies - deferred

4. Adjournment

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Policy Committee adjourns the meeting of February 29, 2012.

Carried



Catholicity Committee
Tuesday, March 6, 2012 2:00 p.m.
Board Room

Present June Szeman (Committee Chair), Tracey Austin, Cathy Horgan, Linda Mooney, Maxine Smitiuch, Shawn Virag, Father Dave Wilhelm, Joyce Young

Absent Lisa Gleason, Len McDonald, Bonnie McKinnon, Christina Pacheco, Dalia Sciallo

1. Opening Prayer

The meeting was opened with a prayer led by Father David Wilhelm.

2. Approval of the Agenda

THAT the Catholicity Committee approves the agenda as distributed.

CARRIED

3. Approval of the Minutes – November 9, 2011

THAT the Catholicity Committee approves the minutes of the November 9, 2011 meeting.

CARRIED

4. Discussion Items

4.1 Develop a new 3-Year Board Theme (goal #1)

It was decided that the new Board theme would unfold over three years, starting in 2012-13. The committee articulated the criteria for the creation of a Board theme. Some of the key components are:

- faith based
- memorable
- progressive and engaging
- relevant and reflective of the Church today
- lends itself to effective imaging
- applicable to all members of the Board – JK to parents
- connection to Strategic Plan

Various ideas regarding the theme were brainstormed, including:

- life to faith – faith to life
- form, inform and transform
- head, heart and hands
- sowing seeds of justice: Sower ... Seeds ... Soil
- discover / re-discover
- faith, hope, love

It was decided that a few members would synthesize suggestions into a possible Board theme. This theme would then be shared with Committee members for input prior to the next Committee meeting.



4.2 Update on “Focus Group” (goal #2)

Father Dave Wilhelm presented a draft proposal for a Focus Group whose purpose would be to examine ways and means of improving/enhancing relationships between schools and parishes within the Brant Haldimand Norfolk CDSB. The focus group would have an end date rather than being a “standing” committee.

After reviewing the proposal, the Committee recommended that:

- the focus group have both an elementary and secondary focus
- the members of the group be chosen from specific segments of the Board population and be persons who know the problems and can creatively work to find solutions
- the representatives from the school community be two teachers and a chaplain
- the Board administration be represented by the Director of Education and a trustee

Next Step: Form the Focus Group.

4.3 Building Capacity (goal #3)

- i) PD Overview Calendar:
Joyce Young presented an overview of the Faith Formation plan for Administrators and staff for the 2011-12 school year.
- ii) Pastoral Sacramental Guidelines for the Diocese of Hamilton:
Joyce Young discussed with the Committee the guidelines that have been adopted by the Diocese of Hamilton. Beginning in 2013, confirmation will be in Grade 7. Children in Grade 3 or older who have not been baptized will be required to be prepared for the sacraments by participating in the Rite of Christian Initiation for Children (RCIC). Both these changes will have some impact on Brantford and Brant County schools. The Board and parishes will need to work together to facilitate a smooth transition. The Diocese of Hamilton will also create an information postcard about these changes. The Board will be asked to include this in future Kindergarten registration packages.
- iii) Year of Faith:
Joyce Young advised that Pope Benedict XVI has declared the Year of Faith starting in October, 2012. The Committee decided to incorporate the Year of Faith into next year’s Board theme.

5. Information Items

5.1 Catholic Education Week / Catholic Student Leadership Awards Update

Catholic Education Week is May 6-12, 2012. The theme is “Walking in the Light of Christ”. Schools have received their packages.

Catholic Student Leadership Awards will be presented on May 3, 2012 at St. John’s College beginning at 7:00 p.m. Bishop Fabbro from the Diocese of London will lead the prayer service. During the afternoon, the recipients will take part in a symposium.



5.2 F.A.C.E Update / New Executive Director

Roger Lawler, who recently retired as Director of Education with the Waterloo Catholic District School Board, has been appointed as the new Executive Director of F.A.C.E. He replaces Lou Rocha who resigned earlier this year.

6. Adjournment

The meeting was adjourned by June Szeman.

MINUTES AND RECOMMENDATIONS

BUDGET COMMITTEE

March 6, 2012

AGENDA ITEM	MOTION
6.1	THAT the Budget Committee recommends that the Committee of the Whole refers the Financial Goals for the 2012-13 Budget report to the Brant Haldimand Norfolk Catholic District School Board for approval.
6.2	THAT the Budget Committee recommends the Committee of the Whole refers the Budget Planning report to the Brant Haldimand Norfolk Catholic District School Board for approval of the budget procedures as outlined in the Budget Procedures Manual.

THAT the Committee of the Whole refers the unapproved minutes from the Budget Committee Meeting of March 6, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations from the Budget Committee Meeting of March 6, 2012 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

**Budget Committee
Tuesday, March 6, 2012 – 7:30 p.m.
Haldimand Room, Catholic Education Centre**

Present: Rick Petrella (Chair), Dennis Blake, Cliff Casey, Dan Dignard, Tom Grice, Cathy Horgan, Bonnie McKinnon, Pat Petrella, June Szeman

1. Opening Prayer

Rick Petrella opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Budget Committee approves the Agenda of March 6, 2012.

Carried

3. Approval of the Minutes

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Budget Committee approves the Minutes of June 6, 2011.

Carried

4. Declaration of Conflict of Interest: Nil

5. Business Arising from the Minutes: Nil

6. Staff Reports and Information Items:

6.1 Financial Goals for the 2012-13 Budget

Cathy Horgan articulated that the entire budget process was premised on the four general financial goals (*givens*) as described in the report. She also spoke individually to each of the goals within the Board's four strategic commitments. Mrs. Horgan emphasized that the affordability of these goals would be determined as the budget is developed. Trustees expressed their ongoing interest in fiscal responsibility with balanced revenues and expenditures and where goals could be supported through plans and enhancements for students and the system.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Budget Committee recommends that the Committee of the Whole refers the Financial Goals for the 2012-13 Budget report to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



6.2 Budget Planning

Tom Grice reviewed the budget planning process, specifically detailing the Budget Procedures Manual for 2012-13. As set-out in the Manual, the process for 2012-13 is very similar to the current year with changes made specifically to personnel responsible for certain areas of the budget and calendar dates for the budget process shifting slightly.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Budget Committee recommends that the Committee of the Whole refers the Budget Planning report to the Brant Haldimand Norfolk Catholic District School Board for approval of the budget procedures as outlined in the Budget Procedures Manual.

Carried

7. Trustee Inquiries: Nil

8. Business of the In-Camera Session

Moved by: Cliff Casey

Seconded by: Dennis Blake

THAT the Budget Committee moves to an In-Camera Session.

Carried

9. Report on the In-Camera Session

Moved by: Dennis Blake

Seconded by: Cliff Casey

THAT the Budget Committee approves the business of the In-Camera Session.

Carried

10. Adjournment

The meeting was adjourned at 8:40 p.m.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD BUDGET COMMITTEE

Prepared by: Cathy Horgan, Director of Education & Secretary
Presented to: Budget Committee
Submitted on: March 6, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

FINANCIAL GOALS FOR THE 2012-13 BUDGET

Public Session

BACKGROUND INFORMATION:

One of the major trustee responsibilities originating from Bill 177 is the development of a multi-year plan. Our strategic plan was developed in 2009 and will come to its conclusion in August 2012. Concurrent to the budget process for the 2012-13 school year is the development of the new three-year strategic plan. Until the new strategic plan is established, the current strategic plan and commitments have been utilized to guide discussion around the development of financial goals for the 2012-13 budget. The current strategic commitments for the Brant Haldimand Norfolk Catholic District School Board are:

- Catholicity
- Student Achievement
- Leadership
- Communications

DEVELOPMENTS:

There are some general financial goals which may be seen as *givens*, but are worthwhile articulating. They are:

- Continue a fiscally-sound approach to developing a balanced budget.
- Enhance financial stability.
- Continue to promote fiscal responsibility among departments.
- Ensure legislative compliance.

With processes and procedures in place to achieve the foregoing general goals, the following criteria were considered when developing our financial goals: What we hope to accomplish; what resources we will need to make it happen; how much time we will need to make it happen and how we will plan to make the goal fit into our overall budget.

The following budgetary considerations for the 2012-13 school year reflect areas within each of our strategic commitments:

Catholicity:

- Enhance the media coverage of our Board, which demonstrates the value of our Catholic Education
- Establish a Faith Animator in order to implement the many faith formation demands for our Principals and Teachers
- Continue to fund a specific program of promotion for our Board theme

Student Achievement:

- Expand the 21st Century Learning equipment to Grade 8
- Continue to fund Math Coaches (elementary and secondary)
- Establish an Assessment and Evaluation; Differentiated Instruction Focus Group
- Continue to support our Elementary School Networks
- Continue to fund professional development and programs for Safe Schools and Equity and Inclusion initiatives
- Continue to fund our Robotics and Technological Pathways in Grade 8
- Expand our Religion and Family Life resources

Leadership:

- Decrease Teaching Time Allocation for Principals
- Continue to fund the Principal Leadership in Human Resources Certificate Course
- Expand the Aspiring Leaders program

Communications:

- Develop a strategy to respond to recruitment and retention efforts
- Expand our Parent and Community Engagement Strategy
- Implement online meetings including remote participation
- Web Portal Resources

In developing the budget, staff will include technology resources, professional development and other supports needed to address these objectives.

RECOMMENDATION:

THAT the Budget Committee recommends that the Committee of the Whole refers the Financial Goals for the 2012-13 Budget report to the Brant Haldimand Norfolk Catholic District School Board for approval.

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Budget Committee
Submitted on: March 6, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

BUDGET PLANNING
Public Session

BACKGROUND INFORMATION:

Each year, staff prepare a Budget Procedures Manual to guide staff in the preparation of departmental budgets and provide a timetable for the budget process.

DEVELOPMENTS:

Attached is the proposed 2012-13 Budget Procedures Manual. There are few changes to past years' procedures. One notable change is that the opportunity for community input will be provided through periodic reports regarding budget development that will be posted on the Board's website. This process was started last year and will be expanded this year. Community members will have the opportunity to comment on the budget by email or can request to make a presentation at one of the scheduled Budget Committee meetings.

RECOMMENDATION:

THAT the Budget Committee recommends the Committee of the Whole refers the Budget Planning report to the Brant Haldimand Norfolk Catholic District School Board for approval of the budget procedures as outlined in the Budget Procedures Manual.

**Brant Haldimand Norfolk Catholic
District School Board**



2012 - 13
BUDGET PROCEDURES MANUAL
(September 1, 2012 to August 31, 2013)

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ACTION PLAN AND TIME LINE

The following is an Action Plan with suggested time lines for the development of the 2012-13 Budget. This will identify the opportunity for input from the various groups and outline clear time lines.

ACTION	TIME LINE
Budget Procedures Manual to be prepared and distributed to all superintendents, principals and department managers.	Dec/Jan 2012
Senior Administration to prepare goals and priorities for the year.	January 2012
Departmental expenditure estimates to be prepared in consultation with all relevant persons, consolidated, prioritized and forwarded to the Finance Department.	March / April 2012
Finance Department to summarize, collate and consolidate all departmental submissions and prepare Preliminary Expenditure Estimates.	April / May 2012
Analysis of Preliminary Expenditures and Estimates by Administrative Council.	May 2012
Budget Committee to receive and review the Preliminary Estimates.	May / June 2012
Board to approve the Final Budget.	June 2012

BUDGET PROCESS

The purpose of a budget process is to provide, in a consolidated form, the necessary guidelines for its preparation. The prime objective of a set of budget guidelines is to serve as a guide to those involved in the budgetary process by providing instructions that are clear, concise and easy to understand.

The Superintendent of Business & Treasurer has the responsibility of coordinating the overall budget material into a consistent and readable format. The Superintendents have the responsibility for developing and coordinating the budgets within their areas of responsibility. Principals and department managers have similar responsibilities with respect to their individual school and department.

Expenditure Estimates

A set of expenditure estimates will be established for each department (a school is considered to be an operating department). Each department will submit a complete set of expenditure estimates on the prescribed forms.

Departments should carefully consider all expenses when developing the 2012-13 Budget. Assume staffing levels in each department cannot increase over the 2011-12 year level, without acceptable explanations. All supplies and services must be reviewed and justified in the budget submission. It may be necessary to amend the projected expenditures in the light of any changes in revenue, however, this will not be known until later. Departments should consider the 2011-12 year budget as a MAXIMUM limit for 2012-13.

The following should be used to establish 2012-13 expenditure budgets:

Salaries and Benefits:

- Actual staff salary costs projected to be in effect at September 1, 2012 for the period September 1, 2012 to August 31, 2013.

Expenses:

- Instructional: Budgeted on an as required basis, but not more than the 2011-12 year budget unless there are acceptable explanations for an increase.
- Non-Instructional: Budgeted on an as required basis, but not more than the 2011-12 year budget.

Major Maintenance/Capital Expenditures:

- Estimated expenditures based on identified projects to be completed in the period September 1, 2012 to August 31, 2013. The total is not to exceed the 2011-12 year budget (and the estimated School Renewal Grant) or as provided in the Long-Term Capital Plan or Five-Year Facilities Renewal Plan.

Transportation:

- Fees should be budgeted on the basis of the contracts in place at September 1, 2012 times the number of routes required.

Other Expenses:

- All other expenses should be based on actual, identified needs in this period, i.e., September 1, 2012 to August 31, 2013.

Accordingly, in order to meet the overall expenditures target, it will be necessary to follow these guidelines in the setting of each department's (including school's) individual budget:

- That all 2012-13 year program and service levels in individual departments will have to be justified on an as needed basis.
- That the cost of any proposed new programs or changes in current programs or services, be offset by a reduction in other current programs or services or by specific revenues or grants and accompanied by documentation supporting the proposal.
- That the size of individual classrooms, elementary and secondary, be set at the levels allowable under existing collective agreements or legislation, as appropriate.
- That schools give priority to educational programs in developing school budget estimates. Co-curricular and extra-curricular activities shall be closely examined to ensure that priorities are appropriate.
- That each school reviews all expenditures under the school's control with its School Council.

Revenue Estimates

Beginning January 1, 1998 and continuing thereafter, the Province establishes the mill rates to be levied and school boards will not have any further access to the property tax. Property taxes will continue to be collected for education purposes on residential and commercial/industrial properties, however.

As previously indicated, the Ministry of Education has not yet released any technical documents which pertain to the 2012-13 budget year. Administration will use the 2011-12 technical information, amended as indicated, to calculate initial revenue estimates. The actual regulations, forms and computer files may not be available for several weeks, and ultimately, these will have to be completed and filed with the Ministry to determine the Board's revenue. It may be that when such official forms are completed, the initial estimates will have to be revised.

Role of Superintendents

The following sets out the major areas of responsibility for Superintendents in the Budget process:

SUPERVISORY OFFICER	AREA OF RESPONSIBILITY
Director of Education, Cathy Horgan	General Administration Human Resources <ul style="list-style-type: none"> · Employee Hiring and Retirements · Employee Assistance Plan
Superintendent of Business & Treasurer Tom Grice	Business <ul style="list-style-type: none"> · Business Departments · Salaries and Benefits - all areas · Debt Servicing Costs · Capital Expenditures · Plant Operations · Transportation and Planning · Other Non-Instructional Expenditures · Revenue - Provincial and Other · Administrative Technology · School Supplies · Instructional Operations budgets
Superintendent of Education, Trish Kings	Programs <ul style="list-style-type: none"> · Equity & Inclusive Education · Family Life/Religion · Outdoor Education · Early Learning · Safe Schools · NTIP · Staff Professional Development - Academic
Superintendent of Education, Bill Chopp	Special Education <ul style="list-style-type: none"> · Allocation of Educational Assistants · Special Education Resource Teachers · Special Needs Students and Classes · Home Instruction/Home Schooling
Superintendent of Education, Chris Roehrig	Program – Elementary/Secondary <ul style="list-style-type: none"> · Programs and Curriculum · Technology in the Classroom/eLearning · Student Success · Ontario Leadership Strategy · Continuing Education/SALEP/Summer School · Heritage Education Staffing · Library Services · ESL/ELL/FSL · Technology in the Classroom

Superintendents will be responsible for the preparation and collation of budget information in their respective areas for the System as a whole.

Role of Administrative Council

Based on the submissions from all departments (including schools), Administrative Council will review and analyze the 2012-13 Preliminary Expenditures Estimates in April 2012. Administrative Council will determine what action(s) might be necessary to comply with the Board's directions and guidelines as well as any legislative compliance that is necessary. Administrative Council will prepare a complete set of 2012-13 Preliminary Expenditure Estimates for presentation to the Budget Committee in May 2012, together with such recommendations as may be appropriate with respect to any additions, deletions or changes to such estimates. Any recommendations are to be prioritized by Administrative Council and will include information as complete as is reasonably possible regarding their effect on schools and programs, where applicable. Administrative Council will prepare a complete set of 2012-13 Final Draft Budget for presentation to the Budget Committee in May 2012.

Role of the Community

Public participation in the Budget Process is encouraged. The draft budget information will be made available on the Board's website and comments can be provided by email. Delegations by the public can also be made at any of the Budget Committee meetings.

This provides the public an opportunity to collaborate on Board activities, including fiscal actions. The Budget process offers a specific opportunity to the public (whether or not they are ratepayers) and each school community, in particular, to become involved in the determination of the Budget. In addition, members of each school community should be invited to share in the budget setting process at the school level, along with the school's administration and staff. School administration shall meet with its School Council and seek its input with respect to the proposed expenditures under its control.

Role of the Budget Committee

The role of the Committee is to provide staff with direction and priorities for the coming year and to review the draft budgets presented by staff. The Committee will ensure adequate input from stakeholders, including the public, and ensure the budget addresses the concerns to the extent possible. The Committee will provide comment on the proposals made by staff and present the final budget document to the Board of Trustees for approval. The Budget Committee has the responsibility of guiding the process and ensuring the budget is prepared in a manner which addresses the needs of the system and is completed as required by the Ministry of Education. Prior to final submission of the budget document to the Board, staff may bring the budget document to the Audit Committee for information purposes.

Role of the Board of Trustees

The primary role of the Board of Trustees' is to establish the goals and objectives for the year and to approve the final budget. It is the Board of Trustees' prerogative to determine the extent to which it wishes to become involved in the budget preparation process and how it wishes to conduct a review of the various stages of the process. The Board may, at any time, request detailed, specific information from Administration to assist in this review.

The Board may also wish to establish, in advance, overall targets or goals that are to be met or to establish other guidelines what would be used in the preparation of the annual budget estimates. The Board can determine the extent to which it involves ratepayers and other system stakeholders, however, the budget process must be open, except as provided under the Education Act or other applicable legislation.

However, while the Board may delegate the initial responsibility for the preparation of an annual budget to its administration and might invite comment and advice from the general public, ratepayers, parent groups, staff groups, etc., it has the ultimate responsibility under the Education Act, to prepare and adopt annual estimates.

No In-Year Deficit

231. (1) A board shall not, without the Minister's approval, have an in-year deficit for a fiscal year that is greater than the amount determined as follows:

1. Take the board's accumulated surplus for the preceding fiscal year. If the board does not have an accumulated surplus, the number determined under this paragraph is deemed to be zero.
2. Take 1 per cent of the board's operating revenue for the fiscal year.
3. Take the lesser of the amounts determined under paragraphs 1 and 2.

Exception

(2) Despite subsection (1), a board may have an in-year deficit that is greater than the amount determined under that subsection if the in-year deficit is permitted as part of a financial recovery plan under Division C.1 or if the board is subject to an order under subsection 230.3 (2) or 257.31 (2) or (3).

Estimates

232. (1) Every board, before the beginning of each fiscal year and in time to comply with the date set under clause (6) (c), shall prepare and adopt estimates of its revenues and expenses for the fiscal year.

Same

(2) Where final financial statements are not available, the calculation of any amount for the purposes of this Act or the regulations shall be based on the most recent data available.

Balanced budget

(3) A board shall not adopt estimates that indicate the board would have an in-year deficit for the fiscal year.

Exception

(4) Despite subsection (3), a board may adopt estimates for a fiscal year that indicate the board would have an in-year deficit for the fiscal year if,

- (a) the estimated in-year deficit would be equal to or less than the amount determined under subsection 231 (1);
- (b) the Minister grants his or her approval for the estimated in-year deficit to be greater than the amount determined under subsection 231 (1) by the amount specified by the Minister;
- (c) an in-year deficit is permitted as part of a financial recovery plan under Division C.1; or
- (d) the board is subject to an order under subsection 230.3 (2) or 257.31 (2) or (3).

The Board must balance its desire to provide the best possible education for its students with the resources available to it. While the Board will consult with local interest groups, it cannot abdicate the requirement to act as a responsible corporate body in fiscal matters. It must, by law, balance the annual budget and if expenditures exceed revenues, develop a plan to take corrective action.

The Board should finalize the 2012-13 Budget (assuming final revenue information has been released in a timely fashion) not later than June 30, 2012 for submission to the Province at that time.

DETAILED INSTRUCTIONS

Department Budgets (Other Than School)

Each superintendent/manager will prepare his/her department's 2012-13 expenditure estimates in the manner described above under the heading Expenditure Estimates. Forms will be provided for this purpose along with certain specific back-up information as deemed appropriate or necessary. These forms should be completed and forwarded to the Finance Department in accordance with the attached schedule.

School Staffing

Enrolment estimates for 2012-13 will be established in consultation with the Finance Department. These will be used in the application of formulas to determine staffing requirements. The Superintendent of Business & Treasurer will determine staffing requirements in conjunction with the elementary and secondary school principals. These results will be collated by the Superintendent of Business in consultation with the Manager of Human Resources so that a system-wide calculation of overall staffing needs can be determined. This overall summary will be presented to Administrative Council by the Superintendent of Business and submitted to the Finance Department in accordance with the attached schedule.

School Supplies and Texts, Etc.

Elementary and secondary school supplies and texts, etc., will be reviewed by the Superintendents of Education and submissions will be based on assessed needs. This includes all areas, including texts, supplies, furniture and equipment, etc. For the purposes of determining the 2012-13 Preliminary Estimates, the total amount for school budgets will be set at the same amount per pupil as 2011-12, but based on projected enrolment. These amounts may be subject to revision when more precise information is known about the 2012-13 school year, including refined enrolment projections.

A Committee, made up of Finance Department Staff, Principals, and Superintendents will examine the Curriculum budget and how it might be allocated between schools and central budgets. The intent is to ensure the schools have sufficient funds for classroom materials and textbooks, but also that system-wide initiatives have the financial support required.

Forms will have to be completed and submitted by the schools to the Finance Department setting out each school's allocation of its supplies and texts, etc., budget.

Building/Maintenance Requirements

Regular building maintenance is budgeted by the Plant Operations staff based on historical trends and anticipated needs.

The School Renewal Budget is a closed envelope and is intended to address larger project needs, such as roof replacements, mechanical/electrical upgrades, small additions, etc. The amount of the allocation is a function of the Ministry formula and a Board's enrolment. This amount will be included in the budget.

Timetable for Estimates

2012-13 BUDGET TIMETABLE		
Date	Responsibility	Procedure
November 14 th	Superintendent of Business	Focused Conversation with Senior Administration re: Budget
November 21 st	Superintendent of Business	Focused Conversation with Senior Administration re: Budget
December 5 th	Superintendent of Business	Focused Conversation with Senior Administration re: Budget
December 19 th	Superintendent of Business	Focused Conversation with Senior Administration re: Budget
December 12 th	Superintendent of Business	Review Timetable at Administrative Council
December 19 th	Superintendent of Business	Establish Goals and Priorities
January 16 th	Administrative Council	Review Current Expenditures and Communication Plan re: Restraints in the System
January 23 rd	Administrative Council	Finalize Goals
February 20 th	Manager of Finance	Budget Templates to Superintendents and Managers
March 5 th	Manager of Human Resources	Benefit Rates
March 5 th	Superintendents, Managers	Draft Expenditure Budgets to Superintendent of Business
March 6 th	Director Superintendent of Business	Budget Committee – Goals for 2012-13 Budget
March 23 rd	Manager of Finance	Base Salary and Benefits Costing
March 26 th	Administrative Council	Budget Planning Meeting
March 30 th	Superintendent - Staffing	Preliminary Enrolment Projections
April 2 nd	Superintendent of Business, Superintendents of Education	Present Draft Expenditure Budgets to Administrative Council <ul style="list-style-type: none"> · Curriculum and Special Education Budgets · Staffing · Corporate Services Budget
April 9 th	Administrative Council	Update Enrolment Projections Finalize School Allocations
April 23 rd	Superintendent of Business, Administrative Council	Review Expenditure Estimates
April 26 th	Superintendent of Business	Present to Budget Committee Draft Budgets for: <ul style="list-style-type: none"> · Special Education · Curriculum · Administration · Transportation · School Operations · Information Technology
April 27 th	Manager of Finance	Complete Revenue Estimates Complete Draft Expenditure Budget

2012-13 BUDGET TIMETABLE

Date	Responsibility	Procedure
April 30 th	Superintendent of Business	Present Draft Budgets to Administrative Council Present Teaching Staff Calculation to Administrative Council
May 7 th	Superintendent of Business	Draft to Budget Committee Present Teaching Staff Calculation to Budget Committee
May 22 nd	Superintendent of Business	Review Final Draft with Budget Committee
June 14 th	Superintendent of Business	Final Budget to Audit Committee
June 19 th	Superintendent of Business	Final Budget to Committee of the Whole
June 26th	Chair of Budget Committee	Final Budget to the Board

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: March 20, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION (IAP2)

Public Session

BACKGROUND INFORMATION:

At the December 6, 2011 Accommodations Committee meeting, Committee members requested that staff prepare a process for consulting with communities regarding accommodation issues prior to undertaking future Board-approved Accommodation Reviews. The process developed by staff included the training of two staff members in the area of public consultation/participation. Further, the Committee recommended that the Board approve two staff members to receive training through the International Association for Public Participation.

DEVELOPMENTS:

Tom Grice, Superintendent of Business, and Leslie Telfer, Principal of Program attended the International Association for Public Participation training from February 27 to March 2, 2012. The training provided sequential steps that should be utilized in order to engage public participation.

Public Participation is a framework of policies, principles and techniques, which ensure that citizens, communities, individuals, groups and organizations have the opportunity to be involved, in a meaningful way, in making decisions that will affect them or in which they have an interest.

Effective public participation requires that all stakeholders demonstrate respect for each other and commitment to the process. It also requires that all stakeholders have patience and discipline to work together toward shared perspectives and commonly-desired outcomes.

The public and the Board need to fully understand both the problem or opportunity and the available options if a solution is to be found. Depending on the approach implemented, it is possible to achieve the following outcomes:

- A clear definition of the problem / opportunity.
- A forum for sharing ideas and concerns.
- Development of clear, understandable information.
- A comprehensible decision process and explicit decision criteria.
- Stakeholders working together to focus on the problem or opportunity and finding common ground.
- Incorporation of the public's issues (fears, concerns, needs and desires) into the decision process.
- Clear understandable rationale for the decision.

The following steps can be utilized when framing an issue for public participation:

1. Establish a decision statement.
2. Identify the stakeholders and customize the Issues Assessment Worksheet.
3. Establish public participation objectives.
4. Establish tangible outputs and non-tangible outcomes.
5. Determine public participation techniques that can be used with the Public Participation Spectrum. Spectrum levels are designed to increase the level of public participation.
 - Inform
 - Consult
 - Involve
 - Collaborate
 - Empower


All public participation programs are not the same. On some initiatives, the public's role may be to provide consultation in the form of feedback to the project sponsor. In other cases, the public's role may be collaborative, partnering with the project sponsor to jointly address a problem or opportunity. There are multiple avenues for public participation including, but not limited to, issues involving accommodation reviews, boundary alignment, strategic planning, budget planning, local school and school Catholic Parent Involvement Committee issues, and Board and Regional Catholic Parent Involvement Committee issues.

With respect to the Accommodation Review process, engaging the public in an issues dialogue prior to entering into a formal Accommodation Review would be an appropriate use of the public participation process. Preparations are underway to engage the public in this format in May, 2012, prior to entering into an Accommodation Review of the schools in Brant County.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the International Association for Public Participation (IAP2) report.

IAP2 Public Participation Plan

Decision Statement:						
Stakeholders:						
						
Inform Consult Involve Collaborate Empower						
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback regarding analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that their concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of preferred solutions.	To place final decision-making in the hands of the public.	
Objectives:	IAP2 Techniques					
<ul style="list-style-type: none"> • To work with a representative stakeholder group to provide relevant project information/data. 						
<ul style="list-style-type: none"> • To develop a relationship between the stakeholders and the Board. 						
<ul style="list-style-type: none"> • To facilitate an exchange of information between the stakeholder group and the Board. 						
<ul style="list-style-type: none"> • To define the issues affecting/impacting stakeholders involved in School Reviews. 						

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: March 20, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

TUITION FEES FOR NON-RESIDENT IN ONTARIO STUDENTS

Public Session

BACKGROUND INFORMATION:

The Tuition Fee regulation under the Education Act requires that school boards charge a tuition fee for all students who are not resident to Ontario. Non-resident students are typically permitted to study in Canada as they have been issued a Study Permit or a parent has been issued a Work Permit by Citizenship and Immigration Canada. The grant formula contains a calculation for the minimum fee a school board can charge, which is based on actual operating costs. Students on tax exempt land, such as First Nations lands, are also required to pay fees, but the fees are generally paid by the Government of Canada under an agreement with the school board. Boards must charge students from outside Ontario this minimum fee, but may charge more.

In June 2009, the Board established that the minimum grant calculation total be used as the yearly fee for elementary international students and that a fee of \$11,500 be charged for secondary international students. The Board also established that an administration/application fee of \$200 be charged to all international students.

DEVELOPMENTS:

The results of a survey of area school boards shows the following tuition fees for 2011-12 and are outlined in Appendix A attached.

	Elementary	Secondary
High	\$14,600	\$16,400
Low	\$9,545	\$10,659
Average	\$12,073	\$13,523

Some boards charge a non-refundable administration/application fee ranging from \$0 to \$500; with an average administration/application fee of \$220.

Administration believes the Board should consider increasing tuition fees so that they are comparable to that of other boards. It is recommended that a fee of \$12,500 per year be charged to secondary students from outside Ontario and that a fee of \$11,500 per year be charged to elementary students from outside Ontario. Administration recommends the Board charge a non-

refundable administration/application fee of \$250 to offset costs associated with the administration and monitoring of international students. Administration also recommends that no refund of tuition fees be given to international students who withdraw from the system during the course of their agreement.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the annual tuition fee of \$11,500 for elementary non-resident in Ontario students, as defined by the Education Act.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the annual tuition fee of \$12,500 for secondary non-resident in Ontario students, as defined by the Education Act.

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves a non-refundable Administration/Application Fee of \$250.

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves that no refund of tuition fees be given to international students who withdraw from the system during the course of their agreement.

Non-Resident in Ontario Student Tuition Fees – Comparison Surrounding Boards						
School Board	2011-12		2012-13		Fees	
	Elementary	Secondary	Elementary	Secondary	Non-Refundable Application/ Administration Fee	Cancellation (Refund is Pro-Rated if Granted)
Brant Haldimand Norfolk Catholic DSB	\$10,208	\$11,500	Under Review	Under Review	\$200	No Cancellation Fee
Grand Erie DSB	\$9,545	\$12,185	\$9,845	\$12,485	\$275 Included as part of Tuition Fee	No Refund
Halton Catholic DSB	\$11,500	\$12,500	\$11,500	\$12,500	\$250	No Refund After Reporting Dates
Hamilton Wentworth Catholic DSB	\$9,797	\$10,659	\$10,097	\$10,959	N/A	No Cancellation Fee
Hamilton Wentworth DSB	\$12,000	\$13,000	\$12,000	\$13,000	\$250	Refund is granted, less \$600 fee, if 30 Days After the Start of School/Semester
London District Catholic SB	\$11,300	\$12,700	\$11,900	\$13,300	\$150	Refund is granted, less \$500 fee, if student returns their Confirmation of Acceptance Letter
Niagara Catholic DSB	\$11,000	\$12,000	\$11,000	\$12,000	\$250 Included as part of Tuition Fee	\$250 Cancellation Fee

Non-Resident in Ontario Student Tuition Fees – Comparison Surrounding Boards

School Board	2011-12		2012-13		Fees	
	Elementary	Secondary	Elementary	Secondary	Non-Refundable Application/ Administration Fee	Cancellation (Refund is Pro-Rated if Granted)
Thames Valley DSB	\$11,300	\$12,700	\$11,800	\$13,200	\$150	Tuition Fee Paid Upfront \$100 Cancellation Fee if Study Permit not Received. Otherwise \$500 Cancellation Fee
Waterloo Catholic DSB	\$11,900	\$12,900	\$11,900	\$12,900	\$200 + tax	No Cancellation Fee
Waterloo Region DSB	\$14,600	\$16,400	\$15,300	\$16,800	\$500 Included as part of Tuition Fee	\$500 Cancellation Fee
Wellington Catholic DSB	\$9,700	\$10,700	\$9,700	\$10,700	\$200	No Cancellation Fee
	ESL \$3,900 = \$13,600	ESL \$3,900 = \$14,600	ESL \$3,900 = \$13,600	ESL \$3,900 = \$14,600		
AVERAGE	\$11,523	\$12,831	\$11,894	\$13,174	\$220	

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

Prepared by: Trish Kings, Superintendent of Education
Presented by: Dan Dignard, Chair of the Integration Committee
Presented to: Committee of the Whole
Submitted on: March 20, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

ST. MARY/HOLY CROSS INTEGRATION SUB-COMMITTEE REPORT – NAME OF SCHOOL

Public Session

BACKGROUND INFORMATION:

The Integration Committee for Holy Cross and St. Mary Schools met on three occasions to discuss and plan for the implementation of strategies to ensure a positive transition for both school communities. Many of the items have been addressed and the Project Management Plan is in the implementation stage as part of the process.

DEVELOPMENTS:

One of the discussion points during the committee meetings focused on the name of the consolidated school. Suggestions were made to either leave the name of the school as Holy Cross or select a new name for the school.

In reviewing the *Naming of Schools* Board Policy 400.17, the principals were asked to seek input from their respective communities regarding the name of the school. A small committee comprised of staff, students and parents from both schools, under the leadership of the principals, met on Monday, February 27, 2012 at Holy Cross School. The members shared their perspectives and through consensus recommended that the name *Holy Cross* remain as the name of the school for September 2012 and beyond.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the St. Mary/Holy Cross Integration Sub-Committee Report – Name of School.

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

Prepared by: Tom Grice, Superintendent of Business
Presented to: Committee of the Whole
Submitted on: March 20, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

STRATEGIC PLAN UPDATE: COMMUNICATIONS
Public Session

BACKGROUND INFORMATION:

The Board's Strategic Plan was approved in principle in June, 2009. In the fall of 2010, the action plans for the Strategic Commitments were received by the Board. At that time it was determined that bi-annual monitoring reports would be provided to the Board.

DEVELOPMENTS:

Please find attached the monitoring report on the Communications Strategic Commitment.

RECOMMENDATION:

THAT the Committee of the Whole refers the monitoring report on the Strategic Commitment: Communications to the Brant Haldimand Norfolk Catholic District School Board for receipt.

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

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

Expected Outcome	Strategies	Indicators of Success	Timeline	Responsibility	Status
Improved communication among all staff and members of our Catholic Community.	Staff can successfully update personal information, access curriculum materials and student data quickly and easily.	Have a full-service, intuitive Intranet that is the 'hub' of our Board's internal communication system and is used by all employees.	February 2012	Communications Office Information Technology Corporate Services	Complete. Portal to be demonstrated to Board at Committee of the Whole meeting, March, 2012.
	Process implemented whereby feedback from staff informs new features to improve the Intranet project and increase usage.		2011-12		In process. Reporting mechanism being added to the portal.
	Portal sections developed and measured (count number of web page hits, feedback, etc.) for Curriculum, Administration, Employee, Teachers and Parents.	2011-12	Ongoing. Major sections created and populated with information.		
	Improve the functionality and content of the Board website.	Information is available and found in an appropriate amount of time. Website reports show increased usage and improved search results.	March 2012	Communications Office Information Technology	In process. New website contains improved interface and content. Accessibility standards being addressed.
	Release 'From the Boardroom' newsletter after each Board meeting in an effort to meet the need for faster messaging to staff.	Staff feel well-informed about system decisions and changes.	Monthly, beginning September 2011	Communications Office	Complete. Newsletter is released after every Board meeting highlighting decisions made by the Board. General feedback indicates the communication is effective and appreciated. This publication is shared with local media and has prompted coverage of events.

Brant Haldimand Norfolk Catholic District School Board

2011-12 Strategic Action Plan
Strategic Commitment: Communications

Expected Outcome	Strategies	Indicators of Success	Timeline	Responsibility	Status
Improved communication among all staff and members of our Catholic Community. <i>(continued)</i>	Utilize pre-determined detailed paths (a list depicting information flow) when sharing information. Institute the use of a feedback loop when sharing information.	Groups who need the information receive it in an accurate, complete and appropriate amount of time. Report high levels of success in communication process.	January 2012	Communications Office	In process. List of all communication methods compiled and format of each being reviewed. (For example: posting information as *New Curriculum News* in the employee portal may be more effective than issuing an emailed .pdf version of a paper newsletter.)
	Establish Board/Parish liaisons who will assist with the sharing of school / system /parish information.	Board/school liaisons find that the information is shared between the Parish community and the school/system.	April 2012	Communications Office	Catholicity Committee is currently working on this strategy.
Witness a strong understanding of the value of Catholic education in our local community.	Send our publications to our community partners for display.	We are visually present in our community (i.e. on the shelves of our local government and community partners' offices).	April 2012	Communications Office	Complete. (Example: Annual Report, <i>From the Boardroom</i> publication, ratepayer package, Parent Symposium poster, etc. sent to community partners and media.)
Create closer connections between the school and media at the local level.	Provide a media kit and half-day media training to principals.	Increased media coverage at the local level.	2011-12	Communications Office	Scheduled April 24, 2012. Senior staff and Managers also included in training session.
Establish a clear, consistent visual image throughout all of our publications.	Create Visual Identity Guidelines	New communications adhere to the standards detailed in the Visual Identity Guidelines.	December 2012	Communications Office	Complete. Visual Identity Guidelines revised.
	Share templates with designated staff.	Staff easily and accurately produces new communications that are consistent with our designated standards.	December 2012	Communications Office	Complete. Staff using with success.
Improve knowledge of Privacy and Information Management best practices and guidelines.	Populate Administrative section of the portal with standard Privacy and Information Management reference documents.	Staff can identify and use the reference documents pertaining to procedures that support Privacy and Information Management.	February 2012	Communications Office	Complete. Secretaries received training/review at November, 2011 PA day.
	Create privacy breach procedure document for principals to share with staff.	When queried, staff are able to describe what to do when they suspect or discover a privacy breach.	March 2012	Communications Office	In process. Privacy Breach Awareness is the focus of March's Privacy and Information Management (PIM) Campaign.

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: March 20, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

REGIONAL CATHOLIC PARENT INVOLVEMENT COMMITTEE (RCPIC) BY-LAWS

Public Session

BACKGROUND INFORMATION:

In accordance with the Brant Haldimand Norfolk Regional Catholic Parent Involvement Committee (RCPIC) (Policy 200.24), the RCPIC has created by-laws to govern the work of the committee as stated in Ontario Regulation 330/10. The creation of the by-laws permits the Parent Involvement Committee to establish operational procedures that reflect the needs of the committee and parents/guardians on the Brant Haldimand Norfolk Regional Catholic Parent Involvement Committee.

DEVELOPMENTS:

The following by-laws have been made in compliance with Regulation 330/10:

- i) specifying the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members, and governing the filling of vacancies in parent membership,
- ii) specifying the number of community representatives, up to three, to be appointed to the committee, governing process of appointment of community representatives, and governing the filling of vacancies in community representative membership,
- iii) governing the election of members of the committee to the offices of chair or co-chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the committee,
- iv) specifying the number of parent members of the parent involvement committee that will hold office for one year and the number of parent members that will hold office for two years,
- v) specifying how many, if any, of the persons listed in subsection 33 (2) may be appointed by the board to the parent involvement committee,
- vi) specifying the length of the term of office for the community representative members of the parent involvement committee and the members appointed by the board, if any, under subsection 33 (2),
- vii) establishing rules respecting conflicts of interest of the members of the parent involvement committee, and
- viii) establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board.

The Brant Haldimand Norfolk Regional Catholic Parent Involvement Committee is seeking approval of its by-laws from the Brant Haldimand Norfolk Catholic District School Board.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Brant Haldimand Norfolk Regional Catholic Parent Involvement Committee by-laws, as presented.

**REGIONAL CATHOLIC PARENT INVOLVEMENT
COMMITTEE**

BY-LAWS

DRAFT

1. Preamble

The Regional Catholic Parent Involvement Committee of the Brant Haldimand Norfolk Catholic District School board is established under subsection 33 of the Ontario Regulation 330/10 School Councils and Parent Involvement Committee, made under the Education Act.

The Regional Catholic Parent Involvement Committee is a parent-led committee that is advisory in nature. The committee promotes active parent engagement with all parents/guardians in all schools for the improvement of student achievement and the well-being of all students in the Brant Haldimand Norfolk Catholic school district.

2. Name of Organization

The name of the organization shall be known as “Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee” (BHNCD SB-RCPIC).

3. Purpose

Consistent with the Mission, Vision and Values of the Brant Haldimand Norfolk Catholic District School Board, the Regional Catholic Parent Involvement Committee will serve as a board-wide group to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being, by:

- a. providing information and advice on parent engagement to the Board,
- b. communicating with and supporting Catholic School Advisory Councils of the Board, and
- c. undertaking activities to help parents of pupils of the Board support their children’s learning at home and at school.

4. Duties of the BHNCD SB-RCPIC

The Brant Haldimand Norfolk Catholic District School Board RCPIC shall:

- a. develop strategies and initiatives that the Board and the Board’s Director of Education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
- b. advise the Board and the Board’s Director of Education on ways to use strategies and initiatives referred to in clause (a);
- c. communicate information from the Ministry to Catholic School Advisory Councils of schools of the Board and to parents of pupils of the Board;
- d. work with Catholic School Advisory Councils of schools of the Board and, through the Board’s Director of Education, with employees of the Board to:
 - i. share effective practices to help engage parents, especially parents who may find engagement challenging, in their children’s learning,
 - ii. identify and reduce barriers to parent engagement,
 - iii. help ensure that schools of the Board create a welcoming environment for parents of its pupils,
 - iv. develop skills and acquire knowledge that will assist the Regional Catholic Parent Involvement Committee and Catholic School Advisory Councils of the Board with their work; and
 - v. participate in the promotion, application and implementation of grant applications and projects funded under the Ministry of Education Parents Reaching Out (PRO) Programs and offer advice in the use of other types of parent involvement funds provided by the Ministry of Education.

5. Consultation

- a. Consultation by Board: The board may solicit and take into consideration the advice of the RCPIC with regard to matters that related to student faith formation, achievement and well-being. The board shall inform the RCPIC of its response to advice provided to it by the committee.
- b. Consultation by Ministry: The Ministry may solicit and take into consideration the advice of the RCPIC with regard to student achievement and well-being.
- c. Consultation by Parent Involvement Committee: The RCPIC involvement may solicit and take into consideration the advice of parents of students enrolled in schools of the board with regard to matters under consideration by the committee.

6. Membership

Representatives from each of the following groups:

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

Parents shall form the majority of the RCPIC and at a commissioning ceremony will pledge to maintain the traditions of the Roman Catholic faith, in conjunction with the mission of the Brant Haldimand Norfolk Catholic District School Board.

Parents/guardians elected to the RCPIC must reside within the boundaries of the school district they represent.

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

7. Election of Executive/Term of Offices

- The term of office for the Regional Catholic Parent Involvement Committee (Chairperson, Vice-Chairperson, Secretary and Treasurer) shall be two years.
- Elections shall take place before the end of October in alternate years. Election forms will be sent to each Catholic School Advisory Council one month prior to the first Regional Catholic Parent Involvement Committee one month prior to the first Regional Catholic Parent Involvement Committee meeting in October.

- The Executive members of the Committee shall be elected or appointed through a nomination, or selection process, an appointment can be made by the Executive.
- Members of the Regional Catholic Parent Involvement Committee will not receive an honorarium or payment for general expenses.
- Names and addresses of members of council will be forwarded to the Director within 30 days of election.
- Names of council members will be published to the Brant Haldimand Norfolk Catholic District School Board communities.

8. Role of the Regional Catholic Parent Involvement Committee Chairperson

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

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

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

10. Role of All Regional Catholic Parent Involvement Committee Members

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

11. Conflicts of Interest

A conflict of interest for a Parent Involvement Committee member involves situations in which the member's private interests may be incompatible or in conflict with his/her committee responsibilities.

A conflict of interest may be:

- Actual – a private interest may directly or indirectly influence the exercise of the member's duties and responsibilities.
- Perceived – a reasonably well-informed person could believe that a member was in conflict of interest, even if that conflict of interest did not exist.
- Potential – a private interest could influence the exercise of the member's duties and responsibilities.

A committee member shall declare a conflict of interest in matters that they, members of their families or their business affiliations could directly or indirectly benefit from the decisions of committee.

A committee member who identifies a conflict of interest must declare it before any discussion of the matter begins. The member must:

- Publicly state the conflict of interest, explain the general nature of the interest and have the declaration recorded in the minutes
- Not vote on the matter under discussion
- Leave the room when council is discussing the matter and have this fact recorded in the minutes
- Not discuss the matter with members or attempt to influence the decision

A committee member shall not accept favours or economic benefit from any individuals, organizations or entities known to be seeking business contracts from the committee.

12. Role of Appointed Members

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

13. Meeting Agenda

- The Chairperson shall prepare the agenda for all meetings in consultation with the Superintendent of Education.
- A council Executive member may request an agenda item to be included on the agenda no less than seven days prior to a meeting date.
- Agendas shall be distributed to each council representative no less than two (2) days prior to the meeting.
- The format of the agenda shall include:
 - Open Prayer,
 - Attendance,
 - Approval of the agenda,
 - Declarations of interest,
 - Approval of minutes of previous council meeting,
 - Business arising from previous meeting,
 - Reports from representatives and focus groups,
 - New Business,
 - Correspondence,
 - Chair's report,
 - Next meeting date, and
 - Adjournment.
- A "meeting", in respect of a parent involvement committee, does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide.
- A meeting of the RCPIC cannot be held unless:
 - a. there is a quorum in attendance. A quorum is fifty percent (50%) +1 of members, but at all times the majority of those present must be parent members. When a parent member absence will affect the quorum, the Chair will contact an "alternate" parent member to attend the meeting to ensure a quorum is present.

An alternate member will advise the Chair of his or her status at the beginning of each meeting in order to have voting privileges.

- b. the Director of Education, or the person designated under subsection 46 (1) of O. Reg. 612/00 is present; and
- c. the trustee who sits on the committee, or the person designated under 46 (2) of O. Reg. 612/00 is present.
- The RCPIC shall meet at least four (4) times per year between September and June. Meetings will normally be scheduled the last Thursday of September, November, February and May and begin at 7pm.
- Notice of each meeting shall be provided to all members of the RCPIC at least five days before the meeting by delivering a notice to each member by e-mail or regular mail and by posting a notice on the board's website.
- RCPIC Member Attendance: The expectation is that RCPIC members will endeavor to attend meetings. When absent, regrets should be made to the Secretary to the Director/delegate so that arrangements can be made for attendance by an "alternate" parent member if required.
- The modern edition of "Robert's Rules of Order" shall govern all procedural matters not specifically referenced in this Terms of Reference.
- Additional employees of the board, as determined on a needed basis, may be invited to attend, participate and resource meetings of the RCPIC in a non-voting capacity.

14. Sub-Committees

- The RCPIC may establish subcommittees to make recommendations to the RCPIC.
- A subcommittee of the RCPIC must include at least one RCPIC parent member.
- A subcommittee may include persons who are not members of the RCPIC.

15. Decision-Making and Voting

- Wherever possible, decisions will be reached through discussion and consensus. Consensus is a decision-making process, where members seek to understand other points of view and collaborate to reach common ground.
- When the RCPIC votes on a matter, only parent members and community representatives are entitled to vote.
- The Chair, unless an interest as required by the Municipal Conflict of Interest Act has been declared, may vote on all questions which he or she is entitled to vote at any time.
- In the event of a tie, the motion is defeated.

16. Code of Ethics/Guiding Principles

- Members of the RCPIC will embrace the objectives and guiding principles of Board Policy: Promoting and Supporting Equity & Inclusion Within a Catholic Community by recognizing individual's views and beliefs, engaging in a collaborative process, providing an inclusive, welcoming environment, publicly supporting group decisions, encouraging and fostering healthy relationships, communicating ideas positively, and trusting the intentions and integrity of others.
- Members of the RCPIC have a duty to make decisions consistent with Ministry and Board policy and procedures and in the best interest of students.
- Members will comply with the requirements of relevant legislation and regulations, including the **Municipal Conflict of Interest Act**. Members will not act in order to gain financial or other material benefit personally.

- A RCPIC member shall disclose interest at the beginning of each meeting if an item on the agenda presents a conflict of interest for that member. Should an issue or agenda item arise during a meeting where a RCPIC member is in a conflict of interest situation, he or she shall disclose interest immediately and shall not discuss or vote on any such resolution relating to the matter.
- Members will respect the privacy of all individuals in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). When meeting, **members shall not be allowed** to discuss specific parents, students, school/board trustees, personnel or other council members.

17. Internal Conflict Resolution Process

- In the event of a conflict between members, the Chair or designate will make every effort to resolve the dispute by negotiation.
- Should an internal dispute arise that cannot be resolved by the members of the RCPIC amongst themselves, the Chair will advise the Director of Education. The Director of Education, in consultation with the Chair, will determine which approach will be utilized in an attempt to resolve the conflict.

18. Reimbursement of Expenses Incurred as Members of Committee

- A person shall not receive any remuneration for serving as a member of the RCPIC. (This does not preclude payment of an honorarium under section 191 of the *Education Act* that takes into account the attendance of a board member at a parent involvement committee meeting.)
- RCPIC members may seek reimbursement for reasonable out of pocket expenses incurred as a member of the RCPIC in accordance with Board policy and procedures. Approved reimbursements will be funded from Ministry funding provided for the purposes of enhancing parent engagement.
- RCPIC members attendance at conferences shall be preapproved by the Chair and reimbursement of expenses provided in accordance with Board policy and procedures.

19. Reporting

- The RCPIC shall formally submit a copy of all approved meeting minutes to the Brant Haldimand Norfolk Catholic District School board through a report that will be placed on a public board meeting.
- The RCPIC shall annually, following its May meeting, submit a written summary of the committee's activities to the Chair of the Board and to the Director of Education. The summary of activities shall include a report on how funding, if any, provided under the *Education Act* for parent involvement described in section 2.1, and subsections in section 2.1, and 2.2 (a) and (d) above were spent.
- The Director of Education shall provide the summary of activities to the school councils and post the summary of activities on the board's website.

20. Terms of Reference Review

- The RCPIC Terms of Reference will be reviewed on an annual basis in February.
- Notice of a review of the RCPIC's Terms of Reference must be provided to members of the RCPIC at least five (5) days prior to the review meeting.
- Two-thirds of the voting RCPIC membership is required to change the Terms of Reference.
- As a Board committee, the Terms of Reference must be received and approved by the Board of Trustees.

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: March 20, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

MENTAL HEALTH INITIATIVE

Public Session

BACKGROUND INFORMATION:

On November 7, 2011, Barry Finlay, Director of Special Education Policy and Program, provided details related to Ontario's three year plan to improve services and supports for children and youth with mental health and addiction needs. The details outlined initiatives to support the recently released *Open Minds, Healthy Minds - Ontario's Comprehensive Mental Health and Addiction Strategy*. The overall plan has four key goals:

- To improve mental health and well-being for all Ontarians
- To create healthy resilient inclusive communities
- To identify mental health and addiction problems early and intervene
- To provide high quality integrated person directed health and other services

The first three years will focus on children and youth, with the goal to identify and intervene early. To accomplish this goal, the plan is to provide training and resources for effective responses to mental health issues by:

- providing tools and support to those in contact with children and youth so they can identify mental health issues sooner, and
- building mental health literacy and local leadership.

DEVELOPMENTS:

How do we support children and youth mental health in our schools? The Special Education Services has taken the lead in this area and have developed the following plan for this year:

1. To develop an educational partnership with Woodview Mental Health and Autism Services and Haldimand-Norfolk REACH to provide four personnel with expertise in mental health for access by school staff, students and families.

Meetings have been held with Deb Young, Manager of HN REACH, and Flora Ennis, Director of Woodview Mental Health and Autism Services to formulate a draft partnership. The draft partnership will be presented to senior administration on March 20, 2012 for review. The partnership program has been named ROKS, which stands for Reaching Out to Kids in Schools.

Meetings have been held to discuss the role of the ROKS personnel while in our schools. The ROKS personnel have met with Joyce Young for an inservice on Catholic perspective when dealing with our students. An overview of the ROKS program is attached. Special Education Services and Safe Schools staff have met to develop the board process for referrals to ROKS (copy attached). ROKS personnel, Special Education Staff and Safe School staff have met on two occasions to allow for the ROKS personnel to understand the supports available in our system for students at risk. Joyce Young provided an inservice on Virtues education at one of the meetings.

2. To pilot mental health literacy training in five champion schools (Holy Trinity, St. Joseph's, St. Frances Cabrini, Jean Vanier and Christ the King) to raise the knowledge and skill base of staff, as well as influence attitudes toward mental health. Administrators from the champion schools, along with Special Education Services and Safe Schools staff, have attended a full day inservice by Dr. Matte (October 17, 2011) and a half day inservice on Mental Health issues in schools presented by Drs. Short and Manion (February 3, 2012).
3. To provide to the champion schools an educational resource *Making a Difference Guide* and a Mental Health Awareness video produced by the School Based Mental Health and Substance Abuse Consortium. Joyce Young reviewed the guide and added a Catholic introduction. In addition, ROKS, Safe Schools and Special Education Staff developed a teacher preface to the document. Administrators from the champion schools will be inserviced on the guide and the rollout process on March 23, 2012 by personnel from Woodview Mental Health and Autism Services and H-N REACH.
4. To provide to board staff opportunities for professional development on mental health issues and available supports in our board and the community. Professional development will be provided by board staff and the staff of ROKS on district PA days, as well as at individual schools upon request.
5. To reduce the stigma attached to mental illness, student bookmarks and posters outlining mental health issues and supports available in our local communities were developed, reviewed by the Religion & Family Life consultant, and distributed to all our schools and students. Terre Slaght, along with Student Support Leadership Initiative (SSLI) staff, met with H-N REACH staff and the Name It To Change It student group to develop posters and bookmarks to be used in our schools.

RECOMMENDATION:

THAT the Committee of the Whole refers the Mental Health Initiative report to the Brant Haldimand Norfolk Catholic District School Board for receipt.



Reaching Out to Kids in Schools Program (ROKS)



The program was created to provide support to students from grades JK to 12 in both the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board who are experiencing symptoms of mental health problems and whose daily life is being negatively impacted.

Support and intervention can be provided in a variety of formats to accommodate and best support the student, family and school staff. The type of service offered will be determined in collaboration with the school, student and family. Support can be provided to students and families throughout the year, not just the school year.

This ROKS team provides support in three general areas:

Individual	Family	Group
<ul style="list-style-type: none"> • Brief Therapy • Transitions • School Staff Support • Support students struggling with mental health • Emotional and behavioural regulation 	<ul style="list-style-type: none"> • Parenting Groups • In home support • Individual/ family therapy • Resources and information • Supporting new families 	<ul style="list-style-type: none"> • Temper Tamers • Social Skills • Anger Management • Peer Pressure

The ROKS program is suitable for students who:

- ✓ Find mental health issues impact their academic achievement
- ✓ Have difficulty functioning within their family due to effects of mental health problems
- ✓ Have thoughts about self-harm
- ✓ Lack coping and problem solving strategies
- ✓ Struggle with peer relations

For additional information please contact:

Deb Young – Haldimand Norfolk REACH 519.587.2441 x 284

OR

Flora Ennis – Woodview Mental Health and Autism Services 519.752.5308 x 105

Core Values of the ROCS Program

Child and Family Centred

We place the interests of the child and family first.

Accessibility

We are committed to providing accessible and responsive services for children and their families in partnership with their schools.

Strengths-based

We work together with the child, family and their supports to identify skills, abilities and strengths and use and build on these in our work.

Transparency and Collaboration

We are committed to a collaborative and transparent approach to the development of a service plan. Planning and delivery of services will always include a process that elicits the child and family's ideas, plans and expertise gained from their lived experiences.

Working within the Child's Natural Environment and Context

We are committed to working with children and families respecting the context of their environment.

Value Diversity

We value and respect the diversity that exists within our communities and the uniqueness of each child, family, school and agency.

Relationships Built on Respect

We work together by building mutual trust, and appreciation of similarities, differences and experience. We work within the mission, vision and values of all partners.

Innovation and Creativity

We will seek to find new ways of providing effective services.

Evidence Informed Practices *

Our services are "evidence informed".

*For the purpose of this program, evidence informed practices are described as those "practices that combine the best available research with the experience and judgement of practitioners, children, youth and families to deliver measurable benefits. This includes practice based evidence, evaluation findings, evidence-based practice, the expertise of clinicians, and the lived experience of children, youth and families". (Ontario Centre of Excellence for Child and Youth Mental Health, 2011)

November 14, 2011

ROKS Referral Process



School Board Designate is currently Terre Slaght



**BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD**

322 Fairview Drive, P.O. Box 217, Brantford, ON N3T 5M8
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E info@bhncdsb.ca

Excellence in Learning ~ Living in Christ

www.bhncdsb.ca



Haldimand-Norfolk
REACH

supporting children, families, communities

Reaching Out to Kids in Schools



Referral Form

OFFICE USE ONLY

REFERRAL REVIEWED _____

ASSIGNED CLINICIAN _____

Student Name:

DOB:

Gender: m f

School:

Grade:

Student's Address:

Legal Guardian:

Phone:

Relationship:

Main Contact at School:

Phone:

Presenting Concerns/Problems:

Reason for Referral:

What type of support are you looking for:

- Individual
- Family
- Group
- Consult
- Other _____

Agencies and outside supports currently involved? (contact, reason)

Existing school supports?

Parental consent attached

WOODVIEW MENTAL HEALTH AND AUTISM SERVICES : PHONE- 519.752.5308 ext 0 FAX - 519.752.9102

HALDIMAND-NORFOLK REACH: PHONE- 519.587.2441 ext 0 FAX- 519.587.2682

****Please contact receiving agency by phone before sending fax****

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

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

EXCURSION – ITALY AND GREECE

Public Session

BACKGROUND INFORMATION:

Assumption College School is requesting approval for an excursion to Italy and Greece from Friday, March 8, 2013 to Sunday, March 17, 2013 (no school days).

DEVELOPMENTS:

Approximately twenty-two (22) Grades 11-12 students will be participating in this field trip. Supervising teachers will include Terry Ashby and Ryan O'Donoghue. The anticipated cost of the trip for each student is approximately \$2995.

The students will witness elements of history which they have learned in the classroom, enhancing their appreciation of history, architecture, and other cultures. They will have an opportunity to tour the Vatican, St. Peter's Basilica, the Coliseum, the Acropolis, and the Pan-Hellenic Sanctuary of Delphi.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Italy and Greece from Friday, March 8, 2013 to Sunday, March 17, 2013.



2011-12 Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
March 20, 2012	7:30 pm	Committee of the Whole	new time
March 21, 2012	7:00 pm	SEAC Meeting	
March 23-24, 2012	3:30 pm	Trustee Retreat with Bishop Fabbro	
March 27, 2012	7:30 pm	Board Meeting	new time
April 11, 2012	2:30 pm	Executive Council Mtg.	new date/time
April 11, 2012	7:00 pm	Official Opening & Blessing – St. Basil – Bishop Crosby	
April 11, 2012	7:00 pm	SEAC Meeting	
April 17, 2012	7:30 pm	Committee of the Whole	new time
April 24, 2012	5:15 pm	Media Training Session	NEW
	7:30 pm	Board Meeting	new time
April 26 - 28, 2012		OCSTA AGM	
May 1, 2012	12:00 pm	Presentation on Governance by Calgary Catholic District	
May 2 – 4, 2012		Board Art Show	
May 3, 2012	5:00 pm	Catholic Student Leadership Awards; with Bishop Fabbro	
<i>May 6 – 11, 2012</i>		<i>Catholic Education Week</i>	
May 8, 2012	2:00 pm	Executive Council Mtg.	
May 8, 2012	6:00 pm	Celebration of the Arts – art viewing	
	6:30 pm	Celebration of the Arts - performances	
May 15, 2012	7:30 pm	Committee of the Whole	new time
May 16, 2012	7:00 pm	SEAC Meeting	
May 17, 2012	6:30 pm	St. Pius X School Closing Open House	
May 22, 2012	7:30 pm	Board Meeting	new time
May 23, 2012	1:00 pm	Catholicity Committee Mtg.	
May 29, 2012	1:30 pm	Faith Advisory Committee Mtg.	
June 7-9, 2012		CCSTA Convention	
June 13, 2012	3:30 pm	Executive Council Mtg.	new date/time
June 13, 2012	7:00 pm	SEAC Meeting	
June 14, 2012	7:00 pm	Official School Closing Ceremony – St. Mary School (B)	
June 19, 2012	7:30 pm	Committee of the Whole	new time
June 25, 2012	4:45 pm	Assumption College Graduation	
June 26, 2012	7:30 pm	Board Meeting	new time
June 28, 2012	7:00 pm	St. John's College Graduation	
June 28, 2012	7:00 pm	Holy Trinity Graduation	