



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

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

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

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

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

- 1. Opening Business**
 - 1.1 Opening Prayer – Cliff Casey
 - 1.2 Attendance
 - 1.3 Approval of the Agenda
 - 1.4 Declaration of Interest
- 2. Presentations - Nil**
- 3. Delegations - Nil**
- 4. Consent Agenda**
 - 4.1 Approval of Committee of the Whole Meeting Minutes – October 16, 2012 Pages 4-8
 - 4.2 Unapproved Special Education Advisory Committee Meeting Minutes - Pages 9-11
October 10, 2012
 - 4.3 Unapproved Faith Advisory Committee Meeting Minutes – October 17, 2012 Pages 12-14
 - 4.4 Unapproved Regional Catholic Parent Involvement Committee Meeting Minutes - Pages 15-16
October 22, 2012
 - 4.5 Unapproved Student Transportation Services Brant Haldimand Norfolk Directors' Pages 17-20
Meeting Minutes – October 23, 2012



5. Committee and Staff Reports

- | | | |
|------------|---|-------------|
| 5.1 | Board Enrolment
Presenter: Tom Grice, Superintendent of Business & Treasurer | Pages 21-22 |
| 5.2 | Strategic Plan Themes and Foci
Presenter: Chris N. Roehrig, Director of Education & Secretary | Pages 23-25 |
| 5.3 | Catholic Education Advisory Committee
Presenter: Chris N. Roehrig, Director of Education & Secretary | Pages 26-29 |
| 5.4 | Supporting Student Learning: Assistive Technology
Presenter: Jamie McKinnon, Superintendent of Education | Pages 30-31 |
| 5.5 | Board Improvement Plan for Student Achievement 2012-2015
Presenter: Leslie Telfer, Superintendent of Education | Pages 32-33 |
| 5.6 | Interim Policy: Copyright-Protected Works
Presenter: Chris N. Roehrig, Director of Education & Secretary | Pages 34-39 |
| 5.7 | Insurance Renewal
Presenter: Tom Grice, Superintendent of Business & Treasurer | Pages 40-41 |
| 5.8 | Excursion – New York City, NY (St. John’s College)
Presenter: Bill Chopp, Superintendent of Education | Page 42 |
| 5.9 | Excursion – New York City, NY (Holy Trinity)
Presenter: Bill Chopp, Superintendent of Education | Page 43 |

6. Information and Correspondence

- 6.1** OCSTA Update

7. Notices of Motion

8. Trustee Inquiries

9. Business In-camera

207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- a) The security of the property of the board;
 - b) The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - c) The acquisition or disposal of a school site;
 - d) Decisions in respect of negotiations with employees of the board; or
 - e) Litigation affecting the board.



BRANT HALDIMAND NORFOLK Catholic District School Board

Agenda

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10. Report on the In-camera Session

11. Future Meetings and Events

Pages 44-45

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



Committee of the Whole
Tuesday, October 16, 2012 7:30 pm
Boardroom

Trustees:

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

Absent: Cliff Casey (Chair)

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by June Szeman

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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

Carried

1.4 Declaration of Interest – Nil

2. Presentations

Superintendent Chopp introduced the Elementary Athletic Coordinators, Lyle Goulding, Cam Sinnesael, MariLynne Tota and Karen Vitalis, who gave an informative presentation on the benefits and goals of the elementary sports program, as well as outlined their roles as coordinators and what system-wide sporting events are offered every year. A schedule of 2012-13 tournaments and sporting events was distributed and trustees invited to attend and distribute awards when their schedules permit.

3. Delegations - Nil

4. Consent Agenda

4.1 THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the September 18, 2012 meeting.



- 4.2 THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of September 12, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.3 THAT the Committee of the Whole refers the unapproved minutes of the Catholicity Committee Meeting of October 10, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

Carried

5. Committee and Staff Reports

5.1 Unapproved Policy Committee Meeting Minutes and Recommendations – October 10, 2012

Trustee Blake reported that several new and revised policies were reviewed at the October 10, 2012 Policy Committee meeting. Trustee Petrella made a minor revision to the Information and Communications Technology Use Administrative Procedures. The following recommendations were brought forward by the Committee for consideration:

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

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

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

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

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

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



Moved by: Dennis Blake
Seconded by: Dan Dignard

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

Carried

THAT the Committee of the Whole refers the recommendations from the Policy Committee Meeting of October 10, 2012 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5.2 Primary and Junior/Intermediate Class Size

Superintendent Grice reported that the Board met the Ministry's primary class size mandate of 20 or fewer pupils in 90% of classrooms, as well as the new requirement for Grades 4 to 8 classes to have no more than 25.60 students. The actual average class size for junior/intermediate classes was 25.18 students as of compliance date.

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 Primary and Junior/Intermediate Class Size report.

Carried

5.3 Strategic Planning

Superintendent McKinnon reported that as a follow-up to the spring 2012 public consultations regarding the 2012-2015 Strategic Plan, several common themes were identified. He reviewed the strengths, challenges and opportunities in each of the four strategic commitment areas - Catholicity, student achievement, leadership, and communications – and commented that specific strategies to support the suggested areas of focus will be developed in the coming weeks.

Moved by: Dan Dignard
Seconded by: Dennis Blake

THAT the Committee of the Whole refers the Strategic Planning report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.4 Leadership Development

Superintendent McKinnon reported that new developments in the Ministry's Ontario Leadership Strategy require system and school leaders to develop Personal Leadership Resources, specifically in the areas of problem solving, emotion management and optimism. In the coming months, administrators will participate in several professional development opportunities that will focus on problem solving and having courageous conversations. In response to Trustee Petrella's inquiry, training costs are fully funded through the Ministry's Leadership initiative.



Moved by: Rick Petrella
Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Leadership Development report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.5 Ontario Catholic School Trustees' Association – Annual Membership Fees

Vice Chair Szeman reported that the Ontario Catholic School Trustees' Association (OCSTA) has revised its fee structure to compensate for decreasing enrolment. OCSTA has not had a fee increase in the past ten years. A two percent increase over last year's rates has been imposed. Discussion ensued regarding the benefits of membership and OCSTA's strategic direction. A request was made that a meeting be arranged between OCSTA representatives and trustees to address questions and concerns.

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 continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$45,708 for the 2012-13 school year.

Carried

Moved by: Rick Petrella
Seconded by: Dan Dignard

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

Carried

5.6 Excursion – Italy and Greece (revised)

Superintendent Chopp advised that due to a change in aircraft type being used by Alitalia Airlines, the airline can no longer accommodate a Sunday return flight for the Italy and Greece excursion by Assumption College School students during the 2013 March Break. The excursion will now return one day later than previously scheduled. There will be no additional costs to the students.

Moved by: Bonnie McKinnon
Seconded by: Dan Dignard

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

Carried



6. Information and Correspondence

Trustee Petrella provided an update on the OCSTA Fall Regional Meeting that he and trustee Blake attended on October 16, 2012. It was suggested that the Brant Haldimand Norfolk Catholic District School Board submits a resolution at the OCSTA Annual General Meeting regarding representation by every Board on the OCSTA Board of Directors.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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

Carried

7. Notices of Motion - Nil

8. Trustee Inquiries - Nil

9. Business In-Camera

Moved by: Dennis Blake

Seconded by: Dan Dignard

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

Carried

10. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

Carried

11. Future Meetings

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

12. Closing Prayer

A closing prayer was recited in unison.

13. Adjournment

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of October 16, 2012.

Carried



SPECIAL EDUCATION ADVISORY COMMITTEE
Wednesday, October 10, 2012 – 7:00 pm
Special Education Services, St. Mary Catholic Learning Centre, Brantford

Present: Dianne Wdowczyk (Chair), Bill Chopp, Catherine Custodio, Krista Emmerson, Jill Esposto, Carmen McDermid, Bonnie McKinnon, Barb Mitchell, Paul Sanderson, Heather Shisler, Dianne Wdowczyk, Susan Yates

Regrets: Colleen Demarest, Leanne Ryan, Terre Slaght, Teresa Westergaard-Hager

Absent: Nancy Smith, Lisa Stockmans

-
- 1. Opening Prayer** **Carmen McDermid**
Carmen McDermid opened the meeting with a prayer.
 - 2. Welcome and Introductions** **Dianne Wdowczyk**
Dianne Wdowczyk welcomed committee members to the meeting.
 - 3. Approval of the Minutes – September 12, 2012**
Moved by: Paul Sanderson
Seconded by: Heather Shisler
THAT the SEAC Committee approves the minutes from the September 12, 2012 meeting.
Carried
 - 4. Approval of Agenda**
Moved by: Bonnie McKinnon
Seconded by: Susan Yates
THAT the SEAC Committee approves the agenda for the October 10, 2012 meeting.
Carried
 - 5. Agenda Items – Topics for Future Meetings** **Dianne Wdowczyk**
Discussion was held regarding future meeting agenda items, including the role of the SEAC, agency presentations, health nurses in the schools, mental health nurses (next meeting) and the neighborhood hub initiative.
 - 6. Agency Presentation Sign-Up** **Dianne Wdowczyk**
A sign-up sheet was circulated for agencies to give a presentation to the SEAC. The Brant CAS and Haldimand-Norfolk CAS will be giving a joint presentation at the November SEAC meeting.
 - 7. Community Agency Updates**
Dianne Wdowczyk, Woodview, distributed invitations to the agency's October 23 Annual General Meeting. Dianne noted some upcoming events.



Barb Mitchell, HN REACH, handed out invitations to the 10th anniversary of the Ontario Early Years Centre.

Heather Shisler, Lansdowne, informed the Committee that the agency has been using the Gold Care Plan database since March. The agency will also be revisiting transitions to schools and how to make them easier.

Catherine Custodio, H-N CAS, noted October is Child Abuse Awareness Month. A dinner will be held this month for foster parents. Focus is being put on transitioning and the Developmental Services of Ontario, particularly how to get kids on the list and connected. Catherine offered the opportunity to attend a two-day conference where they will be looking at data from Ontario, i.e., how many children are on medications, etc.

Jill Esposto, Brant CAS, explained that the agency is looking for spots in schools to develop relationships. The agency continues to look for opportunities within schools for partnerships to ensure child protection.

Susan Yates, BCHU, stated that the health unit is implementing electronic medical records, with the plan for the system to go live in December. Revised documents and resources have been developed for schools. A chart was distributed with defined roles for the school team. There has been a lot of turnover. The agency is trying to build relationships with schools.

Bonnie McKinnon, BHNCDSDB Trustee, noted that a new policy with respect to Supervised Alternative Learning (SAL) will be going forward to the Committee of the Whole in October. Parent involvement will be a component.

Krista Emmerson, Parents for Children's Mental Health, informed the Committee that the logo for PCMH will be changing to an elephant, as mental health is the "elephant in the room". The organization is working to get their message to families that may not know where to go. Krista is developing a handout sheet for committees, medical offices, agencies, etc.

Bill Chopp, Superintendent of Education, explained that information regarding the impact of concussions will be coming forward in December.

8. Correspondence

A letter from Huron Superior District School Board was distributed.

9. Reports

9.1. Special Education System Lead

Carmen McDermid

9.1.1. Network Structure

System SERTs have been assigned to each network to collaborate and work together with school teams to improve student achievement.



9.1.2. Assessments

Each individual school has been assigned a set number of cognitive assessments based on the amount of SERT minutes allocated for the school year 2012-13. A handout was provided outlining the specific number of assessments per school, as well as the formula used to determine numbers.

9.1.3. Supply Days for Schools

Each individual school has been assigned a set number of supply teacher days to use for team meetings, IEP consults, IEP writing, Secondary IPRC meetings and case conferences.

9.1.4. Special Education Agenda

Each school SERT and all SEAC members have been provided with an Academic Planner that outlines all important special education dates.

9.1.5. Important Dates

Important dates include but are not limited to: IEP reporting periods, System Class Intake and Review meetings, EA allocation review meetings, Community of Practice (COP) meetings, and committee meetings.

9.2. Superintendent of Education

Bill Chopp

9.2.1. Staffing Update

Bill Chopp reported that the System SERT vacancy is to be filled in the near future.

9.2.2. Principal Presentations

A chart displaying a schedule for principal presentations to SEAC was handed out. The principals will present their strategies used to improve identified and high needs student success in the school.

10. Business for Next Meeting

The principal from Jean Vanier School will present the school profile. A joint agency presentation will be provided by the Brant CAS and Haldimand-Norfolk CAS.

11. Closing Remarks/Adjournment

The meeting adjourned at 8:45 pm.

Dianne Wdowczyk



Faith Advisory Committee
Wednesday, October 17, 2012 1:30 p.m.
Boardroom

Members: June Szeman (acting Chair), Bill Acres, Carolyn Boerboom, Mary Theresa Coene, Father Alan Dufraimont, Kathleen Evans, Doug Ivak, Christina Morrison, Chris N. Roehrig, Deanne Smith, Leslie Telfer, Nicole Brunet

Absent Cliff Casey (Chair), Fr. Tim Hingston

1. Opening Prayer and Welcome

June Szeman opened the meeting with a prayer. All members introduced themselves. Director Roehrig welcomed all and extended a special welcome to new Committee members Doug Ivak, Bill Acres, Leslie Telfer and Nicole Brunet.

2. Approval of the Agenda

The agenda of the October 17, 2012 Faith Advisory Committee meeting was approved, as distributed.

3. Approval of Minutes – May 29, 2012

The minutes of the May 29, 2012 Faith Advisory Committee meeting were approved, as distributed.

4. Discussion Items

4.1 Looking Back / Looking Ahead

Director Roehrig advised that he has spent significant time reviewing the faith formation and catechesis work of the Board in the last year. He is looking forward to assuming this part of the portfolio and is dedicated to this work.

4.1.1 Review Committee's Terms of Reference – Stop. Start. Continue.
(SEE 4.1.3)

4.1.2 Review 2011-12 Goals
(SEE 4.1.3)

4.1.3 Suggestions for 2012-13 Goals

Director Roehrig has reviewed the mandates of the Catholicity and Faith Advisory committees and although he recognizes that they are different, there is also a fair amount of overlap. An example is the Gay Straight Alliances, which includes pastoral, curricular and parish work. Director Roehrig suggested that perhaps the time has come to re-evaluate the work of the two committees and consider having one main committee to provide guidance and oversee the work of several "sub" working groups focused on key initiatives or projects. Another advantage to having one committee is from a strategic planning point of view, where the committee could act as the key contributor to the Catholicity pillar of the Strategic Plan.



The Committee dialogued about goals and terms of reference. Following is a summary of the discussion:

- the Committee was originally one committee, but divided into two committees when it became too large
- in the past, the focus has been on the foundation document; there was little focus on curriculum or assessment and evaluation
- the Committee responsibilities are straightforward in Catholicity, but more vague for Faith Advisory
- Catholicity seems to be focused more on outreach, whereas Faith Advisory seems to be more focused on schools
- The creation process for the 'Word, Deed, Community' Foundation document could have been improved and been completed much quicker, which supports the "one Committee" proposal
- 2.3 is an overarching or 'umbrella' statement, the two fit well together.

Director Roehrig will present a report to merge the Catholicity and Faith Advisory Committees to the Board of Trustees in November. Results will be reported at the Faith Advisory Committee's December 4, 2012 meeting.

4.2 Update on GSA – tough issue, work

Last year's anti-bullying legislation prompted the question: are we providing sufficient support to staff in terms of dealing with questions of homosexuality? A group comprised of school chaplaincy leaders and religious studies department heads was formed; they are in the process of developing a variety of fact sheets that address 'tough questions' to serve as teacher resources and guidelines. Copies of the draft "Dignity of the Human Person: Fundamental Principles in Dealing with Tough Questions" and "Dignity of the Human Person and Homosexuality" fact sheets were handed out. These draft resources are currently being vetted. The target publication date is December 2012 to present this material at school staff meetings. These resources are intended for use by staff, but will ultimately benefit students.

It was suggested that a theologian from the Diocese of Hamilton or Diocese of London review these materials. Ordination of Women was suggested as another 'tough issue' to write about.

5. Information Items

5.1 2012-2015 Strategic Plan Update

Director Roehrig reviewed the 2010-2012 Strategic Plan which concluded in June 2012. Looking ahead to developing the 2012-2015 Strategic Plan, he shared a 'Strategic Planning' summary and requested feedback from the Committee. A summary of comments follows:

Feedback from group: what does this look like in our schools?

- It draws attention and highlights what we do in our community, brings unity to the board, puts schools on the same page, helps us to feel like we are part of a bigger team
- continue the work on assessment and evaluation in religion to help teachers
- continue the elementary student symposium introduced in 2011-12; an observation was shared that it was such a powerful experience that it has changed the student leadership at St. Gabriel's School
- continue with the summer retreat for students' council members; Nicole Brunet shared that all students benefitted tremendously from the August 2012 retreat as they developed a perspective of the other secondary schools as opportunities for assistance rather than as rivals



- continue quarterly newsletter for safe schools and online library resources
- continue training for social justice and virtues documents
- continue School-Parish Relations Focus Group meetings
- continue to have big introductions of theme and always encourage connection through parishes
- a suggestion was made that elementary school newsletters include the Board theme
- optional retreats for all staff held during Advent - discussion ensued about how to get teachers to engage their faith, and bringing retreats to staff instead of having staff come to them; perhaps Faith Ambassadors could be inserviced to deliver retreats to school staffs?
- a comment was made regarding professional development opportunities; there should be more opportunities to engage with Diocesan events, particularly in the “Year of Faith”; this is unique for us with our strategic plan
- there is a need to nourish our Catholic story (i.e., Dufferin Peel produced a book regarding all schools in their board); this helps people understand who they are and why they exist...). Do we know our story?

5.2 Review of Faith Day – October 5, 2012

A follow-up feedback survey has been sent out to the system. To date, feedback indicates that the mass was very well received, as well as the morning keynote address. Rob Campbell was an excellent MC. Feeding the masses is always a challenge. A suggestion was made that having two different speakers might help to keep the audience engaged.

5.3 CCC Curriculum Resource Report

Mary Theresa Coene explained that the Ontario Catholic Elementary Curriculum Policy Document had been published by the Institute of Catholic Education (ICE) and the Ministry of Education. It is the first official curriculum document for religion at the elementary level. It can be downloaded by visiting: <http://www.iceont.ca/ice-publications.aspx>. Planning is underway regarding the introduction of this document to our teachers. At the provincial level, 2012-13 is seen as a year of awareness.

6.0 Adjournment

Father Alan ended the meeting with prayer. The meeting was adjourned by June Szeman.



**Regional Catholic Parent Involvement Committee Meeting
Monday, October 22, 2012 ♦ 7:00 p.m.
Catholic Education Centre**

Present: Ken Spong (Chair), Edith Heleniak (Vice-Chair), Tammy Bouchard, Jessica Campbell, Tamara Cupoli, Shelley Darlington, Krista Emmerson, Debbie Fullerton, Royston Goveas, Charmaine Hanley, Joanne Johnson, Leanne Kellam, Sara McGoldrick, Bonnie McKinnon, Mary Muir, Jenn Schooley, Shannon VanDalen, Lisa Vujaklija

1. Welcome

Ken Spong, RCPIC Chair, welcomed those in attendance.

2. Opening Prayer

Bill Chopp, Superintendent of Education, led the meeting with a prayer.

3. Director's Welcome and Address

Chris Roehrig, Director of Education, welcomed attendees and thanked them for their involvement. Chris introduced Trustee Bonnie McKinnon. Chris noted the importance of the role of the RCPIC members at both the school and board levels.

Chris reviewed the challenges faced by school boards, including declining enrolment and funding.

During a question and answer session, discussion ensued with respect to the Board's multi-year Strategic Plan, 21st century communication, strengths of our Catholic education system and RCPIC member communications with the district.

4. Introduction of New Superintendents

Chris Roehrig introduced two new Superintendents of Education, Jamie McKinnon and Leslie Telfer. Chris invited Leslie to share information about the Board Improvement Plan.

5. Board Improvement Plan

Leslie Telfer, Superintendent of Education, gave an overview of the Board Improvement Plan (BIP). The BIP is essentially a roadmap for the Board to monitor success and is used to guide implementation of strategies. It is submitted to the Ministry of Education, who reviews and discusses the plan with our Board representatives. Leslie outlined the four pillars of the plan, each of which contains goals to be met.

6. Commissioning Ceremony of New Council

A commissioning ceremony was held for the RCPIC representatives who were present.

7. Nominations/Election of New Executive

The following representatives were appointed as RCPIC executive members:

Ken Spong - Chair
Edith Heleniak - Vice-Chair
Shannon VanDalen - Secretary



8. Future Meeting Agenda Items

Bill Chopp distributed suggested items of discussion for the attendees to consider. He noted the importance of feedback provided by RCPIC and school council members. The following were noted from the discussion:

- RCPIC members can provide a better link to the parent community
- Parent survey would be beneficial to gather details from district
- Transparency of budget information desired
- The size of our Board is a benefit – more intimate and inclusive, allowing better community support and giving back
- There is a need to maintain a faith-based component in what we do
- Partnering with our co-terminous board for a parent conference may benefit all parents in our community
- Looking at school fundraising initiatives and setting goals. Guidelines on fundraising will be communicated in the near future. Ensure you have people to execute the work.

9. Closing Remarks/Adjournment

Ken Spong encouraged attendees to bring more members from their school councils to future meetings. Ken asked for agenda item suggestions for future meetings. He thanked everyone for attending and adjourned the meeting.

**Board of Directors' Meeting
Tuesday, October 23, 2012
1:00 p.m.**

**Grand Erie District School Board – Brant Room
349 Erie Avenue, Brantford**

- PRESENT:** Jamie Gunn, Superintendent of Business & Treasurer, GEDSB – Director
Don Werden, Trustee, GEDSB – Director
Tom Grice, Superintendent of Business, BHCNDSB – President
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:** Bobby Somaroo, Superintendent of Business, CSDCCS – Director
- MINUTES ONLY:** John Forbeck, Director of Education & Secretary, GEDSB
Chris Roehrig, Director of Education & Secretary BHCNDSB
Réjean Sirois, directeur de l'éducation, CSDCCS

MINUTES

- 1.0 Call to Order, Welcome and Introductions – T Grice
1.1 The President called the meeting to order at 1:12 and welcomed M Nantel via teleconference
- 2.0 Approval of Agenda for October 23, 2012 – T Grice

Moved by: D Werden
Seconded by: D Dignard

“THAT the agenda for October 23, 2012 be approved as distributed.”
- CARRIED**
- 3.0 Approval & Signing of Minutes from May 22, 2012 – T Grice

Moved by: M Nantel
Seconded by: D Dignard

“THAT the minutes of May 22, 2012 be approved as distributed.”
- CARRIED**

4.0 Business Arising from Previous Meeting(s)

4.1 Key Performance Indicators (KPI) Report June 2012 – P Kuckyt

4.1.1 General Information

- This report is from the KPI results in June 2012
- KPI information will be gathered again at Oct 31 and every month thereafter
- Now that a full year is compiled, reporting will change to a comparison of the 2011-12 annual average against monthly reports to provide a more accurate comparison
- Results will remain as a standing item on all Board of Directors' meetings

4.1.2 Vehicle Costs Tab

- Note the one time issue with fines levied by Canada Revenue as a result of STSBHN's HST number not being obtained for the first couple of HST returns; all other costs are status quo
- Estimated HTS costs had a one-time adjustment in the reporting period between February and March
- Costs increased by approximately \$400,000 as the figure from March onward had both the estimated HTS bus costs as well as the taxi, paid parent and transit costs included, not simply the bus estimates.
- The change provides a more complete picture than previously stated.

4.1.3 Service – Performance Tab

- Currently operating at 99.83% on-time performance
- Positive change in ride times for special education students (SE) resulted from staff concentration on reducing ride times while maintaining efficiencies
- SE students attend schools based on program which presents scheduling challenges, but staff realizes the importance of reducing ride times and will continue to work toward this goal

4.1.4 Safety Tab

- Last year's statistics indicate 0.07 preventable accident per 100,000 KM driven; a significant reduction from 0.15 experienced during the previous year
- Committee members would like to see all accidents listed with data for preventable accidents included as a separate line item
- Committee members would also like statistics on student injuries resulting from any accidents and noting which arose from preventable accidents as a separate line item

4.1.5 Bell Time Summary

- Committee members discussed the impact of spreading bell time windows without Brant, Haldimand and Norfolk to create a larger window for transportation service delivery.
- By spreading the bell times of schools, STSBHN could achieve efficiencies by designing routes with multiple runs (ie: one early secondary followed by one or more later elementary runs)
- The Waterloo consortium identified many efficiencies during their analysis of a similar route design.
- While spreading bell times can create a more efficient system, the strategy would only work in high student density areas for STSBHN.

4.2 Effectiveness & Efficiency Status Report – P Kuckyt

4.2.1 Enhance Driver Training Opportunities

- Minimum driver training opportunities are coordinated by the Operator according to expectations contained in the recent RFP (Request For Proposal)
- This requirement, although articulated in the RFP, is an ongoing task.

4.2.2 Enhance Cancellation Procedure

- Procedure #024 Inclement Weather Bus Cancellations has been updated slightly to include the possibility of early dismissals and fog delays
- Temperature thresholds may be reviewed in the future

4.2.3 Succession Planning Process

- A formal succession plan has been incorporated in Procedure #049 Business Continuity Plan

4.2.4 Budget Monitoring Process

- Budget analysis report will begin for the December 2012 Operations Committee meeting and will continue to be a standing item on all Board of Directors' meeting agendas.
- The report will compare budget figures with the current position of STSBHN

4.2.5 Alignment of Annual Goals to Strategic Plan (include budget)

- Goals will be set and aligned with the budget at or before the Annual General Meeting
- A special Board of Directors' meeting may be necessary to ensure everything is fully signed and documented for the April's E&E re-review date

4.2.6 Summary

- STSBHN staff accomplished a huge amount of work and only five (5) items remain that require additional work and very few updates to complete the E&E
- STSBHN will still benefit from the E&E process and anticipates a high rating
- The current unofficial E&E re-review date for STSBHN is April 4, 2013

5.0 New Business

5.1 Receiving of Draft Procedures 002, 018-023 and 049 – P Kuckyt *

5.1.1 Procedure 002 Transportation Eligibility

- Keel Cottrelle LLP provided a summary of the recent Human Rights Tribunal (HRT) ruling related to eligibility and family status
- The ruling required a slight change to this procedure so as to be compliant
- The following phrase is included in the draft revision for approval by each member board: "Non-traditional transportation services will be accommodated for both Child Care and Shared Custody situations. In both cases, transportation services will be provided if: *(NB - conditions are stated below as previously)*"
- The ongoing primary concern is accurately tracking students

5.1.2 Draft Procedures 018-023 and 049 *

- Each member board will review and approve the draft procedures and submit any suggestions for revisions to P Kuckyt

5.1.3 Additional Procedures Requiring Minor Updates

- P Kuckyt will provide other Policies and Procedures (P&P) requiring minor revisions or updates for the respective boards to review and approve
- All draft or revised P&P will be distributed with the minutes to provide the Operations Committee opportunity to review first
- Time is of the essence as school boards must provide stakeholders a 60-day review period and the goal is to have all required changes to P&P formally adopted at the February 2013 Board of Directors' meeting.

6.0 Other Business

6.1 Request Comment on Budget – D Werden

- P Kuckyt reported that Home to School route costs may be slightly higher than estimates but overall STSBHN in good shape financially to meet their budget.

6.2 Request Comment on Change in Operators as a Result of the RFP – J Gunn

- P Kuckyt reported a number of operators serving STSBHN were experiencing some driver shortages due to retirements / resignations, but the shortfall of qualified drivers has been improving.

7.0 2012-13 Meeting Dates

- Tuesday, February 26, 2013| 1:00 p.m | Grand Erie DSB – Norfolk Room
- Tuesday, May 28, 2013| 1:00 p.m | Grand Erie DSB – Norfolk Room

8.0 Adjournment – T Grice

Moved by: D Dignard

Seconded by: M Nantel

“THAT the STSBHN Board of Directors meeting adjourn at 2:05 p.m.”

CARRIED

Tom Grice, President

Date

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

BOARD ENROLMENT
Public Session

BACKGROUND INFORMATION:

The October 31st enrolment report to the Ministry of Education is important as it impacts grants that the Board receives to maintain its programs. The Average Daily Enrolment (ADE) is used by the Ministry for grant purposes.

DEVELOPMENTS:

Attached is the enrolment report, which indicates students attending our schools as of October 31, 2012. Actual enrolment for June and October 2012 are provided along with Ministry projections for October 2012. A column is provided to show enrolment variance at October between actual and projected enrolments. A column is also provided to show enrolment variance between actual June and actual October student enrolment.

In the elementary panel, the actual Full-Time Equivalent (FTE) enrolment on October 31, 2012 is lower than projected by 7.5 students. In the secondary panel, the actual FTE enrolment is 19.71 students higher than projected.

RECOMMENDATION:

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

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

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

STRATEGIC PLAN THEMES AND FOCI

Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

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

CATHOLICITY

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

STUDENT ACHIEVEMENT

THEMES	FOCI
MATHEMATICS	Junior EQAO Grade 9 EQAO
LITERACY	Primary EQAO OSSLT
21 CENTURY TECHNOLOGY	21 st Century Learning Project (Literacy, Mathematics, Parent Engagement) Robotics Project (Elementary and Secondary)

LEADERSHIP

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

COMMUNICATION

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

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

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

RECOMMENDATION:

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

APPENDIX A

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD - STRATEGIC PLAN

2012-2015

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

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

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

CATHOLIC EDUCATION ADVISORY COMMITTEE
Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

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

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

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

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

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

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

RECOMMENDATION:

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



Catholic Education Advisory Committee

TERMS OF REFERENCE

1.0 MANDATE

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

2.0 COMMITTEE RESPONSIBILITIES

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

3.0 COMPOSITION OF THE CATHOLIC EDUCATION ADVISORY COMMITTEE

- 3.1 The Catholic Education Advisory Committee (hereafter referred to as 'the Committee') shall consist, at minimum, of a representative(s) from the following groups:
- Board of Trustees (Chair of the committee)
 - Senior administration (Director of Education or delegate)
 - Secondary schools (Chaplaincy Leader and Religion Department Representative)
 - Deaneries (Hamilton, London and St. Catharines)
 - Principals/Vice Principals (one each from elementary and secondary)
 - Student Achievement Consultant: Religious Education and Family Life
 - Elementary schools (Faith Ambassador)
 - Faith Animator
 - Ontario English Catholic Teachers Association (OECTA)
 - Secondary student (Student Senate)
 - Regional Catholic Parent Involvement Committee (president or delegate)
 - Other expertise as required
- 3.2 Invitations to be a member of the committee will be sent by the Director of Education and Chair (Trustee) for a term of three (3) years.



4.0 DUTIES AND RESPONSIBILITIES

4.1 Chair's Duties:

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

4.2 Members' Duties

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

4.3 Communication

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

5.0 MEETINGS

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

Definition of Terms:

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

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

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

**SUPPORTING STUDENT LEARNING:
ASSISTIVE TECHNOLOGY**

Public Session

BACKGROUND INFORMATION:

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

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

DEVELOPMENTS:

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

Blended Learning:

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

eLearning:

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

Homework Help:

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

Ministry Digital Resources:

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

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

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

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

RECOMMENDATION:

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

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

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

BOARD IMPROVEMENT PLAN FOR STUDENT ACHIEVEMENT 2012 - 2015

Public Session

BACKGROUND INFORMATION:

The Board Improvement Plan for Student Achievement (BIPSA) is developed within the context of the Board's strategic commitments – Catholicity, Student Achievement, Leadership and Communications – and is aligned to the four pillars that support improvement in student learning and achievement from Kindergarten to Grade 12. These pillars include the following:

- Catholic Faith Community and Culture
- Literacy
- Numeracy
- Pathways

The BIPSA K-12 is also aligned with the Brant Haldimand Norfolk Catholic District School Board's Strategic Plan and the School Effectiveness Framework.

To assist school boards in the development of the plan, an Improvement Needs Assessment Tool was provided to guide the steps in analyzing data in key areas. The identified areas included student achievement, demographic, perceptual and program data. In addition, a specific template was provided by the Ministry of Education's Student Achievement Division with the following components: goals, strategies, resources, professional learning, monitoring, responsibilities and evaluation.

DEVELOPMENTS:

The development of a three-year Student Achievement Plan to be implemented and monitored from 2012-2015 was initiated in June, 2012. The plan was developed through consultation with teachers, principals and program staff. The plan addresses specific strategies in the areas of primary reading and writing, junior and intermediate mathematics and pathways.

The overarching goal of the plan continues to be to enhance teacher practice and student engagement in order to improve student achievement. The overall focus for each pillar includes the following:

Catholic Faith Community and Culture	Literacy	Numeracy	Pathways
Build and create a safe and nurturing environment that supports student engagement and the development of the whole child: spiritually, intellectually, socially, and physically.	Increase the quality of reading comprehension and written communication to ensure that authentic and meaningful reading and writing are used across the curriculum.	Support the most effective teaching and learning of mathematics for all students by participating in co-learning, co-planning and co-teaching.	Enhance the opportunities for students to develop an awareness of all program pathways while assisting them in making appropriate program choices based on individual needs, interests and abilities.

The specific focus area for each pillar includes:

Catholic Faith Community and Culture	Literacy	Numeracy	Pathways
<p>Focus on:</p> <ul style="list-style-type: none"> ➤ Board theme ➤ Faith formation ➤ Safe school environments ➤ Student voice 	<p>Focus on:</p> <ul style="list-style-type: none"> ➤ Assessment for, as, of learning ➤ Primary reading and writing ➤ OSSLT and applied English for Grades 9 and 10 	<p>Focus on:</p> <ul style="list-style-type: none"> ➤ The development of mathematical understanding, problem-solving skills and related technological skills with a specific focus on Grades 4 to 8 ➤ Applied math for Grades 9 and 10 	<p>Focus on:</p> <ul style="list-style-type: none"> ➤ Experiential learning ➤ Credit accumulation ➤ Transition planning ➤ Student interest in Technology

A communications strategy will be developed for stakeholder groups and the broader community that will also include a one-page overview of key components of the Board Improvement Plan for Student Achievement.

RECOMMENDATION:

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

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

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

INTERIM POLICY: COPYRIGHT-PROTECTED WORKS

Public Session

BACKGROUND INFORMATION:

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

Updated Copyright Legislation

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

The updated Copyright Act has other important allowances:

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

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

Supreme Court Ruling – July 2012

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

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

DEVELOPMENTS:

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

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

Interim Policy: Copyright-Protected Works

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

RECOMMENDATION:

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



Policy: Copyright-Protected Works (Interim)

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

Belief Statement:

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

Policy Statement:

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

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

Glossary of Key Policy Terms: N/A

References

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



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

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

Purpose

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

Responsibilities

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

Information

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

Procedures

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

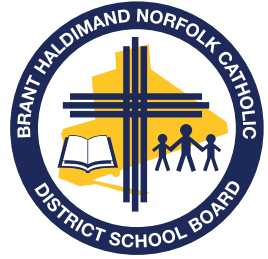


6. A short excerpt means:
- a) up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)
 - b) one chapter from a book
 - c) a single article from a periodical
 - d) an entire artistic work (including a painting, print, photograph, diagram,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

Resources

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

Definitions – N/A



Before You Copy

Check these Fair Dealing Copying Guidelines

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

You may copy up to:

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

or the following, whichever is greater:

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

You may not copy the following:

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

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

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

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

INSURANCE RENEWAL Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

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

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

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

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

RECOMMENDATION:

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

Brant Haldimand Norfolk Catholic District School Board

OSBIE INSURANCE

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

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

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

EXCURSION – NEW YORK CITY, NEW YORK
Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

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

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

RECOMMENDATION:

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

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

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

EXCURSION – NEW YORK CITY, NEW YORK
Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

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

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

RECOMMENDATION:

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



**2012-13
Trustee Meetings and Events**

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

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

- Add SAL Committee dates