

Brant Haldimand Norfolk Catholic District School Board



**REGULAR MEETING OF THE BOARD**  
TUESDAY, FEBRUARY 24, 2009  
7:30 P.M.  
Catholic Education Centre, Brantford, Ontario

**AGENDA**

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	Page Number
<b>A. CALL TO ORDER</b>	
1. Opening Prayer -- June Szeman, Chair Memorial Statement for Joanne Parent	
2. Attendance	
<b>B. ROUTINE MATTERS</b>	
1. Approval of the Agenda	
2. Declaration of Interest	
3. Minutes of the Board Meeting	
a) January 27, 2009	Pages 3-7
4. Business Arising from Minutes	
<b>C. PRESENTATIONS &amp; DELEGATIONS:</b>	
<b>D. COMMITTEE AND STAFF REPORTS</b>	
1. ADHD Knowledge Translation Grant	Page 8
<i>Presenter: Chris Roehrig, Superintendent of Education</i>	
2. Approved/Unapproved Minutes and Recommendations from the Committee of the Whole Meeting of February 17, 2009	Pages 9-15
i. Approved Minutes – SEAC	Pages 16-17
ii. Accommodation Committee Minutes	Pages 18-19
iii. Catholicity Committee	Pages 20-22
iv. Faith Advisory Committee	Pages 23-25
v. Educational Field Trip Summary Report	Pages 26-28
<i>Presenter: Joe McPherson, Chair of the Committee of the Whole</i>	
3. School Renewal Projects 2008-09	Pages 29-30
<i>Presenter: Wally Easton, Associate Director</i>	
4. Quarterly Financial Report November 2008	Pages 31-36
<i>Presenter: Wally Easton, Associate Director</i>	
5. Long Term Financing	Pages 37-40
<i>Presenter: Wally Easton, Associate Director</i>	
6. Student Trustee Report – February 2009	Page 41
<i>Presenter: Chris Radojewski, Student Trustee</i>	
<b>E. INFORMATION AND CORRESPONDENCE</b>	
<b>F. NOTICES OF MOTION</b>	

**G. TRUSTEE INQUIRIES**

**H. 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.

**I. REPORT ON THE IN-CAMERA SESSION**

**J. FUTURE MEETINGS AND EVENTS**

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**K. MOMENT OF SILENT REFLECTION**

**L. ADJOURNMENT**

Brant Haldimand Norfolk Catholic District School Board  
Unapproved Minutes of the Meeting of the 2009 Board – Tuesday, January 27, 2009

**PRESENT AT THE MEETING**

**Trustees:** Dennis Blake, Cliff Casey, Dan Dignard,  
Joe McPherson and June Szeman

**Student Trustee:** Chris Radojewski

**Administration:** Cathy Horgan, Director of Education;  
Wally Easton, Associate Director & Treasurer;  
Bill Chopp, Trish Kings, and Chris Roehrig, Superintendents of Education;  
Tracey Austin, Communications and Linda Luciani, Recording Secretary

**A. CALL TO ORDER:**

The meeting was called to order by Chair June Szeman. Chair Szeman welcomed a student from Brock University's Teachers College.

**OPENING PRAYER**

The meeting was opened with a prayer.

**B. APPROVAL OF THE AGENDA:**

**Resolved:**

On the motion of Dan Dignard and Joe McPherson, that the Brant Haldimand Norfolk Catholic District School Board approves the agenda for the January 27, 2009 Board Meeting, as amended to include the report on Program Consultant: Secondary.

CARRIED

**DECLARATION OF INTEREST:** Nil.

**APPROVAL OF MINUTES:**

**Resolved:**

On the motion of Dan Dignard and Joe McPherson, that the Brant Haldimand Norfolk Catholic District School Board, approve the minutes of the December 9, 2008 Meeting of the Board.

CARRIED

**BUSINESS ARISING FROM MINUTES:** Nil.

### **C. PRESENTATIONS & DELEGATIONS:**

1. Clark Cherniak and Jacklynn McMillan, Business Department teachers at Holy Trinity Catholic High School made a presentation to the Board regarding *Moodle*, a web-based course management system. Teachers use the utility as a one-stop classroom tool which enables students and parents to view everything from assignments, class plans and student marks. The teachers noted that the software is easy to learn and use and that there was an increased level of participation from students in this *virtual classroom* who normally may refrain from providing dialog in the traditional classroom setting.

### **D. STAFF REPORTS**

#### **1. Unapproved Minutes and Approval of Recommendations from the Committee of the Whole Meeting of January 20, 2009**

Chair of the Committee of the Whole Joe McPherson reviewed the Minutes and recommendations from the meeting of January 20, 2009. Trustee McPherson requested approval of the following recommendations:

THAT the Policy Committee recommends that the Committee of the Whole approves the Student Attendance policy and refers it to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole approves the French Immersion policy and refers it to the Brant Haldimand Norfolk Catholic District School Board the approval.

THAT the Committee of the Whole receives the unapproved minutes from the Policy Committee Meeting from January 20, 2008.

THAT the Committee of the Whole approves and refers the recommendations from the Policy Committee Meeting of January 20, 2009, to the Board.

THAT the Committee of the Whole receives the approved minutes from the Special Education Advisory Committee Meeting from December 10, 2008.

THAT that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the Religion and Family Life Education Update for 2008-09 report.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School approve:

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES of the Brant Haldimand Norfolk Catholic District School Board (the "Board").

- A. In accordance with section 243(1) of the *Education Quality Improvement Act* (the Act), the Board considers it necessary to borrow the amount of \$5,700,000 to meet the current expenditures of the Board until current revenue has been received.
- B. Pursuant to section 243(3) of the Act, the total amount borrowed pursuant to this Resolution, together with the total of any similar borrowings which have not been repaid and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the fiscal year.
- C. The total amount previously borrowed by the Board pursuant to section 243 that has been repaid is \$0.00.
- D. The amount borrowed for current expenditures is within the Boards Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time-to-time.

**AND RESOLVED THAT:**

1. The Chair or Vice-Chair and the Treasurer are authorized, on behalf of the Board, to borrow from time-to-time from the Canadian Imperial Bank of Commerce ("CIBC") a sum or sums not exceeding the aggregate of \$5,700,000 to meet the current expenditures of the Board until current revenue has been received, for the year (including the amounts required for the purposes mention in subsection 243(1) and 243(2) of the Act), plus interest at a rate to be agreed upon from time-to-time with CIBC.
2. The Treasurer is authorized and directed to apply in payment of all sums plus interest, all of the moneys collected or received in respect of the current revenue of the Board.
3. The Treasurer is authorized and directed to deliver to CIBC, from time-to-time upon request, a statement showing (a) the total amount of unpaid previous borrowing of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenue already collected.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the report on the Strategic Plan.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the request from Assumption College School for an excursion to New York City from Thursday, April 30, 2009 to Sunday, May 3, 2009.

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the request from Assumption College School for an excursion to New York City from Thursday, April 30, 2009 to Saturday, May 2, 2009.

**Resolved:**

On the motion of Dan Dignard and Joe McPherson, that the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes from the Committee of the Whole Meeting of January 20, 2009

CARRIED

On the motion of Dan Dignard and Joe McPherson, that the Brant Haldimand Norfolk Catholic District School Board approve the recommendations from the Committee of the Whole Meeting of January 20, 2009.

CARRIED

## **2. Program Consultant: Secondary**

Superintendent of Education Chris Roehrig reported that Agnes Grafton, who is currently the Board's Program Consultant: Secondary has been seconded by the Ministry of Education, for 67% of her contract, to write innovative, new Mathematics curriculum using information technology systems. The Ministry has also announced funding to support Mathematics teachers by running a coaching project: *Improving Student Achievement in Grade 7 – 12 Mathematics*. A full-time consultant will be sought to replace Mrs. Grafton. The replacement will manage the coaching project and continue the work of the Secondary Program Consultant

### **Resolved:**

On the motion of Dan Dignard and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board approve the addition of 33% FTE to the Program Consultant position to manage the *Improving Student Achievement in 7-12 Mathematics* coaching project. This additional 33% FTE will end of June 30, 2009.

CARRIED

## **3. Student Trustee Report – January 2009**

Student Trustee, Chris Radojewski provided trustees with an update on Student Senate, the Student Trustee Leadership Symposium and happenings at the secondary schools.

### **Resolved:**

On the motion of Cliff Casey and Dennis Blake, that the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee – January 2009 report

CARRIED

**E. INFORMATION AND CORRESPONDENCE ITEMS: Nil**

**F. NOTICES OF MOTION: Nil.**

**G. TRUSTEE INQUIRIES: Nil.**

## **H. BUSINESS OF THE IN-CAMERA SESSION**

### **Resolved:**

On the motion of Cliff Casey and Dennis Blake, that the Brant Haldimand Norfolk Catholic District School Board, move to an in-camera session.

CARRIED

## **I. REPORT ON THE IN-CAMERA SESSION**

### **Resolved:**

On the motion of Joe McPherson and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board approve the business from the in-camera session.

CARRIED

## **J. FUTURE MEETINGS AND EVENTS**

Chair June Szeman asked trustees to peruse the 2008-09 Meetings and Events listing. She noted that an updated Committees with Trustees Representation list will be forwarded soon.

## **K. MOMENT OF SILENT REFLECTION**

## **L. ADJOURNMENT**

### **Resolved:**

On the motion of Joe McPherson and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board adjourn the meeting of January 27, 2009.

CARRIED

REPORT TO THE BRANT HALDIMAND NORFOLK  
CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Chris N. Roehrig, Superintendent of Education  
Presented to: Board of Trustees  
Submitted on: February 24<sup>th</sup>, 2009  
Submitted by: Cathy Horgan, Director of Education & Secretary

## **ADHD KNOWLEDGE TRANSLATION GRANT**

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### **BACKGROUND INFORMATION**

The purpose of the ADHD Knowledge Translation Grant is to make the most current research related to this disorder helpful to teachers, students and relevant for use in the classroom.

### **DEVELOPMENTS**

St. John's College is the pilot school for the ADHD Knowledge Translation Grant project. St. John's College, the Special Education Department and The Hospital for Sick Children are working together on this project. The goal is to disseminate the expertise and resources garnered from this project throughout our three secondary schools.

The next steps for the implementation of this project are:

1. Development of Knowledge Translation materials, to include Web-based resources to support teachers and students.
2. Professional Development for secondary teachers to increase understanding of ADHD, and best teaching practices for students with ADHD. (January 30 and April 24, 2009 PA Days)
3. Establishment of research study at St. John's College in 2009 -10, focusing on efficacy of the "ADHD Learning Toolbox" for secondary students. This strategies approach has specific well-sequenced steps, cued by a mnemonic, that directs students in the use of specific cognitive strategies, and appropriate procedures, skills or rules that will support them in their learning.
4. Maintaining contact with partners throughout the year through PLC meetings and electronic contact to ascertain progress, and identify and solve problems and challenges.

### **RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receive the report on  
ADHD KNOWLEDGE TRANSLATION GRANT.

*Brant Haldimand Norfolk Catholic District School Board  
Meeting of the Committee of the Whole – Tuesday, February 17, 2009*

**PRESENT AT MEETING:**

**Trustees:** Dennis Blake, Cliff Casey, Dan Dignard  
Bonnie McKinnon, Joe McPherson and June Szeman

**Student Trustee:** Chris Radojewski

**Administration:** Cathy Horgan, Director of Education; Trish Kings  
and Chris Roehrig, Superintendents of Education and  
Linda Luciani, Recording Secretary

**A. CALL TO ORDER:**

The meeting was called to order by Vice-Chair Joe McPherson.

**OPENING PRAYER:** The meeting was opened with a prayer.

**B. ROUTINE MATTERS:**

**Resolved:**

On the motion of June Szeman and Dan Dignard, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approve the agenda of the February 17, 2009 meeting.

CARRIED

**DECLARATION OF INTEREST: Nil.**

**Resolved:**

On the motion of June Szeman and Dan Dignard, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the Minutes from the Committee of the Whole meeting of January 20, 2009.

CARRIED

**BUSINESS ARISING FROM THE MINUTES: Nil.**

**C. PRESENTATIONS/DELEGATIONS: Nil.**

**D. COMMITTEE AND STAFF REPORTS**

**D.1 APPROVED MINUTES FROM THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING FROM JANUARY 14, 2009**

Trustee Dennis Blake reviewed the minutes from the Special Education Advisory Committee meeting held on January 14, 2009. The STARS Classroom Program will begin on February 1, 2009 at St. Leo School and will have approximately seven students.

**Resolved:**

On the motion of June Szeman and Dan Dignard, that the Committee of the Whole receives the approved minutes from the Special Education Advisory Committee Meeting from January 14, 2009.

CARRIED

**D.2 UNAPPROVED MINUTES FROM THE ACCOMMODATIONS COMMITTEE MEETING FROM FEBRUARY 10, 2009**

Trustee Cliff Casey reviewed the minutes from the February 10, 2009 meeting. The new school in south west Brantford is scheduled to open in September 2010 and will focus on the environment and will be built with green principles in mind. A Design Team has been established and the design of the school should be completed by May or June 2009.

The County of Brant has forwarded a proposal for a new development in the St. George area. The Committee has asked Associate Director, Wally Easton to contact the County to request that a site be designated for a possible future school.

Monies have been received from the Ministry to assist the Board with extra classrooms required to meet the reduction in primary class size. Two classroom additions will be built at St. Peter School and St. Bernard of Clairvaux School.

Approval was requested for the following recommendations:

THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the New School in South West Brantford report.

THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the Development in the County of Brant report.

THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the Primary Class Size Accommodation Report.

**Resolved:**

On the motion of Bonnie McKinnon and June Szeman, that the Committee of the Whole receives the unapproved minutes from the Accommodations Committee Meeting from February 10, 2009.

On the motion of Bonnie McKinnon and June Szeman, that the Committee of the Whole approves and refers the recommendations from the Accommodations Committee Meeting of February 10, 2009, to the Board.

CARRIED

**D.3A UNAPPROVED CATHOLICITY COMMITTEE MEETING MINUTES  
FROM JANUARY 28, 2009**

Chair June Szeman reviewed the minutes and the draft Terms of Reference from the Catholicity Committee meeting held on January 28, 2009. Trustees felt that items similar to the following should be added to Committee Responsibilities:

To make recommendations to the Board regarding Catholic education in the Brant Haldimand Norfolk Catholic District School Board.

To report to the Board through the trustee representation.

Chair Szeman agreed to bring these items and a review of the mandate of the Committee for discussion to the next Catholicity Committee meeting. The amended Terms of Reference from the Committee will be brought back to the Board for approval.

**Resolved:**

On the motion of Bonnie McKinnon and June Szeman, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receive and approve the unapproved minutes from the Catholicity Committee Meeting of January 28, 2009.

CARRIED

**D.3B UNAPPROVED FAITH ADVISORY COMMITTEE MEETING MINUTES  
FROM NOVEMBER 19, 2008**

Chair June Szeman reviewed the minutes and the draft Terms of Reference from the Faith Advisory Committee meeting held on November 19, 2008.

**Resolved:**

On the motion of Bonnie McKinnon and June Szeman, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives and approves the unapproved minutes from the Faith Advisory Committee Meeting of November 29, 2008.

CARRIED

**D.4 EDUCATIONAL FIELD TRIP SUMMARY REPORT**

Superintendent of Education, Chris Roehrig provided trustees with a summary of education field trips during the period September 2, 2008 to February 1, 2009.

**Resolved:**

On the motion of Dan Dignard and Bonnie McKinnon, that the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the Educational Field Trip Summary report.

CARRIED

## **D.5 STRATEGIC PLAN**

Director of Education, Cathy Horgan, thanked all trustees and staff who participated in the Strategic Planning Session on February 4 and 5, 2009. She reported that a meeting has been scheduled with Petrona Associates to revise and edit the work produced at the session and to establish time lines for producing a Mission Statement, Core Values and Strategic Commitments. A Staff Survey will be forwarded to individuals and stakeholders who were not in attendance at the Strategic Planning Session. Trustees wondered if it might be prudent to conduct the Staff Survey and then bring a recommended Mission Statement, Core Values and Strategic Commitments to the Board for approval rather than developing draft Statements, Values and Commitments, conducting the staff survey, then bringing revised Statements, Values and Commitments back to the Board. Trustees asked Director Horgan to consult with Petrona Associates to determine best practice in this regard.

### **Resolved:**

On the motion of Dan Dignard and Bonnie McKinnon, that the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the Strategic Plan report.

CARRIED

## **E. INFORMATION AND CORRESPONDENCE:**

Copies of the Annual Report and the SCWI Newsletter were distributed to trustees. Director of Education, Cathy Horgan acknowledged the excellent work of Tracey Austin, Communications Coordinator in the design and layout of the Annual Report. Director Horgan reported that the Ministry has established specific guidelines regarding what annual reports should look like and the information and data to be included in them. She felt that Ms. Austin did a wonderful job of making the Report pleasing to the reader.

Chair June Szeman reported that the Catholic Leadership Awards will be held on Thursday, March 26, 2009 at 7:00 p.m. at St. John's College. Dinner with the leadership candidates will begin at 5:30 p.m.

### **Resolved:**

On the motion of Dan Dignard and Bonnie McKinnon, the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the information and correspondence items since the last meeting.

CARRIED

## **F. NOTICES OF MOTION: Nil.**

## **G. TRUSTEE INQUIRIES: Nil.**

## **H. BUSINESS IN-CAMERA:**

### **Resolved:**

On the motion of Dan Dignard and Bonnie McKinnon, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board move to an in-camera session.

CARRIED

## **I. REPORT ON THE IN-CAMERA SESSION:**

### **Resolved:**

On the motion of Cliff Casey and June Szeman, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board, approve the business of the in-camera session.

THAT the Accommodations Committee recommends to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the construction of an addition to St. John's College.

THAT the Accommodations Committee recommends to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board authorize Requests for Proposals for architectural services for the addition to St. John's College.

CARRIED

Trustee Cliff Casey requested that it be noted that the Board has received a grant in the amount of \$6 million for the addition to St. John's College.

## **J. FUTURE MEETINGS**

Trustees were invited to look over the 2008-09 Meetings and Events that were included in the agenda package.

## **K. MOMENT OF SILENT REFLECTION**

## **L. ADJOURNMENT**

### **Resolved:**

On the motion of Dennis Blake and Cliff Casey, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board, adjourn the meeting of February 17, 2009.

CARRIED

# RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

Held on February 17, 2009

AGENDA ITEM	MOTION
	<p>THAT the Committee of the Whole receives the approved minutes from the Special Education Advisory Committee Meeting from January 14, 2009.</p>
	<p>THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the New School in South West Brantford report.</p> <p>THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the Development in the County of Brant report.</p> <p>THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the Primary Class Size Accommodation Report.</p> <p>That the Committee of the Whole receives the unapproved minutes from the Accommodations Committee Meeting from February 10, 2009.</p> <p>That the Committee of the Whole approves and refers the recommendations from the Accommodations Committee Meeting of February 10, 2009, to the Board.</p>
	<p>That the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receive and approve the unapproved minutes from the Catholicity Committee Meeting of January 28, 2009.</p>
	<p>That the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives and approves the unapproved minutes from the Faith Advisory Committee Meeting of November 19, 2008.</p>
	<p>That the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the Educational Field Trip Summary report.</p>
	<p>That the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the Strategic Plan report.</p>
	<p>THAT the Accommodations Committee recommends to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the construction of an addition to St. John's College.</p> <p>THAT the Accommodations Committee recommends to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board authorize Requests for Proposals for architectural services for the addition to St. John's College.</p>

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Committee of the Whole Meeting of February 17, 2009.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approve the recommendations from the Committee of the Whole Meeting of February 17, 2009.

**Special Education Advisory Committee Meeting  
Brant Haldimand Norfolk Catholic District School Board  
Wednesday, January 14, 2009**

The January 14, 2009 meeting of the Special Education Advisory Committee of the Brant Haldimand Norfolk Catholic District School Board was held at the Fatima Resource Centre, 344 Erie Avenue, Brantford, at 7:00 p.m.

**A. Opening Prayer – Terre Slaght**

The meeting was opened with a prayer.

**B. In Attendance**

Dennis Blake, Bill Chopp, Lynda Field-Newhouse, George Follis, Paul Sanderson, Nancy Smith, Colleen Demarest, Lisa Stockmans, Barb Mitchell, Terre Slaght

**Guests**

Debbie Dignan, Nancy Dalgetty

**Regrets**

Cathy Pearson, Stella Galloway, Michelle Feeney, Dianne Wdowczyk

**C. Approval of Agenda**

The agenda was approved on a motion moved by George Follis and seconded by Dennis Blake.

Approved

**D. Opening Remarks – Paul Sanderson, Chair**

Paul welcomed everyone to the meeting and introduced the guest speakers, Debbie Dignan and Nancy Dalgetty.

**E. Presentation ♦ Woodcock-Johnson III Cognitive Assessment – Debbie Dignan & Nancy Dalgetty**

Nancy and Debbie explained the assessment tool and why it is used. They reviewed the different areas of the test and what data they can gather from them. A sample test was done by the committee to demonstrate what the student is required to do during the testing. A question and answer session followed the presentation.

**F. Approval of Minutes ♦ December 10, 2008**

A motion was made to accept the December 10, 2008 SEAC minutes by Lisa Stockmans and seconded by Lynda Field-Newhouse.

Approved

**G. Reports:**

1) Principal of Program: Special Education • Terre Slaght

a. ASD Secondary Project – Debbie Dignan

Additional funding received for ASD will be spent on a project that will provide ABA in a special classroom. The ASD School Support program will be initially run out of the two community living classrooms at Assumption College and Holy Trinity. Training will begin soon and classes will be up and running in September 2009.

b. IEP Electronic Template

Terre explained the template designed for parents/students to view. Parents can compare the Ministry template to the IEP they are receiving from the Board. Our Board has designed exemplars as a guideline.

- c. OPA Student Assessment Project – Critical Findings  
Terre has received these, should anyone be interested in reviewing them Patti Mitchell and Terre will be presenting “Handwriting Without Tears” again at a regional meeting. More teachers will be trained next week. If anyone is interested in the training they are welcome to attend.

2) Superintendent of Education Report • Bill Chopp

- a. SEA Summary  
Bill noted the significant amount of money that was paid by the government as their portion of the SEA expenses for 2007-08. The Board’s portion was approximately \$60,000.

- b. Staffing Update  
The STARS classroom is starting on February 1, 2009. The room will consist of one (1) teacher and two (2) EA’s.

A temporary CYW has started at Holy Trinity. An elementary CYW has started as well.

There are three (3) additional EA’s in the system. We are now on our ninth posting from these jobs. Some EA transfers happened as well, to make sure the needs of the students are taken care of and for work accommodations.

**H. Member Association Update - Memberships**

- Barb Mitchell
  - Flyers are available on training for fetal alcohol syndrome. They are continuing with Parents as Partners.

**I. Business for Next Meeting**  
Nothing to report at this time.

**J. Adjournment**  
The meeting was adjourned.

**PRESENT AT THE MEETING**

**Trustees:** Dennis Blake, Cliff Casey, June Szeman

**Administration:** Wally Easton, Associate Director & Treasurer

**CALL TO ORDER:**

**1. Prayer**

The meeting was opened with a prayer and called to order by Cliff Casey.

**ROUTINE MATTERS:**

**2. Approval of the Agenda**

**Resolved:**

On the motion of Dennis Blake and June Szeman, that the Accommodations Committee approves the Agenda of February 10, 2009.

CARRIED

**3. Approval of Minutes**

**Resolved:**

On the motion of June Szeman and Dennis Blake, that the Accommodations Committee approves the minutes of the November 25, 2008 Accommodations Committee Meeting.

CARRIED

**4. Declaration of Interest: Nil.**

**STAFF REPORTS:**

**1. New School in South West Brantford**

A Design Team has been established and a first meeting was held to discuss the basic concepts. As trustees are aware, this school is to have a focus on the environment and be built with *green* principles in mind. Some of the considerations for this school include energy savings, rain water harvesting, gray water reuse, optimize use of natural daylight, waste reduction and recycling programs, etc. The school is scheduled to open September 2010.

**Resolved:**

On the motion of Dennis Blake and June Szeman, that the Accommodations Committee recommends to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the New School in South West Brantford report.

CARRIED

**2. Development in the County of Brant**

The Committee reviewed a proposal by Empire Communities for a development in the St. George area. The Committee requested the Associate Director, Corporate Services write to the County of Brant requesting that a site be designated for a possible future school.

**Resolved:**

On the motion of June Szeman and Dennis Blake, that the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the Development in the County of Brant report.

CARRIED

**3. Primary Class Size Projects**

The Ministry of Education has allocated a \$4 million in Primary Class Size (PCS) Accommodation Grant to assist the Board with extra classrooms required to meet the reduction in primary class size. The Committee discussed two projects; one to add two classrooms to St. Peter School and the other to add two classrooms to St. Bernard of Clairvaux School.

The funding must be allocated by 2010. To date, we have allocated \$3,280,000 of the \$4 million. This leaves \$720,000 for these two projects.

**Resolved:**

On the motion of Dennis Blake and June Szeman, that the Accommodations Committee recommends to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the Primary Class Size Accommodation Projects.

CARRIED

**TRUSEE INQUIRIES:**

The Committee requested that a final report be provided for the new day care at St. Michael's School in Dunnville.

**BUSINESS OF THE IN-CAMERA SESSION**

On the motion of Dennis Blake and June Szeman, that the Accommodations Committee move to an in-camera session.

CARRIED

**REPORT ON THE IN-CAMERA SESSION**

On the motion of June Szeman and Cliff Casey, that the Accommodations Committee approve the business from the in-camera session.

CARRIED

**ADJOURNMENT**

The meeting was adjourned at 2:00 p.m. The next meeting will be held on Tuesday, March 10, 2009 at 11:30 a.m.

**BHNCDSB Catholicity Committee Minutes ~ JANUARY 28, 2009**

**Attendees:**

Father Mike Bennet  
 Wayne LaChapelle  
 Joyce Young  
 June Szeman  
 Cathy Horgan  
 Joe McPherson  
 Marg Boyd

**Regrets:** Fr. George Sammut, Dalia Sciuolo, Doug Ivak, Mary Gallo, Christina Costa

Agenda	Responsibility	Action Taken
1. Welcome	June	Introduced members
2. Opening Prayer	June	All
3. Approval of the Minutes of	None	
4. Approval of Agenda		All

5. Terms of Reference		<p>Cathy spoke to the mandate of the Catholicity Committee The responsibilities of all committee members was reviewed. Note: Terms of Service, rotation starts in June 2010</p> <p>See attached for amendments and attached Group Norms</p>
6. Face Project	Cathy	<p>Cathy explained the origins of FACE (Friends Advocating for Catholic Education). Lou Rocha their Executive Director has volunteered to come and speak to us.</p> <p>FACE is gathering resources and funds that can be used locally to promote Catholic Education</p> <p>March 27 – planning day for ECCODE &amp; FACE for a day with Regional Boards</p>
7. Best Practices	Cathy/Joyce	<p>The Best Practices Booklet was presented. Joyce highlighted the following activities from other boards. She asked the committee to review them to determine if we would want to adapt them for our board's use.</p> <ul style="list-style-type: none"> <li>#1 pg. 1 Committee of Social Justice</li> <li>#5 pg. 2 Board Theme</li> <li>#7 pg. 3 Advent/Lent Packages</li> <li>#5 pg. 29 Pilgrimage</li> <li>#1 pg. 39 Faith Day first day theme</li> <li>#2 pg. 67 School Faith Portfolio</li> <li>#8 pg. 71 Catholic Education Charitable Foundation</li> <li>#4 pg. 74 Student Support Fund</li> <li>#5 pg. 87 Promotional Videos, AV line</li> <li>#10 pg. 4 Prayer Buddy</li> </ul> <p>Committee members Task for Next Meeting:</p> <ul style="list-style-type: none"> <li>a) Review and prioritize Joyce's list of items.</li> <li>b) Re-read booklet, come up with more suggestions that speak to us</li> <li>c) At our next meeting, we will use the information gathered from the homework in a) &amp; b) to create a plan of action. This plan will involve engaging in at least 3 activities</li> </ul>



**BHNCDSB Faith Advisory Committee Minutes ~ November 19, 2008**

**Attendees:** June Szeman, Cathy Horgan, Fr. Phil English, Kathleen Evans, Mary Leonard, Sharon Boase, Laurence McKenna

**Regrets:** Fr. Al Dufraimont, Msgr. Murray Kroestch, Joyce Young, Bonnie McKinnon, Mary Theresa Coene

Agenda	Responsibility	Action Taken
1. Welcome	June	
2. Opening Prayer	June	
3. Approval of the Minutes of	None	Team
4. Approval of Agenda		All
5. Terms of Reference		Cathy spoke to the mandate of the Faith Advisory Committee. The responsibilities of all committee members was reviewed.

	<p>Principles to Use When Advising on Programs:</p> <ol style="list-style-type: none"> <li>1. Developmentally sound</li> <li>2. Theologically/Catholically sound</li> <li>3. Pedagogically sound</li> </ol> <p>See attached Terms of Reference and Group Norms</p>	
6. Virtues Education	<p>Board/Staff Tasks:</p> <ol style="list-style-type: none"> <li>1. Develop Materials</li> <li>2. Various approaches to program</li> </ol> <p>Faith Advisory Committee Tasks:</p> <ol style="list-style-type: none"> <li>1. Identify virtues</li> <li>2. Review materials from other Boards</li> <li>3. Review materials of our Board</li> <li>4. Recommend an approach</li> </ol> <p>Virtues Identified:</p> <ol style="list-style-type: none"> <li>1. Faith</li> <li>2. Hope</li> <li>3. Love</li> <li>4. Prudence</li> <li>5. Temperance</li> <li>6. Fortitude</li> <li>7. Justice</li> <li>8. Mercy</li> <li>9. Forgiveness</li> </ol> <p>Gifts of the Holy Spirit/Fruits of the Holy Spirit</p>	
7. Next Steps	<ol style="list-style-type: none"> <li>1. Set up meeting between now and April</li> <li>2. Read material (Terms of Reference, Character Development and the Virtuous Life: A Positive Paper).</li> <li>3. Review material from other boards</li> </ol>	
8. Next Meeting: March 5		
Place: CEC		
Time: 1:00 – 3:00	Prayer: _____ Recorder: _____	Future Meeting Dates: _____ Place: _____ Time: _____

		1. April 1, 2009	CEC	1:30 - 3:30
		2. May 21, 2009	CEC	1:30 - 3:30

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

Prepared by: Chris Roehrig, Superintendent of Education  
Bill Chopp, Superintendent of Education  
Trish Kings, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: February 10, 2009  
Submitted by: Cathy Horgan, Director of Education & Secretary

**EDUCATIONAL FIELD TRIP SUMMARY REPORT**

Public Session

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**BACKGROUND INFORMATION:**

Attached is a summary (Appendix A) of educational field trips that have been approved during the period of September 2, 2008 – February 1, 2009.

The educational field trips included are those that involve overnight, extended overnight, and excursions.

**RECOMMENDATION:**

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

**EDUCATIONAL FIELD TRIP MONITORING REPORT - MONTHS OF: SEPTEMBER 2, 2008 - JUNE 27, 2009**

School	Destination and Type		Curriculum Expectations	Date dd/mm/yy	Duration (days)	# of School days	# of Students on Trip	# of Teachers/Chaperones	Cost to Student	Transportation	Supervisor
	a. Overnight	b. Extended Overnight									
Resurrection & St. Gabriel	a.	Ottawa	<ol style="list-style-type: none"> <li>Canadian culture and heritage will be explored.</li> <li>Learn how to behave in a large group setting.</li> </ol>	25/05/09	3	3	68	5	432.08	Bus	B. Chopp/ T. Kings
St. Michael's, Hagersville	a.	Camp Celtic	<ol style="list-style-type: none"> <li>Health and Physical Education.</li> <li>Integration of sports and arts.</li> </ol>	29/05/09	4	2	45	3	395.00	Bus	T. Kings
St. Mary's Hagersville	a.	Camp Celtic	<ol style="list-style-type: none"> <li>Health and Physical Education.</li> <li>Integration of sports and arts.</li> </ol>	29/05/09	4	2	19	2	395.00	Bus	T. Kings
Assumption/Holy Trinity/St. John's College	c.	Grande Isle, LA	"Mission Trip" - Mennonite Disaster Service to work in a small construction and cleanup project as a result of Hurricane Gustav	21/11/08	9	6	20	4	N/A	Bus	C. Roehrig
Assumption	a.	Kiwanis Apps' Mill	P. U.S.H. Retreat - to further the spiritual completion of the Catholic Graduate Expectations for Senior students. The aim of the program is to help foster respect, trust, and group building among students.	15/09/08	2	2	48	4	65.00	Bus	
Assumption	a.	Kiwanis Apps' Mill	P. U.S.H. Retreat - to further the spiritual completion of the Catholic Graduate Expectations for Senior students. The aim of the program is to help foster respect, trust, and group building among students.	17/09/08	2	2	48	4	65.00	Bus	C. Roehrig
Assumption	a.	Canterbury Hills, Dundas	<ol style="list-style-type: none"> <li>Alternative Education/Healthy Living</li> <li>Team Building</li> </ol>	20/10/08	2	2	16	3	N/A	Cars	C. Roehrig
Assumption	c.	New York City	<ol style="list-style-type: none"> <li>Students will have the opportunity to visit historic sites that will enhance the study of American History and World Politics.</li> <li>The students will visit sites with particular relevance to United States politics and important international bodies, such as the United Nations.</li> </ol>	30/04/09	4	2	35	2	500.00	Bus	C. Roehrig

School	Destination and Type		Curriculum Expectations	Date dd/mm/yy	Duration (days)	# of School days	# of Students on Trip	# of Teachers/ Chaperones	Cost to Student	Transportation	Superintendent
	a. Overnight	b. Extended Overnight									
Assumption	c.	New York City	<ol style="list-style-type: none"> <li>Students will have an opportunity to perform, analyze, and critique a live performance.</li> <li>The students will experience the world of the arts available in a large city.</li> </ol>	30/04/09	4	2	50	3	600.00	Bus	C. Roehrig
St. John's College	c.	New York City	<ol style="list-style-type: none"> <li>Enable students to view and learn about works of art from a diverse range of cultures and periods of Art History.</li> <li>Students will learn about architectural styles and experience the great wealth of art experiences in New York City.</li> </ol>	06/05/09	5	3	46	4	589.00	Bus	C. Roehrig
St. John's College	c.	Madrid, Spain	<ol style="list-style-type: none"> <li>Students will learn about Spanish art, culture, and architecture in diverse areas of Spain.</li> <li>The Christian and Arabic influences will be seen in the sites visited.</li> </ol>	12/03/09	9	0	TBD	3	2672.00	Air	C. Roehrig
St. John's College	c.	New York City	<ol style="list-style-type: none"> <li>Enable students to visit a capital of the theatrical world and participate in a number of dramatic productions.</li> <li>Provide the students an opportunity to analyze the personal, social, and cultural impact of the arts.</li> </ol>	21/05/09	4	2	40	4	809.00	Bus	C. Roehrig
St. Bernard, Brant	a.	Camp Celtic	<ol style="list-style-type: none"> <li>Health and Physical Education.</li> <li>Integration of sports and arts.</li> </ol>	29/05/09	4	2	26	2	394.20	Bus	Bill Chopp

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer  
Presented to: Board of Trustees  
Submitted on: February 24, 2009  
Submitted by: Cathy Horgan, Director of Education & Secretary

**SCHOOL RENEWAL PROJECTS 2008-09**

Public Session

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**BACKGROUND INFORMATION:**

In November 2000, the Board approved the Long-Term Capital Plan, which included a five-year School Renewal Plan. The Plan has been under review for the few years and will be completed after the enrolment projections are completed. The Grants for Student Needs for 2008-09 provides a School Renewal Grant of approximately \$1.3 million. This includes the reduction of \$300,000 announced by the Ministry in November 2008. The Long-Term Capital Plan, as approved by Board, provided for expenditures which exceed the grant in the first few years. The excess expenditures were to be repaid over the period from 2005 to 2013. The projected balance to be repaid at August 31, 2008 was \$3.6 million. The actual balance at August 31, 2008 was \$2.8 million.

**DEVELOPMENTS:**

Attached is a summary of the proposed School Renewal Projects (Appendix A) for this year. A detailed schedule of projects at each school has been reviewed by Senior Administration and has been discussed with the principal of the school. The total cost for the proposed projects is \$629,073 for 2008-09. The difference between the grant and the proposed expenditures (almost \$700,000) will be used to pay down the excess expenditures from the first few years. Although the planned renewal program is significantly less than previous years, there have been many repairs and renovations completed in the last six years. In addition, the Ministry's Good Places to Learn program paid for \$7.4 million of projects over the last three years and will fund \$1.0 million of projects in 2008-09. Details of the 2007-08 Good Places to Learn projects will be included in a future report.

Some of the major projects for the current year include a building automation system at Our Lady of Providence Catholic Elementary School, lighting retrofits at St. Frances Cabrini and St. Stephen's Schools and a boiler upgrade at St. Leo School. Other major projects include conversion of the chlorine water systems to an ultraviolet system.

School Renewal Projects must meet the requirements of Provincial grant regulations and boards are now required to report to the Ministry on the projects which have been funded by this grant.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the School Renewal Projects for 2008-09 in the total amount of \$629,073.

### Summary of School Renewal Projects 2008/09

Building Renovation & Upgrades	\$124,475.10
Asbestos	\$30,000.00
HVAC & Mechanical	\$100,500.00
Studies	\$0.00
Walls/Foundations/Bricks	\$0.00
Portable Relocations	\$0.00
Portable Renovations	\$7,125.94
Roofing (Tendered)	\$50,000.00
Roofing (Other)	\$0.00
Electrical Upgrades	\$119,936.13
Doors/Windows/Hardware	\$8,000.00
Site Works	\$17,386.00
Security& Communications	\$58,000.00
Major Plumbing	\$113,650.31
<b>TOTAL</b>	<b>\$629,073.48</b>

# REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer  
Presented to: Board of Trustees  
Submitted on: February 24, 2009  
Submitted by: Cathy Horgan, Director of Education & Secretary

## FINANCIAL REPORT – NOVEMBER 2008

Public Session

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### **BACKGROUND INFORMATION:**

Staff prepares a summary of expenditures for the Board every three months. Attached is the Board *Expenditure Report* for the three months ending November 30, 2008.

### **DEVELOPMENTS:**

Generally there are few significant variances to report at this time. With 24.3% of the total Budget spent, we are basically on track, as three months into the year, we would expect to have spent approximately one quarter of the total budget.

Salaries are being monitored closely each month and the current projection to year end is slightly below budget. The Ministry funding for salary contract settlements for the 2008-09 school year were included in the Revised Estimates. Salaries have been adjusted as part of Revised Budgets prepared in December. The next quarter-end report will include estimates for the salary contract increases and the projection to year-end at that time will more accurately reflect our salary costs for this school year.

The expected percentage of salary budget spent at November varies by employee group. Teaching staff have received six pays during this period, approximately 23% of annual pay. Support staff have received between 23% and 29% of annual pay for 12-month and ten-month staff during the same time frame, explaining the slight variation of percentage spent between the various salary lines.

Expenditures identified as New Pupil Places are debenture payments made to date.

The Governance/Trustees department is 41.6% spent as the annual Trustee fees are paid in the first quarter.

### **RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Financial Report – November 2008.

# BRANT HALDIMAND NORFOLK CDS BD

Run Date: 1/13/2009

## Monthly Board Report

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FOR THE MONTH ENDING NOVEMBER 30, 2008

	Budget	Expenditures	% Spent
<b>INSTRUCTION</b>			
SALARIES & WAGES	43,926,770.00	10,457,167.46	23.8
BENEFITS	5,360,796.00	973,401.16	18.2
PROFESSIONAL DEVELOPMENT	72,650.00	26,579.67	36.6
SUPPLIES & SERVICES	1,710,774.48	458,196.30	26.8
REPLACEMENT F & E	57,032.82	6,540.78	11.5
ADDITIONAL F & E	360,506.52	77,243.76	21.4
RENTALS/LEASES	500,000.00	0.00	0.0
FEES & CONTRACTUAL	301,913.00	129,670.33	43.0
OTHER EXPENDITURE	0.00	54.72	0.0
<b>Total INSTRUCTION</b>	<b>52,290,442.82</b>	<b>12,128,854.18</b>	<b>23.2</b>
<b>SPECIAL EDUCATION</b>			
SALARIES & WAGES	9,295,367.00	2,400,590.54	25.8
BENEFITS	1,700,686.00	384,451.33	22.6
PROFESSIONAL DEVELOPMENT	27,150.00	3,397.34	12.5
SUPPLIES & SERVICES	218,507.75	26,943.60	12.3
REPLACEMENT F & E	0.00	0.00	0.0
ADDITIONAL F & E	194,000.00	68,712.42	35.4
RENTALS/LEASES	0.00	0.00	0.0
FEES & CONTRACTUAL	55,000.00	10,300.00	18.7
<b>Total SPECIAL EDUCATION</b>	<b>11,490,710.75</b>	<b>2,894,395.23</b>	<b>25.2</b>
<b>SCHOOL MANAGEMENT/SCHOOL SERVICES</b>			
SALARIES & WAGES	6,254,145.00	1,510,441.93	24.2
BENEFITS	911,124.00	182,020.90	20.0
PROFESSIONAL DEVELOPMENT	26,000.00	4,413.79	17.0
SUPPLIES & SERVICES	556,004.71	71,070.28	12.8
REPLACEMENT F & E	10,000.00	586.97	5.9
ADDITIONAL F & E	20,552.71	8,911.68	43.4
RENTALS/LEASES	53,209.00	15,159.12	28.5
FEES & CONTRACTUAL	79,500.00	38,041.89	47.9
<b>Total SCHOOL MANAGEMENT/SCHOOL SERVICES</b>	<b>7,910,535.42</b>	<b>1,830,646.56</b>	<b>23.1</b>
<b>STUDENT SUPPORT SERVICES-GENERAL</b>			
SALARIES & WAGES	424,279.00	114,100.76	26.9
BENEFITS	43,986.00	12,747.98	29.0
PROFESSIONAL DEVELOPMENT	0.00	0.00	0.0
SUPPLIES & SERVICES	0.00	105.83	0.0
RENTALS/LEASES	0.00	0.00	0.0
<b>Total STUDENT SUPPORT SERVICES-GENERAL</b>	<b>468,265.00</b>	<b>126,954.57</b>	<b>27.1</b>
<b>COMP &amp; OTH TECH STUDENT SUPP SERV</b>			
SALARIES & WAGES	805,989.00	168,322.75	20.9
BENEFITS	183,891.00	36,095.60	19.6
PROFESSIONAL DEVELOPMENT	24,500.00	106.33	0.4
SUPPLIES & SERVICES	293,200.00	72,045.47	24.6

**BRANT HALDIMAND NORFOLK CDS BD**

Run Date: 1/13/2009

**Monthly Board Report**

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FOR THE MONTH ENDING NOVEMBER 30, 2008

	Budget	Expenditures	% Spent
ADDITIONAL F & E	5,000.00	651.02	13.0
FEES & CONTRACTUAL	37,540.00	11,798.20	31.4
<b>Total COMP &amp; OTH TECH STUDENT SUPP SERV</b>	<b>1,350,120.00</b>	<b>289,019.37</b>	<b>21.4</b>
<b>LIBRARY SERVICES</b>			
SALARIES & WAGES	764,125.00	196,678.01	25.7
BENEFITS	157,630.00	38,453.02	24.4
PROFESSIONAL DEVELOPMENT	2,000.00	1,072.12	53.6
SUPPLIES & SERVICES	161,763.54	61,899.45	38.3
ADDITIONAL F & E	0.00	0.00	0.0
<b>Total LIBRARY SERVICES</b>	<b>1,085,518.54</b>	<b>298,102.60</b>	<b>27.5</b>
<b>GUIDANCE SERVICES</b>			
SALARIES & WAGES	820,352.00	205,676.96	25.1
BENEFITS	88,870.00	14,375.51	16.2
SUPPLIES & SERVICES	1,500.00	635.99	42.4
REPLACEMENT F & E	0.00	0.00	0.0
ADDITIONAL F & E	0.00	0.00	0.0
<b>Total GUIDANCE SERVICES</b>	<b>910,722.00</b>	<b>220,688.46</b>	<b>24.2</b>
<b>TEACHER SUPPORT SERVICES</b>			
SALARIES & WAGES	1,017,236.00	237,829.59	23.4
BENEFITS	124,997.00	20,014.19	16.0
PROFESSIONAL DEVELOPMENT	13,700.00	6,894.68	50.3
SUPPLIES & SERVICES	114,650.00	33,152.45	28.9
ADDITIONAL F & E	5,000.00	0.00	0.0
RENTALS/LEASES	0.00	0.00	0.0
FEES & CONTRACTUAL	12,300.00	7,021.06	57.1
OTHER EXPENDITURE	0.00	0.00	0.0
<b>Total TEACHER SUPPORT SERVICES</b>	<b>1,287,883.00</b>	<b>304,911.97</b>	<b>23.7</b>
<b>GOVERNANCE/TRUSTEES</b>			
SALARIES & WAGES	65,044.00	15,636.06	24.0
BENEFITS	2,602.00	358.17	13.8
PROFESSIONAL DEVELOPMENT	20,000.00	1,430.84	7.2
SUPPLIES & SERVICES	26,700.00	4,218.16	15.8
REPLACEMENT F & E	0.00	0.00	0.0
ADDITIONAL F & E	2,000.00	0.00	0.0
FEES & CONTRACTUAL	49,250.00	47,716.69	96.9
OTHER EXPENDITURE	2,000.00	313.06	15.7
<b>Total GOVERNANCE/TRUSTEES</b>	<b>167,596.00</b>	<b>69,672.98</b>	<b>41.6</b>
<b>GENERAL ADMINISTRATION</b>			
SALARIES & WAGES	1,099,198.00	250,277.65	22.8
BENEFITS	154,546.00	34,349.53	22.2
PROFESSIONAL DEVELOPMENT	38,000.00	7,727.06	20.3
SUPPLIES & SERVICES	58,100.00	10,871.03	18.7

# BRANT HALDIMAND NORFOLK CDS BD

Run Date: 1/13/2009

## Monthly Board Report

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FOR THE MONTH ENDING NOVEMBER 30, 2008

	Budget	Expenditures	% Spent
REPLACEMENT F & E	1,500.00	0.00	0.0
ADDITIONAL F & E	1,000.00	548.68	54.9
RENTALS/LEASES	0.00	0.00	0.0
FEES & CONTRACTUAL	173,100.00	1,152.96	0.7
OTHER EXPENDITURE	18,000.00	9,768.18	54.3
<b>Total GENERAL ADMINISTRATION</b>	<b>1,543,444.00</b>	<b>314,695.09</b>	<b>20.4</b>
 <b>BUSINESS ADMINISTRATION</b>			
SALARIES & WAGES	474,882.00	97,757.73	20.6
BENEFITS	109,711.00	20,530.27	18.7
PROFESSIONAL DEVELOPMENT	7,000.00	348.49	5.0
SUPPLIES & SERVICES	85,500.00	21,985.11	25.7
ADDITIONAL F & E	15,000.00	0.00	0.0
RENTALS/LEASES	5,000.00	0.00	0.0
FEES & CONTRACTUAL	289,155.00	66,011.79	22.8
OTHER EXPENDITURE	0.00	3,351.16	0.0
<b>Total BUSINESS ADMINISTRATION</b>	<b>986,248.00</b>	<b>209,984.55</b>	<b>21.3</b>
 <b>HUMAN RESOURCES ADMINISTRATION</b>			
SALARIES & WAGES	364,279.00	83,657.10	23.0
BENEFITS	68,773.00	14,832.71	21.6
PROFESSIONAL DEVELOPMENT	4,700.00	920.04	19.6
SUPPLIES & SERVICES	26,000.00	2,637.36	10.1
FEES & CONTRACTUAL	93,000.00	30,807.40	33.1
<b>Total HUMAN RESOURCES ADMINISTRATION</b>	<b>556,752.00</b>	<b>132,854.61</b>	<b>23.9</b>
 <b>INFORMATION TECHNOLOGY ADMINIS.</b>			
SALARIES & WAGES	45,932.00	10,599.60	23.1
BENEFITS	8,475.00	1,625.07	19.2
ADDITIONAL F & E	3,550.00	0.00	0.0
RENTALS/LEASES	0.00	0.00	0.0
FEES & CONTRACTUAL	12,500.00	12,123.89	97.0
<b>Total INFORMATION TECHNOLOGY ADMINIS.</b>	<b>70,457.00</b>	<b>24,348.56</b>	<b>34.6</b>
 <b>SCHOOL OPERATIONS</b>			
SALARIES & WAGES	3,439,633.00	807,534.14	23.5
BENEFITS	910,951.00	194,496.74	21.4
PROFESSIONAL DEVELOPMENT	2,000.00	0.00	0.0
SUPPLIES & SERVICES	2,251,548.00	338,028.37	15.0
REPLACEMENT F & E	31,000.00	0.00	0.0
ADDITIONAL F & E	0.00	0.00	0.0
RENTALS/LEASES	177,950.00	51,768.00	29.1
FEES & CONTRACTUAL	563,000.00	232,302.65	41.3
<b>Total SCHOOL OPERATIONS</b>	<b>7,376,082.00</b>	<b>1,624,129.90</b>	<b>22.0</b>
 <b>SCHOOL MAINTENANCE</b>			
SALARIES & WAGES	720,228.00	140,987.34	19.6

**BRANT HALDIMAND NORFOLK CDS BD**

Run Date: 1/13/2009

**Monthly Board Report**

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FOR THE MONTH ENDING NOVEMBER 30, 2008

	Budget	Expenditures	% Spent
BENEFITS	153,977.00	32,485.05	21.1
PROFESSIONAL DEVELOPMENT	2,500.00	361.06	14.4
SUPPLIES & SERVICES	566,013.47	164,904.67	29.1
REPLACEMENT F & E	0.00	2,333.38	0.0
ADDITIONAL F & E	35,000.00	0.00	0.0
RENTALS/LEASES	6,600.00	1,571.97	23.8
FEES & CONTRACTUAL	90,000.00	17,212.10	19.1
OTHER EXPENDITURE	0.00	0.00	0.0
OTHER CAPITAL	154,768.00	78,928.75	51.0
<b>Total SCHOOL MAINTENANCE</b>	<b>1,729,086.47</b>	<b>438,784.32</b>	<b>25.4</b>
 <b>SCHOOL RENEWAL</b>			
SALARIES & WAGES	0.00	0.00	0.0
OTHER CAPITAL	1,506,982.00	111,154.78	7.4
<b>Total SCHOOL RENEWAL</b>	<b>1,506,982.00</b>	<b>111,154.78</b>	<b>7.4</b>
 <b>NEW PUPIL PLACES</b>			
FEES & CONTRACTUAL	0.00	0.00	0.0
OTHER CAPITAL	2,646,825.00	1,435,048.69	54.2
<b>Total NEW PUPIL PLACES</b>	<b>2,646,825.00</b>	<b>1,435,048.69</b>	<b>54.2</b>
 <b>OP &amp; MAINT/CAPITAL-NON INSTRUC</b>			
SALARIES & WAGES	41,954.00	9,681.60	23.1
BENEFITS	11,200.00	2,604.39	23.3
PROFESSIONAL DEVELOPMENT	0.00	450.00	0.0
SUPPLIES & SERVICES	104,297.00	21,878.55	21.0
REPLACEMENT F & E	0.00	0.00	0.0
ADDITIONAL F & E	7,000.00	0.00	0.0
RENTALS/LEASES	43,371.00	4,533.40	10.5
FEES & CONTRACTUAL	25,000.00	14,494.32	58.0
OTHER CAPITAL	82,763.00	41,343.62	50.0
<b>Total OP &amp; MAINT/CAPITAL-NON INSTRUC</b>	<b>315,585.00</b>	<b>94,985.88</b>	<b>30.1</b>
 <b>DIRECT CAPITAL &amp; DEBT</b>			
OTHER CAPITAL	491,692.00	172,648.39	35.1
<b>Total DIRECT CAPITAL &amp; DEBT</b>	<b>491,692.00</b>	<b>172,648.39</b>	<b>35.1</b>
 <b>TRANSPORTATION - GENERAL</b>			
SALARIES & WAGES	89,790.00	18,265.91	20.3
BENEFITS	22,342.00	4,446.46	19.9
PROFESSIONAL DEVELOPMENT	2,000.00	0.00	0.0
SUPPLIES & SERVICES	7,000.00	1,848.35	26.4
REPLACEMENT F & E	0.00	0.00	0.0
FEES & CONTRACTUAL	40,750.00	0.00	0.0
<b>Total TRANSPORTATION - GENERAL</b>	<b>161,882.00</b>	<b>24,560.72</b>	<b>15.2</b>

**BRANT HALDIMAND NORFOLK CDS BD**

Run Date: 1/13/2009

**Monthly Board Report**

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FOR THE MONTH ENDING NOVEMBER 30, 2008

	Budget	Expenditures	% Spent
<b>TRANSPORTATION - HOME TO SCHOOL</b>			
FEES & CONTRACTUAL	4,865,019.00	1,286,087.06	26.4
<b>Total TRANSPORTATION - HOME TO SCHOOL</b>	<b>4,865,019.00</b>	<b>1,286,087.06</b>	<b>26.4</b>
<b>TRANSPORTATION-SCHOOL TO SCHOOL</b>			
FEES & CONTRACTUAL	85,000.00	13,778.99	16.2
<b>Total TRANSPORTATION-SCHOOL TO SCHOOL</b>	<b>85,000.00</b>	<b>13,778.99</b>	<b>16.2</b>
<b>TRANSPORTATION - BOARD, LODGING...</b>			
FEES & CONTRACTUAL	5,000.00	0.00	0.0
<b>Total TRANSPORTATION - BOARD, LODGING...</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.0</b>
<b>TRANSPORTATION - BLIND &amp; DEAF</b>			
FEES & CONTRACTUAL	40,000.00	0.00	0.0
<b>Total TRANSPORTATION - BLIND &amp; DEAF</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.0</b>
<b>CONTINUING EDUCATION</b>			
SALARIES & WAGES	72,000.00	0.00	0.0
BENEFITS	8,250.00	0.00	0.0
PROFESSIONAL DEVELOPMENT	0.00	0.00	0.0
SUPPLIES & SERVICES	1,500.00	0.00	0.0
FEES & CONTRACTUAL	0.00	0.00	0.0
<b>Total CONTINUING EDUCATION</b>	<b>81,750.00</b>	<b>0.00</b>	<b>0.0</b>
<b>OTHER NON-OPERATING</b>			
OTHER EXPENDITURE	0.00	1,509.47	0.0
PROVISION FOR RESERVES	3,661,032.00	960,441.00	26.2
TRANSFERS FROM RESERVES	0.00	0.00	0.0
<b>Total OTHER NON-OPERATING</b>	<b>3,661,032.00</b>	<b>961,950.47</b>	<b>26.3</b>
<b>Total</b>	<b>103,084,630.00</b>	<b>25,008,257.93</b>	<b>24.3</b>

# REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer  
Presented to: Board of Trustees  
Submitted on: February 24, 2009  
Submitted by: Cathy Horgan, Director of Education & Secretary

## LONG-TERM FINANCING OF GOOD PLACES TO LEARN PROJECTS

Public Session

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### **BACKGROUND INFORMATION:**

On February 17, 2005, the Minister of Education announced funding for school renewal and provisions for additional classroom space needed to accommodate smaller classes in primary grades. Funding for the Good Places to Learn (GPL) renewal initiative was allocated in three stages. Starting in 2005-06, the initial allocation provided by Stage 1 funding enabled school boards to address an estimated \$1 billion in high and urgent renewal needs. In 2006-07, Stage 2 funded an additional \$500 million to address high and urgent renewal needs and program renewal needs. In 2007-08, Stage 3 funded an additional \$500 million. Our Board has received over \$7.4 million in GPL funding for Stages 1, 2 and 3.

The Ministry of Education arranged long-term financing on behalf of school boards for Stages 1 and 2 projects through the Ontario Financing Authority (OFA). The OFA is a Crown agent established under the *Capital Investment Plan Act, 1993*. It is proposed that the OFA will again make 25-year amortizing term financing available to school boards for Stage 3 projects, as well as the balance of any Stage 1 and 2 projects not previously financed, commencing on March 2009. The principal amount of the financing is intended to cover the value of the work undertaken by August 31, 2008 under the GPL initiative. The maximum principal amount of the financing cannot exceed the total GPL allocations. School boards will receive capital grant payments from the Ministry to cover all interest and principal payments associated with this long-term financing.

The Ministry will be providing further information for the long-term financing arrangements for the remainder of any GPL projects next year.

### **DEVELOPMENTS:**

Attached is the Loan Agreement with the OFA and the Board By-Law (Appendix A) which must be approved by the Board. The total amount of the debenture is \$2,391,237 which includes \$685,637 of Stage 2 projects not financed last year and \$1,705,600 of Stage 3 projects. The payment terms are annual interest rate of 5.062% over 25 years with an annual payment of \$85,137. The Ministry will provide an annual grant in the amount of the loan payment.

The Council of Senior Business Officials coordinated legal services for boards who wished to participate, with Borden Ladner Gervais, LLP. The cost of legal services is \$2,000 for each participating board which is funded under the GPL grant.

Attached is the by-law to be approved by the Board.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board recommend the approval of By-Law Number 2009-A1 as:

A by-law to authorize a loan from the Ontario Financing Authority in the principal amount of \$2,391,237 pursuant to a loan agreement under section 12 of Ontario Regulation 466/97.

**WHEREAS** subsection 247 (1) of the *Education Act* R.S.O. 1990, c. E.2, as amended (the "*Education Act*") and the regulations made thereunder, provides that, subject to any other provision of the *Education Act* and, specifically, the regulations made under subsections 242 (1) and 247 (3) of the *Education Act*, a district school board may by by-law borrow money or incur debt for permanent improvements and may issue debentures or issue or execute any instrument prescribed under clause 247 (3) (f) of the *Education Act* in respect of the money borrowed or the debt incurred;

**AND WHEREAS** section 12 of Ontario Regulation 466/97, as amended by Ontario Regulation 462/06 (the "**Regulation**"), provides that (1) a board may by by-law borrow money for permanent improvements by way of a loan from the Ontario Financing Authority with an initial maturity of more than one year and that (2) a board that obtains a loan mentioned in subsection 12 (1) shall ensure that the proceeds of it are used for permanent improvements;

**AND WHEREAS** the Brant Haldimand Norfolk Catholic District School Board (the "**Board**"), which under the *Education Act* constitutes a district school board, has undertaken urgent and high priority renewal projects at schools of the Board listed in any one or more of: (i) Appendix B of the document entitled "Good Places to Learn: Stage 1 Funding Allocation"; (ii) Appendix C of the document entitled "Good Places to Learn: Stage 2 Funding Allocation"; and (iii) Appendix B of the document entitled "Good Places to Learn: Stage 3 Funding Allocation", some of which projects are described in Schedule "A" attached to the Loan Agreement, as hereinafter defined (individually a "GPL Eligible Project", collectively the "GPL Eligible Projects") and pursuant to Ontario Regulation 85/08, each GPL Eligible Project constitutes a "permanent improvement" as defined in subsection 1(1) of the *Education Act*. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the Loan Agreement in respect of a single GPL Eligible Project, the term "GPL Eligible Projects" means that GPL Eligible Project;

**AND WHEREAS** the GPL Eligible Projects are collectively referred to as the "Eligible Projects". In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the Loan Agreement in respect of a single Eligible Project, the term "Eligible Projects" means that Eligible Project;

**AND WHEREAS** before the Board authorized each of the Eligible Projects and before authorizing additional cost amounts in respect of the Eligible Projects (if any), the Treasurer of the Board updated the Board's most recent annual debt and financial obligation and liability limits as determined in accordance with the provisions of Ontario Regulation 472/98 and determined that the estimated annual amount payable by the Board in respect of each Eligible Project and each such additional cost amount (if any), would not cause the Board to reach or exceed its updated limits, with the result that the Board authorized each Eligible Project and each such additional cost amount (if any) without the prior approval of the Minister of Education referred to in section 4 of the Regulation;

**AND WHEREAS** the Board has financed the Eligible Projects by way of temporary borrowing from a financial institution or from a reserve account and the Board intends to borrow money from the Ontario Financing Authority for the purpose of financing the Eligible Projects on a long-term basis, and in this connection the Board intends to borrow by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority the principal amount of \$2,391,237 (the “**Loan**”) pursuant to a loan agreement in the form attached hereto as Schedule “A” (the “**Loan Agreement**”) which Loan Agreement constitutes an instrument prescribed under clause 247 (3) (f) of the *Education Act* and which sets out the terms and conditions on which the Ontario Financing Authority will make the Loan available to the Board;

**NOW THEREFORE THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD ENACTS AS FOLLOWS:**

1. The Board hereby authorizes the Loan that is to be made available to the Board pursuant to the Loan Agreement on the basis that it constitutes a loan under section 12 of the Regulation and that the Loan Agreement constitutes an instrument prescribed under clause 247(3)(f) of the *Education Act*.
2. The Board is hereby authorized to enter into the Loan Agreement pursuant to which the Loan will be made available to the Board and the Chair of the Board and the Treasurer of the Board are hereby authorized to execute for and on behalf of the Board the Loan Agreement which provides for instalments of combined (blended) principal and interest as hereinafter set forth, substantially in the form of Schedule “A”, with such changes thereto as may be suggested by the Ontario Financing Authority and as such authorized officials of the Board shall approve.
3. The Director of Education of the Board, the Treasurer of the Board and any other financial officer of the Board are hereby each individually authorized generally to do all things and execute all other documents, instruments and agreements in the name of the Board in order to give effect to the Loan Agreement.
4. The Loan shall be paid in instalments of combined (blended) principal and interest over a 25 year amortization period on the specified dates set out in the amortization schedule attached as Schedule “B” to the Loan Agreement with the first interest payment on May 15, 2009 and thereafter semi-annual instalments to November 15, 2033 with the final payment on March 13, 2034 in each of the years during the currency of the Loan as set forth in such schedule. The Loan shall bear interest at the rate of 5.062% on the outstanding principal amount owing thereunder from time to time from the date thereof, which interest shall be payable in arrears as part of the equal instalments of combined (blended) principal and interest payable on such days in each year of currency of the Loan as are set out in Schedule “B” to the Loan Agreement.
5. In accordance with the provisions of the *Education Act* and the regulations made thereunder, during the currency of the Loan, the Board shall provide in its estimates for each fiscal year for setting aside out of its general revenue in the fiscal year the amount necessary to pay the principal and interest coming due on the Loan in the fiscal year and, on or before each due date in each such year, the Board shall pay out of its general revenue the principal and interest coming due on the Loan in the year. Such sums of principal and interest payable on the Loan shall be provided for in accordance with subsection 247(5) of the *Education Act*. Subject to the foregoing, on or before each due date in each year during the currency of the Loan, the Board shall pay out of its general revenue the amount necessary to pay the specific sums of principal and interest payable on the Loan shown for the respective year as set forth in Schedule “B” to the Loan Agreement; but such amount shall be paid out of the Board’s general revenue only to the extent required after taking into account funds available from other sources.

6. Any amounts payable by the Board in respect of the Loan including interest on overdue principal and interest in respect of the Loan together with fees and other amounts payable by the Board under the Loan Agreement, if applicable, shall be paid out of the Board's general revenue or any other available funds.
7. The proceeds of the Loan, shall be used to finance the Eligible Expenditures, as defined in the Loan Agreement, in respect of the Eligible Projects on a long-term basis and for no other purpose except as permitted by the *Education Act* and the regulations made thereunder.

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

Prepared by: Chris Radojewski, Student Trustee  
Presented to: Board of Trustees  
Submitted on: February 24, 2009  
Submitted by: Cathy Horgan, Director of Education & Secretary

### **STUDENT TRUSTEE REPORT – FEBRUARY 2009** Regular Session

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#### **BACKGROUND INFORMATION:**

On February 18, the student senate met to discuss once again its upcoming leadership symposium in greater detail and also moved on to its final discussion topic of the year: bullying. The meeting was very productive. We also spoke about issues which affected us as students in our board that other students in other boards will be facing, The results of that were taken to an Ontario Student Trustee Association conference in Ottawa this past weekend. The conference was very informative and has allowed me to bring many things back to the senate to discuss at our table.

#### **DEVELOPMENT**

The leadership symposium time and location are still to be determined. This year the student senate thought that it would be better to have two key note speakers instead of one. These speakers will address issues of social justice, communication and leadership. A letter was sent to all the elementary principals in our board to seek permission to talk to their senior students about issues that they face today and that matter to them. The student senate hopes to support the elementary student councils and track the overall emerging themes.

#### **SCHOOL NEWS**

Both St. John's College and Assumption College School are in the midst of planning this year's Relay for Life, cancer walk. Each school is putting one on and both committees attended a workshop for Relay Committee to learn best practices in putting on an event like this. They are seeking support for these events which will be occurring later this year. Assumption and Holy Trinity both held successful Valentine's Day Dances which were well received by the students. St. John's also held a successful Valentine's Pep Rally to pump up the coming spring sports and to congratulate the winter ones. Holy Trinity would wrap up the Valentine's Day celebrations by selling Fair Trade Chocolate for Valentine's Day.

#### **RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receive the Student Trustee – February 2009 report.

**Brant Haldimand Norfolk Catholic District School Board**

**2008-09**

**Meetings and Events**

February 24, 2009	7:30 pm	Board Meeting
March 4, 2009		Ash Wednesday
March 11, 2009	7:00 pm	SEAC
March 13, 2009		Board Designated Holiday
March 16-20, 2009		March Break
March 24, 2009	7:30 pm	Committee of the Whole
March 26, 2009		Catholic Leadership Awards
March 31, 2009	7:30 pm	Board Meeting
April 8, 2009	7:00 pm	SEAC
April 10, 2009		Good Friday
April 13, 2009		Easter Monday
April 21, 2009	7:30 pm	Committee of the Whole
April 24, 2009		PA Day
April 28, 2009	7:30 pm	Board Meeting
May 3-8, 2009		Catholic Education Week
May 5, 2009	7:00 pm	Celebration of the Arts – Sanderson Centre
May 13, 2009	7:00 pm	SEAC
May 18, 2009		Victoria Day
May 19, 2009	7:30 pm	Committee of the Whole
May 26, 2009	7:30 pm	Board Meeting
June 10, 2009	7:00 pm	SEAC
June 16, 2009	7:30 pm	Committee of the Whole
June 23, 2009	7:30 pm	Board Meeting
June 26 2009		Last Day of Classes
June 29, 2009		PA Day
June 30, 2009		Board Designated Holiday