

Brant Haldimand Norfolk Catholic District School Board



COMMITTEE OF THE WHOLE

TUESDAY, NOVEMBER 18, 2008

7:30 P.M.

Catholic Education Centre, Brantford, Ontario

AGENDA

	Page Number
A. CALL TO ORDER	
1. Opening Prayer – June Szeman, Chair of Committee of the Whole	
2. Attendance	
B. ROUTINE MATTERS	
1. Approval of the Agenda	
2. Declaration of Interest	
3. Minutes of the Committee of the Whole	
a) October 21, 2008	Pages 3-7
4. Business Arising from Minutes	
C. PRESENTATIONS & DELEGATIONS: Nil	
D. COMMITTEE AND STAFF REPORTS	
1. Unapproved Policy Committee Minutes	Pages 8-10
From November 11, 2008	
From November 18, 2008 (to be distributed)	
i. Revised Policy: Community Use of Schools	Pages 11-25
ii. Revised Policy: Trustee Support Services	Pages 26-28
Presenter: Bonnie McKinnon, Chair of the Policy Committee	
2. Unapproved Minutes from the Student Transportation Services Of Brant Haldimand Norfolk from October 24, 2008	Pages 29-33
Presenter: Dennis Blake, Trustee Representative	
3. Unapproved Special Education Advisory Committee Minutes From October 8, 2008	Pages 34-36
Presenter: Dennis Blake, Trustee Representative on SEAC	
4. Student Success Initiative 2008-09	Pages 37
Presenter: Chris Roehrig, Superintendent of Education	
5. Insurance Renewal	Page 38-39
Presenter: Wally Easton, Associate Director	
6. October Enrolment	Pages 40-41
Presenter: Chris Roehrig, Superintendent of Education	

7. Excursion: St. John's College to New York City Page 42
Presenter: Chris Roehrig, Superintendent of Education

8. Excursion: St. John's College to New York City Page 43
Presenter: Chris Roehrig, Superintendent of Education

E. INFORMATION AND CORRESPONDENCE

F. NOTICES OF MOTION

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,
- 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.

I. REPORT ON THE IN-CAMERA SESSION

J. FUTURE MEETINGS AND EVENTS Pages 44-45

K. MOMENT OF SILENT REFLECTION

L. ADJOURNMENT

**Brant Haldimand Norfolk Catholic District School Board
Meeting of the Committee of the Whole – Tuesday, October 21, 2008**

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; Wally Easton,
Associate Director; Bill Chopp, Trish Kings and Chris Roehrig,
Superintendents of Education and Claire Dodgson, Recording Secretary

A. CALL TO ORDER: The meeting was called to order by June Szeman.

OPENING PRAYER: The meeting was opened with a prayer.

B. ROUTINE MATTERS:

Resolved:

On the motion of Joe McPherson and Bonnie McKinnon, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board, approve the agenda, as amended, for the October 21, 2008 meeting.

CARRIED

DECLARATION OF INTEREST: Nil

Resolved:

On the motion of Joe McPherson and Bonnie McKinnon, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board, approve the Minutes from the Committee of the Whole meeting of September 16, 2008 meeting.

CARRIED

BUSINESS ARISING FROM THE MINUTES: Nil

C. PRESENTATIONS/DELEGATIONS: Nil

D. COMMITTEE AND STAFF REPORTS

**D.1 UNAPPROVED ACCOMMODATION COMMITTEE MINUTES FROM
OCTOBER 8, 2008**

Trustee Cliff Casey reviewed the minutes from the October 8, 2008 Accommodations Committee meeting. Approval was requested for the following recommendation:

That the Accommodations Committee recommends that the Committee of the Whole approves and refers to the Brant Haldimand Norfolk Catholic District School Board for approval the following priority for future capital projects:

1. South West Brantford School
2. St. John's College Replacement School
3. St. Pius X/St. Bernard Schools, Brantford Replacement School

Resolved:

On the motion of Joe McPherson and Bonnie McKinnon, that the Committee of the Whole receives the unapproved minutes from the Accommodation Committee Meeting from October 8, 2008.

On the motion of Joe McPherson and Bonnie McKinnon, that the Committee of the Whole approves and refers the recommendations from the Accommodation Committee Meeting of October 8, 2008, to the Board.

CARRIED

D.2 UNAPPROVED POLICY COMMITTEE MINUTES FROM OCTOBER 16, 2008

Trustee Bonnie McKinnon, Chair of the Policy Committee, reviewed the minutes from the October 16, 2008 meeting. Approval was requested for the following recommendation:

THAT the Policy Committee recommends that the Committee of the Whole approves the Policy: School Operating Budget and refers it to the Brant Haldimand Norfolk Catholic District School Board for approval.

Resolved:

On the motion of Bonnie McKinnon and Dennis Blake, that the Committee of the Whole receive the unapproved minutes from the Policy Committee Meeting from October 16, 2008.

On the motion of Bonnie McKinnon and Dennis Blake, that the Committee of the Whole refer the recommendations from the Policy Committee Meeting of October 16, 2008, to the Board for approval.

CARRIED

D.3 UNAPPROVED SPECIAL EDUCATION ADVISORY COMMITTEE MEETING MINUTES FROM SEPTEMBER 10, 2008

Dennis Blake, trustee representative on the Special Education Advisory Committee, reviewed the minutes from the September 10, 2008 meeting.

Resolved:

On the motion of Dennis Blake and Bonnie McKinnon, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive unapproved minutes from the Special Education Advisory Committee meeting from September 10, 2008.

CARRIED

D.4 PRIMARY CLASS SIZE

Associate Director Wally Easton reviewed the primary class size as regulated by the Ministry. The Board is in compliance with the target.

Resolved:

On the motion of Joe McPherson and Bonnie McKinnon, that the Committee of the Whole recommends that the Brant Haldmand Norfolk Catholic District School Board receive the Primary Class Size report.

CARRIED

D.5 PATHWAYS TO STUDENT SUCCESS CONSULTANT

Superintendent of Education Chris Roehrig reviewed a proposal for a Pathways to Student Success Consultant, financed by Student Success and Specialist High skills Major grants.

Resolved:

On the motion of Bonnie McKinnon and Joe McPherson, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the position of Pathways to Student Success Consultant until June 2009.

CARRIED

D.6 NAMING OF SCHOOL

Superintendent of Education Trish Kings reviewed the process and committee structure to propose a name for the replacement school for St. Jean de Brebeuf and Our Lady of Fatima schools. Trustees voted on the four names presented and will recommend that the Board approve Jean Vanier Catholic Elementary School.

Discussion occurred regarding the rationale for choosing Jean Vanier as the name for the new school. As a renowned bilingual Canadian Catholic, Jean Vanier provides a positive role model of a lay person who actively lives his faith. His life's work has been supporting the marginalized and building community; which makes him a tremendous example for our children. Jean Vanier is a living role model of what it means to be a lay Catholic who provides a model of servant leadership.

Resolved:

On the motion of Joe McPherson and Bonnie McKinnon, that the Committee of the Whole recommends Jean Vanier Catholic Elementary School to the Brant Haldimand Norfolk Catholic District School Board for approval as the name of the new replacement school.

CARRIED

D.7 ELEMENTARY IMPROVEMENT PLAN 2008-09

Superintendent of Education Trish Kings reviewed the Elementary Improvement Plan for 2008-09. Trish outlined areas of focus and who each school will revise their individual plans to reflect the Board's Plan.

Resolved:

On the motion of Bonnie McKinnon and Joe McPherson, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the report on the Elementary Improvement Plan for 2008-09.

E. INFORMATION AND CORRESPONDENCE:

Director of Education Cathy Horgan requested approval to move the date of the annual meeting to Monday, December 1 from Tuesday, December 2, 2008 due to the unavailability of a Bishop.

Resolved:

On the motion of Joe McPherson and Dennis Blake, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board move the Annual Meeting of the Board to Monday, December 1, 2008 to Tuesday, December 2, 2008.

CARRIED

Resolved:

On the motion of Joe McPherson and Bonnie McKinnon, that the Committee of the Whole receive the information and correspondence since the last meeting.

CARRIED

F. NOTICES OF MOTION: Nil

G. TRUSTEE INQUIRIES:

Trustee Bonnie McKinnon advised trustees about a presentation held in Caledonia with the parents from both St. Patrick and Notre Dame schools regarding Internet Safety. Bonnie suggested that this would be a great presentation at the Regional School Council meeting.

Trustee Cliff Casey questioned whether or not students were being taught cursive writing and multiplication tables in elementary schools. The director was going to have a conversation with Trustee Casey after the meeting.

Student trustee Chris Radojewski thanked Bill Chopp for including him in the conference regarding Coaching to Inclusion. Chris found the conference and workshops very informative.

H. BUSINESS IN-CAMERA:

Resolved:

On the motion of Joe McPherson 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 Bonnie McKinnon and Dennis Blake, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board, approve the business of the in-camera session.

CARRIED

- J. FUTURE MEETINGS**
- K. MOMENT OF SILENT REFLECTION**
- L. ADJOURNMENT**

Resolved:

On the motion of Bonnie McKinnon and Joe McPherson, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board, adjourn the meeting of October 21, 2008.

CARRIED

MINUTES AND RECOMMENDATIONS

POLICY COMMITTEE
November 11, 2008

AGENDA ITEM	MOTION
D.2	THAT the Policy Committee recommends that the Committee of the Whole approves the revised Community Use of Schools Policy and refers it to the Brant Haldimand Norfolk Catholic District School Board for approval.
D.3	THAT the Policy Committee recommends that the Committee of the Whole approves the revised Trustee Support Services Policy and refers it to the Brant Haldimand Norfolk Catholic District School Board the approval.

RECOMMENDATION:

THAT the Committee of the Whole receive the unapproved minutes from the Policy Committee Meeting from November 11, 2008.

THAT the Committee of the Whole refer the recommendations from the Policy Committee Meeting of November 11, 2008, to the Board for approval.

Brant Haldimand Norfolk Catholic District School Board
Meeting of the Policy Committee – Tuesday, November 11, 2008

PRESENT AT THE MEETING

Trustees: Bonnie McKinnon and June Szeman
Administration: Cathy Horgan, Director of Education,
Wally Easton, Associate Director

A. CALL TO ORDER:

The meeting was called to order by Chair Bonnie McKinnon.

B. ROUTINE MATTERS:

1. Approval of the Agenda

Resolved:

On a motion by June Szeman and Bonnie McKinnon, that the Policy Committee approve the agenda for the November 11, 2008 meeting.

CARRIED

2. Approval of Minutes – October 16, 2008

Resolved:

On a motion by Bonnie McKinnon and June Szeman, that the Policy Committee approve the Minutes from the October 16, 2008 meeting.

3. Declaration of interest: Nil

C. PRESENTATIONS & DELEGATIONS: Nil

D. COMMITTEE AND STAFF REPORTS:

1. Policy Development Discussion

Director of Education Cathy Horgan reviewed the current process and format for policy development. A discussion took place regarding suggested changes that would be brought forward on November 18 for recommendation and further discussion.

2. Policy: Community Use of Schools

Associate Director Wally Easton reviewed the proposed revisions for the Community Use of Schools policy. The changes reflect additional funding from the Ministry to defray costs of custodial fees, water flushing fees, etc.

Resolved:

On a motion by Bonnie McKinnon and June Szeman, that the Policy Committee recommends that the Committee of the Whole approves the revised Community Use of Schools Policy and refers it to the Brant Haldimand Norfolk Catholic District School Board for approval.

CARRIED

3. Policy: Trustee Support Services

Associate Director Wally Easton reviewed the proposed revision for the Trustee Support Services policy. The change reflects the Ministry's directive that car allowances are not appropriate for trustees and therefore, this item has been removed from the policy. It was noted that the Board suspended payment of car allowances effective July 1, 2008.

Resolved:

On a motion by Bonnie McKinnon and June Szeman, that the Policy Committee recommends that the Committee of the Whole approves the revised Trustee Support Services Policy and refers it to the Brant Haldimand Norfolk Catholic District School Board for approval.

CARRIED

E. ADJOURNMENT

The meeting was adjourned by consensus.

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Presented to: Policy Committee
Submitted on: November 11, 2008
Submitted by: Cathy Horgan, Director of Education & Secretary

COMMUNITY USE OF SCHOOLS POLICY

Public Session

BACKGROUND INFORMATION:

In July 2004, the Ministry of Tourism and Recreation and the Ministry of Education announced that school boards would receive funding to rent gymnasiums, soccer fields and other facilities to user groups after school hours. The additional funds were to be used to reduce rental fees, custodial charges, etc. for the user group. In response to the additional funds, the Board of Trustees approved a reduction in rental fees for Category #2 to \$0 and approved minor wording revisions to the Community Use of Schools Policy and Procedures.

DEVELOPMENTS:

For the 2008-09 school year, the Ontario government will invest \$33 million to make it more affordable for people to use our schools after-hours. The Brant Haldimand Norfolk Catholic District School Board will receive an additional \$105,000, for a total of \$210,000. As a result, it is proposed that user groups in Categories #1 – Exempt and Category #2 – Cost Recovery not be charged for custodial fees, water flushing fees, etc. The following minor revisions have also been made to the Community Use of Schools procedures:

- Change Tobacco Control Act to Smoke Free Ontario Act in #3 of the Administrative Procedures and #5 under Miscellaneous in the Rules Governing the Use of School/Administrative Properties.
- The inclusion of, *Fees are also waived for Category #1 and Category #2 users* in #17(b) of the Administrative Procedures.
- The inclusion of, *Fees are also waived for Category #1 and Category #2 users* in #17(c) of the Administrative Procedures.
- The removal of, *Each rental group will inspect the rental facility with the Principal, Vice-Principal or Caretaker before and after the event* in #4 under the section Use of Facility and Applicable Charges of the Rules Governing the Use of School/Administrative Properties.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole approves the revised Community Use of Schools Policy and refers it to the Brant Haldimand Norfolk Catholic District School Board for approval.



Brant Haldimand Norfolk Catholic District School Board

POLICY: COMMUNITY USE OF SCHOOLS

Adopted:	09/09/03	Policy No:	400.5
Revised:	03/28/06	Policy Category:	Operations

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board acknowledges that educational facilities are an integral part of the community and, as such, add to the spiritual, educational, recreational and social development of all who share them. It is the intent of the Board to have its facilities used in the best interests of the community, including facilitation of community partnerships, when they are not required for school use. The Community Use of Schools Policy is to be implemented as revenue generating, a minimum of which is cost recovery.

Policy Criteria:

- Use of facilities by groups other than the school must not interfere with school programs.
- The Board must not incur any liability or contingent liability on behalf of any group.
- The use of a school by a group, other than the Board and schools, must be on a cost-recovery basis.
- Security of the school property and safety of children must never be compromised.

Glossary of Key Policy Terms:

Party Alcohol Liability Insurance (PAL)

- provides coverage for single/multi-day events with or without alcohol involved. i.e., fundraising events, weddings, receptions.

Smart Serve Certified

- are servers of alcoholic beverages who have been trained to know the responsibilities and obligations under the law for serving alcohol. They are also trained to recognize signs of intoxication and implement intervention strategies for aggressive individuals. Smart Serve Ontario is recognized by the Alcohol and Gaming Commission of Ontario as the Official Responsible Server Training Program

Statutory/Regulatory/Related Board Policy Linkages:

- Regulations for Community Use of Schools
- Permit Application
- Rules Governing the Use of School Properties
- Rental Fees

DRAFT



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: COMMUNITY USE OF SCHOOLS

Adopted:	09/09/03	Policy No:	400.5
Revised:	03/11/04 03/28/06	Policy Category:	Operations

1. The facilities may be used for any function, except those not deemed to be acceptable by the Board, Director, Associate Director or the Principal. Except for the use as Polling Stations during elections, schools shall not be used for partisan political events, except those approved by the Board of Trustees. The Brant Haldimand Norfolk Catholic District School Board shall make available facilities and premises for any educational or lawful purpose, consistent with the teachings of the Catholic Church.
2. Alcoholic beverages are permitted only under the following conditions:
 - (a) The permit holder has obtained a Liquor License from the Liquor License Board of Ontario.
 - (b) The permit holder will display signs encouraging use of a designated driver.
 - (c) The permit holder will display the telephone numbers for local taxi companies.
 - (d) The permit holder must ensure that a minimum of \$2 million of Third-Party Liability Insurance (this includes School Councils, as well) has been obtained from Party Alcohol Liability Insurance and the Board is named as an insured.
 - (e) The permit holder will employ servers of alcoholic beverages who are *Smart Serve* certified.
 - (f) The permit holder has obtained Board approval prior to the hosting of the event.
3. Smoking is prohibited on all Board property and as outlined in the Smoke Free Ontario Act.
 - (a) The permit holder shall be responsible for ensuring posters are displayed stating smoking is prohibited.
4. Every organization must supply and provide proof of insurance. Organizations shall request a Certificate of Insurance from their insurance broker for General Liability Insurance in the amount of \$2 million, naming the "Brant Haldimand Norfolk Catholic District School Board" as an additional insured on the policy. The Board will purchase insurance for groups who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit.
5. Except where pay telephones are available, access to a telephone, for emergency use only, will be provided where one (1) individual is designated to oversee its use. If a

telephone is not easily accessible in the school, the organization must have a cellular telephone on the premises during the rental period.

6. No organization shall use the facilities unless the designated Permit Application is received by the Facilities Department at least 14 days prior to the date of the activity.
7. No permits will be issued for statutory holidays or during Christmas and March Break without Administrative approval. Use of schools during the months of July and August will be approved by Administration or by special agreement with the Board.
8. Gym shoes must be worn during all athletic functions held in the school Gymnasium/General Purpose Room. Proper gym shoes must be worn on the Court Area of all secondary school gymnasiums.
9. Normally, the School shall be opened and closed by either the Principal or the Caretaker. If neither the Principal nor the Caretaker is available, a designate may be appointed by the Principal. Where the Principal appoints another to perform this function, the designate shall be a responsible person over the age of 21 years. Where a Caretaker has been designated to open and/or close the School, and is required to do so outside of his/her regular shift, he/she shall be paid amounting to time and one-half based on the caretaker's hourly rate as established by the Board.
10. Use of gymnasium equipment will be allowed only with approval of the Principal. Only the specific items requested on the Application Form will be left by the Principal or the designate in the Gymnasium. Other equipment shall be used only with the Principal or teacher present.
11. Use of audio visual and sound equipment will be allowed only with approval of the Principal. Only the specific items requested on the Application Form will be left by the Principal or the designate in the rented room.
12. The organization using the premises shall be responsible for reimbursement of costs to repair any damage caused by its use to the building, grounds or equipment or lost or stolen items.
13. Use of the kitchen, its equipment and small wares, is not permitted in schools which have cafeteria facilities.
14. Permission to use any outdoor area, i.e., playground, playing field/track, must be obtained from the school principal.
15. Vehicle parking is permitted only in designated parking areas.

16. The organization shall further undertake and agree to indemnify and save harmless the Board, its employees, agents or students against any and all claims arising from use of the Board's premises and equipment.

17. **Fees**

Fees for use of facilities are based on the type of organization. Organizations are categorized in Section 17(a). Fees are quoted in Appendix #B. All groups are subject to costs under Section 17(b) and 17(c).

(a) Category #1 - Exempt

- Activities of the Board.
- Meetings or activities sponsored by the Catholic Parent/Teacher Association and/or School Advisory Council.
- General meetings or activities of Community Health Associations.
- Not-for-profit organizations involving youth, i.e., Boy Scouts, Cubs, Guides, Brownies, 4-H Clubs, Junior Farmers' Clubs.
- Meetings/social functions of Catholic Church-associated groups, i.e., Parish Councils, Catholic Womens' League, Catholic Youth Organization, Knights of Columbus.
- Meetings of recognized Community Service Clubs.

Category #2 - Cost Recovery

- Adult activity and recreational groups sponsored by other than a recognized community recreational commission, i.e., dance or drama groups, choirs, cultural organizations.
- Community functions sponsored by local community recreational commissions.
- Industrial or business athletic groups and leagues for purposes authorized by the school principal.
- Concerts and other functions sponsored by service clubs and other local non-profit organizations where admission charge is used to help defray expenses and/or for charitable work in the community, as authorized by the school principal.

Category #3 - Commercial

- All other groups not included in Category #1 or Category #2.
- Commercial enterprises.
- Private individuals.

Category #4 - Partnerships

- Community/school partnerships are supported and encouraged by the Board.
- A Community Partnership Agreement Application. Must be completed and submitted to the Superintendent of Education.
- Community Partnership Applications must be approved by Senior Administration.

- (b) Where a Caretaker has been designated to open and/or close the School, and is required to do so outside of his/her regular shift, the organization shall be charged a fee, as established by the Board. If the School is opened and closed by a person appointed by the Principal, and such person is a member of the organization using the facilities, this fee will be waived. Fees are also waived for Category #1 and Category #2 users.
- (c) The User is responsible for the preparation and clean-up of the premises. Should the User engage the Caretaker(s) to perform such work, the User will be charged a fee at the rate of one and one-half times the current hourly rate for Caretakers, in addition to the fees listed in #17(b) above. Fees are also waived for Category #1 and Category #2 users.
- (d) All fees shall be paid in advance directly to the Board.
- (e) Rental fees shall be distributed as follows and will be paid on a quarterly basis:
- 50% of rental fee to be distributed to the School.
 - 25% of rental fee to be distributed to the Board for overhead, maintenance, etc.
 - 25% of rental fee to be distributed among all schools for the benefit of all schools.
18. If, in the opinion of the Principal and the caretaker, the premises have not been used properly or have been left in an unsatisfactory condition, he/she shall immediately forward a written report to the Associate Director, Corporate Services & Treasurer.



The Brant Haldimand Norfolk Catholic District School Board
 322 Fairview Drive, P.O. Box 217, Brantford ON N3T 5M8
 Telephone: (519) 756-6505 Fax: (519) 756-9913

USE OF FACILITIES - PERMIT APPLICATION

This application must be received by the Facilities Department at least 14 days prior to the starting date of the permit. See Rules Governing the Use of School/Administrative Properties.

Name of Group or Organization _____
 Mailing Address _____
 Telephone: _____ Fax: _____
 Purpose of Permit _____
 Number of People Attending _____
 School/Administrative Facility _____
 Date From _____ to _____
 Time From _____ a.m. p.m. to _____ a.m. p.m.
 Contact Person _____
 Telephone Work _____ Extension _____ Home _____
The organization shall further undertake and agree to indemnify and save harmless the Board, its employees, agents or students.
 Date of Application _____ Signature _____

Please complete the following information if you will be charging a fee in connection with this permit activity:

Membership Fee Program Fee Admission Fee Amount of Fee \$ _____

Facilities Required (includes one set of washrooms)
 Gymnasium (Board does not supply equipment)
 Bleachers Change Rooms
 Classroom(s) Number of rooms required _____
 Auditorium Library Cafetorium
 Other Please specify _____
 Rental Fee \$ _____

Caretaker Required No Yes. Caretaker required to:
 Open Close
 Set-Up Clean-Up
 Caretaker fee: _____ x _____ = _____
 # of hours Fee per Hour Total Caretaker Fee

TOTAL FEE \$ _____ (Rental Fee + Caretaker Fee)

Insurance Certificate of Insurance Attached Board to Purchase Insurance
 If Serving Alcohol -- Liquor Licence Attached PAL Insurance Attached
 Smart Serve Certificate # _____

Payment and a Certificate of Insurance are required prior to the issuance of the permit.

For Office Use Only: Category of Applicant for Fee Purposes: 1 2 3
 Approved by Principal _____ Date _____
 Approved by Manager of Facilities _____ Date _____

Amount of Payment _____ Payment Received By _____

Distribution: Applicant, Facilities Department, School, Linda Luciani - CEC

DRAFT

RULES GOVERNING THE USE OF SCHOOL/ADMINISTRATIVE PROPERTIES

GENERAL

Below are detailed rules governing the use of all school facilities by community groups. Compliance with these rules will be monitored by Board personnel. **FAILURE TO COMPLY WITH ANY OF THE RULES WILL RESULT IN IMMEDIATE CANCELLATION OF THIS CONTRACT BY THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD.**

RESERVATIONS

1. Schools/administrative facilities shall have first claim to the use of their respective buildings at all times and any agreement made with an outside organization will be contingent on the needs of the programs of the various schools/administrative facilities **and such agreements may be terminated or altered at any time.**
2. All use of schools/administrative facilities by outside groups shall be automatically canceled when schools/administrative facilities are closed due to inclement weather, strikes or any other cause beyond the control of the Board.

USE OF FACILITY AND APPLICABLE CHARGES

1. **ADEQUATE ADULT SUPERVISION** (Adult is 21 years of age or older) must accompany all rental groups. This supervisor must be with the group at all times during the rental time period. It is the responsibility of the supervisor to ensure that the participants remain within the designated rental area, that damage to the building and grounds does not occur and that all group participants leave the school on or before the ending time of the rental permit. Board personnel will monitor all groups to ensure adequate supervision is maintained. When groups are renting multiple facility space, there must be a supervisor in charge of each area; i.e., when many classrooms are used, there must be a supervisor for each classroom. Youth group members must not enter the school before the supervisor arrives.
2. Rubber-soled shoes must be worn at all times in the gymnasium or auditorium for all sports activities. Floor hockey, ball hockey and indoor soccer are not permitted.
3. Rental Charges on this Agreement do not include the use of school equipment other than volleyball standards and basketball nets. Sporting equipment such as volleyball nets, balls, floor mats, scoreboard, etc. are not included as part of the Rental Agreement. Sound and audio visual equipment are not included as part of the Rental Agreement. These items may be arranged directly with the school and an additional charge may apply.
4. The use of building or grounds must be confined to the hours specified by the applicant. Any damage, problems during the event, extended time and additional hours for set-up/clean-up will be noted on this report. Any additional costs will be assessed to the Permit Holder. **NOTE: Overtime charges are subject to change without notice. The facility must be left in the same condition the group received it for use.**
5. The Board will seek full restitution for any damage done to its buildings or grounds by the rental group.
6. Permit fees shall be paid directly to the school/administrative facility or Facilities Department of the Board. Cheques are made payable to the Brant Haldimand Norfolk Catholic District School Board. Permits will be held until payment is received. Fees for short-term permits (one month or less) shall be paid in full. Fees for long-term permits (more than one month) can be paid in advance with equal monthly installments beginning the 1st of every month. Once payment is received, the permit will be released to the organization. Any bank charges will be the responsibility of the group.
7. In default of payment or non-compliance with any conditions for use of facilities, as specified above, the accommodation will not be available.

8. Groups who cancel a permit must inform the school/administrative facility or the Facilities Department, in writing, seven days before the event. There will be a cancellation fee of \$25 if notice is less than seven days. The cancellation fee will be deducted from the amount of the refund. Organizations that alter the permit will be granted one free alteration to the permit. There will be a \$10 processing fee for each subsequent alteration.

LIABILITY AND INSURANCE

The rental organization agrees to the following:

1. To assume full responsibility for the acts and conduct of all persons admitted to the premises.
2. To release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the premises.
3. To supply and provide proof of insurance. Organizations shall request a Certificate of Insurance from their insurance broker for General Liability Insurance in the amount of \$2 million, naming the "Brant Haldimand Norfolk Catholic District School Board" as an additional insured on the policy. The Board will purchase insurance for groups who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit.
4. During the use and occupation of the premises, the Permit Holder shall indemnify and save harmless the Brant Haldimand Norfolk Catholic District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises.
5. To supply and provide proof of a Liquor License and Party Alcohol Insurance (PAL) if alcohol will be served.

MISCELLANEOUS

1. The Principal, Vice-Principal or Caretaker of the building will normally be on duty during the hours of possession by the group or a designate may be appointed by the Principal.
2. Permits are not assigned or transferable.
3. Arrangement must be made through the school/administrative facility for use of any equipment, such as tables/chairs, at least five days prior to occupancy.
4. No food or drink is to be served or consumed in the foyer or taken into auditoriums and gymnasiums. Alcoholic beverages will not be permitted in buildings or on the grounds without prior approval of the Director of Education.
5. There must be **NO SMOKING** in any part of the school/administrative facility or on school/administrative property as such is law according to the **Smoke Free Ontario Act** and also the Insurance Schedule of the Board.
6. All tables, chairs, dishes and other equipment brought into the school/administrative facility by the rental group shall be removed promptly after the permit activity.
7. Vehicle parking is permitted only in designated parking areas.

FIRE PREVENTION

1. All scenery, special effects, props, etc. must be approved by the Principal at least 24 hours prior to presentation or dress rehearsal. Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
2. The seating capacity in the auditorium, gymnasium, and cafeteria must not exceed the Fire Department's limit indicated on the capacity listings posted in these facilities.
3. In compliance with Fire Regulation, immediately on the sounding of the fire alarm, the house lights will be turned on and the audience will be requested to leave by the nearest exit. Only when the fire is brought under control or it is determined that it is a false alarm by the Fire Department, will the audience be allowed to re-enter the auditorium.



Brant Haldimand Norfolk Catholic District School Board

RENTAL FEES

Rental fees are in addition to costs for cleaning, caretaking, set-up time, etc. as per section 17 (c) and 17(d) of the Community Use of Schools policy. Fees are subject to G.S.T.

RENTAL AREA	CATEGORY		
	1	2	3 Hourly Rate
ELEMENTARY SCHOOL			
Classroom	Nil	Nil	\$20
General Purpose Room or Gymnasium	Nil	Nil	\$40
Library	Nil	Nil	\$40
SECONDARY SCHOOL			
Gymnasium	Nil	Nil	\$60
Cafetorium	Nil	Nil	\$45
Classroom/Stage	Nil	Nil	\$20
Lecture Hall	Nil	Nil	\$40

MULTIPLE USAGE FEES

HOURS Based on total hours booked per permit	CATEGORY	DISCOUNT
1 – 25 Hours		100% of applicable fees as set-out in Section 17(a)
25 – 100 Hours	2	35% of applicable fees as set-out in Section 17 (a)
	3	25% of applicable fees as set-out in Section 17 (a)
In excess of 100 Hours	2	50% of applicable fees as set-out in Section 17 (a)
	3	25% of applicable fees as set-out in Section 17 (a)

Maximum rental duration is ten hours.

BANQUETS AND WEDDINGS

A fee will be calculated separately, based on each event.

Approval must be granted from the Director of Education, or designate, for groups/organizations who wish to rent facilities for the use of banquets and weddings. A fee will be determined at that time.



Brant Haldimand Norfolk Catholic District School Board

**COMMUNITY USE OF SCHOOLS
PARTNERSHIP AGREEMENT TEMPLATE**

This partnership agreement made as of the ___ day of ___, 200__

B E T W E E N:

The Brant Haldimand Norfolk Catholic District School Board
(School Name and Location)

- and -

Name of Organization/Group

1. Community/school partnerships are supported and encouraged by the Brant Haldimand Norfolk Catholic District School Board.
2. The (group/organization) will use the facilities of the (name of school) for the following purposes:
3. The (group/organization) will use the facilities on the following dates/times from (date) to (date):
4. In return, the (name of school) will derive the following benefits from the partnership:

DESCRIPTION	\$ VALUE

In witness whereof, attested by the hands of their respective officers duly authorize in that behalf:

The Brant Haldimand Norfolk Catholic
District School Board

Director of Education

Name of School

Principal

Name of Organization

Authorized Representative

DRAFT



Brant Haldimand Norfolk Catholic District School Board

**COMMUNITY USE OF SCHOOLS
PURCHASE INSURANCE APPLICATION**

PLEASE PRINT

Name of User Group:

Address:
Street *City* *Postal Code*

Contact Name:

Contact Telephone:

Type of Activity:

Number of Participants:

Date(s) of Permit:

School Rented

I hereby authorize the Brant Haldimand Norfolk Catholic District School Board to purchase liability insurance for the above-named group.

Signature

Date

If you have any questions or require further information regarding the purchase of liability insurance, please contact Linda Luciani at 519-756-6505, Extension 272 or lluciani@bhncdsb.ca

FOR OFFICE USE ONLY	
Premium Charged:	\$ _____
PST @ 8%:	\$ _____

Administration Fee:	\$ _____
TOTAL FEE FOR INSURANCE:	\$ _____
Payment Received:	

DRAFT

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Presented to: Policy Committee
Submitted on: November 11, 2008
Submitted by: Cathy Horgan, Director of Education & Secretary

TRUSTEE SUPPORT SERVICES POLICY

Public Session

BACKGROUND INFORMATION:

The Board of Trustees approved the Trustee Support Services policy in 2004 and revisions were made in 2005 and 2006. The 2006 revision provided for a monthly car allowance of \$200 payable to each trustee.

DEVELOPMENTS:

In early 2008, the Ministry of Education clarified the benefits for school board trustees and one of the items that the Ministry identified as not appropriate was car allowances. The Brant Haldimand Norfolk Catholic District School Board suspended payment of the car allowance to trustees effective July 1, 2008.

Attached is a revised policy removing the provision for payment of car allowances to trustees.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole approves the revised Trustee Support Services Policy and refers it to the Brant Haldimand Norfolk Catholic District School Board the approval.



Brant Haldimand Norfolk Catholic District School Board

POLICY: TRUSTEE SUPPORT SERVICES

Adopted:	25/05/04	Policy No:	100.6
Revised:	01/25/05 11/28/06	Policy Category:	School Board Governance

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board recognizes that, during their term of elected office, trustees require support services and equipment to effectively serve their constituents. As well, trustees need to be reimbursed for expenditures incurred in relation to their responsibilities as trustees.

Policy Criteria:

- Support services and equipment will be provided to trustees as required.
- Trustees will be encouraged to attend workshops and conferences which are related to the governance of education and the delivery of educational programs and services.
- Trustees will be reimbursed for expenses incurred in carrying out the role of trustee.

Glossary of Key Policy Terms:

Trustee: as per Board By-Laws, enacted June 8, 1998, a trustee is a person elected, acclaimed or appointed to the office of trustee of the Board pursuant to the provisions of the Municipal Elections Act.

Travel Expenses: are the ordinary and necessary expenses of travelling away from home for Board business. It is understood that the most practical mode of transportation to suit the occasion will be utilized.

Statutory/Regulatory/Related Board Policy Linkages:
Board By-Laws
Education Act, Section 191



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: TRUSTEE SUPPORT SERVICES

Adopted:	25/05/04	Policy No:	100.6
Revised:	01/25/05 11/28/06	Policy Category:	School Board Governance

Service Equipment

- The following equipment will be provided as required by the trustee:
 - Cellular telephone, including connection fees, air time and long distance charges.
 - Laptop computer, the specifications for which will be the current classroom standard, plus a modem and printer/scanner/copier.
 - Connection and monthly charges for Internet provision.
 - Calendaring devices.
- All user fees for telephone and internet access will be terminated at the end of the trustee's term of office.

Travel Expense

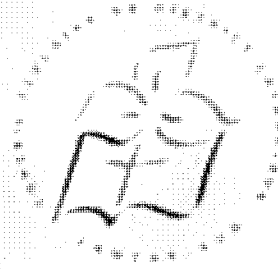
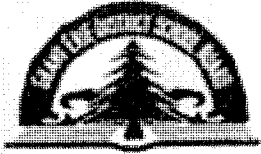
- The Board will reimburse mileage expenses for the use of personally-owned automobile expenses at the Board approved rate.
- Other travel expenses will be reimbursed based on paid receipts submitted.
- Trustees will submit an Expense Report, listing dates, locations and reasons for the trip, to the Chair of the Board for approval.

Conferences/Workshops

- Approved conference/workshop expenses will be covered within the Trustee Services account.

Expenses

- Trustees will be reimbursed for expenses incurred while fulfilling their duties as elected representatives.
- An advance of up to \$100 per day will be provided upon request with notice at least one (1) week prior to the event.
- Trustees shall submit all claims monthly for the Chair of the Board's signature. The original receipts must accompany the expense form.



**GRAND ERIE DISTRICT SCHOOL BOARD
BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD
CONSEIL SCOLAIRE DE DISTRICT CATHOLIQUE CENTRE-SUD**

**STUDENT TRANSPORTATION SERVICES OF
BRANT HALDIMAND NORFOLK (STSBHN)
Friday, October 24, 2008 – Time: 9:45 a.m.(note change in time)
Norfolk Room –Grand Erie District School Board
349 Erie Avenue, Brantford**

MINUTES

Present:

GEDSB:

Don Werden, Trustee
Jamie Gunn, Superintendent of Business & Treasurer

BHNCDSB:

Dennis Blake, Trustee (Chair)
Wally Easton, Associate Director & Treasurer

CSDCCS:

Mario Nantel, Director of Transportation (via Teleconference)
Bobby Somaroo, Superintendent of Business (via Teleconference)

Secretary:

Sally O'Brien, Transportation Supervisor

Regrets:

Jim Wibberley, Director of Education & Secretary
Cathy Horgan, Director of Education & Secretary
Bernard Lavallée, Director of Education & Secretary

Recording Secretary:

Paula Curran, (GEDSB) Administrative Assistant
to the Superintendent of Business

1. Call to Order, Welcome and Introductions

Jamie Gunn called the meeting to order at 10:04 and introductions were made around the table.

2. Additions to Agenda

- a) approval of Minutes from March 27, 2008
- b) Schedule B of Consortia Agreement

3. Approval of Minutes from March 27, 2008

MOTION #1

Moved by: Jamie Gunn

Seconded by Mario Nantel

THAT the minutes from the Inaugural Meeting of the Governance Committee of March 27, 2008 be approved as circulated.

CARRIED

4. Business Arising from March 27, 2008

4.1 Scheduling of Meeting Dates (3 meetings annually)

- Discussion revolved around set days for meetings to permit planning
- Consensus was reached to schedule three (3) annual meetings required in agreement on the **Fourth Tuesday morning** of the months of February, May and October.
- For the next year, these dates will be: February 24, May 26 and October 27, 2009
- Emergency meetings may be scheduled ad hoc when necessary

5. Business Arising from Previous Meeting(s)

5.1 Update on Walking Distances

MOE has indicated that an assessment of consortia effectiveness will affect the rating that funding is based on; hinges on harmonization of policies among the consortia partners

- Wally Easton recognized the BHNCDSD has various limits based on ages and between the Haldimand and Norfolk areas; he will create a report on the existing scenario for his Board and provide the findings to the Governance Committee prior to the February meeting.
- Harmonization needs to account for hazards, and any resulting adjustments will require Board approval and appropriate timelines to notify parents of policy changes.
- Bobby Somaroo informed the members the CSDDCC has harmonized with their other consortia; he offered to share the preparatory work they did and noted that it is important for this committee to work together, but if harmonization could not be achieved, they would be compelled to withdraw from the consortia rather than risk jeopardizing their funding.
- Transportation staff will prepare a report for the February meeting on walking distances; how it affects routes, number of students affected; cost of changing distances
- An ad hoc meeting will be called before February to review the reports.

5.2 Independent Transportation Department

- Some indication that consortia who incorporate may get a higher effectiveness rating
- the CSDDCC has incorporated with its other consortia; it separates the Board from consortia liabilities and OMERS, etc.
- discussions as to whether this is a valuable undertaking or another layer of management
- concern that it would limit accountability to each school board
- Keel, Cottrelle, legal advisor on the consortia agreement noted there were not many advantages, but that it may become a requirement of the MOE
- staff will bring a report to the Governance Committee on the benefits etc., of separate entity
- Bobby Somaroo will forward the report his Board prepared on what impacts on the effectiveness report; will be translated to English and sent to Committee members
- This matter was referred to the May agenda for further discussion

6. New Business

6.1 Software Upgrade Proposal (report previously distributed)

- Jamie Gunn explained the importance of routing and software in the E&E rating and noted that the current program *Bustops* has been in use since amalgamation. Newer products have emerged that are much more effective at managing transportation data. The proposal is to replace the current system with *Busplanner* which is one recommended by the MOE
- *Trapeze* was also looked at, but is more geared to structure of American systems and has less functionality than *Busplanner* which can handle route scenarios and changes very quickly.
- Bobby Somaroo talked about the extent *Busplanner* has improved efficiency and effectiveness for his Board; implementation is very turnkey; good technical support
- Sally O'Brien estimated it can probably be up and running to create a review of current system (re: 5.1 Walking Distances) before March

MOTION #2

Moved by: Don Werden

Seconded by: Jamie Gunn

THAT the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board proceed with the purchase of the *Busplanner* system to be implemented as soon as possible with costs distributed according to the agreements of the consortia.

CARRIED

6.2 Consortia Management Structure (report previously distributed)

Wally Easton introduced his report on the Manager of Transportation Services which was prepared on the recommendations of the MOE

- Bobby Somaroo will share the job description used by his Board
- the Administrative Team will develop this and try to fill the position before Christmas break
- Manager of Transportation Services will be under the direct employ of the Grand Erie District School Board

MOTION #3

Moved by: Wally Easton

Seconded by: Bobby Somaroo

THAT the consortia proceed with hiring a Manager of Transportation Services.

CARRIED

6.3 Administrative Services Agreement

Jamie Gunn explained this document is really just an operational arrangement to deal with payment of bills and sharing of administrative costs; he encouraged members to review it thoroughly

There will be no rental charge for office space unless it becomes necessary to relocate the staff to a non-Board location

- Questions arose around weighting factors which came from the Consortia agreement
- Discussion concerned the weighting of grade 7 and 8 students at 1.5 or reducing it to 1.25 as there is impact on bus seating capacity which could have liability and financial implications.
- Sally O'Brien will create a report to determine implications of various weighting scenarios for the February 24th meeting
- Consensus was reached to amend Item 3A of the Administrative Services Agreement to replace the weighting numbers with a reference to the Consortia agreement Schedule A weighting ratios
- Wally Easton will set up Electronic Funds Transfer (ETF) to manage his Board's payments
- Bobby Somaroo requested CSDDCCS payments be changed to monthly; will set up ETF and requested their signatory be changed to Mario Nantel, Director of Transportation

MOTION #4

Moved by: Mario Nantel

Seconded by: Don Werden

THAT the Administrative Services Agreement be amended as above and signed by all parties.

CARRIED**7. New Business****7.1 Discussion re Section 1 of Schedule B of Consortia Agreement**

- Discussion ensued about the possibility that there may be occasions when the Superintendent of Business would be unable to attend a scheduled or emergency meeting.
- Consensus was reached to add the phrase "or designate" to the Superintendent of Business with proviso that intent is for temporary designation

8. Other Business**8.1 Reports**

Members would like to see the preliminary E&E feedback resulting from the walk through as well as the final E&E report from our consortia

- Suggestions to check Peterborough consortia results as they scored 90%
- Board will do their best to distribute committee reports one week in advance to permit adequate time to review before meetings

9. Meeting Schedule 2008-9

- **Fourth Tuesday morning** of the months of February, May and October.
- For the next year, these dates will be: February 24, May 26 and October 27, 2009

10. Next Meetings – Ad Hoc

- a) Meeting to discuss results of Manager of Transportation Services Job Posting
Date – to be determined (December 2008)
Via Teleconference
1:00 p.m.
- b) Meeting re: Walking Distance Harmonization
Date – to be determined (January 2009)
Via Teleconference
1:00 p.m.

11. Next Meeting – Scheduled

The next regular meeting will be:
Brant Haldimand Norfolk Catholic District School Board (room location to be announced)
Tuesday, February 24, 2009
9:00 a.m.

12. Adjournment

11:42 am

AGENDA ITEM	ACTION REQUIRED	DATE REQUIRED	PERSON RESPONSIBLE
4.0 Annual Meetings	Schedule Reserve Meeting Rooms	February 24, May 26 and October 27, 2009	L Luciani / P Curran
5.1 Walking Distances	Report on current walking distance policies Decision on harmonized walking distances Report on impact of harmonization of distances Schedule Ad Hoc Meeting	January 2009	Wally Easton Governance Committee Sally O'Brien L Luciani / P Curran
5.2 Independent Transportation Department	Add Benefit of Incorporation to Future Agenda	May 2009	L Luciani / P Curran
6.1 Software Upgrade Proposal	Proceed with purchase, installation and implementation	Immediately	Consortia Administrative Team
6.2 Consortia Management Structure	Proceed with steps to hire Manager of Transportation Services	Immediately	Consortia Administrative Team
6.3 Administrative Services Agreement	Amend Agreement and obtain signatures of all parties	Immediately	P Curran
7.1 Consortia Agreement	Amend Section 1 of Schedule B	Immediately	Consortia Administrative Team
8.1 Preliminary E&E feedback resulting from the walk through	Distribution to Committee members	Immediately	Sally O'Brien
10.0 Ad Hoc Meeting re: Transportation Manager	Schedule Teleconference	December 08	P Curran

**Special Education Advisory Committee Meeting
Brant Haldimand Norfolk Catholic District School Board
Wednesday, October 8, 2008**

The October 8, 2008 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

Bill Chopp, Colleen Demarest, Lynda Field-Newhouse, Dianne Wdowczyk, George Follis, Michelle Feeney, Paul Sanderson, Cathy Pierson, Barb Mitchell, Terre Slaght.

Regrets

Stella Galloway, Dennis Blake, Nancy Smith, Lisa Stockmans

Materials will be delivered to Nancy Smith and Lisa Stockmans by other SEAC members and mailed out to Stella Galloway and Dennis Blake.

Request for an Addition to Agenda – Paul Sanderson

It was suggested that Lynn Zammet be a possible guest speaker on the topic of “Youth Justice Circles”. She is available for a 30 minute presentation. The committee discussed this being added to the December agenda. The dinner prior to the December meeting serves as the Christmas social. Lynn will come and outline what Youth Justice Circles are and how they are implemented. CYW’s, Behaviour Therapists and Social Workers are to be invited.

C. Approval of Agenda

The agenda was approved on a motion moved by Lynda Field-Newhouse and seconded by Michelle Feeney. Approved

D. Presentations

1. SALEP Program

Andrea Winger presented a description of the program mandate. She shared a draft brochure created for parents and students. A request for membership on a SALEP board committee was made. A question and answer session followed Andrea’s talk.

2. Case Studies

- Debbie Dignan made a presentation regarding a new intermediate student who is exhibiting behaviours.
- Nancy Dalgetty made a presentation of a new primary student who exhibits global delays with no formal diagnosis.
- Allison Caldwell made a presentation of a new primary student with a diagnosis of ADD, and evidence of global delays, epilepsy and behaviour concerns.
- A brief discussion of the Family Intervention Program took place.

3. Assessment Tool

Allison Caldwell highlighted key components of the Rosner Auditory Phonemic Assessment tool.

E. Opening Remarks – Paul Sanderson, Chair

An appreciation of the SEAC binder was voiced by Barb Mitchell.

F. Approval of Minutes ♦ June 11, 2008 & September 10, 2008

June 11, 2008 – a motion was made to accept the minutes made by Michelle Feeney.

September 10, 2008 – a motion was made to accept the minutes by Michelle Feeney.

The minutes are to be presented in hard copy at the November 2008 meeting (to include June 2008, September 2008 and October 2008).

G. Reports:

1) Principal of Program: Special Education • Terre Slaght

• Brochure Vetting

Nine draft brochures were presented for feedback:

- Attendance Counsellor
- Hearing Impaired
- Social Work
- SALEP Program
- Assistive Technology
- System SERT
- Behaviours
- Speech-Language
- SEAC

Input was sought on the SEAC brochure content. Feedback included:

- Association change to Contact Brant
- SEAC's mandate – role of global discussion (not child specific/exceptional students at large)
- Seek parent input
- Clear writing – vetting – possible payment
- Photos – culturally sensitive

• Membership List

The list has been updated and reviewed fully by membership in order to complete an electronic distribution list.

• Student Needs Framework

A document for application for Educational Assistant support was provided to the membership as a follow-up to the September 10, 2008 meeting.

• CODE Proposal 2008-09

An outline of proposed professional development will be required to obtain available funding. The proposal is to be completed and submitted by September 30, 2008.

2) Superintendent of Education Report • Bill Chopp

• Review Goals for Special Education Department

A handout was provided. A brief discussion took place on the following:

- Working Together Symposium and the link to Catholic School Council
- Department Brochures
- Three temporary CYW positions – increasing to support students experiencing behaviour difficulties in elementary/secondary panel.
- Introduction of new program for developing behaviour strategies in the elementary panel
- Sensory
- EA Resource Library
- ADHD Secondary Initiative
- Linking with other Board departments to support special education students

- CODE Conference – November 17 & 18, 2008
One place is being held for a SEAC member to attend. Please let Terre know if you are interested by November 1, 2008.
- OPA Conference – October 15, 2008
An outline was provided for this provincial conference.

H. Member Association Update - Memberships

- Michelle Feeney – O.A.F.C.C.D.
 - Parents As Partners revised dates are forthcoming.
 - The May Month event will have a Speech and Hearing focus. A location to hold the event is currently being sought as the location rotates annually.
 - Few brochures were provided for O.A.F.C.C.D.
 - Fundraising ideas and aid are being sought for this.
 - They are attempting to increase parent involvement and awareness of the organization.
- Barb Mitchell – HN REACH
 - Week of Child and Youth – a week in October will be designated to recognize this.
 - Your Guide – submissions for the Winter edition are due in the third week of October.
- Lynda Field-Newhouse - Lansdowne
 - OACRS (Ontario Association of Child Rehabilitation Services) Annual Conference will be held October 20-21, 2008.
 - Parents as Partners program (Brant) will run from 6:30pm to 8:30pm on the following dates:
 - November 27, 2008
 - February 26, 2009
 - March 26, 2009
 - April 23, 2009
 - Haldimand-Norfolk dates will be sent to Terre electronically.
 - Terre will secure a Board representative(s) for each county.
- Dianne Wdowczyk – Woodview Children’s Centre
 - There was low attendance at the “Parenting a Child” series one and two (on anxiety). Further workshops in the series are forthcoming.
 - The Working Together symposium will be on either the last Saturday of February 2009 or the first Saturday of March 2009.
- Paul Sanderson – Contact Brant
 - Contact Brant has officially relocated.

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

J. Adjournment The meeting was adjourned.

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

Presented by: Chris N. Roehrig, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: November 18, 2008
Submitted by: Cathy Horgan, Director of Education & Secretary

STUDENT SUCCESS INITIATIVE 2008-09

Public Session

BACKGROUND INFORMATION:

The Student Success initiative has four pillars that provide foci for the Board team in developing supports that will help our students achieve their academic goals at secondary school and beyond. The four pillars are literacy, mathematical literacy, pathways and community, culture and caring.

Each year the Board staff associated with the Student Success initiatives reviews its previous year's plans based on a detailed data analysis. Our Board is committed to identifying areas for improvement within our schools to improve outcomes for our students. The Board staff has recently completed a detailed report for the Ministry that identifies the vast array of supports that are in place to help our students that are at-risk of not graduating.

DEVELOPMENTS:

Student Success is measured using statistical indicators. We are pleased to report that the Board continues to perform well in comparison to the province using these indicators. For example, with respect to credit accumulation, our Board's rates have remained steady at approximately 86% (which is higher than the provincial average). With respect to our pass rates on the OSSLT – our Board's pass rate is 86%; this is also higher than the provincial average. Our annual school leaver rate is 3% - this represents the proportion of the student population that does not complete their secondary school education – this result is better than the provincial average. Our graduation rate is approximately 90% which is well above the provincial average and above its stated target of 85%.

In addition to the myriad of programs, supports and interventions that we have instituted over the past few years we have renewed our focus in four key areas:

Literacy – Developing best practice in teaching literacy through the Literacy GAINS project.

Mathematics – Working with the Mathematics Advisory Team to create a three-year plan that will be devoted to improving teaching and learning in Mathematics.

Pathways – Working with Grade 7 & 8 teachers in their efforts to support solid pathways decisions for our elementary school students before they enter our secondary schools.

Innovative Programs – Working with school teams to develop a high-quality Specialist High Skills Major program in all of our secondary schools.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the Student Success Initiative 2007-08 report.

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: November 18, 2008
Submitted by: Cathy Horgan, 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 100 school boards and seven joint ventures in Ontario.

DEVELOPMENTS:

OSBIE has once again had a surplus and, as a result, the Board of Directors have approved a refund of \$2.25 million to its subscribers. Our Board's portion of the refund was \$12,963.72. For 2008, based on actuarial estimates, the following rate adjustments are required:

Liability	+3%
Property	+ 9.5%
Boiler	0%
Crime	0%
Automobile	0%

The increase in liability insurance funding is to cover inflationary costs of claims expenses. The reason for the property rate increase is due to increasing claims costs. Appendix A is a summary which includes a history of OSBIE premiums as well as the current premiums for our Board.

In addition to their regular insurance program, OSBIE provides an incentive program to help reduce fees even further. Each year OSBIE performs a Human Element Loss Prevention (HELP) audit to review a school board's procedures in property risk management. Our Board achieved an 81% compliance rate qualifying us for a 4% Property Premium Reduction. The maximum rebate allowed under this program is 5%.

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the 2009 insurance premium, payable to the Ontario School Board's Insurance Exchange, in the amount of \$177,266, plus PST.

Brant Haldimand Norfolk Catholic District School Board

OSBIE INSURANCE

Insurance Premium Excluding Taxes				
Description	2006	2007	2008	2009
Property	\$42,537	\$43,539	\$44,069	\$56,067
Crime	\$5,428	\$5,465	\$5,505	\$5,413
Boiler and Machinery	\$4,255	\$4,255	\$3,838	\$3,838
Liability	\$129,309	\$115,262	\$107,726	\$102,181
Non-Owned Auto	\$1,306	\$1,164	\$1,088	\$1,032
Subtotal	\$182,835	\$169,685	\$162,226	\$168,531
Fleet Automobile	\$7,335	\$7,511	\$7,511	\$8,735
Total Insurance Premium	\$190,170	\$177,196	\$169,737	\$177,266
Coverages:				
• Total Property	Unlimited			
• Crime	\$500,000			
• Deductible	\$10,000			
• Boiler and Machinery	Unlimited			
• Auto Limit	\$20 million			
• Liability	\$20 million			

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

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: November 18, 2008
Submitted by: Cathy Horgan, Director of Education & Secretary

BOARD ENROLMENT

Public Session

BACKGROUND INFORMATION:

In past years staff has reported enrolment to the Board monthly. This year we will report four times during the year at key dates. One of the key dates is October 31 as the Ministry of Education calculates grants based on the October and March 31 enrolments.

DEVELOPMENTS:

Attached is the enrolment report indicating students attending our schools as of October 31, 2008. Projected enrolments and enrolments for the same month last year are also provided. In the elementary panel the FTE enrolment on October 31, 2008 is slightly lower than the projected enrolment by 7.0 FTE students. The FTE enrolment in the secondary panel is higher than the projected enrolment by 42.3 FTE students. The grants to reflect these changes will be included in the revised budget which will be presented to Board in December.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the enrolment report for October 31, 2008.

ENROLMENT AT OCTOBER 31, 2008

SCHOOL	Actual Oct	Projected	Actual Oct
	31, 2008	Oct 31, 2008	31, 2007
Blessed Sacrament	178.5	180.0	199.5
Christ The King	139.5	141.5	148.0
Holy Cross	177.5	187.0	191.5
Holy Family	178.5	173.0	179.0
Notre Dame (B)	345.0	339.0	365.0
Notre Dame (C)	413.0	410.0	424.0
Our Lady of Fatima (B)	191.5	182.5	188.0
Our Lady of Fatima (C)	115.5	117.5	122.5
Our Lady of LaSalette	125.0	123.5	124.5
Our Lady of Providence	396.0	403.5	393.0
Resurrection	196.0	199.5	210.5
Sacred Heart (L)	232.5	239.5	139.0
Sacred Heart (P)	159.0	153.0	154.0
St Anthony Daniel	113.5	114.0	120.0
St Bernard (B)	194.5	194.0	210.5
St Bernard of Clairvaux	216.0	217.5	226.0
St Cecilia	174.5	179.5	195.5
St Frances Cabrini School	224.0	223.0	237.0
St Gabriel	530.5	523.0	515.0
St Jean de Brebeuf	170.0	192.0	188.0
St Joseph	409.0	397.0	409.0
St Leo	178.5	176.5	189.5
St Mary (B)	127.5	127.5	124.0
St Mary's (H)	154.0	153.0	155.0
St Michael (D)	212.0	222.5	230.0
St Michael (W)	128.0	123.5	130.5
St Patrick (B)	172.5	163.0	175.5
St Patrick's (C)	175.0	179.0	208.5
St Peter	142.5	147.0	154.5
St Pius X	119.0	129.0	145.0
St Stephen	166.5	166.0	170.0
St Theresa	156.0	141.5	134.0
	<u>6,611.0</u>	<u>6,618.0</u>	<u>6,856.0</u>
Assumption College	1,530.3	1,536.1	1,429.9
St John's College	1,338.0	1,273.9	1,259.3
Holy Trinity	1,173.8	1,190.9	1,197.0
	<u>4,042.0</u>	<u>4,000.9</u>	<u>3,886.2</u>
Board Total	<u>10,653.0</u>	<u>10,618.9</u>	<u>10,742.2</u>

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

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: November 18, 2008
Submitted by: Cathy Horgan, Director of Education & Secretary

**EXCURSION: ST. JOHN'S COLLEGE
TO NEW YORK CITY**

Public Session

BACKGROUND INFORMATION:

St. John's College is requesting approval for an excursion to New York City from Thursday, May 21, 2009 to Sunday, May 24, 2009 (two school days).

DEVELOPMENTS:

Approximately forty (40) Grades 11-12 Senior Drama students will be participating in this field trip. Supervising teachers will include Don Locey and Franco Petrella, and parent volunteers Mrs. Stoffelsen and Mrs. Yurich as the chaperones. The anticipated cost of the trip for each student is \$809.00.

This excursion will enable students to visit a capital of the theatrical world and participate in a number of dramatic productions. It will also provide the students an opportunity to analyze the personal, social, and cultural impact of the arts.

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

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the request from St. John's College for an excursion to New York City from Thursday, May 21, 2009 to Sunday, May 24, 2009.

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

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: November 18, 2008
Submitted by: Cathy Horgan, Director of Education & Secretary

**EXCURSION: ST. JOHN'S COLLEGE
TO NEW YORK CITY**

Public Session

BACKGROUND INFORMATION:

St. John's College is requesting approval for an excursion to New York City from Wednesday, May 6, 2009 to Sunday, May 10, 2009 (three school days).

DEVELOPMENTS:

Approximately forty-six (46) Grades 9-12 Arts students will be participating in this field trip. Supervising teachers will include Lynne DiStefano, Violet Davies, Paula Rocha, and Fabio Gasbarr as the chaperones. The anticipated cost of the trip for each student is \$589.00.

This excursion will enable students to view and learn about works of art from a diverse range of cultures and periods of Art History. They will learn about architectural styles and experience the great wealth of art experiences in New York City.

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

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the request from St. John's College for an excursion to New York City from Wednesday, May 6, 2009 to Sunday, May 10, 2009.

Brant Haldimand Norfolk Catholic District School Board

**2008-09
Meetings and Events**

November 18, 2008	3:00 pm 6:30 pm 7:30 pm	Policy Committee In-camera Committee of the Whole Committee of the Whole
November 22, 2008	2:00 pm	Closing of Sacred Heart School
November 25, 2008	7:30 pm	Board Meeting
December 1, 2008	6:30 pm 7:30 pm	Annual Liturgy of the Board Annual Meeting of the Board
December 5, 2008		PA Day
December 9, 2008	6:30 pm 7:30 pm	In-camera Board Meeting Board Meeting
December 10, 2008	7:00 pm	SEAC
December 22, 2008 - January 2, 2009		Christmas Break
January 5, 2009		Classes Resume
January 13, 2009	3:00 pm	Policy Committee
January 14, 2009	7:00 pm	SEAC
January 20, 2009	7:30 pm	Committee of the Whole
January 27, 2009	7:30 pm	Board Meeting
January 30, 2009		PA Day
February 11, 2009	7:00 pm	SEAC
February 16, 2009		Family Day
February 17, 2009	7:30 pm	Committee of the Whole
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