

Brant Haldimand Norfolk Catholic District School Board



COMMITTEE OF THE WHOLE

TUESDAY, JANUARY 20, 2009

7:30 P.M.

Catholic Education Centre, Brantford, Ontario

AGENDA

Page Number

A. CALL TO ORDER

1. Opening Prayer – Joe McPherson, 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) November 18, 2008
4. Business Arising from Minutes

Pages 3-6

C. PRESENTATIONS & DELEGATIONS: Nil

D. COMMITTEE AND STAFF REPORTS

1. Unapproved Policy Committee Minutes
From January 20, 2009
 - i. Policy: Student Attendance
 - ii. Policy: French Immersion Program*Presenter: Bonnie McKinnon, Chair of the Policy Committee*
2. Unapproved Special Education Advisory Committee Minutes
From December 10, 2008
Presenter: Dennis Blake, Trustee Representative on SEAC
3. Religion and Family Life Education Update 2008-09
Presenter: Trish Kings, Superintendent of Education
4. Bank Operating Credit
Presenter: Wally Easton, Associate Director
5. Strategic Planning
Presenter: Cathy Horgan
6. ACS Music/Drama Trip to New York City
Presenter: Chris Roehrig, Superintendent of Education
7. ACS History Trip to New York City
Presenter: Chris Roehrig, Superintendent of Education

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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

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K. MOMENT OF SILENT REFLECTION

L. ADJOURNMENT

*Brant Haldimand Norfolk Catholic District School Board
Meeting of the Committee of the Whole – Tuesday, November 18, 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 Dennis Blake and Cliff Casey, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board, approve the agenda, as amended, for the November 18, 2008 meeting.

CARRIED

DECLARATION OF INTEREST: Nil

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, approve the Minutes from the Committee of the Whole meeting of October 21, 2008 meeting.

CARRIED

BUSINESS ARISING FROM THE MINUTES: Nil

C. PRESENTATIONS/DELEGATIONS: Nil

D. COMMITTEE AND STAFF REPORTS

D.1 UNAPPROVED POLICY COMMITTEE MINUTES FROM NOVEMBER 11, 2008

Trustee Bonnie McKinnon reviewed the minutes from the November 11, 2008 Policy Committee meeting. Approval was requested for the following 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.

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.

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

Resolved:

On the motion of Cliff Casey and Dennis Blake, that the Committee of the Whole receives the unapproved minutes from the Policy Committee Meeting from November 11, 2008.

On the motion of Cliff Casey and Dennis Blake, that the Committee of the Whole approves and refers the recommendations from the Policy Committee Meeting of November 11, 2008, to the Board.

CARRIED

D.2 UNAPPROVED MINUTES FROM THE STUDENT TRANSPORTATION SERVICES OF BRANT HALDIMAND NORFOLK FROM OCTOBER 24, 2008

Trustee Dennis Blake reviewed the minutes from the Transportation Consortia meeting held on October 24, 2008. The three boards are currently looking at trying to harmonize walking distances. If there is a change in the existing guidelines, it will be brought to the Board for approval.

Resolved:

On the motion of Dennis Blake and Cliff Casey, that the Committee of the Whole refer the unapproved minutes from the Student Transportation Services of Brant Haldimand Norfolk from October 24, 2008, for receipt.

D.3 UNAPPROVED SPECIAL EDUCATION ADVISORY COMMITTEE MEETING MINUTES FROM OCTOBER 8, 2008

Superintendent of Education Bill Chopp, reviewed the Special Education Advisory Committee minutes from the October 8, 2008 meeting.

Resolved:

On the motion of Bonnie McKinnon and Cliff Casey, 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 October 8, 2008.

CARRIED

D.4 STUDENT SUCCESS INITIATIVE 2008-09

Superintendent of Education Chris Roehrig reviewed the Student Success Plan for the 2008-09 school year. Chris reviewed the next steps and rationale for incorporating the focus of the four pillars and stated that these steps will take time to show significant improvement.

Resolved:

On the motion of Cliff Casey and Bonnie McKinnon, that the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the Student Success Initiative 2008-09 report.

CARRIED

D.5 INSURANCE RENEWAL

Associate Director Wally Easton reviewed insurance renewal from the Ontario School Boards' Insurance Exchange (OSBIE) for the 2009 year.

Resolved:

On the motion of Cliff Casey and Bonnie McKinnon, that the Committee of the Whole recommends 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.

CARRIED

D.6 OCTOBER ENROLMENT

Superintendent of Education Chris Roehrig reviewed the October 31, 2008 enrolment. The report will be shared with the Board four times a year on key dates.

Resolved:

On the motion of Cliff Casey and Bonnie McKinnon, that the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the enrolment report for October 31, 2008.

CARRIED

D.7 EXCURSION: ST. JOHN'S COLLEGE TO NEW YORK CITY

Superintendent of Education Chris Roehrig requested permission for the Senior Drama class from St. John's College to participate in an excursion to New York City.

Resolved:

On the motion of Cliff Casey and Dennis Blake, 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.

CARRIED

D.8 EXCURSION: ST. JOHN'S COLLEGE TO NEW YORK CITY

Superintendent of Education Chris Roehrig requested permission for the Arts Program from St. John's College to participate in an excursion to New York City.

Resolved:

On the motion of Joe McPherson and Cliff Casey, 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.

CARRIED

E. INFORMATION AND CORRESPONDENCE: Nil

F. NOTICES OF MOTION: Nil

TRUSTEE INQUIRIES: Nil

G. BUSINESS IN-CAMERA:

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 move to an in-camera session.

CARRIED

H. REPORT ON THE IN-CAMERA SESSION:

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 business of the in-camera session.

CARRIED

I. FUTURE MEETINGS

J. MOMENT OF SILENT REFLECTION

K. ADJOURNMENT

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, adjourn the meeting of November 18, 2008.

CARRIED

Brant Haldimand Norfolk Catholic District School Board
Meeting of the Policy Committee – Tuesday, January 20, 2009

PRESENT AT THE MEETING

Trustees: Bonnie McKinnon, June Szeman, Dennis Blake

Absent:

Administration: Cathy Horgan, Director of Education,
Chris Roehrig, Superintendent of Education

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 Dennis Blake, that the Policy Committee approve the agenda for the January 20, 2009 meeting.

CARRIED

2. Approval of Minutes – November 11, 2008

Resolved:

On a motion by Dennis Blake and June Szeman, that the Policy Committee approve the Minutes from the November 11, 2008 meeting.

3. Declaration of interest: Nil

C. PRESENTATIONS & DELEGATIONS: Nil

D. COMMITTEE AND STAFF REPORTS:

1. Policy: Student Attendance Policy

Superintendent of Education Chris Roehrig reviewed proposed editions suggested at our last policy meeting.

Resolved:

On a motion by Dennis Blake and June Szeman, 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.

2. Policy: French Immersion

Superintendent of Education Trish Kings reviewed proposed editions for the French Immersion policy.

Resolved:

On a motion by Dennis Blake and June Szeman, 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 for approval.

E. ADJOURNMENT

The meeting was adjourned by consensus.



Brant Haldimand Norfolk Catholic District School Board

POLICY: STUDENT ATTENDANCE

Adopted: dd/mm/yy	Policy No: xxx.x
Revised: dd/mm/yy	Policy Category: xxxxxxxx

Belief Statement:

All students at the Brant Haldimand Norfolk Catholic District School Board are expected to demonstrate regular attendance at school. Our students work towards the demonstration of the Ontario Catholic School Graduate Expectations. Our common vision of the learner is that of a responsible citizen, a collaborative contributor, and a self-directed, responsible and lifelong learner. This vision of the learner can be realized when the learner demonstrates regular attendance at school.

Policy:

Senior administration shall provide administrative procedures as well as outline supports and interventions to assist schools in their efforts to improve student attendance.

The principal and teachers shall maintain accurate records of student attendance that are consistent with the requirements set out in the Education Act, Regulations under the Act and other guidelines set forth by the Ministry of Education.

The principal and teachers shall create and implement school-level procedures that provide a clear process for monitoring student attendance as well as provide supports and interventions for students that are demonstrating recurring attendance concerns, problematic attendance, or chronic absenteeism. These procedures shall be consistent with those outlined in the Board's administrative procedures on student attendance.

School staff, students, parents and outside agencies shall be encouraged to work together to provide support and interventions for students demonstrating poor attendance habits so that student attendance will improve.



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: STUDENT ATTENDANCE

Adopted:	dd/mm/yy	Policy No:	xxx.x
Revised:	dd/mm/yy	Policy Category:	XXXXXXXX

This procedure is in place to help ensure the success of all students in our schools.

PHASE I – Recurring Attendance Concerns (5 – 10 absences)

A student has unexplained, unacceptable and/or frequent absences.

1. The classroom teacher shall identify concerns about the student with an attendance problem and discuss these concerns with the student and parents. Teachers shall contact parents (or student if over 18 yrs) after 5 absences. **
2. The principal and teacher(s) shall meet with parents regarding support options and responsibilities. The school team shall consult with the Board’s Attendance Counsellor* regarding strategies to support improved attendance and implement a plan to improve attendance.
3. The student shall be referred to the Student Success Team for monitoring and support if the pupil is a secondary school student.
4. The principal shall prepare attendance reports at the end of September / February to seek out students with 5 to 10 absences and provide counselling/interventions.

PHASE II – Problematic Attendance (10 – 15 absences)

1. The principal shall send an attendance update printed from the electronic enrolment register to parents and shall request a response.
2. The principal shall refer the student to the Board’s Attendance Counsellor*. The Attendance Counsellor shall meet with the student and the family and implement a plan to improve attendance.
3. The principal shall prepare attendance reports at the end of November / April to seek out students with 15 or more absences and provide counselling/interventions.

PHASE III – Chronic Absenteeism (15 or more absences)

1. A meeting shall be arranged that should include the classroom teacher(s), the student, the parent(s), the CYW, the Attendance Counsellor, the principal, and members of the Student Success Team (secondary schools only). The purpose of the meeting is to discuss next steps for the student – these may include re-entry to school, alternative learning opportunities, SALEP, community supports, suspension from school and/or court.

**Sample letters will be available through the school principal.
*Use Attendance Referral Form.



Brant Haldimand Norfolk Catholic District School Board
SUPPORTS AND INTERVENTIONS: STUDENT ATTENDANCE

Adopted:	dd/mm/yy	Policy No:	xxx.x
Revised:	dd/mm/yy	Policy Category:	xxxxxxxxx

Strong student attendance requires a whole-school effort to value and teach the importance of regular and punctual attendance

ELEMENTARY SCHOOLS

- Attendance records shall be accurately maintained by teachers and support staff; the school shall hold students accountable for all missed learning opportunities.
- Teacher tracking and recording of attendance shall be monitored by the principal.
- Attendance procedures shall be outlined in the student and staff handbooks and shall be made available to all students, parents and staff.
- All staff shall consistently communicate the importance of regular, punctual attendance by students.
- The school shall phone home at the beginning of each day to verify unsubstantiated student absences.
- Schools are encouraged to enhance academic and co-curricular activities that will promote strong attendance such as those provided through lunch hour activities.
- For cases of truancy, the school shall use progressive discipline which may include: completion of a truancy package, lunch detention(s), study hall, withdrawal from school activities, CYW support, Attendance Counsellor support and/or suspension from school.
- All school staff shall follow the *Administrative Procedures: Student Attendance*.

SECONDARY SCHOOLS

- Attendance records shall be accurately maintained by teachers and support staff; the school shall hold students accountable for all missed learning opportunities.
- Teacher tracking and recording of attendance shall be monitored by the principal.
- Attendance procedures shall be outlined in the student and staff handbooks and shall be made available to all students, parents and staff.
- All staff shall consistently communicate the importance of regular, punctual attendance by students.
- The school shall phone home at the beginning of each day to verify unsubstantiated student absences.
- Schools will inform parents of student absenteeism at the end of the school day.
- All absences shall be accounted for before the student is admitted to class.
- For cases of truancy, the school shall use progressive discipline which may include: completion of a truancy package, lunch detention(s), study hall, withdrawal from school activities, CYW support, Attendance Counsellor support and/or suspension from school.
- Teachers may refer students to study hall if they have work that is incomplete as a result of missed learning opportunities.
- Schools are encouraged to enhance academic and co-curricular activities that will promote strong attendance such as those provided through Student Success, athletics and clubs.
- All school staff shall follow the *Administrative Procedures: Student Attendance*.

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

Prepared by: Trish Kings, Superintendent of Education
Presented by: Bonnie McKinnon, Chair, Policy Committee
Presented to: Policy Committee
Submitted on: January 13, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

POLICY: FRENCH IMMERSION PROGRAM POLICY

Public Session

BACKGROUND INFORMATION:

St. Jean de Brébeuf School is being replaced and merged with Our Lady of Fatima School, Brantford commencing September 2009. This new replacement school, called Jean Vanier Catholic Elementary School, will be a dual track school providing an English program and a French Immersion program.

DEVELOPMENTS:

Based upon this new structure a policy needed to be developed to address the French Immersion program in a number of areas including:

- program expectations
- admission/withdrawal
- structure
- communication

A committee comprised of both principals, and a representative group of teachers from both schools, as well as the Superintendent of Education and French consultant was established to develop this policy.

The draft policy has been vetted with the staffs of both school communities.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refer the French Immersion Program Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



Brant Haldimand Norfolk Catholic District School Board

POLICY: FRENCH IMMERSION PROGRAM

Adopted:	Policy No:
	Former Policy #:
Revised:	Policy Category:
Subsequent Review Dates:	Pages:

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board recognizes the educational value of offering a French Immersion program in which students receive instruction in the French language consistent with the philosophy and expectations outlined in the Ontario Curriculum: French as a Second Language. (Extended French Grades 4 – 8, French Immersion Grades 1 – 8, 2001).

Policy Statement:

1. The French Immersion program policy reflects the mission and values of the Brant Haldimand Norfolk Catholic District School Board.
2. The policy shall provide information with respect to the French Immersion program, its admission requirements, structure, program elements and promotional strategies in its administrative procedures.
3. The French Immersion program policy is developed in consultation with Board and school staff, school administration and representatives from the parent community.

Glossary of Key Policy Terms:

Statutory/Regulatory/

Related Board Policy Linkages:

Ontario Curriculum: French as a Second Language

Extended French Grades 4 – 8, French Immersion Grades
1 – 8, 2001



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: FRENCH IMMERSION PROGRAM

Adopted:	Policy No:
	Former Policy #:
Revised:	Policy Category:
Subsequent Review Dates:	Pages:

1. The French Immersion program is an optional program offered to Kindergarten to grade eight students within the Board.
2. The French Immersion program provides 90% of instruction in French in Kindergarten and grade one. When English Language Arts (reading, writing and oral communication) are introduced in grade two, the percentage of French instruction is decreased to 80%. From this point on, more English instruction is added while other subjects continue to be taught in French, following the same curriculum as the regular English program. By grade seven and grade eight, 50% of the instruction is in French and 50% is in English.
3. Admission into the French Immersion program shall be at the beginning of September in the Kindergarten year. Registration for the program is in February prior to the start of the school year. Any parent who desires his/her child to study in French may enrol his/her child in the French Immersion program.
4. Students may be admitted into the grade one French Immersion program without having attended the Kindergarten French Immersion program, if the student has demonstrated good oral and literacy skills in the regular Kindergarten program, at the discretion of the principal, and after a principal – parent(s)/guardian(s) conference.
5. Admission into the French Immersion program beyond grade one shall be considered through:
 - (a) an interview with parent(s)/guardian(s) by the principal;
 - (b) perusal of two most recent report cards;
 - (c) successful completion of informal testing of and interview with the student by an identified French Immersion program teacher in both English and French; and,
 - (d) evidence that the student is an independent worker demonstrating good listening and literacy skills (oral, reading, writing).
6. Students who request admission whose first language is French may be directed to consider one of the French Language schools. However, these students may be admitted to the French Immersion program, if considerations, stated in #5 have been met, as appropriate.
7. Where the needs of a student may be best served by withdrawal from the program, such withdrawal may take place after following the implementation of reasonable intervention strategies by school staff such as, program modifications, tutoring, and assistance from the Special Education Resource Teacher and, after review of ongoing assessments. Conferences with parent(s)/guardian(s) to discuss progress, options and future implications shall be conducted prior to final placement decisions. Notwithstanding the above, any parent(s)/guardian(s) has/have the right to withdraw his/her child from the program at any time.
8. Each year in January, a package of material on the French Immersion program will be sent to each school within the Board outlining the registration process, admission requirements and a brief description of the program to be shared with its school community.

**Special Education Advisory Committee Meeting
Brant Haldimand Norfolk Catholic District School Board
Wednesday, December 10, 2008**

The December 10, 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

Dennis Blake, Bill Chopp, Michelle Feeney, Lynda Field-Newhouse, George Follis, Stella Galloway, Paul Sanderson, Nancy Smith, Dianne Wdowczyk, Terre Slaght

Guests

Flora Ennis, Lynn Zammit, Greg Bassett

Regrets

Cathy Pearson, Colleen Demarest, Barb Mitchell, Lisa Stockmans

C. Approval of Agenda

The agenda was approved on a motion moved by Dennis Blake and seconded by Michelle Feeney.
Approved

D. Opening Remarks – Paul Sanderson, Chair

Paul welcomed Flora Ennis as a guest at the meeting. He thanked Flora for her contributions to the SEAC committee.

E. Presentation ♦ Restorative Justice Circles – Lynn Zammit & Greg Bassett

Paul introduced the guest speakers. They spoke to the committee about Restorative Justice Circles and discussed how they work and the results that have come out of such programs. A question and answer session followed the presentation. It was discussed that Judy Buck will come and speak to the trustees and senior administration about this concept.

F. Approval of Minutes ♦ November 12, 2008

A motion was made to accept the November 12, 2008 SEAC minutes by Michelle Feeney and seconded by Nancy Smith.
Approved

G. Reports:

1) Principal of Program: Special Education • Terre Slaght

a. Best Start Magazine

It was noted that one of the System SERTs had an article printed in the magazine on “Handwriting Without Tears”.

b. OPA

Representatives from our Board will attend a conference in May 2009.

c. Handwriting Without Tears

A workshop will be held at the FRC. If anyone is interested in attending please email Terre Slaght.

d. STARS Brochure

The first selection of students will be made on December 18, 2008. The brochure for the program was presented at the last principal’s meeting. A teacher is in place for the program and EAs will be placed next.

2) Superintendent of Education Report • Bill Chopp

a. SEAC Brochure

A draft brochure was distributed for review. If any changes are required, please report them as soon as possible. Plans to take the brochure to the trustees in February are under way.

b. Revised Budget

The revised budget was approved at the last Board meeting. Funding for two (2) additional EAs was approved.

c. Child & Youth Workers

One (1) Child & Youth Worker was hired for elementary and one (1) Child & Youth Worker was hired for secondary.

H. Member Association Update - Memberships

- Dennis Blake
 - Thank you, on behalf of the trustees, to the SEAC committee for their work in 2008.
 - Thank you to Paul for bringing the Youth Justice Circles presenters to the meeting.
 - Merry Christmas and Happy New Year to all.
- Lynda Field-Newhouse - Lansdowne
 - Christmas party was held and very successful.
 - Parents as Partners workshop saw 20 parents and some Board representatives in attendance.
 - Next meetings will be held in February, March and April 2009.
- Stella Galloway – N.A.C.L.
 - David Hinsburger will be coming to do a presentation in February 2009.
 - Attended a networking session with community service providers. Planning was done regarding community services and how to work with schools in a better fashion.
- Nancy Smith – Down Syndrome Association
 - Participated in a Lansdowne accreditation meeting.
- Dianne Wdowczyk – Woodview Children’s Centre
 - Christmas party saw 250 attendees.
 - Working Together Symposium will be held on February 28, 2009.

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

Prepared by: Trish Kings, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: Tuesday, January 20, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

RELIGION AND FAMILY LIFE EDUCATION UPDATE: 2008 - 09 Public Session

BACKGROUND INFORMATION:

The Catholic faith formation of our students is supported through a number of key elements and components. Each year, beyond the basics, new initiatives, programs and expectations are identified and addressed in terms of:

- Religion and Family Life Programs
- Outreach Initiatives
- School-Based Programs
- Youth Ambassadors
- Campus Ministry

Several opportunities are also available for staff in terms of faith formation and professional development. These opportunities include:

- Board-Wide and School-Based Faith Days
- Participation in OECTA/OCSTA Religious Education courses
- Faith Ambassadors' Program
- Teacher In-Service
- New Teacher Induction Program (NTIP)
- Conferences
- Curriculum Committees

DEVELOPMENTS:

The Religion Program in the elementary schools was developed and approved by the Canadian conference of Catholic Bishops and has been in place for a number of years. The Bishops are currently reviewing these programs and creating a syllabus that will go to the end of Grade 12. This syllabus will hopefully be ready by the end of this year. There has been some discussion that the current Religion series will be "refreshed" with the assistance of various Catholic partners. In partnership with Novalis, the bishops are currently developing a text for the Grade 11 World Religions course. This text will give students an understanding of other religions "through the Catholic lens".

Fully Alive, the elementary Family Life Program from Grades 1–8, approved by the Ontario Conference of Catholic Bishops, is also undergoing “renewal”. Currently, Grades 1–4 are in publication with grades 5 and 6 in the pilot stage. This year, each elementary school received a picture chart book and a manual for Grades 1 and 2. The changes include replacement of consumables, addition of new pages to enrich and update the topics, updated art and pictures and a revised and augmented teacher’s guide. In September of 2009, the Grade 3 and 4 classrooms will receive the renewal edition of *Fully Alive*. By September 2011, all schools will have the renewed edition for all grades.

CARFLEO (Catholic Association of Religion and Family Life Educators of Ontario) has completed its project to develop supplemental resources for the Grade 7 and 8 Family Life Programs. These materials have met with the approval of the Ontario Bishops and are now ready to be distributed to our classroom teachers. Over the next few months, each Grade 7 and 8 teacher will receive a CD with these resources.

Catholic School Boards received clarification from the Education Commission of the Ontario Conference of Catholic Bishops on the Ministry of Education’s Character Education initiative. The Bishops in their document *Character Education and the Virtuous Life: A Position Paper* challenged Catholic Boards to use the language of our faith when implementing Character Education. As a result, “virtues education” has become the buzzword in the Catholic educational community. The Board’s Faith Advisory Committee is reviewing this document to determine a process for development and implementation related to Character Education for our schools.

This year, the Religion Curriculum Committee has divided into two committees, one for elementary and one for secondary under the leadership of Joyce Young. Both the elementary Religion Curriculum Committee and the secondary Religion Curriculum Committee have studied the *Character Education and Virtuous Life: A Position Paper* document and made it one of their foundational documents along with *The Holy See’s Teaching on Catholic Schools*.

The elementary Religion Curriculum Committee, using a foundational document from the Hamilton Wentworth Catholic District School Board, *Learning With Faith: Our Catholic School Identity* has developed a set of “look-fors” that will help school staffs “articulate, evaluate, and celebrate their “Catholicity”. The elementary Religion Curriculum Committee has set two other goals for this year, one is to create a document for classroom teachers that will summarize the cognitive content for each grade in the Religion Program. The other goal is to revamp the Religion section of the New Teacher binder.

The secondary Religion Curriculum Committee is in its neophyte stage. Based on the concept of “virtues education” and the Catholic Curriculum Cooperative, *Unifying Catholic Themes for Grades 9–12*, the committee is investigating ways to infuse our Catholic faith into all areas of the secondary curriculum.

Ongoing Professional Development has taken many forms this year:

- grade 1 and 2 teachers have received site-based instruction on the new Family Life materials;
- new teachers have been in-serviced on their role as Catholic teachers through the NTIP program;
- Faith Ambassadors came together for a full day at the Catholic Education Centre with Bishop Bergie who celebrated mass and outlined the qualities and role of the Faith Ambassadors for the Board - in the afternoon, large group and small group sessions focused on school-based faith activities including the upcoming faith day;
- chaplaincy leaders will be attending a workshop sponsored by the Sisters of Notre Dame School on the issue of human trafficking;
- forty representatives from BHNCD SB attended When Faith Meets Pedagogy XIII. Three workshops were offered by personnel from our Board. WFMP XIV will have a youth rally component with keynote speakers, Craig and Mark Keilberger; and
- secondary students from each of our schools also participated in the **Culture of Life Conference** in February of 2008. These students had the opportunity to view the film **Bella** and then dialogue with one of the producers of the film. The day culminated with a mass celebrated by Bishop Tonnos. Plans are underway to have our students participate in this year's conference scheduled for February 13, 2009.

Social justice is one area that students in both the elementary and secondary excel. This year has been no different. Support is given to many different organizations and in many different ways including the local St. Vincent de Paul, Canadian Food for Children, The Good Shepherd Centre, Sleeping Children Around the World, Sunshine Foundation, St. Pius Mission Project, Brant United Way and Haldimand/Norfolk, Pennies for Patients, local food banks, Fill-A-Bus campaign and many more.

The Youth Ambassadors for Christ Program, aimed at helping students develop their faith life as well as assisting in the development of the faith life of their fellow students in the area of prayer, sacrament, scripture morality and tradition, has expanded to ten schools this year after a very successful pilot year in 2007-08.

The Religion and Family Life Programs along with the focus on Catholicity across the curriculum, the liturgical celebrations, the prayer life of the school, and the partnership with the home and parish, all contribute to a truly Catholic community within the Board and our Catholic schools.

RECOMMENDATION:

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

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: January 20, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

BANK OPERATING CREDIT

Public Session

BACKGROUND INFORMATION:

The *Education Act* requires that a school board approve an annual borrowing resolution empowering the Board to borrow, as required, by way of demand notes, to meet current obligations. The Board had an operating credit of \$5 million for the 2008 year.

DEVELOPMENTS:

The operating requirements are not significant; however, it is recommended that the operating credit remain at its current level of \$5.0 million. All other credits are the same as previous years.

The total credit is as follows:

Operating Line:	\$5,000,000
Corporate VISA:	200,000
Purchase Card	300,000
Cheque Credit	<u>200,000</u>
TOTAL:	\$5,700,000

The credit has no fixed renewal date.

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board 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 not 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 the 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.

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

Prepared by: Cathy Horgan, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted on: Tuesday, January 20, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

STRATEGIC PLAN

Public Session

BACKGROUND INFORMATION:

Last year the Ministry completed an Operational Review of our Board. The intent of the review was to give the board specific feedback regarding their operational policies and practices. The overall outcome was quite favourable. Our board submitted several improvement plans specific to our various departments. One of the recommendations was that a strategic plan be undertaken to develop an overall board improvement plan. This would provide us with specific strategic priorities which would in turn drive our budget and planning and accountability processes.

DEVELOPMENTS:

This fall interviews took place to select a facilitator for the process and based upon cost, experience with the Catholic Education sector and finally the ability to work a process that would efficiently implement current data and be thorough. Peter Barrow was selected as the facilitator. Most recently they have facilitated both the Wellington Catholic School Board's and Ignatius College's Strategic Planning.

On Tuesday January 6th, senior administration, the Chair and Vice Chair of the Board met with Peter Barrow and Associates to plan the two day session scheduled for Feb. 4th and 5th.

The following items were discussed and understood by the facilitators as outcomes or issues to be kept in mind for the process:

1. There is a need to consider a succession plan for those who will be responsible for the system in the years ahead and the need to encourage strategic thinking at every level of the organization.
2. There is a need to reinvigorate our commitment to Catholic Education and to discuss the role we should play in the regeneration of faith amongst all our stakeholders. What is the "return on investment" that every parent and student should experience as a result of coming into contact with our schools?
3. The continued pursuit of excellence is also an important consideration so that we do not become complacent and set in our ways, or fall into the trap of thinking in old ways.
4. Consideration must be given to how we tell our story even more effectively and to ensure that all those involved with us are true ambassadors for the Board and for Catholic education.
5. There is the challenge of managing and sticking with our own priorities while having to accommodate new or unexpected priorities from other sources, most notable the

Ministry of Education. The strategic plan as “decision screen” will help us manage this reality and the development.

Invitations have been sent out to trustees, senior administration, all employee groups, local priests, students and representatives from the Regional School Council.

RECOMMENDATION:

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

**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: January 20, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

**EXCURSION: ASSUMPTION COLLEGE SCHOOL
MUSIC/DRAMA TRIP TO NEW YORK CITY**

Public Session

BACKGROUND INFORMATION:

Assumption College School is requesting approval for an excursion to New York City from Thursday, April 30, 2009 to Sunday, May 3, 2009 (two school days).

DEVELOPMENTS:

Approximately fifty (50) Grades 9-12 students will be participating in this field trip. Supervising teachers will include Kelly Lynne-Davies, Naomi Ratelband, and Wayne Lachapelle as the chaperones. The anticipated cost of the trip for each student is \$600.00.

The students will have the opportunity to perform, analyze, and critique a live performance and experience the world of the arts available in a large 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 Assumption College School for an excursion to New York City from Thursday, April 30, 2009 to Sunday, May 3, 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: ASSUMPTION COLLEGE SCHOOL
HISTORY TRIP TO NEW YORK CITY**

Public Session

BACKGROUND INFORMATION:

Assumption College School is requesting approval for an excursion to New York City from Thursday, April 30, 2009 to Saturday, May 2, 2009 (two school days).

DEVELOPMENTS:

Approximately thirty-five (35) Grades 11-12 students will be participating in this field trip. Supervising teachers will include Jennifer Tunnicliffe and Ryan O'Donoghue as the chaperones. The anticipated cost of the trip for each student is \$500.00.

The students will have the opportunity to visit historic sites in New York City that relate to American history studied. The students will also visit sites with particular relevance to United States politics and important international bodies, such as the United Nations. This excursion will also enhance the study of American History and World Politics.

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 Assumption College School for an excursion to New York City from Thursday, April 30, 2009 to Saturday, May 2, 2009.

Brant Haldimand Norfolk Catholic District School Board

**2008-09
Meetings and Events**

January 27, 2009	7:30 pm	Board Meeting
January 28, 2009	1 – 3:30	Catholicity Committee
January 30, 2009		PA Day
February 4-5, 2009	9 – 3:30	Strategic Planning
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