

Brant Haldimand Norfolk Catholic District School Board



**COMMITTEE OF THE WHOLE**

TUESDAY, MAY 19, 2009

7:00 P.M.

Catholic Education Centre, Brantford, Ontario

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**AGENDA**

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Page Number

**A. CALL TO ORDER**

1. Opening Prayer – June Szeman, Chair of Committee of the Whole  
Memorial Statement – Amal Audi
2. Attendance

**B. ROUTINE MATTERS**

1. Approval of the Agenda
2. Declaration of Interest
3. Minutes of the Committee of the Whole
  - a) April 21, 2009
4. Business Arising from Minutes

Pages 3-10

**C. PRESENTATIONS & DELEGATIONS:**

**D. COMMITTEE AND STAFF REPORTS**

1. Approved Special Education Advisory Committee Minutes from April 8, 2009  
*Presenter: Dennis Blake, Trustee Representative on SEAC* Pages 11-12
2. Unapproved Budget Committee Meeting Minutes from April 30, 2009  
*Presenter: Dennis Blake, Chair of Budget Committee* Page 13-14
3. Unapproved Catholicity Committee Meeting Minutes from May 13, 2009  
*Presenter: June Szeman, Chair of Catholicity Committee* Pages 15-16
4. Unapproved Accommodation Committee Meeting Minutes from May 11, 2009  
*Presenter: Cliff Casey, Chair of Accommodation Committee* Pages 17-18
5. School Effectiveness Framework & Process 2008-09  
*Presenter: Trish Kings, Superintendent of Education* Page 19-20
6. Supporting Seamless Transitions for the Autism Intervention Program to School  
*Presenter: Bill Chopp, Superintendent of Education* Page 21-22
7. Mental Health Awareness  
*Presenter: Bill Chopp, Superintendent of Education* Page 23-24

8. Balanced School Day Page 25  
*Presenter: Cathy Horgan, Director of Education*
9. Twinned Schools Update Page 26  
*Presenter: Cathy Horgan, Director of Education*
10. 2009-10 Student Trustee Report Page 27  
*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** Page 28

**K. MOMENT OF SILENT REFLECTION**

**L. ADJOURNMENT**

*Brant Haldimand Norfolk Catholic District School Board  
Meeting of the Committee of the Whole – Tuesday, April 21, 2009*

**PRESENT AT MEETING:**

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

**Student Trustee:** Chris Radojewski

**Administration:** Wally Easton, Associate Director and Treasurer;  
Bill Chopp, and Chris Roehrig, Superintendents of Education and  
Linda Luciani, Recording Secretary

**A. CALL TO ORDER:**

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

**OPENING PRAYER:**

The meeting was opened with a prayer.

**B. ROUTINE MATTERS:**

**Resolved:**

On the motion of Dan Dignard and Bonnie McKinnon, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approve the agenda of the April 21, 2009 meeting.

CARRIED

**DECLARATION OF INTEREST: Nil.**

**Resolved:**

On the motion of Dan Dignard and Bonnie McKinnon, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approve the Minutes from the Committee of the Whole meeting of March 24, 2009.

CARRIED

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

**C. PRESENTATIONS/DELEGATIONS:**

Vice-Chair, Joe McPherson introduced Celine Atkins and Ryan Meevis and their families to the Meeting. Celine, who placed first in the Junior Holy Trinity Catholic School Family Speech Competition, presented her speech about *Walt Disney*. Ryan, who placed first in the Intermediate St. John's College School Family Speech Competition, presented his speech about *Pet Peeves*.

## **D. COMMITTEE AND STAFF REPORTS**

### **D.1 APPROVED MINUTES FROM THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING FROM MARCH 11, 2009**

Superintendent Bill Chopp reviewed the minutes from the Special Education Advisory Committee meeting held on March 11, 2009. A tracking system for students who use the Kurzweil 3000 system has been developed. Special Education Department staff have developed an Individual Education Plan (IEP) Guide for parents which will be posted on the Board's website. Department staff met with staff from Haldimand-Norfolk REACH to discuss programs and services currently being offered.

#### **Resolved:**

On the motion of Dan Dignard and Bonnie McKinnon, that the Committee of the Whole receive the approved minutes from the Special Education Advisory Committee Meeting from March 11, 2009.

CARRIED

### **D.2a UNAPPROVED MINUTES FROM THE CATHOLICITY COMMITTEE MEETING FROM MARCH 31, 2009**

Chair June Szeman reported that a Diocesan Mass will be held on Friday, October 15, 2009 in Formosa, Ontario. New teachers and their mentors will be invited to attend. A Board-wide Faith Day will be held on Tuesday, September 1, 2009. The speaker will be Fr. Tony Ricard and Bishop Wingle will celebrate the Mass.

#### **Resolved:**

On the motion of Dan Dignard and June Szeman, that the Committee of the Whole receive the unapproved minutes from the Catholicity Committee Meeting from March 31, 2009.

CARRIED

### **D.2b UNAPPROVED MINUTES FROM THE FAITH ADVISORY COMMITTEE MEETING FROM APRIL 1, 2009**

Chair June Szeman reported the Committee has reviewed various character education materials from other school boards so that the Board can develop a document which addresses virtues in education.

#### **Resolved:**

On the motion of Dan Dignard and June Szeman, that the Committee of the Whole receive the unapproved minutes from the Faith Advisory Committee Meeting from April 1, 2009.

CARRIED

### **D.3 UNAPPROVED MINUTES FROM THE ACCOMMODATIONS COMMITTEE MEETING FROM APRIL 14, 2009**

Trustee Cliff Casey reported that the Sacred Heart School property is no longer required for purposes of the Board and will be disposed of in the prescribed manner as outlined in the *Education Act*.

An Accommodation Review will be conducted on St. Pius X, St Bernard and St. Mary Schools in Brantford. Trustees will be provided with a copy of the Preliminary Report on the proposed Accommodation Review. Trustees asked if three separate Accommodation Review Committees should be organized rather than one large Committee. Associate Director & Treasurer, Wally Easton explained that Ministry guidelines state that two or more schools must be reviewed at one time for comparison purposes. St. Pius X and St. Bernard Schools will be reviewed together, leaving St. Mary School. Wally Easton will investigate the issue and it will be discussed at the next Accommodations Committee Meeting.

Draft plans for the South West Brantford School will be finalized by the end of April 2009.

#### **Resolved:**

On the motion of Bonnie McKinnon and June Szeman, that the Committee of the Whole receive the unapproved minutes from the Accommodations Committee Meeting from April 14, 2009.

Approval was requested for the following recommendations:

THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board declare that the former Sacred Heart School property in Paris, Mident #757098, is not required for purposes of the Board.

THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the Preliminary Report for a Pupil Accommodation Review of St. Mary, St. Pius X and St. Bernard Schools in Brantford.

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

THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approves and refers the recommendations from the Accommodations Committee Meeting of April 14, 2009 to the Board.

**CARRIED**

**D.4 UNAPPROVED MINUTES FROM THE STUDENT TRANSPORTATION SERVICES OF BRANT HALDIMAND NORFOLK (STSBHN) MEETING OF FEBRUARY 24, 2009.**

Associate Director & Treasurer, Wally Easton reported that the STSBHN Committee is comprised of members from our Board, the Grand Erie District School Board and the Conseil Scolaire de District Catholique Centre-Sud Board.

As part of an Efficiency and Effectiveness (E & E) Review, which will be conducted by the Ministry, Consortia's have been asked to harmonize their Walking Distances policies. Serious consideration and study must be given to harmonizing walking distances of 1.6 kilometres in the elementary panel and 3.2 kilometres at the secondary level before September 2010. A report will be brought to the Board regarding this issue, including the impact on each of the regions and the costs associated with the change.

As part of the Administrative Services Agreement for the STSBHN, the Grand Erie District School Board will pay for all administrative costs associated with the Consortia. Our Board and the French Board will then be invoiced for their proportionate share of these expenses. Trustees will be provided with the copy of the Administrative Services Agreement.

**Resolved:**

On the motion of Bonnie McKinnon and June Szeman, that the Committee of the Whole receive the unapproved minutes from the Student Transportation Services of Brant Haldimand Norfolk (STSBHN) Meeting of February 24, 2009.

Approval was requested for the following recommendations:

THAT the Student Transportation Services of Brant Haldimand Norfolk Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve that the Administrative Services Agreement of the STSBHN become effective April 1, 2009.

THAT the Student Transportation Services of Brant Haldimand Norfolk Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board that the BHCNDSB host Consortia meetings for the 2009-09 school year and the GEDSB host Consortia meetings for the 2009-10 school year.

THAT the Student Transportation Services of Brant Haldimand Norfolk Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approves and refers the recommendations from the Student Transportation Services of Brant Haldimand Norfolk Committee Meeting of February 24, 2009 to the Board.

**CARRIED**

## **D.5 UNAPPROVED MINUTES FROM THE POLICY COMMITTEE MEETING FROM APRIL 14, 2009**

Trustee Bonnie McKinnon reported that all policies are now posted on the Board website. Four policies are to be rescinded as they are outdated and no longer applicable. The Policy Committee is proposing that Committee of the Whole and Board Meetings begin at 7:00 p.m.

On the motion of Bonnie McKinnon and June Szeman, that the Committee of the Whole receive the unapproved minutes from the Policy Committee Meeting of April 14, 2009.

Approval was requested for the following recommendations:

THAT the Policy Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the following policies to be rescinded:

- 200.23 Catholic School Councils.
- 300.2 Junior and Senior Kindergarten Allocation.
- 300.3 Elementary Staff Allocations.
- 300.4 Secondary Staff Allocations.

THAT the Policy Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the change to the start time of Board Meetings to 7:00 p.m. as noted in the Board By-Laws, Section 9.1.1, Schedule and Location of Meetings.

THAT the Policy Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approves and refers the recommendations from the Policy Committee Meeting of April 14, 2009 to the Board.

CARRIED

## **D.6 BOARD ENROLMENT**

Superintendent of Education, Chris Roehrig noted that the enrolment report had been revised from its original version to include the column, Projected Average Daily Enrolment (ADE) 2008-09, as this information is used for budget purposes.

### **Resolved:**

On the motion of Bonnie McKinnon and June Szeman, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the Board Enrolment report for March 31, 2009.

CARRIED

## **D.7 EDUCATION FUNDING FOR 2009-10**

Associate Director and Treasurer, Wally Easton provided a summary of the Grants for Student Needs (GSN) announcement made by the Ministry on March 27, 2009. The majority of the grant monies are to be used to fulfill the requirements of the Provincial Discussion Table (PDT) salary framework.

### **Resolved:**

On the motion of Bonnie McKinnon and June Szeman, that the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board receive the Education Funding for 2009-10 report.

CARRIED

## **D.8a EXCURSION: ASSUMPTION COLLEGE SCHOOL AND ST. JOHN'S COLLEGE MODERN LANGUAGES TRIP TO FRANCE AND ITALY**

Superintendent of Education, Chris Roehrig explained that the trip will occur over the 2009-10 March Break. Special permission was granted to the schools for students to be absent from school for one day (the Friday before the March Break). Mr. Roehrig reported that a proviso for the excursion was made that students were not permitted to participate in any fundraising activities to subsidize the cost of the trip. Superintendent Roehrig will inquire if Holy Trinity Catholic High School students were invited to participate in the excursion.

### **Resolved:**

On the motion of June Szeman and Bonnie McKinnon, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the request from Assumption College School and St. John's College for an excursion to France and Italy from Thursday, March 11, 2010 to Sunday, March 21, 2010.

CARRIED

## **D.8b EXCURSION: ST. JOHN'S COLLEGE RUGBY TEAM TO HAWAII**

Superintendent of Education, Chris Roehrig explained that the trip will occur over the 2009-10 March Break. Mr. Roehrig reported that a proviso for the excursion was made that students were not permitted to participate in any fundraising activities to subsidize the cost of the trip.

### **Resolved:**

On the motion of June Szeman and Bonnie McKinnon, 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 Hawaii to compete in an international athletic competition from Saturday, March 13, 2010 to Sunday, March 21, 2010.

CARRIED

## **D.9 PATHWAYS TO STUDENT SUCCESS CONSULTANT**

Superintendent of Education, Chris Roehrig reported that the position will be extended for another term until June 2010 to support the Student Success program. Grant monies received from the Ministry for this position are enveloped and must be used for the intended purpose. Some trustees expressed concern in approving this position as the Ministry has not confirmed that grant monies will be forthcoming. They felt that this position should be approved subsequent to Budget Committee discussions.

### **Resolved:**

On the motion of Cliff Casey and Dan Dignard, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the position of Pathways to Success Consultant until June 2010, subject to budget consideration.

DEFEATED

### **Resolved:**

On the motion of June Szeman and Bonnie McKinnon, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the position of Pathways to Success Consultant until June 2010, subject to notification of grant monies to be received.

CARRIED

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

Trustee Cliff Casey presented a plaque from the Canadian Association of Fairs and Exhibitions awarding the Board with an Order of Merit Award for 2007.

Chair June Szeman expressed congratulations to Assumption College School's Mock Trial Team for placing first in the Bar Association's Secondary School Mock Trial provincial competition in Toronto.

Vice-Chair Joe McPherson noted that copies of the book, *We Remember, We Believe; A History of Toronto's Catholic Separate School Boards, 1841 to 1997* by Robert T. Dixon are available if trustees would like a copy.

Trustee Bonnie McKinnon reminded trustees of the Board's second annual Art Exhibit - Outside the Lines. The exhibit will display student artwork at Glenhyrst Gallery in Brantford, the Old Town Hall in Waterford and the Haldimand Museum in Cayuga from Wednesday, April 29, 2009 to Friday, May 1, 2009.

Trustee Cliff Casey, on behalf of the Board of Trustees, congratulated Joe McPherson on his nomination as Regional Director, Region 4, to the Ontario Catholic School Trustees' Association (OCSTA) Board of Directors.

### **Resolved:**

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

CARRIED

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

**G. TRUSTEE INQUIRIES: Nil.**

**H. BUSINESS IN-CAMERA:**

**Resolved:**

On the motion of Bonnie McKinnon and June Szeman, 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 June Szeman and Dan Dignard, 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**

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

**K. MOMENT OF SILENT REFLECTION**

**L. ADJOURNMENT**

**Resolved:**

On the motion of Dan Dignard and June Szeman, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourn the meeting of April 21, 2009.

CARRIED

**Special Education Advisory Committee Meeting  
Brant Haldimand Norfolk Catholic District School Board  
Wednesday, April 8, 2009**

The April 8, 2009 meeting of the Special Education Advisory Committee (SEAC) 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**

Paul Sanderson, Michelle Feeney, George Follis, Lynda Field-Newhouse, Cathy Pearson, Dianne Wdowczyk, Dennis Blake, Terre Slaght, Lisa Stockmans, Colleen Demarest, Bill Chopp

**Guests**

Patti Mitchell, Debbie Dignan

**Regrets**

Barb Mitchell, Stella Galloway

**C. Approval of Agenda**

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

Approved

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

Paul introduced Debbie Dignan and Patti Mitchell, System SERTs (Special Education Resource Teachers).

**E. Presentation ♦ Assessment Tool – Brigance – Inventory of Basic Skills Grade 1-6 -  
Debbie Dignan & Patti Mitchell**

Debbie and Patti presented the Brigance assessment tool. They explained how the tool worked and when the Board would use the tool. This assessment tool is especially useful for younger students and is helpful when developing IEPs (Individual Education Plans). The committee held a question and answer session after the presentation.

**F. Approval of Minutes ♦ March 11, 2009**

A motion was made to accept the March 11, 2009 SEAC minutes by Michelle Feeney and seconded by Dennis Blake.

Approved

**G. Reports:**

1) Principal of Program: Special Education • Terre Slaght

a. Case Study Follow-up – Debbie Dignan

Debbie brought the committee up to date on the case study she presented at the beginning of the school year. The child had come from another board with many concerns. His transition went well. SEA (Special Education Amount) equipment was obtained for the child and has helped with his studies. The Children's Aid Society worker that was involved with him noted the great improvements he has made.

- b. High Needs Student Transitioning Presentation – Patti Mitchell  
Patti saw a need for parents to have support for case conferences. A package was put together for parents to help them through the process. Lynda noted the work that has been done and the progress made has been noticed, valued and appreciated. The package will also be taken to RSEC in May. Dennis suggested a report be put together at the beginning of 2010 to show how well this material has been received, using parent feedback.
- c. “Nobody” Resource Presentation  
Terre introduced the Nobody project, piloting in a few of our schools. The class as a whole is to turn “Nobody” into “somebody”. The project is linked to Rotary. Trish Kings has been asked if a presentation could be made to Brantford Rotary to see if they would give financial support to the project. Currently we have 8 kits. Each Child & Youth Worker has one and is to use it where they see a need.
- d. Mental Health Week  
Terre informed the committee of a project the department is working on. There is a book regarding mental health that Dave Szuty suggested we digitalize. A board arts consultant contributed music and sound effects to the project. The author is pleased with the work being done. Terre also explained the poster contest that is being done to support Mental Health Week.
- e. Accessing Assistive Software at Home  
Terre followed up on how parents can access assistive technology software from home.

2) Superintendent of Education Report • Bill Chopp

- a. Special Education Budget – Ministry Information  
Bill discussed a memo from Barry Finlay of the Ministry of Education. The government has stabilized funding. Bill explained the HNA (High Needs Amount). Barry has been asked to attend RSEC in May to explain the factors to these formulas.
- b. Special Education Budget 2008-09  
There will be no more temporary Educational Assistants for the school year. Once completed, a budget will be presented to the committee.

Bill outlined what the SEA equipment is used for. The board pays an \$800 deductible on each student’s claim. An audit will be conducted on April 17, 2009 on the 2007-08 claims.

**H. Member Association Update - Memberships**

- Lynda Field-Newhouse – Lansdowne Children’s Centre  
The Rotary Run will be held on April 26, 2009. The third Parents as Partners workshop was successfully held. The fourth one will be in April. It will focus on special education. The charity motorcycle ride will be held in May.

**I. Business for Next Meeting**

Nothing to report at this time.

**J. Adjournment**

The meeting was adjourned.

Brant Haldimand Norfolk Catholic District School Board  
Meeting of the Budget Committee – Thursday, April 30, 2009

**PRESENT AT THE MEETING**

**Trustees:** Dennis Blake, Dan Dignard,

**Administration:** Wally Easton, Associate Director & Treasurer  
Trish Kings and Chris Roehrig, Superintendents of Education  
Pat Petrella, Manager of Finance

**CALL TO ORDER:**

**1. Prayer**

The meeting was opened with a prayer and called to order by Dennis Blake.

**ROUTINE MATTERS:**

**2. Approval of the Agenda**

**Resolved:**

On the motion of Dan Dignard and Dennis Blake, that the Budget Committee approve the Agenda of April 30, 2009.

CARRIED

**4. Declarations of Interest: Nil.**

**STAFF REPORTS:**

**1. Budget Procedures Manual**

The Committee reviewed the 2009-10 Budget Procedures Manual. Wally Easton explained that the goals for 2009-10 had not been defined as the strategic planning process has not moved along as quickly as anticipated. The 2009-10 goals will be discussed at the next budget Committee meeting.

**Resolved:**

On the motion of Dan Dignard and Dennis Blake, that the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the Budget Procedures Manual report.

CARRIED

## **2. Draft Expenditures**

Trish Kings, Chris Roehrig and Wally Easton provided an overview of the 2009-10 proposed initiatives for their respective departments. As well, they commented on the Special Education program for next year on behalf of Bill Chopp. The 2009-10 programs will continue to build on the initiatives started in the last few years with a focus on closing the gap in student achievement results. Wally Easton led the Committee through a review of the more detailed projected expenditures.

### **Resolved:**

On the motion of Dennis Blake and Dan Dignard, that the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the Draft Expenditures report.

CARRIED

## **3. Stakeholder Consultation**

Administration proposed that a consultation process would be made available through the Board's website. It will be available May 4, 2009.

**TRUSEE INQUIRIES:** Nil

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

### **Resolved:**

On the motion of Dennis Blake and Dan Dignard, that the Budget Committee move into the In-Camera Session.

CARRIED

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

On the motion of Dan Dignard and Dennis Blake, that the Budget Committee approve the business from the In-Camera Session.

CARRIED

## **ADJOURNMENT**

The meeting was adjourned at 2:30 p.m. The next Budget Committee meeting has been scheduled on Tuesday, May 19, 2009 at 3:30 p.m.



**Catholicity Committee Meeting  
Wednesday May 13, 2009 1:30 to 3:30  
Haldimand Room**

**Present:** June Szeman (Chair), Tracey, Austin, Marg Boyd, Mary Gallo, Cathy Horgan, Doug Ivak, Wayne Lachapelle, Len McDonald, Joe McPherson, Dalia Sciuillo, Joyce Young

**Absent:** Father George Sammut, Father Mike Bennett, Christina Costa

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1. **Opening Prayer** – June Szeman
2. **Approval of the Minutes** –approved as read
3. **Approval of Agenda** – Change discussion items to read
  - a) setting the theme for the 09-10 school year
  - b) Action planning for priorities selected at the April meeting
4. **Information Items:**
  - a) FACE- Cathy Horgan

Cathy explained that the FACE Committee’s mandate is to promote and protect Catholic education in Ontario. A Planning Symposium will be held in Toronto on May 29 and a committee has been formed to attend. Members of the committee will be Cathy Horgan, Len McDonald, Joe McPherson, and Joyce Young.

The work of the Catholicity Committee will incorporate some of the work of the FACE Committee. A report on the Face Symposium will be given at the June meeting of the Catholicity meeting. In November, there will be a regional FACE meeting and the Catholicity committee will attend.
5. **Discussion Items:**
  - a) Theme for 09-10

After a lively discussion the theme was set. It will unfold over three years.

**09-10**  
Because We Believe:  
Our Catholic Faith Comes Alive In Our Hearts

**10-11**  
Because We Believe:  
Our Catholic Faith Comes Alive In Our Schools

**11-12**  
Because We Believe:  
Our Catholic Faith Comes Alive In Our World



b) Action Items related to the Theme for 09-10

Adult Faith Formation	Unifying Concept	Liturgical Year Package
<ul style="list-style-type: none"><li>-small faith sharing groups with Faith Ambassadors trained to lead groups</li><li>-resource package of "faith" activities that can be carried out with staff in schools</li><li>-daily reflections via email</li><li>-weekend retreats</li></ul>	<ul style="list-style-type: none"><li>-opening Faith Day to introduce theme</li><li>-website will carry banner</li><li>-packages of liturgical celebrations and resources for schools</li><li>-introduce at principals' meeting</li><li>-use in calendar and Director's letter in agendas</li><li>-prayer and invocation that could be used</li><li>-posters for each school</li><li>-parish package</li><li>- incorporate into School and Board Improvement Plans</li></ul>	Focus on the idea of change of heart during Advent and Lent

c) Reflection on "keeping the connection"  
Deferred to next meeting.

**PRESENT AT THE MEETING**

**Trustees:** Cliff Casey, Joe McPherson, June Szeman

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

**CALL TO ORDER:**

**1. Prayer**

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

**ROUTINE MATTERS:**

**2. Approval of the Agenda**

**Resolved:**

On the motion of Joe McPherson and June Szeman, that the Accommodations Committee approve the Agenda of May 11, 2009.

CARRIED

**3. Approval of Minutes**

**Resolved:**

On the motion of June Szeman and Joe McPherson that the Accommodations Committee approve the minutes of the April 14, 2009 Accommodations Committee Meeting.

CARRIED

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

**STAFF REPORTS:**

**1. Joint South West Brantford School**

The Committee reviewed the current floor plans and site plan for the school as well as the proposals for *green* features of the school.

**Resolved:**

On the motion of Joe McPherson and June Szeman, that the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the Joint South West School, Brantford report.

CARRIED

**2. Accommodation Review Process**

The Committee reviewed the process and timetable for the Accommodation Review of St. Mary, St. Pius X and St. Bernard Schools in Brantford. The first public meeting will be in October 2009 and the Board will make a final decision in May 2010.

**Resolved:**

On the motion of Joe McPherson and June Szeman, that the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the Accommodation Review Process report.

CARRIED

**3. Jean Vanier Catholic Elementary School**

The Committee discussed the project schedule. Wally Easton advised that the adverse winter weather had caused some delays. The plan is to delay the demolition of Our Lady of Fatima, Brantford until the opening of Jean Vanier has been confirmed in case students need to occupy Our Lady of Fatima for the first few weeks of the new school year.

**Resolved:**

On the motion of June Szeman and Joe McPherson, that the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School receive the Jean Vanier Catholic Elementary School report.

CARRIED

**4. Surplus Property**

Wally Easton advised that the Diocese of Hamilton have no interest in the former Sacred Heart School, Paris, therefore, the property will be offered for sale in accordance with Ministry of Education regulations.

**Resolved:**

On the motion of June Szeman and Joe McPherson, that the Accommodations Committee recommend to the Committee of the Whole that the former Sacred Heart School, Paris property be sold in accordance with Regulation 444/98 of the Education Act.

CARRIED

**TRUSEE INQUIRIES:** Nil.

**BUSINESS OF THE IN-CAMERA SESSION**

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

CARRIED

**REPORT ON THE IN-CAMERA SESSION**

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

CARRIED

**ADJOURNMENT**

The meeting was adjourned at 4:30 p.m. The next meeting will be held on Monday, June 15, 2009 at 7:00 p.m.

# 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: May 21, 2009  
Submitted by: Cathy Horgan, Director of Education & Secretary

## SCHOOL EFFECTIVENESS FRAMEWORK & PROCESS 2008 - 09 Public Session

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### **BACKGROUND INFORMATION:**

In the fall of 2007, the Literacy & Numeracy Secretariat introduced the School Effectiveness Framework in an effort to support Boards in working with their schools to identify strengths, areas of improvement, and next steps in four key areas:

- Student Learning and Achievement
- Instructional Leadership
- Assessment and Evaluation
- Curriculum and Instructional Strategies.

Boards could also identify other components based on local needs, for example, mission, vision and values, school culture, interpersonal relationships, home, school and community partnerships, as well as student leadership and engagement.

The School Effectiveness Framework supported school Board analysis and improvement planning through two major components:

- The School Self-Assessment Process; and
- The District Review Process.

To facilitate the school self-assessment process and the district review process, funds were provided for a School Effectiveness Lead as well as school-based release time for School Improvement Teams.

Leslie Telfer, as the School Effectiveness Lead, guided the principals and the School Improvement Teams through the school self-assessment process with the expectation that each school provide a summary report of its findings identifying strengths, areas requiring improvement, and next steps to improve student achievement.

The District Review process took place in three schools: Notre Dame Brantford, Notre Dame Caledonia, and Resurrection School.

The District Review Team, comprised of Superintendents Bill Chopp and Trish Kings, Principal of Program, Maureen Wills, School Effectiveness Lead, Leslie Telfer and Elementary Program Consultants, Lisa Kuyper and Karen Wilkinson, visited each school and looked for evidence to support the indicators identified in the School Effectiveness Framework. The District Review Team looked for patterns and trends in student work and instructional strategies across grades and schools. Each staff was provided with a District Review Report Summary of observed strengths, areas for improvement, and next steps.

Both processes, the school self-assessment and the district review, formed the catalyst in the development of the Elementary Improvement Plan.

**DEVELOPMENTS:**

During the 2008 – 09 school year, the Literacy & Numeracy Secretariat expected Boards to continue both processes, the school self-assessment and district reviews. Funds were provided for the continuation of the School Effectiveness Lead position.

The essential self-assessment components remained the same for most schools, utilizing their findings in the development of their School Improvement Plans for 2008 – 09. These schools are now in the process of reviewing their growth in each area as part of the School Improvement Planning cycle.

The District Review Team from 2007 – 08 was expanded to include, Joe DiFrancesco, Principal of Notre Dame School, Caledonia. Six (6) schools were identified to be part of a review for 2008 – 09: Blessed Sacrament, Holy Family, St. Joseph, St. Michael Dunnville, St. Michael Walsh, and St. Stephen.

For the schools involved in the District Reviews for 2008 – 09, revisions to the School Effectiveness Framework were incorporated with the Essential Components remaining the same but the indicators reduced from sixty-two to twenty-one as directed by the Literacy and Numeracy Secretariat.

A similar process for the District Reviews was followed as in the previous year:

- An initial visit with the principal and staff outlining the process;
- A visit by the team; and
- A written summary of findings.

Following the reviews, all six (6) schools participated in a joint session in which the following was presented:

- An overview of patterns and trends related to the essential components through the team’s observations; and
- Identified next steps for improvement.

Ongoing sessions provided opportunities to further the conversations, grade-by-grade as well as school-by-school in order to clarify understandings with respect to next steps related to student achievement through research-based strategies.

The overall findings from the school self-assessment, the District Review process, and various data sources will assist with the development of a revised Board Improvement Plan and School Improvement Plans for 2009 – 2010.

**RECOMMENDATION:**

THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board receive the report on the School Effectiveness Framework and Process for 2008 – 09.

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

Prepared by: Bill Chopp, Superintendent of Education  
Presented to: Committee of Whole  
Submitted on: May 19, 2009  
Submitted by: Cathy Horgan, Director of Education & Secretary

## SUPPORTING SEAMLESS TRANSITIONS FOR THE AUTISM INTERVENTION PROGRAM TO SCHOOL

Regular Session

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### **BACKGROUND INFORMATION:**

The Ministries of Education and Children and Youth Services are continuing to work closely together to improve the continuity of supports for children and youth with autism as they move into and through school. The successful transition of students with autism to school is consistent with the government's overall priority of success for students.

### **DEVELOPMENTS**

To improve outcomes for students with autism spectrum disorder (ASD) and their families, we are pleased to confirm the next steps for our latest collaborative initiative, which is focused on achieving seamless transitions from the Autism Intervention Program to school. Once fully implemented, this initiative will improve support for students with ASD who are transitioning from intensive behavioural intervention (IBI) services delivered through the Autism Intervention Program to applied behaviour analysis (ABA) instructional methods in school.

In response to the February 2007 recommendations of the Ministers' Autism Spectrum Disorders Reference Group regarding the most effective ways to meet the needs of students with ASD in Ontario schools, our ministries continue to take steps to build on the foundational collaborative work which included:

- Release of PPM 140, *Incorporating Methods of Applied Behaviour Analysis (ABA) into Programs for Students with Autism Spectrum Disorders (ASD)*, to establish a policy framework to incorporate ABA into school boards' practices;
- Extensive opportunities and funding for training and professional learning about ABA for school board teams, school teams, principals, teachers and education assistants; and
- Beginning in 2008-09 all school boards will receive new funding to hire additional board level ABA expertise to support principals, teachers, and multi-disciplinary transition teams by providing and coordinating ASD training and resources, and facilitating collaboration between service providers and schools.

Board allocations will be calculated on a base plus enrolment model, accompanied by a list of suggested ABA expertise competencies.

These additional and/or re-aligned resources will support a more comprehensive implementation of the transition processes that are required in PPM 140. Our expectation is that school boards will use the additional funding for ABA expertise to enhance the work they are already doing with their community partners to support children and youth transitioning from the AIP to school, and to make more supports available to these students and other students with ASD throughout their school years.

The Brant Haldimand Norfolk Catholic District School Board has received \$48,092 for the school year 2008-2009 and for the 2009-2010 school year.

The Special Education department has presently identified 51 elementary students and 20 secondary students to be within the autism spectrum. It has also recognized that an additional 5 students with autism will be entering our district in September 2009.

In light of the funding designated to hire additional temporary support, the Board will be able to provide training and coordination at the school and board level that will build capacity in the system. The additional hire will also work to enhance a collaboration and cooperation between service providers and school.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receive the report on supporting seamless transitions from the Autism Intervention Program to school.

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

Prepared by: Bill Chopp, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: May 19, 2009  
Submitted by: Cathy Horgan, Director of Education & Secretary

## MENTAL HEALTH AWARENESS

Regular Session

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### **BACKGROUND INFORMATION:**

Good mental health enables our students to think clearly, feel confident and act purposefully as they face life's challenges. Like physical health, mental health is crucial at every stage in life.

Mental health problems in children and youth can occur in any family, in any community. These problems are devastating to families, and costly to communities and the health care system. They can lead to school failure, family conflicts, drug abuse, violence or suicide. Biology, environment, or a mix of both can cause mental health problems in children and youth. Fortunately, mental health problems in children and youth can be successfully treated, preventing more costly difficulties later in life.

Early signs of mental health problems in children and youth include sudden changes in mood or behaviour; feelings of sadness or hopelessness that don't go away; avoidance of friends; constant anger and aggression; excessive crying and feelings of worthlessness; extreme and unrealistic fear or anxiety; and chronic inability to concentrate. More advanced symptoms include depression; substance abuse; loss of touch with reality; suicidal behaviour; violence; attention deficits; defiance. Studies show that, at any given time, at least once in five children and youth has a mental health problem.

### **DEVELOPMENTS:**

The Special Education Department has been involved in various activities to raise the awareness of mental health issues of students in our schools. They are as follows:

- Two presentations by Sarah Cannon of Parents for Children's Mental Health, to all elementary school principals and the second to the entire special education department elementary/secondary staff.
- Participation by Terre Slaght on the Brant Steering Committee in planning awareness activities for Mental Health Awareness Week (May 2-9, 2009).

- An opportunity for participation by all of our schools in the district in Mental Health Awareness poster contest.
- Morning announcements included “Who Wants to be a Millionaire” at Assumption College School, which focused on raising awareness of mental health issues.
- A collaborative project with Dave Levac, Michael Pin, system resource staff, Parents for Children’s Mental Health, Gayle Grass and the Canadian Mental Health Association community organizations to produce a digital adaptation of the story *Hole in One* – a book written by Gayle Grass, on the topic of anxiety. This digital story will be used provincially by the Canadian Mental Health Association. As well a copy has been submitted to Kathleen Wynne, Minister of Education.
- Staff attendance at the Behind the Mask Conference – an examination of mental health issues in schools.

The next steps are for the Special Education Department to meet with the Curriculum Department to provide curriculum units to teachers on mental health issues that could be incorporated into classroom curriculum in both elementary and secondary.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receive the report on mental health awareness.

# 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: May 19, 2009  
Submitted by: Cathy Horgan, Director of Education & Secretary

## BALANCED SCHOOL DAY UPDATE

Public Session

### **BACKGROUND INFORMATION:**

In June 2005, seven schools began to implement a balanced school day schedule:

Blessed Sacrament	Christ the King	St. Bernard of Clairvaux
St. Gabriel's	St. Leo	St. Patrick (B)
St. Theresa		

As of Sept 2008, the following schools implemented a balanced school day schedule:

Blessed Sacrament	Christ the King	Holy Cross
Notre Dame (B)	Our Lady of LaSalette	Our Lady of Providence
St. Bernard	St. Bernard of Clairvaux	St. Frances Cabrini
St. Gabriel's	St. Jean de Brebeuf	St. Joseph's
St. Leo	St. Mary (B)	St. Mary's (H)
St. Patrick (B)	St. Patrick's (C)	St. Theresa

### **DEVELOPMENTS:**

It has been found that the large teaching blocks have provided teachers with a more focussed approach and that students tend to be more attentive. There seem to be fewer classroom management issues and fewer playground supervision and discipline issues.

A research study was done by staff on the original seven schools that engaged in balanced school day schedules. The purpose of the research was to determine if there is a correlation between the implementation of the balanced school day schedule and student achievement in reading on the Education Quality and Accountability Office (EQAO) provincial assessments. Analysis of the data retrieved, seems to reveal that the relation between the implementation of the balanced school day schedule and student achievement in reading on the EQAO provincial assessment is unrelated.

Our board will continue to study the effects on the balanced school day schedule on a number of factors: school climate, student parent and teacher satisfaction and student achievement.

In September 2009, 25 of our 32 elementary schools will be following a balanced school day schedule. While others schools may be interested in this format, there are many variables such as the number of staff available for supervision, that must be addressed when schools are considering the implementation of a Balanced School Day schedule.

### **RECOMMENDATION:**

THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board receive the information on the Balanced School Day.

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

Prepared by: Cathy Horgan, Director of Education and Secretary  
Presented to: Committee of the Whole  
Submitted on: May 19, 2009  
Submitted by: Cathy Horgan, Director of Education and Secretary

**TWINNED SCHOOLS UPDATE**

Public Session

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**BACKGROUND INFORMATION:**

In September 2004, the following schools were organized as twinned schools:  
Blessed Sacrament School in Burford and St. Anthony Daniel School in Scotland  
Our Lady of Fatima School in Courtland and Our Lady of LaSalette School in LaSalette

In September 2005, the following schools were organized as twinned:  
Holy Family School and Sacred Heart School in Paris  
St. Mary's School in Hagersville and St. Stephen's School in Cayuga  
St. Cecilia's School in Port Dover and St. Michael School in Walsh

In September 2007, the following schools were organized as twinned schools:  
St. Mary's and Holy Cross in Brantford

Each of these twinned school organizations consisted of a full time principal responsible for both schools posted at one site and a vice principal with some teaching responsibility at the other school.

In September 2007, Sacred Heart in Paris was de-twinned from Holy Family School in anticipation of the construction of a new facility.

In September 2008, St. Mary's in Hagersville and St. Stephen's in Cayuga were de-twinned.

**DEVELOPMENTS:**

The organization has provided the opportunity for experienced principals to mentor and direct new administrators. A review of the impact on school communities would indicate a positive outcome for the professional growth of vice principals and effective operation and leadership for the schools.

The Ministry's existing funding formula provides for a full-time Principal in elementary schools of 365 FTE students and .75 Vice Principal for 1000 students. As our Board has only four schools that meet the criteria for a full-time Principal and 21 schools with less than 200 projected FTE students, there are limited opportunities for administrative experience prior to assuming the principalship.

This model has served us well for the past 5 years as a training ground for our principals. Given the number of years our vice principals have served and the training they have received it warrants reconsideration of our twinned schools. St. Michael's in Walsh and St. Cecilia's in Port Dover, with a combined enrolment of 328 would benefit from a consistent and permanent principal at each school building.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approve the de-twinning of St. Cecilia's Catholic elementary School, Port Dover and St. Michael's Catholic Elementary School, Walsh effective September 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: May 19, 2009  
Submitted by: Cathy Horgan, Director of Education & Secretary

**2009-2010 STUDENT TRUSTEE**  
Public Session

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**BACKGROUND INFORMATION:**

Provisions outlining the process for electing a Student Trustee for the Brant Haldimand Norfolk Catholic District School Board are outlined in Board Policy 100.7. Details can be found at the following URL: [http://www.bhncdsb.ca/files/policies/student\\_trustee\\_100\\_7.pdf](http://www.bhncdsb.ca/files/policies/student_trustee_100_7.pdf).

**DEVELOPMENTS:**

On April 30<sup>th</sup>, 2009, the election process for the 2009-10 student trustee took place at the Catholic Education Centre. The following candidates made excellent presentations to an eager group of student representatives that comprised the interview panel:

Marissa Evans (St. John's College), Ayna Poremba (St. John's College), Emily Miller (Assumption College School), Chris Radowjewski (Assumption College School), Taylor Chard (Holy Trinity Catholic High School) and Lindsay Diniz (Holy Trinity Catholic High School).

Christopher Radowjewski, student at Assumption College School, was elected the 2009-10 Student Trustee and Emily Miller, student at Assumption College School, was elected the 2009-10 alternate Student Trustee.

Christopher is currently in Grade 11 and is our incumbent Student Trustee. Christopher has served on a number of important provincial and district committees during his time as Student Trustee including the Ontario Student Trustee Association and the English Catholic Board Council (Western Region - OSTA). Christopher is heavily involved in school co-curriculars and is an excellent student.

**RECOMMENDATION:**

THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board receive the information on the 2009-10 Student Trustee.

**Brant Haldimand Norfolk Catholic District School Board**

**2008-09**

**Meetings and Events**

May 19, 2009	7:00 pm	Committee of the Whole
May 26, 2009	7:00 pm	Board Meeting
June 10, 2009	7:00 pm	SEAC
June 16, 2009	7:00 pm	Committee of the Whole
June 20, 2009	1:00 pm	St. Jean de Brebeuf Closing
June 23, 2009	7:00 pm	Board Meeting
June 23, 2009		ACS Graduation Liturgy & Dinner
June 25, 2009	7:00 pm	ACS Graduation
June 25, 2009	9:30 am	Holy Trinity mass
June 25, 2009	7:00 pm	Holy Trinity Graduation
June 26, 2009		Last Day of Classes
June 29, 2009		PA Day
June 29, 2009	7:00 pm	SJC Graduation
June 30, 2009		Board Designated Holiday