



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda
Committee of the Whole
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

COMMITTEE OF THE WHOLE
TUESDAY, NOVEMBER 17, 2009 7:00 pm
Board Room

1. Call to Order

1.1 Opening Prayer – Joe McPherson, Chair of the Committee of the Whole

1.2 Attendance

2. Routine Matters

2.1 Approval of the Agenda

2.2 Declaration of Interest

2.3 Approval of Minutes from the Committee of the Whole

2.3.1 October 20, 2009

Pages 3-8

2.4 Business Arising from Minutes

3. Presentations and Delegations:

3.1 Tracey Austin, Coordinator of Communications will introduce the new line of spirit wear and accessories available to board employees through the BHNresource intranet.

4. Committee and Staff Reports

4.1 Approved Special Education Advisory Committee Minutes: October 14, 2009

Pages 9-11

Presenter: Dennis Blake, Trustee Representative on SEAC

4.2 October 31, 2009 Enrolment

Pages 12-13

Presenter: Chris Roehrig, Superintendent of Education

4.3 Principal Performance Appraisal

Pages 14-15

Presenter: Chris Roehrig, Superintendent of Education

4.4 Regional School Council Report

Pages 16-18

Presenter: Bonnie McKinnon, School Council Representative

4.5 Insurance Renewal

Pages 19-20

Presenter: Wally Easton, Associate Director, Corp. Services & Treasurer



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5. Information and Correspondence

6. Notices of Motion

7. Trustee Inquiries

8. 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.

9. Report on the In-camera Session

10. Future Meetings and Events

Pages 21-22

11. Moment of Silent Reflection

12. Adjournment

Next meeting date, time, and location: CW – Tuesday, January 19 at 7:00 pm – Board Room



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes
Tuesday, October 20, 2009
Committee of the Whole
 Catholic Education Center
 322 Fairview Drive
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PRESENT AT MEETING:

1. CALL TO ORDER

The meeting was called to order by Joe McPherson, Chair of the Committee of the Whole.

1.1 OPENING PRAYER:

The meeting was opened with a prayer.

1.2 ATTENDANCE

Trustees: Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon,
 Joe McPherson and June Szeman
 Student Trustee: Chris Radojewski
 Administration: Cathy Horgan, Director of Education and Secretary, Wally Easton,
 Associate Director and Treasurer; Bill Chopp, Trish Kings, Chris
 Roehrig, Superintendents of Education and Claire Dodgson,
 Recording Secretary

2. ROUTINE MATTERS

2.1 APPROVAL OF THE AGENDA

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 approve the agenda of the October 20, 2009 meeting.

CARRIED

2.2 DECLARATION OF INTEREST: Nil

**2.3 APPROVAL OF MINUTES FROM THE COMMITTEE OF THE WHOLE –
 SEPTEMBER 22, 2009**

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 Minutes from the Committee of the Whole Meeting of September 22, 2009.

CARRIED

2.4 BUSINESS ARISING FROM THE MINUTES: Nil

3. PRESENTATIONS/DELEGATIONS: Nil



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4. COMMITTEE AND STAFF REPORTS

**4.1 APPROVED SPECIAL EDUCATION ADVISORY COMMITTEE MINUTES –
SEPTEMBER 9, 2009**

Dennis Blake trustee representative on the Special Education Advisory Committee, reviewed minutes from the September 9, 2009 meeting.

Resolved:

On the motion of June Szeman and Bonnie McKinnon, that the Committee of the Whole receive the Special Education Advisory Committee minutes from September 9, 2009.

CARRIED

4.2 UNAPPROVED FAITH ADVISORY COMMITTEE MINUTES – SEPTEMBER 24, 2009

June Szeman Chair of the Faith Advisory Committee reviewed the minutes from the meeting of September 24, 2009. Trustee Szeman stated that we are fortunate to have good representation of clergy and that they continue to work toward a common goal.

Resolved:

On the motion of June Szeman and Bonnie McKinnon, that the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the Faith Advisory Committee minutes from September 24, 2009.

CARRIED

4.3 UNAPPROVED ACCOMMODATION COMMITTEE MINUTES – OCTOBER 13, 2009

Dennis Blake trustee reviewed the Accommodation Committee minutes from October 13, 2009. Trustee Blake expressed gratitude to Don Zelem and his staff for the tremendous effort in having Jean Vanier ready for opening on October 13, 2009. Trustee Blake asked if a letter of appreciation could be sent to the staff for their efforts in opening Jean Vanier School.

Resolved:

On the motion of Dan Dignard and June Szeman, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Accommodation Committee meeting of October 13, 2009.

On the motion of Dan Dignard and June Szeman, that the Accommodations Committee refer the Construction Projects report to the Brant Haldimand Norfolk Catholic District School Board for receipt.



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On the motion of Dan Dignard and June Szeman, that the Committee of the Whole refer the recommendations from the Accommodation Committee meeting of October 13, 2009 to the Brant Haldimand Norfolk Catholic District School Board for approval
CARRIED

4.4 UNAPPROVED POLICY COMMITTEE MINUTES – OCTOBER 14, 2009

Bonnie McKinnon Chair of the Policy Committee reviewed the minutes from the October 14, 2009 meeting. A copy of the schedule for policies to be developed and/or revised during the 2009-10 school year was attached.

The policy on Progressive Discipline for Students was reviewed. In the Administrative Procedures, trustees asked that “restorative justice” be included as a possible intervention. This will be updated for the Board Meeting on October 27, 2009.

The policy on the Performance Management of the Director of Education was reviewed. Trustee Blake requested an amendment to the Administrative Procedures. These changes will be updated for the Board Meeting on October 27, 2009.

Resolved:

On the motion of Cliff Casey and Dennis Blake, that the Committee of the Whole postpone the approval of the policy on Performance Management of the Director of Education until the Board meeting of October 27, 2009.

CARRIED

The above item will be separated from the recommendations and will be dealt on October 27, 2009.

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 unapproved minutes from the Policy Committee Meeting of October 14, 2009.

THAT the Policy Committee recommends that the Committee of the Whole receive the Plan of Policy Development for the 2009-10 school year.

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

THAT the Committee of the Whole refer the recommendations from the Policy Committee meeting of October 14, 2009 to the Brant Haldimand Norfolk Catholic District School Board for approval.

CARRIED



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4.5 SURPLUS ACCOMMODATION

Wally Easton Associate Director, Corp. Services & Treasurer reviewed the surplus buildings belonging to the Grand Erie District School Board. The Brant Haldimand Norfolk Catholic District School Board has no interest in these properties.

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 advise the Grand Erie District School Board that the Brant Haldimand Norfolk Catholic District School Board has no interest in the follow properties:

- o Former Bethel School, 68 Bethel Road, Paris, Ontario
- o Former Queen's Ward School, 70 King Edward Street, Paris, Ontario
- o Former Windham Central Public School, Windham Centre, Ontario

4.6 PRIMARY CLASS SIZE

Wally Easton Associate Director, Corp. Services & Treasurer reviewed the Primary Class Size for the board. The Brant Haldimand Norfolk Catholic District School Board is in compliance with the regulation and the data has been submitted to the Ministry of Education.

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 Primary Class Size Report.

CARRIED

4.7 OCSTA MEMBERSHIP FEES

June Szeman Chair of the Board recommended that the Brant Haldimand Norfolk Catholic District School Board continue the membership with the Ontario Catholic School Trustees' Association. The OCSTA maintain a valuable service and strong voice in the province to protect Catholic education.

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 approve the continued membership with the Ontario Catholic School Trustees' Association and remit the annual fee of \$47,317. for the 2009-10 school year.

CARRIED



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4.8 STUDENT TRUSTEE REPORT

Chris Radojewski Student Trustee reviewed the report on activities of the three secondary schools over the past two months. Chris Radojewski stated the goals of the student senate for the 2009-10 school year.

Resolved:

On the motion of Dan Dignard and June Szeman, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the Student Trustee Report for October 20, 2009

5. INFORMATION AND CORRESPONDENCE

An updated class organization was distributed to trustees.

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 receive the information and correspondence items since the last meeting.

CARRIED

6. NOTICES OF MOTION: Nil

7. TRUSTEE INQUIRIES:

Dan Dignard trustee asked if the Brant Haldimand Norfolk Catholic District School Board would be providing a submission to the Ministry regarding Bill 177. Trustees are invited to submit their issues and the Chair and Vice Chair will prepare a statement on behalf of the board.

8. BUSINESS IN-CAMERA:

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 move to an In-Camera session.

CARRIED

9. REPORT ON THE IN-CAMERA SESSION:

Resolved:

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

CARRIED



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10. FUTURE MEETINGS

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

11. MOMENT OF SILENT REFLECTION

12. ADJOURNMENT

Resolved:

On the motion of Dennis Blake and Cliff Casey, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourn the meeting of October 20, 2009.

CARRIED



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

SEAC Minutes

October 14, 2009
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

**Special Education Advisory Committee Meeting
Wednesday, October 14, 2009 – 7:00pm
Location: Assumption College School, Meeting Room**

1. Opening Prayer and Attendance

1.1. Opening Prayer

Debbie Dignan opened the meeting with a prayer.

1.2. Attendance

Present at the meeting were Colleen Demarest, Dennis Blake, Paul Sanderson, Lisa Stockmans, Dianne Wdowczyk, Terre Slaght, Bill Chopp, Debbie Dignan, Crystal Donohue, Mary Bradford.

Absent from the meeting were Catherine Daly, Nancy Smith, Michelle Feeney, Barb Mitchell, Cathy Pearson.

2. Opening Remarks – Paul Sanderson, Chair

Paul Sanderson welcomed everyone to the meeting and introduced Debbie Dignan, Special Education Resource Teacher, Crystal Donohue, ASD (Autism Spectrum Disorder) Leader and Mary Bradford, Department Head of Special Education at Assumption College School.

Notice was received by Terre Slaght that, due to a conflict in meeting times, Tracey Tierney would not be able to sit on the SEAC committee this year.

3. Approval of Minutes – September 9, 2009

A motion was made to accept the September 9, 2009 SEAC minutes by Dennis Blake and seconded by Colleen Demarest.

Approved

4. Approval of Agenda

The agenda was approved on a motion moved by Dianne Wdowczyk and seconded by Lisa Stockmans.

Approved



BRANT HALDIMAND NORFOLK Catholic District School Board

SEAC Minutes

October 14, 2009
Catholic Education Center
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5. Reports

5.1. Principal of Program: Special Education - Terre Slaght

5.1.1. Introduction to the Structured Teaching Staff

Terre Slaght introduced Debbie Dignan, system special education resource teacher, who supports the autism initiatives for the department. Debbie explained to the committee the components of structured teaching before she took the group to tour the developmental classroom and community living classroom at Assumption College School.

5.1.2. Tour of Structured Teaching Classroom

Mary Bradford, department head of special education at Assumption College School, Lisa MacDonald, special education resource teacher and Jennifer Kings, educational assistant, gave the committee a tour of the special education classrooms and explained the different features of the room as well as the different structured teaching techniques used with their students.

5.1.3. Presentation of Structured Teaching Approach

Debbie Dignan showed the committee a video which showed a typical day in the structured classes. A question and answer session followed the video.

5.2. Superintendent of Education - Bill Chopp

5.2.1. Staffing Updates

Bill Chopp gave the committee an update on staffing changes within the special education department.

5.2.2. Special Education Plan – Review and Approval Planning

The SEAC committee received the draft Special Education Plan by email for review. Bill Chopp asked that any comments or changes be sent to Heather Major. The plan has been vetted by system special education staff and will have to be sent to the board once SEAC has approved it.



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SEAC Minutes

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6. Community Agency Updates - SEAC Members

Dianne Wdowczyk, Woodview Children's Centre, notified the committee that she now holds the position of Program Manager, Clinical Team at the centre.

7. Business For Next Meeting: Nil

8. Adjournment

Members were thanked for their attendance and the meeting was adjourned.

**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 17, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

BOARD ENROLMENT
Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

Attached is the enrolment report indicating students attending our schools as of October 31, 2009. Projected enrolments and enrolments for the same month last year are also provided. For the elementary panel, the actual Full Time Equivalent (FTE) enrolment on October 31, 2009 is lower than projected by 79 students. The actual Full Time Equivalent (FTE) enrolment is 45 students lower than projected.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the enrolment report for October 31, 2009.

13 BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD
ENROLMENT AT OCT 31, 2009

Appendix A

	Oct 31 2009 Actual FTE Includes Spec Ed	Ministry Projected Estimates FTE Oct 31 2009	Ministry Projected Estimates ADE 2009-2010	Oct 31 2008 Actual FTE
Blessed Sacrament	163.5	166.5	166.5	177.5
Christ the King	115.0	132.5	132.5	139.5
Holy Cross	137.0	164.0	164.0	177.5
Holy Family	156.5	166.0	166.0	178.5
Jean Vanier	320.0			
Notre Dame (Brantford)	316.0	324.0	324.0	345.0
Notre Dame (Caledonia)	398.0	406.0	406.0	413.5
Our Lady of Fatima (Closed)	0.0	188.0	188.0	190.5
Our Lady of Fatima (Courtland)	109.5	112.5	112.5	116.5
Our Lady of LaSalette	116.0	115.0	115.0	125.0
Our Lady of Providence	395.5	398.0	398.0	396.0
Resurrection	171.5	183.0	183.0	196.0
Sacred Heart (Langton)	238.0	243.0	243.0	232.5
Sacred Heart (Paris)	190.0	166.0	166.0	159.0
St. Anthony Daniel	109.0	112.0	112.0	113.5
St. Bernard	187.5	180.0	180.0	194.5
St. Bernard of Clairvaux	209.0	207.5	207.5	216.0
St Cecilia's	176.0	163.0	163.0	174.5
St. Frances Cabrini	223.5	229.5	229.5	224.0
St. Gabriel	553.5	535.5	535.5	529.5
St. Jean de Brebeuf (Closed)	0.0	170.5	170.5	170.0
St. Joseph	401.0	401.5	401.5	409.0
St. Leo	166.0	169.0	169.0	178.5
St Mary (Brantford)	117.0	120.0	120.0	127.5
St Mary (Hagersville)	142.5	148.0	148.0	154.0
St Michael's (Dunnville)	183.5	193.5	193.5	212.0
St Michael's (Walsh)	114.0	119.5	119.5	128.0
St Patrick (Brantford)	164.5	167.0	167.0	172.5
St Patrick (Caledonia)	168.0	169.5	169.5	175.0
St. Peter	146.5	138.5	138.5	143.5
St Pius	119.5	103.0	103.0	119.0
St. Stephen	161.5	159.0	159.0	166.5
St Theresa	167.5	164.5	164.5	156.0
	6,336.5	6,415.5	6,415.5	6,610.5
Assumption	1,571.50	1,665.5	1,641.3	1,530.8
Holy Trinity	1,114.75	1,121.1	1,104.6	1,175.3
St. John's	1,410.50	1,354.7	1,334.4	1,338.0
	4,096.75	4,141.4	4,080.3	4,044.0
	10,433.3	10,556.9	10,495.8	10,654.5

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

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Board of Trustees
Submitted on: November 17, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

PRINCIPAL PERFORMANCE APPRAISALS

Public Session

BACKGROUND INFORMATION:

The Ministry of Education has established a leadership initiative entitled the Ontario Leadership Strategy (OLS). As part of the OLS, the Ministry has prepared, The Principal/Vice-Principal Performance Appraisal Guideline.

The Principal/Vice-Principal Performance Appraisal Guideline provides boards, principals and vice-principals with processes and procedures that will support improvement in leadership and in turn, student achievement. A fair and consistent appraisal process reflecting common professional expectations will contribute to increasing respect and security for principals and vice-principals.¹

DEVELOPMENTS:

The Brant Haldimand Norfolk Catholic District School Board will be fully implementing the Ministry's Principal/Vice-Principal Performance Appraisal process this year. Performance appraisals of principals are not new for our Board. Over the past two years, staff has completed eight performance appraisals. This school year, 11 principals/vice-principals will receive performance appraisals. Principals and vice-principals that have been selected for appraisal have received notification and a brief in-service regarding the basic framework of the process. Resources to support their growth plans and performance process have been made available to them. School superintendents will conduct all appraisals this year and have begun formal meetings with selected principals/vice-principals. In addition to the appraisals, all principals and vice-principals shall submit Annual Growth Plans that are aligned to the Catholic Leadership Framework and their school's improvement plans. Annual Growth Plans will be reviewed by school superintendents.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the Principal Performance Appraisal report.

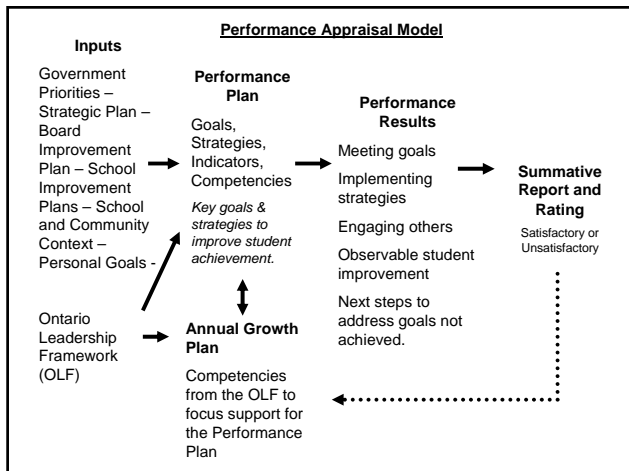
¹ <http://www.edu.gov.on.ca/eng/policyfunding/leadership/appraise.html>

Principal Performance Appraisal Workshop

Basic Principles
 Performance Appraisal Model
 Performance Appraisal Overview
 Timelines/Scheduling
 Forms and Tools (Binder)

Basic Principles

- Focus on student achievement.
- Individualized growth focus rather than a purely performance focus.
- Alignment is a focus.
- Collaborative approach.



Timelines and Scheduling		
Calendar	Newly Appointed School Leaders	Experienced School Leader in an Evaluation Year
September	Prior to Evaluation Year Develop growth plan with supervisor.	First formal meeting - develop and implement Performance and Growth Plans – address progress and supports.
December-April	Ongoing mentoring and feedback from supervisor.	Second formal meeting - revisit, reflect and revise Performance and Growth Plans in consultation with supervisor.
May	Develop Performance Plan and update Growth Plan with supervisor for evaluation year (September)	Final formal meeting – assess results and prepare Summative Report and discuss future Growth Plan.
September	Formal evaluation year. (Implementation of Performance Plan and Growth Plan with supervisor)	

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

Presented by: Bonnie McKinnon, Trustee
 Prepared by: Bill Chopp, Superintendent of Education
 Presented to: Committee of the Whole
 Submitted on: November 17, 2009
 Submitted by: Cathy Horgan, Director of Education & Secretary

REGIONAL CATHOLIC SCHOOL COUNCIL

Regular Session

BACKGROUND INFORMATION:

Catholic School Councils exist in each elementary and secondary school in the Brant Haldimand Norfolk Catholic District School Board. The Board recognizes the need for Catholic School Councils to gather for training and dialogue, to receive information and to provide input to the Board on a number of educational issues. To meet these needs, a Regional Catholic School Council was established. The Regional Catholic School Council is an advisory body. According to Board policy, Regional Catholic School Council 200.24, four meetings shall be held between September and June.

The purpose of the Regional Catholic School Council meetings is to provide a forum for information dissemination, discussion, training, sharing of best practices and facilitating communication among school councils. It also acts as a vehicle of communication for parents within the Board and Catholic School Councils. The Regional Catholic School Council provides support and enrichment to Catholic School Council Chairs on an ongoing basis.

The Regional School Council may assist in the organization of activities, such as the Annual Catholic School Symposium and may propose specific projects for parental involvement in the schools, promotion of Catholic values with the parent community and other specific projects as supported by the Board. The proposals are presented through Senior Administration and shall contain objectives, description of activities, personnel, required budgets and a brief statement of outcomes.

DEVELOPMENTS:

On November 3, 2009, the Regional Catholic School Council met. Minutes from this meeting are attached.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the Regional Catholic School Council report.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Regional Catholic School Council Minutes

November 3, 2009

Catholic Education Center

322 Fairview Drive

Brantford, ON N3T 5M8

**Regional Catholic School Council Meeting
Tuesday, November 3, 2009 – 7:00pm
Catholic Education Centre – Board Room**

1. Welcome

Bill Chopp, Superintendent of Education, welcomed everyone to the meeting and introduced Ken Spong, Chair of the Regional Catholic School Council Executive committee.

2. Opening Prayer

A prayer was led by attendees of the meeting.

3. Introductions

3.1. Trustees

Ken Spong introduced Bonnie McKinnon, Trustee of the Board and Chris Radojewski, Student Trustee.

3.2. Executive Committee – Edith Heleniak, Nancy McKinnon

Ken Spong introduced Nancy McKinnon, Secretary of the Regional School Council Executive committee. Ken noted that Edith Heleniak, Co-Chair, was unable to attend.

4. Introduction of Cathy Horgan, Director of Education

Ken Spong

Ken Spong introduced Cathy Horgan, Director of Education, who came to present the Strategic Plan and to give an update on H1N1.

4.1. Presentation: Strategic Plan

Cathy Horgan, Director of Education, first updated the group on the latest news regarding H1N1 and how it was being handled in the schools and within the Board. Cathy Horgan explained that as things evolve updates will be found on the Board website, with updates being made every Wednesday. A question and answer session followed.

Cathy Horgan then explained what strategic planning is and the purpose of the planning. She reviewed the commitments of the Board and asked the room to break up into groups to discuss whether or not these commitments are being followed through. Some discussion followed, with Cathy Horgan answering questions from the group.

5. Introduction of Chris Roehrig, Superintendent of Education

Ken Spong

Ken Spong introduced Chris Roehrig, Superintendent of Education, who came to make a presentation on school organizations.



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5.1. Presentation: School Organization – How, What

Chris Roehrig, Superintendent of Education, explained school organizations and the process the Board must go through to develop the organizations for each school. He explained the guidelines for primary class sizes and how funding is received from the Ministry of Education. Chris Roehrig answered questions from some of the attendees regarding classroom sizes and the process used when changing school organizations.

6. Introduction of Tracey Austin, Co-ordinator of Communications

Ken Spong

Ken Spong introduced Tracey Austin, Co-ordinator of Communications, who came to make a presentation on the school websites and to discuss email procedures.

6.1. Presentation: Website Update

Tracey Austin, Co-ordinator of Communications and Community Relations, gave a demonstration to the group on how to use their school council email addresses. Principals are to give the email address to all school council members so they can use it to share information. Tracey Austin also explained where information on H1N1 and flu notifications can be found on the Board website, as well as what stage her office is at with the school websites.

7. Introductions

7.1. Don Backus, Principal – Agenda Setting

Don Backus, Principal of St. Joseph's School, explained proper agenda setting. He also gave some details on how to have an effective meeting and what makes for a successful school council meeting.

7.2. Nancy McKinnon, Executive Committee – Roles of School Council Members: DEFERRED

7.3. Bill Chopp, Superintendent of Education – Policy and Procedure: DEFERRED

8. Adjournment

Ken Spong thanked everyone for attending and called the meeting adjourned.

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: November 17, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

INSURANCE RENEWAL

Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

OSBIE has once again had a surplus and, as a result, the Board of Directors have approved a refund of \$2.25 million to its subscribers. Our Board's portion of the refund was \$12,927.52. For 2010, based on actuarial estimates, the following rate adjustments are required:

Liability	0%
Property	+ 8%
Boiler	0%
Crime	0%
Automobile	0%

In addition to the above general rate increases, the insurance premium for our board has also increased as noted in the attached. The increase in liability insurance funding is to cover costs of a number of claim expenses, including three claims in excess of \$50,000 each. The reason for the property rate increase is due to two claims; the flood at Assumption College School and a fire in a portable at St. Pius X School. Appendix A is a summary which includes a history of OSBIE premiums as well as the current premiums for our Board.

In addition to their regular insurance program, OSBIE provides an incentive program to help reduce fees even further. Each year OSBIE performs a Human Element Loss Prevention (HELP) Audit to review a school board's procedures in property risk management. Our Board achieved an 87% compliance rate qualifying us for a 4% Property Premium Reduction. The maximum rebate allowed under this program is 5%.

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the 2010 insurance premium, payable to the Ontario School Board's Insurance Exchange, in the amount of \$211,852, plus PST.

Brant Haldimand Norfolk Catholic District School Board

OSBIE INSURANCE

Insurance Premium Excluding Taxes				
Description	2007	2008	2009	2010
Property	\$43,539	\$44,069	\$56,067	\$68,526
Crime	\$5,465	\$5,505	\$5,413	\$5,395
Boiler and Machinery	\$4,255	\$3,838	\$3,838	\$3,939
Liability	\$115,262	\$107,726	\$102,181	\$122,791
Non-Owned Auto	\$1,164	\$1,088	\$1,032	\$1,240
Subtotal	\$169,685	\$162,226	\$168,531	\$201,891
Fleet Automobile	\$7,511	\$7,511	\$8,735	\$9,961
Total Insurance Premium	\$177,196	\$169,737	\$177,266	\$211,852
Coverages:				
• Total Property	Unlimited			
• Crime	\$500,000			
• Deductible	\$10,000			
• Boiler and Machinery	Unlimited			
• Auto Limit	\$20 million			
• Liability	\$20 million			

Brant Haldimand Norfolk Catholic District School Board

**2009-10
Trustee Meetings and Events**

November 18, 2009	1:30 pm	Catholicity Committee
November 24, 2009	7:00 pm	Board Meeting
December 1, 2009	5:00 pm	Annual Meeting of the Board (dinner, Mass, meeting)
December 4, 2009		PA Day
December 8, 2009	3:00 pm	Policy Committee
December 8, 2009	7:00 pm	Board Meeting
December 9, 2009	7:00 pm	SEAC
December 02, 2009	9:00 am	Executive Council
December 21, 2009 - January 1, 2010		Christmas Break
January 4, 2010		Classes Resume
January 12, 2010	3:00 pm	Policy Committee
January 13, 2010	7:00 pm	SEAC
January 15-16, 2009		Directors/Chairs Conference - Toronto
January 19, 2010	7:00 pm	Committee of the Whole
January 26, 2010	7:00 pm	Board Meeting
January 27, 2010	1:30 pm	Catholicity Committee
January 30, 2010		PA Day
February 1, 2010		PA Day Secondary
February 9, 2010	3:00 pm	Policy Committee
February 10, 2010	7:00 pm	SEAC
February 15, 2010		Family Day – Board holiday, schools closed
February 16, 2010	7:00 pm	Committee of the Whole
February 17, 2010		Ash Wednesday
February 23, 2010	7:00 pm	Board Meeting
February 24, 2010	6:00 pm	50 th Anniversary – Our Lady of Fatima, Courtland
March 9, 2010	3:00 pm	Policy Committee
March 10, 2010	7:00 pm	SEAC
March 15-19, 2010		March Break
March 23, 2010	7:00 pm	Committee of the Whole
March 30, 2010	7:00 pm	Board Meeting
March 31, 2010	7:00 pm	Catholic Leadership Awards
April 2, 2010		Good Friday
April 5, 2010		Easter Monday
April 13, 2010	3:00 pm	Policy Committee
April 14, 2010	7:00 pm	SEAC
April 16, 2010		PA Day
April 20, 2010	7:00 pm	Committee of the Whole
April 27, 2010	7:00 pm	Board Meeting
April 28, 2010	1:30 pm	Catholicity Committee
April 29-May 1		OCSTA AGM – Thunder Bay
May 2-7, 2010		Catholic Education Week
May 4, 2010	7:00 pm	Celebration of the Arts – Sanderson Centre

May 11, 2010	3:00 pm	Policy Committee
May 12, 2010	7:00 pm	SEAC
May 13, 2010	1:30 pm	Faith Advisory Committee
May 18, 2010	7:00 pm	Committee of the Whole
May 24, 2010		Victoria Day
May 25, 2010	7:00 pm	Board Meeting
May 27, 2009	7:00 pm	Jean Vanier Blessing
June 3-5, 2010		CCSTA AGM - Ottawa
June 8, 2010	3:00 pm	Policy Committee
June 9, 2010	1:30 pm	Catholicity Committee
June 9, 2010	7:00 pm	SEAC
June 15, 2010	7:00 pm	Committee of the Whole
June 22, 2010	7:00 pm	Board Meeting
June 23, 2010		ACS Graduation Liturgy & Dinner
June 25, 2010	7:00 pm	ACS Graduation
June 25, 2010	9:30 am	Holy Trinity Graduation Mass
June 25, 2010	7:00 pm	Holy Trinity Graduation
June 26, 2010		Last Day of Classes
June 29, 2010	7:00 pm	St. John's College Graduation – Sanderson Centre
June 30, 2010		PA Day