



**COMMITTEE OF THE WHOLE
TUESDAY, FEBRUARY 16, 2010 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 of January 19, 2010 Pages 3-8
 - 2.4 Business Arising from Minutes

- 3. Presentations and Delegations:**

Coordinator of Communications & Community Relations Tracey Austin will provide an overview of the Kindergarten Registration Campaign.

- 4. Committee and Staff Reports**
 - 4.1 Approved SEAC Minutes – January 13, 2010 Pages 9-10
Presenter: Dennis Blake, Trustee Representative on the SEAC

 - 4.2 Unapproved Catholicity Committee Meeting Minutes – January 27, 2010 Pages 11-14
Presenter: June Szeman, Chair of the Catholicity Committee

 - 4.3 Unapproved Faith Advisory Committee Meeting Minutes – February 4, 2010 Pages 15-16
Presenter: June Szeman, Chair of the Catholicity Committee

 - 4.4 Unapproved STSBHN Consortia Meeting Minutes – February 2, 2010 Pages 17-20
Presenter: Cliff Casey, Trustee Representative on the STSBHN Committee

 - 4.5 Unapproved Accommodation Committee Minutes – February 11, 2010 Pages 21-24
Presenter: Cliff Casey, Trustee Representative on the STSBHN Committee
 - a) Surplus Property Page 25
 - b) Primary Class Size Projects Page 26
 - c) Providence Resource Centre Pages 27-28
 - d) School Renewal Projects 2009-10 Pages 29-30

 - 4.6 Unapproved Policy Committee Minutes – February 16, 2010 – TO BE DISTRIBUTED
Presenter: Bonnie McKinnon, Chair of the Policy Committee

 - 4.7 Quarterly Financial Report – November 2009 Pages 31-37
Presenter: Wally Easton, Associate Director



4.8 Technology and Student Achievement **Pages 38-40**
Presenter: Cathy Horgan, Director of Education and Wally Easton, Associate Director

4.9 Twinned Schools Update **Pages 41-42**
Presenter: Cathy Horgan, Director of Education

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 **Page 43**

11. Moment of Silent Reflection

12. Adjournment

Next meeting: CW – Tuesday, March 23 at 7:00 pm – Board Room



**Committee of the Whole
Tuesday, January 19, 2010 7:00 pm
Board Room**

Present: **Trustees:**
Joe McPherson (Chair, Committee of the Whole), Dennis Blake, Dan Dignard, Bonnie McKinnon, June Szeman, Chris Radojewski (Student Trustee)

Senior Administration:
Cathy Horgan (Director of Education), Wally Easton (Associate Director, Corporate Services & Treasurer) Trish Kings, Chris Roehrig (Superintendents of Education)

Absent: Cliff Casey

1. Call to Order

1.1 Opening Prayer

The meeting was opened with a prayer led by Joe McPherson, Chair of the Committee of the Whole.

2. Routine Matters

2.1 Approval of the Agenda

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approve the agenda for January 19, 2010.

Carried

2.2 Declaration of Interest: Nil

2.3 Approval of Minutes from the Committee of the Whole from November 17, 2009.

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approve the minutes from November 17, 2009.

Carried

2.4 Business Arising from Minutes: Nil

3. Presentations and Delegations: Nil



4. Discussion Items

4.1 Unapproved Joint Catholicity/Faith Advisory Committee Meeting – December 15, 2009

June Szeman Chair of the Catholicity and Faith Advisory Committees, reviewed the minutes of the joint meeting of the committees in December. The goals and action items for the 2009-10 school year were set out and it was noted that these items are aligned with the Catholicity Strategic Action Plan.

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receive the minutes of the Joint Catholicity and Faith Advisory meeting of December 15, 2010.

Carried

4.2 Unapproved Budget Committee Minutes – January 6, 2010

Dennis Blake Chair of the Budget Committee, reviewed the minutes and requested approval of the recommendations from the meeting of January 6, 2010 as follows:

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Budget Committee recommends the Committee of the Whole refer the 2009-10 Revised Budget Estimates, in the amount of \$110,946,161 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole receive the unapproved minutes from the Budget Committee meeting from January 6, 2010.

Carried

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole approve and refer the recommendations from the Budget Committee meeting of January 6, 2010, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



4.3 Unapproved Accommodation Committee Minutes – January 6, 2010

Dennis Blake Trustee, reviewed the minutes and requested approval of the recommendations from the meeting of January 6, 2010 as follows:

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Accommodation Committee recommends the Committee of the Whole refer the floor plan and site plan for the new elementary school in south west Brantford to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Accommodation Committee recommends the Committee of the Whole refer the floor plans for the addition to St. John's College to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Accommodation Committee recommends the Committee of the Whole refer that staff be authorized to investigate the cost to upgrade the mechanical and electrical systems at St. John's College, at a cost not to exceed \$30,000 and to provide the Accommodations Committee with the results of their investigation to the Brant Haldimand Norfolk Catholic District School Board.

Carried

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole receive the unapproved minutes from the Accommodation Committee meeting from January 6, 2010.

Carried

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole approve and refer the recommendations from the Accommodation Committee meeting of January 6, 2010, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



4.4 Unapproved Policy Committee Minutes – January 19, 2010

Bonnie McKinnon Chair of the Policy Committee, reviewed the minutes and requested approval of the recommendation from the meeting of January 19, 2010 as follows:

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends the Committee of the Whole refer the Trustee Expense Reimbursement Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole receive the unapproved minutes from the Policy Committee meeting from January 19, 2010.

Carried

4.5 Internal Audit and Audit Committee

Wally Easton Associate Director, reviewed the recommendation from the Ministry's School Board Governance Review Committee, to establish an Internal Audit Committee. Guidelines for the committee were also reviewed and approval requested for them. Committees are to be appointed by March 31, 2010 and the Ministry will provide training seminars in May or June 2010.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board approve the formation of an Audit Committee and approve the Audit Committee Guidelines.

Carried

4.6 New Ministry Curriculum Updates

Trish Kings Superintendent of Education, reviewed the new Ministry curriculum initiatives which have are being implemented during the 2009-10 school year.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the report on New Ministry Curriculum Updates.

Carried



4.7 Excursion: Mission Trip to New Orleans, Louisiana

Chris Roehrig Superintendent of Education, requested approval for secondary schools to participate in a Mission trip to New Orleans to assist in the rebuilding as a result of the devastation caused by Hurricane Katrina.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the excursion request, Mission Trip to New Orleans from January 22 to January 30, 2010.

Carried

4.8 Excursion: Canadian World Studies Department to Washington, D.C.

Chris Roehrig Superintendent of Education, requested approval for an excursion for Assumption College School to Washington, D.C.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the request from Assumption College School for an excursion to Washington, D.C. from May 6, 2010 to Sunday, May 9, 2010.

Carried

4.9 Bi-annual Report on Excursions

Chris Roehrig Superintendent of Education reviewed the bi-annual list of excursions.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

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

Carried

5. Information and Correspondence.

Joe McPherson advised trustees that he attended the Chair and Vice Chair seminar hosted by OCSTA. Trustee McPherson highlighted the program.

Cathy Horgan advised trustees that the Bishops are recommending that any fundraising for Haiti relief be directed towards the School Sisters of St. Joseph or the Development and Peace Organization.

Chris Radojewski advised that Assumption College School had raised \$7000 in two hours for relief for Haiti.

Chris Radojewski distributed the Burford Times and advised trustees that there is an article on page 14 regarding the Student Senate.



Moved by: Bonnie McKinnon
Seconded by: June Szeman

THAT the Committee of the Whole receive the information and correspondence since the last meeting.
Carried

6. Notices of Motion: Nil

7. Trustee Inquiries: Nil

8. Business In-Camera

Moved by: Bonnie McKinnon
Seconded by: 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

Moved by: Dan Dignard
Seconded: by Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approve the business of the in-camera session.
Carried

10. Future Meetings

11. Moment of Silent Reflection

12. Adjournment

Moved by: Dan Dignard
Seconded by: June Szeman

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourn the meeting of January 19, 2010.
Carried

Next Meeting: Tuesday, February 16, 2010 - Board Room



**Special Education Advisory Committee Meeting
Wednesday, January 13, 2010 – 7:00pm
Fatima Resource Centre, 344 Erie Avenue, Brantford**

- Present:** Dennis Blake, Catherine Daly, Dianne Wdowczyk, Bill Chopp, Terre Slaght, Barb Mitchell, Cathy Pearson, Nancy Smith
- Absent:** Michelle Feeney, Lisa Stockmans, Colleen Demarest and Paul Sanderson.
-

1. Opening Prayer

Terre Slaght opened the meeting with a prayer.

2. Opening Remarks

Dianne Wdowczyk welcomed everyone to the meeting. Shawn Virag, a program consultant with the Brant Haldimand Norfolk Catholic District School Board attended as a guest to observe a SEAC meeting. The committee introduced themselves to Shawn.

3. Approval of the Agenda

Moved by: Dennis Blake

Seconded by: Nancy Smith

THAT the Special Education Advisory Committee approve the minutes from November 11, 2009.

Carried

4. Approval of Minutes

Moved by: Nancy Smith

Seconded by: Barb Mitchell

THAT the Special Education Advisory Committee approve the agenda for January 13, 2010.

Carried

5. Discussion Items

5.1 Goal Setting for 2010

The committee discussed their goals for 2010. The following were determined as priorities:

- Safe Schools – Dina Dalia, Safe Schools and Equity Officer, will present to the committee in February.
- Case Studies
- Ministry Initiatives
 - Learning 4 All
 - ABA (Applied Behaviour Analysis)
 - A4 (Assessing Achievement in Alternative Areas)
 - JK/Grade 1 materials
 - ELP (Early Learning Program)



- **Decision Making**
 - Special education structure
 - Budget allocations
 - SERT allocations (advisory committee will bring their thoughts to SEAC)
 - EA allocations
 - Year end report
- Presentations from agencies represented by SEAC members

With many important decisions being made, it was noted that attendance at the next few SEAC meetings should be a priority.

6. Website Review/Recommendations

Development of the SEAC webpage has begun. Terre asked the committee to provide us with feedback and suggestions. The site will include meeting agendas, minutes, dates, times and location of SEAC meetings, as well as a directory of members.

7. Reports

7.1 Principal of Program: Special Education

Terre Slaght spoke of activities that will take place within the Board for Mental Health week.

a) Ministry Initiatives Updates

Presentations will be held at future meetings to discuss the various initiatives as noted in agenda item 5.

Terre distributed an "IEP Checklist" for parents and principals. She asked that any feedback be directed to her.

7.2 Superintendent of Education

Bill Chopp reviewed the budget revisions made for special education and explained the rationale for the changes.

8. Community Agency Updates

Dianne Wdowczyk, Woodview Children's Centre, informed the committee that Woodview is launching a parent support group for mental health clients. The first meeting will be held on March 2, 2010.

Nancy Smith, Down Syndrome Association of Ontario, a tea will be held in March at the Polish Hall. Tickets will be available at the next SEAC meeting.

9. Business for Next Meeting - Nil

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



**Catholicity Committee
January 27, 2010 1:30 pm
Meeting Room**

Present: June Szeman (Chair), Tracey Austin, Father Michael Bennett, Marg Boyd, Christina Costa, Mary Gallo, Lisa Gleason, Cathy Horgan, Wayne Lachapelle, Len McDonald, Bonnie McKinnon, Dalia Sciallo, Father David Wilhelm, Joyce Young

Absent: Sarah Farrant, Kathleen Hope

1. Opening Prayer

The meeting was opened with a prayer led by June Szeman Chair of the Catholicity Committee. Bonnie McKinnon will replace Joe McPherson as the trustee representative on this committee.

2. Approval of the Agenda

Moved by: Father David Wilhelm

Seconded by: Marg Boyd

THAT the agenda for the Catholicity meeting be approved.

Carried

3. Approval of Minutes

The minutes of the Joint Catholicity/Faith Advisory Committees from December 15, 2009 were approved.

4. Discussion Items

4.1 Faith Day 2010 and looking at 2010 theme

The school year will once again begin prior to Labour Day. As a result, the suggestion has been made that we start with a board-wide Faith Day similar to last year. The Board theme for 2010 will be highlighted at that time. The Sanderson Centre has already been booked for September 2 and the day will begin with a Eucharistic liturgy. Sister Anne Bryan Smollin will be the keynote speaker. The song written for Catholic Education Week 2010 incorporates our themes and could also be used that day.

A committee meeting to work on Faith Day 2010 will be held prior to our April 28th meeting and the plans will be shared with the Catholicity Committee.



4.2 Strategic Action Plan

The committee reviewed various suggestions to reflect the goals of the Catholicity Strategic Action Plan. Questions were raised regarding how many of the suggestions should be mandated? Could connections be made to the Board and School Improvement plans and the Board theme?

SUGGESTION	WHO	TIMELINE
Use parish youth minister or other designated parish contact persons on a regular basis	Principal and pastor	Ongoing
Regular priest visits re: liturgies		
School websites - provide picture of parish church and other pertinent parish information	Wayne LaChapelle (Media project for secondary school communication students) and school principal	
Link to parish websites	School Principals	
Insert in parish bulletins on a regular basis (quarterly) regarding what is happening in schools, both elementary and secondary	School Principals/Parish Priest	
Extend an invitation to priests to attend school and Board functions	School Principals	Six months in advance
Printed and electronic materials regarding the theme to be sent to the parishes	School Principals Communications	Finished by the end of June;
Letter explaining the 2010 theme	Communications	NOTE: system info - send in small quantities; school info - send in larger quantities
Presentations at Deanery meetings	Director of Education	Ongoing
School year calendars	School Principals	Send out early to parishes
List from parishes of preferred way of communicating with parish	Communications or Director's Executive Assistant	Information could come from a single source (Director's Office?)
Invite priest to JK orientation	School Principals	
Talk on Catholic Education week at Sunday Masses		
Invite parishioners to tour schools during Open House night	Parish Priest	
Joint parish and school projects		



SUGGESTION	WHO	TIMELINE
Take picture of clergy at Board events and then send pictures back to parish to be use in newsletters, bulletins, etc.	Communications?	
School websites could include pastoral information for reception of Sacraments	School Principals	
Create a best practices booklet and a checklist (including parish contact and school contact) for principals to assist in dialogue between principals and priests	Principal committee headed by Dalia Sciuillo	
Agendas could include parish information	?? Is customizable section large enough?	
Schools could supply pastors with copy of the student agendas	School Principals	

4.3 Integration of FACE Goals into the Board's Strategic Action Plan Goals

Suggestions were proposed by FACE to assist in support of Catholic education. The committee decided to engage with our local political leaders by inviting both Dave Levac and Toby Barrett to have a discussion with us using the following criteria :

- only some members of the committee would bet at these meetings
- each MPP would meet separately with the committee
- the questions would be formulated ahead of time
- Joyce Young, Len McDonald, Bonnie McKinnon, Father David Wilhelm, Lisa Gleason and June Szeman volunteered to be on the committee
- the meetings would occur prior to the April 28th Catholicity meeting

Foci for next meeting - encouraging assessment registration

- Communications in various areas - good news stories, etc.

5. Information Items

5.1 Kindergarten Registration – Implementation of Suggestion from Committee

Kindergarten registrations- signs were placed in Lynden Park Mall, on billboards, and in newspapers; information was also distributed to parishes through bulletins, as previously suggested by the committee.

The committee considered providing each child a gift at Baptism? A suggestion was made that some type of postcard might be more suitable. The discussion will continue at the next meeting.



5.2 OCSTA Update

Materials were distributed from OCSTA regarding Catholic Education Week.

5.3 Culture of Life Conference for Hamilton Diocese

Ten students from each secondary school will be attending a Culture of Life Conference in Hamilton on February 12.

5.4 Catholic Leadership Awards - Holy Trinity on April 7 at 7pm.

5.5 Catholic Education Week -2010

5.6 Haiti Relief Efforts

A spread sheet outlining the Haitian relief fundraising efforts in schools within the Board was included in each member's package.

Next Meeting: Wednesday, April 28, 2010 - Haldimand Room: 1:30 -3:30 pm



**Faith Advisory Committee Meeting
February 4, 2010
Haldimand Room**

Present: June Szeman(chair), Sharon Boase, Father Al Dufraimont, Kathleen Evans, Sarah Farrant, Lisa Gleason, Kathleen Hope, Monsignor Murray Kroetsch, Joyce Young

Absent: Mary Leonard, Laurence McKenna, Joe McPherson

1. Opening Prayer

June Szeman Chair of the Faith Advisory Committee opened the meeting with a prayer.

2. Approval of the Agenda

The agenda was approved.

3. Approval of Minutes

The minutes from December 15, 2009 were approved. It was noted that Mary Theresa Coene would be removed from the Members List as she is currently on leave.

4. Discussion Items

4.1 Virtues Document update

The document is now in final editing. There is a Board template being developed for all Board documents. This document will then be "branded" and printed.

Samples of materials from the Catholic District School Board of Eastern Ontario were reviewed and it was decided that we could produce similar companion bridging pieces for our documents. The two Virtues Document Committees (writing and editing) will meet later this month to review the materials and create a brochure making connections using our foundational document. At that time, the secondary schools Art Departments will be asked to produce a series of posters to accompany the virtues.

▪ **Timelines:**

- Virtues Committees will meet by the end of February
- Art Department Heads will meet prior to March break
- Posters will be submitted by mid- April
- Mock-ups will be ready for May 13 Faith Advisory Committee meeting

4.2 Bishops' letter re: Bishop Lahey

A request has been made by the CCCB to replace the letter from Bishop Lahey in the Grade 7, 8, 9 religion texts. The committee decided that there was no need to do this.



4.3 Kindergarten Registration

The new Early Learning initiative from the Ministry of Education will begin in September 2010. Certain schools will have all day, every day learning for four and five year olds. The Religious Education component for these students will be delivered through the, "In God's Image" program currently being used in our JK/SK classes. The committee felt that there was enough in the program to do the job well.

4.4 Chaplaincy Committee

The committee has been working at creating a reference document for our Board that encompasses the roles and responsibilities of the Chaplaincy leader as well as an appraisal form. The committee will view some of these documents at the May 13 Faith Advisory Committee meeting.

4.5 Key Learnings Document

The final document was presented to the committee. It will be also be "branded" using the new template for Board documents. Principals will be introduced to the document at a future meeting. It will then be rolled out to teachers. Electronic copies will be placed on the Board intranet. The document was well received by the committee. A suggestion was made that the document also be placed on the Board website as a resource for parents.

4.6 Suggestions for Future Discussion Items

The mandate of this committee is to review and recommend programs, policies and procedures to the Board regarding Religious Education and Family Life education. Keeping this mandate in mind, at future meetings, this committee will be discussing the School Effectiveness Framework, the Elementary Health and Physical Education curriculum document and the Equity document.

5. Information Items

5.1 Faith Day 2010

Subject to Board approval, the 2010-11 school year will begin with a Board-wide Faith Day on September 2, 2010 at the Sanderson Centre. Bishop Bergie will celebrate the Eucharist and the keynote speaker will be Sister Anne Bryan Smollin, CSJ.

It was requested that the pastors be given this date early so that they can make plans to attend.

5.2 Strategic Plan Update

Cathy Horgan has been visiting all the schools, sites and deaneries in the Board to share and get feedback on the Strategic Plan. Two issues seem to be consistently arising; first is the language used in the report and the second issue the measurement of having achieved the goals.



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

**STUDENT TRANSPORTATION SERVICES
 OF BRANT HALDIMAND NORFOLK (STSBHN)**
Tuesday, February 2, 2010, 9:00 a.m.
Norfolk Room- Grand Erie District School Board
349 Erie Ave, Brantford

MINUTES

Present:

GEDSB: Jamie Gunn, Superintendent of Business
 Don Werden, Trustee

BHNCDSB: Wally Easton, Associate Director and Treasurer
 Cliff Casey, Trustee

CSDCCS: Bobby Soomaroo, Superintendent of Business
 (via teleconference) Mario Nantej, Director of Transportation and Payroll

Secretary: Philip Kuckyt, Manager of Transportation

Regrets: Jim Wibberly, Director of Education – GEDSB
 Cathy Horgan, Director of Education – BHNCDSB

1.0 Call to Order, Welcome and Introductions

J. Gunn welcomed everyone to the meeting and introductions were made around the table.

2.0 Approval of Agenda for February 2, 2010

Agenda was approved with the one addition of to New Business – Effectiveness and Efficiency Follow-up (5.2)

CARRIED

3.0 Approval of Minutes from November 3, 2009

No minutes were provided at the time of the meeting. Approval of meeting minutes will take place at the next scheduled meeting

4.0 Business Arising from Previous Meeting(s)

4.1 Report on status of zones for inclement weather

P Kuckyt reported that the website, www.stsbhn.ca, has a fully functional inclement weather section dedicated to informing parents, students, and Board staff of where inclement weather closures have occurred. In addition to the cancelled/ delayed zone flashing and indicating "cancelled" or "delayed", the routes which cross zones which will also be affected have also been listed.

4.2 Report on Administrative Agreement Amendment

The amendment was signed by each of the member Boards Officers with copies of the completed and signed agreement distributed to each Board.

4.3 Draft Consortia Policy and Procedures Approval

P Kuckyt explained that the procedures presented to the committee were the result of combining procedures identified through the E&E review committee as an industry best practice and then modifying the documents to ensure that they complied with the current policies and procedures in place with STSBHN's member Boards.

B Somaroo explained that the practice of having policies controlled and maintained at the Board level while having procedures specific to transportation was common among shared consortium that his Board deals with. B Somaroo went on to further explain that these procedures, controlled by the consortium, should be reviewed as deemed necessary by the Administrative Committee and only adopted after formal approval has been given by the Governance Committee.

J Gunn proposed that each member Board hold one transportation policy which outlines service criteria (ie: eligibility distance) with all operational procedures being delegated to the consortium and the various associated committees to approve.

W Easton reiterated that through the Consortium Agreement, members of the Board of Trustees have a voice as to what direction the consortium will go with their voting right.

C Casey stated that the group would have to go through each procedure, one at a time, and approve them on an individual basis.

B Somaroo stated that the procedures should be brought to the Board of Trustees attention but only in the form of a discussion piece and not for approval. The E&E review committees are looking for separation Board's to control policy while consortium's control procedures.

J Gunn suggested that each group bring the draft procedures to their respective Board of Trustees to get comments on what the Board would like to see contained in their policies and what they would like to have delegated to the consortium to control and manage.

It was agreed that each group will take the draft procedures to their Board of Trustees and bring back all feedback to the May Governance Committee meeting with the expectation that a full discussion and approval of the currently drafted materials will take place.

The Governance Committee agreed that a procedure needed to be created which would govern how procedures are developed and approved going forward. This task was delegated to the Administrative Committee to bring back to the group in the May meeting.

4.4 Confirm Board Approval to Delegate Authority to STSBHN

J Gunn advised that this topic is similar in nature to the previously discussed item of policy and procedure control.

4.5 Consortium Mission Statement Approval

P Kuckyt was not able to present a statement at the time of the meeting. Discussions will take place between P Kuckyt and the Administrative Committee to create a missions statement for STSBHN and present it for approval at during the May meeting.

4.6 Incorporation of Consortia Approval

W Easton presented the report which was prepared with the assistance of Keel Cottrelle on the benefits of moving the consortium to a separate legal entity status. The report suggested that incorporating the current entity would limit some liability to all member Boards and assist in the effective and efficient operation of the day-to-day operation. W Easton reported that the move would not have any impact on OSBIE premiums and that the current arrangements to continue with the services offered by the consortium's "Lead Board" could also continue. The issue of the lack of language in recently passed provincial legislation and the possible ramifications of GST/ HST was raised. J Gunn and W Easton both spoke to the fact that it is their understanding that the new tax will not have any impact on the net payout of school Boards. The Lead Board will continue to take the entire rebate on charged services and bill the other member Boards on the net amount.

The estimated cost of incorporation was pegged at between \$3500 to \$5000. B-Somaroo pointed out that one change which the group must be made aware of, if the consortium is to incorporate, would be the fact that the entity would have to have audited reports separate from the member Board's prepared financial statements.

It was recommended that the Governance Committee of STSBHN recommend the approval of the incorporation of the consortia to the member boards. The recommendation was moved by J Gunn, seconded by B Somaroo.

W Easton will provide sample documentation on incorporation to pass out to the trustees for the meeting.

5.0 New Business

5.1 Interest in GPS hardware/ software

P Kuckyt spoke to the current opportunity to partake in a group purchase of GPS units and related software through an offer made by the consortium's current routing software provider. The group purchase could allow for a savings of up to 32.2% of the GPS units upfront cost by participating in the quantity order as well as other software and installation discounts.

B Somaroo mentioned that other consortiums that he is a part of in other geographic areas has approved a motion to purchase the GPS hardware and software and will be partaking in the group purchase. B Somaroo rationalized that by investing in the technology now, it will look favorably for future E&E reviews.

D Werden pointed out that with approximately 450 buses being contracted by the consortium, the upfront cost would be approximately \$400,000 with an annual cost thereafter of \$130,000.

C Casey questioned the amount of actual cost savings to be achieved by this kind of investment. P Kuckyt was not able to comment on the actual savings which could be achieved.

As the GPS units work through a wireless Telus network, J Gunn questioned if the units would even be feasible in some of the region's remote areas (ie: Houghton).

B Somaroo pointed out that there was the ability to share the cost of the units with local operators as there was value to their operation as well to have units tracked. P Kuckyt will contact the manager of the consortium to inquire about the extent of cost sharing.

W Easton suggested to contact local bus operators to gage their interest in the technology to see if a partnering arrangement can be negotiated.

5.2 Effectiveness and Efficiency Review Action Items Status

In an effort to ensure that all action items, identified in the recent E&E review, are completed by the consortium prior to the next review date, a suggestion was made to

have a chart created which would indicate the action item, who is assigned to the item, and the status. This chart would be reviewed at Governance Committee meetings going forward to ensure that progress is being made on the items as well as to provide updates to the Board of Trustees. The creation of the action items list was delegated to the Administrative Committee who will present the list and the initial status at the meeting in May.

6.0 Other Business

None

7.0 Next Meeting

The next Governance Committee meeting is scheduled for Thursday May 6, 2010 @ 9:00 in the Brant Room

8.0 Adjournment

A motion to adjourn was made by D Werden and seconded by C Cassey.

CARRIED

DRAFT

MINUTES AND RECOMMENDATIONS

ACCOMMODATIONS COMMITTEE

February 11, 2010

AGENDA ITEM	MOTION
5.1	THAT the Accommodations Committee recommend that Committee of the Whole refer the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval to sell the former Sacred Heart School, Paris property by way of tender to the general public, subject to approval of the Ministry of Education.
6.1	THAT the Accommodations Committee recommend the Committee of the Whole refer the Primary Class Size Projects report to the Brant Haldimand Norfolk Catholic District School Board to delay the St. Peter School and the St. Bernard of Clairvaux School Primary Class Size Accommodation Projects until further information is received from the Ministry of Education.
6.2	THAT the Accommodations Committee recommend the Committee of the Whole refer the Providence Resource Centre report to the Brant Haldimand Norfolk Catholic District School Board for approval of: 1. THAT the Providence Resource Centre be demolished. 2. THAT Information Technology Services be moved to St. Mary School, Brantford, subject to the Engineers' reports.
6.3	THAT the Accommodations Committee recommend the Committee of the Whole refer the School Renewal Projects 2009-10 to the Brant Haldimand Norfolk Catholic District School Board for approval in the total amount of \$659,736.

THAT the Committee of the Whole receive the unapproved minutes from the Accommodations Committee Meeting from February 11, 2010.

THAT the Committee of the Whole refer the recommendations from the Accommodations Committee Meeting of February 11, 2010, to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Accommodations Committee
Thursday, February 11, 2010 – 7:00 p.m.
Haldimand Room, Catholic Education Centre**

Present: Dennis Blake, Cliff Casey (Chair), Wally Easton, Joe McPherson, June Szeman

1. Opening Prayer

Cliff Casey opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Joe McPherson

Seconded by: Dennis Blake

THAT the Accommodations Committee approve the Agenda of February 11, 2010 with the addition of Agenda Item #6d) – St. John's College Retrofit.

Carried

3. Approval of the Minutes

Moved by: Dennis Blake

Seconded by: Joe McPherson

THAT the Accommodations Committee approve the Minutes of January 6, 2010.

Carried

4. Declaration of Conflict of Interest: Nil.

5. Business Arising from the Minutes

5.1) Surplus Property

Moved by: Joe McPherson

Seconded by: Dennis Blake

THAT the Accommodations Committee put the recommendation regarding surplus property back on the table for discussion.

Carried

At the January 6, 2010 Meeting, the Committee tabled the motion to sell the former Sacred Heart School property in Paris pending staff's review of options for selling the property. Staff presented three options to the Committee: use a real estate agent, sell by auction or sell by tender. Offering a school for sale to the general public requires Ministry of Education approval.



Moved by: Joe McPherson

Seconded by: June Szeman

THAT the Accommodations Committee recommend that Committee of the Whole refer the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval to sell the former Sacred Heart School, Paris property by way of tender to the general public, subject to approval of the Ministry of Education.

Carried

6. Information Items:

6.1 Primary Class Size Projects

All capital projects are subject to approval by the Ministry of Education. There are a few recent developments which have delayed approvals from the Ministry for certain capital projects, including Primary Class Size Projects. With these developments, we have instructed the architects to halt any further work on the two primary class size accommodation projects.

Moved by: Dennis Blake

Seconded by: Joe McPherson

THAT the Accommodations Committee recommend the Committee of the Whole refer the Primary Class Size Projects report to the Brant Haldimand Norfolk Catholic District School Board to delay the St. Peter School and the St. Bernard of Clairvaux School Primary Class Size Accommodation Projects until further information is received from the Ministry of Education.

Carried

6.2 Providence Resource Centre

In order to proceed with the addition at St. John's College, it is necessary that the Providence Resource Centre (PRC) be demolished. In order to demolish the building, staff in the building must be relocated. Several options were discussed.

Moved by: Joe McPherson

Seconded by: Dennis Blake

THAT the Accommodations Committee recommend the Committee of the Whole refer the Providence Resource Centre report to the Brant Haldimand Norfolk Catholic District School Board for approval of:

1. THAT the Providence Resource Centre be demolished.
2. THAT Information Technology Services be moved to St. Mary School, Brantford, subject to the Engineers' reports.

Carried

6.3 School Renewal Projects 2009-10

The total cost for the proposed projects is \$659,736 for 2009-10. The difference between the grant and the proposed expenditures (almost \$900,000) will be used to pay down the excess expenditures from the first few years. The Committee reviewed the projects for 2009-10.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

Moved by: Dennis Blake
Seconded by: Joe McPherson

THAT the Accommodations Committee recommend the Committee of the Whole refer the School Renewal Projects 2009-10 to the Brant Haldimand Norfolk Catholic District School Board for approval in the total amount of \$659,736.

Carried

6.4 St. John's College Retrofit

Wally Easton gave a verbal report on the retrofit project. It is intended that the retrofit of mechanical and electrical systems in the existing school be completed at the same time as the addition as this will be more economical and less disruptive to the school. A further update will be brought to the Committee when staff receive the Engineer's report.

Moved by: June Szeman
Seconded by: Joe McPherson

THAT the Accommodations Committee recommend the Committee of the Whole refer the St. John's College Retrofit report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

7. Trustee Enquiries: Nil.

8. Business of the In-Camera Session

Moved by: June Szeman

Seconded by: Dennis Blake

THAT the Accommodations Committee move to an In-Camera Session.

Carried

9. Report on the In-Camera Session

Moved by: Dennis Blake

Seconded by: Joe McPherson

THAT the Accommodations Committee approve the business of the In-Camera Session.

Carried

10. Adjournment

The meeting was adjourned at 8:45 p.m.

Next meeting: Tuesday, February 23, 2010 at 5:00 p.m.

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Presented to: Accommodations Committee
Submitted on: January 6, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

SURPLUS PROPERTY

Public Session

BACKGROUND INFORMATION:

In May 2009, the Board of Trustees declared that the Sacred Heart School Property, located at 50 Main Street, Paris, was not required for purposes of the Board and the property was offered for sale. The disposition of property is subject to the approval of the Lieutenant Governor in Council. Regulation 444/98 requires that an English-language separate district school board issue a proposal to sell real property to various government agencies before the property is offered to the general public. In order to sell the property, it must be made available to prescribed agencies for 90 days. The sale price must be at fair market value or some lesser amount as determined by the Regulation. If the Board does not receive an offer from the prescribed agencies within the 90-day period, the Board may sell the property, subject to the approval of the Minister, to any other body or person.

DEVELOPMENTS:

On September 15, 2009, a letter to sell the property was issued to various government agencies. After the prescribed 90-day period, the Board did not receive an offer to purchase from these agencies.

ORIGINAL MOTION

RECOMMENDATION:

THAT the Accommodations Committee recommend that the Brant Haldimand Norfolk Catholic District School Board sell the former Sacred Heart School property to any other body or person, subject to approval from the Ministry of Education.

AMENDED MOTION

RECOMMENDATION:

THAT the Accommodations Committee recommend that Committee of the Whole refer the Surplus Property Report to the Brant Haldimand Norfolk Catholic District School Board for approval to sell the former Sacred Heart School, Paris property by way of tender to the general public, subject to approval of the Ministry of Education.

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Accommodations Committee
Submitted on: February 11, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

PRIMARY CLASS SIZE PROJECTS

Public Session

BACKGROUND INFORMATION:

In February 2009, the Board approved additions at St. Peter School in Brantford and St. Bernard of Clairvaux School in Waterford through the Primary Class Size Accommodation grant. The Primary Class Size (PCS) Accommodation grant was to assist school boards with extra classrooms required to meet the reduction in primary class size.

DEVELOPMENTS:

All capital projects are subject to approval by the Ministry of Education. There are a few recent developments which will affect the funding allocations for certain capital projects.

1. The current economic climate is causing the province some financial concerns and the Ministry has not allocated funds for new capital projects in 2009-10.
2. The Ministry has recently announced the new Early Learning Program. Although there is no capital funding for the first year, there will be funding in subsequent years. This is a priority of the government and will take priority over other capital projects.
3. There is now a new Minister of Education and the Assistant Deputy Minister, Finance and Business has been transferred to another Ministry. It may be a few months before any new capital programs are announced or projects approved.

With these developments, Board staff have instructed the architects not to proceed with any further work on the two primary class size accommodation projects.

RECOMMENDATION:

THAT the Accommodations Committee recommend the Committee of the Whole refer the Primary Class Size Projects report to the Brant Haldimand Norfolk Catholic District School Board to delay the St. Peter School and the St. Bernard of Clairvaux School Primary Class Size Accommodation Projects until further information is received from the Ministry of Education.

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Accommodations Committee
Submitted on: February 11, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

PROVIDENCE RESOURCE CENTRE

Public Session

BACKGROUND INFORMATION:

The Board has approved an addition to St. John's College and the Ministry of Education has approved an allocation of \$6 million for construction, consultant fees, furniture and equipment. The project will go to tender in the next couple of months and construction should begin in June 2010.

DEVELOPMENTS:

In March 2009, a report was presented to the Committee regarding the site plan for the addition. Staff had suggested that the parking at St. John's College needed to be expanded and that the Providence Resource Centre (PRC) be demolished in order to provide additional parking and generally improve the vehicle circulation at the school. The PRC is a former convent and is in need of significant repair. However, in order to demolish the building the staff in the building must be moved.

Possible sites are:

1. St. Jean de Brébeuf School as it is now closed. There have been concerns about health and safety raised by the unions, primarily regarding the proximity of the hydro substation adjacent to the school. Also, the school has significant maintenance needs.
2. The former Sacred Heart School which is now vacant, but the location is not suitable and the property value is such that it would be more advantageous to sell it.
3. A small commercial unit in a light industrial area of Brantford. There are a number of locations available due to the current real estate market conditions.
4. There is space at a few of the Board's schools; however, there is not enough space to accommodate all of the PRC staff. The main concern is the location of the Information Technology Services (ITS). We have investigated a few locations and St. Mary School, Brantford, has suitable space for ITS which would not interfere with students or the program of the school. There are some complications as the school is old and the structure of the school needs to be examined further. In addition, Library Services is located at the PRC; therefore, they will require a new home. The space need for Library Services is equivalent to a classroom and there are a few suitable locations. Other staff can be relocated easily on a temporary basis, if necessary.

There are many costs associated with the above moves. Moving ITS to St. Mary School will be the most reasonable as there are no costs to purchase or significantly upgrade the building.

RECOMMENDATION:

THAT the Accommodations Committee recommend the Committee of the Whole refer the Providence Resource Centre report to the Brant Haldimand Norfolk Catholic District School Board for approval of:

1. THAT the Providence Resource Centre be demolished.
2. THAT Information Technology Services be moved to St. Mary School, Brantford, subject to the Engineers' reports.

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Accommodations Committee
Submitted on: February 11, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

SCHOOL RENEWAL PROJECTS 2009-10

Public Session

BACKGROUND INFORMATION:

In November 2000, the Board approved the Long-Term Capital Plan, which included a five-year School Renewal Plan. The Plan has been under review for the last few years and will be completed after enrolment projections are completed. The Grants for Student Needs for 2009-10 provides a School Renewal Grant of approximately \$1.5 million. The Long-Term Capital Plan, as approved by Board, provided for expenditures which exceed the grant in the first few years. The excess expenditures were to be repaid over the period from 2005 to 2013. The balance at August 31, 2009 to be financed was \$1.7 million.

DEVELOPMENTS:

Attached is a summary of the proposed School Renewal Projects (Appendix A) for this year. A detailed schedule of projects at each school has been reviewed by Senior Administration and has been discussed with the principals of the schools. The total cost for the proposed projects is \$659,736 for 2009-10. The difference between the grant and the proposed expenditures (approximately \$900,000) will be used to pay down the excess expenditures from the first few years. Although the planned renewal program is significantly less than previous years, there have been many repairs and renovations completed in the last six years. In addition, the Ministry's Good Places to Learn program paid for \$8.4 million of projects over the last four years.

Most of the projects for 2009-10 are minor, but a couple of major projects are to repair two siporex roofs and to re-key the interior doors of St. John's College.

RECOMMENDATION:

THAT the Accommodations Committee recommend the Committee of the Whole refer the School Renewal Projects 2009-10 to the Brant Haldimand Norfolk Catholic District School Board for approval in the total amount of \$659,736.

APPENDIX A

Summary of School Renewal Projects 2009-10

Building Renovation & Upgrades	\$153,055
Asbestos	120,702
HVAC & Mechanical	59,322
Studies	48,421
Walls/Foundations/Bricks	58,640
Portable Renovations	5,500
Electrical Upgrades	1,500
Doors/Windows/Hardware	99,563
Site Works	42,033
Security & Communications	71,000
TOTAL	659,736

**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: February 16, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

FINANCIAL REPORT – NOVEMBER 2009

Public Session

BACKGROUND INFORMATION:

Staff prepares a summary of expenditures for the Board every three months. Attached is the Board *Expenditure Report* for the three months ending November 30, 2009.

DEVELOPMENTS:

Generally there are few significant variances to report at this time. With 24.8% of the total Budget spent, we are basically on track, as three months into the year we would expect to have spent approximately one quarter of the total budget.

Salaries are being monitored closely each month and the current projection to year end is slightly below budget. The expected percentage of salary budget spent at November varies by employee group. Teaching staff have received six pays during this period, approximately 23% of annual pay. Support staff have received between 23% and 29% of annual pay for twelve month and ten month staff during the same time frame, explaining the slight variation of percentage spent between the various salary lines. The Lunch Monitors budget line is 24.5% spent, which is basically on track for this time of year.

The more significant expenditures at this time include an increase in Professional Development costs as the Ministry has funded new initiatives in this area. It should also be noted that a number of maintenance contracts require payment of annual fees in the first quarter, leaving these budget lines with little spending room for the rest of the year.

Expenditures identified as New Pupil Places are both interest and principal payments of debenture debt made in the first quarter.

The Governance/Trustees department is 44.4% spent as the annual Trustee fees are paid in the first quarter.

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the Financial Report – November 2009.

BRANT HALDIMAND NORFOLK CDS BD
Monthly Board Report
FOR THE MONTH ENDING November 30, 2009

	Budget	Expenditures	% Spent
OPERATING INSTRUCTION			
SALARIES & WAGES	48,215,161	11,233,836	23.3
EMPLOYEE BENEFITS	5,707,515	991,215	17.4
STAFF DEVELOPMENT	120,642	48,124	39.9
SUPPLIES & SERVICES	1,507,483	431,193	28.6
REPLACEMENT F & E	108,320	70,455	65.0
RENTALS/LEASES	430,000	0	0.0
FEES & CONTRACTUAL SERVICES	318,504	190,226	59.7
OTHER	0	0	0.0
Total INSTRUCTION	56,407,624	12,965,048	23.0
SPECIAL EDUCATION			
SALARIES & WAGES	10,047,050	2,530,171	25.2
EMPLOYEE BENEFITS	1,849,064	406,464	22.0
STAFF DEVELOPMENT	37,700	7,632	20.2
SUPPLIES & SERVICES	251,089	21,301	8.5
REPLACEMENT F & E	182,000	28,278	15.5
RENTALS/LEASES	0	0	0.0
FEES & CONTRACTUAL SERVICES	55,000	8,158	14.8
Total SPECIAL EDUCATION	12,421,903	3,002,002	24.2
SCHOOL MANAGEMENT/SCHOOL SERVICES			
SALARIES & WAGES	6,604,008	1,657,540	25.1
EMPLOYEE BENEFITS	916,751	196,719	21.5
STAFF DEVELOPMENT	26,000	9,605	36.9
SUPPLIES & SERVICES	346,672	79,660	23.0
REPLACEMENT F & E	37,891	9,878	26.1
RENTALS/LEASES	37,000	15,159	41.0
FEES & CONTRACTUAL SERVICES	152,500	19,124	12.5
Total SCHOOL MANAGEMENT/SCHOOL SERVICES	8,120,822	1,987,685	24.5
STUDENT SUPPORT SERVICES-GENERAL			
SALARIES & WAGES	524,147	128,320	24.5
EMPLOYEE BENEFITS	73,209	16,544	22.6
STAFF DEVELOPMENT	0	0	0.0
SUPPLIES & SERVICES	0	243	0.0
RENTALS/LEASES	0	0	0.0
Total STUDENT SUPPORT SERVICES-GENERAL	597,356	145,107	24.3
COMP & OTH TECH STUDENT SUPP SERV			
SALARIES & WAGES	829,687	192,094	23.2
EMPLOYEE BENEFITS	187,983	38,953	20.7
STAFF DEVELOPMENT	17,500	545	3.1
SUPPLIES & SERVICES	288,750	76,044	26.3
RENTALS/LEASES	5,000	0	0.0
FEES & CONTRACTUAL SERVICES	46,442	0	0.0
CAPITAL EXPENDITURE	0	0	0.0
Total COMP & OTH TECH STUDENT SUPP SERV	1,375,362	307,636	22.4
LIBRARY SERVICES			
SALARIES & WAGES	810,732	204,471	25.2
EMPLOYEE BENEFITS	168,906	38,371	22.7
STAFF DEVELOPMENT	2,000	226	11.3
SUPPLIES & SERVICES	101,259	37,443	37.0
Total LIBRARY SERVICES	1,082,897	280,510	25.9

BRANT HALDIMAND NORFOLK CDS BD
 Monthly Board Report
 FOR THE MONTH ENDING November 30, 2009

	Budget	Expenditures	% Spent
GUIDANCE SERVICES			
SALARIES & WAGES	922,357	189,952	20.6
EMPLOYEE BENEFITS	92,913	13,239	14.3
SUPPLIES & SERVICES	2,750	593	21.6
REPLACEMENT F & E	0	0	0.0
Total GUIDANCE SERVICES	1,018,020	203,783	20.0
TEACHER SUPPORT SERVICES			
SALARIES & WAGES	1,214,234	268,781	22.1
EMPLOYEE BENEFITS	145,829	22,050	15.1
STAFF DEVELOPMENT	14,600	3,388	23.2
SUPPLIES & SERVICES	105,300	116,868	111.0
REPLACEMENT F & E	0	0	0.0
RENTALS/LEASES	0	0	0.0
FEES & CONTRACTUAL SERVICES	12,700	21,008	165.4
OTHER	0	0	0.0
Total TEACHER SUPPORT SERVICES	1,492,663	432,095	29.0
GOVERNANCE/TRUSTEES			
SALARIES & WAGES	64,700	16,173	25.0
EMPLOYEE BENEFITS	2,588	345	13.3
STAFF DEVELOPMENT	20,000	953	4.8
SUPPLIES & SERVICES	19,300	1,962	10.2
REPLACEMENT F & E	8,000	6,952	86.9
FEES & CONTRACTUAL SERVICES	0	0	0.0
OTHER	51,250	47,317	92.3
Total GOVERNANCE/TRUSTEES	165,838	73,702	44.4
GENERAL ADMINISTRATION			
SALARIES & WAGES	1,183,706	279,321	23.6
EMPLOYEE BENEFITS	171,892	35,418	20.6
STAFF DEVELOPMENT	36,000	6,448	17.9
SUPPLIES & SERVICES	46,100	8,447	18.3
REPLACEMENT F & E	1,500	8,261	550.7
FEES & CONTRACTUAL SERVICES	165,100	4,417	2.7
OTHER	20,200	6,353	31.5
Total GENERAL ADMINISTRATION	1,624,498	348,666	21.5
BUSINESS ADMINISTRATION			
SALARIES & WAGES	486,368	112,016	23.0
EMPLOYEE BENEFITS	109,808	23,227	21.2
STAFF DEVELOPMENT	7,000	170	2.4
SUPPLIES & SERVICES	60,500	10,574	17.5
REPLACEMENT F & E	10,000	-920	-9.2
RENTALS/LEASES	5,000	0	0.0
FEES & CONTRACTUAL SERVICES	281,855	50,285	17.8
OTHER	0	583	0.0
Total BUSINESS ADMINISTRATION	960,531	195,935	20.4
HUMAN RESOURCES ADMINISTRATION			
SALARIES & WAGES	416,803	89,595	21.5
EMPLOYEE BENEFITS	79,648	13,209	16.6
STAFF DEVELOPMENT	6,400	892	13.9
SUPPLIES & SERVICES	27,500	6,757	24.6
FEES & CONTRACTUAL SERVICES	132,900	6,163	4.6
Total HUMAN RESOURCES ADMINISTRATION	663,251	116,616	17.6

BRANT HALDIMAND NORFOLK CDS BD
 Monthly Board Report
 FOR THE MONTH ENDING November 30, 2009

	Budget	Expenditures	% Spent
INFORMATION TECHNOLOGY ADMINIS.			
SALARIES & WAGES	48,729	11,218	23.0
EMPLOYEE BENEFITS	9,575	1,680	17.6
REPLACEMENT F & E	6,550	0	0.0
RENTALS/LEASES	0	0	0.0
FEES & CONTRACTUAL SERVICES	12,500	11,566	92.5
Total INFORMATION TECHNOLOGY ADMINIS.	77,354	24,464	31.6
SCHOOL OPERATIONS			
SALARIES & WAGES	3,637,571	879,100	24.2
EMPLOYEE BENEFITS	910,155	205,781	22.6
STAFF DEVELOPMENT	2,000	0	0.0
SUPPLIES & SERVICES	2,199,196	419,742	19.1
REPLACEMENT F & E	47,000	3,625	7.7
RENTAL EXPENDITURE	201,113	52,379	26.0
FEES & CONTRACTUAL SERVICES	733,000	270,525	36.9
Total SCHOOL OPERATIONS	7,730,035	1,831,151	23.7
SCHOOL MAINTENANCE			
SALARIES & WAGES	700,060	141,275	20.2
EMPLOYEE BENEFITS	144,429	29,216	20.2
STAFF DEVELOPMENT	2,500	447	17.9
SUPPLIES & SERVICES	577,792	93,407	16.2
REPLACEMENT F & E	3,000	10,843	361.5
INTEREST ON LONG TERM DEBT	96,786	48,760	50.4
RENTALS/LEASES	2,200	2,423	110.1
FEES & CONTRACTUAL SERVICES	98,000	17,175	17.5
CAPITAL EXPENDITURE	10,000	0	0.0
Total SCHOOL MAINTENANCE	1,634,767	343,546	21.0
SCHOOL RENEWAL			
SALARIES & WAGES	0	0	0.0
INTEREST ON LONG TERM DEBT	0	0	0.0
OTHER	0	0	0.0
CAPITAL EXPENDITURE	0	289,859	0.0
Total SCHOOL RENEWAL	0	289,859	0.0
NEW PUPIL PLACES			
INTEREST ON LONG TERM DEBT	1,711,180	860,875	50.3
FEES & CONTRACTUAL SERVICES	0	0	0.0
CAPITAL EXPENDITURE	0	0	0.0
Total NEW PUPIL PLACES	1,711,180	860,875	50.3
OP & MAINT/CAPITAL-NON INSTRUC			
SALARIES & WAGES	44,512	10,267	23.1
EMPLOYEE BENEFITS	11,474	2,707	23.6
STAFF DEVELOPMENT	0	0	0.0
SUPPLIES & SERVICES	101,627	21,197	20.9
REPLACEMENT F & E	0	0	0.0
INTEREST ON LONG TERM DEBT	50,698	25,541	50.4
RENTALS/LEASES	66,078	8,134	12.3
FEES & CONTRACTUAL SERVICES	25,000	16,481	65.9
Total OP & MAINT/CAPITAL-NON INSTRUC	299,389	84,328	28.2
DIRECT CAPITAL & DEBT			
INTEREST ON LONG TERM DEBT	344,555	173,277	50.3
OTHER	146,395	0	0.0
Total DIRECT CAPITAL & DEBT	490,950	173,277	35.3

BRANT HALDIMAND NORFOLK CDS BD
 Monthly Board Report
 FOR THE MONTH ENDING November 30, 2009

	Budget	Expenditures	% Spent
TRANSPORTATION - GENERAL			
SALARIES & WAGES	105,588	14,562	13.8
EMPLOYEE BENEFITS	23,826	3,034	12.7
STAFF DEVELOPMENT	2,000	0	0.0
SUPPLIES & SERVICES	7,000	1,121	16.0
REPLACEMENT F & E	0	0	0.0
FEES & CONTRACTUAL SERVICES	40,750	27,680	67.9
Total TRANSPORTATION - GENERAL	179,164	46,396	25.9
TRANSPORTATION - HOME TO SCHOOL			
FEES & CONTRACTUAL SERVICES	5,100,000	1,568,387	30.8
Total TRANSPORTATION - HOME TO SCHOOL	5,100,000	1,568,387	30.8
TRANSPORTATION-SCHOOL TO SCHOOL			
FEES & CONTRACTUAL SERVICES	85,000	21,771	25.6
Total TRANSPORTATION-SCHOOL TO SCHOOL	85,000	21,771	25.6
TRANSPORTATION - BOARD, LODGING...			
FEES & CONTRACTUAL SERVICES	5,000	0	0.0
Total TRANSPORTATION - BOARD, LODGING...	5,000	0	0.0
TRANSPORTATION - BLIND & DEAF			
FEES & CONTRACTUAL SERVICES	0	0	0.0
Total TRANSPORTATION - BLIND & DEAF	0	0	0.0
CONTINUING EDUCATION			
SALARIES & WAGES	72,000	0	0.0
EMPLOYEE BENEFITS	8,640	0	0.0
STAFF DEVELOPMENT	0	0	0.0
SUPPLIES & SERVICES	1,500	0	0.0
FEES & CONTRACTUAL SERVICES	0	0	0.0
Total CONTINUING EDUCATION	82,140	0	0.0
OTHER NON-OPERATING			
OTHER	0	0	0.0
TRANSFERS FROM RESERVES	0	0	0.0
Total OTHER NON-OPERATING	0	0	0.0
Total OPERATING	103,325,744	25,302,842	24.5

BRANT HALDIMAND NORFOLK CDS BD
 Monthly Board Report
 FOR THE MONTH ENDING November 30, 2009

	Budget	Expenditures	% Spent
OTHER OPERATING INSTRUCTION			
CAPITAL EXPENDITURE	108,940	41,537	38.1
Total INSTRUCTION	108,940	41,537	38.1
SPECIAL EDUCATION			
CAPITAL EXPENDITURE	10,000	0	0.0
Total SPECIAL EDUCATION	10,000	0	0.0
SCHOOL MANAGEMENT/SCHOOL SERVICES			
CAPITAL EXPENDITURE	0	19,993	0.0
Total SCHOOL MANAGEMENT/SCHOOL SERVICES	0	19,993	0.0
COMP & OTH TECH STUDENT SUPP SERV			
CAPITAL EXPENDITURE	0	0	0.0
Total COMP & OTH TECH STUDENT SUPP SERV	0	0	0.0
LIBRARY SERVICES			
CAPITAL EXPENDITURE	0	0	0.0
Total LIBRARY SERVICES	0	0	0.0
GUIDANCE SERVICES			
CAPITAL EXPENDITURE	0	0	0.0
Total GUIDANCE SERVICES	0	0	0.0
TEACHER SUPPORT SERVICES			
CAPITAL EXPENDITURE	0	0	0.0
Total TEACHER SUPPORT SERVICES	0	0	0.0
GOVERNANCE/TRUSTEES			
CAPITAL EXPENDITURE	0	0	0.0
Total GOVERNANCE/TRUSTEES	0	0	0.0
GENERAL ADMINISTRATION			
CAPITAL EXPENDITURE	1,000	0	0.0
Total GENERAL ADMINISTRATION	1,000	0	0.0
BUSINESS ADMINISTRATION			
CAPITAL EXPENDITURE	15,000	2,062	13.8
Total BUSINESS ADMINISTRATION	15,000	2,062	13.8
INFORMATION TECHNOLOGY ADMINIS.			
CAPITAL EXPENDITURE	0	0	0.0
Total INFORMATION TECHNOLOGY ADMINIS.	0	0	0.0
SCHOOL OPERATIONS			
CAPITAL EXPENDITURE	0	0	0.0
Total SCHOOL OPERATIONS	0	0	0.0
SCHOOL MAINTENANCE			
PRINCIPAL & SINKING FUND PAYMENTS	61,071	30,169	49.4
CAPITAL EXPENDITURE	0	0	0.0
Total SCHOOL MAINTENANCE	61,071	30,169	49.4
SCHOOL RENEWAL			
PRINCIPAL & SINKING FUND PAYMENTS	0	0	0.0
CAPITAL EXPENDITURE	1,517,870	138,921	9.2
Total SCHOOL RENEWAL	1,517,870	138,921	9.2

BRANT HALDIMAND NORFOLK CDS BD
 Monthly Board Report
 FOR THE MONTH ENDING November 30, 2009

	Budget	Expenditures	% Spent
NEW PUPIL PLACES			
PRINCIPAL & SINKING FUND PAYMENTS	932,629	574,173	61.6
CAPITAL EXPENDITURE	0	0	0.0
Total NEW PUPIL PLACES	932,629	574,173	61.6
OP & MAINT/CAPITAL-NON INSTRUC			
PRINCIPAL & SINKING FUND PAYMENTS	31,990	15,803	49.4
CAPITAL EXPENDITURE	2,000	0	0.0
Total OP & MAINT/CAPITAL-NON INSTRUC	33,990	15,803	46.5
DIRECT CAPITAL & DEBT			
OTHER	0	0	0.0
PRINCIPAL & SINKING FUND PAYMENTS	171,037	84,508	49.4
CAPITAL EXPENDITURE	0	0	0.0
Total DIRECT CAPITAL & DEBT	171,037	84,508	49.4
OTHER NON-OPERATING			
PROVISION FOR RESERVES	3,661,032	995,178	27.2
Total OTHER NON-OPERATING	3,661,032	995,178	27.2
Total OTHER OPERATING	6,512,569	1,902,343	29.2
Total	109,838,313	27,205,184	24.8

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

Prepared by: Cathy Horgan, Director of Education & Secretary
Wally Easton, Associate Director, Corp. Services & Treasurer
Presented to: Committee of the Whole
Submitted on: February 16, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

TECHNOLOGY AND STUDENT ACHIEVEMENT

Public Session

BACKGROUND INFORMATION:

"In the digital age, how can we expect schools to improve student achievement – the most important outcome of education – without taking full advantage of technology to support students, teachers and administrators? No other leading industry would try to position itself for success today without using technology comprehensively and purposefully to achieve its goals."

~ Don Knezek, CEO of ISTE (International Society for Technology in Education)

Over the past several years many advances in our technological capacity and usage have been implemented. New technologies: The Promethean board and moodle have been used successfully to improve student learning. With rising costs and increasing demands, a mandate to focus resources to maximize student achievement confirmed it was time to review our practice.

In September and October 2009, IBM's K-12 Education Division was asked to conduct an Educational Technology Strategic Planning Workshop. The objective of the workshop was to:

- Assess the existing educational technology usage and infrastructure and evaluate its contribution to achieving the educational priorities of the Board;
- Create an educational technology plan for the Board that will ensure that the technology is embedded and embraced by teachers, and is an integral part of the teaching and learning of the Board's key achievement priorities.

During an initial discovery phase, IBM K-12 consultants immersed themselves in the Board to review related internal documents, conduct on-line surveys and interview Board staff members via email, over the phone or in face to face meetings.

The actual workshop occurred during the week of October 5, 2009. During this week, IBM K-12 consultants met with the Board's senior administration, curriculum leaders, representative Principals, teachers and information technology (IT) support staff. The first workshop activity was to review and confirm top educational priorities of the Board. Once these priorities were confirmed, all components related to the Board's investment and use of technology was assessed using IBM's Educational Technology Framework. This framework compared current practice in each of the component areas to best practices and standards being used in other Districts. Any gaps were then identified and discussed, and an action plan of possible recommendations was discussed and drafted.

DEVELOPMENTS:

This report presents the recommendations that were developed during the workshop.

IBM's key recommendations are:

- Directly link BHNCDSD's educational technology investment and strategic IT plan to the District's top learning priorities of:
 - Primary Literacy;
 - Grade 9 Applied Math.
- Create a District Student Achievement Team that will ensure all initiatives, including technology supported ones are aligned with the main District student achievement priorities;
- Execute the recommended communication plan so the District directions – related to educational technology overall, and especially to the priority areas defined above, are clearly understood by all stakeholders including:
 - The purpose for educational technology investments;
 - Expectations of use for all stakeholders;
 - District standards related to hardware access that have been established;
 - The Professional Development plan;
 - Technical support provided;
 - Policies and procedures related to appropriate use of technology by both teachers and students.
- Establish an environment that is far more conducive to effective teaming between Program and IT than it currently is by:
 - Adopting the common vision for the role of technology described in this report;
 - Implementing the recommended standard access models for technology deployment in elementary and secondary schools;
 - Having one of the first activities of the DSAT be to clearly define the roles of each team, as it relates to educational technology;
 - Communicate all the above items to all stakeholders.
- Adopt a District-wide standard for educational technology deployment including:
 - Pods of computers, a teacher laptop and an LCD projector in each Grade 1 to 3 classroom for the Primary Literacy focused initiative, and in each Grade 9 Applied Math class.
 - A baseline technology access model for Grades JK, SK, and 4 to 8 based on a 6:1 student to computer ratio, but distributed in either a lab, classroom pods or combination of both based on the needs and preferences of each elementary school.
- Determine the appropriate software resources to support the baseline technology provided to all schools and also what additional software may be required for the Primary Literacy and the Grade 9 Applied Math programs – specifically reviewing SuccessMaker's appropriateness as a Primary Literacy tool.
- Implement the recommended Professional Development model to support the Primary Literacy and Grade 9 Applied Math programs – whereby PD is provided for all teachers, Principals, coaches, literacy and math teachers, that embed technology as another resource (a means) to assist in the teaching and learning of Primary Literacy and Applied Math – and not an end in itself. The PD model is comprised of face to face, coaching and mentoring and internet based supports.

- Reorganize and enrich electronic learning resources so that they are:
 - Published in a single location;
 - Easy to access and search;
 - Easy to contribute new learning content;
 - Copyright compliant;
 - Accessible from home;
 - Moderated and vetted by subject matter experts; and
 - Packaged in a revised BHN Resource portal that becomes the "go to place" for teachers looking for content versus going to Google.
- Reorganize and enrich electronic collaboration tools such that:
 - Electronic collaboration is enhanced versus today's First-Class Conferencing tools;
 - Role, ownership and leadership of collaboration spaces is clearly understood by all members; and
 - Collaboration spaces are established for all key projects such that goals, milestones, schedules, minutes and additional resources are available in a single repository versus multiple communications via email.
- As the technology infrastructure of school boards has become more complex, most School Districts have moved from hybrid technician roles to function specific roles including: Field Technicians, Help Desk Technicians, Special Education, Application Technicians, and Network and Active Directory Technicians. The Brant Haldimand Norfolk Catholic District School Board should organize the IT Support Team by function specific roles, with specific metrics and expectations for performance. In addition, if properly supported by a Help Desk that can resolve up to 60% of standard requests, best practices suggest that most field technicians are capable of supporting a family of schools and/or 1000 workstations.

The workshop and results were well received by the Board staff. A District Student Achievement team has been struck to review all recommendations and determine if, when and how they can be implemented.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the report on Technology and Student Achievement.

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

Prepared by: Cathy Horgan, Director of Education and Secretary
Presented to: Committee of the Whole
Submitted on: February 16, 2010
Submitted by: Cathy Horgan, Director of Education and Secretary

TWINNED SCHOOLS UPDATE

Public Session

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 and in September 2009, St. Cecilia's and St. Michael's in Walsh 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 6 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. Blessed Sacrament in Burford and St. Anthony Daniel in Scotland, with a combined enrolment of 295; and Our Lady of LaSalette and Our Lady of Fatima in Courtland, with a combined enrolment of 244, would benefit from a consistent and permanent principal at each school building as well,.

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approves the de-twinning of Blessed Sacrament School in Burford and St. Anthony Daniel School in Scotland and Our Lady of LaSalette and Our Lady of Fatima in Courtland, effective September 2010.

Brant Haldimand Norfolk Catholic District School Board

2009-10

Trustee Meetings and Events

February 16, 2010	3:00 pm	Policy Committee
February 16, 2010	7:00 pm	Committee of the Whole
February 17, 2010		Ash Wednesday
February 18, 2010	5:00 pm	Parliamentary Procedures Workshop
February 23, 2010	5:00 pm 7:00 pm	Special In-camera Session 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
April 2, 2010		Good Friday
April 5, 2010		Easter Monday
April 7, 2010	7:00 pm	Catholic Student Leadership Awards
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 28-30		Board Art Show
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, 2010	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 25, 2010	7:00 pm	ACS Graduation
June 25, 2010	7:00 pm	Holy Trinity Graduation
June 29, 2010		Last Day of Classes
June 29, 2010	7:00 pm	St. John's College Graduation – Sanderson Centre
June 30, 2010		PA Day