



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda
Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

**Committee of the Whole
Tuesday, November 16, 2010 7:00 pm
Boardroom**

Members: **Trustees:**
June Szeman (Chair), Joe McPherson (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard,
Bonnie McKinnon, Alyna Poremba (Student Trustee)

Senior Administration:
Cathy Horgan (Director of Education), Wally Easton (Associate Director, Corporate Services &
Treasurer), Bill Chopp, Trish Kings and Chris Roehrig (Superintendents of Education),
Tom Grice (Assistant Superintendent of Business)

- 1. Call to Order**
 - 1.1 Opening Prayer
 - 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 – October 19, 2010 Pages 3-7
 - 2.4 Business Arising from Minutes
- 3. Presentations and Delegations - Nil**
- 4. Committee and Staff Reports**
 - 4.1 Board Improvement Plan (2010-12) Pages 8-9
Presenters: Trish Kings, Bill Chopp & Chris Roehrig, Superintendents of Education
 - 4.2 Early Learning Kindergarten Program Plan – September, 2012 Pages 10-12
Presenters: Wally Easton, Associate Director, Corp. Services & Treasurer
Trish Kings, Superintendent of Education
 - 4.3 Accommodation Review – St. Mary, St. Bernard & St. Pius X Schools Pages 13-18
Presenter: Cathy Horgan, Director of Education & Secretary
 - 4.4 Central Support Staff Relocation Pages 19-20
Presenter: Wally Easton, Associate Director, Corp. Services & Treasurer



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|-------------|---|-------------|
| 4.5 | Insurance Renewal
Presenter: Wally Easton, Associate Director, Corp. Services & Treasurer | Pages 21-22 |
| 4.6 | Audit Committee
Presenter: Wally Easton, Associate Director, Corp. Services & Treasurer | Pages 23-27 |
| 4.7 | Retreat / Conference Attendance
Presenter: Cathy Horgan, Director of Education & Secretary | Page 28 |
| 4.8 | Excursion – Boston, MA
Presenter: Chris Roehrig, Superintendent of Education | Page 29 |
| 4.9 | Board Enrolment
Presenter: Chris Roehrig, Superintendent of Education | Pages 30-31 |
| 4.10 | Approved Policy Committee Meeting Minutes – October 13, 2010
Presenter: Bonnie McKinnon, Chair, Policy Committee | Pages 32-33 |
| 4.11 | Unapproved Regional School Council Meeting Minutes – November 8, 2010
Presenter: Bonnie McKinnon, Trustee Representative on the Regional School Council | Pages 34-35 |
| 4.12 | Unapproved SEAC Meeting Minutes – November 10, 2010
Presenter: Dennis Blake, Trustee Representative on the SEAC | Pages 36-37 |
| 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, <ul style="list-style-type: none">▪ The security of the property of the board;▪ 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;▪ The acquisition or disposal of a school site;▪ Decisions in respect of negotiations with employees of the board; or▪ Litigation affecting the board. | |
| 9. | Report on the In-camera Session | |
| 10. | Future Meetings and Events | Pages 38-39 |
| 11. | Moment of Silent Reflection | |
| 12. | Adjournment | |
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Next meeting: Tuesday, January 18, 2011 at 7:00 pm – Boardroom



Committee of the Whole
Tuesday, October 19, 2010 7:00 pm
Boardroom

Trustees:

Present: June Szeman (Chair), Joe McPherson (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Alyna Poremba (Student Trustee)

Absent:

Senior Administration:

Cathy Horgan (Director of Education), Wally Easton (Associate Director, Corporate Services & Treasurer), Bill Chopp, Trish Kings and Chris Roehrig (Superintendents of Education)

1. Call to Order

1.1 Opening Prayer

The meeting was opened with a prayer led by Joe McPherson.

2. Routine Matters

2.1 Approval of the Agenda

Moved by: Bonnie McKinnon
Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda for the October 19, 2010 meeting.

Carried

2.2 Declaration of Interest: Nil

2.3 Approval of Minutes from the Committee of the Whole Meeting of September 21, 2010

It was noted that point "v", which was added to the motion for Item 4.6, Honoraria for Board Members, at the September 28, 2010 Board Meeting, was not noted in the Committee of the Whole minutes. This revision will be reflected in the official Board Meeting minutes.

Moved by: Cliff Casey
Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the September 21, 2010 meeting.

Carried



2.4 Business Arising from Minutes: Nil

3. Presentations and Delegations: Nil

4. Committee and Staff Reports:

4.1 Building Blocks for Education

Director Cathy Horgan provided a brief overview of last month's "Building Blocks for Education" summit, hosted by Premier Dalton McGuinty, which focused on "whole system reform".

Education leaders from around the world reviewed and dialogued about the principles of effective school systems. Director Horgan highlighted the criteria that our Board continues to use as measures of our own effectiveness and as focused guidelines for moving us forward.

Moved by: Joe McPherson

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the report on Building Blocks for Education – An Overview.

Carried

4.2 Teaching and Learning in the 21st Century

At the request of the Chair, Director Horgan introduced and welcomed Greg Reeves, Superintendent of Education, and Sean Heuchert, Manager of Information Technology, from the Peterborough Victoria Northumberland and Clarington Catholic District School Board, as well as Anne Saftich, National Teaching and Learning Manager (K-12) for IBM Canada. Superintendent Reeves made a presentation on their Board's journey over the last few years in bringing technology to every teacher and classroom in their system and the professional development provided to staff to ensure the effective use of this technology.

Following a question and answer period with the presenters, Superintendent Trish Kings presented a proposal for a five-month pilot project involving primary teachers in two existing school networks (seven schools in total). This pilot, with a focus on primary reading, will address the specific goals of the District Student Achievement Team, which are: 1) enhanced teacher practice, 2) student engagement in their learning, and 3) improved student achievement. The long term plan is that by the end of Year 3, all primary teachers across the system will have received a netbook and have been trained on the effective use of the Destination Reading Software, which links directly with our existing Nelson Literacy Program. Working with netbooks to enhance teaching practice will also help meet the expectations of all strategic goals of the Board and School Improvement Plans.

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves:

1. the "Teaching and Learning in the 21st Century" Plan subject to future budget considerations, and;
2. the pilot project for 2010-11 in an amount not to exceed \$250,000.

Carried



4.3 Unapproved Special Education Advisory Committee Meeting Minutes of October 13, 2010

Committee Chair Dennis Blake reviewed the minutes from the SEAC meeting of October 13, 2010.

Moved by: Dennis Blake
Seconded by: Cliff Casey

THAT the Committee of the Whole refers the unapproved minutes from the Special Education Advisory Committee meeting of October 13, 2010 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

4.4 Unapproved Faith Advisory Committee Meeting Minutes of September 23, 2010

Committee Chair June Szeman reviewed the minutes from the Faith Advisory Committee Meeting of September 23, 2010.

Moved by: Joe McPherson
Seconded by: Dan Dignard

THAT the Committee of the Whole refers the unapproved minutes from the Faith Advisory Committee meeting of September 23, 2010 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

4.5 Unapproved Catholicity Committee Meeting Minutes of September 29, 2010

Committee Chair June Szeman reviewed the minutes from the Catholicity Committee Meeting of September 29, 2010.

Moved by: Bonnie McKinnon
Seconded by: Dennis Blake

THAT the Committee of the Whole refers the unapproved minutes from the Catholicity Committee meeting of September 29, 2010 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

4.6 Primary Class Size

Associate Director Wally Easton reviewed the compliance report submitted to the Ministry regarding class sizes. We continue to consistently meet the 90% Primary Classes 20 and Under Ministry target.

Moved by: Cliff Casey
Seconded by: Joe McPherson

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Primary Class Size report.

Carried



4.7 OCSTA – Annual Membership Fees

Director Cathy Horgan reported that the annual membership fees for the Ontario Catholic School Trustees Association reflects the same fee structure that has been used for the past three years.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the continued membership with the Ontario Catholic School Trustees' Association and remit the annual fee of \$46,781 for the 2010-11 school year.

Carried

5. Information and Correspondence:

Chair Szeman read a thank you card from a teacher who enjoyed and appreciated the Storefront Workshops event last month.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the information and correspondence items since the last meeting.

6. Notices of Motion: Nil

7. Trustee Inquiries:

8. Business In-Camera

Moved by: Joe McPherson

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session.

Carried

9. Report on the In-Camera Session

Moved by: Cliff Casey

Seconded by: Joe McPherson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business from the in-camera session.

Carried

10. Future Meetings

The list of upcoming meetings and events was reviewed by Trustees.



Brant Haldimand Norfolk
Catholic District School Board

Minutes

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

11. Moment of Silent Reflection

12. Adjournment

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of October 19, 2010.

Carried

Next Meeting: Tuesday, November 16, 2010, 7:00 pm - Boardroom

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

Prepared by: Bill Chopp, Trish Kings, Chris Roehrig – Superintendents of Education
Presented to: Committee of the Whole
Submitted on: November 16, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

BOARD IMPROVEMENT PLAN FOR STUDENT ACHIEVEMENT 2010 – 2012

Public Session

BACKGROUND INFORMATION:

The Board Improvement Plan for student achievement is developed within the context of the Board's strategic commitments – Catholicity, Student Achievement, Leadership and Communication – and is aligned to the four pillars that support improvement in student learning and achievement from Kindergarten to Grade 12. These pillars include the following:

- Catholic Faith Community and Culture
- Literacy
- Numeracy
- Pathways.

The Board Improvement Plan for Student Achievement, K to 12 is also aligned with the Brant Haldimand Norfolk Catholic District School Board's Strategic Plan and the School Effectiveness Framework.

To assist school boards in the development of the plan, an Improvement Needs Assessment Tool was provided to guide the steps to analyze data in key areas. These areas in terms of needs assessment included student achievement, demographic, perceptual and program data. In addition, a specific template was provided with the following components: goals, strategies, resources, professional learning, monitoring, responsibilities and evaluation.

DEVELOPMENTS:

During the first two months of the current school year, staff has utilized the Improvement Planning Assessment Tool that was provided by the Ministry of Education to identify strengths and areas of growth, and determined an overall focus for each of the four pillars.

The overarching goal of the plan continues to be to enhance teacher practice and student engagement in order to improve student achievement. Overall focus for each pillar includes the following:

Catholic Faith Community and Culture	Literacy	Numeracy	Pathways
Build and create a safe and nurturing environment that supports student engagement and the development of the whole child: spiritually, intellectually, socially, and physically.	Increase the quality of reading comprehension and written communication to ensure that authentic and meaningful reading and writing are used across the curriculum.	Differentiate mathematical instruction to ensure that all students are engaged in learning.	Enhance the opportunities for students to develop an awareness of all program pathways while assisting them in making appropriate program choices based on individual needs, interests and abilities.

The specific focus area for each pillar includes:

Catholic Faith Community and Culture	Literacy	Numeracy	Pathways
<p>Focus on:</p> <ul style="list-style-type: none"> ➤ Board theme ➤ Faith formation ➤ Safe school environments ➤ Learning skills and work habits ➤ Student voice 	<p>Focus on:</p> <ul style="list-style-type: none"> ➤ Assessment for, as, of learning ➤ Boys' reading and writing at Grades 3 and 6 level ➤ OSSLT and applied English for Grades 9 and 10 	<p>Focus on:</p> <ul style="list-style-type: none"> ➤ The development of mathematical understanding, problem-solving skills and related technological skills with a specific focus on Grades 3 and 6 ➤ Applied math for Grades 9 and 10 	<p>Focus on:</p> <ul style="list-style-type: none"> ➤ Experiential learning ➤ Learning skills and work habits ➤ Credit accumulation ➤ Transition planning

A communication strategy will be developed for stakeholder groups and the broader community which would also include a one-page overview of key components of the Board Improvement Plan for Student Achievement.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Board Improvement Plan for Student Achievement 2010 – 2012 report.

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

Prepared by: G. Wallace Easton, Associate Director Corporate Services and Treasurer
Trish Kings, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: November 16, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

EARLY LEARNING KINDERGARTEN PROGRAM PLAN – SEPTEMBER 2012

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board has approved the implementation of the Early Learning Kindergarten Program (ELKP) at eight schools for the 2010-11 and 2011-12 school years. Those schools are Holy Cross, Jean Vanier, Sacred Heart (Langton), St Michael's (Dunnville), St Pius X, Christ the King, St Patrick's (Caledonia) and St. Stephen's School.

School boards are required to identify their ELKP sites for Year 3 (2012-13) and any associated capital needs based on the criteria outlined by the Ministry of Education. The Ministry will review the capital funding requests for each school submitted by school boards. In reviewing Year 3 capital needs, the Ministry will be making capital funding for first-time equipping and minor renovations of ELKP classrooms available for Year 3 classes. Such capital funding, however, will be allocated to school boards on a priority basis; therefore, if a board has sites that do not require capital funds, the Ministry may require a board to choose those sites.

Boards are required to submit their site selections on or before November 26, 2010. The Ministry plans to inform boards of their approved Year 3 sites selection and capital approvals in the early spring of 2011. ELKP capital projects that cost less than \$250,000 do not require Ministry approval to proceed. This exemption only applies for stand alone ELKP projects.

DEVELOPMENTS:

Board staff have met with representatives of the Grand Erie District School Board and the municipal day cares to discuss the ELKP needs for 2012-13. Considerations included "Early Development Instrument" (EDI) information, EQAO scores and geographic distribution throughout the jurisdiction. The two school boards reviewed the alignment of the sites chosen by each board to ensure equitable distribution.

The sites selected for the Early Learning Kindergarten Program in Year 3, in order of priority, are:

- 1) St. Joseph's School, Simcoe
- 2) St. Frances Cabrini School, Delhi
- 3) Notre Dame School, Brantford
- 4) St. Cecilia's School, Port Dover
- 5) South West Brantford School, Brantford
- 6) St. Peter School, Brantford
- 7) St. Theresa School, County of Brant
- 8) Resurrection School, Brantford

The only school that is expected to require a capital allocation is St. Joseph's School. It will require renovations to one existing classroom and an addition of one classroom to support the ELKP. Attached is a chart providing more detailed information.

The Ministry requests that the total number of students in ELKP at the end of 2012 be at least 49% of the number of junior and senior kindergarten students. The enrolment of the eight schools selected for Year 3 will bring the total number of students in ELKP to 53% of the total junior and senior kindergarten students in our board by 2012.

RECOMMENDATION:

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves the implementation of the Early Learning Kindergarten Program for September 2012, subject to Ministry of Education approval, at the following schools:

- 1) St. Joseph's School, Simcoe
- 2) St. Frances Cabrini School, Delhi
- 3) Notre Dame School, Brantford
- 4) St. Cecilia's School, Port Dover
- 5) South West Brantford School, Brantford
- 6) St. Peter School, Brantford
- 7) St. Theresa School, County of Brant
- 8) Resurrection School, Brantford

**BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD
EARLY LEARNING KINDERGARTEN PLAN - September 2012**

Year	Enrolment Sept 2010			Classrooms		Renovations	Addition	GEDSB Site		
	J	K	Total	Required	Available					
APPROVED ELP SITES										
1	Holy Cross	Brantford Central	10	15	25					
1	Jean Vanier	Brantford South	40	36	76					
1	Sacred Heart	Langton	18	20	38					
1	St Michael's	Dunnville	24	16	40					
1	St Pius	Brantford Central	6	11	17					
2	Christ the King	Brantford Central	16	12	28					
2	St Patrick	Caledonia	11	18	29					
2	St. Stephen	Cayuga	9	13	22					
RECOMMENDED YEAR 3 SITES										
3	St. Joseph	Simcoe	37	39	76	3	2	Y	Y	West Lynn PS
3	St. Frances Cabrini	Delhi	21	23	44	2	2	N	N	Delhi PS
3	Notre Dame	Brantford North	29	26	55	2	2	N	N	Branlyn
3	St. Cecilia's	Port Dover	9	11	20	1	1	N	N	Doverwood
3	South West Brantford *	Brantford South West	25	25	50	2	4	N	N	SW Brantford
3	St. Peter	Brantford South	13	17	30	1	1	N	N	Onondaga-Brant / Echo Place
3	St. Theresa	Brant County	11	12	23	1	1	N	N	---
3	Resurrection	Brantford North	8	15	23	1	1	N	N	---

* Assume 1/3 of St. Gabriel's JK/SK students will go to new school.

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

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

ACCOMMODATION REVIEW – ST. MARY, ST. BERNARD AND ST. PIUS X SCHOOLS

Public Session

BACKGROUND INFORMATION:

In October 2006, the Ministry of Education issued the “Pupil Accommodation Review Guidelines” which outline the necessary steps to follow when school closures are being considered. In accordance with the new guidelines, the Brant Haldimand Norfolk Catholic District School Board established a Pupil Accommodation Review Policy, Guidelines and a Generic School Valuation Framework that were approved on February 26, 2008. The Pupil Accommodation Review Guidelines state that a group of schools facing challenges in providing a suitable and equitable range of learning opportunities for students may be considered for an Accommodation Review.

In 2007, the Board engaged Watson & Associates, Economists, Ltd. to review its enrolment projections and provide a report outlining options to address the Board’s accommodation issues. Watson reported to the Board on July 10, 2008 and offered several recommendations. Two of those recommendations were to consolidate St. Pius X and St. Bernard schools and build a replacement school, and to consolidate St. Mary and Holy Cross schools on the Holy Cross school site.

At the April 28, 2009 Board meeting, Trustees approved a recommendation to initiate an Accommodation Review process for the St. Pius X, St. Bernard and St. Mary schools (Brantford). An Accommodation Review Committee (ARC), which included parents, principals, teachers, non-teaching staff from all three schools, as well as community representatives and a trustee, was fully constituted on October 14, 2009. The mandate of the ARC was to review the current situation at St. Pius X, St. Bernard and St. Mary schools, which included declining enrolment and two prohibitive to repair facilities, and to develop an accommodation option that would ensure suitable and equitable learning environments for all students, while consistently being aware of best education practices. The report of the Committee provided the recommendations of the St. Pius X, St. Bernard and St. Mary schools Accommodation Review Committee and detailed the work completed by the ARC throughout the entire process.

Over the course of eight working group meetings, five public meetings, school tours, significant community input, as well as countless hours spent reviewing background information, the ARC developed a total of six possible accommodation options. The Committee approved two recommendations that were presented to the public on March 3, 2010.

Article 2.8 of the Board's Administrative Procedures to the Accommodation Review Policy states:

The Accommodation Review Committee will deliver its School Valuation Report to the Director of Education not earlier than ninety (90) days, and not later than 120 days, after the beginning of the Committee's first public meeting, excluding from the calculation school holidays such as summer vacation, Christmas break and spring break.

The final report of the Accommodation Review Committee was presented to the Director of Education on March 23, 2010. That report included the two recommendations of the Committee:

- 1) That the Brant Haldimand Norfolk Catholic District School Board continues to use St. Mary school as a school and use surplus space in the school for administration purposes.
- 2) That the Brant Haldimand Norfolk Catholic District School Board closes St. Bernard and St. Pius X schools in Brantford and builds a new school on the St. Pius X school site to accommodate the students of both schools, provided the Ministry of Education allocates funding for this purpose.

On April 13, 2010 the representatives of St. Bernard school presented a Minority Report to the Director of Education. This report is included in the background material provided to Trustees.

Article 3.1 of the Board's Administrative Procedures to the Accommodation Review Policy states:

The Associate Director will review the recommendations of the Accommodation Review Committee and prepare a report to the Board. The report will include as appendices the Accommodation Review Committee's School Valuation Report and recommendations, the information package provided to the Committee, minutes of the Accommodation Review Committee meetings, and any material received by the Committee or the Board from the public.

The recommendation accompanying the report will be one or more of the following:

- *To maintain the schools and to continue to monitor them;*
- *To reorganize the schools, their programs or their grade structures;*
- *To change the boundaries of the schools;*
- *To consolidate and/or close one or more of the schools.*

The report and recommendations will be presented to the Board in public session at a regularly-scheduled meeting not less than thirty (30) days after the Accommodation Review Committee School Valuation Report is delivered to the Director of Education.

The Board has met the timelines required in the policy.

DEVELOPMENTS:

The central area of Brantford has been experiencing a decline in enrolment for the last few years and it is expected that the decline will continue for the next few years before enrolment stabilizes. The implementation of the Early Learning Program will generate some additional enrolment, but with class size averages of 26 in kindergarten, there is little need for additional space in most schools. With the exception of Jean Vanier and St. Bernard schools, all schools in central Brantford are and will continue to be under utilized, which leads to inefficient use of facilities and inefficient school organizations. Current enrolment projections for the schools in central Brantford are provided in the following chart:

Brantford Schools Enrolment Projections Including Implementation of Early Learning Program Revised based on September 2010 Actual Enrolment

	2010/ 2011	2011/ 2012	2012/ 2013	2014/ 2015	2018/ 2019	2022/ 2023	Capacity	Excess Capacity
Jean Vanier	339	380	415	450	454	457	448	(9)
St. Bernard	163	160	157	162	162	164	155	(9)
St. Pius	102	104	106	99	97	99	184	85
Christ the King	116	125	130	124	121	126	193	67
Holy Cross	127	124	120	116	108	110	227	117
St. Mary	128	129	118	117	113	112	196	84
	975	1,022	1,046	1,068	1,056	1,069	1,403	334

The increase of 94 pupils during the period 2010 to 2015 is due to the implementation of the Early Learning Program. Enrolment in Grades 1 to 8 will increase slightly at Jean Vanier, remain stable at Christ the King and St. Mary, but decline at St. Bernard, Holy Cross and St. Pius X schools during the 2010 to 2023 period.

The first recommendation of the Accommodation Review Committee states:

“That the Brant Haldimand Norfolk Catholic District School Board continues to use St. Mary School as a school and use surplus space in the school for administration purposes.”

With an average utilization of about 60%, the school will only be able to accommodate a few administrative personnel. Staff have considered the possibility of using the excess space at St. Mary to house some of the information technology resources, but the cost to upgrade the facility is expected to be \$250,000. In addition, there would still be a need to place some of the staff at another location. The consolidation of St. Mary and Holy Cross schools would provide more efficient use of space and staff. In addition, the kindergarten room at St. Mary is not adequate for the Early Learning Program and alterations to the school would be complex. Therefore, staff have recommended that the Board reject the committee’s recommendation and that the Board proceed with the consolidation of St. Mary with Holy Cross School.

Although the long term enrolment of the combined school would be less than the capacity of Holy Cross, some renovations will be required. Staff will be submitting an application to the Ministry of Education for funds to renovate certain classrooms.

In addition, the Committee made several recommendations should the Board decide to proceed with the consolidation. Those recommendations included reviewing the attendance boundary for the consolidated school, providing ample orientation for staff and students, as well as providing additional professional development, curriculum material and additional Literacy Teacher time. The details are explained more fully in the Report from the Accommodations Review Committee. Should the Board proceed with the consolidation of St. Mary with Holy Cross School, staff recommend an effective date of September 1, 2012.

The second recommendation of the Committee states:

“That the Brant Haldimand Norfolk Catholic District School Board closes St. Bernard School and St. Pius X School in Brantford and builds a new school on the St. Pius X school site to accommodate the students of both schools, provided the Ministry of Education allocates funding for this purpose.”

Staff support this recommendation. St. Pius X enrolment is only 55% of capacity and will fall to almost 50% over the next few years. The consolidation of the two schools, with a newly constructed school, will allow for more optimal use of space and staff. The operational costs will be significantly less than the current situation. St. Bernard School currently exceeds capacity and is expected to continue to be at or above the capacity of the school for the next few years. The recommendation includes the provision that the Ministry of Education approves funding for the project. The Board did submit the project for approval under the “Prohibitive To Repair” (PTR) program two years ago. Although the PTR program no longer exists, the Ministry has recently announced a new capital program and projects previously considered under the PTR program will be considered for this new allocation. Staff have submitted the application and expect the Ministry will announce approved projects early in 2011.

The representatives of St. Bernard School did submit a Minority Report in which they challenged the recommendation. They suggested that if the consolidation were to proceed, that the new school be built on the St. Bernard school site. Staff did review that option for the Accommodation Review Committee, but believe that the St. Pius X site is preferred as it is larger and provides for a more efficient bus loading and unloading area.

The Minority Report also states that *“St. Bernard is at full capacity and therefore is already efficient”*; the school’s capacity is 155 students. Generally, schools with a population of about 300 pupils provide for more optimal school organizations and fewer split grade classes. A school of 300 also allows more flexibility in order to optimize class sizes. For example, the average class size in primary at St. Bernard is currently 18.33, well below the 19.8 which is the Ministry benchmark for funding.

Again, the Committee made several recommendations, which are explained in more detail in their report should the Board decide to proceed with the consolidation. A summary of those recommendations are:

- Staff should move with the students
- Orientation for staff and students
- Request traffic lights at the intersection of King George Rd. and Wood Street
- All students should move to the new school
- Additional time for Literacy Teacher
- Additional computers, professional development and materials
- Fund the music program for the additional Grade 8 students of the combined schools.

Should the Board approve the consolidation of St. Pius X and St. Bernard schools, there would need to be a transition plan. Staff recommend that the current St. Pius X School closes June 2012 and students attend St. Bernard School for the 2012-13 year. Some additional portables will be required. During the 2012-13 year, subject to funding from the Ministry of Education, the existing St. Pius X School should be demolished and a new school constructed on the St. Pius X site. The students from both St. Pius X and St. Bernard will attend the new school effective September 2013 and St. Bernard School will be demolished.

The Board's Policy #400.16 requires that the Board seeks further input from the public at a public meeting of the Board. The timelines for the final decision are attached as Appendix A, which is an excerpt of the policy. The policy and the Ministry guidelines require that the decision not be finalized until sixty days after the report to the Board and thirty days after the Board meeting for public input. Based on the attached schedule, the first regularly scheduled meeting at which the Board could make a final decision is March 29, 2011.

RECOMMENDATIONS:

- 1) THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the closure of St. Mary School, Brantford, effective June 30, 2012 and transfers the students of St. Mary School to Holy Cross School, subject to additional public input.
- 2) That the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board closes St. Bernard School and St. Pius X School in Brantford and build a new school on the St. Pius X school site to accommodate the students of both schools, effective September 1, 2013, provided the Ministry of Education allocates funding for this purpose, subject to additional public input.

ARC TIMELINES FROM BOARD POLICY #400.16

Board sets dates for Board meeting for public input and for Board meeting to decide accommodation	December 14, 2010	As scheduled by Board
Notice of Board Meeting for Public Input	December 15, 2010	A minimum of two (2) weeks' notice of the Public Meeting
Notice of Board Meeting to decide accommodations	January 2, 2011	60 days prior to the Board meeting.
Board Meeting for Public Input	January 25, 2011 6:00 p.m.	As scheduled by the Board, but not sooner than 30 days after Staff's Report and recommendations are presented to the Board in public session
Staff's follow-up report on accommodation	February 22, 2011	Next regularly scheduled Board meeting
Board Meeting to decide accommodation	March 29, 2011	At a regularly scheduled meeting which will not occur sooner than 60 days after presentation of Staff's Report, 30 days after the Board Meeting for public input, and 15 days after Staff's follow-up report is released publicly
Notice of decision on accommodation	April 1, 2011	Within one (1) week of decision

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services and Treasurer
Presented to: Committee of the Whole
Submitted on: November 16, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

CENTRAL SUPPORT STAFF RELOCATION

Public Session

BACKGROUND INFORMATION:

In 2009, the Board of Trustees approved an addition to St. John's College to open September 2011 and the demolition of the Providence Resource Centre (PRC) in June 2011. Staff currently located at the PRC include computer technicians, data services staff, teaching consultants and the Board's central library services. The building is also the location of much of the Board's central computer equipment. In October 2010, the Board approved a capital line of credit with the Canadian Imperial Bank of Commerce to finance possible renovations or new space for staff located at the PRC. Staff were to provide a report to the Board on plans for the move.

DEVELOPMENTS:

Administration has reviewed several possible plans for relocating the staff at the PRC. Possible sites include St. Jean de Brebeuf School, the surplus space at St. Mary's School in Brantford, portable classrooms to be located on the property of the Catholic Education Centre, as well as leasing or purchasing a new building. All of these plans require significant investment.

One of the primary considerations for moving the Information Technology Department is the relocation of the equipment. Much of this equipment is sensitive and should not be moved any more often than is necessary. There are also costs to move the communications to a new location. With that in mind, administration looked for a permanent location for the Information Technology Department. Another consideration in reviewing the relocation is cost as the Ministry of Education does not provide funding for administrative space.

During the recent Accommodation Review of St. Mary's School, there was a suggestion that the Information Technology Department be relocated to the surplus space at St. Mary's. However, the current surplus space would only accommodate the equipment and some of the department staff. Although the Board is currently considering the closure of St. Mary's, the school could not be closed in time for the demolition of the PRC. In addition, the upgrades to the electrical and mechanical systems of St. Mary's would be expensive.

Administration decided to look for a building currently owned by the Board which could be a permanent location for the Information Technology Department. The most logical location is the Fatima Resource Centre (FRC). This would require relocating the FRC staff, as well as upgrading the mechanical systems. Staff currently at the FRC do not have sophisticated equipment; therefore, moving them would not be expensive. The mechanical system at the FRC requires upgrading whether or not staff are moved; therefore, the incremental cost is minimal.

This plan requires finding a location for the 20 staff members at the FRC. As previously mentioned, the Board is currently considering the consolidation of St. Mary's and Holy Cross Schools, so St. Mary's is a possible location for the FRC staff. In addition, Board approved a motion to begin an Accommodation Review of schools in the north end of Brantford in 2013. The consolidation of two schools in this area could provide a location for the FRC staff in the future, but neither solution would provide a new location for September 2011. There is surplus space in a few schools, particularly Sacred Heart Catholic Elementary School in Paris. The school currently has, or could make available, six classrooms which are not required for students. Enrolment projections for the next two to three years indicate little increase in enrolment as the development in the area has been slower than expected.

The plan is to relocate the staff from the FRC to Sacred Heart for the next two to three years until a permanent location becomes available. Library services will be relocated to an empty classroom at Notre Dame School, Brantford; the teaching consultants currently at the PRC will be located in other schools in the Brantford area until a permanent location is available, and the Information Technology and Data Services Departments will be relocated to the FRC.

The PRC must be demolished at the end of June 2011 in order to be ready for the opening of the addition at St. John's College in September 2011. It will take two or three days to move the computer equipment from the PRC to the FRC during which time the wide area network will not be available. To minimize disruption to school staff and students, the relocation of PRC and FRC staff will take place during March 2011 so that the network downtime will be restricted to the March break.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Central Support Staff Relocation report.

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: November 16, 2010
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:

For 2011, based on actuarial estimates, the following rate adjustments are required:

Liability	+2%
Property	+8%
Boiler	0%
Crime	0%
Automobile	0%

Due to enhanced liability limits and inflationary costs, a nominal rate increase was required for the base liability insurance. OSBIE has also increased the limits of its liability policy to \$24 million to provide school boards with added protection against liability exposure. The liability insurance for our Board has decreased due to a decrease in claims for the last year. OSBIE approved an 8% increase in the property insurance as they continue to experience increased claim costs provincially. 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.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2011 insurance renewal premium, payable to the Ontario School Board's Insurance Exchange, in the amount of \$213,439, plus PST.

Brant Haldimand Norfolk Catholic District School Board

OSBIE INSURANCE

Insurance Premium Excluding Taxes				
Description	2008	2009	2010	2011
Property	\$44,069	\$56,067	\$68,526	\$85,511
Crime	\$5,505	\$5,413	\$5,395	\$5,335
Boiler and Machinery	\$3,838	\$3,838	\$3,939	\$3,939
Liability	\$107,726	\$102,181	\$122,791	\$107,608
Non-Owned Auto	\$1,088	\$1,032	\$1,240	\$1,086
Subtotal	\$162,226	\$168,531	\$201,891	\$203,479
Fleet Automobile	\$7,511	\$8,735	\$9,961	\$9,960
Total Insurance Premium	\$169,737	\$177,266	\$211,852	\$213,439
Coverages:				
• Total Property	Unlimited			
• Crime	\$500,000			
• Deductible	\$10,000			
• Boiler and Machinery	Unlimited			
• Auto Limit	\$24 million			
• Liability	\$24 million			

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services and Treasurer
Presented to: Committee of the Whole
Submitted on: November 16, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

AUDIT COMMITTEE Public Session

BACKGROUND INFORMATION:

In January 2010, staff submitted a report regarding the requirement for school board Audit Committees. The government then postponed the requirement for Audit Committees until after the 2010 Municipal Elections.

Section 253.1(1) of the Education Act states, “*Every district school board shall establish an audit committee*”. Regulation 361/10 establishes the requirements of the Audit Committee and that Audit Committees must be established no later than January 31, 2011. The first meeting of the Audit Committee must be held before March 31, 2011.

The primary role of the Audit Committee is to assist the board of trustees in fulfilling its duties related to governance and oversight. Specifically, the duties of the Audit Committee fall under the following key areas: the financial reporting process, internal control framework, risk management practices, performance and function of the Board’s internal and external auditors, and the Board’s compliance with its obligations under legislation.

DEVELOPMENTS:

The Audit Committees will be appointed by each Board to serve that Board. For Boards with less than eight trustees, the Committee must have two trustees and two external members. Regulation 361/10 outlines the eligibility requirements and the mandate of the Committee. Those criteria are summarized in the attached guidelines for the Audit Committee, as well as for the application process. Committees are to be appointed by January 31, 2011 and the Ministry will provide training seminars in January and February 2011.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the formation of an Audit Committee and approves the Audit Committee Guidelines.



BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

AUDIT COMMITTEE GUIDELINES

MISSION

To provide advice to the Board of Trustees in the areas of financial reporting, external audit process and risk management and internal controls and ensuring compliance with Ministry of Education Acts and Regulations.

MEMBERSHIP

- The Audit Committee will be comprised of two trustees and two community members.
- The community member must be a Catholic school ratepayer, support the vision and mission of the Brant Haldimand Norfolk Catholic District School Board and must hold a position in financial management. An accounting designation (CMA, CGA, CA) is preferred.
- Trustee members are to be appointed by the Board Chair and the community members will be appointed by the Board, upon recommendation of a Selection Committee, through an application process.
- Community members shall not be employed by the Brant Haldimand Norfolk Catholic District School Board or the auditor on record (Millard, Rouse, Rosebrugh LLP) for the Board.
- Community members are volunteers and will not receive remuneration. Reimbursement for mileage and parking will be paid in accordance with existing Board policy.
- The Manager of Finance will report directly to the Audit Committee for audit matters only and will act as the Committee's primary resource.
- The Associate Director, Corporate Services & Treasurer and the Director of Education will provide information as required.
- A community member must be available for any meeting to proceed.
- The Chair of the Board will appoint the Chair of the Audit Committee

TERM OF OFFICE

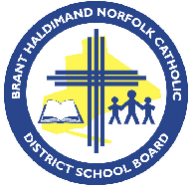
- The community member will hold their positions for a term of three years.
- A minimum of three meetings will be held annually. The meetings should coincide with the significant financial reporting dates of the Board including estimates, seven month financial reporting, revised estimates and year-end reporting.
- Minutes of the meetings will be brought forward to the monthly Board meeting for approval.

RESPONSIBILITIES

- To review the Board's financial statements.
- To recommend that the Board approve the annual audited financial statements.
- To review all matters that the external auditor is required to communicate to the Audit Committee under generally-accepted auditing standards.
- To review the overall effectiveness of the Board's internal controls.
- To review the scope of the internal and external auditors' reviews of the Board's internal controls.
- To make recommendations to the Board on the content of annual or multi-year internal audit plans and on all proposed major changes to plans.
- To review, at least once in each fiscal year, the performance of the internal auditor.
- To meet on a regular basis with the internal auditor to discuss any matters that the Audit Committee or internal auditor believes should be discussed.
- To review the external auditor's audit plan.
- To review and confirm the independence of the external auditor.
- To review the effectiveness of the Board's system for monitoring compliance with legislative requirements and with the Board's policies and procedures.
- To review any significant findings of regulatory entities and any observations of the internal or external auditor related to those findings.
- To perform activities related to the oversight of the Board's risk management issues or financial matters, as requested by the Board.
- To report to the Board annually and at any other time that the Board may require, on the Committee's performance of its duties.

CODE OF CONDUCT

- The Committee must uphold and respect the mission of the Brant Haldimand Norfolk Catholic District School Board.
- Committee members must declare any conflicts of interest that would impede their independence.
- The Committee must review its mandate annually.
- The Committee must be accountable to the Board of Trustees, representing the interest of all stakeholders.
- Each Committee member must act ethically and independently.
- The Committee must communicate effectively with staff, management, other committee members and advisors to ensure that they have sufficient knowledge in regard to current and perspective audit issues.



BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

EXTERNAL COMMUNITY MEMBER AUDIT COMMITTEE

APPLICATION GUIDELINES

The Brant Haldimand Norfolk Catholic District School Board requires two members of the community with financial expertise to serve on the Audit Committee.

The Audit Committee is comprised of two Board Trustees and two external community members. Its mandate is to provide review and recommendation in regard to financial reporting, external audit and risk management and controls while ensuring compliance with the Ministry of Education Act and Regulations. This is a volunteer position and members are required to attend a minimum of three scheduled meetings annually with additional meetings added as required.

ELIGIBILITY FOR APPLICATION:

- Must be a Catholic school ratepayer and support the values of Catholic education.
- Must have an accounting, financial management or other relevant business experience.
- Preference will be given to applicants with an accounting designation (CA, CMA, CGA).
- Must not be employed by the Brant Haldimand Norfolk Catholic District School Board or the Board's current auditor of record (Millard, Rouse & Rosebrugh LLP).
- Must be a resident of the City of Brantford, Brant County, Haldimand County or Norfolk County.

The successful candidates will be appointed for a term of three years with the possibility of extension to a maximum of one additional term. The current term will be effective as of February 1, 2011.

Eligible candidates interested in this volunteer position can complete the attached Application Form and return it to the address below no later than December 15, 2010:

Cathy Horgan, Director of Education
Brant Haldimand Norfolk Catholic District School Board
322 Fairview Drive, P.O. Box 217
Brantford ON N3T 5M8
chorgan@bhncdsb.ca



**BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

P.O. Box 217, 322 Fairview Drive, Brantford, Ontario N3T 5M8
Phone: 519-756-6369 – Fax: 519-756-9913

**APPLICATION FOR EXTERNAL COMMUNITY MEMBER
AUDIT COMMITTEE**

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, 1990:

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234).

PLEASE PRINT:

Surname		Given Name	
Apartment No.	Street No.	Street Name	City
Province	Postal Code	Telephone	Email Address

**ACCOUNTING, FINANCIAL MANAGEMENT OR OTHER RELEVANT BUSINESS EXPERIENCE:
(please include accounting designations)**

REFERENCES:

(please include three business references)

Name	Telephone	Email Address	Relationship

ELIGIBILITY FOR APPLICATION:

- Must be a Catholic school ratepayer and support the values of Catholic education.
- Must have an accounting, financial management or other relevant business experience.
- Preference will be given to applicants with an accounting designation (CA, CMA, CGA).
- Must not be employed by the Brant Haldimand Norfolk Catholic District School Board or the Board's current auditor of record (Millard, Rouse & Rosebrugh LLP).
- Must be a resident of the City of Brantford, Brant County, Haldimand County or Norfolk County.

CERTIFICATION:

I hereby certify that all statements are correct and complete. I understand that any misrepresentation of this data may result in the cancellation of my Application.

Date: _____ Signature: _____

APPLICATION DEADLINE: Wednesday, December 15, 2010

Return to:
Cathy Horgan, Director of Education
Brant Haldimand Norfolk Catholic District School Board
322 Fairview Drive, P.O. Box 217
Brantford ON N3T 5M8
chorgan@bhncdsb.ca

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

Prepared by: Cathy Horgan, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted on: Tuesday, November 16, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

RETREAT / CONFERENCE ATTENDANCE

Public Session

BACKGROUND INFORMATION:

As outlined in the Trustee Expense Reimbursement Policy 100.10, trustee attendance at regular events including the OCSTA AGM and regional meetings, the CCSTA AGM, and the *When Faith Meets Pedagogy* Conference are deemed pre-approved. Reimbursement for travel to conferences, workshops and other events in addition to the pre-approved ones require the approval of the Board.

From January 21-23, 2011, the Center for Action and Contemplation (CAC), located in Albuquerque, New Mexico, will be hosting the "Loving the Two Halves of Life: The Further Journey" Conference. Three internationally-renown speakers of the emerging church, Franciscan Father Richard Rohr, founder of the CAC, Fr. Ron Rolheiser, President of the Oblate School of Theology in San Antonio, Texas, and Edwina Gateley, founder of Genesis House, a house of hospitality and nurturing for women involved in prostitution, will share their personal stories of how God called them unexpectedly to co-create powerful ministries of compassion and justice.

Conference organizers advise that this conference, which will consist of plenary sessions, small group discussion, and sacred ritual, will be especially helpful for parents, spiritual directors, educators and anyone who is on a spiritual path. Cathy Horgan, Director of Education and Joyce Young, Religion & Family Life Consultant will be attending this conference.

DEVELOPMENTS:

This would be an excellent opportunity to hear first hand three top speakers of the emerging church, to reflect on faith and Catholicity in a renewed way, and to gain insights and inspiration that could then be incorporated in our adult faith formation programs, as well as used to help fuel the work of both the Catholicity Committee and Faith Advisory Committee. As Chair of both of these Committees, it would be beneficial and timely to have June Szeman attend this Conference. This would also be an ideal opportunity to personally meet and evaluate the conference presenters as potential keynote speakers at future Board events such as a system Faith Day. It is anticipated that conference expenses will not exceed \$1,000, which includes registration, return flights, and three nights accommodations.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the attendance of June Szeman at the "Loving the Two Halves of Life: The Further Journey" Conference, with expenses not to exceed \$1,000.

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

EXCURSION- BOSTON, MA

Public Session

BACKGROUND INFORMATION:

Assumption College School is requesting approval for an excursion to Boston, MA from Thursday, April 28, 2011 to Sunday, May 1, 2011.

DEVELOPMENTS:

Approximately fifty (50) Grades 9-12 students will be participating in this field trip. Supervising teachers will include Kelly Lynne-Davis and Naomi Ratelband as the female chaperones and Wayne LaChapelle as the male chaperone. The anticipated cost of the trip for each student is approximately \$550.

The students will have an opportunity to enhance the cultural and social components of the music curriculum by participating in several concerts at schools and community centres. Included in the itinerary is a chance to attend a Boston Pops performance; students will be responsible for writing a critique about the performance. They will also investigate careers in music such as conducting, teaching, performing, critic, etc.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Roman Catholic District School Board approves the request from Assumption College School for an excursion to Boston, MA from Thursday, April 28, 2011 to Sunday, May 1, 2011.

**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 16, 2010
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, 2010. 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, 2010 is lower than projected by 154 students. For the secondary panel, the actual Full Time Equivalent (FTE) enrolment is 117 students lower than projected.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Board Enrolment report for October 31, 2010.

**BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD
ENROLMENT AT OCT 31, 2010**

Appendix A

	J	K	ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	SPEC ED	Oct 31 2010 Actual includes Spec Ed	Oct 31 2010 Actual FTE Includes Spec Ed	Ministry Projected Estimates ADE 2010-2011	Variance from Ministry Projected	Oct 31 2009 Actual FTE Includes Spec Ed	Ministry Projected Estimates FTE Oct 31 2009	
110	Blessed Sacrament	11	12	18	9	12	20	14	17	24	23	160	148.5	158.5	-10.0	163.5	166.5	
112	Christ the King	16	13	18	13	16	11	18	12	7	10	134	119.5	116.5	3.0	115.0	132.5	
114	Holy Cross	10	15	10	13	13	13	12	19	12	8	125	125.0	144.0	-19.0	137.0	164.0	
116	Holy Family	14	14	19	8	25	8	16	16	12	18	150	136.0	150.5	-14.5	156.5	166.0	
117	Jean Vanier	40	35	33	43	36	34	33	25	35	21	335	335.0	348.0	-13.0	320.0	324.0	
118	Notre Dame (Brantford)	29	26	36	28	24	36	40	50	42	43	362	334.5	314.5	20.0	316.0	406.0	
119	Notre Dame (Caledonia)	34	36	33	37	32	37	46	50	50	59	414	379.0	394.5	-15.5	398.0	188.0	
122	Our Lady of Fatima (Courtland)	13	9	13	17	9	11	11	11	14	11	119	108.0	104.0	4.0	109.5	112.5	
124	Our Lady of LaSalette	6	10	12	7	16	13	16	9	13	13	115	107.0	108.0	-1.0	116.0	115.0	
125	Our Lady of Providence	27	44	33	34	38	42	49	53	38	52	410	374.5	382.5	-8.0	395.5	398.0	
126	Resurrection	8	15	18	15	18	15	19	18	16	19	161	149.5	153.5	-4.0	171.5	183.0	
130	Sacred Heart (Langton)	18	20	29	23	25	34	27	19	24	29	248	248.0	256.0	-8.0	238.0	243.0	
128	Sacred Heart (Paris)	20	18	22	23	22	17	16	19	20	18	195	176.0	181.5	-5.5	190.0	166.0	
132	St. Anthony Daniel	7	8	11	9	9	9	11	11	4	17	96	88.5	99.0	-10.5	109.0	112.0	
134	St. Bernard	11	13	14	12	17	19	18	17	28	25	174	162.0	176.5	-14.5	187.5	180.0	
136	St. Bernard of Clairvaux	12	11	17	21	24	20	23	19	34	24	205	193.5	197.0	-3.5	209.0	207.5	
138	St Cecilia's	9	11	11	19	17	21	21	21	23	19	172	162.0	164.0	-2.0	176.0	163.0	
140	St. Frances Cabrini	21	23	13	18	28	28	26	28	26	24	235	213.0	215.5	-2.5	223.5	229.5	
141	St. Gabriel	73	78	70	74	72	74	54	63	42	64	664	588.5	581.0	7.5	553.5	535.5	
144	St. Joseph	37	40	38	37	44	50	33	46	43	51	431	392.5	387.5	5.0	401.0	401.5	
146	St. Leo	17	12	17	17	23	16	25	19	15	21	182	167.5	166.0	1.5	166.0	169.0	
148	St Mary (Brantford)	12	12	15	13	20	14	16	8	21	10	141	129.0	118.0	11.0	117.0	120.0	
150	St Mary (Hagersville)	13	16	20	10	17	17	11	20	14	21	159	144.5	145.0	-0.5	142.5	148.0	
152	St Michael's (Dunnville)	24	16	18	19	21	18	19	22	29	16	202	202.0	188.0	14.0	183.5	193.5	
154	St Michael's (Walsh)	16	9	9	8	16	9	12	18	8	17	122	109.5	109.0	0.5	114.0	119.5	
156	St Patrick (Brantford)	8	9	20	18	13	19	16	17	16	24	160	151.5	164.0	-12.5	164.5	167.0	
158	St Patrick (Caledonia)	11	18	19	17	12	19	14	13	13	20	156	141.5	161.5	-20.0	168.0	169.5	
160	St. Peter	13	17	15	15	8	19	18	16	30	14	165	150.0	149.5	0.5	146.5	138.5	
162	St Pius	6	11	12	9	8	10	4	14	15	12	101	101.0	132.0	-31.0	119.5	103.0	
164	St. Stephen	9	13	22	15	13	21	16	23	20	28	180	169.0	165.0	4.0	161.5	159.0	
166	St Theresa	11	12	19	20	9	16	15	17	16	17	152	140.5	170.0	-29.5	167.5	164.5	
		556	596	654	621	657	690	669	710	704	748	20	6625	6,146.5	6,300.5	-154.0	6,336.5	6,415.5
Projected		604	624	673	634	679	695	670	734	724	761	21	6,819					
FTE Variance from projected		-48	-28	-19	-13	-22	-5	-1	-24	-20	-13	-1	-194					
JKSK		-76.0	-36															
Gr 1-8		-117.0	-117															
Spec Ed		-1	-1															
		-194.0	-154.0															
								Gr 9	Gr 10	Gr 11	Gr 12			Ministry Projected Estimates ADE 2010-2011			Ministry Projected Estimates FTE Oct 31 2009	
280	Assumption							353	373	352	482	1,560	1,560.00	1,606.1	-46.1	1,569.5	1,665.53	
284	Holy Trinity							266	234	268	345	1,113	1,112.50	1,102.0	10.5	1,113.8	1,121.14	
282	St. John's							306	348	352	432	1,438	1,423.75	1,351.0	72.8	1,413.0	1,354.72	
TOTAL Secondary												4,111	4,096.25	4,059.1	37.2	4,096.3	4,141.39	
TOTAL Board												10,736	10,242.8	10,359.6	-116.9	10,432.8	10,556.89	



Brant Haldimand Norfolk
Catholic District School Board

Minutes

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

Policy Committee
Wednesday, October 13, 2010 2:00 p.m.
Trustees' Meeting Room

Present: Bonnie McKinnon (Chair), Dan Dignard, Cathy Horgan, June Szeman

Absent:

1. Call to Order

1.1 Opening Prayer

The meeting opened with a prayer led by Bonnie McKinnon.

2. Routine Matters

2.1 Approval of the Agenda

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Policy Committee approves the agenda for the October 13, 2010 meeting.

Carried

2.2 Declaration of Interest: Nil

2.3 Approval of Minutes from the Policy Committee Meeting of June 9, 2010

Moved by: June Szeman

Seconded by: Dan Dignard

THAT the Policy Committee approves the minutes from the June 9, 2010 meeting.

Carried

2.4 Business Arising from Minutes: Nil

3. Presentations and Delegations: Nil

4. Committee and Staff Reports

4.1 Review of Board Policies

Director Cathy Horgan led the review of all existing policies. The committee evaluated every policy to determine if:

- 1) the policy is still applicable and current;
- 2) the policy is applicable, but requires revisions or updating; or
- 3) the policy is outdated and needs to be rescinded.



It was determined that several policies should be rescinded. A summary is listed below:

Policy Name / No.	
Transportation of Students During Inclement Weather (200.02)	The STSBHN has developed specific policies and procedures which govern the details of transporting students within the Consortia. These procedures include Inclement Weather Bus Transportation (024). This policy is now redundant.
Entering School – An Inclusive Approach (200.15)	This policy is outdated. It is now covered in legislation.
Transportation of Students – Expectations and Responsibilities (400.10)	The STSBHN has developed specific policies and procedures which govern the details of transporting students within the Consortia. These procedures include Responsibilities of the Student (Procedure 004), Responsibilities of Parents and Guardians (Procedure 005), Responsibilities of the School Principal (Procedure 006), Responsibilities of the School Bus Operators and bus Drivers (Procedure 007), and Responsibilities of the STSBHN (Procedure 008). This policy is now redundant.
Transportation of Students – Accident/Incident Reporting (400.13)	The STSBHN has developed specific policies and procedures which govern the details of transporting students within the Consortia. These procedures include accident/incident reporting (Procedure 023). This policy is now redundant.

A schedule for regular review/revision is being developed. All current and future policies will be assigned an automatic review timeline.

Moved by: Dan Dignard
Seconded by: June Szeman

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the following policies to the Brant Haldimand Norfolk Catholic District School Board for approval:

- 200.02 – Transportation of Students – Inclement Weather
- 200.15 – Entering School – An Inclusive Approach
- 400.10 – Transportation of Students – Expectations and Responsibilities
- 400.13 – Transportation of Students – Accident/Incident Reporting

Carried

5. Moment of Silent Reflection

6. Adjournment

Moved by: Dan Dignard
Seconded by: June Szeman

THAT the Policy Committee adjourns the meeting of October 13, 2010.

Carried



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Regional Catholic School Council Meeting Tuesday, November 8, 2010 7:00 pm Boardroom

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.

3.2. Executive Committee

Ken Spong introduced Edith Heleniak, Co-Chair. He noted that the position of Secretary/Treasurer is currently vacant.

4. Introduction of Trish Kings, Superintendent of Education

Ken Spong introduced Trish Kings, Superintendent of Education, who reviewed the Board and School Improvement Plans. She noted that the 2009-10 EQAO results for our Board are the best to date. Superintendent Kings explained how the plans are developed and what considerations are made during the planning process. A question and answer session followed the presentation.

5. Introduction of Chris Roehrig, Superintendent of Education

Ken Spong introduced Chris Roehrig, Superintendent of Education, who gave a presentation on enrolment and staffing. Superintendent Roehrig explained how staffing is conducted and how enrolment affects staffing and class sizes. Mr. Roehrig also explained the various reasons and factors for declining enrolment. A question and answer session followed the presentation.

6. Introduction of Bill Chopp, Superintendent of Education

Ken Spong introduced Bill Chopp, Superintendent of Education.

6.1. Regional School Conference

Superintendent Chopp provided options for speakers at a future Regional School Conference. He asked that attendees consider what topics would be of greatest interest to parents.

6.2. School Council Surveys

Superintendent Chopp distributed a School Council Survey to assist the Board in obtaining a clearer understanding of the needs of School Councils. After reviewing the survey questions, he requested that every School Council complete and return the survey to their school's Superintendent of Education by December 20, 2010.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

Catholic Education Centre
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6.3. Regional School Council Executive Positions

Superintendent Chopp noted that the Regional School Council Executive committee has a vacant position for Secretary/Treasurer. A nomination form was distributed with a request that nominations be submitted by December 1, 2010.

7. Adjournment

Ken Spong thanked everyone for attending and adjourned the meeting.



**Special Education Advisory Committee Meeting
Wednesday, November 10, 2010 7:00 p.m.
Fatima Resource Centre, 344 Erie Avenue, Brantford**

Present: Dennis Blake, Colleen Demarest, Lisa Stockmans, Barb Mitchell, Ashley Jakovljevic, Dianne Wdowczyk, Paul Sanderson, Teresa Westergaard-Hager, Beth Moore, Terre Slaght, Bill Chopp

Absent: Catherine Daly, Cathy Pearson, Nancy Smith, Zig Misiak

1. Opening Prayer

Terre Slaght opened the meeting with a prayer.

2. Opening Remarks

Dianne Wdowczyk welcomed committee members. The committee welcomed new member Ashley Jakovljevic, Occupational Therapist from Lansdowne Children's Centre. Dianne noted that Colleen Demarest's daughter won an award from the Ontario Council for Exceptional Children.

3. Community Agency Updates

Teresa Westergaard-Hager, Norfolk Association for Community Living, noted that the "Healthy Communities" program in Norfolk is currently a big focus for them.

Beth Moore, parent, told the committee that her daughter has now received her service dog and the family has been undergoing training.

Ashley Jakovljevic, Lansdowne Children's Centre, informed the group that Lansdowne has received some funding to help manage the wait list and some additional staff has been hired.

Barb Mitchell, H-N REACH, noted that Theresa Taylor is the new manager of the developmental unit, replacing Paul Found. She also told the group that the Early Years Centre in Delhi has been moved from the high school to a church. Barb informed the committee that members of her organization are willing to present the Community Service Plan in December.

Dianne Wdowczyk, Woodview Children's Centre, explained that their organization has been running a counseling clinic for people who are currently on the wait list. The clinic has been running for four weeks and they have had nine families participate.

4. Approval of Minutes

Moved by: Dennis Blake

Seconded by: Lisa Stockmans

THAT the SEAC Committee approves the minutes from the October 13, 2010 meeting.

Carried



5. Approval of the Agenda

Moved by: Colleen Demarest

Seconded by: Teresa Westergaard-Hager

THAT the SEAC Committee approves the agenda for the November 10, 2010 meeting.

Carried

6. Correspondence – Nil

7. New Business

7.1 Presentation: Pilot Program

Terre Slaght introduced Board speech pathologists, Brenda Brennan and Nancy Commisso. She explained a new pilot program that has been developed and implemented. Nancy and Brenda outlined the model. Feedback to date has been very good. It was suggested that looking at the longer term success of this program should be reviewed. Dianne suggested this should be reviewed after March break as this is often when challenging behaviours are displayed.

8. Reports

8.1. Principal of Program: Special Education

Terre Slaght

8.1.1. Department Goals 2010-11

Terre distributed copies of the special education department goals, which were developed to contribute to the Board's overall strategic plan. Terre provided an overview of the goals. Suggestions and feedback are welcome.

8.1.2. Board Improvement Plan SMART Goals - Feedback

Terre handed out draft copies of the special education contribution to the Board Improvement Plan. Work on this document lead to revisiting the special education delivery model.

8.2. Superintendent of Education

Bill Chopp

8.2.1. Special Education Delivery Model

Bill distributed a draft special education service delivery model for 2010-11. He reviewed the model and the role of the SERT with the targeted students.

9. Business for Next Meeting – To be determined.

10. Adjournment

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



2010-11 Trustee Meetings and Events

Date	Time	Meeting/Event
November 16, 2010	7:00 pm	Committee of the Whole
November 23, 2010	7:00 pm	Board Meeting
November 30 (5 pm) – December 1, 2010 (tentative)		Trustees' Retreat
December 1, 2010 (may have to be rescheduled) (was Nov. 17/10)	1:30 pm	Catholicity Committee Mtg.
December 7, 2010	6:30 pm 7:00 pm	Mass with Father Al Dufraimont Inaugural Board Meeting
December 8, 2010	7:00 pm	SEAC Meeting @ FRC
December 14, 2010	7:00 pm	Board Meeting
December 20 – 31, 2010		CHRISTMAS BREAK
January 3, 2011		Classes resume
January 10, 2011		PA Day (elementary only)
January 12, 2011	7:00 pm	SEAC Meeting @ FRC
January 14-15, 2011	2 days	OCSTA Trustees' Professional Development Seminar
January 18, 2011	7:00 pm	Committee of the Whole
January 25, 2011	7:00 pm	Board Meeting
February 3, 2011		PA Day (system-wide; not St. Cecilia's)
February 9, 2011	7:00 pm	SEAC Meeting @ FRC
February 15, 2011	7:00 pm	Committee of the Whole
February 15, 2011	1:00 pm	STSBHN Governance Mtg.
February 22, 2011	7:00 pm	Board Meeting
February 24, 2011	1:30 pm	Faith Advisory Committee Mtg.
March 2, 2011	1:30 pm	Catholicity Committee Mtg.
March 9, 2011	7:00 pm	SEAC Meeting @ FRC
March 14 – 18, 2011		MARCH BREAK
March 22, 2011	7:00 pm	Committee of the Whole
March 29, 2011	7:00 pm	Board Meeting
April 7, 2011	5:00 pm	Catholic Leadership Awards (ACS; with Bishop Fabbro)
April 8, 2011		PA Day (secondary only)
April 13, 2011	7:00 pm	SEAC Meeting @ FRC
April 19, 2011	7:00 pm	Committee of the Whole
April 26, 2011	7:00 pm	Board Meeting
April 28 – May 1, 2011		OCSTA AGM (Royal York, Toronto)
May 1 – 6, 2011		Catholic Education Week
May 3, 2011	5:30 pm 6:30 pm	Celebration of the Arts (Sanderson Centre) – art viewing Celebration of the Arts - performances
May 4, 2011	TBD (eve)	St. Bernard (B) 50 th Anniversary
May 5, 2011	1:30 pm	Faith Advisory Committee Mtg.
May 11, 2011	7:00 pm	SEAC Meeting @ FRC
May 13, 2011		PA Day (St.Cecilia's only)
May 17, 2011	7:00 pm	Committee of the Whole
May 17, 2011	1:00 pm	STSBHN Governance Mtg.

Date	Time	Meeting/Event
May 24, 2011	7:00 pm	Board Meeting
May 25, 2011	1:30 pm	Catholicity Committee Mtg.
May 26, 2011	6:00 pm	OECTA Retirement Dinner (Brantford Golf & Country Club)
June 2-5, 2011		CCSTA Convention (Regina)
June 6, 2011		PA Day (elementary only)
June 8, 2011	7:00 pm	SEAC Meeting @ FRC
June 21, 2011	7:00 pm	Committee of the Whole
June 27, 2011	4:45 pm	Assumption College Graduation
June 28, 2011	7:00 pm	Board Meeting
June 29, 2011		Last Day of Classes
June 29, 2011	7:00 pm	St. John's College Graduation – Sanderson Centre
June 29, 2011	7:00 pm	Holy Trinity Graduation
June 30, 2011		PA Day (system-wide)

TO BE SCHEDULED:

Executive Council Meetings – January to June, 2011

Policy Committee Meetings – January to June, 2011

Budget Committee Meetings - at the call of the Chair