



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

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

**Committee of the Whole
Tuesday, March 22, 2011 7:00 pm
Boardroom**

Members: **Trustees:**
Cliff Casey (Chair), June Szeman (Vice Chair), Dennis Blake, Dan Dignard, Bonnie McKinnon,
Rick Petrella, 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 – Cliff Casey
 - 1.2 Attendance
- 2. Routine Matters**
 - 2.1 Approval of the Agenda
 - Discussion of Consent Agenda format (TO BE DISTRIBUTED)
 - 2.2 Declaration of Interest
 - 2.3 Approval of Minutes from the Committee of the Whole – February 15, 2011 Pages 4-9
 - 2.4 Business Arising from Minutes
- 3. Presentations and Delegations – Nil**
- 4. Committee and Staff Reports**
 - 4.1 Tools for Tolerance for Educators Pages 10-11
Presenter: Trish Kings, Superintendent of Education
 - 4.2 Strategic Plan Update: Student Achievement Pages 12-17
Presenters: Bill Chopp, Trish Kings and Chris Roehrig, Superintendents of Education
 - 4.3 St. Pius X / St. Bernard Schools Consolidation Pages 18-20
Presenter: Cathy Horgan, Director of Education & Secretary
 - 4.4 Surplus Property Pages 21-22
Presenter: Wally Easton, Associate Director, Corp. Services & Treasurer



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4.5	Excursion: Chicago, IL (Revised) Presenter: Chris Roehrig, Superintendent of Education	Page 23
4.6	Excursion: St. John's College Rugby Team – England and Wales, UK Presenter: Chris Roehrig, Superintendent of Education	Page 24
4.7	Excursion: France and Italy Presenter: Chris Roehrig, Superintendent of Education	Page 25
4.8	Information Technology (IT) Department Reorganization Presenter: Tom Grice, Assistant Superintendent of Business	Pages 26-27
4.9	Client Support Officer Presenter: Tom Grice, Assistant Superintendent of Business	Pages 28-31
4.10	Approved SEAC Meeting Minutes – February 9, 2011 Presenter: June Szeman, Trustee Representative on the SEAC	Pages 32-33
4.11	Unapproved Student Transportation Services Brant Haldimand Norfolk Meeting Minutes – February 15, 2011 Presenter: Dan Dignard, Trustee Representative on the STSBHN Governance Committee	Pages 34-38
4.12	Unapproved Accommodations Committee Meeting Minutes and Recommendations - February 15, 2011 Presenter: Dan Dignard, Chair, Accommodations Committee	Pages 39-44
4.13	Unapproved Faith Advisory Committee Meeting Minutes – February 24, 2011 Presenter: June Szeman, Trustee Representative on the Faith Advisory Committee	Pages 45-47
5.	Information and Correspondence	
5.1	OCSTA Update	
5.2	Trustee Information Flyer	Pages 48-49
5.3	Trustee Professional Development Plan (draft)	Pages 50-51
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,
- 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.



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- 9. Report on the In-camera Session
- 10. Future Meetings and Events Page 52
- 11. Moment of Silent Reflection
- 12. Adjournment

Next meeting: Tuesday, April 19, 2011 at 7:00 pm – Boardroom



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Committee of the Whole
Tuesday, February 15, 2011 7:00 pm
Boardroom**

Present: **Trustees:**
June Szeman (Vice Chair), Dennis Blake, Dan Dignard, Bonnie McKinnon, Rick Petrella, Alyna Poremba (Student Trustee)

Absent: Cliff Casey (Chair)

Senior Administration:

Cathy Horgan (Director of Education & Secretary), 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

The meeting was opened with a prayer led by June Szeman.

2. Routine Matters

2.1 Approval of the Agenda

Moved by: Dennis Blake
Seconded by: Rick Petrella

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda for the February 15, 2011 meeting.

Carried

2.2 Declaration of Interest - Nil

2.3 Approval of Minutes from the Committee of the Whole Meeting of November 16, 2010

Moved by: Bonnie McKinnon
Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the November 16, 2010 meeting.

Carried

2.4 Business Arising from Minutes - Nil

3. Presentations and Delegations - Nil



4. Committee and Staff Reports

4.1 Early Learning Kindergarten Program

Superintendent Trish Kings provided an update on the progress of the Early Learning Kindergarten Program, now in its first year in five schools, in the areas of program model, curriculum development, professional development of kindergarten teachers and early childhood educators, and communications. She introduced Lisa Kuyper, Program Consultant: Elementary who gave a pictorial presentation of various aspects of the program including planned and purposeful play and focused instruction in action in the classroom.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Early Learning Kindergarten Program report.

Carried

4.2 Early Learning Kindergarten Program – Extended Day

Superintendent Trish Kings explained that as a result of regulatory amendments recently made to full-day learning Extended Day programs, Boards now have the flexibility to directly operate extended day programs or to enter into an agreement with a qualified third-party provider, where demand exists. Superintendent Kings discussed the next steps that will be taken to determine the viability and best way of offering extended day programming in our ELKP schools in 2011-12. Associate Director Easton explained how the estimated daily fee of \$25 was calculated.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Early Learning Kindergarten Program – Extended Day report.

Carried

4.3 School Renewal Projects: 2010-11

Associate Director Easton reviewed the proposed school renewal projects for the 2010-11 school year. The projected expenditure is less than the amount the Board previously approved for this year in its five-year school renewal plan.

Moved by: Dennis Blake

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the School Renewal Projects for 2010-11 in the amount of \$1,018,514.

Carried



4.4 2011-12 School Year Calendar

Superintendent Bill Chopp presented the proposed elementary, secondary and St. Cecilia's school year calendars for 2011-12. Proposed modifications include Christmas break from December 26, 2011 to January 6, 2012 instead of December 19, 2011 to December 30, 2011, as well as a different PA day for St. Cecilia's School (April 13, 2012 instead of April 27, 2012) due to Friday the 13th celebrations in Port Dover.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the modified 2011-12 School Year Calendars for Elementary schools, Secondary schools, and St. Cecilia's school, as presented.

Carried

4.5 Excursion – Las Vegas, NV; Construction Challenge Nationals

Superintendent Bill Chopp reviewed an excursion request from Holy Trinity Catholic High School for six students to compete in the Construction Challenge Nationals competition in Las Vegas. This team won the regional competition in Toronto in January, making them eligible to compete in Las Vegas.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Holy Trinity Catholic High School for an excursion to Las Vegas, NV from Monday, March 21, 2011 to Friday, March 25, 2011.

Carried

4.6 Educational Field Trip Summary Report

Superintendent Chopp provided a summary of the overnight, extended overnight and various excursions that have been approved during the period of September 1, 2010 to February 1, 2011.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

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

Carried

4.7 Financial Report – November 2010

Associate Director Easton provided the financial report for First Quarter (September 1 – November 30, 2010) and advised that the budget is on target, with no significant variances.

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Financial Report – November 2010.

Carried



4.8 St. Pius X / St. Bernard Schools Consolidation

Director Horgan presented staff's report responding to the issues raised by two delegations from St. Bernard School at the St. Pius X / St. Bernard schools public input meeting of January 25, 2011. Director Horgan provided trustees with additional information on each of the nine areas of concern that were raised.

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives staff's report on the St. Pius X and St. Bernard Schools consolidation.

Carried

4.9 Attendance Area Review, Holy Family and Sacred Heart Schools, Paris

In an effort to address courtesy rider issues and to align boundaries with current transportation routes, Assistant Superintendent of Business, Tom Grice, reviewed a revision to the catchment area for Holy Family School northward to incorporate a subdivision north of Scott Avenue. Sacred Heart's boundary would be scaled back accordingly, with no impact on this school as all students currently residing in this subdivision attend Holy Family School. Changes would be effective September 1, 2011.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Attendance Area for Holy Family and Sacred Heart (Paris) Schools.

Carried

4.10 Attendance Area Review, St. Cecilia's (Port Dover) and St. Joseph's (Simcoe) Schools

To address courtesy rider issues and to align boundaries with current transportation routes, Assistant Superintendent Grice reviewed a proposal to move the catchment area of St. Cecilia's west and scaling back St. Joseph's catchment boundary accordingly. Students in this area would then be within St. Cecilia's boundary, eliminating their courtesy rider designation. Two students, currently attending St. Joseph's, would become "out of bounds" and would be given the option to transfer to St. Cecilia's or be provided transportation to St. Joseph's until their graduation year. Changes would be effective September 1, 2011.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Attendance Area for St. Cecilia's and St. Joseph's Schools.

Carried



4.11 Attendance Area Review, St. Gabriel and St. Basil Schools, Brantford

After consideration of several scenarios in response to over-capacity conditions at St. Gabriel school and the need to establish boundaries for the new St. Basil School, Assistant Superintendent Grice presented the favoured proposal, which is supported unanimously by St. Gabriel's School Council. Changes would be effective September 1, 2011.

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Attendance Area for St. Gabriel Catholic School and establishes the Attendance Area for St. Basil Catholic Elementary School.

Carried

4.12 Attendance Area Review, St. Michael's (Walsh) and Sacred Heart (Langton) Schools

Assistant Superintendent Grice presented a proposal to expand the catchment area for St. Michael's School (Walsh) south. This expansion would capture students who currently attend St. Michael's as out of boundary students, eliminating courtesy rider issues and aligning boundaries with current transportation routes. The catchment boundary for Sacred Heart (Langton) would be scaled back accordingly. Changes would be effective September 1, 2011.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Attendance Area for St. Michael's (Walsh) and Sacred Heart (Langton) Schools.

Carried

4.13 Attendance Area Review, St. John's College, Assumption College, St. Peter and Notre Dame Schools, Brantford

Assistant Superintendent Grice explained that the proposed changes to the boundaries for St. John's College and Assumption College School would align these schools' boundaries with the tentative boundary changes that were made to St. Peter and Notre Dame (Brantford) in 2009 to address overcrowding at St. Peter. This boundary adjustment would allow the affected elementary students to travel to the correct secondary feeder school, and to qualify for transportation. The needs of current students impacted by the proposed boundary changes would be accommodated until their year of graduation. Changes would be effective September 1, 2011.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Attendance Area for St. John's College and Assumption College School.

Carried

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Attendance Area for St. Peter and Notre Dame (Brantford) schools.

Carried



5. Information and Correspondence: Nil

6. Notices of Motion:

The following Notice of Motion, "That all staff or Committee members wishing to attend a conference outside the country that requires overnight stay have prior approval of the Board," made at the December 14, 2010 Board Meeting by Trustee Blake, was withdrawn by Trustee Blake.

7. Trustee Inquiries - Nil

8. Business In-Camera

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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: Bonnie McKinnon

Seconded by: Rick Petrella

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. A correction was made to the Catholicity Committee meeting date of March 2, 2011 (now March 23, 2011).

11. Moment of Silent Reflection

12. Adjournment

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of February 15, 2011.

Carried

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

Prepared by: Trish Kings, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: March 22, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

TOOLS FOR TOLERANCE FOR EDUCATORS

Public Session

BACKGROUND INFORMATION:

A team of representatives from the Catholic Curriculum Corporation attended the *Tools for Tolerance for Educators* program in Los Angeles, California on November 29 and 30, 2010. Representing the Catholic Curriculum Corporation were:

Dan Parr, Superintendent of Education, Huron Perth Catholic District School Board
Marian O'Connor, Consultant, Brant Haldimand Norfolk Catholic District School Board
Fran Craig, Curriculum Manager, Catholic Curriculum Corporation
Trish Kings, Superintendent of Education, Brant Haldimand Norfolk Catholic District School Board and Chair of the Catholic Curriculum Corporation

This team participated in the program along with thirty Ontario educators, seventeen from Catholic boards or organizations. An in-depth application form, a curriculum vitae and a letter of reference were completed by each participant from the Catholic Curriculum Corporation. Members also participated in a pre-session workshop hosted by Melissa Mikel, Director of Education for the Simon Wiesenthal Center for Holocaust Studies in Toronto outlining the multi-faceted mission of the Centre.

DEVELOPMENTS:

Despite the visit to the Simon Wiesenthal Center for Holocaust Studies, the review of educational materials and web information, the very focused questions of the application and pre-session, nothing prepared the group for the intensity and impact of the *Tools for Tolerance for Educators* experience. The program design was experiential and learner-centred, combining expert speakers, innovative learning technologies, interactive workshops and reflective practice.

Beverly LeMay, Director of Tools for Tolerance for professionals, welcomed the group to the very full agenda for November 29 and 30:

- Examining the term “tolerance”;
- Ice breakers to get to know one another;
- Three learning opportunities to explore the Museum of Tolerance;
- Listening to the personal stories of Holocaust survivor, Bill Harvey, and the survivor of a gay hate crime, Matthew Boger;
- Viewing the theatrical performance by Compassion Plays – KICK; and,
- Participation in Culturally Proficient Educational Leader Practices sessions with Leonard McGinnis and Randal Lindsey.

Each activity provided opportunities for reflection and journaling.

The Museum of Tolerance experience challenged participants to become witnesses to history and to take responsibility for the future. Through the holocaust displays, the Brown versus the Board of Education on desegregation of schools, Finding Our Families, Finding Ourselves (heritage), and interactive displays such as Take Responsibility, U.S. History Panels – Diversity, Intolerance and Rights, and the Point of View Diner, participants were provided with an opportunity to explore the dynamics of prejudice and discrimination and the power of words and images in a technologically advanced medium.

Participants were given many resources and had the opportunity to purchase resources. Each participant was presented with a certificate and a challenge: What will you do now?

To date, an initial small group meeting took place in January to debrief the Los Angeles *Tools for Tolerance* session, examine one year reports of action taken by other attendees, determine next steps, and consider the possibility of developing a collaborative curriculum writing proposal.

Conversation has taken place and will continue to take place with our Catholic partners to link learnings from Tools for Tolerance and the Ontario Equity and Inclusive Education Strategy.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Tools for Tolerance for Educators report.

**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: March 22, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

STRATEGIC PLAN UPDATE: STUDENT ACHIEVEMENT
Public Session

BACKGROUND INFORMATION:

It is expected that updates regarding the status of the Board's Strategic Plan is presented to the Board of Trustees on an annual basis.

DEVELOPMENTS:

Please find attached the Status Report on the Student Achievement Commitment.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Plan Update: Student Achievement report.

Student Achievement: *We want all students to be the best they can be ~*

- Create dynamic and faith-centred learning experiences that encourage all students to achieve their full spiritual, academic and personal potential
- Build and sustain safe, supportive and nurturing environments for learning to take place
- Drive constant improvements in student learning and the celebration of achievement

Expected Outcome	Strategies	Indicators of success	Timeline	Responsibility	Status
<p>Religious Education is given the highest priority within the school.</p> <p>The climate of the school reflects a safe, respectful and caring community.</p>	<p>The <i>Key Learnings Document for the Religion Program Grades 1-8</i> and the refreshed Family Life Program for Grades 5 and 6 will be implemented in all schools.</p> <p>“Student Voice” in school programs and activities, such as peer mediation, restorative justice, conflict resolution, social justice and mentorship, will be encouraged in all schools.</p>	<p>The learning goals and success criteria for the Religion and Family Life Programs are achieved across all grade levels.</p> <p>Students will be involved in a number of activities over the year to ensure their voices are heard to meet the expected outcome.</p>	<p>Annually (September – June)</p> <p>Annually (September – June)</p>	<p>Superintendent of Education</p> <p>Principals / Vice Principals</p> <p>Religion and Family Life Consultant</p> <p>Principals / Vice Principals</p>	<ul style="list-style-type: none"> • All schools using Key Learnings Document. • Family Life Program Grades 5 & 6 implemented. • Discussion with Principals/Vice-Principals during school visits to determine level of implementation. • Speak Up Projects Grade 7-12 approved by Ministry and implemented.
<p>All students will be engaged in their learning and experience a sense of belonging in a safe, nurturing and inclusive environment.</p> <p>All students, staff and parents will be aware of the Board’s Safe School’s Policies, including Student Discipline, and Bullying Prevention and Intervention.</p>	<p>Using the results of the School Climate Surveys, the Board and the school’s ‘Safe Schools Team’ will identify strategies in their School Improvement Plan based on their findings from the School Climate Surveys.</p> <p>Specific training will be provided for all staff regarding Safe School’s Policies and Procedures.</p> <p>A specific communication strategy will be developed to inform schools, parents and the broader community of key elements of the Safe School’s Initiative.</p>	<p>The schools will have a plan to support a safe environment.</p> <p>School communities and the broader community will be aware and develop an understanding of the Safe School’s Policies and initiatives.</p>	<p>Annually (September – June)</p> <p>Annually (September – June)</p>	<p>Principals / Vice Principals</p> <p>Safe Schools Team</p> <p>School Staff</p> <p>Superintendent of Education</p>	<ul style="list-style-type: none"> • All schools have Safe School Teams and have identified specific strategies related to Safe Schools through use of the School Climate Surveys. • Schools applying for funds to support specific findings and needs based on the survey. • Policies and Procedures approved and Principals and Vice Principals in-serviced. Safe Schools Teams are aware of Policies and Procedures. • Still to be completed. • Recent funds received for parent engagement regarding Safe Schools activities. Plan to be determined.

Expected Outcome	Strategies	Indicators of success	Timeline	Responsibility	Status
<p>Staff will be aware of the Board's Equity and Inclusive Education Policy and Procedures.</p>	<p>The Board will establish an Equity and Inclusive Education Committee as part of the policy development and implementation process.</p> <p>The Equity and Inclusive Education Policy and Procedures will be developed and vetted.</p> <p>A training plan will be developed based on key elements.</p>	<p>A policy will be in place and the training plan outlined for future implementation.</p>	<p>Annually (September – June)</p>	<p>Superintendent of Education</p> <p>Safe Schools and Equity Officer</p>	<ul style="list-style-type: none"> The Equity and Inclusive Education Committee, comprised of representatives from the Board and from the community, has met three times and identified next steps based on eight areas of focus. Interim policy approved with procedures being developed. Principals and Vice Principals have been trained on Equity and Inclusion from a legal perspective.
<p>Student achievement in literacy for primary and junior students will meet Board and Ministry targets.</p>	<p>Schools have been organized in Networked Learning Communities to facilitate collaboration and capacity building in specific areas.</p> <p>The Teaching-Learning Critical Pathways process is implemented in all classrooms from Grades 1-8 focused on specific reading and writing curriculum expectations.</p> <p>Specific strategies to support achievement in boys' reading and writing will be implemented.</p> <p>Intervention programs will be expanded in the primary grades including STRONG START (K-1) and Reading Upgrade (Grade 3).</p>	<p>Improvement in reading and writing results as evidenced on report cards, Board-wide assessments and provincial assessments.</p>	<p>Annually (September – June)</p>	<p>Superintendents of Education</p> <p>Principals / Vice Principals</p>	<ul style="list-style-type: none"> There are eight school networks working on the Teaching-Learning Critical Pathways related to specific curriculum expectations in reading and writing. Specific data from Term 1 Report Cards and D.R.A. (Nov/Feb) has been reviewed and strategic steps are in place to support improvement. Received excellent feedback from Principals/Vice-Principals on the T-LCP process. Schools reviewing specific data to determine student growth. Continued attention to non-fiction reading and writing for boys. A project, funded by the Ministry and focusing on boys' achievement through technology, is in progress. Ten schools are benefitting from STRONG START. Reading Upgrade expanded to include 28 schools. O.F.I.P. tutors supporting this intervention. Results are being monitored on an ongoing basis at the school level.

Expected Outcome	Strategies	Indicators of success	Timeline	Responsibility	Status
<p>Student achievement in literacy for primary and junior students will meet Board and Ministry targets. <i>(continued)</i></p>	<p>Assistive technology on-site support will be provided by designated consultant.</p> <p>Special Education delivery model will focus on primary and junior reading.</p> <p>Training will be provided to support assessment for, as and of learning.</p>				<ul style="list-style-type: none"> Continued teacher support on use of Assistive Technology for identified students by the Special Education IT Consultant. Students who have received SEA equipment receive direct support from the Itinerant Technology Special Education Resource Teacher. Monthly inservices with a focus on primary and junior literacy continue. Two of three sessions have been provided for Principals/Vice Principals, Consultants, Literacy Teachers, and System SERTs. Feedback is ongoing. Growing Success – Assessment, Evaluation, and Reporting in Ontario Schools introduced this year with new Provincial Report Cards.
<p>Student achievement in numeracy for primary and junior students will meet Board and Ministry targets.</p>	<p>Math coaches will support Grades 3-6 classroom teachers as job-embedded learning by:</p> <ul style="list-style-type: none"> Building capacity in creating a positive climate and culture for math. Facilitating the learning and implementation of learning goals and success criteria. Linking literacy strategies dealing with robust and critical thinking to math. Learning and teaching through problem-solving, math talk and technology. 	<p>Improvement in math results as evidenced on report cards and provincial assessments.</p>	<p>Annually (September – June)</p>	<p>Superintendent of Education Principals / Vice Principals</p>	<ul style="list-style-type: none"> Coaches released .1 for monthly in-service and to build capacity with classroom teachers through modeled lessons, co-planning and co-teaching. Feedback from Principals/Vice-Principals, Consultants and Coaches being reviewed. System Improvement Teams are focused on Mathematics and information shared with Principals/Vice-Principals.

Expected Outcome	Strategies	Indicators of success	Timeline	Responsibility	Status
Student achievement in Grade 9 Applied and Academic Mathematics will improve.	<p>Secondary Panel Mathematics Coaching Project</p> <p>Grades 7 & 8 Mathematics Coaching Project.</p> <p>Grades 7 & 8 Mathematics Focus Group.</p> <p>Mathematics Staff Development Project facilitated by Marian Small (2010).</p>	<p>Total number of teachers participating in the coaching projects to reach twenty by 2012.</p> <p>Improvement over time in EQAO scores for Grade 9 Applied Mathematics between 2008–2012.</p>	Annually (September – June)	Superintendent of Education	<p>Coaching projects, as well as professional development for coaches, are well underway.</p> <p>Semester One results have been analyzed and all student achievement results continue to be up from 2007, with the biggest difference in Applied Grade 10 Math, which is up nearly 10% from 2007. Semester One students have completed the Grade 9 EQAO test but the results will not be in until August 2011.</p>
Student achievement in the OSSLT will improve.	<p>Secondary Literacy Coaching Project.</p> <p>Cross-Panel Differentiated Instruction Focus Group. Secondary Writing Inquiry Groups.</p> <p>Secondary Cooperative Learning Workgroup (Demonstration Classrooms)</p> <p>Secondary and Elementary Coaches Learning sessions facilitated by K. McGill (2010).</p>	<p>Total number of teachers directly participating in projects to reach 35 by 2012.</p> <p>Improvement over time in EQAO scores for the OSSLT between 2008–2012.</p>	Annually (September – June)	Superintendent of Education	<p>Coaching projects are all continuing.</p> <p>Preliminary estimates are that our OSSLT results may be down from last year. The OSSLT will be administered in March of 2011. Interventions and early identification were implemented as in past years.</p>
Grades 7 and 8 students will make more informed decisions regarding Pathways.	<p>Continue to provide and increase authentic learning experiences and opportunities in Grades 7-12:</p> <ul style="list-style-type: none"> • Career Cruising • Guidance / SST visits • Career Exploration Fairs • Course Selection Information evenings • Skills Canada School, Board, regional events and competitions 	Improvement over time in the number of student participating in programs suited for students heading to college, apprenticeship, and workplace destinations between 2008–2012.	Annually (September – June)	Superintendent of Education	Our SHSM enrolment is well above the provincial average--15% (Board) versus 8% (province). We expect our projected enrolment for SHSM to continue to increase from 415 students in 2011 to 610 students in 2013.

Expected Outcome	Strategies	Indicators of success	Timeline	Responsibility	Status
<p>Grades 7 and 8 students will make more informed decisions regarding Pathways. <i>(continued)</i></p>	<ul style="list-style-type: none"> • Reach Ahead activities: promoting Skilled Trades • Job shadowing • Guest speakers <p>Expand participation in local Skills Canada competitions. Technology Teachers to be trained in implementing Skills Canada challenges into course programs.</p>	<p>Improvement over time in the number of students participating in local Skills Canada competitions between 2008-2012.</p>			<p>The number of competitions offered through <i>Skills Canada</i> continues to grow. This year, 37 students will participate in 23 provincial competitions.</p> <p>Semester One credit accumulation for Grade 9 (90%) and Grade 10 (82.3%) are both up from 2007.</p>

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: March 22, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

ST. PIUS X / ST. BERNARD SCHOOLS CONSOLIDATION

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 enrolment projections and to provide a report outlining options to address the Board's accommodations issues. Watson reported to the Board on July 10, 2008 and offered several recommendations. One of those recommendations was to consolidate St. Pius X and St. Bernard, Brantford schools and build a replacement school.

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 in 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 the following recommendation, which was presented to the public on March 3, 2010 and submitted to the Director of Education on March 23, 2010:

"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."

On April 13, 2010, representatives of St. Bernard School presented a Minority Report to the Director of Education. This report was 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 30 days after the Accommodation Review Committee School Valuation Report is delivered to the Director of Education."

Based on the report from the Associate Director, the Director of Education presented a report to Board in November 2010 and the Board approved the following recommendation:

"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."

The Board's Policy #400.16 requires that the Board seeks further input from the public at a public meeting of the Board. The public meeting was held on January 25, 2011. At the February 15, 2011 Committee of the Whole meeting, staff responded to comments received at the January 25, 2011 public meeting in a report to the Board. The policy and the Ministry guidelines also require that the decision not be finalized until 60 days after the report to the Board and 30 days after the Board meeting for public input; therefore, the Board's final decision was scheduled for March 29, 2011.

Should the Board approve the consolidation of St. Pius X and St. Bernard Schools, a transition plan would be required. Staff recommends that the current St. Pius X school closes June 2012 and those students attend St. Bernard School for the 2012-13 year. Additional portables will be required during this time period. 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.

It should be noted that the Accommodation Review 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 Road 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.

DEVELOPMENTS:

The Board has met all of the requirements of Policy #400.16 and the Ministry of Education Pupil Accommodation Review Guidelines.

Should the Board approve the consolidation, Policy #400.16 requires that a *School Integration Process* be implemented. This process of integration should be accomplished in consultation with parents and staff. The Director, or designate, must establish an Integration Committee immediately following the final decision to close a school. The Integration Committee will plan for and implement the positive integration of students and staff affected by the consolidation into their new school environment. The Chair of the Board will appoint one trustee as the Chair of the Integration Committee and a Superintendent of Education will function as secretary and resource person. Other resource personnel can be called to assist the Integration Committee. Among other responsibilities, the Integration Committee will determine whether a school closing ceremony is appropriate. If a closing ceremony is recommended, the Committee will design the format and program. The Board will provide funds up to \$250 for the event. The Integration Committee will report on the progress of integration planning to the Director of Education and through the Director to the Board of Trustees no later than February of the final year of the school and again no later than six months after the implementation of the consolidation decision.

The recommendation to consolidate is conditional upon receiving funding from the Ministry of Education to build a new school. The required applications have been made and the decision of the Ministry is pending. Staff expects to receive a decision from the Ministry before the end of this school year.

RECOMMENDATION:

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 builds 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.

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: March 22, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

SURPLUS PROPERTY

Public Session

BACKGROUND INFORMATION:

The former elementary school known as St. Jean de Brébeuf was closed in October 2009 and has been vacant since that time. Administration has determined that the Board has no other viable use for the property.

DEVELOPMENTS:

Section 194 of the Education Act states that a Board has the power to sell, lease or otherwise dispose of a property on the adoption of a resolution that the property is not required for use by the Board. The disposition of the 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 the following:

1. The French-language separate district school board in the area of jurisdiction of which includes the property.
2. The English-language public district school board or the board of district school area in the area of jurisdiction of which includes the property.
3. The French-language public district school board in the area of jurisdiction of which includes the property.
4. The board of a Protestant separate school in the area of jurisdiction of which includes the property.
5. The English language college, within the meaning of Regulation 771 of the Revised Regulation of Ontario, 1990, for the area in which the property is located.
6. The French language college, within the meaning of Regulation 771 of the Revised Regulations of Ontario, 1990, for the area in which the property is located.
7. The university named in the Schedule the head office of which is nearest to the property.
8. The municipality in which the property is located.
9. If the property is located in a regional municipality, in The District Municipality of Muskoka or in the County of Oxford, that regional municipality, The District Municipality of Muskoka or the County of Oxford, as the case may be.

10. If the property is located in the geographical area within which a local services board may exercise jurisdiction, the local services board.

11. The Crown in right of Ontario.

12. The Crown in right of Canada.

Offers must be accepted in the order listed above.

The offer to sell must be available 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 bodies listed above within the 90-day period, the Board may sell the property, subject to the approval of the Minister, to any other body or person.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board declares that the former St. Jean de Brébeuf School property in the City of Brantford, Mident #800040, is not required for purposes of the Board, and

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board sells the former St. Jean de Brébeuf School property in accordance with Regulation 444/98 of the Education Act.

**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: March 22, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

EXCURSION - CHICAGO, IL (REVISED)
Public Session

BACKGROUND INFORMATION:

This trip was approved by the Board on January 25, 2011, but due to a change in dates and chaperones, a new request is being submitted. Assumption College School is requesting approval for an excursion to Chicago, IL from Thursday, May 12, 2011 to Sunday, May 15, 2011 (two school days).

DEVELOPMENTS:

Approximately thirty-five (35) Grades 11-12 students will be participating in this field trip. Supervising teachers will include Terry Ashby as the female chaperone and Ryan O'Donoghue as the male chaperone. The anticipated cost of the trip for each student is approximately \$600.

The students will have an opportunity to experience American history, world politics, western civilization, and ancient history while enhancing their studies. They will also learn about Chicago's history, both as an urban centre and as a part of the larger United States. They will explore the history of 300 years of shipping on the Great Lakes to today's international shipping and recreational activities.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Chicago, IL from Thursday, May 12, 2011 to Sunday, May 15, 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: March 22, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

**EXCURSION - ST. JOHN'S COLLEGE RUGBY TEAM
ENGLAND AND WALES, UK**

Public Session

BACKGROUND INFORMATION:

St. John's College is requesting approval for the Rugby team to travel to England and Wales from Friday, March 9, 2012 to Sunday, March 18, 2012 (no school days).

DEVELOPMENTS:

Approximately forty (40) Grades 11-12 male students will be participating in this field trip. Supervising teachers will include Scott Chisholm and Mathew Lynch as the chaperones. The anticipated cost of the trip for each student is approximately \$2200.

The students will have an opportunity to understand and appreciate the culture of a foreign country and historical significance of the United Kingdom. They will also have an opportunity to compete in an international athletic competition.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to England and Wales to compete in an international athletic competition from Friday, March 9, 2012 to Sunday, March 18, 2012.

**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: March 22, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

EXCURSION - FRANCE AND ITALY

Public Session

BACKGROUND INFORMATION:

Assumption College School and St. John's College are requesting approval for an excursion to France and Italy from Friday, March 9, 2012 to Sunday, March 18, 2012 (no school days).

DEVELOPMENTS:

Approximately forty (40) Grades 10-12 students will be participating in this field trip. Supervising teachers will include Sylvia D'Eramo and Delia Berardi as the female chaperones. The male chaperones are yet to be determined. The anticipated cost of the trip for each student is approximately \$2800.

The students will practice their language skills and will be totally immersed in the culture of the French and Italians. They will witness elements of history that they have learned in the classroom. Students will enhance their appreciation of other cultures and fulfill the expectations for language learning from Ministry documents. They will also strengthen their faith as they visit official pilgrimage sites in France and Italy.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School and St. John's College for an excursion to France and Italy from Friday, March 9, 2012 to Sunday, March 18, 2012.

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Tom Grice, Assistant Superintendent of Business
Presented to: Committee of the Whole
Submitted on: March 22, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

**INFORMATION TECHNOLOGY (IT)
DEPARTMENT REORGANIZATION**

Public Session

BACKGROUND INFORMATION:

In the 2008 school year, the Board Information Technology Services structure was reviewed and reorganized. At that time, Data Services, a new and organizationally parallel department within the Board, was established to handle pressing needs in the Board with respect to data, including the implementation of a new Student Administration System and the implementation phase of the Ontario School Information System (OnSIS).

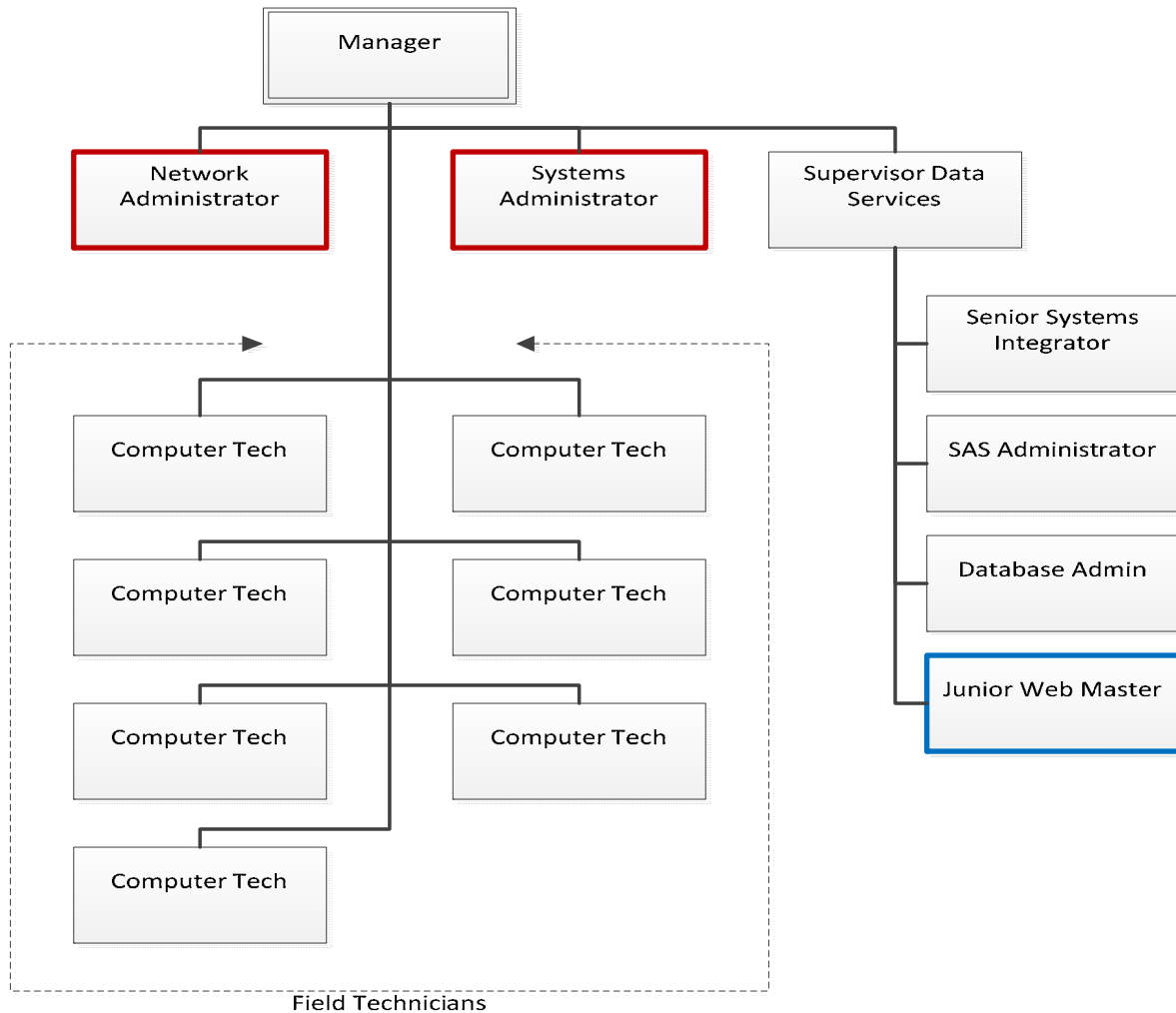
DEVELOPMENTS:

Over the subsequent years, and as a result of a recent review, it was determined that the most efficient organization of the two departments was to merge them and take advantage of the synergies created with respect to the sharing of software, hardware, staff and knowledge base. The organizational staff structure within the merged IT Department was also modified such that two specialist roles, a Network Administrator and a Systems Administrator, were established.

Prior to the reorganization, the IT Department consisted of nine Field Technicians, a Computer Technician – Systems Support, an IT Supervisor and the Department Manager. Data Services was comprised of a Senior Systems Integrator, a SAS Administrator, a Database Administrator and the Data Services Supervisor. As a result of the reorganization, there are seven Field Technicians, the Network Administrator, the Systems Administrator, the existing Data Services personnel, as well as an entry level Junior Web Master/Database Integrator position that replaces the Computer Technician – Systems Support. The reorganization has also resulted in the elimination of the IT Supervisor position. An organizational chart is attached as Appendix A.

Based on the change in job classes for the Network and Systems Administrators, as well as the Junior Web Master/Database Integrator position, and combined with the reduction of the IT Supervisor position, the resultant savings to the Board budget will be approximately \$72,000 yearly. The overall staff complement within the department will be reduced by one.

INFORMATION TECHNOLOGY DEPARTMENT ORGANIZATIONAL CHART



RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Information Technology Reorganization report.

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Tom Grice, Assistant Superintendent of Business
Presented to: Committee of the Whole
Submitted on: March 22, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

CLIENT SUPPORT OFFICER

Public Session

BACKGROUND INFORMATION:

In the 2006 school year, the Ontario School Information System (OnSIS) was developed by the Ministry of Education for the province of Ontario. OnSIS was intended to collect school and board level enrolment and student data into large Ministry databases in order that the Ministry could make informed decisions and the funding of school boards could be based on accurate enrolment numbers. School boards were directed to be compliant with Ministry specified dates for data submissions. As the whole concept of OnSIS was new to school boards, staff were released in the system on a temporary basis and assigned to this project in order that the Board would remain compliant with Ministry submissions.

DEVELOPMENTS:

Over the years, OnSIS has grown and developed such that data that school boards now submit to the Ministry originates in many of the functional areas of the school board and school operations including enrolment, staffing, report cards, special education and suspension/expulsions. It continues to grow yearly in its demand for staff resources to support the initiative.

In addition to the demands of OnSIS, the job of a school secretary is quite different today than even a few years ago. The expectation to be conversant on a multitude of software applications has heightened with a very small allocation of support resources by the Board to manage the change. Recognizing this deficiency, it is intended that in addition to OnSIS support, a position be created to support secretarial development. This staff person would be responsible for new hire intake training for secretaries and supply secretaries. This includes the development, implementation and support of an orientation program as well as the overall support, training, documentation, guidelines and procedures as required for office duties and applications used and performed by secretaries in the schools.

Within the next 18 months, the school board will need to transition itself from the current Student Administration System (eSIS) to the next generation of Student Information System. This has been brought about due to the sale of Administrative Assistants Inc. (AAL), owners of eSIS, to the new owner (Pearson). The task of transitioning from one system to another is a major undertaking in a school board and is a job function that the staff person in this new role will be assisting with.

To a large extent, this role is cross functional in nature, complementing and acting as a bridge between the schools and a number of business areas including Human Resources, Finance, Transportation and Communications.

Attached is the draft job description for the position. The salary grid will be the same as Secretary to the Principal.

Start	\$25.81
Year 1	\$26.96
Year 2	\$28.15
Year 3	\$29.32

It must be noted that this position has been supported in the budget with approximately a 0.6 FTE equivalent since September 2006. This position will require an additional 0.4 FTE equivalent to be supported in the Board budget for 2011-2012, or approximately \$19,000.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the implementation of a Client Support Officer.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the position of Client Support Officer effective September 1, 2011, with an annual salary grid as listed below, subject to Board budget approval:

Start	\$25.81
Year 1	\$26.96
Year 2	\$28.15
Year 3	\$29.32

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Personnel: OSSTF

Effective Date: xxx, 2011

Revised: N/A

ROLE DESCRIPTION:

Client Support Officer

REPORTS TO:

Assistant Superintendent of Business

WORK LOCATION(S) AND WORK TIME(S):

Designated building(s) of the Board. Travels to all sites within the Board (school and administration), as required.

Works a regular thirty-five [35] hour week, Monday to Friday, 12 months

PREREQUISITES FOR POSITION:

1. Successful completion of a two year community college office administration program plus a minimum of five years of related job experience, or equivalent;
2. Strong abilities in a computerized environment utilizing word processing, spreadsheets, student information systems, (preferably eSIS) and familiarity with the Ministry of Education's OnSIS reporting;
3. Demonstrated ability to function effectively in a fast-paced office environment with excellent time management, organizational and problem-solving skills;
4. Strong interpersonal communication skills with ability to function effectively with staff, students, parents, members of the public, outside agencies and others;
5. Strong written and verbal communication skills, as well as excellent telephone manners;
6. Ability to maintain discretion with confidential information;
7. Demonstrated ability to co-ordinate and monitor work assignments of other secretarial staff;
8. Awareness of the Education Act, Freedom of Information and Protection of Privacy Act and Ministry Guidelines as they relate to access to student information as well as knowledge of Board policies and procedures related to student information in schools.
9. Strong commitment to the use of technology in education.
10. Ability to prioritize workload and manage multiple assignments/projects with similar deadlines.
11. Strong analytical and problem solving skills.
12. Ability to work independently and in a team environment.
13. Self-motivated learner with the ability to learn emerging technologies, software and trends.
14. Must have reliable transportation to travel to various sites within the Board.
15. Must be flexible, determined to resolve issues and have the ability to troubleshoot, answer questions and provide training.

KEY JOB REQUIREMENTS:

1. Provide ongoing SIS support and documentation to elementary and secondary school secretaries, principals and SERTs for all yearly school related tasks.
 - School Start Up
 - Month End Enrolment
 - Year End
 - Spec Ed
 - Attendance Registers
 - Grade 8 student transition
 - Suspension/Expulsions
2. Monitoring of Staff and Student Data for all schools
 - biographical data
 - registration and attendance data
 - teacher assignments and required Ministry data
3. Ministry of Education Reporting and Data Management ensuring that all data extracted meets Ministry requirements.
4. Validate reports within the student information systems. Validate all numbers submitted and signed off for funding and grants with the Ministry.
5. Assist with the roll-out of the next generation of Student Information System (Pearson, Trillium, other)
6. Co-ordinate training, support, documentation, guidelines and procedures as required.
7. Analyze data using spreadsheets and other data management tools.
8. Assist with the research, analyzing, and identification of the needs of end users.
9. Assist secretaries in preparation and reconciliation of October, March and June Ministry Reporting.
10. Interface with OnSIS, the Human Resources Dept., the Business Analyst, the Transportation Dept. and other Central Office Departments to resolve discrepancies with school and system data.
11. Interface with the Business Analyst on functions related to Onsis and school enrolment. .
12. Interface with the Supervisor of Data Services on functions related to secondary school OnSIS.
13. Interface with the Finance Department on SchoolCash.Net and provide the standardization and consistency of categories/accounts, requisitions, paper trails, and retention of records/receipts for the schools.
14. New Hire Intake Training for new and supply secretaries, including the development, implementation and support of an Orientation Program.
15. Provide support in the area of Records Management assessing system (including central office) and school needs and implementing solutions to streamline and make the system more efficient for staff.
16. Streamline and standardize Board Registration Packages including the development, maintenance and retention of the forms.
17. Interface with the Finance Department on the implementation and school training of an electronic Purchase Order System
18. Design a process, implement and maintain the allocation of Supply Teachers' Temp Staff badges in the schools.
19. Perform other related duties as assigned by the Assistant Superintendent of Business.



**Special Education Advisory Committee Meeting
Wednesday, February 9, 2011 7:00 p.m.
Sacred Heart School, 180 Grandville Circle, Paris**

Present: June Szeman, Lisa Stockmans, Barb Mitchell, Dianne Wdowczyk, Paul Sanderson, Terre Slaght, Nancy Smith, Colleen Demarest, Teresa Westergaard-Hager

Absent: Zig Misiak, Catherine Daly, Cathy Pearson, Ashley Jakovljevic

Guests: Dennis Blake, Crystal Donohue, Adriana DeTrinidad, Sean O'Brien

1. Opening Prayer

Terre Slaght opened the meeting with a prayer.

2. Opening Remarks

Dianne Wdowczyk welcomed the committee and guests to the first meeting of 2011.

3. Community Agency Updates

Teresa Westergaard-Hager, Norfolk Association for Community Living, informed the committee that Quality Assurance Measures Training is being implemented. Teresa also reported increased user fees.

Dianne Wdowczyk, Woodview Mental Health and Autism Services, noted that their office is relocating to Park Road in Brantford. Dianne distributed a flyer with new address details. The agency plans to have minimal disruption to their service. A survey with respect to transportation was completed by service recipients prior to the purchase of the new location. Public transportation is available; however, there is a lack of sidewalks near the new office location.

The Working Together Symposium will be held at Assumption College School on Saturday, February 26, 2011 from 8:30 am - 3:00 pm. The cost is \$15.00 per person.

4. Approval of Minutes

Moved by: Paul Sanderson

Seconded by: Colleen Demarest

THAT the SEAC Committee approves the minutes from the December 8, 2010 meeting.

Carried

5. Approval of the Agenda

Moved by: Lisa Stockmans

Seconded by: Colleen Demarest

THAT the SEAC Committee approves the agenda for the February 9, 2011 meeting.

Carried



6. Correspondence - Nil

7. New Business - Nil

8. Presentation: Connections for Students

Crystal Donohue and Ariana DeTrinidad presented on “Connections for Students” which focuses on transition planning for ASD (Autism Spectrum Disorder) students six month prior/after school entry. Questions and answers related to Connections, IBI (Intensive Behavioural Intervention) and wait lists followed the presentation.

9. Reports

9.1. Principal of Program: Special Education

9.1.1. Tour of New Special Education Department

Terre Slaght conducted a tour of the Special Education Department’s new home at Sacred Heart School, Paris.

9.2. Superintendent of Education

9.2.1. Budget Presentation

Superintendent Chopp gave a presentation on “Transformation of Special Education Funding”.

Data related to students receiving special education programs and services was discussed.

Special education goals were outlined and grants related to special education were reviewed. Current expenditures were also reviewed with the Committee.

10. Business for Next Meeting

Karen Dickout, HN REACH, will make a presentation regarding the community service plan at the March 9, 2011 meeting. Plans will be made regarding the location of the March SEAC meeting. Colleen Demarest will chair the March meeting in Dianne’s absence.

11. Adjournment

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



**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)

**Board of Directors' Meeting
Tuesday, February 15, 2011
1:00 p.m.**

Brant Haldimand Norfolk Catholic District School Board – Norfolk Room
349 Erie Avenue, Brantford

PRESENT:	Jamie Gunn, Superintendent of Business & Treasurer GEDSB – President Don Werden, Trustee GEDSB – Director Wally Easton, Associate Director and Treasurer BHCNDSB – Director Tom Grice, Assistant Superintendent of Business BHCNDSB Dan Dignard, Trustee BHCNDSB – Director Philip Kuckyt, Manager of Transportation STSBHN – Secretary / Treasurer Paula Curran, Assistant to the Superintendent of Business GEDSB – Recording Secretary
TELECONFERENCE:	Mario Nantel, Director of Transportation and Payroll CSDCCS – Director Bobby Somaroo, Superintendent of Business CSDCCS – Director
MINUTES ONLY:	John Forbeck, Director of Education & Secretary GEDSB Cathy Horgan, Director of Education & Secretary BHCNDSB Réjean-Sirois, directeur de l'éducation CSDCCS

MINUTES

- 1.0 Call to Order, Welcome and Introductions – President
- J Gunn welcomed everyone to the inaugural meeting of the Board of Directors at 1:12 and asked those present to introduce themselves
 - W. Easton requested permission for T Grice's attendance at meetings to keep him apprised of transportation developments

- 2.0 Approval of Agenda for February 15, 2011
- 2.1 Additions to Agenda (as distributed)
- Add 4.5 Report on E&E Status – P Kuckyt
 - Change to reflect incorporation, e.g., Board of Directors & note officers

Moved by: D Dignard
Seconded by: D Werden

“THAT the agenda for February 15, 2011 be approved as amended.”

CARRIED

- 3.0 Approval & Signing of Minutes from November 5, 2010
- Note name of CSDCCS Director of Education has not been updated on the minutes.

Moved by: W Easton
Seconded by: D Dignard

“THAT the Governance Committee approve the Minutes of November 5, 2010, as amended, to be signed by the Chair”

CARRIED

4.0 Business Arising from Previous Meeting(s)

- 4.1 STSBHN Procedure (formerly) 018 Joint Custody and Second Delivery Address – P Kuckyt
- 018 Joint Custody is now included under 002 Transportation Eligibility
 - The Governance Committee requested further discussion on the problems associated with two eligible delivery addresses for children who are under age 18 years, in split custody situations
 - Because of limitations in the routing software, the current practice is to provide regular transportation to the main address and courtesy transportation, if available, to the alternate address
 - Staff provides options to parents to help them make the best decision, but problems have arisen from this approach and a more definitive solution is required
 - Split custody situations with two eligible delivery addresses have existed for several years, and though there are not many of these cases, it is necessary to clean up the loose ends in the interest of providing safe, reliable transportation services

Moved by: J Gunn
Seconded by: D Dignard

“THAT for students who have not reached the age of majority, in a split custody situation, STSBHN will ensure we will stop or create an additional stop on a travelled portion of an established route.”

CARRIED

- 4.2 Key Performance Indicators (KPI) Report – P Kuckyt
- P Kuckyt explained the statistics and information distributed to the Board members and how it will eventually illuminate trends when additional data is added over time lending information for analysis and assisting with planning
 - The KPI is an assessment tool developed by BHNSTS after recommendation during the E&E process. The four pillars – Cost Tracking, Service Performance, Safety and General Operations – are common metrics used across the province by other consortiums
 - Updated statistics will be presented at the Board of Directors and to the Operations Committee meetings

4.3 Status of Incorporation – W Easton

- Initial resolutions have been signed by Grand Erie and by CSDCCS; once returned to BHNCDNB, they will be finalized
- New Board member D Dignard must be signed up
- Official Minute Book and documentation will be retained by P Kuckyt
- Board seal is being held by T Risotto of Keel Cottrelle, LLP.

4.4 Status on New STSBHN Staff Person – P Kuckyt

- Dave Imre, former manager of a transportation operation, was hired January 3, 2011
- He has been assigned the Brantford area plus Onondaga
- P Kuckyt is very pleased with his progress and reported that Mr. Imre has reorganized routes and cleaned up discrepancies in the Brantford area resulting in significant efficiencies leading to cost savings
- P Kuckyt explained roles of each staff member (see attached, Areas of Responsibility)

5.0 New Business

5.1 Updated STSBHN Membership Agreement – J Gunn

- The updated membership agreement will replace the former consortia governance agreement
- In comparison the two documents are very similar in scope and intent, but the new agreement refers to the Consortia as a separate member

5.1.1 Specific Concerns/Questions:

- 1) Item 2.6.1 on page 3, contradicts the Grand Erie DBS bylaw that permits an alternate trustee to sit on the Governance Committee
- 2) Item 7.1 on page 5, “Boards agree to provide and maintain sufficient liability and all perils coverage as if they were operating separately....” appears to hold individual school boards liable for actions of the STSBHN; i.e., does not absolve them of liability even though the consortia purchased its own policy
- 3) Item 7.2 on page 5, “... STS will purchase errors and omissions insurance for the Board employees acting as directors or officers of STS”

5.1.2 Clarification

- 1) J Gunn will seek clarification from Keel & Cotrelle on Items 2.6.1 and 7.1
- 2) P Curran will seek confirmation on Item 7.2

Moved by: D Werden
Seconded by: D Dignard

“THAT the Directors recommend the STSBHN Membership Agreement be sent to member boards for approval following clarification of the above questions”

CARRIED

5.2 BHNSTS Reporting Letter from Keel Cottrelle LLP – W Easton

- Keel Cottrelle provided a summary of the important information and some direction on the incorporation's operations

5.3 Review / approve Procedure 049 – P Kuckyt

- Most recent drafted procedure to deal with handling disasters that may impact the delivery of transportation services
- Will amend reference to specific back up drive on Page 5 to a more generic name
- The Board of Directors confirmed the Consortium has authority to approve administrative procedures and that it is no longer necessary to gain approval for these from member boards.

Number	Procedure Name	Question/ Concern	Response
049	Disaster Recovery Plan	None	Approve

Moved by: M Nantel

Seconded by: D Werden

“THAT the Board of Directors approve Procedure 049 Disaster Recovery Plan with amendment as noted above.”

CARRIED

5.4 E&E Update and Review – P Kuckyt

- Moving forward with provincial standard of performance
- Continuing to implement recommendations on bell time, routing Policy & Procedures, etc.
- An RFP (Request for Proposal) will be developed by October 2011 in compliance with the competitive procurement process so it can be ready for posting before the current operator contracts expire on August 31, 2012
- Need to remain aware that over 3,000 buses will be tendered in 2012-13 and carefully plan timing of RFP release
- E&E rating is applied to the consortia's most recent financial statements; need to ensure 2nd E&E is conducted before a deficit increase reflects improvements but not too early
- Ministry will not make a second review unless certain it will result in a high rating
- STSBHN has only one more opportunity; recommendation list is constantly growing

5.4.1 Clarification on cut off date for modifications to established routes - D Dignard

- Trustees would like a Public Relations perspective to explain what criteria staff uses to lock in routes
- STSBHN procedure 008 Responsibility of STSBHN, assigns staff a duty to manage and update bus transportation services on a daily basis.
- P Kuckyt will provide communication directive for trustees after approval by senior administrators from each Board

6.0 Next Meeting

Tuesday, May 17, 2011
Brant Haldimand Norfolk CDSB (Haldimand Room)
322 Fairview Drive
1:00 pm

7.0 Adjournment – President 2: 33 pm

Moved by: M Nantel

Seconded by: D Dignard

“THAT the Board of Directors’ meeting of February 15, 2011 be adjourned”

CARRIED

Jamie Gunn, President

 Date

Addendum to Board of Directors' Meeting Minutes of February 15, 2011**Response to Concerns in 5.11****1) Concern/Question:**

Item 2.6.1 on page 3 contradicts the Grand Erie DBS bylaw that permits an alternate trustee to sit on the Governance Committee

Response from Anthony J. Rosato, Keel Cottrelle LLP:

2.6.1 This section refers to directors only (school board appointed representatives) as opposed members (school boards). Directors cannot delegate their rights to be present at a meeting and/or vote on any director resolutions. While non-directors can be present at a meeting of directors by invitation, they cannot formally vote on behalf of a director. This is a matter of common law. Members, on the other hand, can appoint proxies to attend meetings and/or vote on any resolutions of members in person or in writing.

The reason for section 2.6.1 is to ensure that all directors have a chance to vote, without being excluded because they were unable to attend a meeting. Such exclusion has taken place at other transportation consortia and has led to dysfunctional situations. We are attempting to avoid that here.

2) Concern/Question:

Item 7.1 on page 5, "Boards agree to provide and maintain sufficient liability and all perils coverage as if they were operating separately...." appears to hold individual school boards liable for actions of the STSBHN; i.e., does not absolve them of liability even though the consortia purchased its own policy

Response from Anthony J. Rosato, Keel Cottrelle LLP:

7.0 The incorporated transportation consortia is a separate legal entity and, as such, needs to be insured in the event of liability. The school boards, through the membership agreement, are merely agreeing to ensure that such insurance is effected and maintained by funding same, as they are respectively contributing in kind or funding the transportation consortia in other areas, such as computer equipment or office space for example. This does not mean that the individual school boards will be liable for anything as a result of agreeing to fund or to ensure that insurance is in place for the incorporated transportation consortia.

3) Concern/Question:

Item 7.2 on page 5, "...STS will purchase errors and omissions insurance for the Board employees acting as directors or officers of STS"

Response from Traci Decaro, OSBIE:

7.2 The Joint Venture insurance is the identical policy as all other school board policies. Incorporation status does not affect the policy coverage.

Additional Information from P Curran

Each member board of STSBHN subscribed to the policy which includes errors and omissions liability (see attached)

MINUTES AND RECOMMENDATIONS

ACCOMMODATIONS COMMITTEE

February 15, 2011

AGENDA ITEM	MOTION
6.1	<p>THAT the Accommodations Committee recommends the Committee of the Whole refers the following capital priority projects to the Brant Haldimand Norfolk Catholic District School Board for approval:</p> <ol style="list-style-type: none">1. St. John's College Top-Up - \$4,910,0002. South West Brantford School Top-Up: \$700,0003. St. Pius X School/St. Bernard, Brantford School Consolidation - \$6,000,0004. Holy Cross School - \$521,000

THAT the Committee of the Whole receives the unapproved minutes from the Accommodations Committee Meeting of February 15, 2011.

THAT the Committee of the Whole refers the recommendation from the Accommodations Committee Meeting of February 15, 2011, to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Accommodations Committee
Tuesday, February 15, 2011 – 5:00 p.m.
Norfolk Room**

Present: Dennis Blake, Dan Dignard (Chair), Wally Easton, Tom Grice, Cathy Horgan, Bonnie McKinnon, Rick Petrella, June Szeman

1. Opening Prayer

Dan Dignard opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Dennis Blake

Seconded by: June Szeman

THAT the Accommodations Committee approves the Agenda of February 15, 2011.

Carried

3. Approval of the Minutes

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Accommodations Committee approves the Minutes of April 6, 2010.

Carried

4. Declaration of Conflict of Interest: Nil.

5. Business Arising from the Minutes: Nil.

6. Information Items:

6.1 Capital Priority Projects

Wally Easton reviewed the Ministry of Education's request for a list of capital priorities. The list has been requested in order to provide the Ministry with an understanding of capital needs of the education sector. The priorities identified by school boards must be accompanied by a business case. Staff recommended four capital projects.

Moved by: Dennis Blake

Seconded by: Rick Petrella

THAT the Accommodations Committee recommends the Committee of the Whole refers the following capital priority projects to the Brant Haldimand Norfolk Catholic District School Board for approval:

1. St. John's College Top-Up - \$4,910,000
2. South West Brantford School Top-Up: \$700,000
3. St. Pius X School/St. Bernard, Brantford School Consolidation - \$6,000,000
4. Holy Cross School - \$521,000

Carried



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

6.2 Accommodation Review – St. Mary School, Brantford

In November 2010, the Board of Trustees tabled a motion to consolidate St. Mary and Holy Cross Schools in Brantford. Staff presented a summary of the issues and updated information to the Committee.

Moved by: Dennis Blake

Seconded by: June Szeman

THAT the Accommodations Committee recommends the Committee of the Whole refers the Accommodation Review – St. Mary School, Brantford report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

7. **Trustee Inquiries:** Nil.

8. **Move to In-Camera Session**

Moved by: Rick Petrella

Seconded by: Dennis Blake

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

Carried

9. **Report on the In-Camera Session**

Moved by: Rick Petrella

Seconded by: June Szeman

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

Carried

10. **Adjournment**

The meeting was adjourned at 6:35 p.m.

Next meeting: Tuesday, March 22, 2011, 4:30 p.m., Haldimand Room

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 15, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

CAPITAL PRIORITY PROJECTS

Public Session

BACKGROUND INFORMATION:

The Ministry of Education is requesting that school boards complete a list of capital priorities to provide them with an understanding of capital needs in the education sector. Priorities identified by school boards must be accompanied by a business case. The capital priorities must focus on one of the following needs:

- Accommodation Pressure – the need for additional pupil places in one or more areas of the school board's jurisdiction.
- Facility Condition – major repairs or retrofits.
- School Consolidations – reduce surplus accommodations to better focus resources.
- Top-Up – to provide additional funding for a project which has received Ministry approval that has extraordinary costs not recognized in benchmark funding.

DEVELOPMENTS:

Senior Administration have considered the capital needs of the system and established the following priority projects:

1. St. John's College Top-up - \$4,910,000
The Ministry has approved a New Pupil Places (NPP) allocation for an addition to St. John's College. In order to complete the addition in most efficient manner possible, it was imperative for the Board to purchase a small parcel of land and to include some upgrades to the existing school.
 - i) The mechanical and electrical systems at St. John's have not been upgraded for many years. The Board engaged an engineering firm to conduct a review of those systems. The engineer noted that most of the components are at the end of their useful life and will need to be replaced within the next three years. The benefit of completing this work in the summer of 2011 is that it can be combined with the construction of the addition, which was approved by the Ministry. Tendering this work at the same time would save approximately 20% or \$500,000 compared to doing the work in separate stages over the next few years.
 - ii) The St. John's College school site was partly owned by the Board and by the Diocese of Hamilton. This ownership dated back to the early 1970s when the school was considered partially private. Over the years, several additions have been made to the school and certain areas of the existing school actually sat on Diocese property. When the Board applied for site plan approval for the new addition, the City of Brantford raised concerns regarding the ownership of the property. Based on an appraisal by a qualified appraiser, the Board negotiated

the purchase of the property from the Diocese. This purchase of property does not meet the criteria for Education Development Charges (EDCs) as it is not a growth-related project.

- iii) The roof at St. John's College is over 20 years old and has been repaired many times. Due to the additions made to the school over the years, there are several sections to the roof and all are in similar condition and in need of replacement. Modifications to the roof must be completed in order to accommodate new mechanical systems. To take advantage of efficiencies, the roof could be replaced at the same time as these modifications are made. This would also reduce disruption to the school and to its staff and students. Currently, the Board has no funds available for the roof replacement.

2. South West Brantford School Top-Up - \$700,000

The South West Brantford School is a joint project with the Grand Erie District School Board. The Ministry approved an \$8.4 million NPP allocation for our Board to build the new school. Engineers, appointed by the school boards in June 2010, revealed that the load bearing capacity of the site was less than the 150 Kpa required and the site would not sustain the proposed school building. The estimated cost to remediate the site is \$1.4 million. As this is a joint school, the cost will be split with the Grand Erie District School Board, approximately \$700,000 each.

3. St. Pius X School/St. Bernard, Brantford School Consolidation - \$6,000,000

Existing enrolment at both St. Pius X School and St. Bernard School has been declining over the past several years as the communities immediately surrounding the schools continue to mature. This ongoing decline in enrolment has made it increasingly challenging for St. Pius X School to offer a straight-grade structure and the same challenges will apply to St. Bernard School, Brantford in the near future. The larger student population, as a result of amalgamating the school populations, will minimize the need for combined grades.

Both schools have significant school renewal needs, with a Facility Condition Index (FCI) over 60% for each school. Renewal costs are estimated at \$4.0 million over the next ten years to upgrade the two schools. The costs to build a new school be approximately \$6.0 million and the new school would have no significant renewal needs for the foreseeable future. There is a principal, full-time secretary and full-time caretaker at each school. Utility costs are approximately \$80,000 per year.

The Board has completed an accommodation review process and the recommendation of the Accommodation Review Committee (ARC) is to consolidate the schools, providing Ministry funding for a new school. The Board will make its final decision regarding this consolidation on March 29, 2011.

4. Holy Cross School - \$521,000

The Board has completed an accommodation review process and a decision regarding the closure of St. Mary School is pending. It is proposed by Senior Administration to close St. Mary School and transfer the students to Holy Cross School. The existing enrolment at both St. Mary and Holy Cross Schools has been declining over the past several years. This ongoing decline in enrolment has made it increasingly challenging for either school to offer a straight-grade structure. The

larger student population, as a result of amalgamating St. Mary and Holy Cross School populations; may minimize the need for combined grades.

Holy Cross School has some school renewal needs; however, combining the two schools will enable the Board to better meet those needs. Holy Cross School has a Facility Condition Index (FCI) of 56%; therefore, the school will require some upgrading in the next five years. The total capacity of the school will meet the needs of the existing community as well as any additional growth experienced as a result of new development.

RECOMMENDATION:

THAT the Accommodations Committee recommends the Committee of the Whole refers the following capital priority projects to the Brant Haldimand Norfolk Catholic District School Board for approval:

1. St. John's College Top-Up - \$4,910,000.
2. South West Brantford School Top-Up - \$700,000.
3. St. Pius X/ St. Bernard, Brantford Schools Consolidation - \$6,000,000.
4. Holy Cross School - \$521,000.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Faith Advisory Committee Thursday, February 24, 2011 1:30 p.m. Boardroom

Present: June Szeman (Acting Chair), Father Al Dufraimont, Kathleen Evans, Marissa Evans, Cathy Horgan, Trish Kings, Derek McEachen, Joyce Young

Regrets: Cliff Casey (Chair), Mary Theresa Coene, Annette Finnie, Monsignor Murray Kroetsch, Deanne Smith

1. Opening Prayer

Father Al Dufraimont led the opening prayer.

2. Approval of the Agenda

Moved by: Fr. Al Dufraimont

Seconded by: Trish Kings

THAT the agenda be approved as distributed.

Carried

3. Approval of the Minutes of November 11, 2010

Moved by: Marissa Evans

Seconded by: Derek McEachen

THAT the Faith Advisory Committee approves the minutes from the November 11, 2010 meeting.

Carried

4. Discussion Items

4.1 BHNCDSB Foundational Document Update

Joyce Young reported that a Committee to develop our board Foundational Document has been established and consists of Linda Mooney, Marian O'Connor, Karen Wilkinson, Carolyn Boerboom, Terry Dunnigan and Joyce Young. The target audience for the document will be adults within the Board. The committee has met twice and discussed the format of the document. A tri-fold pamphlet is a possible option. The committee began by discussing both the Board's mission statement and motto. It was decided that the words and deeds of Jesus would be at the centre of whatever is written. Biblical passages were discussed and the passage "whatever you do, in word and deed, do everything in the name of the Lord Jesus Christ" Colossians 3:17 was selected. From the centre will come four rays - word, deed, gratitude and community. The target date for completion of a draft document is the end of June; after which the draft will be vetted by the Faith Advisory and Catholicity Committees, as well as other groups in the system before it is released.



4.2 Needs Assessment Survey Update

Joyce Young informed the committee that the assessment survey has evolved into two separate surveys--one for teachers and one for principals--since the professional learning pieces for each group are distinctly different, but the "Growing in Faith" component is the same. The survey will be presented to the principals at the March 30 AAC meeting along with an introductory memo. The teacher survey will be launched after that. The Faith Advisory Committee will have an opportunity to view the survey before it is launched.

4.3 Equity & Inclusion Update

An overview of the process was given by Superintendent Trish Kings. The Board policy was developed using the provincial Catholic template. The emphasis is always on the dignity of the human person. The eight focus areas laid out by the Ministry will each be used to create procedures for our Board. Trish and teacher representatives from each secondary school will meet on March 11, 2011 to discuss the student component. Secondary students met in the fall and a follow-up session is being planned for the spring. A future Ministry Regional session will be held. Catholic partnerships are also being formed among Boards, the Catholic Curriculum Corporation (CCC), and the Catholic Principals' Council of Ontario (CPCO) to help develop resources.

5. Information Items

5.1 When Faith Meets Pedagogy 2011 Update

Joyce Young reported that the 2011 WFMP Conference is scheduled for October 27-29, with the theme, "Room for All at the Table: Gathered, Nourished, Sent Forth". The Youth Conference will precede the main conference during the day of October 27. The keynote speaker for both conferences will be Stephen Lewis. More details to follow.

5.2 Meeting with Bishop Fabbro (London Diocese) - February 23, 2011

Joyce Young explained that it is the practice of the London Diocese for Religion Consultants to meet with the Bishop annually for a conversation. A wide range of topics were discussed including changes to the Roman Missal and the impact on school boards, and the variety of approaches used for sacramental preparation across the diocese.

5.3 ICE Symposium – May 15-16, 2011 (Toronto)

Cathy Horgan reported that this year is the 25th anniversary of the Ontario Bishops' document, "This Moment of Promise". The Institute for Catholic Education (ICE) will be hosting a Symposium on May 15-16 and Boards have been asked to send a team of delegates that reflect various stakeholder groups in Catholic education. Some members of the Faith Advisory as well as Catholicity Committees have received invitations; however, not all will be able to attend.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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5.4 Assessment of Religion and Family Life

Trish Kings shared some of the dialogue that has taken place amongst members of the Board's Assessment & Evaluation Committee. Currently, letters or grades are not noted on report cards for Religion and Family Life; however, it is the practice of several neighbouring Boards. It was emphasized that the mark would evaluate the student's grasp of curriculum and would reflect their personal faith practices (attendance at mass, etc.). Joyce Young will survey several Boards to get a sense of what is happening on a broader scale.

6.0 Adjournment

The meeting was adjourned by June Szeman.

Next meeting date, time, and location: Thursday, May 5, 2011, 1:30 – 3:30 pm, Boardroom

2010-2014

Meet Your Board of Trustees

Role and duties of the elected Board of Trustees

- To act as stewards of Catholic Education by ensuring that:
 - gospel values are embedded in all policies and practices
 - provincial curriculum is taught by Catholic teachers from a uniquely Catholic perspective and support is provided for faith formation of students and staff
 - active collaboration is undertaken with our Catholic community to strengthen the Home/School/Parish relationship
- To develop a shared vision and multi-year strategic plan promoting student achievement and attainment of the Ontario Catholic School Graduate Expectations;
- To develop, maintain, monitor and evaluate policies and organizational structures that support and promote the system goals of quality learning by all, building communities of faith, and operating safe and caring schools;
- To function as a corporate board, being the legislative source of all decisions. Individual trustees are granted no authority through the Education Act;
- To hire and evaluate the Director of Education, who is responsible for the day-to-day management of the system (i.e. implementation of approved Board policies, plans and strategies);
- To provide effective and accountable stewardship of the Board's fiscal resources;
- To ensure there is a process in place to allow individual trustees to bring forward their community's perspective prior to a corporate board decision.

What does this mean for our Catholic families?

The Brant Haldimand Norfolk Catholic District School Board has established policies and procedures to ensure that parents will have their specific questions answered and/or concerns addressed. Trustees are always willing to listen to parental concerns, especially those pertaining to Board policy. Trustees will be referring parents to the following protocol with respect to individual school-based concerns:

1. Your classroom teacher and/or school principal is the first point of contact for any questions or concerns;
2. Should you need further assistance, your school's Superintendent of Education is available to assist you;
3. The Director of Education, Cathy Horgan, is always available for consultation and assistance with unresolved issues.

Cliff Casey
Norfolk County
(Chair)

Dennis Blake
Norfolk County

Rick Petrella
City of Brantford

Bonnie McKinnon
Haldimand County

Dan Dignard
County of Brant

June Szeman
City of Brantford
(Vice Chair)



To our Catholic community

The Board of Trustees is responsible for developing a shared vision and multi-year strategic plan. The foundation of our decision making is rooted in our Catholic Mission, Core Values and Strategic Commitments. This ensures that our system's record of outstanding academic achievement, commitment to the Catholic faith and values, and the ongoing support of our Catholic communities will continue so that future generations will benefit from the gift of Catholic education.



Mission

As a Catholic Learning Community, we provide faith formation and academic excellence, which enables our graduates to live a life of love and service in Christ.

Core Values

As a Catholic Learning Community, we believe...

- In a publicly funded Catholic Education System
- Actions are guided by the teachings of our Catholic faith
- In excellence through a commitment to continuous improvement for all staff and students
- Students achieve high standards given sufficient time and support
- We provide safe and nurturing environments for learning and working
- We build positive relationships and partnerships with our parishes, parents and the broader Catholic Christian community
- Stewardship of God's gifts is a responsibility of all
- That through teamwork and cooperation, all staff provide leadership which allows our system to excel



Strategic Commitments

CATHOLICITY - We want to contribute meaningfully to the strength of our Catholic faith in our schools.

STUDENT ACHIEVEMENT - We want all students to be the best they can be.

LEADERSHIP - We want to ensure dynamic and progressive leadership in the years ahead.

COMMUNICATION - We want to share our Catholic education stories, activities and successes with our internal and external communities.

Motto

Excellence in Learning ~ Living in Christ





TRUSTEE PROFESSIONAL DEVELOPMENT PLAN

TOPIC	FORMAT/PROCESS	FACILITATOR(S)	DATE
Implication & Application of Modules 1-4: <i>Authentic Governance</i>	Retreat format: - Development of Code of Conduct via application of Modules 1-4.	Scott Ferguson	April 5/6, 2011
Equity & Inclusion	Guest speakers format: - Initial review of topic - Review of document and legal implications	Fr. Con O'Mahoney Sr. Joan Cronin / Eric Roher	TBD May 2011
Policy Development & Monitoring	Workshop format: - Information on traits of creating good policy	Cathy Horgan	April 2011 Policy Committee meeting
Monitoring Student Achievement	Workshop format: - Information re: data available for monitoring student achievement	Dr. Erica vanRoosmalen IT Team	April 2011 Board Meeting
Reviewing Board By-Laws	Task: - Policy Committee to review bylaws after inservices on governance	Director / Trustees	June 2011 Policy Committee meeting
First Nation Students	Workshop format: - Current programs, policies and funding	Leslie White Eye / Chris Roehrig	June 2011 Board Meeting

TOPIC	FORMAT/PROCESS	FACILITATOR(S)	DATE
Future Modules : 5. Performance Review 6. Multi-year Strategic Planning 7. School Board's Role as Policymaker 8. Conflict Management 9. Family and Community Engagement 10. Advocacy Role 11. Conflict of Interest; quasi-judicial hearings – some legal aspects of governance 12. Running Effective Meetings 13. Finance 14. Human Resources	Online format: - Catholic modules currently in development	Lorne Keon Jamie McCracken	2011-12
Other (<i>please specify</i>):			

Questions for Discussion:

- 1) Are there any other areas of development that trustees would like to consider?
- 2) Scheduling – What are the preferred times for these sessions?
 - Is a time block before Board meetings desirable? If so, do trustees prefer the usual 5:00 – 7:00 pm time block, or would they rather 4:00 – 6:00 pm to allow for more discussion time, if required?
- 3) Other questions?



2010-11 Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
March 22, 2011	4:30 pm	Accommodations Committee	X
March 22, 2011	7:00 pm	Committee of the Whole	
March 23, 2011	7:00 pm	Audit Committee Meeting	X
March 24, 2011	7:00 pm	Regional School Council	X
March 29, 2011	7:00 pm	Board Meeting	
March 30, 2011	1:00 pm	Policy Committee	X
April 1, 2011	9:30 am	Budget Committee	X
April 5, 2011	2:30 pm	Executive Council Mtg.	
April 5, 2011 April 6, 2011	evening day	Trustee Retreat	X
April 7, 2011	5:00 pm	Catholic Leadership Awards (ACS; with Bishop Crosby)	
April 8, 2011		PA Day (secondary only)	
April 13, 2011	7:00 pm	SEAC Meeting @ Sacred Heart School, Paris	
April 19, 2011	7:00 pm	Committee of the Whole	
April 26, 2011	5:00 pm	Budget Committee Meeting	X
April 26, 2011	7:00 pm	Board Meeting	
April 28-May 1, 2011		OCSTA AGM (Toronto)	
May 1-6, 2011		Catholic Education Week	
May 3, 2011	2:30 pm	Executive Council Mtg.	
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 9, 2011	1:00 pm	Budget Committee Meeting	X
May 11, 2011	7:00 pm	SEAC Meeting @ Sacred Heart School, Paris	
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.	
May 24, 2011	5:00 pm	Budget Committee Meeting	X
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 Dinnet	
June 2-5, 2011		CCSTA Convention	
June 6, 2011		PA Day (elementary only)	
June 7, 2011	2:30 pm	Executive Council Mtg.	
June 8, 2011	7:00 pm	SEAC Meeting @ Sacred Heart School, Paris	
June 9, 2011	6:00 pm	St. Theresa – 50 th Anniversary Open House	
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)	

* Future Note: Trustee Inservice/Mass with Bishop Fabbro – Sept. 19, 5:30 – 8:30 pm, Woodstock