



BRANT HALDIMAND NORFOLK Catholic District School Board

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

Committee of the Whole
Tuesday, September 20, 2011 7:00 pm
Boardroom

Members: **Trustees:**
Cliff Casey (Chair), June Szeman (Vice Chair), Dennis Blake, Dan Dignard, Bonnie McKinnon,
Rick Petrella, Maxine Smitiuch (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. Opening Business**
 - 1.1 Opening Prayer – Cliff Casey
 - 1.2 Attendance
 - 1.3 Approval of the Agenda
 - 1.4 Declaration of Interest
- 2. Presentations - Nil**
- 3. Delegations**

Ian Rolls-Carson, Chair of School Council, St. Mary, Brantford will make a presentation on the Accommodation Review of St. Mary.
- 4. Consent Agenda**
 - 4.1 Approval of Minutes from the Committee of the Whole – June 21, 2011 Pages 4-11
 - 4.2 Catholic Student Award Recipients and Father Patrick Fogarty Awards Dinner Page 12
 - 4.3 Unapproved Student Transportation Services Brant Haldimand Norfolk Governance Committee Meeting Minutes – May 17, 2011 Pages 13-17
 - 4.4 Unapproved Accommodations Committee Meeting Minutes – July 13, 2011 Pages 18-20
- 5. Committee and Staff Reports**
 - 5.1 Accommodation Review - St. Mary School, Brantford Pages 21-23
Presenter: Cathy Horgan, Director of Education & Secretary



- 5.2** Pearson PowerSchool Implementation Pages 24-25
Presenter: Tom Grice, Assistant Superintendent of Business
- 5.3** EQAO Results for Primary, Junior and Grade 9 Pages 26-31
Presenters: Trish Kings, Superintendent of Education
Chris Roehrig, Superintendent of Education
- 5.4** Start-up Enrolment & School Organization Handout
Presenter: Chris Roehrig, Superintendent of Education
- 5.6** Student Transportation Reforms Pages 32-43
Presenter: Wally Easton, Associate Director, Corp. Services & Treasurer
- 5.7** Summer Literacy Learning Program 2011 Pages 44-46
Presenter: Trish Kings, Superintendent of Education
- 6. Information and Correspondence**
- 6.1** OCSTA Update
- 7. Notices of Motion**
- THAT the Director of Education of the BHNCD SB provide a full succession, transition, and contingency plan for the departure or attrition of all Senior Administrative staff to the Board of Trustees for review and acceptance by the October 2011 Committee of the Whole meeting.
- Moved by: Rick Petrella
Seconded by: Dennis Blake
- 8. Trustee Inquiries**
- 9. 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.
- 10. Report on the In-camera Session**
- 11. Future Meetings and Events** Pages 47-48



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda

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

12. Closing Prayer

Gracious God, as we prepare to conclude this meeting, we once again lift up our hearts to You.

*We thank you for the gifts that have been present within this act of service to the community,
for the gifts of fellowship and understanding, of mutual respect and shared vision.*

We are grateful for the gifts of perseverance and insight into the common concerns we share.

Now bless our departure and journeys homeward, in the name of the Father, Son, and Holy Spirit. Amen

13. Adjournment

Next meeting: Tuesday, October 18, 2011 at 7:00 pm – Boardroom



Committee of the Whole
Tuesday, June 21, 2011 7:00 pm
Boardroom

Trustees:

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

Absent:

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting was opened with a prayer led by Cliff Casey.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the June 21, 2011 meeting.

Carried

1.4 Declaration of Interest – Trustee Szeman declared a conflict of interest for Item 4.12, specifically the motion regarding the 2011-12 Salaries and Benefits Budget, due to a family member's employment with the Board.

2. Presentations and Delegations - Nil

3. Consent Agenda

3.1 THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the May 17, 2011 meeting.

3.2 THAT the Committee of the Whole refers the approved minutes from the Special Education Advisory Committee meeting of May 11, 2011 and the unapproved minutes from the meeting of June 8, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



- 3.3 THAT the Committee of the Whole refers the unapproved minutes from the Catholicity Committee Meeting of May 25, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 3.4 THAT the Committee of the Whole refers the unapproved minutes from the Audit Committee Meeting of June 13, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 3.5 THAT the Committee of the Whole refers the unapproved minutes from the Regional Catholic School Council Meeting of June 14, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

A trustee requested and received additional information/clarification on several items in the minutes under Items 3.2 and 3.3.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves all reports and motions under the Consent Agenda.

Carried

4. Committee and Staff Reports

4.1 Accommodation Review – St. Mary School, Brantford

Director Horgan reviewed key information supporting the recommendation to close St. Mary School. A trustee expressed concern that a decision is being requested before the enrolment review currently being conducted by Watson & Associates is received. The draft Watson report is expected in August, 2011. In response to an inquiry, Director Horgan confirmed that although the Ministry recommends that the length of time between decision and closure be twelve months, the time period can be shortened with good rationale. An amended motion was presented and a recorded vote was requested. Chair Casey declared his intention to vote on the amended motion.

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the decision to close St. Mary School in Brantford be postponed until the September 20, 2011 Committee of the Whole meeting to allow Watson & Associates the opportunity to provide the Board-wide enrolment projections for Board review.

Trustee Blake	Yes
Trustee Casey	Yes
Trustee Dignard	Yes
Trustee McKinnon	No
Trustee Petrella	Yes
Trustee Szeman	Yes

Carried



4.2 Teaching and Learning in the 21st Century Project

Superintendent Kings introduced Don Backus, Principal and Alicia Demeyere, Grade 2 teacher at St. Joseph's school, both of whom participated in the 21st Century Learner pilot project, which was conducted in seven schools from January to June, 2011. Superintendent Kings shared the results of the pilot program with trustees. Mr. Backus thanked the Board for embarking on this initiative and commented that the in-depth collaboration between teachers, increased student engagement and the positive reaction from parents were some of his key observations.

Ms. Demeyere elaborated on how Netbooks are used in classroom instruction and showed video clips of students recording their work via webcam. Next steps would be the expansion of the pilot to all Grades 1-3 classrooms in 2011-12. An amended motion for the continuation of the pilot was presented.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the report on the Teaching and Learning in the 21st Century Project and approves the continuation of the pilot in 2011-12 pending budget approval.

Carried

4.3 Professional Development Conference – *Loving the Two Halves of Life* at the Centre for Action and Contemplation

Director Horgan shared the key learnings taken from the *Loving the Two Halves of Life* Conference in the area of adult faith formation. These insights, coupled with feedback from the spiritual professional needs assessments that were recently completed by teachers and principals, will help inform the professional development plan for adult faith formation for 2011-12. Joyce Young, Religion and Family Life Consultant, provided her insights on the Conference and circulated photos and artifacts from the event.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Committee of the Whole refers the Professional Development Conference – *Loving the Two Halves of Life* at the Center for Action and Contemplation report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

4.4 Strategic Action Plan: Year-End Report

Director Horgan advised that Year 2 of the three-year Strategic Plan is coming to an end and highlighted progress made in achieving various strategic commitments in the areas of Catholicity, Student Achievement, Leadership and Communications during 2010-11. A video clip illustrating the implementation of these goals system-wide was shown. This video, the strategic plan status charts, and key questions soliciting feedback on the strategic plan will be given to all school Principals in August for staff input. This input will be used to help formulate the commitments for Year 3, which will be presented to the Board in October 2011 for approval.

Moved by: June Szeman

Seconded by: Dennis BLake

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Action Plan: Year-End Report.

Carried



4.5 Ontario Secondary School Literacy Test

Superintendent Roehrig reported on the results of the Ontario Secondary School Literacy Test (OSSLT) conducted in March. Board-wide results exceed provincial results by 1% for first-time writers, and by 13% for students who have previously attempted the OSSLT.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Ontario Secondary School Literacy Test report.

Carried

4.6 Protocol Between the Police, the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board

Superintendent Kings reported that due to revised policy direction from the Ministry of Education and the Ministry of Community Safety and Correctional Services, the Protocol for investigating school-related occurrences had been revised based on specific requirements from the provincial model. She highlighted the major changes included in the revised Protocol and advised that staff will be trained in September, 2011.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Protocol between the Police, the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board.

Carried

4.7 2011-12 Annual Accessibility Plan

Superintendent Chopp explained that the *Accessibility for Ontarians with Disabilities Act* requires publicly-funded organizations to work towards full accessibility by 2025, including the development of an annual Accessibility Plan demonstrating how the organization will meet the 2025 goal. Mr. Chopp presented the 2011-12 Plan developed by the Board's Accessibility Steering Committee and reviewed the recommendations that have been made by the Committee.

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 2011-12 Annual Accessibility Plan.

Carried

4.8 Financial Report – May 2011

Associate Director Easton reviewed the financial report for the third quarter of the 2010-11 school year. The budget is on track with approximately 75% of the budget spent year to date.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Financial Report – May 2011 report.

Carried



4.9 Excursion – London, Paris and Netherlands

Superintendent Roehrig presented a request from St. John's College for approximately 30 Grades 10-12 students to participate in an excursion that will expose students to art and architecture from different historical periods in three European countries.

Moved by: Dennis Blake

Seconded by: Dan Dignard

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 London, Paris and the Netherlands from Friday, March 9, 2012 to Sunday, March 18, 2012.

Carried

4.10 Excursion - Quebec City, Quebec

Superintendent Roehrig presented a request from Assumption College School for approximately 40 Grades 10-11 students to participate in an excursion to Quebec City in order to be immersed in French culture and language.

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 request from Assumption College for an excursion to Quebec City, Quebec from Wednesday, February 8, 2012 to Sunday, February 12, 2012.

Carried

4.11 Educational Field Trip Summary Report

Superintendent Roehrig presented an overview of the educational overnight, extended overnight and excursions that have been approved since February 2011.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

Carried

4.12 Unapproved Budget Committee Meeting Minutes & Recommendations – June 6, 2011

Trustee Petrella, Chair of the Budget Committee, presented the highlights of the 2011-12 Budget. He commented that the budget is balanced, with an overall increase of \$8.4 million over the 2010-11 revised budget. Trustee Petrella also advised that the Budget Committee had requested that spending in the area of information technology be deferred until an Information Technology Strategic Plan is approved by the Board. He then put forward the following recommendations for approval:

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Salaries and Benefits Budget, in the amount of \$91,716,997, to the Brant Haldimand Norfolk Catholic District School Board for approval.



THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Operations Budget, in the amount of \$29,159,792, to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Capital Budget, in the amount of \$5,132,928, to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that all new information technology infrastructure be deferred until such time that an Information Technology Strategic Plan is approved by the Board.

Moved by: Rick Petrella
Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the unapproved minutes from the Budget Committee Meeting of June 6, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

THAT the Committee of the Whole refers the recommendations from the Budget Committee Meeting of June 6, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4.13 Policy Committee Meetings Minutes & Recommendations – June 7, 2011

Trustee Blake, Chair of the Policy Committee, reported that the Committee had reviewed four policies that had been revised to reflect revised Ministry requirements and directives. He presented the following recommendations for approval:

THAT the Policy Committee recommends that the Committee of the Whole refers the Community Use of Schools Policy 400.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Trustee Expenses Policy 100.10 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Employee Expenses Policy 700.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Purchasing Policy 700.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Moved by: Bonnie McKinnon
Seconded by: Dennis Blake

THAT the Committee of the Whole refers the unapproved minutes from the Policy Committee Meeting of June 7, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

THAT the Committee of the Whole refers the recommendations from the Policy Committee Meeting of June 7, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5. Information and Correspondence

Chair Casey advised that information regarding future OCSTA professional development training opportunities would be forwarded to trustees for their information.

Moved by: Bonnie McKinnon
Seconded by: Dennis Blake

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

Carried

6. Notices of Motion – Nil

7. Trustee Inquiries

A trustee inquired about the status of the hiring of a Junior Webmaster and was informed that the hiring process is well on its way. A trustee expressed concern regarding ongoing difficulties with the Board website. Associate Director Easton advised that a contractor has been hired to help maintain website stability until a Junior Webmaster is in place.

8. Business In-Camera

Moved by: Rick Petrella
Seconded by: June Szeman

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

Carried

9. Report on the In-Camera Session

Moved by: Rick Petrella
Seconded by: June Szeman

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.

11. Closing Prayer

The closing prayer was recited in unison.

12. Adjournment

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of June 21, 2011.

Carried

**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: September 20, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

**CATHOLIC STUDENT AWARD RECIPIENTS -
FATHER PATRICK FOGARTY AWARDS DINNER**
Public Session

BACKGROUND INFORMATION:

Each year, the Catholic Education Foundation of Ontario (CEFO) honours the recipient of the *Catholic Student Award* from every secondary school in Ontario. Recipients of this special award are selected by the Principal and staff of the school. The criteria for selection places emphasis on in-school activities not always formally recognized such as involvement with the yearbook, student council, drama, Catholic students= federation, and leadership in social concerns, rather than academic excellence or athletic achievements that generally receive recognition in other venues. The student's involvement in projects that enhance the identity of the Catholic school in the local community is also taken into consideration, including volunteer work with local hospitals, parishes, youth corps, senior citizens, or with projects like mission trips or activities of a similar nature.

DEVELOPMENTS:

The following recipients of the *Catholic Student Award* from the Brant Haldimand Norfolk Catholic District School Board will be honoured at The Father Patrick Fogarty 28th Annual Awards Dinner on Saturday, October 29, 2011 at the Toronto Airport Marriott Hotel:

Meghan Vollebregt	Assumption College School
Sarah Robinson	Holy Trinity Catholic High School
Michelle Ratko	St. John-s College

Award recipients and their parents, a staff member and trustees are invited to attend this event. The proceeds from the dinner are used to support the objectives of the Catholic Education Foundation of Ontario.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the information regarding the recipients of the 2011 Catholic Student Award and the Father Patrick Fogarty Awards Dinner.



**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, May 17, 2011
1:00 p.m.**

Brant Haldimand Norfolk Catholic District School Board – Haldimand Room
322 Fairview Drive, Brantford

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

MINUTES

- 1.0 Call to Order, Welcome and Introductions – President
- J Gunn welcomed everyone to the meeting at 1:08 and asked those present to introduce themselves.

- 2.0 Approval of Agenda for May 17, 2011
- 2.1 Additions to Agenda (as distributed)
- None

Moved by: D Werden
Seconded by: D Dignard

“THAT the agenda for May 17, 2011 be approved as distributed.”

CARRIED

- 3.0 Approval & Signing of Minutes from February 15, 2011

Moved by: D Dignard
Seconded by: W Easton

“THAT the Governance Committee approve the Minutes of February 15, 2011, as distributed, to be signed by the President”

CARRIED

- 4.0 Business Arising from Previous Meeting(s)

- 4.1 Key Performance Indicators (KPI) Report – P Kuckyt
- Reformatted version with summarized statistics from the four KP pillars
 1. Cost Stats
 - Minor variances are due to an increase in mini bus use
 - Cost per student has leveled out
 2. Service Performance
 - more difficult to track and compare, but each statistic seems cyclical with minor variations due to program requirements
 3. Safety
 - Indicates the number of accidents deemed preventable
 - P Kuckyt receives the investigation report and depending on the level of response by the operator, may request additional corrective action be taken
 - Operators are necessarily aggressive about safety
 4. General Statistics
 - Overall a slight decline is indicated in second semester which has now leveled off; this will produce an increased cost per student, although it does not increase total transportation costs
 - Courtesy riders, especially in Grand Erie, appear to have increased but the numbers of courtesy riders have not actually increased, they are now more accurately reported as the policy definitions are being followed
 - Dollar value amounts for Cost per Student will be included in the next report
 - Rationale for the longer afternoon rides on Special Education routes will be presented at the next meeting
- 4.2 Communication Directive on Date for Modifications to Established Routes - P Kuckyt
- Memo to assist trustees when responding to queries about route changes
 - Semi-annual review of routes with modifications as necessary during the year
 - Senior Administration of each Board will be notified of significant changes; minor changes will not be communicated
 - Moving toward electronic web-based notification to ensure consistent, timely messages which will reduce the potential \$20,000 postal expense

- Route construction and change notices are also sent to schools for inclusion in newsletters and report cards
- Board of Directors will consider a broadcast message system, such as *Synervoice* to get the message to families including those homes without internet access
- The STSBHN office is open during the summer for parents to telephone, email and visit
- P Kuckyt will provide Trustees with the communication notices to ensure they are aware of the dates and types of reminders parents receive

Timelines

- Mid-April– plan data base
- June 30 – first draft of routes
- Summer – letters sent to all JK/SK and Special Ed students
- Mid-August – open website to parents and tier one courtesy riders
- August 30 – final draft of routes
- Transportation staff is accessible during summer

5.0 New Business

5.1 Review / approve Procedures 002, 011, 013, 014 – P Kuckyt

002 – Transportation Eligibility

- Clarified additional information regarding joint custody situations
- Some flexibility stills exists to address the exceptions necessary to accommodate special education students
- Changed reference to the name of the form and updated the form hyperlink

011 – Special Education Routing

- driven by Ontario school boards' best practices
- removed the word “procedure”
- mid-day pickups – fleshed out definition to indicate this occurs to meet student needs
- added special education personnel

013 – Workplace Violence

- reworded language to permit reporting of Manager if necessary

014 – Workplace Harassment

- reworded language to permit reporting of Manager if necessary

Moved by: D. Werden

Seconded by: D Dignard

“THAT the Board of Directors approve amendments to Procedures 002, 011, 013, 014 as discussed.”

CARRIED

5.2 Amendment to TF001 and TF 006 Forms – P Kuckyt

- At the suggestion of various school staff, two forms TF001 – Request for New or Changes to Transportation Form and TF006 Courtesy Transportation Application Form have been amalgamated into a single form to simplify the process for families.
- TF006 will be dissolved and the new modified form will now be found under TF001
- Transportation staff is now requiring applications be scanned and emailed or faxed instead of sent by courier whenever possible

5.3 Guide to Transportation – P Kuckyt

- drafting a how to step by step guide on applying for transportation which will be provided to parents and school staff
- will address the concerns from school clerical staff who are not required to complete applications for students
- future intention is to develop a fill in form users can email; still need security assurance and a workable delineation between end user to school for approval and to STSBHN
- Goal is to move toward web based applications where possible while continuing to recognize not all our clients are 100% web based

5.4 Accessibility for Ontarians with Disabilities Act (AODA) – P Kuckyt

- P Kuckyt presented OADA information on behalf of Wayne Hobbs, Chair of the GEDSB Accessibility Committee who was unable to present but wanted to share ramifications for transportation operators
- In practice, many of the requirements have already been met by STSBHN, but staff will keep aware of changes and modify policies and procedures as required

Timelines

- July 2011 – integrated transportation services as described
 - STSBHN is in compliance with this Regulation and will maintain status quo until the Board of Directors instructs otherwise or until a Special Education department identifies student needs that require additional service
 - STSBHN Manager does not believe he needs to submit a report as their staff number exempts them; they would also be included in their own board report *
- Jan 2013 – develop a multi-year plan to achieve full compliance
- Jan 2014 – documentation of staff training and a fully functional website
- Jul 2014 – transportation must work with Spec Ed staff (this has occurred for many years); Individual Transportation Plans for the IEP will include ITP (Individual Transportation Plan – this has occurred for many years, but has become a more formal process)
- Jan 2015 – forms and documents must be made available upon request in different formats and through various means

**Staff numbers may be determined by the employee count of the school Board, not of STSBHN)*

5.5 Establishment of 2011-12 Meeting Dates

October 25, 2011, February 28, 2012 and May 22, 2012

1:00 pm

Grand Erie DSB Education Centre – 349 Erie Avenue, Brantford

6.0 Other Business – J Gunn

6.1 Request Update on E&E Review – D Werden

- P Kuckyt reported current review is nearly complete; the competitive procurement piece is the final checkpoint which might be satisfied by a taxi RFP
- Taxi RFP must be supported by a Home to School report and any other documents to indicate efficiencies were achieved and procedures were followed
- Taxi RFP can be done at any time during the year
- The final review is not conducted by the Ministry, but through joint effort of Deloitte and Touche and their affiliate organization MPS
- J Gunn and W Easton will attempt to get additional information in their meeting with the Ministry at the end of May

7.0 Next Meeting

Tuesday, October 25, 2011
Grand Erie DSB (Norfolk Room)
349 Erie Avenue, Brantford
1:00 pm

8.0 Adjournment – President 2: 18 pm

Moved by: D Dignard
Seconded by: M Nantel

“THAT the Board of Directors’ meeting of May 17, 2011 be adjourned”

CARRIED

Jamie Gunn, President

Date

DRAFT



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

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

**Accommodations Committee
Wednesday, July 13, 2011 – 12:30 p.m.
Haldimand Room, Catholic Education Centre**

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

1. Opening Prayer

Dan Dignard opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Accommodations Committee approves the Agenda of July 13, 2011.

Carried

3. Approval of the Minutes

Moved by: Cliff Casey

Seconded by: Rick Petrella

THAT the Accommodations Committee approves the Minutes of May 4, 2011.

Carried

4. Declaration of Conflict of Interest: Nil

5. Business Arising from the Minutes: Nil

6. Information Items

6.1 Architect Selection, School Replacement for St. Pius X and St. Bernard, Brantford Schools

Tom Grice reviewed the selection process based on criteria contained in the revised Purchasing Policy and the Broader Public Sector Procurement Directive. All members of the Selection Committee must participate in all areas of the evaluation process.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Accommodations Committee recommends that the Committee of the Whole refers the Architect Selection, School Replacement for St. Pius X and St. Bernard, Brantford Schools report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried



6.2 Construction of St. Basil Catholic Elementary School

Wally Easton reviewed the progress of the construction of St. Basil Catholic Elementary School. It is expected that the school will be substantially complete by the end of November and will be ready for students in January 2012.

Moved by: Dennis Blake

Seconded by: Cliff Casey

THAT the Accommodations Committee recommends that the Committee of the Whole refers the Construction of St. Basil Catholic Elementary School report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

6.3 St. John's College Addition - Update

Tom Grice provided an update on the construction of the addition at St. John's College. The late delivery of heat pumps has caused some delay and, although partial occupancy may be ready in September, full occupancy may be delayed until early October.

Moved by: Cliff Casey

Seconded by: June Szeman

That the Accommodations Committee recommends that the Committee of the Whole refers the St. John's College Addition – Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

6.4 Architectural Design Concepts – St. Peter and St. Joseph's Schools Additions

The Committee reviewed site plans and floor plans for the kindergarten additions at St. Joseph's and St. Peter Elementary Schools. The architect will make minor revisions and begin the site plan approval process and the working drawings for tender.

Moved by: Rick Petrella

Seconded by: Dennis Blake

That the Accommodations Committee recommends that the Committee of the Whole refers the Architectural Design Concepts – St. Peter and St. Joseph's Schools Additions 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: Cliff Casey

Seconded by: June Szeman

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

Carried



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

9. Report on the In-Camera Session

Moved by: June Szeman

Seconded by: Cliff Casey

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

Carried

10. Adjournment

The meeting was adjourned at 2:10 p.m.

Next Meeting: Thursday, October 13, 2011 – 4:00 p.m., Haldimand Room

**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: September 20, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

**ACCOMMODATION REVIEW – ST. MARY SCHOOL,
BRANTFORD**
Public Session

BACKGROUND INFORMATION:

In November 2010, the Board of Trustees tabled a motion to consolidate St. Mary and Holy Cross Schools in Brantford. The motion was reviewed in January 2011 and the Board deferred its decision until June 2011. The Accommodation Committee requested information regarding plans for amalgamating the two schools as well as possible alternatives. Staff has provided information to the Accommodations Committee over the last few months. In June 2011, the Board deferred the decision to September 2011; pending enrolment information from Watson and Associates.

DEVELOPMENTS:

Staff had previously projected enrolment of 131 full-time equivalent (FTE) or 143 students at St. Mary School for September 2011. They also projected enrolment would decline to approximately 131 students by September 2015. Similarly, enrolment at Holy Cross School was projected to be 122 students in September 2011 and 113 students in 2015. Watson and Associates now projects enrolment at St. Mary School to remain stable at approximately 141 students for the years 2011 to 2015. Watson and Associates' projection for Holy Cross School is that enrolment will be approximately 122 students in 2011 and will decline to 111 students in 2015. Overall, Watson and Associates' projected enrolment at the two schools is consistent with staff projections.

The actual enrolment at St. Mary School for September 2011 is 130 students, which is less than projected. The enrolment at Holy Cross School is 140 students, which is higher than projected. Combined, the enrolment is 270 students, which is an increase of five students over staff projections.

The report presented to Board in June 2011 is attached. Staff stand by the original recommendation.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the closure of St. Mary School, Brantford, effective June 30, 2012 and transfers the students of St. Mary School to Holy Cross School.

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: June 21, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

ACCOMMODATION REVIEW – ST. MARY SCHOOL, BRANTFORD Public Session

BACKGROUND INFORMATION:

In November 2010, the Board of Trustees tabled a motion to consolidate St. Mary and Holy Cross Schools in Brantford. The motion was reviewed in January 2011 and the Board deferred its decision until June 2011. The Accommodation Committee requested information regarding plans for amalgamating the two schools, as well as possible alternatives. Staff have provided information to the Accommodations Committee over the last few months.

DEVELOPMENTS:

In considering the possible consolidation of St. Mary and Holy Cross Schools, and any consolidation, there is a need to review the demographics of the Board's jurisdiction.

1. Board enrolment has declined by 1,100 pupils in last five years. Enrolment will decline by an additional 400 pupils by 2015, which amounts to a 20% decrease in enrolment in ten years.
2. The central area of Brantford has experienced a decline in enrolment for the last few years and it is expected that this decline will continue for the next few years. The enrolment capacity of St. Mary and Holy Cross Schools combined is 423 pupils. Current enrolment of the two schools is 250 pupils and enrolment will decline to 219 pupils over the next ten years.
3. At the February 2011 meeting of the Accommodations Committee, staff reviewed other schools in the central area of Brantford, including Holy Cross, Jean Vanier, St. Pius X and Christ the King Schools, and provided rationale why these schools were not suitable candidates for closure. It was proposed to the Accommodation Review Committee that, should St. Mary School close, some pupils could be transferred to Christ the King School as well as Holy Cross School; although the capacity of Christ the King School is not sufficient to accept all the St. Mary School population. Representatives of St. Mary School rejected that proposal in favour of sending all St. Mary School students to one school. There may be a need to review the possibility of sending pupils to Christ the King School in the future.
4. At the May 2011 meeting, the Accommodations Committee received a report regarding an organizational option to blend the students of Holy Cross and St. Mary Schools. It was proposed that Holy Cross School could become a primary grade school consisting of students in Grade Junior Kindergarten to Grade 3 and St. Mary School could become a junior/intermediate grade school consisting of students in Grade 4 to Grade 8.

Using this scenario, school staffing and student organization were reviewed for each school and projected to September 2015. Initially, Holy Cross School, as a primary grade school, has a projected September 2011 enrolment of 141 students. Enrolment would decline to approximately 131 students by September 2015. Likewise, St. Mary School, as a junior/intermediate grade school, has a projected September 2011 enrolment of 122 students. Using this scenario, enrolment would increase to approximately 130 students in September 2015.

It must be noted that the student capacity at St. Mary School remains at 196 students and the student capacity at Holy Cross School remains at 227 students. Using this scenario, both schools would continue to remain significantly under capacity. Both St. Mary and Holy Cross Schools currently have six classroom teachers. Based on this reorganization, the number of classroom teachers would be reduced by one teacher.

One major drawback of such a proposal is that children in the same family could attend different schools, depending on their grade. This effect would be realized in before-and-after school student walking, busing and care. Many older students traditionally shepherd younger siblings to school either by walking or on a bus. Parents also often walk or drive students as a group to school. This may be a management problem for many families and possibly an untenable situation based on circumstance.

Staff also proposed that the Board close St. Mary School as an elementary school; however, the building should be utilized for the purposes of a Continuing Education School, Alternative Education Learning Facility and/or a centre to be shared with outside agencies such as the Children's Aid Society (CAS). The building is ideally located on a site close to the downtown core where both parking and the use of a bus route are already in place. The possibility of leasing all or a portion of the school could also be considered.

In summary, consolidating St. Mary School with Holy Cross School is the recommendation proposed by Administration. Projected annual cost savings are \$239,000, which can be redirected to programs to support student achievement. St. Mary School will be maintained and used to accommodate the Alternative Education Program. Plans are being developed to accommodate a restructured Continuing Education program and a new Adult Education program at the school. In addition, St. Mary School could be returned to use as a school in the future should enrolments unexpectedly increase.

The Accommodation Review of St. Mary School has complied with Board policy. Additional public input has been received subsequent to the recommendation to the Board in November 2010 and responses provided to the Board.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the closure of St. Mary School, Brantford, and transfers the students of St. Mary School to Holy Cross School, effective June 30, 2012.

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

Prepared by: Tom Grice, Assistant Superintendent of Business
Presented to: Committee of the Whole
Submitted on: September 20, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

PEARSON POWERSCHOOL IMPLEMENTATION

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board currently utilizes eSIS as its Student Information System (SIS). eSIS is one of three major Student Information Systems in the province with a market share of approximately 15 percent. Maplewood also exists in the marketplace with a 25 percent share and SRB Trillium exists with a share of 57 percent.

eSIS was a product formerly owned by The Administrative Assistants Ltd. (aal) and on November 16, 2010, aal was purchased by Pearson Education Inc. Pearson is the owner/developer of PowerSchool, a widely-used, web-based student information system, supporting approximately 11 million students in 50 states and 65 countries. The acquisition of aal extends Pearson's current Student Information System market to over 15 million students.

The Brant Haldimand Norfolk Catholic District School Board's current five-year contract with The Administrative Assistants Ltd. (aal) was signed in June 2010 and four years remain on the contract. Upon acquisition of aal by Pearson, the 11 school boards in the province utilizing eSIS were notified that effective August 2012, the product would no longer be supported by Pearson. The acquisition was completed such that existing aal customers were extended a one-for-one license swap for Pearson PowerSchool.

It must be noted that the Board tendered a Request for Proposal (RFP) to the marketplace in 2005. At that time, the Board thoroughly reviewed and evaluated the three major SIS vendors.

DEVELOPMENTS:

As a result of the acquisition, considerable effort has been spent by Board staff in understanding the implication of the takeover and the resultant need to transition to a new SIS. The review has included not only the one-time, up-front PowerSchool implementation and training costs, but also the ongoing annual maintenance and third-party hosting costs. It is anticipated that the one-time implementation and training costs will total approximately \$125,000, an amount that has been included in the 2011-12 balanced Board budget. Those costs will be recovered over the remaining contract and significant savings to the Board should be realized on an ongoing basis versus use of the current eSIS product over the same timeframe.

It must be noted that PowerSchool brings many additional benefits with its offering. While aal was a smaller company with limited product development potential, Pearson is a very large corporation with considerable exposure in the education sector in many areas, including print and educational resources. PowerSchool has evolved over the last

decade to stay abreast of the latest web design standards and the product was originally designed entirely on a web platform. This means that the ease of integration with other Board databases and applications is far superior to what is currently possible.

With the future integration of other Pearson products, it also makes the possibility of making student demographic, attendance, achievement, course selection and other data available online to parents and students highly probable.

As the Board can only operate eSIS for the balance of this school year, we must be fully transitioned to a new SIS. The chart below provides a high-level overview of the implementation schedule.

September 2011 to January 2012	<ul style="list-style-type: none"> • Access to sample database • Training certification – Level 1 and 2 for in-Board trainers • Test server install • Product familiarization • Integration issues reviewed and resolved
January 2012 to March 2012	<ul style="list-style-type: none"> • Installation of PowerSchool (schools set-up, but without release of product to end users)
April 2012 to August 2012	<ul style="list-style-type: none"> • Training Board staff on test server
July 2012	<ul style="list-style-type: none"> • Data conversion onto test server after eSIS year-end transition • Data validation
August 2012	<ul style="list-style-type: none"> • Final data conversion onto production server
September 2012	<ul style="list-style-type: none"> • Production database live

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves Pearson PowerSchool as the Board Student Information System to complete the remaining four years of the current contract with Pearson Education Inc. (eSIS).

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

Prepared by: Trish Kings and Chris Roehrig, Superintendents of Education
 Presented to: Committee of the Whole
 Submitted on: September 20, 2011
 Submitted by: Cathy Horgan, Director of Education & Secretary

EQAO RESULTS FOR PRIMARY, JUNIOR AND GRADE 9

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board has received the EQAO Primary, Junior and Grade 9 results for the 2010-11 school year.

Detailed Board information for EQAO includes participation and demographic information, as well as achievement results by gender, for EL learners, students with special needs and students in the French Immersion program.

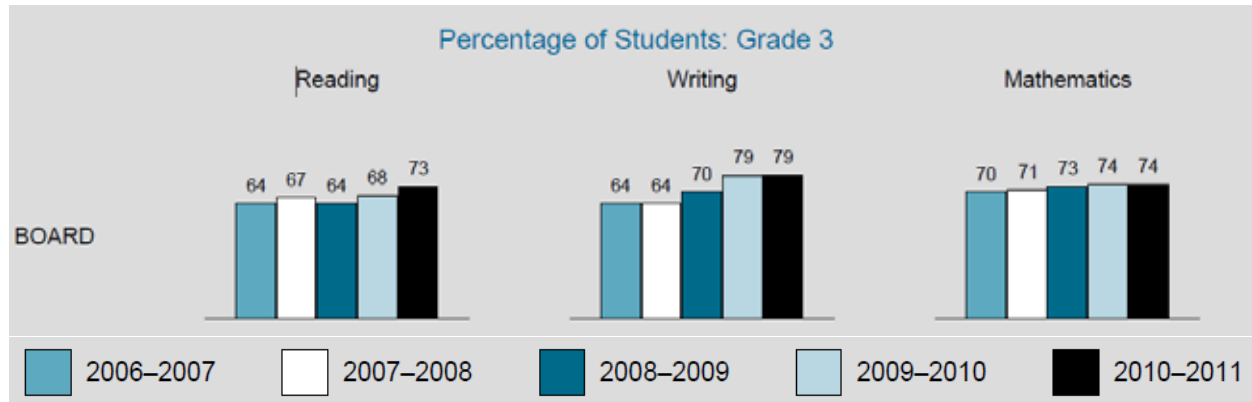
DEVELOPMENTS:

(a) **Primary EQAO Results**

The primary results in reading demonstrate a 5% increase compared to last year and an overall growth of 9% over the last five years. Although writing and mathematics results remain the same over last year, results over five years demonstrate an overall growth of 15% and 4%, respectively.

PERCENTAGE OF STUDENTS AT OR ABOVE THE PROVINCIAL STANDARD			
	2009-10	2010-11	Percentage
Reading	68%	73%	+5%
Writing	79%	79%	same
Mathematics	74%	74%	same

The results for the 2010-11 school year exceed the provincial results in reading, writing and mathematics.



**Provincial Results: Reading: 65%
69%**

Writing: 73%

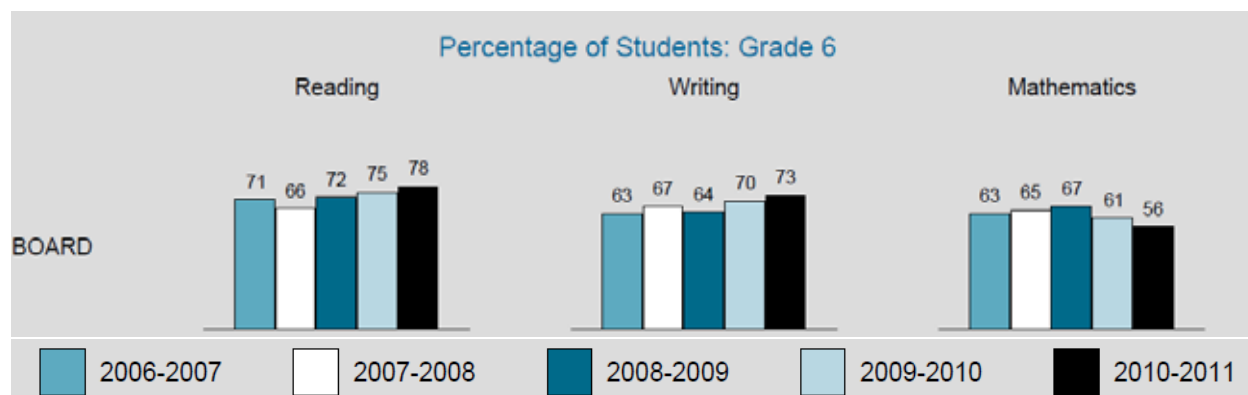
Mathematics:

(b) **Junior EQAO Results**

The junior results in reading and writing demonstrate a 3% increase compared to last year and overall growth of 7% and 10% over the last five years, respectively. The results in Grade 6 mathematics improved initially; however, gradually decreased over time.

PERCENTAGE OF STUDENTS AT OR ABOVE THE PROVINCIAL STANDARD			
	2009-10	2010-11	Percentage
Reading	75%	78%	+3%
Writing	70%	73%	+3%
Mathematics	61%	56%	-5%

The Board results in reading exceed the provincial results by 4%. The Board results in writing match the provincial results while the Board results in mathematics are 2% below the provincial results.



Provincial Results: Reading: 74% Writing: 73% Mathematics: 58%

The 2010-2011 School by School results are provided on Appendix A.

In an effort to identify strengths and areas for further growth, a comprehensive analysis of Board and school results will be undertaken. This analysis will assist staff in the refinement of the K–12 Board Improvement Plan for this year. A similar process will take place at the school level in the refinement of School Improvement Plans.

EQAO Grade 9 Mathematics Assessment

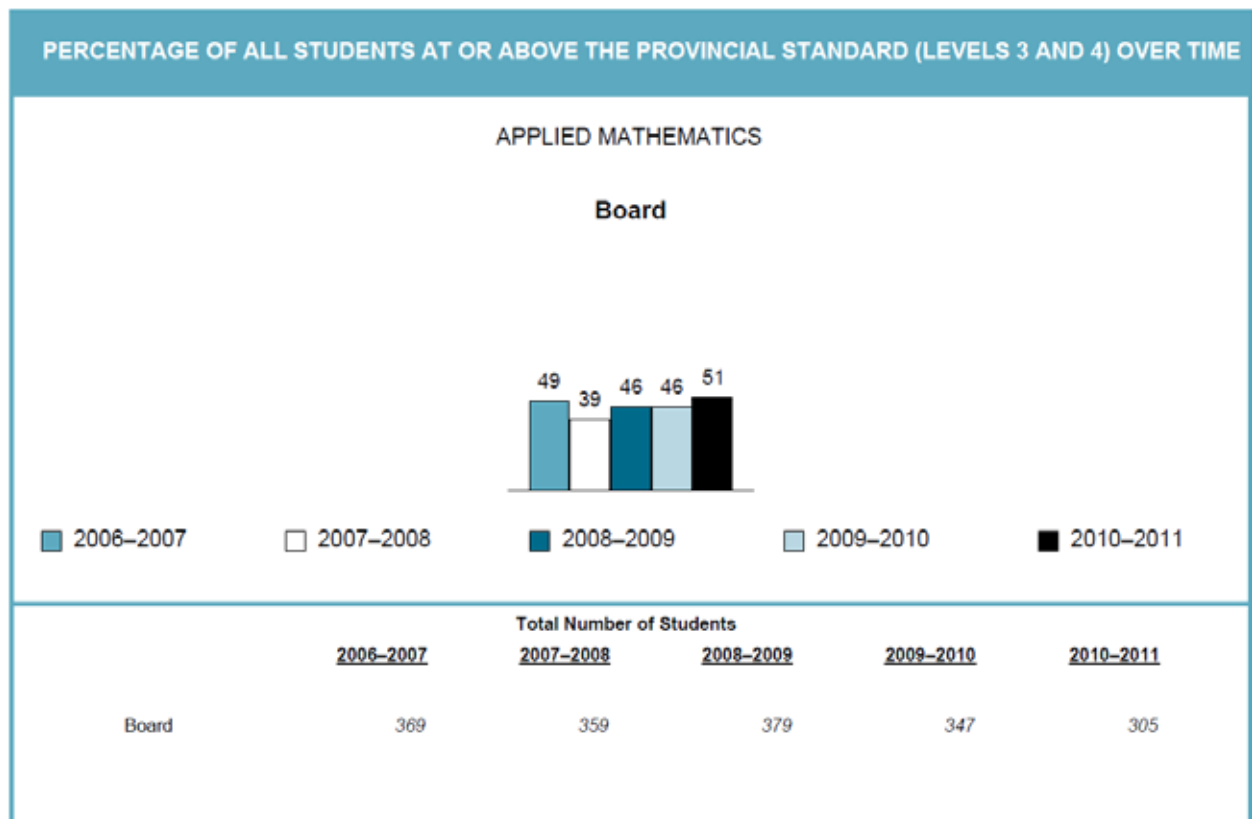
Last year's administration of the EQAO Grade 9 Mathematics Assessment (Applied and Academic levels) took place at the end of the first and second semester at all three of our secondary schools. The test results are used to guide improvement initiatives as they relate to student achievement. Specifically, results are used to help inform teachers, department heads, principals and program consultants in their efforts to improve classroom practice and improve student achievement. Details of the test structure content and purpose are located at the EQAO website: www.eqao.com.

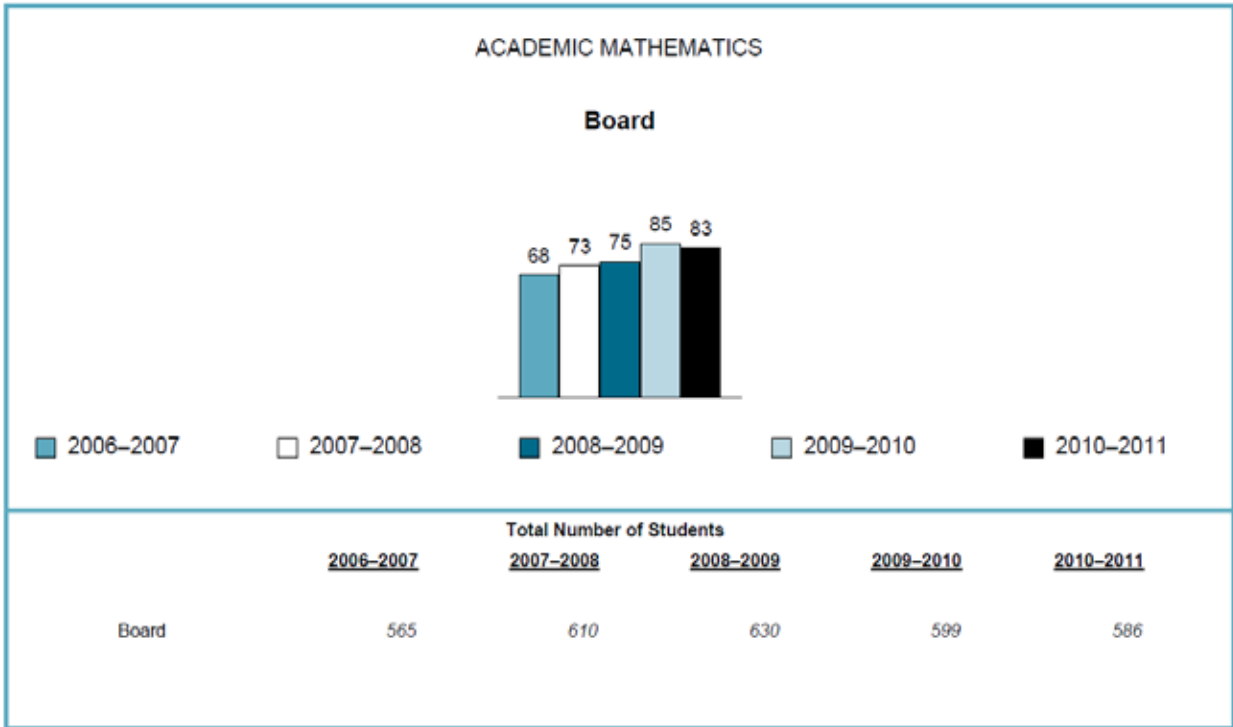
We are pleased to report that student studying at the Academic Level continue to match the provincial average for the number of students at or above Level 3. This represents a 15% increase from our achievement levels in 2006-2007.

At the Applied Level the Board achieved the best results since testing began. For the first time, more than 51% of students studying at the Applied Level achieved Level 3 or higher. This result is 9% higher than the provincial average.

RESULTS OF STUDENTS STUDYING AT THE ACADEMIC LEVEL				
	2007-2008	2008-2009	2009-2010	2010-2011
BOARD	73%	75%	85%	83%
PROVINCIAL	75%	77%	77%	83%

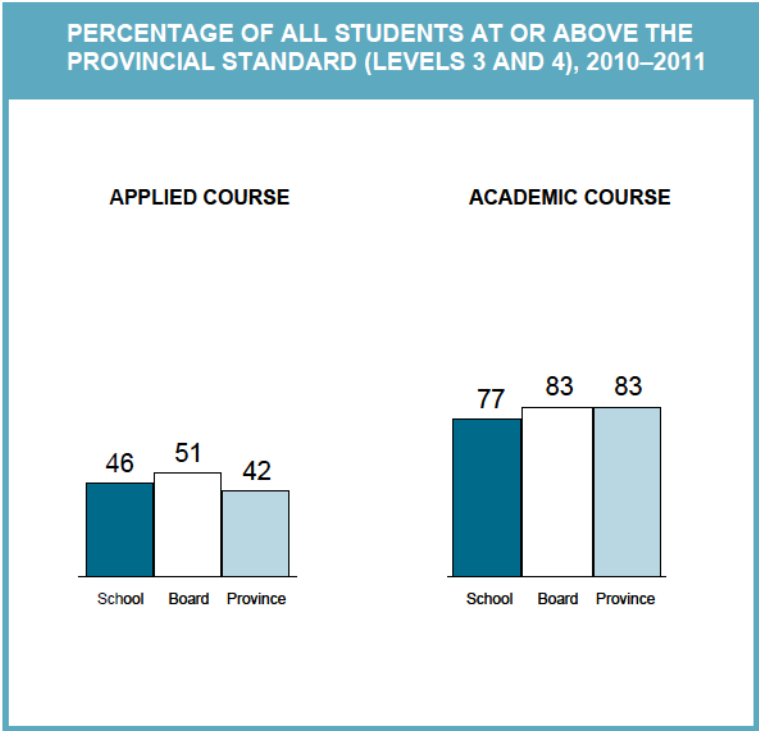
RESULTS OF STUDENTS STUDYING AT THE APPLIED LEVEL				
	2007-2008	2008-2009	2009-2010	2010-2011
BOARD	39%	46%	46%	51%
PROVINCIAL	34%	38%	40%	42%





Percent (%) scores represent the percentage of students that are at or above the provincial standard (Level 3 or 4).

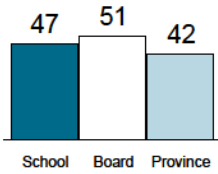
Individual school results follow:



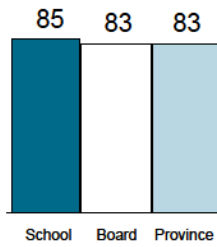
Assumption College School

PERCENTAGE OF ALL STUDENTS AT OR ABOVE THE PROVINCIAL STANDARD (LEVELS 3 AND 4), 2010–2011

APPLIED COURSE



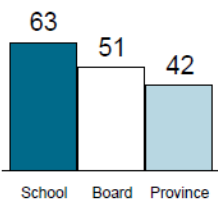
ACADEMIC COURSE



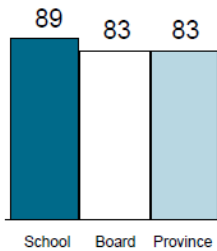
Holy Trinity Catholic High School

PERCENTAGE OF ALL STUDENTS AT OR ABOVE THE PROVINCIAL STANDARD (LEVELS 3 AND 4), 2010–2011

APPLIED COURSE



ACADEMIC COURSE



St. John's College

RECOMMENDATION:

THAT the Committee of the Whole refers the EQAO Primary, Junior and Grade 9 results for 2010-11 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Primary and Junior: Province, Board and School 2011 Report

All Participants PROVINCIAL, BOARD & SCHOOLS (Percentages)	Primary Levels 3, 4			Junior Levels 3, 4		
	Reading 2011	Writing 2011	Math 2011	Reading 2011	Writing 2011	Math 2011
Provincial	65	73	69	74	73	58
Brant Haldimand Norfolk CDSB	73	79	74	78	73	56
Blessed Sacrament	NR	NR	NR	88	88	76
Christ the King	60	60	67	NR	NR	NR
Holy Cross	60	67	60	53	63	47
Holy Family	72	80	84	94	94	76
Jean Vanier	56	58	50	73	46	38
Notre Dame (B)	60	76	68	80	67	51
Notre Dame (C)	81	84	88	76	68	52
Our Lady of Fatima (C)	NR	NR	NR	NR	NR	NR
Our Lady of LaSalette	88	94	94	NR	NR	NR
Our Lady of Providence	84	95	84	90	92	67
Resurrection	94	100	94	100	82	65
Sacred Heart (L)	62	46	62	79	74	47
Sacred Heart (P)	78	100	74	74	68	47
St. Anthony Daniel	NR	NR	NR	NR	NR	NR
St. Bernard (B)	80	73	47	88	76	76
St. Bernard of Clairvaux	70	70	52	63	58	53
St. Cecilia's	76	82	71	86	71	62
St. Frances Cabrini	81	85	85	77	74	61
St. Gabriel	73	78	72	73	77	55
St. Joseph's	74	95	81	71	69	57
St. Leo	96	100	92	63	84	58
St. Mary (B)	90	100	95	NR	NR	NR
St. Mary's (H)	29	65	53	59	53	35
St. Michael's (D)	57	76	62	76	62	48
St. Michael's (W)	87	100	93	78	78	44
St. Patrick (B)	NR	NR	NR	65	65	47
St. Patrick's (C)	NR	NR	NR	67	60	27
St. Peter	NR	NR	NR	81	75	75
St. Pius X	NR	NR	NR	NR	NR	NR
St. Stephen's	NR	NR	NR	96	78	74
St. Theresa	NR	NR	NR	73	73	53

Suppressed and Public

**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: September 20, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

STUDENT TRANSPORTATION REFORMS

Public Session

BACKGROUND INFORMATION:

In 2007, the Board approved a Student Transportation Consortia Agreement with the Grand Erie District School Board and the Conseil scolaire de district catholique Centre-Sud. In 2010, the Consortia was incorporated; and therefore, required a new agreement which included the Corporation.

DEVELOPMENTS:

The Agreement includes terms of the operations of the Board of Directors of the Corporation and includes fees to be charged to each member board. The terms are substantially the same as the previous Agreement with the Consortia. Of particular note are the recognition of member Board policies (Article 6), terms for termination (Article 8) and the duties of the *Operations Committee* (Schedule B0, formerly the Administration Committee).

The Agreement was approved by the Board of Directors of the Corporation.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Student Transportation Agreement as attached.



student
transportation services

service de transport scolaire
Brant Haldimand Norfolk

**Service de Transport Scolaire -
Brant Haldimand Norfolk - Student Transportation Services**

THIS AGREEMENT made this 14th day of October, 2010

BETWEEN:

**Grand Erie District School Board
(Hereinafter called "GEDSB")**

OF THE FIRST PART

- and -

**Brant Haldimand Norfolk Catholic District School Board
(Hereinafter called "BHNCD SB")**

OF THE SECOND PART

- and -

**Conseil Scolaire de District Catholique Centre-Sud
(Hereinafter called "CSDCCS")**

OF THE THIRD PART

- and -

**Service de Transport Scolaire - Brant Haldimand Norfolk - Student Transportation
Services
(Hereinafter called "STS")**

OF THE FOURTH PART

WHEREAS:

- A. The parties are each School Boards constituted by and under the authority of the *Education Act of Ontario* and which operate schools within the districts as defined by the *Education Act of Ontario and Regulations*;
- B. Each Board currently provides a service for the transportation of its students;
- C. The parties desire and agreed that they would participate in some shared services for the transportation of its students with each other to reduce the costs of all its services;
- D. The parties have agreed that a common administration of student transportation will increase delivery efficiency and the cost effectiveness of the service for each Board;
- E. The Ministry of Education strongly encourages the establishment of consortiums involving all coterminous boards;
- F. The parties have co-operated to establish a not-for-profit corporation called Service de Transport Scolaire - Brant Haldimand Norfolk - Student Transportation Services.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements contained herein, the parties agree with each other as follows:

- 1. In this Agreement, unless there is something in the subject matter or context inconsistent therewith, the following terms shall have the following respective meanings:
 - a) "Boards" means the Boards which are parties to this Agreement, being GEDSB, BHCNDSB and CSDCCS and "Board" means any one of them;
 - b) "STS" refers to the not-for-profit corporation called "Service de Transport Scolaire - Brant Haldimand Norfolk - Student Transportation Services";
 - c) "Operations Committee" means the management team established and constituted by the Boards for the operational management of "STS";
 - d) "Schedule of Costs" means the operating costs for each route as allocated by "STS" described as a percentage of the total weighted students on the route as set out on Schedule "A" to this Agreement;
 - e) "Services" means the agreement or agreements for services for transportation of students;

- f) "Transportation Staff" means the person or persons employed or contracted who are engaged by the respective Boards;
 - g) "Weighted Students" means the value as ascribed and shown in Schedule "A" attached to and forming part of this Agreement;
 - h) "Unweighted Students" means the value as ascribed and shown in Schedule "A" attached to and forming part of this Agreement;
- 2.0 The Boards hereby agree that each Board shall be a member of STS, and further agree that each Board's participation in STS shall be governed by this Agreement. Through STS, the Boards will collectively provide a common administration for transportation service for students registered within their respective jurisdictions. For purposes of clarification STS will manage and administer all home to school transportation (including late buses), school to school transportation, and special needs transportation. Charter transportation for school based activities will not be administered by STS. These activities will be managed by individual school administrators following their respective Board's policies and procedures.
- 2.1 The Boards shall sign all such documents and do all such things as may be necessary or desirable to more completely and effectively carry out the terms and intentions of this Agreement.
- 2.2 The operation of the Services shall be carried on under the name of the not-for-profit, which shall be "Service de Transport Scolaire - Brant Haldimand Norfolk - Student Transportation Services".
- 2.3 STS shall enter into contracts with transportation service providers.
- 2.4 The parties agree that ownership of STS shall remain vested with each of the Boards on the basis of the average of the annual unweighted transported student ratios for the Term and all renewals thereof.
- 2.5 Operations Committee
- 2.5.1 The Boards agree and acknowledge that the Operations Committee will consist of the Senior Business Official of each Board, or their respective designate, and the Manager of Transportation of STS.
 - 2.5.2 The roles and responsibilities of the Operations Committee are contained in Schedule "B" attached to and forming part of this Agreement.
- 2.6 Formal Proceedings of Directors
- 2.6.1 Each of the parties acknowledges and agrees that notwithstanding anything elsewhere set out in the Letters Patent or by-laws of the Corporation, no formal resolutions of the directors of the Corporation will

be passed unless all of the directors of the Corporation have voted thereon, or have signed a written resolution in lieu thereof.

3.0 Management:

3.1 The Operations Committee of STS shall be governed by the principles enumerated in this Agreement including Schedules "A" and "B" attached to and forming part of this Agreement.

3.2 STS Transportation Staff shall consist of the existing Transportation Staff of GEDSB and BHCNDSB who shall remain employed by their respective Boards. The parties agree that each employee shall maintain all rights and privileges within their collective agreements, but shall work with STS under the direction of the Manager of Transportation of STS.

4.0 Administration of Finances:

4.1 The Boards agree that they shall contribute on an unweighted transported student basis to the administration and overhead costs of the operation of STS. The proportion of each Board's share will be based on the October 31st count of the previous year. Without in any way limiting the generality of the following, administration costs shall include:

- I. Office supplies and furniture
- II. Computer hardware/software support required for transportation
- III. STS Staff salaries and benefits
- IV. STS Staff training and development
- V. Safety programs
- VI. Miscellaneous expenses
- VII. Office rent, cleaning, maintenance, utilities
- VIII. Grounds maintenance
- IX. Telephone expenses
- X. Liability insurance
- XI. Audit fees
- XII. Accounting and professional fees

5.0 Operations:

5.1 The operating costs for each route shall be allocated to each Board based on the number of weighted students on a given route. The intent of the parties to this Agreement being that the percentage of operating costs, for which a Board is responsible, shall be apportioned in relation to the weighted student values as ascribed in Schedule "A" attached.

5.2 Each of the Boards shall be responsible for developing and maintaining its own student database and shall provide student database information in a timely fashion to STS.

5.3 Each Board agrees that it shall provide its share of the funding for the administration and operating costs in a timely fashion, and as indicated on Schedule "A" attached.

6.0 Existing Board Policies Reserved:

6.1 The respective Boards acknowledge the value of having a common transportation policy, which they agree to work toward. STS shall take its direction from existing Board policies in the operation of the management of the Services.

6.2 In the event that any of the Boards shall change its current policies, which may be of significance to the ongoing operations of STS, such Board shall consult with the other Boards and shall notify the STS of the proposed changes providing sufficient notice to implement those changes.

6.3 If a change in a member Board's policy is identified by the STS Operations Committee as having adverse financial or operating implications, the Board adopting the policy change shall be solely responsible for the increased costs and liability associated with the change.

6.4 As part of this Agreement, each Board shall provide to STS its current bell times when pupils are allowed to enter the school building for classes and when pupils are expected to leave the school building after the end of classes. STS will plan its routes based on the most efficient and effective use of resources. Where changes are required for schools for any of the three Boards, STS will be required to provide a transportation impact study to be completed by STS. The impact study will include a review of any incremental student supervision costs and the savings in transportation costs. The incremental supervision costs would be provided to the Board incurring the costs as part of the prorated transportation costs for the affected routes. STS will be allowed to establish and change school bell times as set out in Procedure #26 School Bell Time Changes, effective November 5, 2010, as same may be amended from time to time in order to effect any such changes.

7.0 Insurance

7.1 The Boards agree to provide and maintain sufficient liability and all perils coverage as if they were operating separately, and which shall be determined by the present insurance provider, the Ontario School Board Insurance Exchange, either directly or as an extension of each participating Board.

7.2 In addition, STS will provide and maintain insurance coverage in its own name to provide for any other liability that may be deemed necessary by the Operations Committee. In addition, STS will purchase errors and

omissions insurance for the Board employees acting as directors or officers of STS.

8.0 Term and Early Termination

- 8.1 This Agreement shall be effective as of the 14th day of October, 2010, and shall continue in full force and effect until the 31st day of August, 2011 (the "Term"), unless sooner terminated as hereinafter set out. After the 31st day of August, 2011, this Agreement will be renewed on an annual basis unless any one of the Boards expresses, in writing, its intention to terminate the Agreement on one year's notice to be delivered by September 1st of the year preceding the withdrawal to the other two Boards.
- 8.2 A withdrawing Board shall be entitled to obtain, in printed form or electronically, (whichever is its preference) all data and Personal Information held by STS relating to the transportation of its students.
- 8.3 By withdrawing from STS, the withdrawing Board releases and disclaims any right to or ownership of the assets, data, (other than that to which it is entitled under section 8.2) information or Transportation Staff of the Corporate Consortium and which are under the authority or control of the Corporate Consortium.
- 8.4 Upon the withdrawal of a Board from STS, the remaining Boards will have the full authority and duty to determine the future of STS.
- 8.5 Any withdrawing Board will remain responsible for all past actions or omissions relating to the period during which it was a member of STS.
- 8.6 The withdrawing Board shall discharge and pay, upon demand, all debts and financial obligations owed to STS.
- 8.7 The Boards acknowledge and agree that subject to the provisions of Section 10.0 'Mediation', and Section 11.0 'Arbitration' and, notwithstanding the foregoing, any one of the Boards shall be entitled to terminate this Agreement in the event of a breach of any provision of this Agreement by any one of the other Boards, which breach is not remedied within thirty (30) days of written notice thereof. In the event of any such termination, an accounting shall be effected to the effective date of termination.
- 8.8 The parties acknowledge and agree that if STS dissolves and ceases to operate, the member Boards will be entitled to their share of the proceeds from the sale of its assets. The division of those proceeds will be based on the percentage of aggregate contributions paid by each member Board as outlined in paragraph 4.1 or as decided by a majority vote of the Boards at the time that STS ceases to operate.

9.0 Amalgamation:

9.1 In the event that any of the Boards are subject to law, policy or are by direction of a competent government authority having jurisdiction, required to amalgamate or combine any other member Board or a board not a Party to this Agreement, the member Boards as presently constituted hereby agree to meet to determine the impact of such change on the continuation of STS. In the absence of unanimous consent, this Agreement shall be deemed to be terminated and shall be of no further force or effect.

10.0 Mediation:

10.1 The parties to this Agreement shall, in the event of a disagreement as to any matter arising under this Agreement, which matter cannot be resolved between or amongst the parties, refer the matter to mediation for mandatory Alternative Dispute Resolution, and such mediation is to take place within sixty (60) days of such referral, upon the following terms and conditions:

- I. On the approval of the Operations Committee, the Manager of Transportation shall select a single Mediator;
- II. In the event that a Mediator is unable to resolve the dispute in issue the matter shall be referred to arbitration pursuant to the Arbitration Act of Ontario.

11.0 Arbitration:

11.1 Except as otherwise provided in this Agreement, if any dispute, difference or question arising among the Boards relating to this Agreement or any part of it, including the meaning or effect of this Agreement, the dispute shall be determined by arbitration.

11.2 Any arbitration shall be conducted by a single arbitrator agreed upon by the Boards. If the Boards shall be unable or unwilling to agree upon an arbitrator within a period of thirty (30) days from receipt of notice of the dispute, the arbitrator shall be appointed by the three SBO's. The award and determination, which shall be made by the arbitrator, shall be final and binding on the Boards. The provision of this paragraph shall be deemed to be a submission to arbitration within the provision of the *Arbitrations Act* (Ontario) and any amendments to it.

12.0 Indemnification:

12.1 Each Board contracting for transportation services on their own and not through STS shall indemnify, defend and hold harmless STS, the other Boards, and their respective directors, officers, Trustees, employees and

agents (the "Indemnitees") from and against any and all claims, demands, damages, liabilities, costs and expenses, including solicitors fees and expenses which may be suffered by, accrued against or charged to or recoverable from the Indemnitees by reason of (i) the independent contract which was not reviewed by the other Boards or the Manager of Transportation of STS; or (ii) injury or destruction of property caused or occasioned directly or indirectly by any act or omissions of such Board or its servants, agents or employees.

12.2 The provisions of Section 12.1 shall survive the termination of this Agreement.

13.0 No Partnership:

13.1 Each Board expressly disclaims any intention to create a partnership or joint venture. Nothing in this Agreement shall constitute the Boards as partners or joint venturers. The Boards strictly deny any intention or agreement to be or become agents one for any of the other or to create a partnership or other relationship whereby any of the three Boards would be held liable for torts, negligence or contractual or other acts, either of omission or commission, of the other. No Board shall have any authority to act for or to assume or to incur any obligations or responsibilities on behalf of another Board save and except as expressly provided herein. Each Board covenants and agrees to indemnify each of the other Boards from all claims, losses, costs, charges, fees, expenses, damages that are consequential or otherwise obligations or responsibilities allegedly incurred on them as a result of a Board acting outside the scope of expressly granted pursuant to the provisions of this Agreement.

14. Confidentiality

14.1 The parties acknowledge that through their participation in STS, they may have access to the personal information of Transportation Staff, students, and other individuals (the "Personal Information"). The parties agree that such Personal Information will only be used to effectively provide the Services, and each party agrees to use reasonable efforts to protect the security of the Personal Information and to comply with all applicable legislation in connection with the collection, use or disclosure of the Personal Information.



15. Miscellaneous

15.1 Each party may assign this Agreement to a successor Board without the consent of the other Boards on the condition that the assignee agrees in writing to comply with all the assignor's obligations as if the assignee were an original party to this Agreement. This provision is subject to section 9.1 above.



- 15.2 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
- 15.3 If any provision of this Agreement is invalid or unenforceable, it shall be severed from the Agreement without affecting the validity of enforceability of the remaining portions of this Agreement.
- 15.4 This Agreement shall inure to the benefit of and be binding upon the respective successors and permitted assigns of the parties hereto.
- 15.5 This Agreement may be executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF of the parties as have executed this Agreement at the date first set out above


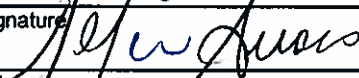
GRAND ERIE DISTRICT SCHOOL BOARD

Signature 	Signature 
Title Stuart Superintendent of Business	Title CA Sloat, Board Chair


BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Signature 	Signature 
Title Associate Director - Treasurer.	Title Chair of the Board

CONSEIL SCOLAIRE DE DISTRICT CATHOLIQUE CENTRE-SUD

Signature 	Signature 
Title CHIEF BUSINESS OFFICER	Title DIRECTOR OF EDUCATION

**SERVICE DE TRANSPORT SCOLAIRE - BRANT HALDIMAND NORFOLK -
STUDENT TRANSPORTATION SERVICES**

Signature 	Signature
Title RESIDENT	Title

- 10 -
SCHEDULE "A"

1 Weighting for allocation of costs

	Unweighted	Weighted
JK/SK (Alternative days or ½ days)	1.0	.5
JK/SK (Full day programs)	1.0	1.0
Grades 1- 6	1.0	1.0
Grades 7- 8	1.0	1.5
Grade 9 – 12	1.0	1.5

Bus operator contract costs will be calculated for each route and the costs will be prorated based on the weighted ridership of the students of each Board.

Administration costs will be calculated and will be prorated based on the unweighted ridership for all transported students.

2. If bus operator contract payments, administered by STS are to be made through one Board (Board A), then, the other Boards (Boards B and C) will provide advance funding to the Board A based on the June contract payments from the previous year. Board B and C's prorated shares of transportation costs will be invoiced and paid by Boards B and C on the first working day of each month, September through June. The contract payments will be reconciled, adjusted and invoiced to the Boards based on the two official Ministry count dates. A final invoice for minor variances such as the length of the route will be made by August 31st.
3. Administrative costs will be reconciled and settled by the respective Boards at August 31st based on the October 31st count data from the previous year.

Schedule "B"
OPERATIONS COMMITTEE

1. The membership of the Operations Committee will consist of the Senior Business Official of each Board, or their respective designate, and the Manager of Transportation of STS.
2. The Operations Committee, through the Manager of Transportation, will be responsible for the day to day operations of STS. The Manager of Transportation will report as required on the following areas;
 - Operator contract issues
 - Budget matters
 - Negotiations with operators
 - Policy and regulation matters
 - Staffing concerns
 - Transportation issues including service levels and parent requests for exceptions to policies
 - Safety issues
 - Accounting, auditing and all fiscal matters
 - Ministry of Education and Ministry of Transportation policy directions and regulations
3. The Manager of Transportation will also provide any information as requested from any of the three Boards if received. If the information request is significant, the Manager of Transportation is to seek direction from the Operations Committee.
4. The appropriate Superintendent on the Operations Committee, or their designate, is responsible for reporting all transportation matters to his/her respective Board.
5. The Manager of Transportation will provide all information, including agendas and minutes for all Operations Committee meetings to be held periodically throughout the annual term.
6. The Manager of Transportation will provide all information requested to the Senior Business Official, or their designate, for their Board's Committee and Board Meetings and will attend if required.
7. The Manager of Transportation's annual performance review will be completed by a Senior Business Official on the Operations Committee.

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: September 20, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

SUMMER LITERACY LEARNING PROGRAM 2011

Public Session

BACKGROUND INFORMATION:

In the spring of 2011, the Brant Haldimand Norfolk Catholic District School Board was invited to participate in the Summer Literacy Learning Program for Grades 1, 2, and 3 initiated by the Council of Ontario Directors of Education (CODE) and the Student Achievement Division of the Ministry of Education.

The deliverables for this program included the following:

- Delivery of a 2011 Summer Literacy Learning Program for Grades 1, 2 and/or 3 students
- Collaboration and participation in the Research Component of the 2011 Summer Literacy Learning Project
- Assignment of appropriate resources and staff
- Provide reports detailing: organization of the program; program characteristics; success and challenges; data for use by the research team; and use of funds
- Management and reporting of funds provided for the Summer Literacy Learning Program.

Boards were also expected to:

- Organize Summer Literacy Learning Program class(es) with no fewer than 15 students according to funding allocations
- Offer the Summer Literacy Learning Program for a minimum of 3 weeks, including interactive and engaging literacy instruction scheduled daily for at least a ½ day
- Embed, in the program, high quality and engaging literacy instruction with a recreation component
- Employ a qualified teacher(s) to instruct the students in the Primary Summer Literacy Learning Program
- Assign a Summer Literacy Learning Program lead as appropriate to act as liaison to Regional Leads and research team
- Complete tasks including a pre and post student testing component (STAR testing protocol), as well as all other tasks required for the research study component in collaboration with the research team
- Explore partnerships as appropriate with community organizations and agencies with regards to the recreation component of the project
- Communicate to parents about the program and their son/daughter's participation
- Collaborate with coterminous boards as appropriate.

The terms of reference, record-keeping and reimbursement were also outlined by CODE and the Ministry, as follows:

1. Accurate and current records of all deliverables will be maintained by the participant boards;
2. The total amount payable under this Agreement shall not exceed \$15,000.00;
3. Brant Haldimand Norfolk Catholic District School Board will provide telephone updates as required and two one-page reports – a) board plan, and b) a report back on the successes and strengths of the Summer Literacy Learning Program;
4. A detailed financial reconciliation of accounts will be received by CODE by October 31, 2011;
5. Tasks and reports as required by the research team will be completed.

Staff, including Leslie Telfer, Principal of Program and Lisa Kuyper, Program Consultant: Elementary attended an information session on May 2, 2011 regarding this program and shared program details with Superintendent Kings and Senior Staff. The Board staff supported moving forward in offering this learning opportunity for our students.

Based on the program expectations, the following was determined:

1. The program would be offered to students in grades 1, 2, and 3 across the Board.
2. The program would be hosted at Holy Cross School in Brantford.
3. The program would run Monday to Thursday from 9:00 a.m. to 2:00 p.m. from August 8 to August 25, 2011.
4. Two qualified teachers would be hired to deliver the literacy component.
5. We would enter into an agreement with the YMCA to provide the recreational component.

DEVELOPMENTS:

The information regarding the Summer Literacy Learning Program was shared with the principals including some of the research findings from the 2010 programs as they relate to summer learning loss, opportunities for enriched summer learning experiences and achievement gains.

Principals and teachers were asked to provide information to parents about the program and to recommend students who may benefit from the program. A pre-assessment was conducted in the classrooms of specific attendees by Danielle Becks, Literacy Teacher. Parents were invited to attend an information meeting in July and to confirm their child's attendance. Parents were informed that they would be asked to complete a survey near the end of the three week program, which would be submitted to the Ministry of Education.

When the program began on August 8, 2011, there were twenty-six students who officially enrolled spanning Grades 1 – 3 from eleven different schools across the Board – 7 Brant Schools; 2 Haldimand Schools; and 2 Norfolk Schools.

The teachers provided a differentiated program for the students from 9:00 a.m. – 12:20 p.m. and two staff from the YMCA provided an excellent recreational program for the remaining time.

Parents were provided with a weekly reading log for the students and invited to comment. (“_____ comes home each day and tells me how great his/her day was. I hope this camp will run next year.”)

Each student was provided with a Certificate of Participation from the teaching staff and a Certificate of Achievement from the YMCA for completing the YMCA social skills program.

The teachers completed a report for CODE and the Ministry of Education regarding the successes and strengths of the Summer Literacy Learning Program.

In addition, a debriefing session took place with the teachers, staff from the YMCA and Superintendent Kings to determine ways to build on the successes and address challenges for future programs.

This fall, Danielle Becks will conduct a post-assessment in the classrooms of the specific attendees. The completed parent surveys will also be submitted to the Ministry of Education.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Summer Literacy Learning Program 2011 report.



2011-12 Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
September 13, 2011	9:00 am	Executive Council Mtg.	
September 14, 2011	7:00 pm	SEAC Meeting	
September 19, 2011	6:30 pm	Trustee Mass/dinner/dialogue with Bishop Fabbro	
September 20, 2011	7:00 pm	Committee of the Whole	
September 21, 2011	9:30 am	Catholicity Committee – ICE follow-up session	
September 27, 2011	7:00 pm	Board Meeting	
September 29, 2011	4:00 pm	4 th Annual Diocesan Mass for Education	
October 6, 2011	1:30 pm	Faith Advisory Committee Mtg.	
October 11, 2011	9:00 am	Executive Council Mtg.	
October 12, 2011	7:00 pm	SEAC Meeting	
October 13, 2011	4:00 pm	Accommodations Committee Mtg.	
October 18, 2011	9:30 am	OCSTA Regional Fall Mtg.	
October 18, 2011	7:00 pm	Committee of the Whole	
October 20, 2011	6:00 pm	Service Recognition Dinner	
October 25, 2011	1:00 pm	STSBHN Governance Mtg.	
October 25, 2011	7:00 pm	Board Meeting	
October 27–29, 2011		When Faith Meets Pedagogy Conference	
November 8, 2011	9:00 am	Executive Council Mtg.	
November 9, 2011	1:30 pm	Catholicity Committee Mtg.	
November 9, 2011	7:00 pm	SEAC Meeting	
November 12, 2011	1:00 pm	50 th Anniversary Celebration – St. Michael's School, Walsh	
November 14, 2011	7:00 pm	Audit Committee Mtg.	
November 15, 2011	7:00 pm	Committee of the Whole	
November 17-18, 2011	1:00 pm	OCSTA Labour Relations Seminar	
November 22, 2011	7:00 pm	Board Meeting	
November 30, 2011	1:30 pm	Faith Advisory Committee Mtg.	
December 6, 2011	6:30 pm 7:00 pm	Mass with Bishop Bergie Annual Board Meeting	
December 7, 2011	1:00 pm	Executive Council Mtg.	
December 13, 2011	7:00 pm	Board Meeting	
December 14, 2011	7:00 pm	SEAC Meeting	
<i>December 26, 2011 - January 6, 2012</i>		<i>CHRISTMAS BREAK</i>	
January 10, 2012	9:00 am	Executive Council Mtg.	
January 11, 2012	7:00 pm	SEAC Meeting	
January 17, 2012	7:00 pm	Committee of the Whole	
January 24, 2012	7:00 pm	Board Meeting	
February 8, 2012	7:00 pm	SEAC Meeting	
February 14, 2012	9:00 am	Executive Council Mtg.	
February 16, 2012	1:30 pm	Faith Advisory Committee Mtg.	
February 21, 2012	7:00 pm	Committee of the Whole	
February 28, 2012	7:00 pm	Board Meeting	
March 6, 2012	9:00 am	Executive Council Mtg.	
March 7, 2012	1:30 pm	Catholicity Committee Mtg.	
<i>March 12 – 16, 2012</i>		<i>MARCH BREAK</i>	
March 20, 2012	7:00 pm	Committee of the Whole	
March 21, 2012	7:00 pm	SEAC Meeting	
March 27, 2012	7:00 pm	Board Meeting	

Date	Time	Meeting/Event	New / Revised
April 10, 2012	9:00 am	Executive Council Mtg.	
April 11, 2012	7:00 pm	SEAC Meeting	
April 17, 2012	7:00 pm	Committee of the Whole	
April 24, 2012	7:00 pm	Board Meeting	
April 26 - 28, 2012		OCSTA AGM	
May 2 – 4, 2012		Board Art Show	
May 3, 2012	5:00 pm	Catholic Student Leadership Awards; with Bishop Fabbro	
<i>May 6 – 11, 2012</i>		<i>Catholic Education Week</i>	
May 8, 2012	2:00 pm	Executive Council Mtg.	
May 8, 2012	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
May 15, 2012	7:00 pm	Committee of the Whole	
May 16, 2012	7:00 pm	SEAC Meeting	
May 22, 2012	7:00 pm	Board Meeting	
May 23, 2012	1:00 pm	Catholicity Committee Mtg.	
May 29, 2012	1:30 pm	Faith Advisory Committee Mtg.	
June 7-9, 2012		CCSTA Convention	
June 12, 2012	9:00 am	Executive Council Mtg.	
June 13, 2012	7:00 pm	SEAC Meeting	
June 19, 2012	7:00 pm	Committee of the Whole	
June 25, 2012	4:45 pm	Assumption College Graduation	
June 26, 2012	7:00 pm	Board Meeting	
June 28, 2012	7:00 pm	St. John’s College Graduation	
June 28, 2012	7:00 pm	Holy Trinity Graduation	