



**Brant Haldimand Norfolk**  
Catholic District School Board

**Minutes**

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

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

**Trustees:**

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

**Absent:**

**Senior Administration:**

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

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**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: Joe McPherson

Seconded by: Bonnie McKinnon

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

**Carried**

**2.2 Declaration of Interest:** Trustee Szeman declared a conflict of interest on Item 4.7.

**2.3 Approval of Minutes from the Committee of the Whole Meeting of October 19, 2010**

Moved by: Dan Dignard

Seconded by: Cliff Casey

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

**Carried**

**2.4 Business Arising from Minutes:** Nil

**3. Presentations and Delegations:** Nil



#### **4. Committee and Staff Reports:**

##### **4.1 Board Improvement Plan (2010-12)**

Superintendents Kings, Chopp and Roehrig reviewed the draft Board Improvement Plan for Student Achievement 2010 – 2012. The overall goal of the plan is to continue to enhance teacher practice and student engagement in order to improve student achievement from Kindergarten to Grade 12. Assisted by the Improvement Planning Assessment Tool provided by the Ministry of Education, the plan outlines the specific focus areas under each of the four pillars: Catholic Faith, Community and Culture; Literacy, Numeracy, and Pathways with an overall focus on Assessment & Evaluation “for”, “as” and “of” learning.

Moved by: Dennis Blake

Seconded by: Joe McPherson

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

**Carried**

##### **4.2 Early Learning Kindergarten Program Plan – September, 2012**

Associate Director Easton explained that the Year 3 sites for the Early Learning Kindergarten Program (ELKP) need to be submitted to the Ministry of Education by month-end. In consultation with the Grand Erie District School board and the municipal daycares, eight sites are being recommended for opening in September, 2012.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

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

**Carried**

##### **4.3 Accommodation Review – St. Mary, St. Bernard & St. Pius X Schools**

Director Horgan reviewed the process followed by the Accommodation Review Committee for the St. Mary, St. Bernard and St. Pius X Accommodation Review, which took place from October 2009 to March, 2010. Following eight ARC meetings, five public meetings, school tours, community input and a detailed analysis of background information, the Committee's final report included two recommendations.



It was recommended that the Board reject the committee's first recommendation to continue to use St. Mary School as a school and use surplus space in the school for administration purposes. After further analysis, this recommendation is neither viable nor cost effective and staff recommends that the Board proceeds with the consolidation of St. Mary with Holy Cross School for the September 2012 school start. Clarification was provided regarding the potential \$100,000 annual savings that could be realized.

It was recommended that the Board support the second recommendation that St. Bernard and St. Pius X schools be closed and that the Board builds a new school on the St. Pius X site to accommodate students from both schools, provided the Ministry allocates funding for this purpose. The process will be done in stages, with the target date of September 2013 to have students from the combined schools settled in the new school building on the St. Pius X site. Details regarding the potential \$200,000 annual savings was provided.

There will be an opportunity for new public input. Copies of the ARC report, minority reports, and all documentation and submissions are available for trustees to review.

Moved by: Joe McPherson

Seconded by: Bonnie McKinnon

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

**Carried**

Moved by: Dan Dignard

Seconded by: Joe McPherson

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, providing the Ministry of Education allocates funding for this purpose, subject to additional public input.

**Carried**

#### **4.4 Central Support Staff Relocation**

Associate Director Easton presented the plan for the relocation of central support staff being precipitated by the demolition of the Providence Resource Centre at the end of this school year. After evaluating several possibilities in terms of suitable accommodation, potential disruptions, building renovations and resulting costs, it has been decided that the Information Technology and Data Services staff and equipment will be moved permanently to the Fatima Resource Centre (FRC), that the current FRC staff will move to empty classrooms at Sacred Heart School in Paris as an interim 2-3 year solution, that the Library Resource Centre will move to an empty classroom at Notre Dame School in Brantford, and the teaching consultants currently at the PRC will be relocated to other schools in the Brantford area until a permanent solution can be found. The Information Technology move will take place during March Break 2011 to minimize disruption from the network downtime while the equipment is being relocated.



Moved by: Joe McPherson

Seconded by: Dan Dignard

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

**Carried**

#### **4.5 Insurance Renewal**

Associate Director Easton reviewed the rate adjustments reflected in the renewal of the Board's property and liability insurance coverage (2011) provided by the Ontario School Boards' Insurance Exchange (OSBIE).

Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

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

**Carried**

#### **4.6 Audit Committee**

Associate Director Easton reviewed the new requirement under the Education Act for school boards to establish an Audit Committee by January 31, 2011. This Committee will be comprised of two trustees and two external members. Guidelines for the Committee as well as the application process were reviewed. Advertisements to recruit community members will be published during the last week of November and the selection process will begin early January.

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

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

**Carried**

#### **4.7 Retreat / Conference Attendance**

Director Horgan provided an overview of an upcoming retreat/conference that will feature three internationally-renown speakers. This conference will provide an ideal opportunity to hear and evaluate these speakers as potential keynote speakers for future Board events. Director Horgan recommended that with her active involvement in the faith building work of the Board, and in her role as Chair of these two Committees, it would be beneficial for trustee Szeman to attend this Conference. Acting Chair McPherson declared his intention to vote on this item.

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 attendance of June Szeman at the "Loving the Two Halves of Life: The Further Journey" Conference, with expenses not to exceed \$1,000.

**Carried**



**4.8 Excursion – Boston, MA**

Superintendent Roehrig provided details of a proposed excursion by approximately 50 Grades 9-12 students from Assumption College School to Boston, MA from April 28-May 1, 2011 with a focus on enhancing the cultural and social components of the music curriculum and investigating careers in the music field.

Moved by: Cliff Casey

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 School for an excursion to Boston, MA from Thursday, April 28, 2011 to Sunday, May 1, 2011.

**Carried**

**4.9 Board Enrolment**

Superintendent Roehrig distributed a revised copy of the report and reported on the October 31 enrolment numbers, which is a key Ministry reporting date that impacts on the grants received by the Board. Superintendent Roehrig indicated that the Full Time Equivalent (FTE) enrolment is lower than projected by 154 students at the elementary level, but 37 students higher than projected at the secondary level.

Moved by: Joe McPherson

Seconded by: Bonnie McKinnon

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

**Carried**

**4.10 Approved Policy Committee Meeting Minutes and Recommendations – October 13, 2010**

Bonnie McKinnon, Chair of the Policy Committee, reported that the Committee has reviewed and evaluated each of the Board's existing policies. It was determined that several policies should be rescinded, and that all remaining and future policies should be assigned an automatic review timeline to ensure that all policies remain applicable and current.

Moved by: Dan Dignard

Seconded by: Cliff Casey

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

200.02 – Transportation of Students – Inclement Weather

200.15 – Entering School – An Inclusive Approach

400.10 – Transportation of Students – Expectations and Responsibilities

400.13 – Transportation of Students – Accident/Incident Reporting

**Carried**

**4.11 Unapproved Regional School Council Meeting Minutes – November 8, 2010**

Trustee Representative Bonnie McKinnon provided an overview of the presentations made by Superintendents at the Regional School Council meeting of November 8. She commented on how strong the school council involvement is across the system, and the level of discussion and suggestions offered throughout the night is indicative of active school communities. Members were asked to complete a School Council survey that will assist the Board in obtaining a clearer understanding of the needs of Schools Councils.



Moved by: Dennis Blake  
Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the unapproved minutes from the Regional School Council Meeting of November 8, 2010 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**4.12 Unapproved SEAC Meeting Minutes – November 10, 2010**

Trustee Representative Dennis Blake reviewed the minutes of the November 10 meeting of the SEAC Committee. He commented on the success of a pilot project aimed at assisting special needs students in improving their communication skills, which in turn results in less negative behaviours.

Moved by: Bonnie McKinnon  
Seconded by: Dan Dignard

THAT the Committee of the Whole refers the unapproved minutes from the Special Education Advisory Committee meeting of November 10, 2010 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**5. Information and Correspondence:** Nil

**6. Notices of Motion:** Nil

**7. Trustee Inquiries:**

Trustee Blake inquired as to the status of the St. Jean de Brebeuf building now that a plan is in place for relocating central support staff. The disposition of this building will be looked at in the near future.

Trustee Casey inquired about feedback from elementary teachers regarding the new report cards that were sent home last week. Director Horgan commented that the new elementary report card is quite different. Superintendent Roehrig stated that the minor difference in the secondary report card involves the section on learning skills. Copies of the report cards will be shared with trustees.

**8. Business In-Camera**

Moved by: Cliff Casey  
Seconded by: Dennis Blake

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

**Carried**

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

Moved by: Dan Dignard  
Seconded by: Dennis Blake

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

**Carried**



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**10. Future Meetings**

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

**11. Moment of Silent Reflection**

**12. Adjournment**

Moved by: Bonnie McKinnon

Seconded by: Joe McPherson

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

**Carried**