



**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, March 22, 2011 7:00 pm  
Boardroom**

**Trustees:**

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

**Absent:**

**Senior Administration:**

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

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**1. Call to Order**

**1.1 Opening Prayer**

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

**2. Routine Matters**

**2.1 Approval of the Agenda**

Chair Casey requested that the "Discussion of Consent Agenda" be dealt with during the Information and Correspondence section of the meeting.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda for the March 22, 2011 meeting.

**Carried**

**2.2 Declaration of Interest - Nil**

**2.3 Approval of Minutes from the Committee of the Whole Meeting of February 15, 2011**

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

**Carried**

**2.4 Business Arising from Minutes - Nil**

**3. Presentations and Delegations - Nil**



**4. Committee and Staff Reports**

**4.1 Tools for Tolerance for Educators**

Superintendent Trish Kings provided an overview of the *Tools for Tolerance for Educators* program held in Los Angeles, California in November, 2010, and attended by a team of representatives from the Catholic Curriculum Corporation, including Mrs. Kings and Marian O'Connor, a secondary Consultant with our Board. This program offered participants the opportunity to explore the dynamics of prejudice and discrimination. Next steps involves linking learnings from the *Tools for Tolerance* experience and our approach to equity and inclusive education in the classroom.

Moved by: Dan Dignard  
Seconded by: Bonnie McKinnon

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

**Carried**

**4.2 Strategic Plan Update: Student Achievement**

Superintendents Kings, Chopp and Roehrig provided feedback for trustees on our progress regarding the student achievement strategic commitment, as outlined in the Board's Strategic Action Plan.

Moved by: Rick Petrella  
Seconded by: June Szeman

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

**Carried**

**4.3 St. Pius X / St. Bernard Schools Consolidation**

Director Horgan reviewed the two-year process that culminated in this final report to the Board recommending the consolidation of St. Pius X and St. Bernard Schools in Brantford, in a new school facility to be constructed on St. Pius X property during the 2012-13 school year, pending Ministry of Education funding. If approved, the next step would be to develop a transition plan. An Integration Committee would then be struck to plan for various ceremonies/activities. Trustee Blake requested a recorded vote.

Moved by: Dan Dignard  
Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board closes St. Bernard School and St. Pius X School in Brantford and builds a new school on the St. Pius X school site to accommodate the students of both schools, effective September 1, 2013, provided the Ministry of Education allocates funding for this purpose.

Trustee Blake	Yes
Trustee Dignard	Yes
Trustee McKinnon	Yes
Trustee Petrella	Yes
Trustee Szeman	Yes

**Carried**



**4.4 Surplus Property**

Associate Director Easton reported that after considering possible alternative uses for the former elementary school known as St. Jean de Brébeuf, which has been vacant since October 2009, the Board cannot make effective use of the building. Staff recommends that the property be offered for sale, in accordance with Regulation 444/98 of the Education Act.

Moved by: June Szeman

Seconded by: Rick Petrella

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

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

**Carried**

**4.5 Excursion – Chicago, IL (Revised)**

Superintendent Chris Roehrig reviewed a revised excursion request from Assumption College School for approximately 35 Grades 11-12 students to participate in an excursion to Chicago, IL in May, 2011 to enhance their social studies/history curriculum.

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 request from Assumption College School for an excursion to Chicago, IL from Thursday, May 12, 2011 to Sunday, May 15, 2011.

**Carried**

**4.6 Excursion: St. John's College Rugby Team – England and Wales, UK**

Superintendent Roehrig reviewed an excursion request for approximately forty Grades 11-12 male students to travel to England and Wales during the 2012 March Break to compete in an international rugby competition, as well as gain an appreciation of the culture and historical significance of the United Kingdom.

Moved by: Rick Petrella

Seconded by: June Szeman

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

**Carried**

**4.7 Excursion: France and Italy**

Superintendent Roehrig reviewed an excursion request for approximately forty Grades 10-12 students from Assumption College School and St. John's College to be immersed in France and Italy's culture during the 2012 March Break.



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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 Assumption College School and St. John's College for an excursion to France and Italy from Friday, March 9, 2012 to Sunday, March 18, 2012.

**Carried**

### 4.8 Information Technology (IT) Department Reorganization

Assistant Superintendent of Business Tom Grice reviewed a recent reorganization of the Information Technology Department whereby the Information Technology Services and the Data Services departments were merged in order to enhance efficiency. Two specialist roles, a Network Administrator and a Systems Administrator, as well as a Junior Web Master/Database Integrator position, have been established while the former IT Supervisor position has been eliminated. The reorganization results in an approximate savings of \$72,000 yearly.

Moved by: Dan Dignard  
Seconded by: Bonnie McKinnon

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

**Carried**

### 4.9 Client Support Officer

Assistant Superintendent of Business Grice explained that the ongoing demand for staff resources to support the Ministry's OnSIS initiative launched in 2006, as well as the growing demand for school secretary versatility using specialized technology, there is a need for a central support role. A key responsibility would be to offer overall support and training of school secretaries. At the request of trustees, an alternative position title will be brought forward to the March 29, 2011 Board meeting.

Moved by: Rick Petrella  
Seconded by: June Szeman

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

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

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

**Carried**



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### **4.10 Approved SEAC Meeting Minutes – February 9, 2011**

June Szeman, trustee representative on the Special Education Advisory Committee reported on the group's meeting of February 9, 2011, which included a tour of the new Special Education department facility at Sacred Heart School in Paris.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the approved minutes from the Special Education Advisory Committee meeting of February 9, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### **4.11 Unapproved Student Transportation Services Brant Haldimand Norfolk Meeting Minutes – February 15, 2011**

Dan Dignard, trustee representative on the STSBHN Governance Committee, reported on the Committee's February 15, 2011 meeting and commented on the significant efficiencies that have been realized by the consortia over the past few years.

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Committee of the Whole refers the unapproved minutes from the Student Transportation Services Brant Haldimand Norfolk meeting of February 15, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### **4.12 Unapproved Accommodations Committee Meeting Minutes and Recommendations – February 15, 2011**

Chair of the Accommodations Committee, Dan Dignard, reported on the Committee's meeting of February 15, 2011. Trustee Dignard reviewed the list of capital projects that the Committee recommends be presented to the Ministry of Education as current capital priorities for our Board. Approval was requested for the following recommendation:

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

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

Moved by: Dennis Blake

Seconded by: Dan Dignard

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

**Carried**

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

**Carried**



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### 4.13 Unapproved Faith Advisory Committee Meeting Minutes – February 24, 2011

June Szeman, Trustee representative on the Faith Advisory Committee, reviewed the minutes from the Committee's meeting of February 24, 2011.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the unapproved minutes from the Faith Advisory Committee meeting of February 24, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### 5. Information and Correspondence:

5.1 Chair Cliff Casey commented that OCSTA has started providing regular summary updates of correspondence and items of interest, which will be shared with all trustees.

5.2 Director Horgan presented a draft information flyer regarding the Board of Trustees that outlines the key duties of trustees, their role in Board governance, as well as highlights of the Board's strategic action plan. This information is timely considering the impact of Bill 177 on board governance. It is proposed that this flyer be sent home with every student. Trustees were invited to provide feedback to Director Horgan or Chair Casey.

5.3 Director Horgan presented a draft plan for trustee professional development for the remainder of this school year, as well as a look ahead to future training needs. Possible options for delivering training sessions were discussed.

5.4 Chair Cliff Casey congratulated St. Patrick's School in Caledonia who were recently awarded an *Outstanding Organization Award* in the "Business Award" category by the Caledonia Regional Chamber of Commerce. This award is given to a recipient who exemplifies the important role of leadership and inspiration within the community towards those in need.

5.5 Director Horgan provided trustees with a Memorandum explaining the rationale for using the "Consent Agenda" format at Board meetings, as well as sample agendas. Trustees will pilot the consent agenda approach for the next couple of months before officially adopting the format.

Moved by: Rick Petrella

Seconded by: June Szeman

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

Trustee Petrella inquired about the direction and timeline for updating information and refreshing the "look" of the Board's website. Associate Director Easton commented that this will be one of the priorities of the individual who will assume the role of the junior web master.



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### 8. Business In-Camera

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

**Carried**

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

Moved by: 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. Moment of Silent Reflection

### 12. Adjournment

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of March 22, 2011.

**Carried**