



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

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

**Committee of the Whole
Tuesday, February 21, 2012 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), Tom Grice (Superintendent of Business & Treasurer),
Bill Chopp and Trish Kings (Superintendents of Education)

- 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 - Nil**
- 4. Consent Agenda**
 - 4.1 Approval of Committee of the Whole Meeting Minutes - January 17, 2012 Pages 3-6
 - 4.2 Unapproved Special Education Advisory Committee Meeting Minutes - January 11, 2012 Pages 7-8
- 5. Committee and Staff Reports**
 - 5.1 Financial Report – November 2011 Pages 9-14
Presenter: Tom Grice, Superintendent of Business & Treasurer
 - 5.2 Joint Use Agreement St. Basil and Walter Gretzky Schools Pages 15-28
Presenter: Tom Grice, Superintendent of Business & Treasurer
 - 5.3 2012-13 School Year Calendar Pages 29-32
Presenter: Bill Chopp, Superintendent of Education
 - 5.4 Integration Committee Report St. Mary and Holy Cross Schools Pages 33-34
Presenter: Dan Dignard, Chair of Integration Committee
 - 5.5 Integration Committee Report St. Bernard and St. Pius Schools Pages 35-36
Presenter: Cliff Casey, Chair of Integration Committee



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- 5.6** Surplus Accommodation – Grand Erie District School Board Page 37
Presenter: Tom Grice, Superintendent of Business & Treasurer
- 5.7** Information and Communication Technology Operation Plan Pages 38-53
Presenter: Tom Grice, Superintendent of Business & Treasurer
- 5.8** Kindergarten Registration Campaign 2012 Pages 54-55
Presenter: Trish Kings, Superintendent of Education
- 5.9** Wood Street School Pages 56-61
Presenter: Tom Grice, Superintendent of Business & Treasurer
- 5.10** Excursion – Mission Trip to Grassy Narrows, First Nation Pages 62
Presenter: Chris Roehrig, Superintendent of Education
- 5.11** Excursion – Columbus, OH Page 63
Presenter: Chris Roehrig, Superintendent of Education
- 5.12** Educational Field Trip Summary Report Pages 64-67
Presenters: Bill Chopp, Trish Kings and Chris Roehrig, Superintendents of Education
- 6. Information and Correspondence**
- 6.1** OCSTA Update
- 7. Notices of Motion**
- 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 68
- 12. Closing Prayer**
- 13. Adjournment**
-

Next meeting: Tuesday, March 20, 2012 at 7:00 pm – Boardroom



Committee of the Whole
Tuesday, January 17, 2012 7:00 pm
Boardroom

Trustees:

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

Absent:

Senior Administration:

Cathy Horgan (Director of Education), Tom Grice (Superintendent of Business & Treasurer), Bill Chopp, Trish Kings and Chris Roehrig (Superintendents of Education)

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 January 17, 2012 meeting.

Carried

1.4 Declaration of Interest – Nil

2. Presentations – Nil

3. Delegations - Nil

4. Consent Agenda

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

4.2 THAT the Committee of the Whole refers the unapproved minutes from the Special Education Advisory Committee Meeting of December 14, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



- 4.3** THAT the Committee of the Whole refers the unapproved minutes from the Student Transportation Services Brant Haldimand Norfolk Board of Directors' meeting of December 20, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

In reference to Item 4.3, Trustee Blake requested clarification regarding possible expansion of the transportation consortium. Superintendent Grice explained that the consortium is always looking for ways to be effective and efficient, including the possibility of working with a neighbouring consortium in order to achieve economies of scale. Concern was expressed by both trustees Blake and Szeman regarding smaller service providers potentially losing their contracts as a result of the Request for Proposal that has been recently issued to refresh the pricing for current services/routes.

Moved by: Dan Dignard
Seconded by: Dennis Blake

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

Carried

5. Committee and Staff Reports

5.1 Unapproved Policy Committee Meeting Minutes and Recommendations – January 10, 2012

Vice Chair Szeman, Chair of the Policy Committee, briefly reviewed the main revisions made to the Home Instruction Policy and requested approval of the following recommendation from the Committee:

THAT the Policy Committee recommends that the Committee of the Whole refers the Home Instruction Policy 200.17 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Bonnie McKinnon
Seconded by: Rick Petrella

THAT the Committee of the Whole refers the unapproved minutes from the Policy Committee Meeting of January 10, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

THAT the Committee of the Whole refers the recommendation from the Policy Committee Meeting of January 10, 2012 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5.2 2011-12 Revised Budget

Superintendent Grice updated trustees on the most significant revisions made to the 2011-12 preliminary budget. These revisions reflect changes to revenue and expenses since the preliminary projections of June, 2011. Many of the changes are as a result of actual enrolment as of October 31, 2011.



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 2011-12 Revised Budget Estimates, in the amount of \$121,596,393.

Carried

5.3 Early Learning Kindergarten Program – Additions – St. Mary’s and St. Gabriel Schools

Superintendent Grice advised trustees that the Ministry has approved funding for two classroom additions at St. Gabriel School and one classroom addition at St. Mary’s School to accommodate the Early Learning Kindergarten Program scheduled to begin in September 2013. The architect selection process, which will include trustee representatives, will likely begin in February, 2012.

Moved by: June Szeman
Seconded by: Rick Petrella

THAT the Committee of the Whole refers the report on classroom additions at St. Mary’s School, Hagersville and St. Gabriel Catholic Elementary School, Brantford to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

6. Information and Correspondence - Nil

7. Notices of Motion - Nil

8. Trustee Inquiries

Trustee Szeman inquired as to how a trustee who is unable to attend the professional development modules offered at an OCSTA event can access the training in order to receive their certificate. Director Horgan will pursue this with OCSTA and will advise.

9. Business In-Camera

Moved by: Dennis Blake
Seconded by: Dan Dignard

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

10. Report on the In-Camera Session

Moved by: Dan Dignard
Seconded by: Bonnie McKinnon

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

Carried



11. Future Meetings

The list of 2011-12 meetings and events was reviewed by Trustees.

12. Closing Prayer

The closing prayer was recited in unison.

13. Adjournment

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of January 17, 2012.

Carried



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Special Education Advisory Committee Meeting
Wednesday, January 11, 2012 7:00 p.m.
Special Education Services, Sacred Heart School, Paris, ON**

Present: Bonnie McKinnon, Bill Chopp, Colleen Demarest, Barb Mitchell, Terre Slaght,
Dianne Wdowczyk, Krista Emmerson

Regrets: Paul Sanderson, Lisa Stockmans

1. Opening Prayer

Terre Slaght opened the meeting with a prayer.

2. Opening Remarks

Dianne Wdowczyk, Chair, welcomed Bonnie McKinnon as the new trustee representative. On behalf of SEAC, she expressed the Committee's thanks to former trustee representative, June Szeman, for her continued support of all students in the district. Thanks were also extended to the committee for support of the December joint meeting with the Grand Erie District School Board.

3. Approval of Minutes

Moved by: Colleen Demarest

Seconded by: Barb Mitchell

THAT the SEAC Committee approves the minutes from the December 14, 2011 meeting.

Carried

4. Approval of the Agenda

Moved by: Colleen Demarest

Seconded by: Bonnie McKinnon

THAT the SEAC Committee approves the agenda for the January 11, 2012 meeting.

Carried

5. Community Agency Updates

Dianne Wdowczyk, Woodview Mental Health and Autism Services, informed the committee that their office is installing an elevator to increase accessibility to all areas of the building. Woodview received 100% on the accreditation process.

Barb Mitchell, HN REACH, noted that a transition guidelines/calendar with both boards is being developed to continue to complement transition practices. They are also working on some mental health initiatives.

Krista Emmerson, a new SEAC parent representative, shared transition planning/goal setting successes in collaboration with Woodview Mental Health and Autism Services.



6. Presentation – Woodview Mental Health and Autism Services

Dianne Wdowczyk made a PowerPoint presentation outlining the services offered at Woodview. Services include child and family counseling, intensive child and family services, a multi-disciplinary team, crisis response, day treatment, telepsychiatry, youth justice, residential services, wrap around and other group programs.

7. Correspondence

Renfrew County District School Board sent a letter to the Ministry of Education with reference to the funding model for special education students.

8. Reports

8.1. Principal of Program: Special Education

8.1.1. Mental Health Update

Terre Slaght explained that the SSLI (Student Support Leadership Initiative) continue planning with the two school boards, H-N REACH and Woodview on Champion School initiatives. The focus is currently preparation of school administrators.

Regarding the introduction of mental health workers, discussion continues related to the future implementation of services. The boards are consulting about the processes to be implemented within the board. Mental health workers have been hired and are currently developing required processes for service delivery.

8.2. Superintendent of Education

8.2.1. SERT Allocation

The draft SERT allocation was distributed for vetting by SEAC membership. Discussion followed regarding each of the three allocation areas.

9. Business for Next Meeting

Business for the next SEAC meeting will include a presentation from HN REACH, a presentation by Patti Mitchell, system SERT on the Confirmation Retreat, and a possible Evac-Chair demonstration.

10. Closing Remarks

Dianne Wdowczyk thanked the guests for their participation at the meeting.

11. Adjournment

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

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: February 21, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

FINANCIAL REPORT – NOVEMBER 2011

Public Session

BACKGROUND INFORMATION:

Attached is the Board Expenditure Report for the period ended November 30, 2011.

DEVELOPMENTS:

Generally, there are few significant variances to report at this time. At the end of the first quarter, 23.0% of the total budget had been spent. Salaries are being monitored closely each month and the current projection to year end is slightly below budget. The expected percentage of salary budget spent at any time of the year varies by employee group. Salaries and the Qualification and Experience Grant were reviewed and adjusted as part of the Revised Budget prepared in December.

With the transition to full Tangible Asset Reporting for Ministry purposes, furniture and equipment purchases of less than \$5,000 for a single item are being reported as *replacement equipment* as these items are funded from Operations and will not be capitalized. Personalized Equipment is also included in this category as, individually, these items are low-dollar items and funding is received in the year to cover most of the cost.

Within Human Resources Fees and Contracts, Labour Relations costs, to date, are significantly higher than expected and were adjusted in the Revised Budget to accommodate the increased costs. It should also be noted that a number of membership contracts require payment of annual fees in the first part of the year, leaving these budget lines with little spending room for the rest of the year.

School Renewal spending, to date, amounts to \$238,599, which is significantly below budget; however, most School Renewal expenditures are realized during March Break and during the summer months. Expenditures identified as New Pupil Places are interest payments of debenture debt. Principal payments no longer are included in the Operations Expenditure budget.

A credit balance was realized in School Maintenance, Fees and Contracts as a premium refund for Property Insurance was received from OSBIE for the years 2006 to 2010. This will be applied against our annual Insurance premium paid in the second quarter.

The Governance/Trustees Department is 44.6% spent as annual Trustee fees are paid in the first part of the year.

RECOMMENDATION:

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

BRANT HALDIMAND NORFOLK CDS BD
 Monthly Board Report
 FOR THE MONTH ENDING NOVEMBER 30, 2011

	Budget	Expenditures	% Spent
OPERATING INSTRUCTION			
SALARIES & WAGES	51,205,703	11,569,539	22.6
EMPLOYEE BENEFITS	5,936,608	984,944	16.6
STAFF DEVELOPMENT	402,620	52,857	13.1
SUPPLIES & SERVICES	1,776,220	274,617	15.5
REPLACEMENT F & E	590,439	90,593	15.3
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	469,324	147,398	31.4
OTHER	-	-	0.0
AMORTIZATION	650,294	141,903	21.8
Total INSTRUCTION	61,031,208	13,261,851	21.7
SPECIAL EDUCATION			
SALARIES & WAGES	11,327,969	2,799,885	24.7
EMPLOYEE BENEFITS	2,134,946	463,555	21.7
STAFF DEVELOPMENT	50,800	8,362	16.5
SUPPLIES & SERVICES	262,159	40,870	15.6
REPLACEMENT F & E	426,500	4,463	1.1
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	49,500	11,192	22.6
Total SPECIAL EDUCATION	14,251,874	3,328,325	23.4
SCHOOL MANAGEMENT/SCHOOL SERVICES			
SALARIES & WAGES	7,140,134	1,705,277	23.9
EMPLOYEE BENEFITS	1,031,567	213,109	20.7
STAFF DEVELOPMENT	69,210	(1,217)	-1.8
SUPPLIES & SERVICES	484,047	53,973	11.2
REPLACEMENT F & E	50,313	17,980	35.7
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	274,156	106,193	38.7
Total SCHOOL MANAGEMENT/SCHOOL SERVICES	9,049,427	2,095,314	23.2
STUDENT SUPPORT SERVICES-GENERAL			
SALARIES & WAGES	395,872	86,820	21.9
EMPLOYEE BENEFITS	74,224	15,772	21.3
STAFF DEVELOPMENT	1,500	-	0.0
SUPPLIES & SERVICES	2,400	201	8.4
RENTAL EXPENDITURE	-	-	0.0
Total STUDENT SUPPORT SERVICES-GENERAL	473,996	102,793	21.7
COMP & OTH TECH STUDENT SUPP SERV			
SALARIES & WAGES	813,048	185,948	22.9
EMPLOYEE BENEFITS	182,693	42,867	23.5
STAFF DEVELOPMENT	18,000	-	0.0
SUPPLIES & SERVICES	111,760	15,768	14.1
REPLACEMENT F & E	5,850	331	5.7
FEES & CONTRACTUAL SERVICES	84,032	561	0.7
Total COMP & OTH TECH STUDENT SUPP SERV	1,215,383	245,474	20.2
LIBRARY SERVICES			
SALARIES & WAGES	830,037	227,045	27.4
EMPLOYEE BENEFITS	190,743	45,131	23.7
STAFF DEVELOPMENT	2,000	-	0.0
SUPPLIES & SERVICES	94,888	25,663	27.1
Total LIBRARY SERVICES	1,117,668	297,838	26.7

BRANT HALDIMAND NORFOLK CDS BD
Monthly Board Report
FOR THE MONTH ENDING NOVEMBER 30, 2011

	Budget	Expenditures	% Spent
GUIDANCE SERVICES			
SALARIES & WAGES	986,862	243,369	24.7
EMPLOYEE BENEFITS	97,921	14,776	15.1
SUPPLIES & SERVICES	3,000	611	20.4
REPLACEMENT F & E	-	-	0.0
Total GUIDANCE SERVICES	1,087,783	258,757	23.8
TEACHER SUPPORT SERVICES			
SALARIES & WAGES	1,179,504	242,963	20.6
EMPLOYEE BENEFITS	132,601	17,435	13.2
STAFF DEVELOPMENT	17,500	5,245	30.0
SUPPLIES & SERVICES	1,065,924	28,691	2.7
REPLACEMENT F & E	-	-	0.0
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	58,050	23,335	40.2
OTHER	-	-	0.0
Total TEACHER SUPPORT SERVICES	2,453,579	317,669	13.0
GOVERNANCE/TRUSTEES			
SALARIES & WAGES	64,700	16,139	24.9
EMPLOYEE BENEFITS	2,588	313	12.1
STAFF DEVELOPMENT	23,000	6,051	26.3
SUPPLIES & SERVICES	25,800	5,623	21.8
REPLACEMENT F & E	2,000	-	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
OTHER	54,250	48,812	90.0
Total GOVERNANCE/TRUSTEES	172,338	76,938	44.6
GENERAL ADMINISTRATION			
SALARIES & WAGES	1,298,425	320,330	24.7
EMPLOYEE BENEFITS	186,979	39,313	21.0
STAFF DEVELOPMENT	52,227	5,728	11.0
SUPPLIES & SERVICES	50,050	7,223	14.4
REPLACEMENT F & E	3,150	-	0.0
FEES & CONTRACTUAL SERVICES	179,530	6,739	3.8
OTHER	41,850	16,111	38.5
AMORTIZATION	62,949	11,781	18.7
Total GENERAL ADMINISTRATION	1,875,160	407,226	21.7
BUSINESS ADMINISTRATION			
SALARIES & WAGES	590,140	128,062	21.7
EMPLOYEE BENEFITS	129,191	24,544	19.0
STAFF DEVELOPMENT	6,500	3,345	51.5
SUPPLIES & SERVICES	54,400	8,016	14.7
REPLACEMENT F & E	13,500	3,087	22.9
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	221,855	30,354	13.7
OTHER	-	3,647	0.0
Total BUSINESS ADMINISTRATION	1,015,586	201,056	19.8
HUMAN RESOURCES ADMINISTRATION			
SALARIES & WAGES	481,315	112,397	23.4
EMPLOYEE BENEFITS	99,978	20,314	20.3
STAFF DEVELOPMENT	6,250	1,403	22.5
SUPPLIES & SERVICES	36,650	15,601	42.6
FEES & CONTRACTUAL SERVICES	241,120	44,133	18.3
Total HUMAN RESOURCES ADMINISTRATION	865,313	193,848	22.4

BRANT HALDIMAND NORFOLK CDS BD
Monthly Board Report
FOR THE MONTH ENDING NOVEMBER 30, 2011

	Budget	Expenditures	% Spent
INFORMATION TECHNOLOGY ADMINIS.			
SALARIES & WAGES	56,363	12,989	23.0
EMPLOYEE BENEFITS	13,857	3,245	23.4
SUPPLIES & SERVICES	-	-	0.0
REPLACEMENT F & E	10,000	10,862	108.6
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	14,408	8,356	58.0
Total INFORMATION TECHNOLOGY ADMINIS.	94,628	35,451	37.5
SCHOOL OPERATIONS			
SALARIES & WAGES	3,935,331	883,888	22.5
EMPLOYEE BENEFITS	1,011,167	218,372	21.6
STAFF DEVELOPMENT	2,000	-	0.0
SUPPLIES & SERVICES	2,213,702	341,391	15.4
REPLACEMENT F & E	42,300	3,338	7.9
RENTAL EXPENDITURE	101,429	34,184	33.7
FEES & CONTRACTUAL SERVICES	780,000	268,313	34.4
AMORTIZATION	3,131,607	807,529	25.8
Total SCHOOL OPERATIONS	11,217,536	2,557,015	22.8
SCHOOL MAINTENANCE			
SALARIES & WAGES	800,378	175,033	21.9
EMPLOYEE BENEFITS	176,020	38,057	21.6
STAFF DEVELOPMENT	2,500	920	36.8
SUPPLIES & SERVICES	581,846	145,971	25.1
REPLACEMENT F & E	4,500	-	0.0
INTEREST ON LONG TERM DEBT	88,847	45,715	51.5
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	130,793	(26,422)	-20.2
Total SCHOOL MAINTENANCE	1,784,884	379,273	21.3
SCHOOL RENEWAL			
SALARIES & WAGES	-	-	0.0
SUPPLIES & SERVICES	1,452,555	238,599	16.4
INTEREST ON LONG TERM DEBT	-	-	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total SCHOOL RENEWAL	1,452,555	238,599	16.4
NEW PUPIL PLACES			
INTEREST ON LONG TERM DEBT	2,523,475	1,360,174	53.9
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total NEW PUPIL PLACES	2,523,475	1,360,174	53.9
OP & MAINT/CAPITAL-NON INSTRUC			
SALARIES & WAGES	47,216	9,972	21.1
EMPLOYEE BENEFITS	12,931	2,735	21.2
STAFF DEVELOPMENT	-	-	0.0
SUPPLIES & SERVICES	106,551	56,195	52.7
REPLACEMENT F & E	2,000	-	0.0
INTEREST ON LONG TERM DEBT	47,877	23,946	50.0
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	79,500	25,044	31.5
Total OP & MAINT/CAPITAL-NON INSTRUC	296,075	117,892	39.8
DIRECT CAPITAL & DEBT			
INTEREST ON LONG TERM DEBT	373,850	188,160	50.3
OTHER	146,395	-	0.0
Total DIRECT CAPITAL & DEBT	520,245	188,160	36.2

BRANT HALDIMAND NORFOLK CDS BD
 Monthly Board Report
 FOR THE MONTH ENDING NOVEMBER 30, 2011

	Budget	Expenditures	% Spent
TRANSPORTATION - GENERAL			
SALARIES & WAGES	110,390	33,117	30.0
EMPLOYEE BENEFITS	23,454	7,036	30.0
STAFF DEVELOPMENT	9,058	2,717	30.0
SUPPLIES & SERVICES	6,396	1,919	30.0
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	38,699	12,444	32.2
Total TRANSPORTATION - GENERAL	187,997	57,233	30.4
TRANSPORTATION - HOME TO SCHOOL			
FEES & CONTRACTUAL SERVICES	4,909,683	1,292,840	26.3
Total TRANSPORTATION - HOME TO SCHOOL	4,909,683	1,292,840	26.3
TRANSPORTATION-SCHOOL TO SCHOOL			
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION-SCHOOL TO SCHOOL	-	-	0.0
TRANSPORTATION - BOARD, LODGING...			
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION - BOARD, LODGING...	-	-	0.0
TRANSPORTATION - BLIND & DEAF			
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION - BLIND & DEAF	-	-	0.0
CONTINUING EDUCATION			
SALARIES & WAGES	-	-	0.0
EMPLOYEE BENEFITS	-	-	0.0
STAFF DEVELOPMENT	-	-	0.0
SUPPLIES & SERVICES	-	-	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total CONTINUING EDUCATION	-	-	0.0
OTHER NON-OPERATING			
OTHER	4,000,000	1,000,000	0.0
TRANSFERS FROM RESERVES	-	-	0.0
Total OTHER NON-OPERATING	4,000,000	1,000,000	0.0
Total	121,596,393	28,013,726	23.0

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: February 21, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

JOINT USE AGREEMENT ST. BASIL AND WALTER GRETZKY SCHOOLS

Public Session

BACKGROUND INFORMATION:

St. Basil Catholic Elementary School and Walter Gretzky School share a common parcel of property in southwest Brantford. The two schools were constructed such that they are joined; sharing a common building footprint. Within the combined building, there are areas that are utilized exclusively for individual school use and there are common areas that are shared jointly. The shared areas largely include the gymnasium, staff rooms and the library. The design and construction of the school has been a successful, cooperative effort, managed under a simple cost-sharing agreement. St. Basil Catholic Elementary School and Walter Gretzky School opened concurrently on January 9, 2012.

Moving from the development phase to the operational phase of this partnership with the Grand Erie District School Board, there is a need to formalize procedural and operational issues around the joint use of the new facility.

DEVELOPMENTS:

Both Boards entered into this new partnership with experience gained from their collaboration on the Branlyn / Notre Dame Schools partnership for many years. Day-to-day operational issues and unique challenges of a joint use facility are not new to either Board. We are fortunate that we have a model to follow and a template for success.

Following the Branlyn / Notre Dame exemplar, Administration from both boards have worked together to develop a Joint Use Agreement for the St. Basil Catholic Elementary School and the Walter Gretzky School. The proposed Agreement is attached for Board review and approval. This Agreement has been developed with guidance and review of Trepanier, Verity LLP to ensure it meets the legal requirements for a partnership of this type and protects the interests of both parties to the Agreement.

The key components of the Agreement are as follows:

- Cost of Acquisition Development and Construction
- Ownership and Exclusive Use
- Shared Use Areas of the Building
- Procedures for Operations
- Sharing of Costs
- Semi-Annual Review
- Procedures for Acquisition and Divestment
- Insurance and Liability
- Dispute Resolution

In general terms, as co-owners of the land, each Board has exclusive rights to use of their portion of the building. Our Board is responsible for day-to-day caretaking, facility operations and maintenance of the building on a cost-sharing basis. The Agreement specifies a requirement for a semi-annual review of the operation of the facility, the costs of operations, equipment and maintenance and a review of the Agreement for possible amendments thereto.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Joint Use Agreement for St. Basil Catholic Elementary School and Walter Gretzky School.

THIS AGREEMENT made as of the day of December, 2011

BETWEEN:

**BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

(hereinafter called the "Catholic Board")

OF THE FIRST PART

- and -

GRAND ERIE DISTRICT SCHOOL BOARD

(hereinafter called the "Grand Erie Board")

OF THE SECOND PART

WHEREAS the Catholic Board and the Grand Erie Board (collectively referred to herein as the "School Boards") are owners as tenants in common each as to an undivided one-half interest of the lands and premises described as part of the Clench Tract, City of Brantford, designated as Part 3 on Reference Plan 2R-7119, which lands and premises are more particularly described in Schedule A hereto attached (the "Subject Lands").

AND WHEREAS the Catholic Board and the Grand Erie Board have constructed on the Subject Lands a single structure (the "Building"), which comprises 96,890 square feet.

AND WHEREAS it is intended that the Building house one Catholic elementary school to be known as St. Basil Catholic Elementary School ("St. Basil School") and one public elementary school to be known as Walter Gretzky Public School ("Gretzky School").

AND WHEREAS certain portions of the Building are intended to be for the exclusive use of the respective School Boards, and certain portions of the Building and the playing fields and other exterior portions of the Subject Lands are intended to be areas of shared use between the respective School Boards.

AND WHEREAS the School Boards wish to enter into this Agreement (the "Operating Agreement") to define their rights and obligations as co-owners of the Subject Lands and responsibilities of each in respect of the costs of operating and maintaining the exclusive use portions and the shared use portions of the Building and adjacent areas of the Subject Lands.

NOW THEREFORE in consideration of the mutual covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties hereto the School Boards covenant and agree as follows:

1. Costs of Acquisition Development and Construction

- 1.1 The Catholic Board and the Grand Erie Board have contributed equally to the cost of the original acquisition of the Subject Lands and are registered owners thereof as tenants in common each as to an undivided one-half interest, which ownership interest may be amended from time to time pursuant to the provisions of paragraph 9 of this Agreement..
- 1.2 The costs of development of the Subject Lands and construction of the Building, including, without limiting the generality of the foregoing all architect's fees, consulting engineer's fees, legal fees, and all costs of the construction of the Building and preparation of the site, including driveways, parking areas, landscaped areas and playing fields, have been paid by the respective School Boards in the manner set forth in Schedule B hereto attached.

2. Ownership and Exclusive Use of Schools

- 2.1 Notwithstanding the equal co-ownership of the Subject Lands, the Catholic Board is the sole owner of and has the exclusive right to use and occupy that portion of the Building in which St. Basil School is located, as outlined in green on the sketch attached hereto as Schedule C.
- 2.2 Notwithstanding the co-ownership of the Subject lands and the Grand Erie Board is the sole owner of and has the exclusive right to use and occupy that portion of the Building in which Gretzky School is located, as outlined in orange on the sketch attached hereto as Schedule C.
- 2.3 Unless otherwise agreed between the parties hereto, those parking areas adjacent to St. Basil School shall be for the exclusive use of the Catholic Board, its employees and invitees; those parking areas adjacent to Gretzky School shall be for the exclusive use of the Grand Erie Board, its employees and invitees.
- 2.4 Those areas designated on the site plan for future placement of portable classrooms shall become exclusive use areas of either the Catholic Board or the Grand Erie Board, as the case may be, upon the placement of portable classrooms on such area, subject to the provisions of this Agreement.

3. Shared Use Areas of Building

- 3.1 The School Boards shall have ownership in common and shall have joint and common use of those portions of the Building as outlined in yellow on the sketch attached hereto as Schedule C.
- 3.2 The School Boards shall make available to each other the use of their indoor and outdoor exclusive areas within the limitations of suitability, previous agreements, other commitments

and other reasonable considerations.

- 3.3 The Catholic Board shall be responsible for co-ordinating the use of the gymnasium, showers, change rooms, stage, meeting rooms and the outdoor sports facilities, including the major equipment appurtenant thereto that is jointly owned by the School Boards. In the event of a conflict between the parties as to right to use the within facilities, such conflict shall be referred for resolution pursuant to the provisions set forth in paragraph 11 of this Agreement. The principals of each of the schools shall make their requests for uses known to each other no later than June 30 for the upcoming school year.
- 3.4 Community use of the facility shall be coordinated by the Catholic Board and such use shall be subject to the facility use policies of the Catholic Board.

4. Equipment

- 4.1 "Capital Equipment " means equipment purchased jointly by the School Boards that has a value in excess of \$1,000.00 and a projected lifetime of at least three (3) years.
- 4.2 The original purchase price and replacement costs of Capital Equipment which will be used by both School Boards will be shared equally and the title to the said Capital Equipment will be held by the School Boards equally.
- 4.3 An intrusion alarm/fire alarm/heat loss alarm system to protect the halls, offices, libraries, and computer areas of the Building is to be installed in accordance with the provisions of the Ontario Building Code, with the costs thereof to be shared equally between the School Boards.
- 4.4 Each School Board shall be responsible for the cost of installation and operation of their own telephone equipment and service.
- 4.5 The original purchase price and replacement cost of consumable supplies, such as balls, bats, nets, racquets, pucks, gloves, protective, padding, masks, etc. shall be the responsibility of the party whose activity requires them.

5. Portable Classrooms

- 5.1 Each School Board shall be responsible for the original cost and the cost of operations, including, without limiting the generality of the foregoing, utilities, of any portable classroom that it requires. Each School Board will construct its portable classrooms on its own exclusive areas only in accordance with the provisions of the site plan for the Subject Lands.

6. Procedures for Operations

- 6.1 The Catholic Board shall be designated as the party responsible to carry out caretaking and operations responsibilities of the Building and adjacent grounds, including daily grounds litter pickup and snow clearing of sidewalks and entranceways, the costs of which shall be borne between the School Boards on the basis of the area percentages set forth in Schedule B to this

Agreement, as amended from time to time.

6.2 Notwithstanding the generality of the foregoing, the Catholic Board shall be responsible for the following:

- (a) maintenance and care of the grounds and open areas, front gardens and tree maintenance of the campus;
- (b) maintenance and care of sports fields and specified sports equipment, including fixtures such as goal posts, baseball backstops and line fences;
- (c) snow removal and sanding as required for all parking areas, hard surface play areas, and hard surface walkways.

The costs of the foregoing shall be borne equally between the School Boards.

6.3 The caretaking staff are to be employees under the direction of the Catholic Board.

The maintenance staff shall respond immediately to any emergency or urgent need upon request of either school principal, vice-principal or caretaker on duty.

The work orders of maintenance staff shall be kept for all repairs or maintenance work done on the Building or grounds.

6.4 Reports of vandalism, unusual occurrence or accidents shall be filled out and submitted to the Catholic Board. Personal injury reports shall be completed by the principal or supervisor of the injured party and sent to the appropriate party hereto in accordance with that party's normal procedure.

6.5 The restitution of the costs of vandalism or other damage which is caused by any outside agency, group, individual or group of individuals should be sought where responsibility can be determined and the Catholic Board shall take all necessary steps to obtain restitution from the party responsible for the damage on its own behalf or as agent for the Grand Erie Board, as the case may be.

6.6 An annual report of operations, including itemized comparison summary accounting of costs of the maintenance and operation of the facility shall be prepared in advance of the June review meeting as described in paragraph 8 hereof.

7. Sharing of Costs

7.1 Save and except for those items specifically exempted therefrom in this Agreement, all building operations costs, including, without limiting the generality of the foregoing, the costs of caretaking, washroom supplies, utilities and insurance (fire, liability and boiler), shall be charged to the Catholic Board for settlement. Thereafter, the Catholic Board will assess the

total costs, with no inclusion for administrative charges, arising from this Agreement, between itself and the Grand Erie Board on the basis as set forth in paragraph 1.1 of this Agreement, as amended from time to time. Specialized services required exclusively for the benefit of either of the School Boards or their Qualified Affiliates will be paid directly by that party. The Catholic Board shall deliver an annual billing to the Grand Erie Board issued prior to the June review meeting and due and payable no later than September 15th of each year of the term of this Agreement.

- 7.2 Unless otherwise agreed between the parties, the costs of operating portable classrooms shall be exempted from the assessment in paragraph 7.1 hereof and shall be the responsibility of the School Board operating and maintaining such portable classroom, as provided in paragraph 5.1 of this Agreement.
- 7.3 The costs of repairing damage to the facility and equipment arising from negligence or vandalism that can be definitively attributed to the operations or programs of one of the School Boards, including their Qualified Affiliates, shall be exempted for the assessment in paragraph 7.1 hereof and shall be paid by that School Board.
- 7.4 The costs of operating the outside grounds, sports fields, parking lots, walkways, equipment, fences and other items as set forth in paragraph 6.2 hereof shall be shared equally between the School Boards. Specialized services required exclusively for the benefit of one of the School Boards or its Qualified Affiliates will be paid directly by that party. The Catholic Board shall prepare annual statements of the contribution of each School Board to the cost of such operation and shall deliver and invoice to the Grand Erie Board to be paid by it no later than fifteen (15) days thereafter.
- 7.5 Information on the cost of operations on a year to date basis shall be supplied by the Catholic Board to the Grand Erie Board upon request.
- 7.6 The sharing of costs of operations shall be reviewed on an annual basis and shall be adjusted in the manner provided for in paragraph 8 hereof.

8. Semi-Annual Review

- 8.1 The Senior Business Official of each of the School Boards shall constitute a committee which will meet at the call of the Catholic Board to prepare and submit a report with a copy to be delivered to each School Board, by January 15th and June 1st of each year commencing 2012, to review the actual operation of the facility, the costs of operations, equipment and maintenance of the facility and to review the Operating Agreement and recommend amendments thereto.
- 8.2 These reviews (hereinafter called the "Semi-Annual Review") shall determine the needs of each of the School Boards for more or less space and/or use of the facility and shall assess the need for the acquisition, refurbishing or replacement of equipment, or the Building, adjacent grounds or structural components of the facility.

- 8.3 At the January review, the policies of insurance relevant to the facility shall be assessed to determine whether the coverage, policy limit and terms and conditions of insurance are adequate for the coming year.
- 8.4 Minutes of the review meetings shall be taken, kept and circulated to the School Boards.
- 8.5 The School Boards shall determine in the aforementioned review meetings whether either School Board ought to acquire or divest itself of the ownership of any portion of the Building, or control of any exclusive use portion of the Building to the other, or to expand its ownership or exclusive use portion by new construction. The procedure for acquisition or divesting of ownership and exclusive use portion and for approving new construction shall be governed by the provisions of paragraph 9 hereof.
- 8.6 The School Boards shall apportion at the review meetings the operating costs of equipment and adjust the percentage participation in the operations costs of such equipment resulting from any change in apportionment.

9 Procedure for Acquisition and Divestment

- 9.1 In the event that either School Board shall be willing to acquire a part of the other School Board's ownership and exclusive use portion of the Building it may do so at a price to be determined by negotiation of replacement cost in accordance with the regulations under the Education Act. Any acquisition or divestment in excess of five per cent (5%) of the original area of the facility shall have the effect of altering the percentage ownership of the Subject Lands as set out in paragraph 1.1 of this Agreement, in accordance with Provincial regulations. Thereafter the responsibility to contribute to operations costs as set out in paragraph 7.1 shall also be adjusted accordingly.
- 9.2 The parties acknowledge that an acquisition pursuant to the preceding paragraph of this Agreement may include a portion or portions of the shared areas so that such portion or portions would then become part of the exclusive use area of one of the School Boards. The parties covenant and agree that, upon mutual consent, one of the School Boards can acquire title and exclusive use to a former shared use area, in which event such area would then be redesignated as an exclusive use area of the acquiring School Board, and the proportions of ownership would be adjusted accordingly.
- 9.3 If the parties are unable to agree upon a purchase price it shall then be determined by arbitration pursuant to paragraph 11 of this Agreement. In arriving at a price, the arbitrator shall consider replacement cost and depreciation in accordance with Provincial Regulations, and such other matters as he or she may deem just in all the circumstances in determining both the price and other conditions of disposition and acquisition of the facility.
- 9.4 In the event that either School Board determines that it requires additional space at the facility that the other is not willing to surrender from its portion, the expanding party may prepare a proposal for new construction. The cost of the preparation of the proposal and all other costs for the development of the proposal and construction costs of the additions shall be the sole

responsibility of the expanding party. The expansion shall not commence unless the other School Board consents to the form and content of the proposed development. The completion of the construction of the new portion of the facility will result in a proportionate change in ownership of and proportion of payment of operations costs within the formula set forth in paragraph 8.2 hereof.

- 9.5 In the event that either School Board wishes to sell or otherwise dispose of any of its interest in the facility (other than a license for use by a Qualified Affiliate pursuant to paragraph 3.3 hereof) to an individual, entity or corporation other than the other School Board, it shall prepare a proposal outlining the terms and conditions of its proposed disposition and submit it to the other School Board. The cost of developing the proposal and all costs of the disposition shall be the sole responsibility of the School Board seeking the disposition. No disposition shall take place unless the other School Board consents to the form and content of the proposed disposition, and it shall be a term thereof that the new acquiring party or parties consent to the terms of this Agreement and become a signatory thereto. Should the other School Board fail or refuse to consent to the proposed disposition, it shall purchase the interest of the proposed selling School Board at a price to be determined in accordance with the provisions of this paragraph 9. The disposition of a portion of the facility by either School Board may result in a change in the participation of payment of operations costs within the formula set forth in paragraph 8.2 hereof, and the proportions of ownership as provided in paragraph 1.1 hereof.

10. Insurance and Indemnity

- 10.1 Each School Board shall indemnify the other and save it harmless from all demands, claims, damages, actions, or causes of action with respect to third party liability which may arise of a School Board's use of the Subject Lands, and each School Board shall obtain and maintain third party public liability and property damage insurance in the minimum amount of \$10,000,000.00 to this effect.
- 10.2 The Catholic Board shall be responsible to obtain insurance coverage to insure the Building against fire, theft and other damage, the boiler for damage and explosion for loss, which policy of insurance shall name the School Boards as co-insureds each as to an undivided one-half interest. In the event that the percentage of ownership is altered pursuant to any provision of this Agreement or otherwise the percentages of insurable interest shall be adjusted accordingly.
- 10.3 Each School Board will maintain its comprehensive legal liability policy respecting this facility endorsed to include the other as an additional insured.
- 10.4 Each School Board shall file with the other an insurance certificate indicating that its comprehensive legal liability policy has been endorsed in accordance with paragraphs 10.1 and 10.3 hereof. It is further agreed that in the event of the cancellation of or change to the comprehensive legal liability policy as it applies to this Agreement, notice shall be given in writing within seven (7) days of the change or cancellation to the other School Board.

- 10.5 Each School Board shall be responsible for arranging any other insurance coverage required, including contents coverage.

11. Dispute Resolution

- 11.1 With respect to any dispute with respect to any matter arising from this Agreement, the dispute shall first be referred to the then current principals of St. Basil School and Gretzky School, who shall in good faith attempt to resolve such dispute.
- 11.2 In the event that there is no resolution of the matter or matters in dispute after referring same to the principals of the schools in accordance with paragraph 11.1 hereof, the matter or matters shall be referred to the Senior Business Officials of the respective School Boards, who shall in good faith attempt to resolve such dispute.
- 11.3 In the event that there is no resolution of the matter or matters in dispute after referring same to the Senior Business Officials in accordance with paragraph 11.2 hereof, the matter or matters shall be referred to the Directors of Education of the respective School Boards, who shall in good faith attempt to resolve such dispute.
- 11.4 In the event that there is no resolution of the matter or matters in dispute after referring same to the Directors of Education in accordance with paragraph 11.3 hereof, the matter or matters shall be referred to the Board of Trustees of the respective School Boards, who shall in good faith attempt to resolve such dispute.
- 11.5 In the event that there is no resolution of the matters in dispute after having undertaken the foregoing process, the matter or matters in dispute shall be referred to arbitration in accordance with the provisions of the Arbitrations Act (Ontario).

12. Successors and Assigns

This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors and assigns.

13. Trespass to Property Act

- 13.1 Each party appoints the other, its Board and employees and agents with full authority to enforce the provisions of the Trespass to Property Act (Ontario) while using or occupying the Subject Lands or the exclusive use area of the appointing party pursuant to the terms of this Agreement
- 13.2 Each School Board shall indemnify and save it harmless from and against any and all demands, claims, actions, causes of action and the costs thereof arising out of the enforcement or attempted enforcement of the Trespass to Property Act.

14. Legislation

This Agreement shall be subject to any current or future applicable legislation.

15. Term of Agreement

This Agreement shall become effective on the date of execution by the parties hereto and shall continue in force until December 31, 2016, continuing thereafter from year to year until either party gives notice in writing to the other that it wishes to terminate this Agreement on its next anniversary, effective on January 1st in the following year.

IN WITNESS WHEREOF the parties hereto have executed this Agreement by their property and duly authorized officers.

SIGNED, SEALED AND DELIVERED)

in the presence of)

BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD
per:

Chair

Director of Education

GRAND ERIE DISTRICT SCHOOL
BOARD
per

Chair

Director of Education

SCHEDULE A

SUBJECT LANDS

PIN 32068-0494 LT

Part of Clench Trace Designated as Part 3 on Reference Plan 2R-7119; City of Brantford.

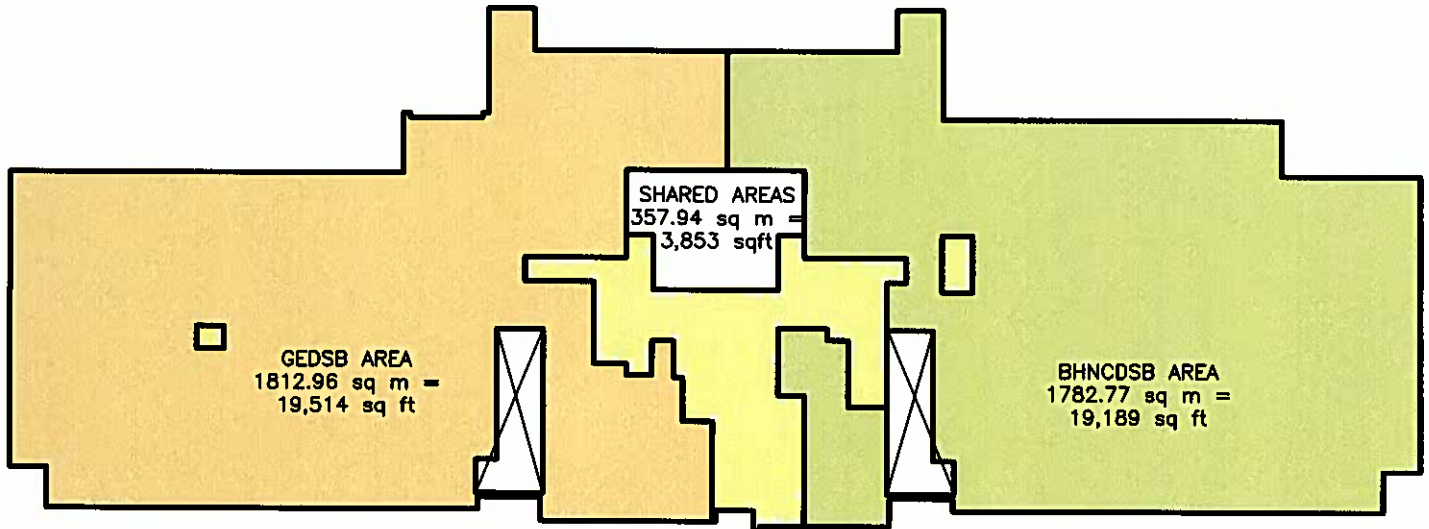
Schedule B

NEW South West Brantford School Construction Cost

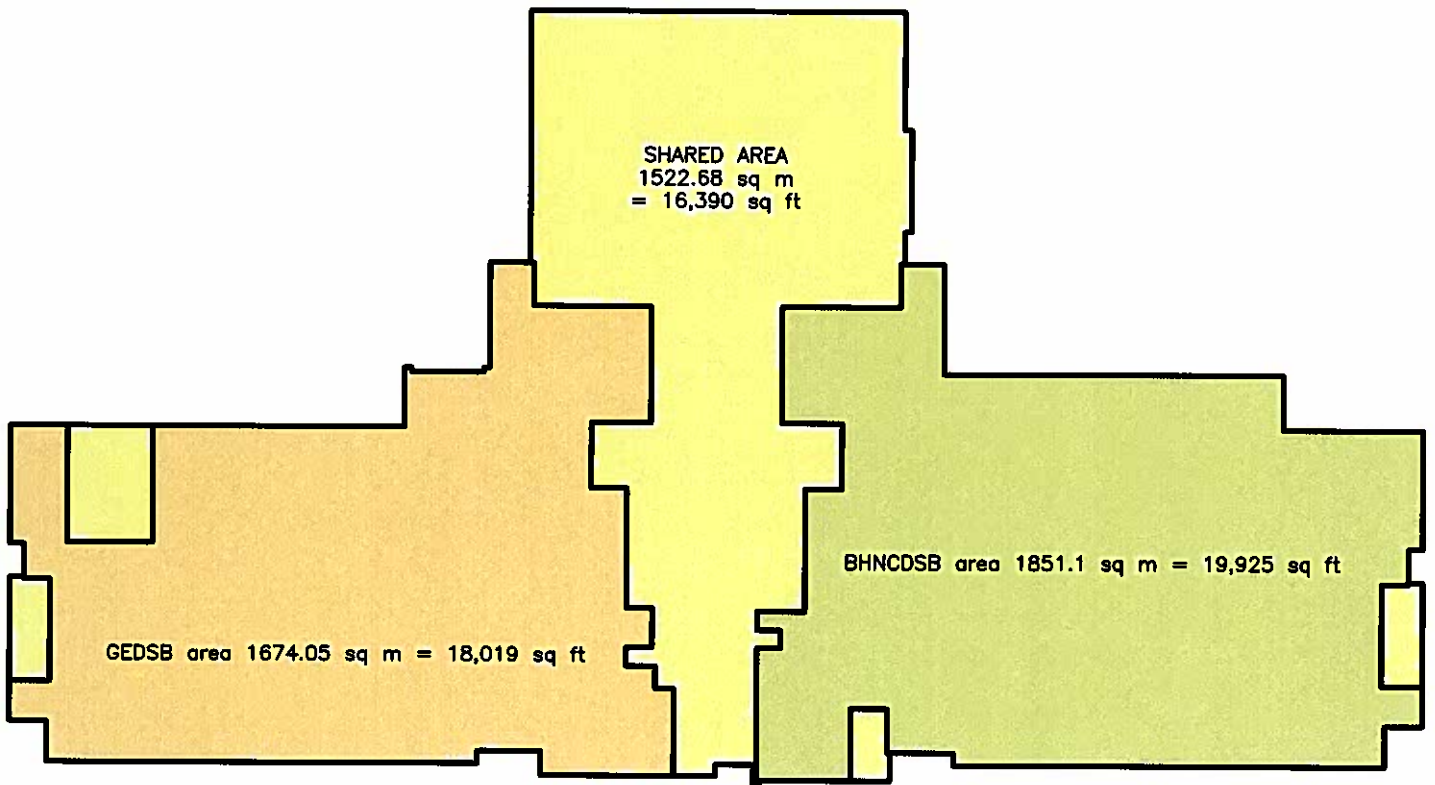
Area of School (sq ft)	By Board	Shared	Total	%
GEDSB	37,533.0	10,121.5	47,654.5	49.2%
BHNCDSB	39,114.0	10,121.5	49,235.5	50.8%
Total	<u>76,647.0</u>	<u>20,243.0</u>	<u>96,890.0</u>	

		Revised Total Cost	Cost per Board	
			GEDSB	BHNCDSB
Construction	Base Cost	14,370,000	7,067,759	7,302,241
	Contingency	125,000	61,480	63,520
		<u>14,495,000</u>	<u>7,129,239</u>	<u>7,365,761</u>
Architect / Engineering		563,131	276,971	286,160
Furniture and Equipment (\$6.50 / sq ft)		624,000	312,000	312,000
Miscellaneous		250,000	122,960	127,040
NET GST		254,914	125,377	129,537
TOTAL		<u>16,187,045</u>	<u>7,966,548</u>	<u>8,220,498</u>
Grant	GEDSB	7,676,749		
	BHNCDSB	8,400,000		
Total Grant		<u>16,076,749</u>		
SHORTFALL		110,296		

Schedule C



BHNCSB TOTAL = 39,114 sq ft + 10,121.5 = 49,235.5 sq ft
 GEDSB TOTAL = 37,533 sq ft + 10,121.5 = 47,654.5 sq ft
 SHARED TOTAL = 20,243 sq ft = 10,121.5 sq ft each



SOUTH WEST BRANTFORD
 JOINTUSE ELEMENTARY SCHOOLS
 ASSIGNED AREAS – NOV. 9, 2009

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

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: February 21, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

2012-13 SCHOOL YEAR CALENDAR

Public Session

BACKGROUND INFORMATION:

Regulation 304 of the Education Act outlines the requirements for preparation and submission of school year calendars. Each Ontario School Board is to submit their school year calendars by May 1st of each year.

Based on Regulation 304:

- For 2012-13, there are 194 school days between September 1, 2012 and June 30, 2013.
- The school year shall include a minimum of 194 school days of which two must be designated as professional activity (PA) days that must be devoted to specific provincial education priorities. Boards may designate up to four additional days as PA days.
- The remaining school days shall be instructional days.

DEVELOPMENTS:

The School Year Calendar Committee, consisting of two representatives from the Board of Trustees, OECTA, OSSTF, Principals' Association, Curriculum and Special Education Departments, Senior Administration and three parent representatives met on January 25, 2012 to review a draft copy of the school year calendar as well as discuss options for the 2012-13 school year.

Each year efforts are made to coordinate our School Year Calendar with the Grand Erie District School Board in order to achieve efficiencies in transportation. After reviewing our calendar with the Grand Erie District School Board, it is not economically feasible to have different elementary professional development days. The committee discussed possible professional development days and Board designated holidays and support the following submission to the Ministry of Education:

- Six professional activity days have been allocated, of which a minimum of two will be devoted to the 2012-13 provincial education priorities (Appendix A).

Attached (Appendix B) are the proposed calendars for elementary schools and secondary schools.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the proposed 2012-13 School Year Calendars for Elementary schools and Secondary schools, as presented.



BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD
2012-13 SCHOOL YEAR CALENDAR
 Professional Activity Days

Elementary	Secondary
October 5, 2012	October 5, 2012
November 16, 2012	November 16, 2012
January 14, 2013	
	February 1, 2013
April 26, 2013	April 26, 2013
	May 14, 2013
June 7, 2013	
June 28, 2013	June 28, 2013



BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

2012-13 SCHOOL YEAR CALENDAR

ELEMENTARY SCHOOLS

	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September ()	3 H	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
October ()	1	2	3	4	5 P	8 H	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
November ()				1	2	5	6	7	8	9	12	13	14	15	16 P	19	20	21	22	23	26	27	28	29	30
December ()	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24 B	25 H	26 H	27 B	28 B	31 B				
January ()		1 H	2 B	3 B	4 B	7	8	9	10	11	14 P	15	16	17	18	21	22	23	24	25	28	29	30	31	
February ()					1	4	5	6	7	8	11	12	13	14	15	18 H	19	20	21	22	25	26	27	28	
March ()					1	4	5	6	7	8	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29 H
April ()	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 P	29	30			
May ()			1	2	3	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28	29	30	31
June ()	3	4	5	6	7 P	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28 P					

The 2012-2013 School Year Calendar provides for 194 Instructional Days of which 6 are Professional Activity Days.



Professional Activity Day – ALL
Professional Activity Day – ELEM



Board/School Holiday
Statutory Holiday

Professional Activity includes:

- Special Education Focus
- Student Assessment and Reporting
- Interviews/Reporting to Parents
- School Improvement Planning
- Focus on Numeracy
- Focus on Bullying Prevention
- Professional Learning Communities
- Staff Professional Development

Dates

- October 5, 2012
- November 16, 2012
- January 14, 2013
- April 26, 2013
- June 7, 2013
- June 28, 2013



2012-13 SCHOOL YEAR CALENDAR

SECONDARY SCHOOLS

	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September ()	3 H	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
October ()	1	2	3	4	5 P	8 H	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
November ()				1	2	5	6	7	8	9	12	13	14	15	16 P	19	20	21	22	23	26	27	28	29	30
December ()	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24 B	25 H	26 H	27 B	28 B	31 B				
January ()		1 H	2 B	3 B	4 B	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28 E	29 E	30 E	31 E	
February ()					1 P	4	5	6	7	8	11	12	13	14	15	18 H	19	20	21	22	25	26	27	28	
March ()					1	4	5	6	7	8	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29 H
April ()	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 P	29	30			
May ()			1	2	3	6	7	8	9	10	13	14 P	15	16	17	20 H	21	22	23	24	27	28	29	30	31
June ()	3	4	5	6	7	10	11	12	13	14	17	18	19	20 E	21 E	24 E	25 E	26 E	27 E	28 P					

The 2012-2013 School Year Calendar provides for 194 Instructional Days of which 6 are Professional Activity Days.

- Professional Activity Day - ALL
- Professional Activity Day - SEC
- Statutory Holiday

- Board/School Holiday
- Secondary Examination Day

Professional Activity includes:

- Special Education Focus
- Student Assessment and Reporting
- Interviews/Reporting to Parents
- School Improvement Planning
- Focus on Numeracy
- Focus on Bullying Prevention
- Professional Learning Communities
- Staff Professional Development

Dates

- October 5, 2012
- November 16, 2012
- February 1, 2013
- April 26, 2013
- May 14, 2013
- June 28, 2013

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

Prepared by: Trish Kings, Superintendent of Education
Presented by: Dan Dignard, Chair of Integration Committee
Presented to: Committee of the Whole
Submitted on: Tuesday, February 21, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

INTEGRATION COMMITTEE REPORT ST. MARY and HOLY CROSS SCHOOLS

Public Session

BACKGROUND INFORMATION:

The Integration Committee for St. Mary and Holy Cross Schools was established by the Director of Education following the final decision of the Board to close St. Mary School, Brantford and to relocate the affected students to Holy Cross School. The mandate of the committee was to plan for and implement the positive integration of students and staff.

The Integration Committee consists of the following members: Dan Dignard (Trustee), Tom Grice and Trish Kings (Superintendents), Neil Chopp (Principal, Holy Cross), Kevin Wendling (Principal, St. Mary), Brian Kinrade (School Council Chair, St. Mary) and Kelly Severn (School Council Chair, Holy Cross).

DEVELOPMENTS:

The first meeting of the Integration Committee took place on Wednesday, November 9, 2011, with all members present. Questions and issues were raised by committee members related to communication, transportation, finance, human resources, facilities, information technology, timetabling, as well as a number of miscellaneous items. It was determined that Superintendents Grice and Kings would develop a Project Management Plan related to the issues including specific responsibilities and timelines.

Principals Chopp and Wendling presented a number of ideas and strategies related to the positive integration for students and staff. Examples included joint liturgies, activities and school council meetings.

To ensure a positive, smooth and open process for both communities, a communication plan was also discussed with the assistance of the Manager of Communications and Public Relations.

The second meeting of the Integration Committee took place on Monday, December 5, 2011, in which Superintendent Grice presented the Project Management Plan. Updates regarding the transition activities for students were outlined, accompanied by a timeline to commence in January. Staff activities were added to ensure a positive integration process as well.

A decision was made to provide an information session for both school communities at St. Mary's Hall on January 23, 2012, focusing on the positive integration of students/staff plan.

The January meeting took place at St. Mary's Hall on January 23, 2012 with Father Mariusz Durbajlo, parents, students and school staff in attendance, along with members of the Integration Committee. Mr. Chopp and Mr. Wendling conducted the meeting with presentations by Philip Kuckyt, Manager of Transportation, as well as both principals. Items included information regarding the role of the Committee, strategies for the integration of students and staff, the staffing process, accompanied by expected timelines. An opportunity for parents to ask questions was also provided. Approximately twenty-five parents, staff and students were in attendance.

Closing comments were made by Trustee Dan Dignard, Chair of the Committee.

All meeting agendas, minutes, presentations and the Project Management Plan have continued to be updated on the Board website throughout the process.

A date was also set for the official closing of St. Mary School – June 14, 2012.

The Integration Committee will continue to support the integration process to ensure a positive transition for staff, students and parents.

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the Integration Committee report regarding St. Mary and Holy Cross schools.

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

Prepared by: Trish Kings, Superintendent of Education
Presented by: Cliff Casey, Chair of Integration Committee
Presented to: Committee of the Whole
Submitted on: Tuesday, February 21, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

INTEGRATION COMMITTEE REPORT ST. BERNARD and ST. PIUS SCHOOLS

Public Session

BACKGROUND INFORMATION:

The Integration Committee for St. Bernard and St. Pius Schools was established by the Director of Education following the final decision of the Board to close St. Bernard School, Brantford and to relocate the affected students to St. Pius School. The mandate of the committee was to plan for and implement the positive integration of students and staff.

The Integration Committee consists of the following members: Cliff Casey (Trustee), Tom Grice and Trish Kings (Superintendents), Joe DiFrancesco (Principal, St. Pius), Mary Muir (Principal, St. Bernard), Yvette Debison, Betty Lou Peck (School Council Chair/Secretary, St. Bernard), Amanda Gimmer and Kelly Norris (School Council Co-Chairs, St. Pius).

DEVELOPMENTS:

The first meeting of the Integration Committee took place on Tuesday, November 29, 2011, with all members present. Questions and concerns were raised related to staffing, transportation, amalgamation process, special events and artefacts, school naming, parking, amalgamation of school council as well as a number of miscellaneous items. It was determined that Superintendents Grice and Kings would develop a Project Management Plan related to issues including specific responsibilities and timelines.

Principals DiFrancesco and Muir outlined activities for the positive integration of students and staff. Examples included activities such as pen pals, a mass in the spring and joint meetings of school councils.

A committee consultation process with staff and the broader school communities was discussed for mid-January.

The second meeting took place on Monday, January 9, 2012 in which Superintendent Grice provided a document outlining the Project Management Plan. Transportation and safety issues were raised related to St. Bernard in the fall. Possible measures are to be explored. Updates regarding the transition for students were also presented. Specific times and dates for meetings with the architect were confirmed.

The architect from MMMC met with the staff of both schools during the week of January 16, 2012 to illicit suggestions and ideas related to draft plans for the new Wood Street school.

A consultation meeting also took place at St. Bernard School on Wednesday, January 18, 2012 for both school communities. Trustee Casey welcomed the group and explained the evening process. A design concept overview was provided by Craig Newsome, Principal Chairman of MMMC Architects, followed by two breakout sessions related to classroom and learning areas, library and gymnasium and outdoor areas. Superintendents Grice and Kings, as well as both principals, DiFrancesco and Muir, were in attendance, along with approximately sixty parents, students and staff.

All meeting agendas, minutes, presentation slides and the Project Management Plan have continued to be updated on the Board website throughout the process.

A date for the official closing of St. Pius School has yet to be determined.

The Integration Committee will continue to support the integration process to ensure a positive transition for students, staff and parents.

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the Integration Committee report regarding St. Bernard and St. Pius schools.

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: February 21, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

**SURPLUS ACCOMMODATION –
GRAND ERIE DISTRICT SCHOOL BOARD**
Public Session

BACKGROUND INFORMATION:

In accordance with Regulation 444/98 under the Education Act, the Grand Erie District School Board has issued a proposal to certain publicly-funded organizations to dispose of property which they have declared surplus. The Grand Erie District School Board has requested that we reply within 90 calendar days regarding our interest in the property.

DEVELOPMENTS:

The property which the Grand Erie District School Board has declared as surplus is:

- Former Victoria Public School, 40 Richmond Street, Brantford, Ontario

The Board does not have need of elementary student accommodation in this area; therefore, Administration recommends that the Board advises the Grand Erie District School Board that we have no interest in this property.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board advises the Grand Erie District School Board that the Brant Haldimand Norfolk Catholic District School Board has no interest in the following property:

- Former Victoria Public School, 40 Richmond Street, Brantford, Ontario.

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

Prepared by: T. Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: February 21, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

INFORMATION AND COMMUNICATION TECHNOLOGY OPERATION PLAN

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board has, historically, been at the forefront of technology integration to support high academic achievement. As we continue to plan and work strategically to enable our Board to meet its goals, we recognize that the explosion in the availability of information via the internet, as well as the exponential advances in technology and software, have created both significant opportunities and challenges. In response and in order to support our strategic goals, the Information and Communications Technology Team, including members from both academic and corporate service functions, have been developing the Brant Haldimand Norfolk Catholic District School Board Information and Communication Technology Operation Plan.

DEVELOPMENTS:

Information and communication technology is a key enabler to improving the learning experience. In this technological world, providing ubiquitous access to information and communication tools is a key outcome of the Information Technology Operation Plan.

The plan has been developed utilizing the key findings contained within the IBM Report, *Educational Technology Strategic Planning Workshop*, November 30, 2009. In addition, the plan aligns with the Board's strategic commitments and supports the Board's Improvement Plan.

The Information and Communication Technology Operation Plan is designed to encompass the following areas that, while distinct, are interwoven throughout the document.

- Wireless Learning Environment
- Board Portal
- Upgrading Learning Spaces
- eLearning
- Managing Students and Board Administrative Data
- Technology to Support Innovation and Special Projects
- Evidence-Informed Decision Making
- Promoting Safe, Effective, and Appropriate Use through Governance and Policy
- Building System Capacity
- Enterprise Applications and Corporate Communications
- Disaster Recovery Strategy

- Infrastructure Reliability
- Improving Technical Support Mechanisms and Teaming

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Information and Communication Technology Operation Plan.



Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2009-2012

The computer in your cell phone today is a million times cheaper and a thousand times more powerful and about a hundred thousand times smaller (than the one computer at MIT in 1965).

Ray Kurzweil

The Brant Haldimand Norfolk Catholic District School Board has a history of being at the forefront of technology integration to support high academic achievement. Teacher workstations in all classrooms and our Academic Warehouse are two examples of how we have invested to provide and promote the use of information and communication technology to support improving student achievement. As we continue to plan and work strategically to enable our Board to meet its goals, we recognize that the explosion in the availability of information via the Internet along with the exponential advances in technology and software are creating both significant opportunities and challenges.

Research tells us that the brains of young people are different because of the kinds of experiences they engage in. These different brains are stimulated by different kinds of experiences and we know that in order to engage and stimulate them in our schools, we will need to provide the kinds of opportunities that connect with their brains. We believe that information and communication technology is a key enabler in improving the learning experience and that providing ubiquitous access to information and communication tools must be a key outcome of our operational plan. Anchoring the plan is our Board's *Why Statement* around technology investment. "Research indicates that until a District can clearly define the reason for buying it (technology); and that the reasons are related to their educational priorities—the technology will be merely supplemental to what the District is attempting to achieve versus truly being an integral part of the teaching and learning process" (IBM Report). Below is our Board's *Why Statement*:

We will use information and communication technology to enhance teacher practice, student engagement, improve student achievement, and meet the needs of the 21st century learner.

PROVIDING THE CONTEXT - TECHNOLOGY AS AN ENabler

The capability of technology is growing at an exponential rate. This massive change in the capability and cost of technology has enabled the development of remarkable devices and highly sophisticated software. Together these resources are enabling new opportunities for users while simultaneously presenting new challenges for organizations. While this operational plan addresses devices, information, and infrastructure to meet our short-term needs, it contains a longer term focus that will provide for the creation of an infrastructure that will enable the widest range of devices and activities that the exponential growth of technology may realize.

PROVIDING THE CONTEXT - PLANNING WITH A CATHOLIC PERSPECTIVE

We are called to be disciples of God's teaching. This is integrated in all our activities. The following principals of Catholic social teaching have been embedded in the planning process :

- The dignity of the human person - every human being is created in the image and likeness of God. We have considered how technology can be used as one of the enablers to ensure that all individuals meet with success.
- The common good - the individual does not have rights at the expense of others. We are reviewing and revising policies and procedures to make every effort to ensure that the common good is upheld.
- Subsidiarity - all people have a right to participate in decisions that affect their lives.

In the digital age, how can we expect schools to improve student achievement - the most important outcome of education - without taking full advantage of technology to support students, teachers and administrators? No other leading industry would try to position itself for success today without using technology comprehensively and purposefully to achieve its goals.

Don Knezek, CEO of the International Society for Technology in Education.



Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2009-2012

PROVIDING THE CONTEXT - PLANNING WITH A CATHOLIC PERSPECTIVE CONTINUED...

Through advisory groups and electronic feedback mechanisms, end-users will help to shape the resources we provide and how they are accessed.

- Solidarity - we are one human family regardless of ethnic, cultural, religious or political differences. Through review and diligence, we will ensure our policies, structures, and resources promote the inclusion and well-being of all members of our community.
- Preferential option for the poor - a preferential option for the poor means we take up the cause of the poor as our own, putting ourselves among them. In our technology planning, we will consider those within our community who have less access to devices and connectivity so that we do not create barriers to their participation.
- Participation - everyone has the right to participate in those situations necessary for human fulfillment such as work, education, and political participation. Through the use of technology, we seek to provide opportunities for participation not previously possible so that all members of our community feel valued and successful.
- Stewardship of the environment - we have a duty to care for the earth's resources responsibly, as stewards rather than consumers. Through our planning we have focused on the sustainability of our investment, upgrading where possible, and introducing measures that promote access to information while reducing the need for paper copies.

PURPOSE AND HIGHLIGHTS

The purpose of this operational plan is to provide a roadmap for how we will leverage the power of technology to meet our key learning priorities. Within the plan are elements that will ensure that the technology is accessible and embraced by all staff, and is integral to realizing our District's key achievement priorities. In brief, we are:

- Directly linking our technology investment and strategic planning to our District's key learning priorities of primary literacy and intermediate math
- Using a District Student Achievement Team to ensure all initiatives, including technology-supported ones, are aligned with our key learning priorities
- Developing communication strategies to publicize the key learning priorities, purpose for technology spending, and standards for devices, resources, access, and support
- Improving mechanisms that enable more effective teaming between program and information technology personnel
- Developing a District-wide standard for technology deployment that aligns with key learning priorities
- Creating advisory committees to support the alignment of software, hardware, and infrastructure to key learning priorities
- Creating centralized, searchable, information, collaboration, and professional development resources
- Creating support and collaboration spaces for our Board's key learning priorities
- Improving technical support mechanisms, and
- Improving policies and procedures to manage the effective use of these resources.



Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2009-2012

Wireless learning environments bring the tools to where the learning happens, enabling students to explore, collaborate, and create learning in ways that are natural to their generation.

WIRELESS LEARNING ENVIRONMENTS

Wireless networks and mobile devices enable more flexible access to information and will allow for more engaging point of learning opportunities. Providing secure wireless access to the Internet and other cloud-based resources (e.g. BHN Portal, corporate email suite, Moodle, etc.), through the creation of private and public wireless networks, will be essential to enabling these rich learning experiences. This infrastructure investment will eventually enable staff and students to bring their own devices and potentially reduce some of the expenditures of the Board.

Actions:

- Configuration of wireless access points and controllers in elementary schools to support key learning priorities of the Board
- Revision of the Board’s administrative procedures and policies to include provisions for staff, students, and community members bringing their own devices into our buildings
- Segment/secure private network access from the public access to the Internet
- Create pilot projects to test and inform the implementation
- Explore wireless model to support Board’s key learning priorities in secondary

BOARD PORTAL



The Internet has enabled an explosion of information. More information was published to the Internet in the last year than was published in any form in all the previous years of mankind combined. Knowing where to locate appropriate information is becoming a management challenge for our users. Through the creation of a Board Portal, staff will have access to employee information, student achievement data, curriculum resources, administrative information, and professional learning resources through a centralized cloud-based resource. The goal of this resource is to improve efficiencies by providing a streamlined, searchable, sharable cloud-based tool that staff will use to access and collaborate on information.

Actions:

- Continue creation and development of existing Board Portal
- Transfer of digital content from BHNResource and FirstClass
- Creation of parent , student, administration , and employee faces of the portal
- Investigate long-term strategy for the portal



Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2009-2012

UPGRADING LEARNING SPACES

Since the majority of instruction for our Board's key learning priorities takes place in the classroom, it makes sense that the technology to support this endeavor should be there as well.

IBM Report

Historically, the placement of technology has been limited by the spaces and traditional activities of education. Evolving teaching/learning practices are creating pressure for change. Students and staff are becoming accustomed to being able to access information and utilize computing devices to solve problems when and where the questions arise. Since the majority of instruction for our Board's key learning priorities takes place in the classroom, it makes sense that the technology to support this endeavor be there as well. With this in mind, the learning spaces are being reviewed and updated. To support instruction, all classrooms will have a set of instructional devices sufficiently-equipped to meet the demands of 21st century learning. The output of these devices will be projected to a surface that will enable all to participate. In some cases, interactivity will be extended through a variety of additional devices (e.g. interactive whiteboards, learner response devices, wireless desktops, etc.). These instructional devices will provide a standard across the system that ensures any staff member can accomplish their teaching activities when they enter a classroom. To support the 21st Century project, we are outfitting primary classrooms with netbooks and LCD projectors for instructional purposes and 3 computers for student access. Wireless access points will also be established in all elementary schools as part of our strategy to enable ubiquitous access to information. To support the remainder of the classrooms in our elementary schools, IT Services and Program Consultants will review each school and create the baseline technology footprint using the following guidelines:

- Desktop computer student access in each school at a ratio of 6:1, distributed in a manner that enables teachers and students to meet the Board's key learning priorities. Where the ratio does not provide for sufficient numbers (i.e. small school receiving 14 computers through the ratio target), additional desktop computers will be provided to support a 1 to 1 model for an individual classroom activity. Due to variations in physical space and school culture, the location of computers inside each building (pods, lab, hybrid) will be determined in consultation with school principals, IT Services and Program Consultants on a per school basis.
- Libraries will evolve to become learning commons and include devices that enable access to on-line databases, electronic reading materials, and rich digital content.

To support teaching and learning in our secondary schools, IT Services, Program Consultants, and the Secondary Technology for Learning Advisory Team will review the current technology footprint and make recommendations for additional investment, if necessary, to our District Student Achievement Team.

Actions:

- Continue to implement and support the 21st Century project
- Continue to improve images, devices, and infrastructure to support learning activities
- Develop technology footprint for schools and refresh plans for devices
- Procure and distribute devices as budget permits
- Explore feasibility of mobile carts to support key learning priorities through pilot projects
- Establish elementary and secondary advisory teams to identify software, hardware, and infrastructure needs as well as solutions that will enable meeting key learning priorities



Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2009-2012



ELEARNING

New instructional models are emerging to address the various learning styles of our students more effectively. Electronic learning or eLearning is a current focus for the Ontario Ministry of Education. We will continue to provide and enhance alternative learning opportunities for our students via on-line course offerings and blended learning opportunities.

Actions:

- New Moodle server with enhanced standards of design and pedagogy
- Staff training to enable achievement of key learning priorities via Moodle
- Continue to develop eLearning model for Board
- Integration of eLearning resources into literacy and numeracy workshops and instructional materials
- Establish Bi-Panel Moodle Advisory Team to inform development of these resources

MANAGING STUDENTS AND BOARD ADMINISTRATIVE DATA



Reporting accurate timely information to the Ministry of Education via OnSIS is a requirement of any publicly-funded Board in Ontario. Our student information system (SIS) enables staff to manage our schools and fulfill these reporting requirements. Examples of specific activities that rely on the SIS software include; reporting student achievement to parents, recording evidence of student achievement, submitting all Board enrollment data to OnSIS for financial grants, and enabling the planning and staffing of schools. Due to a vendor acquisition, our Board has decided to transition to a new SIS provider.

Actions:

- Migrate from eSIS to Pearson's PowerSchool
- Training and development of expertise within key support staff
- Staff training to enable effective use

TECHNOLOGY TO SUPPORT INNOVATION AND SPECIAL PROJECTS

Technology is becoming a part of every job in society. Being capable of working with specialized equipment and platforms will be an advantage to our graduates as they move on to post secondary and the workforce. Through the use of administrative procedures we will manage requests for innovation in a manner that is sustainable and linked to the Board's key learning priorities. We will also provide the infrastructure that enables opportunities for innovative approaches to teaching and learning. This may mean providing specialized devices and/or software deemed necessary to enable meeting program objectives. One such example is the iMac computers in Communication Technology labs.





Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2009-2012

Actions:

- Develop 3 year refresh schedule for Communication Technology labs
- Manage requests for innovative projects through an Administrative Process
- Support alignment of innovative projects to the Board's key learning priorities

Within the Ontario Leadership Framework, the core capacity "using data" is recognized as vital to successful leadership and is reflected within – and across – all of the domains of the framework.

Ontario Leadership Strategy Bulletin #5 - Fall 2011

EVIDENCE-INFORMED DECISION-MAKING

Staff at all levels and in all areas across the Board can benefit from access to data related to their role in the organization. For teachers, knowing their students' individual needs is essential to providing the appropriate learning experiences. For school administrators, knowing the school community provides a focus for their energies and key performance indicators enable them to see the results of effort. Central Office staff can look for trends in the aggregated results of system-level efforts. We will continue to develop the Academic Warehouse and to serve our users by providing key performance indicators in meaningful contexts.

Actions:

- Create unique graphical and data-rich dashboards for all staff
- Link reports to resources that support achievement of key priorities
- Provide training opportunities and electronic resources to increase effective use
- Investigate inventory and asset management tools for IT Services

PROMOTING SAFE, EFFECTIVE, AND APPROPRIATE USE THROUGH GOVERNANCE AND POLICY

One of the goals of education systems has been to impart the skills, talents, and attitudes of mind that enable individuals to be successful beyond their schooling. We see the Internet and electronic devices as significant to this process. Policies and procedures will be reviewed and refined to enable the development of 21st Century Fluencies and the achievement of curriculum goals, while maintaining the security and integrity of our information and network resources. Standards are being reviewed and revised to enable staff and students to access information in a consistent and secure manner from within and (eventually) beyond our buildings. Policies will be reviewed to remain relevant as new technologies emerge.



Ian Jukes, Beyond Literacy and Numeracy Perspective

Actions:

- Review and refine Internet access policies to enable key learning priorities
- Development of policies for social media and bring your own technology (BYOT)
- Development of standards and policies to enable secure access to Internet-based applications and information
- Communication/enforcement of administrative procedure for new technology
- Communication and enforcement of policies to promote security of information and network



Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2009-2012

Research indicates that teachers must receive Professional Development on how technology is related to the educational priorities it has been purchased to address... (and that) There is a significant difference between teaching a teacher how to use technology and how to improve their instructional practice in mathematics by using technology as a resource..

IBM Report

BUILDING SYSTEM CAPACITY

New technologies are providing new teaching and learning opportunities. As a Board, we will be investing considerable resources to create 21st century learning opportunities. We recognize that technology itself is not the answer. In order to enable our staff to make effective use of new technologies and emerging strategies, it is essential that we have a well-conceived and carefully implemented program of professional development that directly supports staff in achieving our Board's key learning priorities. Our model will include a mix of print, archived video, face to face, and webinar opportunities, available over time, and imbedded into existing structures (networks and professional learning communities). Training activities will embed the use of technology as one of the means of learning, rather than an end in itself. Sessions will reference the "Why" statement so stakeholders are continually reminded of the purpose of our technology investment. The BHN Portal and Moodle will provide access to searchable electronic professional development resources as well as enabling peer collaboration and knowledge sharing from anywhere within and beyond the walls of our buildings.

Actions:

- Development of the Portal and Moodle to align with the Board's key learning priorities
- Train program staff on the use of key technology resources our teaching staff will be using to achieve the Board's key priorities
- Integrate the use of technology to enhance instructional strategies and student engagement in literacy and numeracy workshops
- Development of electronic learning resources and collaboration tools that directly support the Board's key learning priorities
- Promote *Why Statement* through email tag lines and Board communications

ENTERPRISE APPLICATIONS AND CORPORATE COMMUNICATIONS

Improving public confidence is a pillar of the Ministry of Education and our school Board. Our Board sees communication as a key strategy in operationalizing this. Board-provided platforms for communication include; corporate email, corporate website, school websites, BHN Portal, Moodle, and PowerSchool. Cloud-based computing will eliminate barriers to accessing software and files across multiple machines and platforms for all users. This strategy can also reduce costs associated with back-up strategies.

Actions:

- Analysis of email and communication products (FirstClass, other)
- Needs assessment for document and curriculum management solutions
- Needs assessment for enterprise intranet resource (SharePoint, Fronter, other)
- Rebranding of corporate and school websites
- Continued development of BHN Portal and Moodle



Information and Communication Technology Operational Plan

Rationale and Links in Support of the Board Improvement Plan and Strategic Plan 2009-2012

DISASTER-RECOVERY STRATEGY

With the central theme of ubiquitous access to information, maximizing up-time becomes critical. Continued investment in enterprise back-up systems and appropriate safeguards such as cooling, fire suppression, and power supply is essential.

Actions:

- Planning and construction of an off-site redundant data centre
- Review of current back-up strategies to ensure alignment with disaster-recovery plan

INFRASTRUCTURE RELIABILITY

High quality Internet content, including; streaming media, web tools, and rich interactive learning resources, has become a key component to improving the learning experience for all stakeholders. Improving the speed, stability, and security of our network will continue to be essential to maintain and increase access to these resources.

Actions:

- Annually review demand on network resources and increase bandwidth as needed to enable access to rich Internet content
- Continually upgrade network infrastructure to ensure reliability
- Conduct annual security audits and external penetration tests
- Upgrade to fiber links wherever possible

IMPROVING TECHNICAL SUPPORT MECHANISMS AND TEAMING

As technology infrastructure has become more complex, organizations have moved from hybrid to function-specific technical support models. We will continue to review and refine department structure to ensure maximum efficiency in our business practices. The District Student Achievement Team's *Why Statement* and identification of key Board priorities have provided the framework for more effective teaming between IT Services and Program staff. In collaboration, IT Services and Program staff have informed the development of procedures, policies, practices, and standards. Through collaboration, projects are planned and processes are improved.

Actions:



- Continued investment and development of the IT Help Desk
- Review infrastructure management needs and identify specialized technical support roles
- Use proximity of work spaces, regular meetings, and electronic collaboration tools to promote teaming between IT and program staff






Information and Communication Technology Operational Plan






Improving the Learning Experience through Ubiquitous Access to Information







Expected Outcome	Strategies	Indicators of Success	Timeline			Responsibility	
			2012	2013	2014		
Wireless Learning Environments	Installation and configuration of wireless access points and controllers in all elementary schools.	Netbooks can connect wirelessly in libraries, staff rooms and 21 st Century classrooms in all elementary schools.	January			IT Manager Network Administrator	
	Create and begin testing a public wireless network that is secure and segmented from the core network.		September			IT Manager Network Administrator	
	Establish pilot schools to test impact of public network access on current infrastructure.			January		Supt. of Business IT Manager	
	Revision of the Board's administrative procedures and policies to include provisions for users bringing their own devices in our buildings.			September		Supt. of Business Supt. of Education	
	Fully functioning public network with access for staff, students and the public to access Internet based resources.		A public and private wireless network that easily allows personal devices to access Internet based resources.			September	Supt. of Business
	Explore wireless model to support Board's key learning priorities in our secondary schools.				January		Supt. of Business Supt. of Education

Expected Outcome	Strategies	Indicators of Success	Timeline			Responsibility
			2012	2013	2014	
Board Portal	Secure Portal and allow access to the resource from the Internet.	Ability for employees to go online and easily retrieve the digital information they are looking for at work and at home.	January			Senior Data Integrator System Administrator
	Continue development of the employee, administration, teacher, student and parent portions of the portal.		Ongoing			Supt. of Business Supt. of Education
	Transfer digital content from BHNResource and FirstClass to the appropriate areas of the portal.			January		Supt. of Business
	Research SharePoint as a viable migration strategy for current portal implementation.			March		IT Manager
Upgraded Learning Spaces	Inventory computer equipment in all schools in order to identify deficiencies and plan for bringing classrooms to a base technology level.	All schools have a base level of technology.	June			IT Manager
	Explore feasibility of mobile carts to support key learning priorities through pilot projects.	A cost-effective mobile cart that achieves the goal of point of learning instruction and replaces the existing computer deployment model is identified.		January		Supt. of Business IT Manager
	Develop refresh plans for outdated technology in all schools.	Provide a standard level of technology equipment to all our schools.	Ongoing			Supt. of Business IT Manager
	Identify base technology requirements for teacher instructional devices and develop a refresh plan.	Teachers are able to utilize their classroom equipment to assist with the delivery of their curriculum.			September	Supt. of Business Supt. of Education

Expected Outcome	Strategies	Indicators of Success	Timeline			Responsibility
			2012	2013	2014	
ELearning	Continued development of eLearning model for the Board.	Increase number of teachers utilizing eLearning resources.	Ongoing			Supt. of Education IT Consultants
	New Moodle server with enhanced standards of design and pedagogy.		February			Supt. of Education IT Consultants
	Staff training to enable achievement of key learning priorities via Moodle.	Increased number of teachers effectively using Moodle resources.	Ongoing			Supt. of Education IT Consultants
	Establish a Bi-Panel Moodle Advisory Team to inform development of Moodle resources		January			Supt. of Education IT Consultants
Managing Students and Board Administrative Data	Migration of eSIS to Pearson's PowerSchool.	Implementation and utilization of new SIS platform for beginning of 2012-13 school year.	September			Supt. of Business
	Training and development of expertise within key support staff.		January			Supt. of Business Supt. of Education
	Staff training to enable effective use.	Teachers trained to report student achievement using PowerSchool.	June			Supt. of Education IT Consultants

Expected Outcome	Strategies	Indicators of Success	Timeline			Responsibility
			2012	2013	2014	
Technology to Support Innovation and Special Projects	Development of a three-year refresh schedule for Communications Technology labs in secondary schools.	Supply technology students with the necessary tools to complete their objectives and prepare them for post-secondary education.		June		Supt. of Business IT Manager
	Manage requests for innovative projects through an Administrative Process.	Successful pilots of innovative use of technology.	Ongoing			Supt. of Business
	Support alignment of innovative projects to the Board's key learning priorities.		Ongoing			Supt. of Education
Evidence-Informed Decision Making	Creating graphical and data-rich dashboards for staff use.	All staff can easily and conveniently access and interpret information relevant to their students.		September		Manager of Communications Senior Data Integrator
	Linking reports to resources that support achievement of key priorities.	Reports and resources are accurate and beneficial to the end user.			September	Supt. of Education IT Consultants
	Provide training opportunities and electronic resources to increase effective use.		Ongoing			Supt. of Education
	Investigate inventory and asset management tools.	Investigate leads to adoption of tools.		Ongoing		
Promoting Safe, Effective, and Appropriate Use Through Governance and Policy	Review and refine Internet access policies to enable key learning priorities.	Have policies and procedures in place that reinforce a safe computing environment.	Ongoing			Supt. of Business Supt. of Education
	Develop policies for social media and bring your own technology.		September			Supt. of Business Supt. of Education

Expected Outcome	Strategies	Indicators of Success	Timeline			Responsibility
			2012	2013	2014	
Building System Capacity	Train program staff on the use of key technology resources our teaching staff will be using to achieve the Board's key priorities.	All program staff are confident users of technology to support learning in their content areas.	Ongoing			Supt. of Education IT Consultants Curriculum Consultants
	Integrate the use of technology to enhance instructional strategies and student engagement in literacy and numeracy workshops.	Program staff develop electronic resources to support instruction in their program areas and use technology effectively in their professional development workshops.	Ongoing			Supt. of Education IT Consultants Curriculum Consultants
	Develop electronic learning resources and collaboration tools that directly support the Board's key learning priorities.		Ongoing			Supt. of Education IT Consultants Curriculum Consultants
Enterprise Applications and Corporate Communications	Review current email platform and conduct needs assessment for email communications suite. Recommend to District Student Achievement Team a course of action.	A corporate email system exists that satisfies the needs of academic departments and corporate services including the ability to successfully integrate with portable devices (smart phones, tablets).	March			Supt. of Business
	Rebranding and launch of new corporate website.	The new website enhances the Board's presence on the internet and provides a more effective medium for relaying communications to parents and the public.	February			Manager of Communications
	Rebranding of school websites.		Ongoing			Manager of Communications

Expected Outcome	Strategies	Indicators of Success	Timeline			Responsibility
			2012	2013	2014	
Disaster–Recovery Strategy	Plan for the construction of an offsite redundant data center that could be used in disaster situations.	Minimal server downtime with 100% recovery of data in disaster scenario’s.		January 		Supt. of Business IT Manager
	Overview of current backup strategies and how they fit in the disaster recovery plan.		June		IT Manager System Administrator	
Infrastructure Reliability	Annually review demand on network resources and increase bandwidth as needed to enable access to rich Internet content.	Ability for schools to effectively utilize Internet resources including streaming media and web 2.0 tools.	Annually 			Supt. of Business IT Manager
	Continually upgrade network infrastructure to ensure reliability.		Ongoing 			Supt. of Business IT Manager
	Conduct internal network security audit and external penetration testing.	Ability for staff/students to make effective use of IT resources without jeopardizing the security and integrity of the Board’s network.	Ongoing 			Supt. of Business IT Manager
Improving Technical Support Mechanisms and Teaming	Continued investment and development of the IT Help Desk.	High technical resolution rate from the IT Help Desk and reduced need to dispatch field technicians to resolve issues.	Ongoing 			Supt. of Business
	Review infrastructure management needs and identify specialized technical support roles.	Have appropriate staff allocated to our infrastructure and systems to ensure optimal performance and reliability.	Annually 			Supt. of Business IT Manager

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: February 21, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

KINDERGARTEN REGISTRATION CAMPAIGN 2012

Public Session

BACKGROUND INFORMATION:

Each year the Brant Haldimand Norfolk Catholic District School Board executes a Kindergarten Registration Campaign. Two years ago we implemented a new marketing strategy that included many new methods of connecting with our community. This campaign was evaluated and the information collected has been used to drive subsequent campaigns.

DEVELOPMENTS:

The information that was collected from the new marketing campaign was highly effective in identifying the methods that connected with our community and also what gaps were present. This year's campaign was based on that information. We continued to use the proven methods and implemented new initiatives to fill the gaps.

- **Radio Ads:** Radio ads (voiced by our Principals) on CKPC and CD98.9.
- **Newspaper Ads** (full colour in most): Ads were placed in the Brant News, Brantford Expositor, Burford Times, Port Dover Maple Leaf, Delhi News Record, Dunnville Chronicle, Haldimand Press, Lakeshore Shopper, Paris Star, Regional News, Simcoe Reformer, Brant Your Connection.
- **Online Version of Ads:** Online ads were available on Brant News and Brantford Expositor sites.
- **Facebook and Twitter:** Postings to our Facebook and Twitter accounts to reach our 'online' followers.
- **Bill Board:** A billboard in a prominent and high traffic area of Simcoe was secured and displayed during the month of January.
- **School Websites:** Secretaries posted registration information on their school website.
- **Board Website:** Posted ELKP and Registration information, as well as a link to a low-resolution version of our Guide for Parents on the banner of our website and in a 'registration' block providing additional information.
- **Packages to Parishes:** Kindergarten Registration information was sent to each parish to involve them in the process. Bulletin ads, information, and posters were provided.
- **Kindergarten Bags:** Partnership with bus lines enabled us to provide parents with cloth bags containing all Kindergarten Registration information.
 - **Form Package:** All forms included in the process had the same 'look and feel'.
 - **Principal Letter:** Packages included a customized letter from the school principal.

- **Partner Literature:** Literature from our community partners (localized) in our registration packages was included (Health Units, Best Start and Early Years).
- **Posters:** Posters were distributed to each school, building and parish.
- **Best Start Fair:** Staff attended the Best Start Fair and provided the community with registration information.
- **Kindergarten Registration Booklet** (Guide for Parents): A. comprehensive booklet for parents (identified as a gap) was produced. It included all information required for registering their child as well as additional information about our Catholic system. Transportation and the local Health Units are referenced in the guide.
- **Pocket Folder:** A revised system pocket folder with elementary and system branding were included in each package.
- **Parent Before and After School Survey:** A survey was included in the package. Feedback received will assist with planning for next year's campaign.
- **Campaign Image:** We were able to utilize the image of one of our students from St. Pius X Catholic Elementary School in our campaign (rather than a stock image).

Staff will be measuring this year's campaign through a number of surveys and feedback forms. We are collecting information about the Kindergarten Registration Booklet, requirements for 'Before and After School Childcare', general comments and suggestions, as well as information from our community that will assist with the process and drive further campaign development.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the information on Kindergarten Registration Campaign 2012.

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: February 21, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

WOOD STREET SCHOOL
Public Session

BACKGROUND INFORMATION:

The Board has approved a school to be built on Wood Street on the existing St. Pius X School site, which is scheduled to open in September 2013. MMMC Inc., Architects have been appointed as architects and staff have been meeting with the architect every two weeks to review proposed site and floor plans.

DEVELOPMENTS:

The school will be approximately 34,000 square feet and will accommodate 300 pupils. The Board is paying very close attention to energy efficiency, while at the same time, building a school that will be a highly-effective learning centre.

A copy of the draft conceptual Site Plans and Floor Plans are attached, however, the Design Committee is still in discussions with the architect.

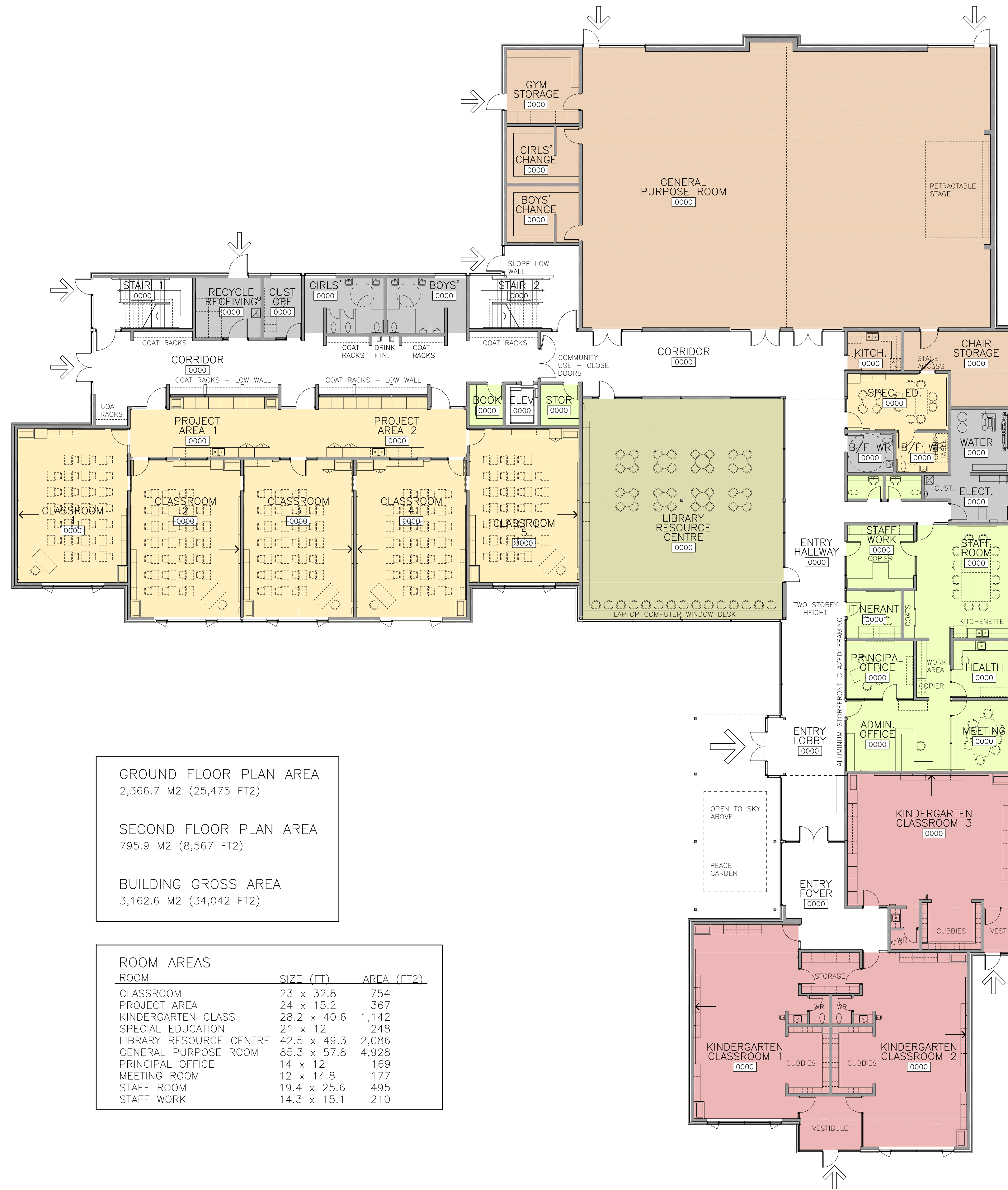
At this time, the Board is not anticipating a delay in the opening of the school.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Wood Street School report.

Contractor must verify all dimensions on the job and report any discrepancy to architects before proceeding with the work.
All drawings and specifications are instruments of service and the property of the architects, and must be returned at the completion of the work.

Key to detail location
No. Detail number
No. Where called / Where drawn



GROUND FLOOR PLAN AREA
2,366.7 M² (25,475 FT²)

SECOND FLOOR PLAN AREA
795.9 M² (8,567 FT²)

BUILDING GROSS AREA
3,162.6 M² (34,042 FT²)

ROOM	SIZE (FT)	AREA (FT ²)
CLASSROOM	23 x 32.8	754
PROJECT AREA	24 x 15.2	367
KINDERGARTEN CLASS	28.2 x 40.6	1,142
SPECIAL EDUCATION	21 x 12	248
LIBRARY RESOURCE CENTRE	42.5 x 49.3	2,086
GENERAL PURPOSE ROOM	85.3 x 57.8	4,928
PRINCIPAL OFFICE	14 x 12	169
MEETING ROOM	12 x 14.8	177
STAFF ROOM	19.4 x 25.6	495
STAFF WORK	14.3 x 15.1	210

Prints issued to

Particulars	No.	Date	By
CONSULTANT SCHEMATIC DESIGN	1	18/JAN/12	GP
CLIENT PROJECT TEAM MEETING	2	26/JAN/12	GP

Revisions to drawing
All previous issues of this drawing are superseded.

127 Brant Avenue
Brantford, Ontario
N0T 3H5
Tel: 1.519.756.6331
Tel: 1.877.789.6662



390 King Street East,
Suite 201
Kitchener, Ontario
N2G 2L3
Tel: 1.519.575.2227

Email: info@mmmc.on.ca

PRELIMINARY ONLY
DO NOT USE FOR CONSTRUCTION

Project title
**WOOD STREET CATHOLIC
ELEMENTARY SCHOOL
BHNCD SB**

127 WOOD STREET BRANTFORD, ON.

Project number 1128	Date issued GP	Scale 1:150 METRIC
Drawn by GP	Date	

Sheet title GROUND FLOOR PLAN OVERALL	Drawing no. A200
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WOOD STREET CATHOLIC ELEMENTARY SCHOOL

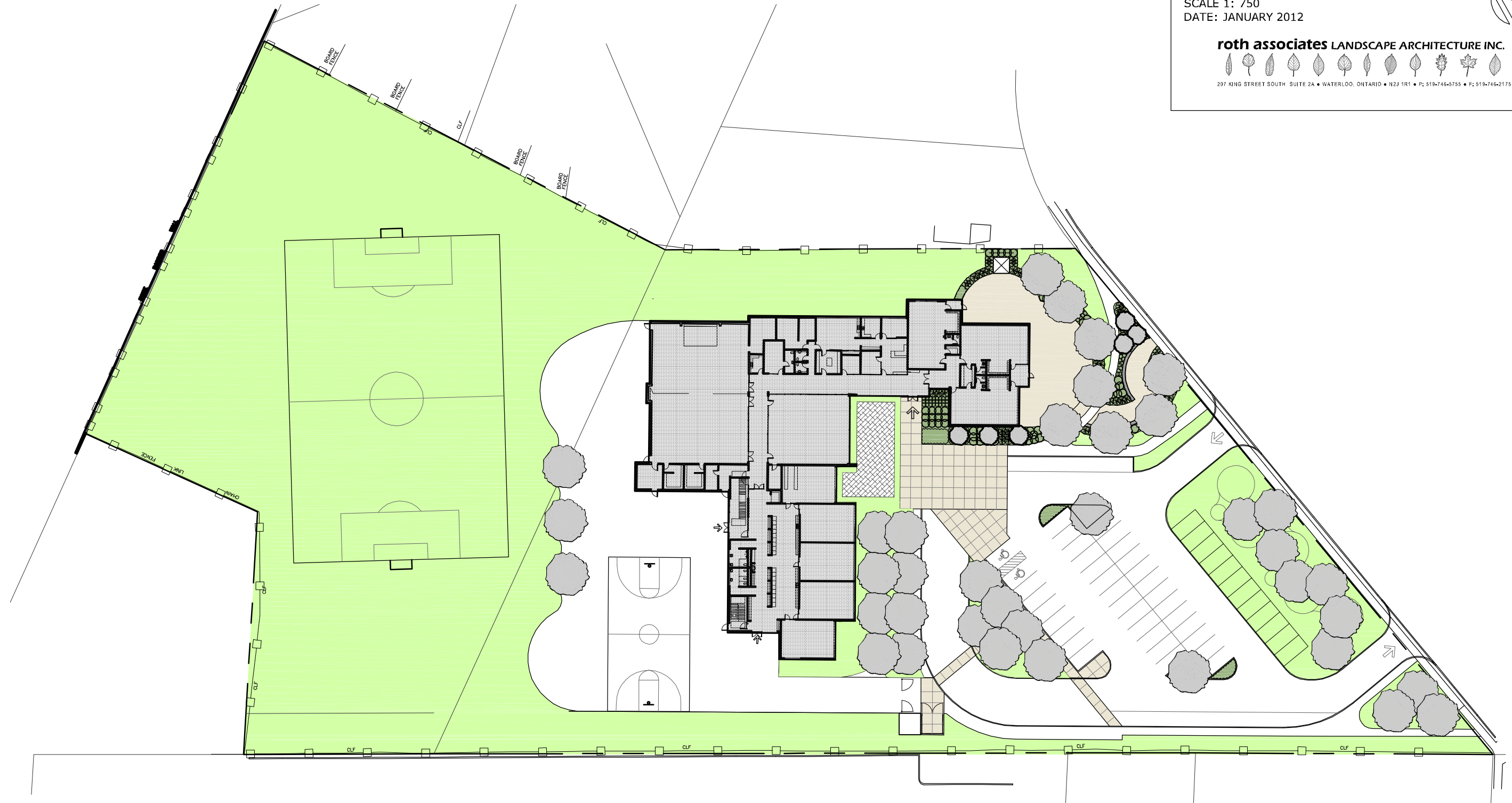
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DATE: JANUARY 2012



roth associates LANDSCAPE ARCHITECTURE INC.



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WOOD STREET CATHOLIC ELEMENTARY SCHOOL

SCALE 1: 400
DATE: JANUARY 2012

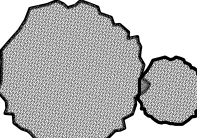






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-  PROPOSED
DECIDUOUS TREES
-  CONCRETE
PAVING
-  PLANTING
BED
-  SOD
AREA
-  STORAGE
SHED

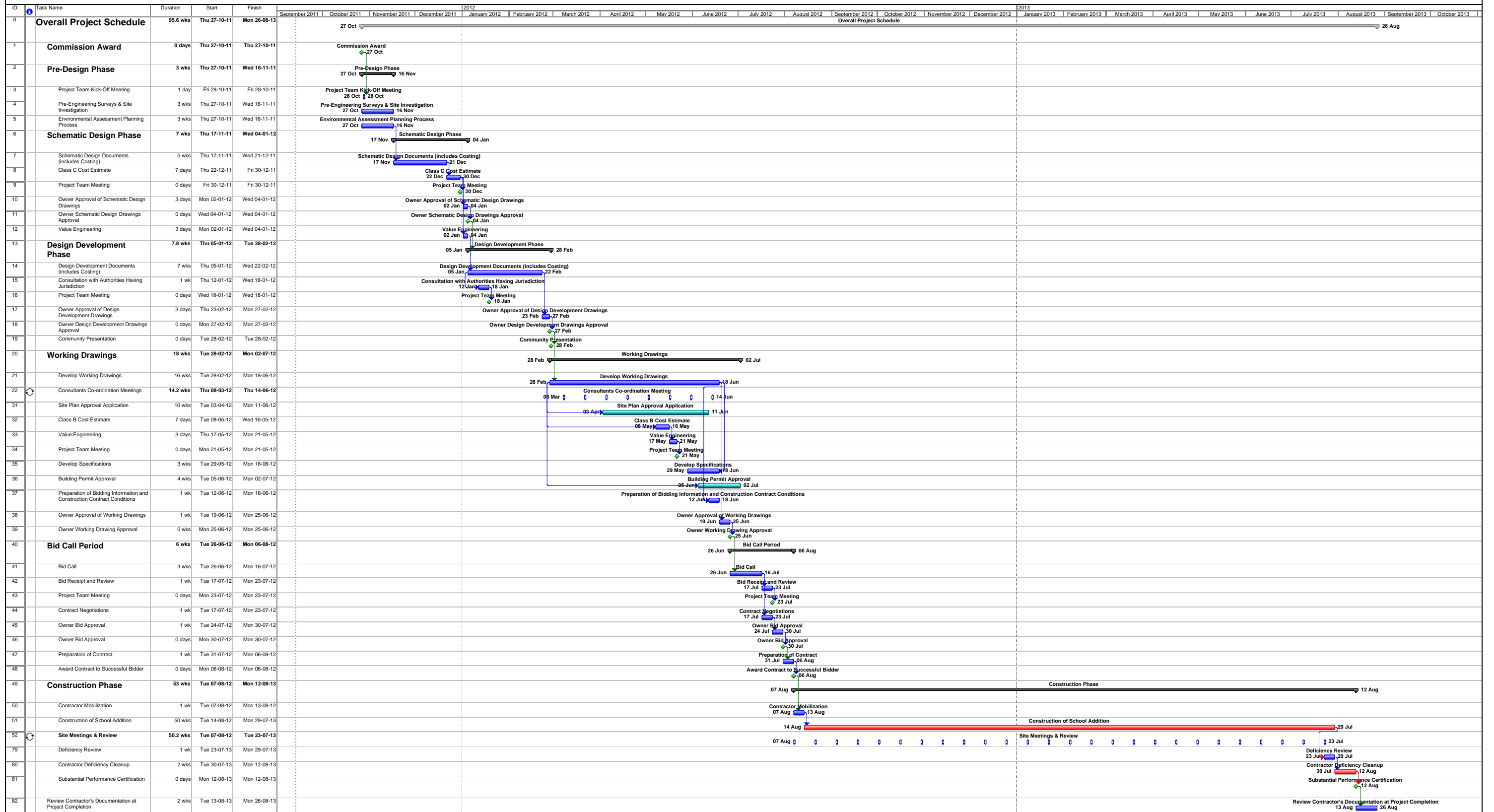


Proposed Project Schedule

RFP Reference No. P311BHNC

Brant Haldimand Norfolk Catholic District School Board
New School Construction - Replacing St. Pius X / St. Bernard

September 13, 2011



Task Split Progress Milestone Summary Project Summary External Tasks External MileTask Split

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Board of Trustees
Submitted on: February 21, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

**EXCURSION - MISSION TRIP TO
GRASSY NARROWS, FIRST NATION**

Public Session

BACKGROUND INFORMATION:

A request has been received on behalf of Assumption College School, Holy Trinity Catholic High School and St. John's College for an excursion, "Mission Trip" to Grassy Narrows, ON during the period of Saturday, June 16, 2012 to Sunday, June 24, 2012.

DEVELOPMENTS:

Up to twenty (20) Grades 11 and 12 students will be selected through an application process to participate. This trip would be similar to other mission trips taking part in humanitarian work and would be the third trip to Grassy Narrows (May 2003 and June 2005). Students will be responsible for general construction and clean up. The cost of the trip will be covered through donations received. Supervising male teachers will include Dante Dalia, Peter Polillo and Peter Svec; the additional male and female chaperones are experienced community members. Arrangements will be made to ensure that all classroom and evaluation responsibilities are met.

This is the 16th mission trip of its type that has been organized by Board staff.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School, Holy Trinity Catholic High School and St. John's College for an excursion, "Mission Trip" to Grassy Narrows from Saturday, June 16, 2012 to Sunday, June 24, 2012.

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

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: February 21, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

EXCURSION – COLUMBUS, OH

Public Session

BACKGROUND INFORMATION:

Assumption College School is requesting approval for the Girls' Rugby team to travel to Columbus, OH from Friday, April 27, 2012 to Sunday, April 29, 2012 (1 school day).

DEVELOPMENTS:

Approximately forty (40) Grades 9-12 female students will be participating in this field trip. Supervising teachers will include Kelly Soboleski, Jessica Poos, and a teacher advisor that is yet to be determined. The anticipated cost of the trip for each student is approximately \$300.

This excursion will provide the students an opportunity to participate in an international rugby experience. The team will compete on both days of the excursion.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Columbus, OH from Friday, April 27, 2012 to Sunday, April 29, 2012.

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

Prepared by: Chris Roehrig, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: February 21, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

EDUCATIONAL FIELD TRIP SUMMARY REPORT
Public Session

BACKGROUND INFORMATION:

Attached is a summary (Appendix A) of educational field trips that have been approved during the period of September 1, 2011 to June 30, 2012.

The educational field trips included are those that involve overnight or extended overnight, as well as excursions.

RECOMMENDATION:

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

EDUCATIONAL FIELD TRIP MONITORING REPORT - MONTHS OF: SEPTEMBER 1, 2011- JUNE 30, 2012

School	Destination and Type		Curriculum Expectations	Date dd/mm/yy	Duration (days)	# of School days	# of Students on Trip	# of Teacher(s) Chaperones	Cost to Student	Transportation	Superintendent
	Legend										
	a.	Overnight									
	b.	Extended Overnight									
	c.	Excursion									
St. Gabriel	a.	Camp Celtic, Lion's Head	<ol style="list-style-type: none"> Physical education, science, natural resource, environment. Hands-on outdoor education team building, leadership opportunity. 	13/05/11	4	2	57	3	447.00	Bus	B. Chopp
St. Bernard of Clairvaux, Waterford	a.	Brock University, St. Catharines	<ol style="list-style-type: none"> Science-Natural Science-Leadership. Live and learn in a university environment. 	20/06/11	3	3	24	2	261.00	Bus	B. Chopp
St. Bernard, Brantford	a.	Niagara-on-the-Lake, ON Fort George	<ol style="list-style-type: none"> History – War of 1812. 	20/06/11	2	2	27	4	60.00	Bus	T. Kings
Jean Vanier	a.	Quebec City	<ol style="list-style-type: none"> Oral communication, reading and writing. Identify various types of landforms and explain how they are used to describe regions. 	31/05/12	4	2	56	6	\$573.50	Bus	T. Kings
Notre Dame, Caledonia	a.	Ottawa, ON	<ol style="list-style-type: none"> Identify the achievements and contributions of significant people. Identify the reasons for the early settlement of Loyalists in Canada as an outcome of the War of 1812. Expose the students to a French speaking province. Demonstrate the importance of the Catholic faith in the founding of our country. Discover how war has impacted upon their country through hands-on activities at the War Museum. Learn about the Canadian Shield by visiting the largest cave in Eastern Canada. 	24/05/12	4	2	47	4	\$600.00	Bus	B. Chopp

School	Destination and Type		Curriculum Expectations	Date dd/mm/yy	Duration (days)	# of School days	# of Students on Trip	# of Teacher(s) Chaperones	Cost to Student	Transportation	Superintendent
	Legend										
	a. Overnight b. Extended Overnight c. Excursion										
St. Frances Cabrini	a.	Tim Horton's Onondaga Farms, St. George	<ol style="list-style-type: none"> 1. Demonstrate an understanding of an array of physical activities and apply this understanding as they participate in a variety of physical activities in indoor/ outdoor environments. 2. Demonstrate an understanding of factors that contribute to the personal enjoyment of being active. 	18/04/12	2	2	26	2	\$130.00	Bus	B. Chopp
St. Stephen's	a.	Camp Celtic, Lion's Head	<ol style="list-style-type: none"> 1. Interacting and working effectively with others. 2. Demonstrate respect for human rights and the environment. 3. Be motivated to fulfill the responsibilities of citizenship in a democratic society and. 4. Be motivated to build healthy lifestyles and relationships. 	15/06/12	4	2	23	2	\$446.35	Bus	B. Chopp
St. John's College	c.	New York City, NY	<ol style="list-style-type: none"> 1. Expose students to a different city where they can enjoy new culinary and educational activities. 2. Return to the classroom with hands-on experience. 3. Explore New York City's famous culinary neighbourhoods: Institute of Culinary Education and the Food Network Studios. 	10/03/12	4	0	10	2	841.50	Air	C. Roehrig
Assumption College	c.	Cleveland, OH	<ol style="list-style-type: none"> 1. Enhance the cultural and social components of the music curriculum. 2. Students will participate in a variety of concerts at schools and community centres. 3. Expose students to the history and impact of popular music today while enhancing their awareness of the importance of music in our culture. 4. Provide students the opportunity to investigate careers in music. 	10/05/12	4	2	50	4	600.00	Bus	C. Roehrig

School	Destination and Type		Curriculum Expectations	Date dd/mm/yy	Duration (days)	# of School days	# of Students on Trip	# of Teacher(s) Chaperones	Cost to Student	Transportation	Superintendent
	Legend a. Overnight b. Extended Overnight c. Excursion										
Assumption College	c.	Washington, DC	<ol style="list-style-type: none"> 1. It will offer students an opportunity to experience another culture and further develop their understanding of history. 2. It will provide a vast amount of history - past and present. 3. Develop their critical thinking skills and see the interconnectedness of world events. 	10/05/12	4	2	48	2	439.00	Bus	C. Roehrig
St. John's College	c.	Chicago, IL	<ol style="list-style-type: none"> 1. It will allow students to consider how the arts have impacted the cultural landscape of Chicago. 2. The student's experience will highlight movements within the architectural history of the city – skyscrapers, theatres, Frank Lloyd Wright, etc. 	10/03/12	4	0	57	4	799.99	Bus	C. Roehrig
Our Lady of LaSalette	a.	Camp Celtic, Lions Head	<ol style="list-style-type: none"> 1. Students to experience leadership, teamwork, awareness of self and nature, social encounters with others. 2. Students will demonstrate respect for human rights, be motivated to fulfill the responsibilities of citizenship in a democratic society and be motivated to build healthy lifestyles and relationships. 	15/06/12	4	2	13	2	\$450.00	Bus	B. Chopp



2011-12 Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
February 21, 2012	7:00 pm	Committee of the Whole	
February 28, 2012	1:00 pm	Student Transportation Services BHN Board of Directors' Mtg.	
February 28, 2012	7:00 pm	Board Meeting	
February 29, 2012	2:00 pm	Policy Committee	New
March 6, 2012	9:30 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 23-24, 2012	3:30 pm	Trustee Retreat with Bishop Fabbro	
March 27, 2012	7:00 pm	Board Meeting	
April 10, 2012	9:00 am	Executive Council Mtg.	
April 11, 2012	7:00 pm	Official Opening & Blessing – St. Basil – Bishop Crosby	
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 14, 2012	7:00 pm	Official School Closing Ceremony – St. Mary School (B)	
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	