



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**  
**Tuesday, December 8, 2009**  
**Board Meeting**  
Catholic Education Center  
322 Fairview Drive  
Brantford, ON N3T 5M8

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**PRESENT AT MEETING:**

**1. Call to Order**

The meeting was called to order by Chair June Szeman.

**1.1 Opening Prayer**

The meeting was opened with a prayer.

**1.2 Attendance**

Trustees: Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Joe McPherson and June Szeman  
Student Trustee: Chris Radojewski  
Administration: Cathy Horgan, Director of Education and Secretary, Wally Easton, Associate Director and Treasurer; Bill Chopp, Trish Kings, Chris Roehrig, Superintendents of Education, Claire Dodgson, Recording Secretary and Tracey Austin, Coordinator of Communications & Community Relations

**2. Routine Matters**

**2.1 Approval of the Agenda**

**Resolved:**

On the motion of Dan Dignard and Bonnie McKinnon, that the Brant Haldimand Norfolk Catholic District School Board approve the agenda for the December 8, 2009 meeting.

CARRIED

**2.2 Declaration of Interest: Nil**

**2.3 Approval of Minutes from the Board Meeting – November 24, 2009 and the December 1, 2009 Annual Meeting**

**Resolved:**

On the motion of Bonnie McKinnon and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board approve the Minutes from the Board Meeting of November 24, 2009.

CARRIED



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**Resolved:**

On the motion of Bonnie McKinnon and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board approve the Minutes from the December 1, 2009 Annual Meeting of the Board.

CARRIED

**2.4 Business Arising from the Minutes: Nil**

**3. Presentations/Delegations:**

Chair of the Board June Szeman recognized the talent of two students, Emily Jambrosic, Grade 7 student from Resurrection and Amelia Dolezal, Grade 12 student from St. John's College, who were acknowledged for their artwork which was selected for the 2009 Board Christmas cards.

**4. Committee and Staff Reports**

**4.1 Strategic Plan**

Director of Education Cathy Horgan reviewed the work completed to establish the board's strategic action plan. Senior administration was commended for their effort in creating the draft action plan. This information is being shared with the Regional School Council, school staff and various committees.

Each month at the board meeting, the status of one commitment of the action plan is to be reviewed. In June, a compilation of all comments and feedback will be brought to the board in order to set out the plan for the next two years.

**Resolved:**

On the motion of Dan Dignard and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board approve the Strategic Action Plan for the 2009-10 school year.

CARRIED

**4.2 Special Education Plan: 2009-10**

Superintendent of Education Bill Chopp provided updates to the Special Education Plan. This is the document that is available to parents and staff outlining the services that the board provides for students with special needs.



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**Resolved:**

On the motion of Cliff Casey and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board approve the 2009-10 Special Education Plan and that the Plan be forwarded to the Ministry of Education

CARRIED

**4.3 Minutes – Policy Committee Meeting – December 2, 2009**

Chair of the Policy Committee Bonnie McKinnon reviewed the minutes from the December 2, 2009 meeting. At that meeting a schedule of policies for development or revision was presented and the status of policies will be presented at each meeting in the future. The policy regarding Accessibility – Customer Service Standards was reviewed. The Social Services Ministry has mandated that all boards must be compliant by January 2010. The Admissions Policy will be reviewed and amended at the January meeting. The Policy Committee will review the Board bylaws at the January 19 meeting. It will begin at 4:30 p.m. and all trustees are encouraged to attend.

Trustee Bonnie McKinnon requested approval and receipt of the following recommendations:

THAT the Policy Committee refer the Accessibility – Customer Service Standards Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee review the current Admission Policy and bring back an amended policy for review to the next meeting.

**Resolved:**

On the motion of Dan Dignard and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Policy Committee of December 2, 2009 and that the Accessibility – Customer Service Standards Policy be approved.

CARRIED

**4.4 Unapproved Special Education Advisory Committee Minutes – November 11, 2009**

Trustee representative Dennis Blake reviewed the minutes of the Special Education Advisory Committee from the November 11, 2009 meeting.

**Resolved:**

On the motion of Dan Dignard and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Special Education Advisory Committee from the November 11, 2009 meeting.

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**4.5 Student Transportation Services of Brant Haldimand and Norfolk Minutes –  
November 3, 2009**

Associate Director Wally Easton reviewed the minutes from the Student Transportation Services of Brant Haldimand and Norfolk. Discussion took place regarding the establishment of a Transportation Corporation and Wally Easton will present the advantages and disadvantages of a corporation in January. The board will be provided with copies of the policies and procedures as they pertain to the Transportation Consortia. An Efficiency and Effectiveness review was undertaken and the results are not yet available. The outcome of the review will be provided to trustees at a future date.

**Resolved:**

On the motion of Dan Dignard and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Student Transportation Services of Brant Haldimand and Norfolk from the November 3, 2009 meeting.

CARRIED

**4.6 Bank Operating Credit**

Associate Director Wally Easton reviewed the requirement and need for the bank operating credit. This year, the credit limit has been extended to seven million dollars due to the construction of a school in SW Brantford in conjunction with the Grand Erie District School Board.

**Resolved:**

On the motion of Dan Dignard and Cliff Casey, THAT the Brant Haldimand Norfolk Catholic District School Board approve:

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET  
CURRENT EXPENDITURES OF THE BRANT HALDIMAND NORFOLK CATHOLIC  
DISTRICT SCHOOL BOARD (THE "Board")

- A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the "Act"), the Board considers it necessary to borrow the amount of up to Seven Million, Seven Hundred Thousand Dollars (\$7,700,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on January 1, 2010 and ending on August 31, 2012 (the "Period").
- B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.



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- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

**RESOLVED THAT:**

1. The Chair or Vice Chair and the Treasurer are authorized on behalf of the Board to borrow from time to time by way of promissory note, or overdraft, or bankers' acceptance from Canadian Imperial Bank of Commerce ("CIBC") authorized for borrowing purposes in accordance with Section 243 of the Act] a sum or sums not exceeding in the aggregate Seven Million, Seven Hundred Thousand Dollars (\$7,700,000) to meet, until current revenue is collected, the current expenditures of the Board for the Period (including the amounts required for the purposes mentioned in Subsection 243(1) and 243(2) of the Act), and to give to CIBC promissory notes or bankers' acceptances, as the case may be, sealed with the corporate seal of the Board and signed by any two of the Chair or Vice Chair and the Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC;
2. The interest charged on all sums borrowed pursuant to this Resolution plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;
3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received in respect of the current revenues of the Board;
4. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenue already collected.

**CARRIED**



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**4.7 Borrowing By-law 2009A3**

Associate Director Wally Easton reviewed the need for the borrowing by-law. This is to assist with interim financing of several capital projects.

**Resolved:**

On the motion of Dan Dignard and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board approve:

A BY-LAW authorizing the Brant Haldimand Norfolk Catholic District School Board (the "Board") to borrow money pursuant to the provisions of section 247 of the Education Act (the "Act") for the raising of funds to finance certain permanent improvements as more particularly described in this By-Law.

**WHEREAS:**

- A. The Board has authorized the permanent improvements as detailed in Schedule "A" attached to this By-Law;
- B. The Board wishes to apply to the Canadian Imperial Bank of Commerce ("CIBC") for a capital loan for the purpose of finance the permanent improvements;
- C. The total cost of the projects is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

**THEREFORE, BE IT RESOLVED** as follows:

- 1. The Secretary and the Treasurer of the Board are authorized for and on behalf of the Board to borrow \$22,351,000 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
- 2. The Secretary and the Treasurer of the Board are authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to this By-Law.

CARRIED

**4.7 Student Trustee Report**

Student Trustee Christopher Radojewski reviewed his Student Trustee report. In his comments, he provided an update of the Student Senate activities as well as the activities at the three secondary schools.

**Resolved:**

On the motion of Dan Dignard and Cliff Casey, the Brant Haldimand Norfolk Catholic District School Board receive the Student Trustee Report.

CARRIED



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**5. Information and Correspondence:**

Director of Education Cathy Horgan distributed information regarding Bill 177. The Bill has passed and information regarding the changes have been outlined in a document from OCSTA.

Chair June Szeman advised the Board that the Brant County Health Unit has awarded the Eat Smart! Award of Excellence for the 2009-10 school year to both Assumption College School and St. John's College, through the services of Chartwells Compass Group. Chair Szeman also read a letter that she is sending to Chartwells on behalf of the board.

Associate Director Wally Easton distributed a memo in trustee's mailboxes regarding the procedure for cell phones by board employees.

Appreciation was extended to Superintendent of Education Chris Roehrig for the information he sent to trustees via email regarding the withdrawal and entry information of students.

Chair June Szeman distributed the trustee committee structure during the 2009 year. Trustees are asked to contact June if they have any changes they would like to make to the current membership.

Superintendent of Education Trish Kings reported on the request by the Ministry of Education to provide additional classes for the Early Learning Program. These were to be prioritized.

Chair June Szeman advised the board that she would respond to Noel Martin, Director, Catholic Education with OCSTA, regarding the information he sent regarding Sacred Space.

**Resolved:**

On the motion of Bonnie McKinnon and Joe McPherson, that the Brant Haldimand Norfolk Catholic District School Board receive the information and correspondence items received since the last meeting.

CARRIED

**6. Notices of Motion: Nil**

**7. Trustee Inquiries:**

Trustee Dennis Blake inquired about the Design and Tech program and the interruption of the classes. Senior administration advised that it is necessary to ensure the machinery is maintained and repaired. The program will be shut down for two classes, however, students will have the opportunity to complete their individual projects.



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**8. Business In-Camera:**

**Resolved:**

On the motion of Bonnie McKinnon and Joe McPherson, that the Brant Haldimand Norfolk Catholic District School Board move to an In-Camera session.

CARRIED

**9. Report on the In-camera Session:**

**Resolved:**

On the motion of Dan Dignard and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board approve the business of the In-camera session.

**10. Future Meetings**

**11. Moment of Silent Reflection**

**12. Adjournment**

**Resolved:**

On the motion of Dan Dignard and Bonnie McKinnon, that the Brant Haldimand Norfolk Catholic District School Board adjourn the meeting of December 8, 2009.

CARRIED