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**Board Meeting**  
**Tuesday, September 27, 2016 ♦ 7:00 p.m.**  
**Boardroom**

**Members:**

**Trustees:**

Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Rosalin Dubois (Student Trustee)

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

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**1. Opening Business**

1.1 Opening Prayer

1.2 Attendance

1.3 Approval of the Agenda

Pages 1-2

1.4 Declaration of Interest

1.5 Approval of Board Meeting Minutes – June 28, 2016

Pages 3-7

Approval of Special Meeting of the Board Minutes – July 19, 2016

Pages 8-9

Approval of Special Meeting of the Board Minutes – August 31, 2016

Pages 10-11

1.6 Business Arising from the Minutes

**2. Presentations - Nil**

**3. Delegations - Nil**

**4. Consent Agenda – Nil**

**5. Committee and Staff Reports**

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – September 20, 2016

Pages 12-16

Presenter: Cliff Casey, Vice Chair of the Board

- Pupil Accommodation Review – Norfolk County: Initial Staff Report (pgs. 17-28)
- Excursion - Spain (pg.29)
- Excursion – Mission Trip, Columbus, NC (pgs.30-33)



**5.2 Summer Literacy Program 2016** Pages 34-35  
Presenter: Patrick Daly, Superintendent of Education

**5.3 Student Trustee Update** Page 36  
Presenter: Rosalin Dubois, Student Trustee

**6. Information and Correspondence**

**7. Notices of Motion for Consideration at Next Board Meeting**

**8. Notices of Motion Being Considered for Adoption - Nil**

**9. Trustee Inquiries**

**10. 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,
- a. The security of the property of the board;
  - b. 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;
  - c. The acquisition or disposal of a school site;
  - d. Decisions in respect of negotiations with employees of the board; or
  - e. Litigation affecting the board.

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

**12. Future Meetings and Events** Pages 37-38

**13. Closing Prayer**

*Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board, and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. **Amen***

**14. Adjournment**



**Board Meeting**  
**Tuesday, June 28, 2016 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

**Present:** Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Robyn Zettler (Student Trustee)

**Absent:**

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Trustee McKinnon.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the June 28, 2016 meeting.

**Carried**

**1.4 Declaration of Interest**

Vice Chair Casey and Trustees Chopp and Dignard declared conflicts of interest on Item 5.1, 2016-17 Budget, specifically the Salaries and Benefits Budget, due to the nature of the employment of their children with the Board.

**1.5 Approval of Board Meeting Minutes – May 24, 2016**

**Approval of Special Meeting of the Board Minutes – June 21, 2016**

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the May 24, 2016 Board meeting.

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the June 21, 2016 Special Meeting of the Board.

**Carried**



**1.6 Business Arising from the Minutes – Nil**

**2. Presentations**

Superintendent Telfer provided background information on the role of the Council for Exceptional Children (CEC) organization in supporting children with special needs across the province. She noted that the following staff were recognized at the recent 29<sup>th</sup> annual Spring Awards Gala of the CEC Haldimand, Norfolk, Brant Chapter 834: Marcia Nemura, Teacher of the Year Award (St. Cecilia's School, Port Dover), and Educational Assistants Kelby Porteous (St. Gabriel School, Brantford) and Julie Whyte (Our Lady of Fatima, Courtland), who received Paraprofessional Awards.

Carmen McDermid spoke about the accomplishments of each of the four student recipients who were awarded distinguished Student Achievement Awards: Stacie Ritchie and Conner Mason (Notre Dame School, Brantford), Alexander Beaver (Christ the King School, Brantford) and Gregory Beckett (Resurrection School, Brantford). They were congratulated and presented with Board certificates of accomplishment by Chair Petrella.

**3. Delegations - Nil**

**4. Consent Agenda - Nil**

**5. Committee and Staff Reports**

**5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – June 21, 2016**

Vice-Chair Casey reviewed the business of the June 21, 2016 Committee of the Whole meeting. As Vice Chair Casey and Trustees Chopp and Dignard had declared conflicts of interest with respect to the 2016-17 Salaries and Benefits Budget recommendation in Item 1.4, they did not discuss nor vote on this recommendation. Chair Petrella indicated his intention to vote on the three 2016-17 Budget recommendations coming forward from the Committee of the Whole:

Moved by: Carol Luciani  
Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Long-Term Capital Plan – Demographic Trends, Enrolment Projections and Observations Report, May 12, 2016.

**Carried**

Moved by: Carol Luciani  
Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2016-17 Salaries and Benefits Budget, in the amount of \$94,666,312.

**Carried**

Moved by: Cliff Casey  
Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2016-17 Operations Budget, in the amount of \$26,772,968.

**Carried**



Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2016-17 Capital Budget, in the amount of \$1,861,467.

**Carried**

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

a) THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Director of Education Performance Appraisal Policy 100.02.

b) THAT the Brant Haldimand Norfolk Catholic District School Board adds the following to Section 5.4.1 (Duties of the Chair – as per Education Act 218.4, 2009, c. 25, s. 25) of the Board By-Laws

(l) co-ordinate the biennial performance appraisal of the Director of Education.

**Carried**

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board direct staff to send a memorandum to principals that clarifies cursive writing instruction for schools in the district and shall include:

- Teachers may choose to introduce cursive writing in Grade 3 and Grade 4 as part of an array of methods for publishing work; and
- Teachers may choose to promote the use of cursive writing as part of an array of methods for publishing work (reading and writing) in Grades 5–8.

**Carried**

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of June 21, 2016.

**Carried**

## **5.2 Special Education Services Department Annual Report 2015-16**

Superintendent Telfer presented the Special Education Services Department Annual Report for 2015-16, which she summarized as a testament to the quality and quantity of services and support provided to students each and every day in our schools. She also noted the significant impact that the growing awareness of and services provided to children with autism is having system wide. Trustee discussion arose with respect to the Ministry's recent announcement on proposed changes to autism services.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Special Education Services Department Annual Report 2015-16.

**Carried**



**5.3 Investigation of High Tech High: Custom Residency Program**

Superintendent Shypula reflected on the experiences and learnings that she and Superintendent Telfer benefitted from in their recent visit to several High Tech High charter schools in California. A team of educators from three provinces and representatives from IBM were excited to learn more about these project-based, inquiry-based and student-driven learning environments which feature an interdisciplinary curriculum approach. She noted that this international professional development opportunity was made possible through funding from the Council of Directors of Ontario.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Investigation of High Tech High: Custom Residency Program report.

**Carried**

**5.4 Student Trustee Report**

Student Trustee Zettler presented her final report on Student Senate activities and updated trustees on year-end activities in all secondary schools. She expressed her appreciation to the Board for the opportunity of being Student Trustee and learning about the extensive behind-the-scenes work that is required to operate a school board. She commended trustees and staff for their dedication and commitment to helping all students succeed to the best of their ability and wished incoming Student Trustee, Rosalin Dubois, all the best in the coming school year.

On behalf of the Board and Senior Administration, Chair Petrella thanked Student Trustee Zettler for her involvement with and commitment to the Board throughout the school year and presented her with a letter of commendation.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee report.

**Carried**

**6. Information and Correspondence**

Director Roehrig provided trustees with several options with respect to the annual Service Recognition event, all of which reflect fiscal responsibility while recognizing employee service in a meaningful way. Trustees were in agreement that retirees and employees marking 25 years of service with the Board will be honoured at an annual dinner and will be presented with a token of appreciation.

Moved by: Carol Luciani

Seconded by: Cliff Casey

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

**Carried**

**7. Notices of Motion for Consideration at Next Board Meeting – Nil**

**8. Notices of Motion Being Considered for Adoption – Nil**



**9. Trustee Inquiries**

Vice Chair Casey commented on a recent news item with respect to Co-Op programming in Ontario. Director Roehrig noted that the report was 'wide sweeping' and that he expects to receive more details in the weeks to come.

**10. Business In-Camera**

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

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

**Carried**

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

Moved by: Dan Dignard

Seconded by: Carol Luciani

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

**Carried**

**12. Future Meetings**

Trustees were reminded of the upcoming secondary school graduations.

**13. Closing Prayer**

Chair Petrella led the closing prayer.

**14. Adjournment**

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of June 28, 2016.

**Carried**



**Special Meeting of the Board  
Tuesday, July 19, 2016 ♦ 4:00 p.m.  
Trustees' Meeting Room**

**Trustees:**

**Present:** Rick Petrella (Chair), Cliff Casey (Vice Chair), Dan Dignard, Carol Luciani, Bonnie McKinnon

**Absent:** Bill Chopp

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly and Michelle Shypula (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Chair Petrella.

**1.2 Attendance** – as noted above.

**1.3 Approval of the Agenda**

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Special Meeting of the Board of July 22, 2016.

**Carried**

**1.4 Declaration of Interest** - Nil

**2. Committee and Staff Reports** - Nil

**3. Business In-Camera**

Moved by: Dan Dignard

Seconded by: Carol Luciani

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

**Carried**

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

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

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

**Carried**

**5. Adjournment**





**Brant Haldimand Norfolk  
Catholic District School Board**

**Minutes**

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

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Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of July 19, 2016.

**Carried**

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**Next Meeting:** Tuesday, September 27, 2016, 7:00 p.m. - Boardroom



**Special Meeting of the Board  
Wednesday, August 31, 2016 ♦ 3:00 p.m.  
Trustees' Meeting Room**

**Trustees:**

**Present:** Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani,

**Via Teleconference:** Bonnie McKinnon

**Absent:**

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly and Michelle Shypula (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Chair Petrella.

**1.2 Attendance** – as noted above.

**1.3 Approval of the Agenda**

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Special Meeting of the Board of August 31, 2016.

**Carried**

**1.4 Declaration of Interest** - Nil

**2. Committee and Staff Reports** - Nil

**3. Business In-Camera**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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

**Carried**

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

Moved by: Carol Luciani

Seconded by: Dan Dignard

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



**Carried**

**5. Adjournment**

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of August 31, 2016.

**Carried**

# RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

September 20, 2016

AGENDA ITEM	MOTION
5.1	THAT the Brant Haldimand Norfolk Catholic District School Board approves the Pupil Accommodation Review – Norfolk County, Initial Staff Report for an accommodation review for Our Lady of LaSalette, LaSalette; St. Bernard of Clairvaux, Waterford and St. Frances Cabrini, Delhi schools.
5.2	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Holy Trinity Catholic High School and St. John’s College for an excursion to Spain from Friday, March 10 (evening) to Saturday, March 18, 2017.
5.3	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 Columbia, SC during the period of Friday, November 4 to Saturday November 12, 2016.

**RECOMMENDATIONS:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of September 20, 2016.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of September 20, 2016.



**Committee of the Whole**  
**Tuesday, September 20, 2016 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

**Present:** Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Rosalin Dubois (Student Trustee)

**Absent:**

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Trustee McKinnon.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the September 20, 2016 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**1.5 Approval of Committee of the Whole Meeting Minutes – June 21, 2016**

Moved by: Bill Chopp

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the June 21, 2016 Committee of the Whole meeting.

**Carried**

**1.6 Business Arising from the Minutes – Nil**

**2. Presentations – Nil**

**3. Delegations – Nil**



**4. Consent Agenda**

**4.1** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of June 28, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**4.2** THAT the Committee of the Whole refers the 2016 CEFO Catholic Student Award Recipients – Father Fogarty Awards Dinner report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Carol Luciani

Seconded by: Cliff Casey

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 Minutes and Recommendation from the Accommodations Committee Meeting – September 14, 2016**

Trustee Casey, Chair of the Accommodations Committee, reported to approve a motion to begin a pupil accommodation review of Our Lady of LaSalette, St. Frances Cabrini and St. Bernard of Clairvaux through the resolution and policies committee for the next Board meeting (Sept 27, 2016).

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Accommodations Committee recommends that the Committee of the Whole refers the Pupil Accommodation Review – Norfolk County, Initial Staff Report to the Brant Haldimand Norfolk Catholic District School Board for approval of an accommodation review for Our Lady of LaSalette, LaSalette; St. Bernard of Clairvaux, Waterford and St. Frances Cabrini, Delhi schools.

**Carried**

**5.2 Start-Up Enrolment and School Organizations**

Superintendent Daly distributed copies of the current enrolment and school organizations chart. He advised that enrolment is higher than was projected last year, which has resulted in additional staffing at both the elementary and secondary levels. The Board is currently working on making further revisions so it remains compliant with respect to class sizes. Responses were given to specific trustee inquiries. Area of concern included that the additional staffing would remain within budget and with the additional student enrolments it would remain within budget.

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Start-Up Enrolment and School Organizations update to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**



**5.3 Summary of 2015-16 Reports to Board**

Director Roehrig presented a summary of the reports and presentations made to Board during the 2015-16 school year.

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the Summary of 2015-16 Reports to Board to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**5.5 Excursion - Spain**

Superintendent Daly presented a request from Holy Trinity and St. John's College for an excursion involving approximately 35 Grades 10-12 students to travel to Spain to gain a deeper understanding into the origins of the art and religious traditions of Madrid and Andalusia.

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Holy Trinity Catholic High School and St. John's College for an excursion to Spain from Friday, March 10 (evening) to Saturday, March 18, 2017.

**Carried**

**5.6 Excursion – Mission Trip, Columbus, NC**

Superintendent Daly presented a request from Assumption College School, Holy Trinity and St. John's College for up to 20 Grades 11-12 students to participate in the Board's 23<sup>rd</sup> Mission Trip. This year's destination is Columbia, South Carolina where students will be involved with the St. Bernard Project, a construction and clean-up project resulting from flash floods. Trustee inquiries around the safety of students involving mold from flooded areas and protective equipment as well as the instructional time that will be missed. Superintendent Daly advised on the safety training students will receive, the protective equipment they will have and the realization of the instructional days missed as beyond control to meet the needs of the charity. The student's academic standing and attendance are ultimate factors considered in the selection process and arrangements have been made to ensure that classroom and evaluation responsibilities are met.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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 Columbia, SC during the period of Friday, November 4 to Saturday November 12, 2016.

**Carried**

**6. Information and Correspondence – Nil**



**7. Trustee Inquiries**

Expression of gratitude from Trustees to staff in handling a small number of transportation issues at the start of the school year.

Chair Petrella inquired to what provisions were available to students if they were injured on the job site. Superintendent Daly advised on the access to emergency services and Superintendent Grice to look into further information provided by insurance for coverage to students.

**8. Business In-Camera**

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera Session.

**Carried**

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

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

**Carried**

**10. Future Meetings**

Chair Petrella drew trustee attention to the current list of meetings and events scheduled for the 2016-17 school year.

**11. Closing Prayer**

Chair Petrella led the closing prayer.

**12. Adjournment**

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of September 20, 2016.

**Carried**



## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD ACCOMMODATIONS COMMITTEE

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Accommodations Committee  
Submitted on: September 14, 2016  
Submitted by: Chris Roehrig, Director of Education & Secretary

### PUPIL ACCOMMODATION REVIEW – NORFOLK COUNTY INITIAL STAFF REPORT

Public Session

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#### **BACKGROUND INFORMATION:**

In May 2016, staff of Watson & Associates Economists Ltd. presented a Long-Term Capital Plan to the Board, which outlined demographic trends, enrolment projections and observations for all schools within the jurisdiction of the Brant Haldimand Norfolk Catholic District School Board (BHNCDSB).

As stated in the Watson Report on Page 3 (attached), over the last decade (2005-06 to 2014-15), BHNCDSB's enrolment has declined by more than 18% in the elementary panel and by 7% in the secondary panel. Currently, the Board operates at 80% of its permanent capacity in the elementary panel and 100% of its permanent capacity in the secondary panel. Table 1.2 on Page 3 of the report depicts the projected enrolment and utilization trends for both panels; assuming no accommodation changes are implemented (i.e., status quo). Overall, elementary enrolment is projected to increase to 7,140 students from 6,331 students by the end of the 15-year forecast period (a 13% increase from existing figures). Secondary enrolment is projected to decline to 3,308 students by 2029-30 from 3,396 students, which represents a 3% decrease. By the end of the forecast, the elementary panel is projected to have approximately 749 surplus spaces and the secondary panel will have approximately 94 surplus spaces. Overall, the Board is projected to operate at 91% of its permanent capacity in the elementary panel and more than 97% of its permanent capacity in the secondary panel.

The Watson Report disseminates the Board's schools into review areas. Beginning on Page 50 (attached), the report treats Norfolk County schools as being within Review Area CE08. As stated in the Watson Report on Page 53 (attached), for the 15-year enrolment forecast period beginning in 2015-16 and ending in 2029-30, enrolment in Norfolk County is expected to decrease by more than 9.7%. By the end of the forecast period, elementary enrolment is expected to be approximately 1,366 students, which represents a total decrease of 147 students between the 2015-16 and 2029-30 years. The majority of schools are expected to experience a decline in enrolment ranging from 5.8% (St. Joseph's School) to 28.6% (Our Lady of La Salette School), with the exception of St. Bernard of Clairvaux School and St. Frances Cabrini School, which are both projected to increase slightly (2.4% to 4.7%) in enrolment by 2029-30.

The review area's elementary utilization rate, based on current enrolment to capacity, is 80% and it is projected to decrease over the forecast term, averaging 72% by Year 15. On a school-by-school basis, utilization rates vary. In general, St. Bernard of Clairvaux School, St. Frances Cabrini School and St. Joseph's School are all projected to be relatively well-utilized over the forecast term, operating between 85% and 96% of their permanent capacities. The remaining five schools, however, will have surplus space and will operate between 31% (Our Lady of LaSalette School) and 67% (St. Cecilia's School) of their permanent capacities respectively.

## **DEVELOPMENTS:**

Staff of the Brant Haldimand Norfolk Catholic District School Board have reviewed the enrolment and trend data for Norfolk County and in compliance with the Ministry of Education Pupil Accommodation Review Guideline recommend the closure of Our Lady of LaSalette School.

In the 2001-02 school year, Our Lady of LaSalette School had a student population of 155 pupils. In 2015-16, this population had declined to 81 students and the Watson & Associates forecast predicts the population to be 69 students in 2016-17. Actual registered students for the 2016-17 school year is 52 pupils. Using the actual registered population, enrolment has declined by 66% since 2001-02 and the school utilization (enrolment / on the ground capacity) currently stands at 28% as the school can accommodate 187 students. Student enrolment is not forecast to improve over the 15-year forecast period.

Reasons for recommending the closure of Our Lady of LaSalette School are:

- The school is experiencing an adverse impact on learning opportunities for students due to declining enrolment and a very low per grade population.
- Reorganization involving the school, or group of schools, could enhance program and learning opportunities for students.
- Using standard staffing allocation practices, it has become necessary to assign three grades into one class.
- On average, multi-split grades still result in classrooms approximating 18 students per grade.
- The student population of the School is less than 75% of the capacity as defined by the Ministry of Education.

Our Lady of LaSalette School has a very small number of pupils at each grade level. This has resulted in three multiple split grade classrooms allocated in the 2016-17 school year. There is one Full Day Kindergarten / Grade 1 / Grade 2 classroom, one Grade 3 / Grade 4 / Grade 5 classroom and one Grade 6 / Grade 7 / Grade 8 classroom. When students are accommodated at another school, three-grade and four-grade splits will be adjusted and students will receive their classroom studies in single-grade or double-grade splits, which will result in more favourable conditions for educational programming.

Two scenarios were considered for students displaced by the closure. One scenario involves all students from Our Lady of LaSalette School accommodated together at St. Frances Cabrini School. The second scenario involves students displaced by the closure accommodated between two schools; St. Frances Cabrini School and St. Bernard of Clairvaux School. As per the Ministry of Education, Pupil Accommodation Review Guideline, March 2015, should more than one option be presented, the Initial Staff Report must state a recommended option. The recommended option for this school accommodation would be that all students from Our Lady of LaSalette School be accommodated at St. Frances Cabrini School.

St. Frances Cabrini School has excess space that could accommodate one classroom of students. The school would benefit from a two-room addition to accommodate the balance of the students. A capital submission for funding of the two-room addition would be made in the fall, if past practice is followed by the Ministry with respect to submission timelines. The Board would receive funding confirmation or denial in the spring of 2017. The intent would be to have the consolidation in place for September 2017 and as such, the addition would not be complete. The Board would require that internal school space be temporarily repurposed or that portables be added to the site on a short-term basis until the addition is built. Should funding not become

available from the Ministry, the Board would need to consider funding the addition internally or utilizing space created by portables on a more permanent basis.

A preliminary analysis of student bus ride times has been undertaken by the Student Transportation Services Brant Haldimand Norfolk (STSBHN). Table 1 below identifies the ride time for students who are riding the bus to Our Lady of LaSalette School in 2016-17. Table 2 below details the ride time for the same students if they were all attending St. Frances Cabrini School in 2016-17.

Table 1

Component	0-15 Minutes	16-30 Minutes	31-45 Minutes	46-60 Minutes	61-75 Minutes	> 75 Minutes
AM	3	12	11	8	7	0
PM	7	10	12	4	10	0

Table 2

Component	0-15 Minutes	16-30 Minutes	31-45 Minutes	46-60 Minutes	61-75 Minutes	> 75 Minutes
AM	3	13	11	6	8	0
PM	1	16	8	11	7	0

While the preferred option of the Board is to have all students move to St. Frances Cabrini School, the Board would consider requests for students to enrol at St. Bernard of Clairvaux School. Transportation would be grandfathered for existing Our Lady of LaSalette students for the balance of their elementary academic career.

On April 5, 2016, the Board scheduled a meeting at Holy Trinity Catholic Secondary School and invited a range of community partners including child care providers, the municipalities, school boards, colleges and universities, public health boards, local health integration networks and children’s mental health centres to discuss underutilized space needs in Norfolk County and those specifically at Our Lady of LaSalette School. The partner response was low and of the community partners in attendance (YMCA Western Ontario and Haldimand-Norfolk Reach), none expressed an interest in space at Our Lady of LaSalette School. No relevant information was provided to the Board by the county or municipal government prior to the writing of this Initial Staff Report.

On October 31, 2006, the Ministry of Education issued a Pupil Accommodation Review Guideline to provide direction regarding pupil accommodation reviews undertaken to determine the future of a school or group of schools. The Guideline was revised and issued again in June 2009 and March 2015.

Approval by the Board of the Pupil Accommodation Review Initial Staff Report would initiate an Accommodation Review and the formation of an Accommodation Review Committee (ARC).

The ARC should consist, at a minimum, of the following persons:

- One (1) parent / guardian representative from each of the schools under review, chosen by their respective Catholic School Council (CSC).
- One (1) teaching representative from each school under review.
- One (1) community member with no child / ward currently attending BHNCDSD schools.

The ARC will have resource support available to provide information, when requested, or to provide expertise not already within the ARC. The following people are available resources:

- The ARC Chair as appointed by Executive Council.
- The Trustee(s) of each school(s) under review.
- The Trustee(s) of associated schools.
- The Superintendent(s) of Education for each school(s) under review.
- The Superintendent of Business & Treasurer.
- The Principal from each school under review.
- Administrative support.
- By way of invitation, a Parish Representative.
- By way of invitation, a local City Councilor (or designate).

If the ARC Chair sees a need for additional expertise or if additional expertise is requested by the Committee, guest ARC resources may be invited to attend specified meetings (i.e., students, BHNCDSD staff, community leaders) as agreed by the ARC members.

At a minimum, ARCs are required to hold two public meetings. In accordance with the Pupil Accommodation Review Guideline, a School Information Profile (SIP) will be prepared by Board staff for each of the school(s) under review. The SIP(s) are orientation documents to assist the Accommodation Review Committee and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review. The SIP will include data that addresses the following two considerations regarding the school(s) under review:

- Value to the Student.
- Value to the School Board.

With school valuation as its focus and the Board's strategy for supporting student achievement, the ARC's role is to act as the official conduit for information shared between the Board and the school communities with respect to a school or group of schools being reviewed for the Board of Trustees' consideration and decision.

The ARC shall review accommodation options and supporting data identified in the Initial Staff Report, communicate this information to their community, capture the community voice and relay the information back to the ARC and BHNCDSD staff, and provide local content to the accommodation review process.

The ARC may comment on the Initial Staff Report and may, throughout the pupil accommodation review process, seek clarification of the Initial Staff Report.

The ARC may provide other accommodation options than those specified in the Initial Staff Report; however, the other accommodation options must include supporting rationale for any such option.

The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.

Board staff will prepare a report (Final Staff Report) for the Director of Education, which will be presented to the Board of Trustees in public session at a regularly-scheduled meeting or a Special Meeting of the Board of Trustees. The Final Staff Report must be presented to Trustees at the earliest available Board meeting, but no fewer than ten business days after the final public meeting.

In addition to public input sought through the work of the Accommodation Review Committee, the Board of Trustees allows an opportunity for members of the public to provide feedback on the Final Staff Report through public delegations.

Notice of the public delegation opportunities will be provided, based on BHCNDSB policy.

The time period required for the Accommodation Review Process is approximately six months from the initiation of the ARC. Should a school(s) be recommended for closure as a result of the ARC process, an Integration Committee would be established and integration activities would occur for the balance of the 2016-17 school year; with permanent school closure on June 30, 2017.

**RECOMMENDATION:**

THAT the Accommodations Committee recommends that the Committee of the Whole refers the Pupil Accommodation Review – Norfolk County, Initial Staff Report to the Brant Haldimand Norfolk Catholic District School Board for approval of an accommodation review for Our Lady of LaSalette, LaSalette; St. Bernard of Clairvaux, Waterford and St. Frances Cabrini, Delhi schools.

Canadians are staying in school longer and there are more women in the workforce and thus families are waiting longer to have children and having less children overall - all of which is contributing to Canada having one of the lowest birth rates in the world.

### **1.3 Current Situation**

Over the last decade (2005/06 to 2014/15), BHCNDSB's enrolment has declined by more than 18% on the elementary panel and by 7% on the secondary panel. Currently, the Board operates at 80% of its permanent capacity on the elementary panel and 100% on the secondary panel. Table 1.2 depicts the projected enrolment and utilization trends for both panels assuming no accommodation changes are implemented (i.e. status quo). Overall, elementary enrolment is projected to increase to 7,140 students by the end of the forecast (a 13% increase from existing figures). Secondary enrolment is projected to decline to 3,308 students by 2029/30 – which represents a 3% drop. By the end of the forecast, the elementary panel is projected to have approximately 749 surplus spaces and the secondary panel will have approximately 94 surplus spaces. Overall, the Board is projected to operate at a 91% of its permanent capacity on the elementary panel and more than 97% of its permanent capacity on the secondary panel.

**Table 1.2 Board Projected Enrolment and Utilization - Status Quo**

Panel	Capacity	Year 1	Year 5	Year 10	Year 15
<b>Total Elementary</b>	7,889	6,331	6,368	6,570	7,140
<b>Student Surplus/Deficit</b>		(1,558)	(1,521)	(1,319)	(749)
<b>Utilization Rate</b>		<b>80%</b>	<b>81%</b>	<b>83%</b>	<b>91%</b>
<b>Total Secondary</b>	3,402	3,396	3,292	3,342	3,308
<b>Student Surplus/Deficit</b>		(6)	(110)	(60)	(94)
<b>Utilization Rate</b>		<b>100%</b>	<b>97%</b>	<b>98%</b>	<b>97%</b>

While the BHCNDSB's facilities are projected to remain relatively well utilized on a Board-wide basis, utilization rates vary widely on a school by school basis, with some facilities underutilized and other schools requiring additional space. In addition, the Board does have some facility condition and financial issues that could be addressed. The consultant analyzed the school facilities using Board provided data with respect to renewal needs and the Facility Condition Index (FCI). The FCI examines the cost of renewal needs (in this case 10 years) against the cost of replacing the facility. If the FCI is above 65%, the Ministry of Education typically considers the facility 'prohibitive to repair'. Currently, the Board has more than \$95 million in expected 10 renewal event costs for 29 elementary and 3 secondary schools, which results in an average facility condition index (FCI) of approximately 34%. The average age of the schools is approximately 40 years and ranges from 3 years to more than 62 years of age. Additionally, the Ministry has made changes to how operations and renewal grants are allocated with the elimination of top up funding. The top up grant elimination has been phased in over 3 years with full implementation for the 2017/18 school year. Based on projected facility utilizations, it's estimated the Board will be eligible for approximately 89% of possible maximum funding when new the new grant structure is implemented.

**2.8 CE08 Norfolk County**

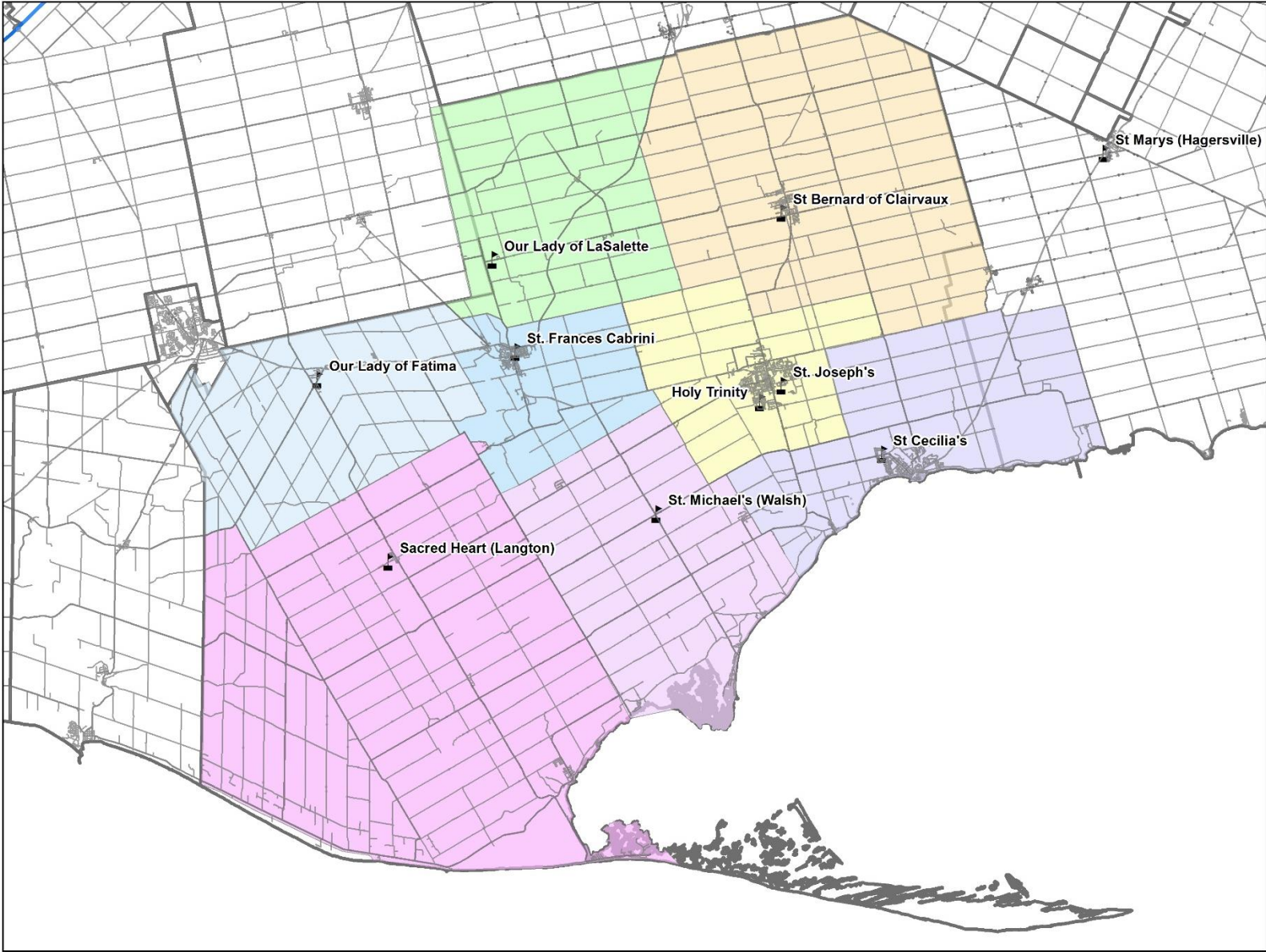




Figure 3.8.1 CE08 Schools Boundary Map

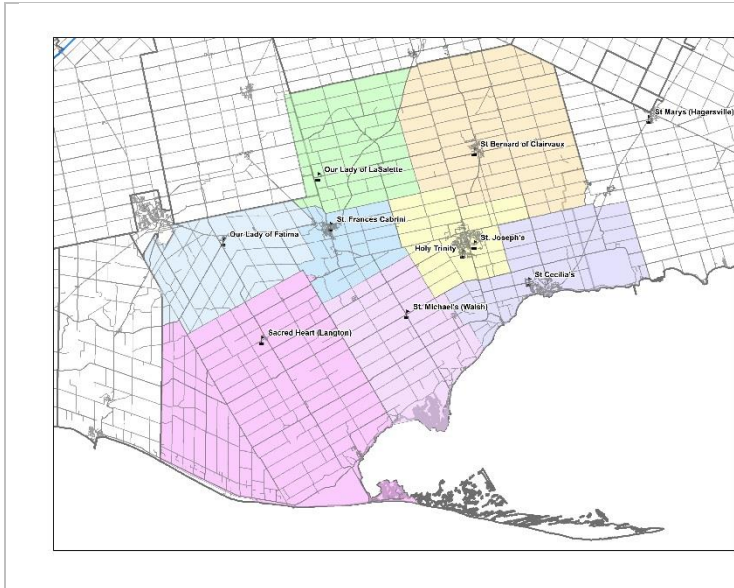


Figure 3.8.2 CE08 Projected Utilization (2014/15-2029/30)

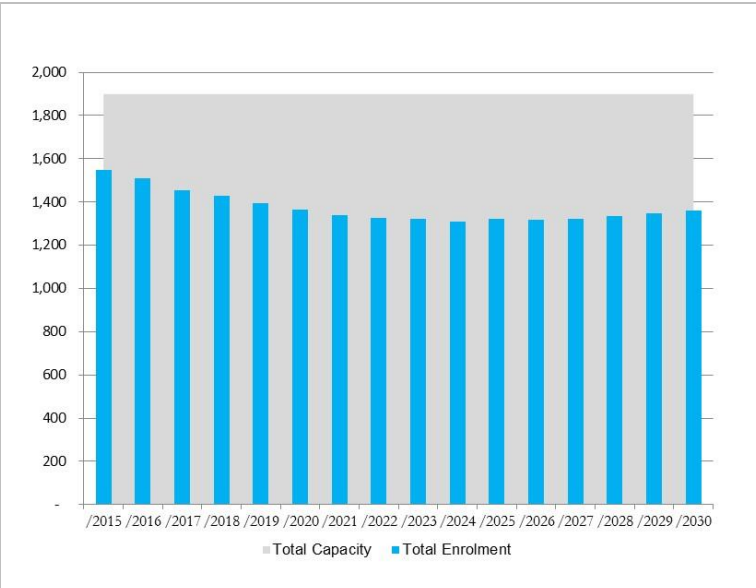


Table 3.8.1 CE08 School Facilities

	OTG	Facility Age	Site (Ha)
Our Lady of Fatima School	141	58	1.19
Our Lady of LaSalette School	187	51	2.97
Sacred Heart School	294	60	1.05
St. Bernard of Clairvaux School	210	58	2.76
St. Cecilia School	190	62	1.07
St. Frances Cabrini School	268	60	1.93
St. Joseph's School	446	49	2.25
St. Michael's School	164	56	0.58
<b>Review Area Average</b>	<b>238</b>	<b>57</b>	<b>1.73</b>
<b>Board-wide Elementary Average</b>	<b>272</b>	<b>41</b>	<b>1.81</b>

Demographic Trends

Table 3.8.2 depicts the review area's demographic trends over the last decade. The review area's total population grew by approximately 3.9% between 2001 and 2006, compared with the Board's jurisdiction-wide population increase of 4.3%. Over the same time period the elementary aged population in this school group decreased by more than 9.1%, while Board-wide this population declined by 6.2%. Between 2006 and 2011, growth rates in many areas of the Province decreased compared to the early 2000s. Board-wide, the total population increased by 2.2%, while in this review area the total population increased by 1.2%. The elementary aged population continued to decline with the 4-13 year population in this review area decreasing by more than 11.5%, compared to an 8.4% drop Board-wide. The secondary school aged population in this area declined slightly by 0.2% between 2001 and 2006 which was followed by a subsequent 8.5% drop between 2006 and 2011. Comparatively, the secondary aged population decreased Board-wide by 0.3% between 2001 and 2006 which was followed by a subsequent 2.9% drop between 2006 and 2011.

In addition to examining the elementary and secondary aged populations, the 0-3 or pre-school aged population was also analyzed. This group is important because it is used as an indicator of what is expected to happen to the school aged population in the short to mid-term. The pre-school population is the cohort that will be entering the school system in the next few years. Board-wide the pre-school population experienced a 0.9% increase in enrolment between 2001 and 2006. This was followed by an additional increase of approximately 1.3% between 2006 and 2011. Comparatively, in this school group the pre-school population declined by more than 1.7% between 2001 and 2006, followed by a subsequent 1.8% decrease between 2006 and 2011.



**Table 3.8.2 Demographics**

Population Data	2001 Census	2006 Census	2011 Census	2001-2006		2006-2011	
				Absolute Change	% Change	Absolute Change	% Change
Total Population	60,917	63,312	64,097	2,395	3.9%	786	1.2%
Pre-School Population (0-3)	2,434	2,393	2,351	-41	-1.7%	-42	-1.8%
Elementary School Population (4-13)	8,202	7,453	6,593	-749	-9.1%	-861	-11.5%
Secondary School Population (14-18)	4,647	4,638	4,243	-10	-0.2%	-394	-8.5%
Population Over 18 Years of Age	45,632	48,827	50,910	3,195	7.0%	2,083	4.3%

According to the Canada Census there were 1,513 new occupied dwellings in the review area between 2001 and 2006 – an increase of 6.6% (Table 3.8.3). Between 2006 and 2011 there were 983 new occupied units (4%). While approximately 2,500 units have been added to the area's housing stock over the last decade, it should be noted that the elementary population per dwelling unit has decreased. Between 2001 and 2006, the elementary population per unit declined by 14.7% and between 2006 and 2011 by an additional 15%. Comparatively, the secondary population per dwelling has decreased, dropping 6.4% between 2001 and 2006, followed by a 12% decrease between 2006 and 2011.

**Table 3.8.3 Occupied Dwellings**

Dwelling Unit Data	2001 Census	2006 Census	2011 Census	2001 - 2006		2006-2011	
				Change	%	Change	%
Total Occupied Dwellings	22,969	24,482	25,465	1,513	6.6%	983	4.0%
Total Population/Dwelling	2.65	2.59	2.52	-0.07	-2.5%	-0.07	-2.7%
Elementary Pop./Dwelling	0.36	0.30	0.26	-0.05	-14.7%	-0.05	-15.0%
Secondary Pop./Dwelling	0.20	0.19	0.17	-0.01	-6.4%	-0.02	-12.0%

### Historical Enrolment

Table 3.8.4 depicts the historical enrolment trends for this school group. Across the review area, elementary enrolment experienced a decrease of approximately 5% between 2001/02 and 2006/07. This was followed by an additional decrease of 13% between 2006/07 and 2011/12. More recently, enrolment in this area has continued to decline, decreasing by an additional 5% between 2011/12 and 2014/15. An important measure when examining historical enrolment is the grade structure ratio (GSR). It is a measure of pupils entering the school system (JK-1) versus pupils at the senior elementary level (grades 6-8) about to leave the system. An equal number of pupils entering JK-1 to those moving through the senior elementary grades would result in a ratio of 1. A GSR higher than 1 indicates that more pupils are leaving the elementary school than entering, and is a predictor of future enrolment decline, at least in the short term, absent of mitigating factors. A GSR lower than 1 indicates enrolment growth (short term) and is typically found in development areas where housing types/prices attract young couples or young families with children. The Board's current GSR in this review area is 1.37 (2014/15).

Table 3.8.4 Historical Enrolment

GRADES (Headcount)	Historical 2001/2002	Historical 2006/2007	Historical 2011/2012	Historical 2014/2015	Absolute Change (01-06)	(01-06) % Change	Absolute Change (06-11)	(06-11) % Change	Absolute Change (11-14)	(11-14) % Change
JK	148	158	137	115	10	7%	-21	-13%	-22	-16%
SK	186	174	138	142	-12	-6%	-36	-21%	4	3%
1	180	157	139	135	-23	-13%	-18	-11%	-4	-3%
2	213	177	148	138	-36	-17%	-29	-16%	-10	-7%
3	213	188	154	158	-25	-12%	-34	-18%	4	3%
4	196	188	174	155	-8	-4%	-14	-7%	-19	-11%
5	200	199	191	161	-1	-1%	-8	-4%	-30	-16%
6	222	178	176	154	-44	-20%	-2	-1%	-22	-13%
7	212	213	174	183	1	0%	-39	-18%	9	5%
8	186	217	182	199	31	17%	-35	-16%	17	9%
<i>Special Education</i>	0	10	10	6	10		0	0%	-4	-40%
<b>Total Elementary Enrolment</b>	<b>1,956</b>	<b>1,859</b>	<b>1,623</b>	<b>1,546</b>	<b>-97</b>	<b>-5%</b>	<b>-236</b>	<b>-13%</b>	<b>-77</b>	<b>-5%</b>
<i>Ratio of Senior (6-8) to Junior (JK-1)</i>	<i>1.21</i>	<i>1.24</i>	<i>1.29</i>	<i>1.37</i>	<i>0.04</i>	<i>3%</i>	<i>0.04</i>	<i>3%</i>	<i>0</i>	<i>6%</i>

One of the most important factors when examining historical enrolment trends is participation share. For the purposes of this analysis participation share was analysed by exploring the share of enrolment that the Board captures relative to the total school aged population. Changes in enrolment share can have significant impacts on enrolment trends and can mitigate or exacerbate the impact of school aged population decline. The enrolment share was examined for 2001, 2006 and 2011 and is consistent with the available Canada Census school aged populations for the area (Table 3.8.5). Overall the elementary participation rate has remained somewhat stable, with enrolment representing approximately 24% of the total elementary aged population in 2001 and 25% in 2006 and 2011. Overall, this represents a 1% increase in participation rates between 2001 and 2011.

Table 3.8.5 Participation Share

	2001	2006	2011	Diff. 01-06	Diff. 06-11
<b>Total Elementary Enrolment – Headcount</b>	1,956	1,859	1,623	-5%	-13%
<b>Total Elementary Aged Population</b>	8,202	7,453	6,593	-9%	-12%
<b>Elementary Participation Rates</b>	<b>24%</b>	<b>25%</b>	<b>25%</b>	<b>1%</b>	<b>0%</b>

### Projected Enrolment

Enrolment has been projected for a 15 year forecast period beginning in 2015/16 and ending in 2029/30 for each school in this review area (Table 3.8.6). For the review area as a whole, enrolment is expected to decrease by more than 9.7% over the projected term. By the end of the forecast period, elementary enrolment is expected to be approximately 1,366 – which represents a total drop of 147 students between 2015/16 and 2029/30. The majority of schools are expected to experience a decline in enrolment ranging from 5.8% (St. Joseph's School) to 28.6% (Our Lady of LaSalette School), with the exception of St. Bernard of Clairvaux School and St. Frances Cabrini School that are both projected to increase slightly (2.4% to 4.7%) in enrolment by 2029/30.

Table 3.8.6 Projected Enrolment Overview

School Name	On-The-Ground Capacity	Year 1 2015/ 2016	Year 5 2019/ 2020	Year 10 2024/ 2025	Year 15 2029/ 2030	Difference % (+/-) 2015 - 29
Our Lady of Fatima School	141	103	93	88	90	-12.1%
Our Lady of LaSalette School	187	81	61	57	58	-28.6%
Sacred Heart School	294	207	168	146	154	-25.7%
St. Bernard of Clairvaux School	210	171	162	182	179	4.7%
St. Cecilia School	190	150	128	118	128	-14.7%
St. Frances Cabrini School	268	244	255	250	250	2.4%
St. Joseph's School	446	453	424	418	427	-5.8%
St. Michael's School	164	104	91	82	80	-23.1%
<b>Total Elementary Enrolment</b>	<b>1,900</b>	<b>1,513</b>	<b>1,381</b>	<b>1,341</b>	<b>1,366</b>	<b>-9.7%</b>

### Facility Utilization

Each open school in the Board's inventory has a permanent Ministry rated capacity associated with it. The capacities used in this study are consistent with the Ministry of Education's SFIS On-The-Ground (OTG) capacities but also incorporate any planned additions and assume full implementation of the FDK (Full Day Kindergarten Program). The school's enrolment relative to its OTG capacity is known as the utilization rate and it measures the percentage of permanent bricks and mortar space that is occupied by students. Table 3.8.7 outlines the existing and projected utilization rates consistent with the enrolment projections for Years 1, 5, 10 and 15 of the forecast.

Table 3.8.7 Projected Utilization Rate

School Name	On-The-Ground Capacity	Year 1 2015/ 2016	Year 5 2019/ 2020	Year 10 2024/ 2025	Year 15 2029/ 2030	Difference % (+/-) 2015 - 29
Our Lady of Fatima School	141	73%	66%	62%	64%	-9%
Our Lady of LaSalette School	187	44%	33%	30%	31%	-12%
Sacred Heart School	294	70%	57%	50%	52%	-18%
St. Bernard of Clairvaux School	210	81%	77%	87%	85%	4%
St. Cecilia School	190	79%	68%	62%	67%	-12%
St. Frances Cabrini School	268	91%	95%	93%	93%	2%
St. Joseph's School	446	101%	95%	94%	96%	-6%
St. Michael's School	164	64%	55%	50%	49%	-15%
<b>Total Elementary Enrolment</b>	<b>1,900</b>	<b>80%</b>	<b>73%</b>	<b>71%</b>	<b>72%</b>	<b>-8%</b>

The review area's elementary utilization rate based on current enrolment to capacity is 80% and it is projected decrease over the forecast term, averaging 72% by Year 15. On a school by school basis utilization rates vary. In general, St. Bernard of Clairvaux School, St. Frances Cabrini School and St. Joseph's School are all projected to be relatively well utilized over the

forecast term, operating between 85% and 96% of their permanent capacities. The remaining 5 schools however will have surplus space, and operate between 31% (Our Lady of LaSalette School) and 67% (St. Cecilia School) of their permanent capacities respectively.

#### Facility Condition and Operation Costs:

Each school in the Board's inventory has an associated replacement value and renewal cost that indicates the relative condition of the facility. The Facility Condition Index or FCI examines the cost of renewal needs (in this case 10 years) against the cost of replacing the facility. If the FCI is above 65%, the Ministry of Education typically considers the facility 'prohibitive to repair'. In addition, the Ministry provides operations grants to support the cost of operating and maintaining school facilities. Beginning in 2015 (and phased in over 3 years) the MOE has made additional adjustments to the top up program by eliminating base top-up grants and changing the requirements for enhanced top-up. This means for schools that have under-utilized space and are not isolated, top-up operations and renewal funding will be eliminated. Table 3.8.8 depicts the current facility condition, renewal and projected operations cost funding for each school within this review area.

**Table 3.8.8 Condition and Renewal by School**

School	Facility Replacement Value	10 Year Renewal Costs	Facility Condition Index	% of Full Operational Costs (2017/18)
Our Lady of Fatima School	\$3,908,050	\$1,844,704	47%	100%
Our Lady of LaSalette School	\$5,183,020	\$3,413,814	66%	38%
Sacred Heart School	\$6,574,190	\$3,403,352	52%	100%
St. Bernard of Clairvaux School	\$5,564,520	\$2,934,837	53%	100%
St. Cecilia School	\$5,266,170	\$2,049,421	39%	100%
St. Frances Cabrini School	\$6,281,990	\$2,889,517	46%	92%
St. Joseph's School	\$9,135,310	\$4,166,092	46%	99%
St. Michael's School	\$4,545,530	\$2,209,078	49%	100%
<b>Review Area Total</b>	<b>\$46,458,780</b>	<b>\$22,910,815</b>	<b>49%</b>	<b>93%</b>
<b>Board-wide Elementary Total</b>	<b>\$186,670,750</b>	<b>\$71,412,101</b>	<b>38%</b>	<b>86%</b>
<b>Review Area % of Board-wide Total</b>	<b>24.9%</b>	<b>32.1%</b>	<b>-</b>	<b>-</b>

The facilities in this review area currently have more than \$22.9 million in projected 10 year renewal costs, which represents 32.1% of the total elementary renewal needs and results in an average FCI of 49%. Based on projected facility utilizations, it's estimated the Board will be eligible for approximately 93% of possible maximum funding when new the new grant structure is implemented.

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

Prepared by: Pat Daly, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: September 20, 2016  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**EXCURSION – SPAIN**

Public Session

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**BACKGROUND INFORMATION:**

Holy Trinity Catholic High School and St. John's College are requesting approval for an excursion to Spain from Friday, March 10 (evening) to Saturday, March 18, 2017 (no school days missed as trip runs through March Break).

**DEVELOPMENTS:**

Approximately thirty-five (35) Grades 10-12 students will be participating in this field trip. Supervising teachers will include Lynne DiStefano, Violet Davies and Rosalie MacNeil. The anticipated cost of the trip for each student is approximately \$3,324.

This tour provides an excellent opportunity for students to gain a deeper understanding into the origins of the art and religious traditions of Madrid and Andalusia. Sites on this tour include a combination of important art, architecture and religious sites. Students will experience first-hand sites like the Great Mosque of Cordoba, the Alhambra in Granada, and the Seville Cathedral. Local expert guides at each archeological and religious site will engage students in learning about the rich history of the country.

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 Holy Trinity Catholic High School and St. John's College for an excursion to Spain from Friday, March 10 (evening) to Saturday, March 18, 2017.

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

Prepared by: Patrick Daly, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: September 20, 2016  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**EXCURSION – MISSION TRIP TO COLUMBIA, SC**  
Public Session

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**BACKGROUND INFORMATION:**

A request has been received on behalf of Assumption College School, Holy Trinity Catholic High School and St. John's College for a mission trip Columbia, South Carolina during the period of Friday, November 4 to Saturday, November 12, 2016 (six instructional days). This is the 23<sup>rd</sup> Mission Trip organized by Board staff since our first mission trip in 1997. The participation of the Board and its students over the past years has been recognized nationally. As always, the cost of the trip will be covered through donations.

**DEVELOPMENTS:**

Up to twenty (20) Grades 11 and 12 students, with equitable representation from all three secondary schools, will participate in this Mission Trip. Students will be involved with the St. Bernard Project in a small construction and clean-up project resulting from a series of flash floods in October 2015.

As part of the selection process, students are required to complete an application form (Appendix A) and submit it to the designated staff member at their school. The staff member reviews the applications based on the following criteria:

- the written reasons for wanting to participate in the mission trip
- the academic standing of the student
- the student's attendance

After evaluating the applications, the designated staff member submits the names of all eligible applicants from their school to Simone Medeiros and Peter Svec, mission trip organizers and coordinators. Mrs. Medeiros and Mr. Svec then meet with each student to discuss their reasons for wanting to participate in the mission trip and reviews the expectations and responsibilities of student participants. The Committee, consisting of Simone Medeiros, Peter Svec, Peter Pollilo, Kimberley Maxin and Melanie Malecki, select the students who will participate and forwards those names to the secondary Principals for approval. Arrangements are made to ensure that all classroom and evaluation responsibilities are met (Appendix B).

Chaperones will be confirmed once the Mission Trip has been approved by the Board. The names of the chaperone will be approved by the school principal and the Superintendent of Education.

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 Columbia, SC during the period of Friday, November 4 to Saturday November 12, 2016.

# Mission Trip Participation Request

(for students in Grade 11 or 12)



“Let each of you look not to your own interests, but to the interest of others. Let the same mind be in you that was in Christ Jesus...”

(Philippians 2:4-5)

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Submit your request, by Friday September 30, 2016 to:

Mr. Pollilo (ACS), Ms. Maxin (HT), or Mrs. Malecki (SJC)

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_ Passport #: \_\_\_\_\_

This year, the BHCNDSB mission trip will be travelling to Columbia, SC to assist in the rebuilding of homes affected by a series of flash floods that occurred during the fall of 2015. The trip is run in conjunction with the St. Bernard Project, and will take place from November 4–12, 2016. Due to the long hours of work, and the proximity to the job sites, accommodations have been set up at Sesquicentennial State Park, where we will be camping for the duration of our stay. Students will be sleeping in large 12 man tents and will be separated by gender. Students should be prepared for all weather conditions that may come with camping outdoors (rain and/or cold). Food will be provided while we are camping. It should be understood that we will have a cold breakfast (dry goods and fruit), a brown bag lunch, and camp style fire grilled food for dinner. We will have limited access to electricity while camping and students will be required to do one hour of homework per night. Students will have a lights out curfew of 10 pm each night so that they are ready to work each morning. **Successful applicants will be notified as soon as selections are made.**

See Back→

**Please write a minimum of 150 words, explaining why you wish to participate in this mission trip.**

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**NOTE: You must submit a copy of your valid passport with this application in order to be considered.**





**TEACHER INPUT AND STUDENT RESPONSIBILITY**

**RE: EXTENDED SCHOOL TRIPS**

**MISSION TRIP: Columbia, SC**

**DATES OF TRIP: November 4 – November 12, 2016**

STUDENT \_\_\_\_\_

School Work to be completed for each subject:

PERIOD 1           TEACHER SIGNATURE \_\_\_\_\_

PERIOD 2           TEACHER SIGNATURE \_\_\_\_\_

PERIOD 3           TEACHER SIGNATURE \_\_\_\_\_

PERIOD 4           TEACHER SIGNATURE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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

Prepared by: Pat Daly, Superintendent of Education  
Presented to: Board of Trustees  
Submitted on: September 27, 2016  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### SUMMER LEARNING PROGRAMS

Public Session

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#### **BACKGROUND INFORMATION:**

Our summer learning programs are designed to offer additional opportunities for students to prepare for the transition to secondary school, acquire secondary school credits and reinforce literacy skills at the elementary level.

#### **DEVELOPMENTS:**

Ready, Set, Go is program designed to help ease the transition to grade 9 through classbuilding activities, introduction to school protocols, schedules and locker set-up and building skills around time management, study strategies and self-advocacy. Offered at all three of our secondary schools from August 22-26, 175 students took advantage of this opportunity, representing an increase of 18% over last year.

This past summer we continued the expansion of our summer school eLearning credit program with the addition of Grade 12 University level English as well as increased enrollment in all of other credit programs. Enrollment increases in all courses resulted in 520.5 credits achieved (which translated to a success rate of 94.1%) in comparison to 316.5 from the 2015 program.

Camp Blast is our elementary summer literacy program. Camps were hosted at St. Pius X, Notre Dame- Caledonia, Jean Vanier, St. Mary's – Brantford, and St. Joseph's in July and August.

During the 2016 Summer Learning Program (SLP), the SLP team used a variety of programs to support and accommodate student learning. This included diagnostic assessment tools, formative assessment tools and summative assessment tools. For diagnostic assessment purposes, the team continued to use STAR Testing, running records/DRA, as well as a summative assessment at the end of the summer program. Tumble Books and Star Fall were also used to reinforce and practice reading skills. The program is based on a fully integrated balanced literacy program with opportunities for shared, guided and independent reading and writing.

Prior to the camp beginning, classroom teachers complete a questionnaire relating to the gains made by the student throughout the school year. The student's DRA scores are included which provide a starting point for the Summer team when program planning. Upon arrival at Camp Blast, each student works one on one with a teacher and a DRA is administered.

In order to continue to share student success, each student also receives a report card. This report card contains both quantitative and qualitative data which allows this year's classroom teacher to gain insight on where the student is at and how to prepare to instruct them in September. Each report card outlines learning skills observed as well as diagnostic and summative scores.

Before our summer learning program begins, parents are invited to a "parent information session" to help parents understand the academic goals of the Summer Learning Program and

the resources available for home use. During camp, parents were also invited to a session which introduced them to members of our system student achievement team. System staff assisted in sharing research-based strategies and activities which can be used at home to help sustain and improve their child's reading ability.

Finally, this summer saw our first program funded through the province's Focus on youth Summer Program. The objective of Focus on Youth is to provide high quality summer program opportunities for children and youth through community partnerships and to provide employment, skills training and leadership opportunities for youth. We were pleased to be able to build on our existing partnership with Woodview and Camp Unity this year.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Summer Learning Programs Report.

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

Prepared by: Rosalin Dubois, Student Trustee  
Presented to: Board of Trustees  
Submitted on: September 27, 2016  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### STUDENT TRUSTEE REPORT

Public Session

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#### **BACKGROUND INFORMATION:**

The Student Senate met for the first time on Tuesday, September 20, 2016. The Senate consists of three student representatives from each secondary school within the board: Abbey Bollert, Rylan Demeulenaere, and Ben Wilkinson from Holy Trinity; Fatima Ahmed, Jenna Page, and Rosalin Dubois from Assumption; and Maddy Jenereaux, Jada Goodridge, and Olivia O'Neill from St. John's.

#### **DEVELOPMENTS:**

Senate members provided feedback on the Student Council leadership retreat which was held on September 8-9 at Camp Brebeuf in Rockwood. The main focus of this retreat is to form teamwork and leadership skills within each of the Student Council groups, and to encourage all three of the councils to bond and share ideas. Students enjoyed activities such as archery and a campfire, and engaged in a liturgy and Christian meditation. The retreat liturgy was focused on this year's Board theme, "Love Tenderly", and called on students to act as leaders in caring for all within their school communities. It was agreed that the overnight Student Council retreat is an important part of uniting Council members in preparation for the school year ahead, and the students were grateful for the opportunity to take part in this event.

#### **SCHOOL NEWS:**

St. John's College has been busy welcoming all new students, including those of Hill Academy whom they are hosting. They held a "Girl's Day" and "Boy's Day" for grade nine students of each gender to learn about topics such as empowerment and social media. They also held a Colour Night event for grade nines. St. John's Student Council is preparing for a "Friday Night Lights" event and a dance in October.

Assumption College has been engaged in grade nine integration. They held their first frosh week during the first week of school, consisting of a school wide assembly and barbeque as well as games. They held their Club Day to generate interest in extracurricular activities, and held a Colour Night event to welcome grade nines. Assumption is looking forward to their Homecoming Dance on October 1<sup>st</sup>.

Holy Trinity has spent September welcoming their grade nine students. Grade 12 students led a summer welcome week. Additionally, they held their annual Colour Night event and a religion retreat for grade nine students. Holy Trinity Student Council is preparing for their annual Fair event. They are also excited to welcome the "God Squad", their new chaplaincy group.

#### **RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report.

**2016-17**  
**Trustee Meetings and Events**

Date	Time	Meeting/Event	New / Revised
<b>September 27, 2016</b>	4:30 pm <b>7:00 pm</b>	New Employee Commissioning Mass <b>Board Meeting</b>	
September 29, 2016	9:00 am	Mental Health Steering Committee Mtg.	
October 6, 2016	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
October 6, 2016	5:15 pm	Retiree/Service Recognition Dinner	
October 8, 2016	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
October 12, 2016	3:00 pm	Executive Council Mtg.	
October 12, 2016	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
<b>October 18, 2016</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
October 19, 2016	9:00 am	Council of Catholic Service Organizations Mtg.	
October 24, 2016	1:00 pm	Catholic Education Advisory Committee Mtg.	
October 24, 2016	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
October 25, 2016	10:00 am	SEAC Meeting	
October 25, 2016	1:00 pm	STSBHN Governance Mtg.	
<b>October 25, 2016</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
October 27–29, 2016		When Faith Meets Pedagogy Conference	
November 2, 2016	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
November 3, 2016	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
November 5, 2016	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
November 9, 2016	3:00 pm	Executive Council Mtg.	
November 15, 2016	10:00 am	SEAC Meeting	
November 15, 2016	2:30 pm	Legal Expenses Review Committee Mtg.	
<b>November 15, 2016</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
November 22, 2016	3:30 pm	Communications and Information Technology Advisory Committee Mtg.	
<b>November 22, 2016</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
November 29, 2016	7:00 pm	System-Wide Parent Councils Adobe Connect Session	
<b>December 6, 2016</b>	6:30 pm <b>7:00 pm</b>	Annual Meeting Mass (Bishop Dabrowski) <b>Annual Board Meeting</b>	
December 7, 2016	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
December 7, 2016	3:00 pm	Executive Council Mtg.	
December 8, 2016	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
December 10, 2016	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
<b>December 13, 2016</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
December 20, 2016	10:00 am	SEAC Meeting	
<i>December 26, 2016 -</i>	<i>January 6, 2017</i>	<b>CHRISTMAS BREAK</b>	
January 11, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
January 11, 2017	3:00 pm	Executive Council Mtg. <i>(to be confirmed)</i>	
January 12, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
January 13-14, 2017	TBD	Trustee PD Seminar	
January 14, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
<b>January 17, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
January 24, 2017	10:00 am	SEAC Meeting	
<b>January 24, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
February 1, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
February 2, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
February 11, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
February 14, 2017	10:00 am	SEAC Meeting	
February 15, 2017	3:00 pm	Executive Council Mtg. <i>(to be confirmed)</i>	
<b>February 21, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
February 27, 2017	1:00 pm	Catholic Education Advisory Committee Mtg.	

Date	Time	Meeting/Event	New / Revised
February 27, 2017	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
February 28, 2017	1:00 pm	STSBHN Governance Mtg.	
<b>February 28, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
March 1, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
March 2, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
March 3, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
March 7, 2017	10:00 am	SEAC Meeting	
March 8, 2017	3:00 pm	Executive Council Mtg. (to be confirmed)	
<i>March 13-17, 2017</i>		<i>MARCH BREAK</i>	
<b>March 21, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>March 28, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
March 29, 2017	9:00 am	Council of Catholic Service Organizations Mtg.	
April 5, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
April 6, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
April 7, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
April 11, 2017	10:00 am	SEAC Meeting	
April 11, 2017	7:00 pm	System-Wide Parent Council Adobe Connect Session	
April 12, 2017	3:00 pm	Executive Council Mtg. (to be confirmed)	
<b>April 18, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
April 25-27, 2017		Board Art Show (three locations)	
<b>April 25, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
April 27-29, 2017		OCSTA AGM (Toronto)	
<i>April 30-May 5, 2017</i>		<i>Catholic Education Week</i>	
May 2, 2017	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
May 3, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
May 4, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
May 4, 2017	5:00 pm	Catholic Student Leadership Awards	
May 5, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
May 10, 2017	3:00 pm	Executive Council Mtg. (to be confirmed)	
May 15, 2017	1:00 pm	Catholic Education Advisory Committee Mtg.	
May 15, 2017	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
May 16, 2017	10:00 am	SEAC Meeting	
<b>May 16, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>May 23, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
May 24, 2017	10:00 am	<i>Have a Go track meet at Assumption College (secondary)</i> <i>(rain date May 29)</i>	
May 30, 2017	1:00 pm	STSBHN Governance Mtg.	
May 31, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
June 1-3, 2017		CCSTA AGM	
June 1, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
June 2, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
June 7, 2017	10:00 am	<i>Have a Go track meet at Assumption College (elementary)</i> <i>(rain date June 8)</i>	
June 13, 2017	10:00 am	SEAC Meeting	
June 14, 2017	3:00 pm	Executive Council Mtg. (to be confirmed)	
<b>June 20, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>June 27, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
June 29, 2017	4:45 pm 6:30 pm 7:00 pm	Assumption College Graduation Holy Trinity Graduation St. John's Graduation	

Meetings scheduled at the Call of the Chair: Accommodations Committee, Audit Committee, Budget Committee, Communications and Information Technology Advisory Committee, Legal Expenses Review Committee, Mental Health Leadership Steering Committee, Policy Committee.