



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

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

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

- 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 Committee of the Whole Meeting Minutes – June 21, 2016 Pages 3-8
 - 1.6 Business Arising from the Minutes
- 2. Presentations – Nil**
- 3. Delegations – Nil**
- 4. Consent Agenda**
 - 4.1 Unapproved Special Education Advisory Committee Meeting Minutes – Pages 9-12
June 28, 2016
 - 4.2 2016 CEFO Catholic Student Award Recipients – Father Fogarty Awards Dinner Page 13
- 5. Committee and Staff Reports**
 - 5.1 Unapproved Accommodations Committee Meeting Minutes and Pages 14-16
Recommendation – September 14, 2016
Presenter: Cliff Casey, Chair of the Accommodations Committee
 - Pupil Accommodation Review – Norfolk County – Initial Staff Report (pgs. 17-28)
 - 5.2 Start-Up Enrolment and School Organizations (TO BE DISTRIBUTED)
Presenter: Patrick Daly, Superintendent of Education



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- 5.3 2015-16 Reports to Board Summary Pages 29-31
Presenter: Chris N. Roehrig, Director of Education
- 5.4 Excursion – Spain Page 32
Presenter: Patrick Daly, Superintendent of Education
- 5.5 Excursion – Mission Trip, Columbus, NC Pages 33-36
Presenter: Patrick Daly, Superintendent of Education
6. **Information and Correspondence**
7. **Trustee Inquiries**
8. **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.
9. **Report on the In-Camera Session**
10. **Future Meetings and Events** Pages 37-38
11. **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
12. **Adjournment**

Next meeting: Tuesday, October 18, 2016, 7:00 pm – Boardroom



Committee of the Whole
Tuesday, June 21, 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)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Trustee Luciani.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Dan Dignard
Seconded by: Bonnie McKinnon

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

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Committee of the Whole Meeting Minutes – May 17, 2016

Moved by: Carol Luciani
Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the May 17, 2016 Committee of the Whole meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations

Chair Petrella extended the Board's congratulations and sincerest best wishes to Phil Thomlison, Principal at St. Gabriel School, who will be retiring on June 30, 2016. Superintendent Shypula shared highlights of Mr. Thomlison's 31-year career with the Board, which has included 13 years as a teacher and Catholic leadership as an elementary Vice-Principal and Principal in six schools since 1998.



3. Delegations – Nil

4. Consent Agenda

With reference to Item 4.5, Vice Chair Casey distributed copies of Student Transportation Services Brant Haldimand Norfolk Procedures 029-033 for trustee review/comment prior to September 2016.

- 4.1 THAT the Committee of the Whole refers the approved minutes of the Budget Committee Meeting of May 10, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.2 THAT the Committee of the Whole refers the unapproved minutes of the Regional Catholic Parent Involvement Committee Meeting of May 16, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.3 THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of May 24, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.4 THAT the Committee of the Whole refers the unapproved minutes of the Friends of the Educational Archives Committee Meeting of May 26, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.5 THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' Meeting of May 31, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.6 THAT the Committee of the Whole refers the unapproved minutes of the Catholic Education Advisory Committee Meeting of June 1, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.7 THAT the Committee of the Whole refers the unapproved minutes of the Mental Health Steering Committee Meeting of June 2, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.8 THAT the Committee of the Whole refers the Educational Field Trips Summary report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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.

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendation from the Accommodations Committee Meeting – May 17, 2016

Trustee Casey, Chair of the Accommodations Committee, reported that the Committee had reviewed the Long-Term Capital Plan prepared by Watson and Associates which provides the Board with demographic trends and enrolment projections for the next 15 years.



Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Accommodations Committee recommends that the Committee of the Whole refers the Long-Term Capital Plan – Demographic Trends, Enrolment Projections and Observations Report, May 12, 2016 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5.2 Approved Minutes and Recommendations from the Budget Committee Meeting – June 1, 2016

Trustee Petrella, Chair of the Budget Committee, presented a balanced budget totaling approximately \$121 million for the 2016-17 school year, which reflects a total increase in the Board's operational budget of approximately \$303,000 or 0.25% compared to the current year's budget. He noted that the budget was specifically developed to support the goals of the Board's 2015-2018 Strategic Plan, which was approved earlier this year.

Vice Chair Casey and Trustees Chopp and Dignard declared conflicts of interest on the Salaries and Benefits Budget recommendation due to the nature of employment of their children with the Board. They did not participate in any discussion related to this item nor did they vote on this recommendation.

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Budget Committee recommends that the Committee of the Whole refers the 2016-17 Salaries and Benefits Budget, in the amount of \$94,666,312, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Budget Committee recommends that the Committee of the Whole refers the 2016-17 Operations Budget, in the amount of \$26,772,968, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Budget Committee recommends that the Committee of the Whole refers the 2016-17 Capital Budget, in the amount of \$1,861,467, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5.3 Director of Education Performance Appraisal Policy 100.02 (revised)

Chair Petrella advised that the Policy Committee has revamped the existing policy to reflect a multi-faceted approach to the Director of Education's performance appraisal, including goal setting, a performance plan to meet the goals, evaluation tools/rubric and the Chair's final report. The process also include a couple of optional interim steps, when applicable.



Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Director of Education Performance Appraisal Policy 100.02.

Carried

THAT the Committee of the Whole recommends 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

5.4 Financial Report – May 2016

Superintendent Grice provided an update on expenditures as of the end of the third quarter. He advised that spending is on track with 75.4% of the budget spent and that there are no areas of concern.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole refers the Financial Report – May 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.5 Cursive Writing

In response to a request from the Board to investigate ways in which cursive writing could be put back into the curriculum, Director Roehrig reported on the three areas that had been addressed during the investigation: a) a review of the curriculum requirements; b) determination of what is currently taking place in our schools; and c) a review of the research that has been made on cursive writing. He outlined staff's recommendation on a go-forward basis. Vice Chair Casey expressed his appreciation of the information that was provided.

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends 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



6. Information and Correspondence

Director Roehrig circulated a copy of a flyer, *Volunteering in our Schools*, that has recently been distributed to parents/guardians and community members. It outlines the Criminal Background Check and Accessibility for Ontarians with Disabilities Act (A.O.D.A.) training requirements for all volunteers.

Director Roehrig circulated two books of published student works from Jean Vanier Catholic Elementary School. These books will remain on display in the Catholic Education Centre reception area.

Director Roehrig circulated a copy of the Catholic Principals' Council on Ontario's publication, *Principal Connections*, which features an article by Faith Animator, Paul Tratnyek, on Christian Meditation with Children. He also noted that an article regarding the Board's Human Resources Certificate Course had appeared in a previous edition.

Moved by: Bill Chopp

Seconded by: Bonnie McKinnon

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

Carried

7. Trustee Inquiries

Vice Chair Casey inquired about the recent discussions by the Grand Erie District School Board with respect to the Norfolk County Fair. Director Roehrig advised that no communication has been sent to the Board, but that it is his understanding that the tradition of Norfolk students attending the Fair for the annual Young Canada Day festivities will continue.

Vice Chair Casey inquired about an alleged charge by the City of Brantford for use of the field at Assumption College School had it been used for the annual Relay for Life event. Director Roehrig advised that to his knowledge, no information has been received by the Board but that staff would follow up.

In response to an inquiry by Trustee McKinnon regarding a concern raised by a neighbour of Holy Trinity Catholic High School with respect to their Relay for Life event, Director Roehrig advised that the school was in full compliance with the event permit and that the Principal will be following up with the neighbour.

Director Roehrig provided an update to Trustee Chopp with respect to the new staff identification badges and swipe cards.

8. Business In-Camera

Moved by: Cliff Casey

Seconded by: Bill Chopp

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: Carol Luciani

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 meetings and events taking place until the end of the school year.

11. Closing Prayer

Chair Petrella let the closing prayer.

12. Adjournment

Moved by: Bill Chopp

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of June 21, 2016.

Carried



SPECIAL EDUCATION ADVISORY COMMITTEE
Tuesday, June 28, 2016 – 10:00 a.m.
Boardroom

Present: Jill Esposto (Chair), Catherine Custodio, Krista Emmerson, Carmen McDermid, Bonnie McKinnon, Paul Sanderson, Heather Shisler, Lisa Stockmans, Leslie Telfer, Teresa Westergaard-Hager

Regrets: Colleen Demarest, Christine Pearce, Tracey Taylor

1. Opening Prayer

Carmen McDermid led the group in the opening prayer.

2. Welcome and Opening Comments

Jill Esposto, SEAC Chair, welcomed the group and led a round of introductions for the benefit of Patti Mitchell, System SERT, who was in attendance.

3. Approval of Agenda

Moved by: Paul Sanderson

Seconded by: Bonnie McKinnon

THAT the SEAC Committee approves the agenda of the June 28, 2016 meeting.

Carried

4. Approval of Minutes – May 24, 2016

Moved by: Christine Pearce

Seconded by: Paul Sanderson

THAT the SEAC Committee approves the minutes of the meeting of May 24, 2016, as amended.

Carried

5. Presentation – Supplementary Gifted Program Modules

Patti Mitchell, a System SERT, provided the Committee with an overview of the Gifted Program. A slideshow presentation showcased the positive results of the supplementary modules offered to all students identified as Gifted. Focus was placed on enhancing the students' skills in team building, problem solving and extending the curriculum. The program promotes the importance of a team by recognizing the individual students' strengths, weaknesses and contributions made by each individual. It provides students the opportunity to work with other like-ability students. Feedback on the modules is received throughout the year from the participants and their families. Ms. Mitchell then provided a brief overview of a few highlights from this year, including a NASA Training Centre simulation program at the Ontario Science Centre, publishing literature, robotics, Skills Ontario cardboard boat races and a theatre piece where students had the opportunity to attend a theatre production and then write and direct their own movies. As a trial, transportation was offered at no cost to students attending schools in the Haldimand and Norfolk area. This will be reviewed in September as to whether or not this additional service will continue next year.



6. Correspondence

a) A letter was received from the Toronto Catholic District School Board SEAC highlighting the increased budget cuts made to their High Needs Amount (HNA) funding from the Ministry. Our Board received enhanced funding as a result of the adjustment changes to the HNA formula and will continue to do so for another year. These allocated funds do not meet all the needs in Special Education; however, the short term increase in funding does help.

b) A letter was received from the District School Board of Niagara highlighting the concerns surrounding the announcement of changes to IBI. It is anticipated that this change will impact the Board's ability to allocate Educational Assistants. For those parents who have children on a waiting list, ABA will be offered; however, they are not certain how this support will unfold. Parents have started petitioning to keep the current waiting list of all those students who have yet to receive IBI support. Our SEAC Committee will send a letter stating our concerns about the recent decision to cut off IBI from families who have been waitlisted and whose children are now over the age of five and now ineligible to receive IBI.

Moved by: Catherine Custodio

Seconded by: Lisa Stockmans

THAT the SEAC writes a letter to the government stating our concerns over the recent IBI government changes (Jill Esposto to sign).

Carried

c) Survey to be conducted to decide the most convenient SEAC monthly meeting day/time for the upcoming school year for all attending committee members. The Committee voiced their hopes for more parent representation in the 2016-17 school year.

7. Community Agency Updates

Catherine Custodio – Children's Aid Society of Haldimand and Norfolk

The organization has had some recent staff changes/movement and has hired on new employees due to the new CPIN (Child Protection Information Network) database being implemented. There will be training on the new provincial data system September through to December. This new database is an integration of three legacy bases used across the province that will unfold over the next four years. The decision to integrate the individual legacy bases was sparked by recent child death inquests and the Auditor General. Having one joint system province wide will allow all organizations access to the individual's family child protection history.

Paul Sanderson – Contact Brant

He has observed an increase of participants at the various events/functions over the past years; a good sign that the word is getting around in the communities.

Jill Esposto – Brant Family and Children's Services (FACS)

Many changes to child welfare to be introduced in the upcoming year. There will be an announcement in the fall about the coming changes to the Child and Family Services Act (CFSA). Active conversations/changes coming at a very fast rate. There will be changes introduced for children/youth



in group homes; attention around youth with mental health issues in jails instead of getting needed mental health treatment. All areas are gaining much media attention. There is a possibility of extensive restructuring of the organization in the fall. It is business as usual for the time being.

Teresa Westergaard-Hager – Community Outreach, Norfolk Association for Community Living

Conversations have been focused around pay equity and how this would affect the organization. Improvement is being sought in the area of passport funding delivery. There has been an increased interest with parents at evening meetings, creating better connections between parents and the organization.

Heather Shisler – Lansdowne Children’s Centre (LCC)

Attempts are being made at becoming more accountable. Gold Care is being implemented in stages. An integrated care plan is to be used for all clients, which will make reporting more standardized and family friendly. Focusing on IBI vs. ABA and the large implications this change will have on school boards. This change will bring many transition problems and will have huge challenges for families. A strategic plan is to be introduced in the fall.

Krista Emmerson – Parents for Children’s Mental Health

A support group is being offered throughout the summer to parents with children with mental health problems. A consistent group of parents and children attend, providing them with a relaxing place to talk about their personal situations. The disability tax credit was reviewed last month with parents in order to help them file the paperwork with the government. The tax credit can be retroactive for up to four years.

7. Reports

7.1 Student Achievement Leader: Special Education

The annual SERT allocation process has been completed for the 2016-17 school year. Separate meetings were held with principals/vice-principals and SERTs to allow them an opportunity to provide input into the SERT allocation process. Their input was taken into consideration when the 2016-17 formula was created.

The annual EA allocation was also completed in June, which included multiple meetings with the members of the EA allocation team starting in late May. Student/school needs and gains/struggles of students currently supported were all reviewed. All EAs were given their 2016-17 placement by the required Collective Agreement date (June 15th).

This year’s Council for Exceptional Children Awards night was held at Jean Vanier Catholic Elementary School. Seven outstanding students, teachers and support staff from the Brant Haldimand Norfolk CDSB were recognized. The winners will also be recognized at the June Board Meeting.

7.2 Superintendent of Education

Mary Salem, Behavioural SERT, has now retired; her SERT minutes have been allocated back to the overall school SERT complement. The annual EA allocation process was completed by



June 15, 2016 as per the collective agreement. All EAs are laid off as of July 1st and recalled for September. Additional postings will be published in mid-August.

The Special Education Annual Report for 2015-16 was presented to the Committee on behalf of Leslie, Carmen and the Special Education Services team.

Leslie thanked the Committee members for their commitment throughout the school year.

8. Closing Remarks/Adjournment

The meeting adjourned at 12:00 p.m.

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

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

**2016 CEFO CATHOLIC STUDENT AWARD RECIPIENTS -
FATHER PATRICK FOGARTY AWARDS DINNER**
Public Session

BACKGROUND INFORMATION:

Each year, the Catholic Education Foundation of Ontario (CEFO) honours the recipient of the *Catholic Student Award* from every secondary school in Ontario. Recipients of this special award are selected by the Principal and staff of the school to recognize good scholarship, active involvement in school and/or local community activities, and conduct which typifies the objectives of a Catholic school.

DEVELOPMENTS:

The following recipients of the *Catholic Student Award* from the Brant Haldimand Norfolk Catholic District School Board will be honoured at the 33rd Annual Father Patrick Fogarty Awards Dinner on Saturday, October 29, 2016 at the Toronto Airport Marriott Hotel:

Michelle Demeter	Assumption College School
Rachel Young	Holy Trinity Catholic High School
Damian Ksenych	St. John's College

Traditionally, award recipients and their parents/guardians and a staff member from each secondary school are invited to attend this event. The proceeds from the dinner are used to support the objectives of the Catholic Education Foundation of Ontario.

RECOMMENDATION:

THAT the Committee of the Whole refers the 2016 CEFO Catholic Student Award Recipients - Father Patrick Fogarty Awards Dinner update to the Brant Haldimand Norfolk Catholic District School Board for receipt.

MINUTES AND RECOMMENDATIONS

ACCOMMODATIONS COMMITTEE

September 14, 2016

AGENDA ITEM	MOTION
6.1	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.

THAT the Committee of the Whole refers the unapproved minutes of the Accommodations Committee meeting of September 14, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendation of the Accommodations Committee meeting of September 14, 2016 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

Catholic Education Centre
322 Fairview Drive
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**Accommodations Committee
Wednesday, September 14, 2016 – 4:00 p.m.
Boardroom, Catholic Education Centre**

Present: Cliff Casey (Chair), Bill Chopp, Pat Daly, Dan Dignard, Tom Grice, Carol Luciani, Rick Petrella, Chris Roehrig, Michelle Shypula, Leslie Telfer

Regrets: Bonnie McKinnon

1. Opening Prayer

Cliff Casey opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Accommodations Committee approves the agenda of September 14, 2016.

Carried

3. Approval of the Minutes

Moved by: Rick Petrella

Seconded by: Bill Chopp

THAT the Accommodations Committee approves the minutes of May 17, 2016.

Carried

4. Declaration of Conflict of Interest - Nil

5. Business Arising from the Minutes - Nil

6. Information Items

6.1 Pupil Accommodation Review – Norfolk County, Initial Staff Report

Superintendent Grice provided an Initial Staff Report for the Pupil Accommodation Review in Norfolk County to trustees on the Accommodations Committee. He indicated that the accommodation review process changed in March 2015 as a result of a Ministry of Education review. The Initial Staff Report was created such that it included the parameters required by the Ministry and, subsequently, Board policy. The Report provided background information of a general nature regarding enrolment trends in Norfolk and, specifically, for Our Lady of LaSalette School in LaSalette; St. Frances Cabrini School in Delhi and St. Bernard of Clairvaux School in Waterford. Enrolment projections included data available to the year 2029. Superintendent Grice outlined the current class and grade structure, capital requirements, transportation scenarios and community engagement initiatives, to date.

Superintendent Grice outlined the process, which would be taken should trustees approve the motion to begin a pupil accommodation review of Our Lady of LaSalette, St. Frances Cabrini and St. Bernard of Clairvaux schools.



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Moved by: Dan Dignard

Seconded by: Bill Chopp

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

7. **Trustee Inquiries** - Nil

8. **Move to In-Camera Session** - N/A

9. **Report on the In-Camera Session** - N/A

10. **Adjournment**

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Accommodations Committee adjourns the meeting of September 14, 2016.

Carried

Next Meeting: At the Call of the Chair

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

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

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

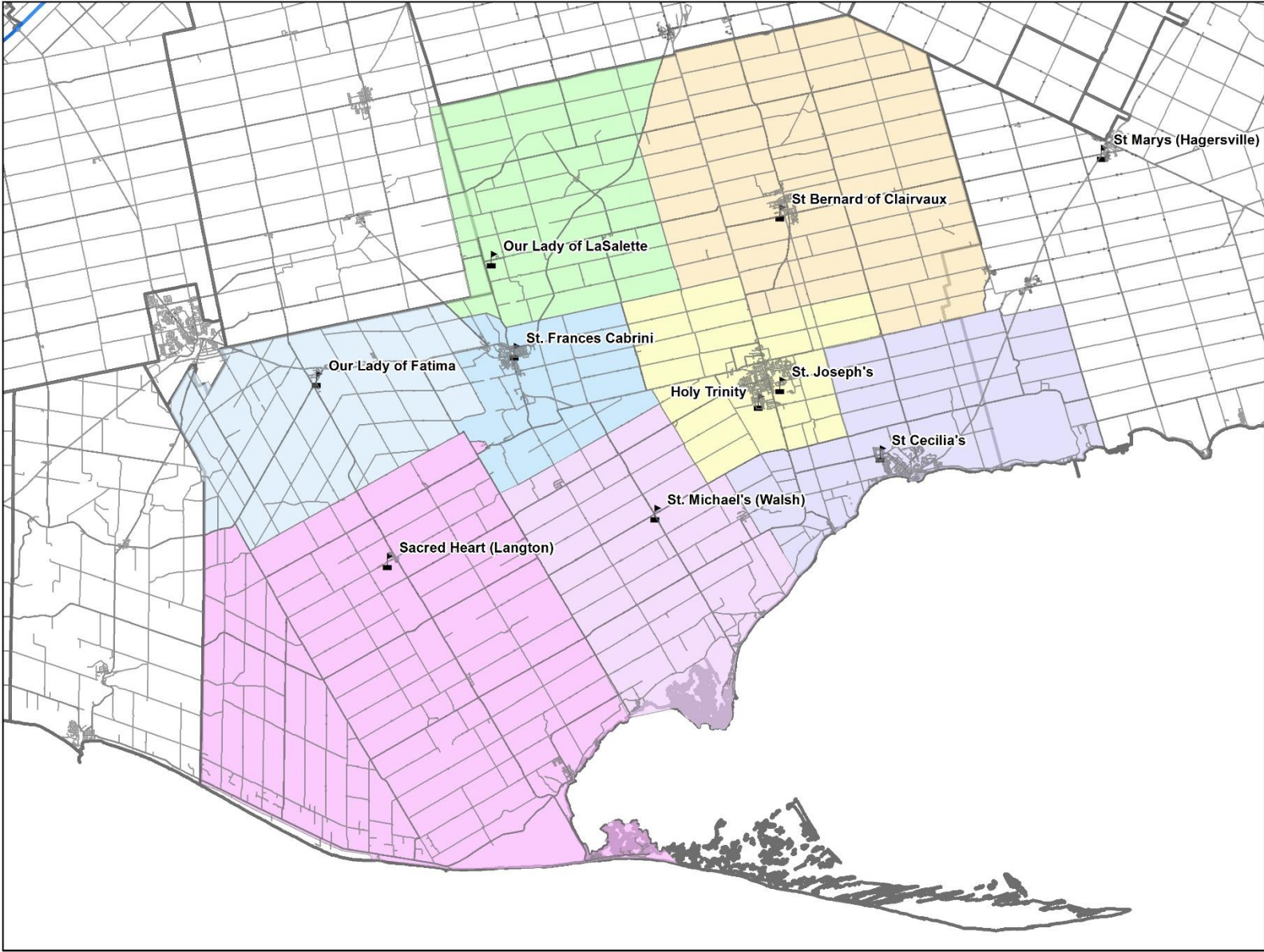


Figure 3.8.1 CE08 Schools Boundary Map

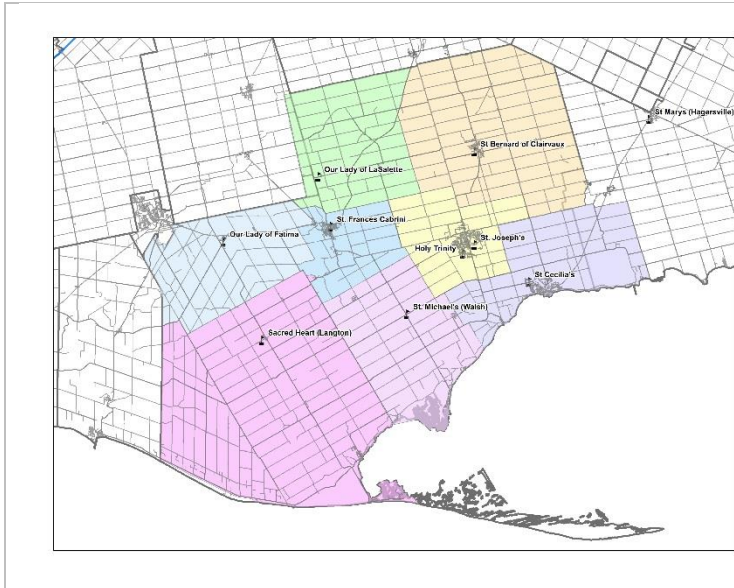


Figure 3.8.2 CE08 Projected Utilization (2014/15-2029/30)

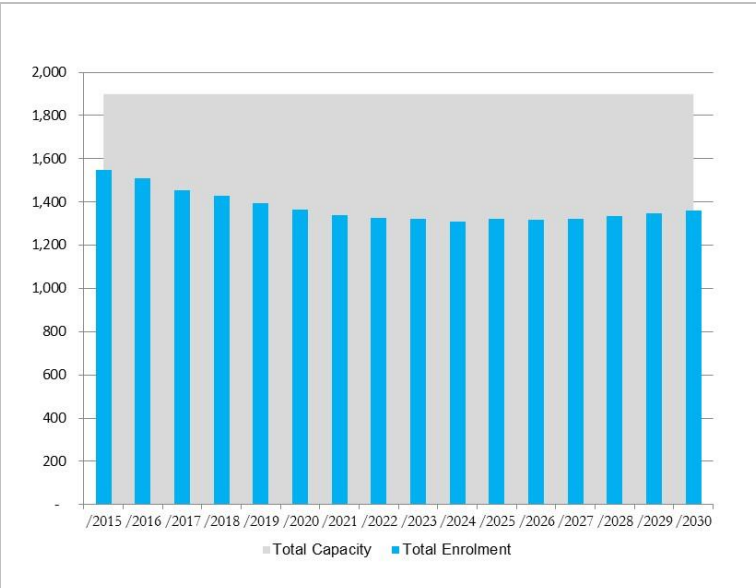


Table 3.8.1 CE08 School Facilities

	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
Review Area Average	238	57	1.73
Board-wide Elementary Average	272	41	1.81

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%
Total Elementary Enrolment	1,956	1,859	1,623	1,546	-97	-5%	-236	-13%	-77	-5%
<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
Total Elementary Enrolment – Headcount	1,956	1,859	1,623	-5%	-13%
Total Elementary Aged Population	8,202	7,453	6,593	-9%	-12%
Elementary Participation Rates	24%	25%	25%	1%	0%

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%
Total Elementary Enrolment	1,900	1,513	1,381	1,341	1,366	-9.7%

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%
Total Elementary Enrolment	1,900	80%	73%	71%	72%	-8%

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%
Review Area Total	\$46,458,780	\$22,910,815	49%	93%
Board-wide Elementary Total	\$186,670,750	\$71,412,101	38%	86%
Review Area % of Board-wide Total	24.9%	32.1%	-	-

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

2015-16 REPORTS TO BOARD SUMMARY

Public Session

BACKGROUND INFORMATION:

Each year trustees, through committee work, and senior administration complete numerous reports that come to the Board. In an effort to highlight the accomplishments of the Board, staff have prepared a summary of all of the public session Board reports that came before the Board during the 2015-16 school year.

DEVELOPMENTS:

The following is a summary of the reports that came before the Board during last school year.

Date of Report	Report Name
September 15, 2015	<ul style="list-style-type: none"> • Start-Up Enrolment and School Organizations • 2015 CEFO Catholic Student Award Recipients/Father Fogarty Awards Dinner • 2014-15 Reports to Board Summary
September 22, 2015	<ul style="list-style-type: none"> • Presentations: <ul style="list-style-type: none"> - 2015 Young Authors Awards recipients - Knights of Columbus International Poster Award recipient • Student Trustee Report
October 20, 2015	<ul style="list-style-type: none"> • Policies: <ul style="list-style-type: none"> - Pupil Accommodation Review 400.16 (revised) - Community Planning and Facility Partnerships 400.02 (revised) - Trustee Expenses Administrative Procedure 100.10 (revised) • Early French Immersion in Brant and Norfolk Counties • Ontario Special Needs Strategy – Integrated Rehabilitation Proposal • 2015-2018 Board Improvement Plan Student Achievement (BIPSA) • Integrated Accessibility Plan – Annual Report 2014-15 • External Audit Plan • Primary and Junior/Intermediate Class Size • Surplus Accommodation – Grand Erie District School Board • Ontario Catholic Schools Trustees’ Association Annual Membership Fees
October 27, 2015	<ul style="list-style-type: none"> • Presentations: <ul style="list-style-type: none"> - 25, 30 & 35 years of service employees • Student Trustee Report
November 17, 2015	<ul style="list-style-type: none"> • Board Enrolment as of October 31, 2015 • Insurance Renewal • First Nations, Métis and Inuit (FNMI) Education • Changes in Health and Safety, Workplace Violence Prevention and Workplace Harassment Policies • Trustee Expenses Online • Excursion – Costa Rica

Date of Report	Report Name
November 24, 2015	Presentations: <ul style="list-style-type: none"> - Society of St. Vincent de Paul Partnership - 25th Anniversary of City of Brantford School Officer Resource Program - 40+ years of service employees • Financial Statements – Year Ended August 31, 2015 • Student Trustee Report
December 8, 2015	<ul style="list-style-type: none"> • Student Trustee Report
January 19, 2016	<ul style="list-style-type: none"> • Policies: <ul style="list-style-type: none"> - Public Concerns 400.10 (new) - Student Behaviour, Discipline and Safety Policy 200.09 (new) - Board By-Laws (revised) • Budget: <ul style="list-style-type: none"> - Goals for 2016-17 Budget - Revised Budget Estimates 2015-16 - Budget Planning 2016-17 • 2015-16 Additional Professional Activity Day and School Year Calendar • Graduation Rates • Financial Report – November 2016 • Excursion – Gahanna, Ohio
January 26, 2016	<ul style="list-style-type: none"> • Student Trustee Report
February 16, 2016	<ul style="list-style-type: none"> • School Year Calendar 2016-17 • 2015-2018 Strategic Plan: Catholicity Update • Board Leadership Development Strategy (BLDS) • Excursion – Ireland
February 23, 2016	<ul style="list-style-type: none"> • Student Trustee Report
March 22, 2016	<ul style="list-style-type: none"> • 2015-2018 Strategic Plan: Student Achievement Update • Programs for Students with Autism • Bring Your Own Device (BYOD) Update • Excursion: Mission Trip to Columbia, SC • Excursion: England and France – Girls’ Rugby Tour 2017
March 29, 2016	Presentation: <ul style="list-style-type: none"> - <i>Collection of Caring – Lenten Almsgiving Campaign</i> • Financial Report as of February 2016 • Education Funding 2016-17 • Student Trustee Report
April 19, 2016	<ul style="list-style-type: none"> • Accommodations: <ul style="list-style-type: none"> - Surplus Property: St. Bernard, Brantford - Five-Year Facilities Renewal Plan • Policies: <ul style="list-style-type: none"> - Inclement Weather & Temporary School/Facility Closures Policy 400.01 - Management of Students with Asthma Policy 200.05 • School Board Insurance • 2015-2018 Strategic Plan: Communications and Community Engagement Update • Board Enrolment Update as of March 31, 2016 • Research Initiated by External Agencies Update
April 26, 2016	<ul style="list-style-type: none"> • Primary Mathematics Initiative • Student Trustee Report
May 17, 2016	<ul style="list-style-type: none"> • Parenting and Family Literacy Centres Update • 2015-2018 Strategic Plan: Safe and Accepting Schools Update • Alternative and Continuing Education Update • Bank Operating Credit

Date of Report	Report Name
May 24, 2016	Presentations: <ul style="list-style-type: none"> - Mission Trip to Columbia, South Carolina - Retirement Recognition: Betty Anne Ryan - OCSTA Long Service Trustee Award: Dan Dignard • Student Trustee Report
June 21, 2016	Presentations: <ul style="list-style-type: none"> - Phil Thomlison, Elementary Principal retirement • Long-Term Capital Plan • 2016-17 Budget • Director of Education Performance Appraisal Policy 100.02 • Financial Report as of May 31, 2016 • Cursive Writing
June 28, 2016	Presentations: <ul style="list-style-type: none"> - Council for Exceptional Children awards recipients • Special Education Services Department Annual Report 2015-16 • Investigation of High Tech High: Custom Residency Program • Student Trustee Update

RECOMMENDATION:

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

**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

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

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 23rd 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 (after school) 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)

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 BHNCD SB 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→



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 _____

2016-17
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
September 20, 2016	7:00 pm	Committee of the Whole	
September 22, 2016	5:00 pm	9 th Annual Diocesan Mass for Education (@St. Jerome's Univ.)	
September 26, 2016	4:30 pm	Audit Committee Mtg.	
September 27, 2016	4:30 pm 7:00 pm	New Employee Commissioning Mass Board Meeting	
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)	
October 18, 2016	7:00 pm	Committee of the Whole	
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.	
October 25, 2016	7:00 pm	Board Meeting	
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.	
November 15, 2016	7:00 pm	Committee of the Whole	
November 22, 2016	3:30 pm	Communications and Information Technology Advisory Committee Mtg.	
November 22, 2016	7:00 pm	Board Meeting	
November 29, 2016	7:00 pm	System-Wide Parent Councils Adobe Connect Session	
December 6, 2016	6:30 pm 7:00 pm	Annual Meeting Mass (Bishop Dabrowski) Annual Board Meeting	
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	
December 13, 2016	7:00 pm	Board Meeting	
December 20, 2016	10:00 am	SEAC Meeting	
<i>December 26, 2016 -</i>	<i>January 6, 2017</i>	CHRISTMAS BREAK	
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	
January 17, 2017	7:00 pm	Committee of the Whole	
January 24, 2017	10:00 am	SEAC Meeting	
January 24, 2017	7:00 pm	Board Meeting	
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	

Date	Time	Meeting/Event	New / Revised
February 15, 2017	3:00 pm	Executive Council Mtg. <i>(to be confirmed)</i>	
February 21, 2017	7:00 pm	Committee of the Whole	
February 27, 2017	1:00 pm	Catholic Education Advisory Committee Mtg.	
February 27, 2017	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
February 28, 2017	1:00 pm	STSBHN Governance Mtg.	
February 28, 2017	7:00 pm	Board Meeting	
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. <i>(to be confirmed)</i>	
<i>March 13-17, 2017</i>		<i>MARCH BREAK</i>	
March 21, 2017	7:00 pm	Committee of the Whole	
March 28, 2017	7:00 pm	Board Meeting	
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. <i>(to be confirmed)</i>	
April 18, 2017	7:00 pm	Committee of the Whole	
April 25-27, 2017		Board Art Show (three locations)	
April 25, 2017	7:00 pm	Board Meeting	
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. <i>(to be confirmed)</i>	
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	
May 16, 2017	7:00 pm	Committee of the Whole	
May 23, 2017	7:00 pm	Board Meeting	
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. <i>(to be confirmed)</i>	
June 20, 2017	7:00 pm	Committee of the Whole	
June 27, 2017	7:00 pm	Board Meeting	
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.