



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

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

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### Committee of the Whole Tuesday, September 17, 2019 ♦ 7:00 pm Boardroom

**Members:** **Trustees:**  
Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani,  
Mark Watson, Taylor Carroll (Student Trustee)

**Senior Administration:**  
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Rob De Rubeis, Michelle Shypula and Lorrie Temple (Superintendents of Education)

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#### 1. Opening Business

##### 1.1 Opening Prayer

*Almighty God, bless us as we gather today for this meeting. Guide our minds and hearts so that we will work for the good of our community and be a help to all people. Teach us to be generous in our outlook, courageous in the face of difficulty, and wise in our decisions. We give you praise and glory, Lord our God, for ever and ever. Amen*

##### 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 18, 2019

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 - June 18, 2019

Pages 9 - 12

#### 5. Committee and Staff Reports

##### 5.1 Summary of 2018-19 Reports to Board Presenter: Mike McDonald, Director of Education & Secretary

Pages 13 - 14

##### 5.2 Excursion – Italy Presenter: Rob DeRubeis, Superintendent of Education

Page 15

##### 5.3 Excursion – Mission trip to New Orleans, LA Presenter: Rob DeRubeis, Superintendent of Education

Page 16

##### 5.3 Camp Blast Summer Learning Program Presenter: Lorrie Temple, Superintendent of Education

Pages 17 - 21

##### 5.4 Strategic Plan Process Presenter: Mike McDonald, Director of Education & Secretary

Pages 22 - 23



**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,
- The security of the property of the board;
  - The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - The acquisition or disposal of a school site;
  - Decisions in respect of negotiations with employees of the board; or
  - Litigation affecting the board.

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

**10. Future Meetings and Events**

Pages 24 - 25

**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*

**11. Adjournment**



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

Catholic Education Centre  
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**Committee of the Whole  
Tuesday, June 18, 2019 ♦ 7:00 p.m.  
Boardroom**

**Trustees:**

**Members:** Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani, Mark Watson, Kaiya Daly (Student Trustee)

**Absent:** Mark Watson

**Senior Administration:**

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), 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 Chair Petrella.

**1.2 Attendance**

As noted above.

**1.3 Approval of the Agenda**

Moved by: Dan Dignard  
Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the June 18, 2019 meeting.

**Carried**

**1.4 Declaration of Interest - Nil**

**1.5 Approval of Committee of the Whole Meeting Minutes – May 21, 2019**

Moved by: Carol Luciani  
Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the May 21, 2019 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 Regional Catholic Parent Involvement Committee Meeting of May 13, 2019 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



## BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

Catholic Education Centre  
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- 4.2 THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of May 21, 2019 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 Friends of the Educational Archives Committee Meeting of May 21, 2019 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 Student Transportation Services Brant Haldimand Norfolk Meeting of May 28, 2019 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 Budget Committee Meeting of June 4, 2019 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.6 THAT the Committee of the Whole refers the Educational Field Trips Summary report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

In response to a trustee inquiry regarding Item 4.4, Director McDonald indicated that he would provide additional information on the Active School Travel Grant. He also indicated that the inclement weather policy is out for stakeholder feedback and he will advise on its potential impact on the transportation consortium, if applicable.

Moved by: Cliff Casey

Seconded by: Carol Luciani

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 Bank Operating Credit

Superintendent Keys presented the Bank Operating credit report that enables the Board to meet its financial obligations when a timing issue occurs between payment by the Board and receipt of grants by the Ministry. The credit has a renewal date of September 1, 2019. In response to a trustee enquiry about the number of credit cards and the card limits, Superintendent Keys indicated that he would advise the exact numbers.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves:

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



## BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

Catholic Education Centre  
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- A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the “Act”), the Board considers it necessary to borrow the amount of up to Seven Million, Three Hundred Thousand Dollars (\$7,300,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on January 1, 2010 and ending on August 31, 2020 (the “Period”).
- B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.
- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the Board’s Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

### RESOLVED THAT:

- 1. The Chair or Vice Chair and the Treasurer are authorized on behalf of the Board to borrow from time to time by way of promissory note, or overdraft, or bankers’ acceptance from Canadian Imperial Bank of Commerce (“CIBC”) authorized for borrowing purposes in accordance with Section 243 of the Act] a sum or sums not exceeding in the aggregate Seven Million, Three Hundred Thousand Dollars (\$7,300,000) to meet, until current revenue is collected, the current expenditures of the Board for the Period (including the amounts required for the purposes mentioned in Subsection 243(1) and 243(2) of the Act), and to give to CIBC promissory notes or bankers’ acceptances, as the case may be, sealed with the corporate seal of the Board and signed by any two of the Chair or Vice Chair and the Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC;
- 2. The interest charged on all sums borrowed pursuant to this Resolution plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;
- 3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all the moneys collected or received in respect of the current revenues of the Board;
- 4. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenue already collected.

**Carried**



**5.2 Special Education Services Department Annual Report 2018-19**

Superintendent Shypula commended the work done by the Special Education team and the impact that the Board had made to improve student achievement in our district. She reviewed areas of professional development, the Individual Education Plan (IEP) audit, the successful launch of the PowerSchool Online IEP Engine and the Lexia Core 5 Reading program.

Superintendent Shypula responded to trustee inquiries regarding funding of after-schools autism program, the DRA Reading levels, cost of using an agency for the services of qualified psychologists and student calming spaces.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Special Education Services Department Annual Report 2018-19.

**Carried**

**5.3 Excursion – Germany, Switzerland, Italy**

Director McDonald presented a request from St. John's College for students to travel to Germany, Switzerland and Italy from March 12 – March 21, 2020. Students will experience local culture and history by visiting museums, galleries and churches and will allow students an opportunity to look at the arts.

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 St. John's College School for an excursion to Germany, Switzerland and Italy from Thursday, March 12 (evening) to Saturday, March 21, 2020.

**Carried**

**5.4 Excursion – New Orleans, Louisiana**

Director McDonald presented a request for an excursion to New Orleans, Louisiana from Assumption College School from Friday, April 17 to Monday, April 20, 2020. Students will have the opportunity to perform at a music event and participate in a professional music workshop. They will also enjoy an authentic experience by witnessing the cultures and architecture that New Orleans has to offer. There was a trustee concern raised about the cost of the trip. Director McDonald indicated that a fund raising activity was held to help defer the costs.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to New Orleans, Louisiana from Friday, April 17 to Monday, April 20, 2020.

**Carried**



## **5.5 Tuition Fee for Non-Resident in Ontario Students**

Superintendent Keys presented The Tuition Fee regulation under the Education Act that requires that school boards to charge a tuition fee for all students who are not resident to Ontario. The grant formula contains a calculation for the minimum fee a school board can charge, which is based on actual operating costs. Superintendent Keys indicated that we currently have 15 students and the revised formula claws back \$1300 per student and that surveys were being done with other Boards. There was a trustee inquiry if the Board takes responsibility for the stay to which Superintendent Keys indicated that the Board was only responsible only for education.

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the annual tuition fee of \$13,280 for secondary non-resident in Ontario students, as defined by the Education Act.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the annual tuition fee of \$12,685 for elementary non-resident in Ontario students, as defined by the Education Act.

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves a non-refundable Administration/Application Fee of \$400.

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves that a Cancellation Fee of \$100 be charged to non-resident students should they not be granted a Study Permit, otherwise a \$500 Cancellation Fee be charged to non-resident students. Graduated refunds of tuition fees will be granted to non-resident students pro-rated based on the date on cancellation within the term, subject to review and approval by the Superintendent of Business & Treasurer.

**Carried**

## **6. Information and Correspondence**

### **6.1 Student Achievement Measurement Data**

Superintendent Telfer presented a chart on the Grade 2 and Grade 5 measurement diagnostic data in terms of questions, average scores and by school. For Grade 2 - there was growth in results from 55% to 76% seeing an overall nine-month gain in all our schools.

Grade 5 saw an increase from 40% to 61%. Superintendent Telfer responded to a trustee inquiry indicating that age is taken into consideration by teachers while conducting this assessment.

Moved by: Carol Luciani

Seconded by: Cliff Casey

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

**Carried**

## **7. Trustee Inquiries - Nil**



## **BRANT HALDIMAND NORFOLK Catholic District School Board**

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### **8. Business In-Camera**

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

**Carried**

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

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-Camera session.

**Carried**

### **10. Future Meetings and Events**

Chair Petrella drew attention to the upcoming meetings and events.

### **11. Closing Prayer**

The closing prayer was led by Chair Petrella.

### **11. Adjournment**

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the June 18, 2019 meeting.

**Carried**

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**Next meeting:** Tuesday, Sept 17, 2019, 7:00 p.m. – Boardroom





**SPECIAL EDUCATION ADVISORY COMMITTEE  
Tuesday, June 18, 2019 – 9:00 a.m. – Boardroom**

- Present:** Jennifer Chapman, Christine Dragojlovich (*Co-Chair*), Jill Esposto, Lauren Freeborn
- Resources:** Debbie Fullerton (*Principal and Principal Lead: Special Education Staffing*), Carmen McDermid (*Student Achievement Lead: Special Education*), Patti Mitchell (*Parent, County of Brant*), Michelle Shypula (*Superintendent of Education*)
- Regrets:** Bill Chopp (*Trustee*), Susan Battin, Laura Bergeron (*ad hoc*), Tracey Taylor, Teresa Westergaard-Hager (*Co-Chair*), Nil Woodcroft
- Guests:** Susan Fitzgerald (System Special Education Resource Teacher (SERT)), Sandra De Dominicis (System Special Education Resource Teacher (SERT)), Debbie Dignan (Itinerant SERT), Joanne Freund (System SERT), Barb Hannam (Educational Assistant (EA)), Stephen MacNeil (Special Education Classroom Teacher), John Silvestri (Information Technology SERT)
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**1. Opening Prayer**

Carmen McDermid led the group in the opening prayer.

**2. Welcome and Opening Comments**

Superintendent Shypula welcomed guests and members and a round of introductions were led for the benefit of all guests in attendance.

**3. Approval of Agenda**

Moved by: Lauren Freeborn

Seconded by: Jennifer Chapman

THAT the SEAC approves the agenda of the June 18, 2019 meeting.

**Carried**

**4. Approval of Minutes – May 21, 2019**

Moved by: Jennifer Chapman

Seconded by: Lauren Freeborn

THAT the SEAC approves the minutes of the May 21, 2019 meeting.

**Carried**

**5. Presentations**

**5.1 Lexia Core5 Reading**

Susan Fitzgerald, System SERT, described Lexia Core5 Reading as an online reading intervention program for students in grades K-5. Activities focus on six components of reading-- Phonological Awareness, Phonics, Structural Analysis, Automaticity/Fluency, Vocabulary, and Comprehension. Students work independently and at their own pace/rate, with intervention from the school SERT when it is indicated, through web-based reports, that a student is struggling in a specific reading/literacy skill. The one-to-one intervention that is delivered by the SERT



provides explicit instruction on concepts and rules of a skill, allowing the student to demonstrate proficiency and then return to standard-level activities.

The Special Education department learned about Lexia Core5 during a presentation delivered by teachers from Amethyst Demonstration School. Lexia Core5 is an integral part of the programming provided to students at Amethyst who have been identified with a severe learning disability.

The criteria is listed as follows:

- students in grades 3-6
- identified as LD or on a non-identified IEP with 'needs' in the area of reading
- not identified (no IEP), but with a current diagnostic reading assessment that confirms the student is reading at least 2 levels below his/her current grade

The Pre/Post Assessment is described as follows:

Assessment data included in the results from the administration of four WJ-IV Achievement subtests\* (Letter-Word Identification, Passage Comprehension, Sentence Reading Fluency and Spelling) and current reading level data for each of their student candidates. This data collection was for the purpose of tracking student progress in the areas of decoding/word reading, reading comprehension, reading fluency and spelling.

Susan updated that the training of SERTs took place in October 2018. SERTS reaffirmed the selection of their candidates with the system team and a parent letter went home with consent for the administration of the WJ-IV assessment.

Susan shared a video to the group about Lexia Core5 Reading that included activities students have performed.

Best Practices of Lexia Implementation were shared including following the minimum number of 20 minutes/day, committing to a schedule for Lexia time every day, intervene with struggling students, reinforce online learning using Lexia Skill Builders and on celebrating student progress with achievement certificates. This was followed by a question and answer session from the group.

SEAC inquired for a pilot for those non-engaged, non-attenders to trial.

## **5.2 Learning Upgrade**

John Silvestri, Information Technology SERT updated on the Learning Upgrade, which consists of a series of online courses in Math and Literacy that can be used as a diagnostic and intervention tool. The learning upgrade courses include Math kindergarten to grade eight, reading, English grades one to four and comprehension. Each course consists of approximately 60 levels that the student works through and must achieve a score of 75% or greater to move onto the next level. Each student enrolled in the program was assigned one course which was selected by the school team and based on the students' needs. Students were expected to be on the program a minimum of three times a week for 20 minutes each session per five-day cycle. The school SERT was responsible for implementing the program with their students and providing any necessary intervention. Intervention was provided when a student did not achieve a minimum of 75% in a level after three consecutive attempts. Student progress was tracked through detailed web-based assessment reports, which were shared with the classroom teacher. This year we had 67 students enrolled in the program, of which 57 were from the elementary panel and 10 were from high school.



### **5.3 Elementary Supplementary Gifted Program Overview**

Sandra DeDominicis, System SERT, shared the overall outline of the Supplementary Gifted Program and provided an overview of the program for all students in grades four to eight enrolled in the program. She presented 33 modules via PowerPoint using photos and tweets taken from the enrichment days. A display was included that showcased various sample science bridges, young authors books and photos taken from the various modules. Two grade 2 students from St. Pius X school to share their autobiographical books that they created during the Young Authors Modules.

### **5.4 Assumption College Presentations**

Stephen MacNeil, Special Education Classroom Teacher, Barb Hannam, Educational Assistant (EA) and students presented the liturgy created by the Assumption College's Job Skills 2 class based on our Board's theme of *Hearts on Fire*. The students explored the story of the disciples walking with Jesus on the road to Emmaus. The students created a movie to depict this story that encompassed interviews with other students from the special education programs at Assumption College. The presentation was heart-warming, and the students hoped that we all strive to let others see that our hearts are on fire.

A student from the Community Living Program at Assumption College was congratulated on his graduation and voice narration of two Raptors videos that has been recognized world-wide. The student's father thanked the Educational Assistants and Teachers throughout the Board for the exemplary inclusionary practices and dedication provided to his son since Junior Kindergarten.

### **5.5 Sacramental Retreats**

Joanne Freund, System SERT, provided an overview of three retreats offered at St Mary's Catholic Learning Centre as part of the 'Supporting our Faith Journey' program. The retreats were geared toward students with an intellectual disability (MID, DD), students with autism (who could make transitions easily) and/or students who could benefit from a simplified supplementary 'hands on' program that provided lots of review and repetition. This day was designed to help exceptional students increase their understanding as they prepared to receive the sacraments of Reconciliation and First Communion. Due to a very small number of requests for Confirmation this year, 'hands on' activities, including a parent guide with instructions to support the understanding of the sacrament, were provided to the students rather than running the full day Retreat.

#### **Each retreat provided an opportunity for students to:**

- read and discuss the Scripture Reading related specifically to the sacrament
- learn about the sequence of events when receiving the sacrament
- tour the church and highlight key symbols in the church
- rehearse the steps involved in receiving the sacrament using visual representation and assistance from the priest
- highlight specific vocabulary relevant to the sacrament through vocabulary BINGO, concentration, fishing for important vocabulary, etc.
- engage in a modified 'hands on' learning opportunity, incorporating drama (making and using character puppets) to help students gain a better understanding of the sacrament



- take home a variety of 'hands on' activities, including a parent guide with instructions to further promote practice and repetition

The retreats were well received and enjoyed by all. The students gained a better understanding of the sacrament, increased their confidence to receive the sacrament, and experienced the opportunity to make new friends.

## **6. Correspondence**

### **6.1 Letter to the Minister of Education**

### **6.2 Letter from Peel District School Board**

Due to time constraints, the correspondence was not reviewed and will be included on a future SEAC Agenda.

## **7. Community Agency Updates**

### ***Christine Dragojlovich – Clinical Manager, Woodview Mental Health & Autism Services***

Christine shared that Woodview is gearing up for Camp Unity at St Pius X school. WrapAround for Complex Needs Summer Programming will be facilitated at Bethel Stone Church in Paris and that Woodview will be providing Summer Programming for Early Years and Intensive clients and families in the community. Christine updated that the partnership with Woodview's Early Years Program and the EarlyON's has been going very well. Woodview is providing support to various locations as well as providing Day Care Consultations to licensed Day Cares in Brantford and Brant County which has been very successful.

## **8. Reports – Special Education Plan Consultation**

Members were advised that a draft of the Special Education Plan would be forthcoming for their input.

## **9. Closing Remarks/ Adjournment**

The meeting adjourned at 12:00 pm and Superintendent Shypula thanked members for their contributions to the meeting and wished them all a good summer. Special thanks were given to Debbie Fullerton for her contributions and dedication to special education over the years.

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

Prepared by: Mike McDonald, Director of Education & Secretary  
 Presented to: Committee of the Whole  
 Submitted on: September 17, 2019  
 Submitted by: Mike McDonald, Director of Education & Secretary

**2018-19 REPORTS TO BOARD SUMMARY**

Public Session

**BACKGROUND INFORMATION:**

Through committee work each year, the trustees and senior administration complete and submit numerous reports to the Board. In an effort to highlight the accomplishments of the Board, staff have prepared a summary of all of the public session reports that came before the Board during the 2018-19 school year.

**DEVELOPMENTS:**

The following is a summary of the reports that came before the Board during the 2018-19 school year:

<b>Date of Report</b>	<b>Report Name</b>
September 18, 2018 (Special Mtg. of Board)	<ul style="list-style-type: none"> <li>• Education Development Charges</li> </ul>
September 18, 2018	<ul style="list-style-type: none"> <li>• 2018 CEFO Catholic Student Award Recipients – Fr. Fogarty Awards Dinner</li> <li>• Start-up Enrolment &amp; School Organization</li> <li>• Summary of 2017-18 Reports to Board</li> <li>• Municipal Election Compliance Audit Committee</li> </ul>
September 25, 2018	<ul style="list-style-type: none"> <li>• Student Trustee Update</li> </ul>
October 16, 2018 (Special Mtg. of Board)	<ul style="list-style-type: none"> <li>• Education Development Charges</li> <li>• Student Behaviour, Discipline and Safety Policy 200.09</li> </ul>
October 16, 2018	<ul style="list-style-type: none"> <li>• Primary and Junior/Intermediate Class Size</li> <li>• Board Improvement Plan for Student Achievement</li> <li>• Excursion – New York City, NY USA</li> </ul>
October 23, 2018	<ul style="list-style-type: none"> <li>• Student Trustee Update</li> </ul>
November 20, 2018	<ul style="list-style-type: none"> <li>• Insurance Renewal</li> <li>• Safe and Accepting Schools Update</li> <li>• Board Enrolment as of October 31, 2018</li> <li>• Cash / Equipment Donations</li> <li>• Trustee Expenses Online</li> </ul>
November 27, 2018	<ul style="list-style-type: none"> <li>• Financial Statements – Year Ended August 31, 2018</li> <li>• Student Trustee Update</li> </ul>
December 4, 2018	<ul style="list-style-type: none"> <li>• Appointment of Board Auditors</li> </ul>
December 11, 2018	<ul style="list-style-type: none"> <li>• Student Trustee Update</li> </ul>
January 15, 2019	<ul style="list-style-type: none"> <li>• Goals for 2019-20 Budget</li> <li>• Update to the Five-Year Facilities Renewal Plan</li> <li>• Revised Budget Estimates – 2018-19</li> <li>• Budget Manual</li> <li>• Financial Report – November 2018</li> </ul>
January 22, 2019	<ul style="list-style-type: none"> <li>• Student Trustee Update</li> </ul>

<b>Date of Report</b>	<b>Report Name</b>
February 19, 2019	<ul style="list-style-type: none"> <li>• School Year Calendar 2019-20</li> <li>• Educational Field Trips Summary</li> <li>• Excursion – Hawaii Girls’ Rugby Tour 2020</li> <li>• Excursion – Italy</li> <li>• Camp Blast Summer Learning Program</li> </ul>
February 26, 2019	<ul style="list-style-type: none"> <li>• Student Trustee Update</li> </ul>
March 19, 2019	<ul style="list-style-type: none"> <li>• Global South Encounter – Guatemala</li> <li>• Excursion – Ireland</li> <li>• Excursion – Saline, Michigan USA</li> <li>• Pathways Update</li> <li>• Student Achievement Update</li> <li>• Financial Report as of February 2019</li> <li>• Joint Use Agreement with the Corporation of the County of Brant</li> </ul>
March 26, 2019	<ul style="list-style-type: none"> <li>• Excursion – Italy &amp; France</li> <li>• Student Trustee Update</li> </ul>
April 16, 2019	Presentation: New PowerSchool Special Education IEP Engine Presentation: Communications & Community Relations Update <ul style="list-style-type: none"> <li>• Catholic School Advisory Council Policy 200.31 (revised)</li> <li>• Service Animals in School Facilities 200.40 (revised)</li> <li>• Board By-Laws (revised)</li> <li>• Board Enrolment Update as of March 31, 2019</li> <li>• Health &amp; Safety Update</li> </ul>
April 23, 2019	<ul style="list-style-type: none"> <li>• Student Trustee Update</li> </ul>
May 21, 2019	<ul style="list-style-type: none"> <li>• Extension of Budget Submission Date</li> <li>• Surplus Accommodation – Grand Erie District School Board</li> </ul>
May 29, 2019	<ul style="list-style-type: none"> <li>• Student Trustee Update</li> </ul>
June 5, 2019 (Special Mtg. of Board)	<ul style="list-style-type: none"> <li>• Education Funding for 2019-20</li> <li>• 2018-19 Surplus Budget</li> </ul>
June 18, 2019	<ul style="list-style-type: none"> <li>• Educational Field Trips Summary</li> <li>• Bank Operating Credit</li> <li>• Special Education Services Department Annual Report 2018-19</li> <li>• Excursion – Germany, Switzerland, Italy</li> <li>• Excursion – New Orleans, Louisiana</li> <li>• Tuition Fee for Non-Resident in Ontario Students</li> </ul>
June 25, 2019	<ul style="list-style-type: none"> <li>• French Immersion Program Update</li> <li>• Student Trustee Update</li> </ul>
July 17, 2019 (Special Mtg. of Board)	<ul style="list-style-type: none"> <li>• 2019-20 Operating and Capital Budget</li> <li>• Interim Financial Report – May 2019</li> <li>• Five-Year Energy Conservation &amp; Demand Management Plan</li> </ul>
August 2, 2019 (Special Mtg. of Board)	<ul style="list-style-type: none"> <li>• PFP# P-1419 Broadband Internet Services</li> </ul>
August 26, 2019 (Special Mtg. of Board)	<ul style="list-style-type: none"> <li>• <b>No reports in the Public session</b></li> </ul>

**RECOMMENDATION:**

THAT the Committee of the Whole refers the 2018-19 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: Robert De Rubeis, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: September 17, 2019  
Submitted by: Michael McDonald, Director of Education & Secretary

**EXCURSION – ITALY**  
Public Session

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**BACKGROUND INFORMATION:**

Holy Trinity Catholic High School is requesting approval for an excursion to Italy from Friday, March 13 to Sunday, March 22, 2020 (no school days missed as trip runs through March Break). Staff supervisors will include Karen Linehan-Caulfield and Patricia Crimless. The cost of the trip is approximately \$4,335.00.

**DEVELOPMENTS:**

Approximately thirty (30) Grades 9 to 12 students from Holy Trinity Catholic High School will be travelling by air to Italy. This tour provides an opportunity for students to study the rich culture, cuisine and art of Italy. Students will have the opportunity to visit numerous sites in Rome, Capua, Matera, Alberobello and Bari. They will also strengthen their faith as they visit the Vatican Museum, Basilica of St. Nicholas and St. Peter's Basilica. The students and supervisors will attend mass on the Saturday or Sunday during their visit.

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 for an excursion to Italy from Friday, March 13 to Sunday, March 22, 2020.

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

Prepared by: Robert De Rubeis, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: September 17, 2019  
Submitted by: Mike McDonald, Director of Education

**EXCURSION – MISSION TRIP TO NEW ORLEANS, LA**  
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 to New Orleans, LA during the period of Friday, November 8 to Saturday, November 16, 2019. This is the 26<sup>th</sup> mission trip in the past 24 years that has been organized by Board staff.

**DEVELOPMENTS:**

Up to twenty (20) Grade 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 as a result of Hurricane Katrina and other Natural Disasters. 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.

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, Melanie Malecki, Kimberly Maxin, and Peter Svec mission trip organizer and coordinator. Simone Medeiros, Peter Svec and Melanie Malecki 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 and Melanie Malecki, select the students who will participate and forward those names to the secondary Principals for approval. Arrangements are made to ensure that all classroom and evaluation responsibilities are met.

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 a mission trip to New Orleans, LA from Friday, November 8 to Saturday, November 16, 2019.



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

Prepared by: Lorrie Temple, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: September 17, 2019  
Submitted by: Mike McDonald, Director of Education & Secretary

### CAMP BLAST - SUMMER LEARNING PROGRAM

Public Session

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#### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board Summer Learning Program (Camp Blast) is intended to support students from Grades 1 and 2 who would benefit from reinforcement of their literacy skills.

#### **DEVELOPMENTS:**

Camp Blast ran from July 8 to July 26, 2019 (15 camp days) from 8:30 a.m. – 1:30 p.m. daily. In order to maximize the opportunity for student success, parents were asked at registration to commit to daily attendance for all three weeks of camp.

Camp Blast operated at four sites this year. Sites were chosen to ensure access across all geographic regions of the board, and in consultation with Facilities staff to avoid conflicts with summer construction projects. Students attended camp based on their region and/or secondary school.

Students were recommended to Camp Blast through consultation with classroom teachers and school Special Education Resource Teachers (SERTs). Teachers submitted a student profile with the student registration in order for Camp staff to develop a fulsome understanding of each student's unique needs and strengths (see Appendix A). Prior to the beginning of camp, System Student Achievement teachers completed a Diagnostic Reading Assessment (DRA) on each student in order to ensure Camp staff had the most up-to-date student achievement data possible. Camp staff used the student profile and the DRA data as the foundation of their program planning.

During camp, students work individually or in small groups with camp teachers on an intensive literacy program. Student progress is closely monitored through ongoing assessment. However, camp staff ensured that camp was still a fun experience for children! Theme days, daily outside play, and special excursions were all included in the three weeks of camp (see Appendix B).

At the conclusion of camp, teachers completed a final DRA assessment in order to measure student progress. Teachers also completed a student report card (see Appendix C) which captures the progress made by students over the course of camp, and recommendations for next steps. This report card was shared with parents, and a copy was also provided to the child's principal so that the incoming classroom teacher can use the information to assist in program planning for the coming year.

#### **RECOMMENDATION:**

THAT the Committee of the Whole refers the Camp Blast - Summer Learning Program report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Student Information Sheet (Completed by School Team)**

Background Information	
Name:	Grade:
School:	
<b>School Attendance:</b>  Attends Regularly <input type="checkbox"/>  Infrequent Attendance <input type="checkbox"/>	<b>Teacher Comments:</b>  <hr/> <hr/> <hr/>

Tests Administered (complete if applicable)	
Phonological Awareness	Y N
Brigance	Y N
Woodcock Johnson IV Achievement	Y N
Other:	Y N

Intervention Strategies Attempted
Please list here:

Academic (circle where appropriate)		
September	PM Benchmark <input type="checkbox"/>  DRA <input type="checkbox"/>	A 1 2 4 6 8 10 12 14 16 18 20 22 24
April	PM Benchmark <input type="checkbox"/>  DRA <input type="checkbox"/>	A 1 2 4 6 8 10 12 14 16 18 20 22 24
	Writing	Please attach a recent sample of student writing

**Learning Skills and Work Habits** (E- Excellent G- Good S- Satisfactory N- Needs Improvement)

Independent Work		Organization	
Responsibility		Collaboration	
Initiative		Self Regulation	

# JULY 2019

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat/Sun
1	2	3	4	5	6/7
<b>Camp Blast 2019 - St. Patrick's Mrs. Maddan &amp; Miss. Filek</b>					
8 Welcome to Camp Blast	9	10 Raptors Day or wear red, black or white	11	12 Camp Out - Dress cozy, bring a flashlight and a stuffy! Smores Fun	13/14
15	16 Wacky Hair Day	17	18 Walk to DQ Day	19 Dress in your favourite beach attire - water day	20/21
22	23 Wear your favourite hat	24	25 Pizza Teddy Bear Picnic	26 Last Day Of Camp	27/28
29	30	31	* Please come prepared with sun screen, hat, running shoes, water bottle and a positive attitude daily		

**Camp Blast Communication of Learning for Parents**

**Student Name:** \_\_\_\_\_ **Home School:** \_\_\_\_\_ **Grade in September:** \_\_\_\_ **Attendance:** \_\_\_\_\_ of 15 days

**Noticeable Strengths:**

Oral Reading	Reading Comprehension	Comments
<input type="checkbox"/> Decoding Strategies <input type="checkbox"/> Cross Checking (use of 2 or more cuing systems) <input type="checkbox"/> Phrasing <input type="checkbox"/> Fluency <input type="checkbox"/> Sight Words <input type="checkbox"/> One to One Match <input type="checkbox"/> Other: _____	<input type="checkbox"/> Building Background Knowledge <input type="checkbox"/> Activating Schema (Pre-reading Picture Walk) <input type="checkbox"/> Monitoring for Meaning <input type="checkbox"/> Details in Retell <input type="checkbox"/> Sequencing of Retell <input type="checkbox"/> Discussing Thinking About Text <input type="checkbox"/> Connecting to Text <input type="checkbox"/> Other: _____	

**Noticeable Areas of Need:**

Oral Reading	Reading Comprehension	Comments
<input type="checkbox"/> Decoding Strategies <input type="checkbox"/> Cross Checking (use of 2 or more cuing systems) <input type="checkbox"/> Phrasing <input type="checkbox"/> Fluency <input type="checkbox"/> Sight Words <input type="checkbox"/> One to One Match <input type="checkbox"/> Other: _____	<input type="checkbox"/> Building Background Knowledge <input type="checkbox"/> Activating Schema (Pre-reading Picture Walk) <input type="checkbox"/> Monitoring for Meaning <input type="checkbox"/> Details in Retell <input type="checkbox"/> Sequencing of Retell <input type="checkbox"/> Discussing Thinking About Text <input type="checkbox"/> Connecting to Text <input type="checkbox"/> Other: _____	

**Teacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Next Steps for Home Support:**

**Additional Comments:**

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_



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

Prepared by: Mike McDonald, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: Sept 17, 2019  
Submitted by: Mike McDonald, Director of Education & Secretary

## STRATEGIC PLAN PROCESS

Public Session

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### **BACKGROUND INFORMATION:**

In 169(1) of the Education Act it states that “every board shall develop a multi-year plan”. In practice, a multi-year plan has been recognized as a strategic plan and Boards are legally obliged to develop a plan for a three (or greater) school year term(s).

The plan development will occur in three different phases: information gathering; review of previous plan, data analysis, and development of new plan; and implementation and monitoring of the plan.

#### **Information gathering**

To assist with the task of communication and data collection we have engaged Thought Exchange and their highly effective online platform. Through a variety of means we will reach out to all stakeholders to ask them a general question on what they deem we can do as a system to make the greatest impact on our students. Participants will then rate the ideas of others and that information will be collated and analyzed to help inform us about the thoughts of all stakeholders.

#### **Review, Analysis and Development**

A committee will be struck to review the data through the lens of the current plan, then let that synthesis inform the development of the new plan. The committee will be comprised of representative stakeholders from all areas of the BHNCDSD community including trustees, senior administration, parents, students, bargaining unit leaders, representatives from all employee groups, clergy, elected officials and community members.

#### **Implementation and Monitoring**

Once the strategic plan has been developed staff will determine how this plan will form the foundation of the Board Improvement Plan and subsequently the School Improvement Plans. Responsibilities will be determined and a criteria for measurement, as well as a monitoring and review schedule, will be determined.

#### **Timelines**

September 26 – October 4, 2019	Data collection process and committee invitation
October 5 – October 18, 2019	Data analysis and categorization
November 5 - 6, 2019	Committee meeting(s) - tentative
November 26, 2019	Board approval of the plan
December 10, 2019	Strategic Plan roll out

The BHCNDSB Strategic Plan will be the foundation by which change, and growth will occur in our Board. It needs to be the vehicle by which the mission and vision of the Board are operationalized by all staff and understood by our community. The plan will reflect the diverse geography, communities and stakeholders who make up the BHCNDSB learning community.

**RECOMMENDATION:**

THAT the Committee of the Whole refers the Strategic Plan Process to the Brant Haldimand Norfolk Catholic District School Board for receipt.