



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