BRANT HALDIMAND NORFOLK
Catholic District School Board

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

Communications and Technology Advisory Committee
Tuesday, June 23, 2015 – 3:30 p.m.
Boardroom

Members: Dan Dignard (Chair), Tracey Austin, Cliff Casey, Bill Chopp, Norm Cicci, Tom Grice, Carol Luciani, Bonnie McKinnon, Rick Petrella, Chris Roehrig

1.	**Opening Prayer**	Dan Dignard
2.	**Approval of the Agenda**	Dan Dignard
3.	**Approval of the Minutes** – April 13, 2015	Dan Dignard
4.	**Declaration of Conflict of Interest**	Dan Dignard
5.	**Business Arising from the Minutes**	
6.	**Information Items:**	
	6.1 Revised Terms of Reference (attached)	Dan Dignard
	6.2 Discussion & Presentation: Information Technology Operational Plan	Norm Cicci / Brian Englefield
	6.3 Discussion & Presentation: Technology Footprint	Norm Cicci / Brian Englefield
	6.4 Discussion & Presentation: Technology and Learn Fund – Goals and Impact	Norm Cicci / Brian Englefield
	6.5 Discussion: Communications Department Report, including Board Twitter Process	Tracey Austin
	6.6 Discussion & Presentation: Cloud Technology	Norm Cicci / Brian Englefield
7.	**Trustee Inquiries**	Dan Dignard
8.	**Move to In-Camera Session:** n/a	Dan Dignard
9.	**Report on In-Camera Session:** n/a	Dan Dignard
10.	**Next Meeting & Adjournment**	

Next Meeting: TBD

BRANT HALDIMAND NORFOLK
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Minutes
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Communications and Technology Advisory Committee
Monday, April 13, 2015 – 4:00 p.m.
Boardroom

Present: Dan Dignard (Chair), Tracey Austin, Cliff Casey, Bill Chopp, Norm Cicci, Tom Grice,
Carol Luciani, Bonnie McKinnon, Rick Petrella, Chris Roehrig

1.   **Opening Prayer**
Dan Dignard opened the meeting with prayer.

2.   **Approval of the Agenda**
Moved by: Rick Petrella
Seconded by: Bonnie Mckinnon
THAT the Communications and Technology Advisory Committee approves the agenda of
April 13, 2015.
Carried

3.   **Approval of the Minutes** – N/A

4.   **Declaration of Conflict of Interest** - Nil

5.   **Business Arising from the Minutes** – N/A

6.   **Information Items**

   6.1   **Terms of Reference: Mandate/Responsibilities/Composition**
   The Committee reviewed the draft terms of reference. The Committee endorsed the concept
   that the work of the Committee should be consistent with the direction of the Board's multi-year
   Strategic Plan. The Committee expressed an interest in explicitly noting that technology be
   included in the terms of reference.

   There was a lengthy discussion about the areas of interest among the Committee members.
   Committee members were interested in learning more about the district's direction and plans in
   relation to communication platforms/hardware/systems. Committee members were interested in
   learning about the district progress with respect to Bring Your Own Device (BYOD), system
   security measures, infrastructure reinforcement, and the technology footprint for classrooms and
   schools.

   Committee members indicated an interest in ongoing reports that outline the district plan for
   communications and technology for the short, medium and long term.

   The Committee indicated that there should be a removal of the "*Chair of the Committee"* from
   the Board of Trustees' reference in the Terms of Reference.

   Depending on the matter, communications on behalf of the Committee will be directed through
   the Chair of the Board and/or the Director of Education.

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Committee members indicated that there may be an interest in changing the meeting frequency to quarterly.

Chair Dignard asked that the above changes be made to the Terms of Reference and that they be brought to the next Committee meeting for further discussion and approval.

6.2   Types of Communication
Chair Dignard explained that the *Types of Communication* chart was developed as a starting point for discussion regarding how different types of communication should flow from various sources to various sources. Discussion ensued in relation to the following topics:

- Social media training for schools/principals
- The role of school councils in promoting schools
- Approval processes for events that require trustee/senior staff attendance
- Network security
- Network optimization (usage and cost savings)
- Classroom/school technology footprints
- District technology pilots

Chair Dignard asked staff to develop a report for September 2015 that addresses the above matters. The report will be discussed at the June 2015 Committee meeting. Committee members were also interested in more information on the following matters that could be included in the September report:

- A synopsis of projects they have been completed in the past three months, projects for the next quarter and future plans.
- Impact of technology projects on the Board Budget.

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: Bonnie McKinnon
Seconded by: Carol Luciani
THAT the Communications and Technology Advisory Committee adjourns the meeting of April 13, 2015.
Carried

Next Meeting: June 2015

Brant Haldimand Norfolk Catholic District School Board

Communications and Technology Advisory Committee

Terms of Reference

1.0   MANDATE

1.1   The purpose of the Communications and Technology Advisory Committee shall be to provide advice to the Board regarding communications-related matters with respect to communications goals within the Board's Strategic Plan.

1.2   The purpose of the Communications and Technology Advisory Committee shall be to provide advice to the Board regarding technology-related matters with respect to the Information and Communication Technology Operation Plan.

2.0   COMMITTEE RESPONSIBILITIES

2.1   To provide advice into communications-related goals of the Board's Strategic Plan.

2.2   To provide advice into technology-related goals with respect to the Information and Communication Technology Operation Plan.

2.3   To provide advice into the Board's internal and external communications, i.e., website, media relations, marketing, branding, etc.

2.4   To provide advice into the Board's internal and external technology plans, i.e., telephone, cell phone, software, use of computers, laptop computers, etc.

2.5   Discuss the Board's communications and technology needs and priorities.

2.6   To make recommendations to the Board regarding opportunities to increase the Board's recognition, profile and brand awareness among all external communities with a focus on Catholic ratepayers and stakeholders.

2.7   To report to the Board through the trustee representative minutes and information from the Committee.

3.0   COMPOSITION OF THE COMMUNICATIONS AND TECHNOLOGY ADVISORY COMMITTEE

3.1   The Communications and Technology Advisory Committee (hereafter referred to as "the Committee") shall consist, at a minimum, of a representative(s) from the following groups:
   • Board of Trustees
   • Director of Education
   • Superintendent of Business & Treasurer.
   • Manager of Communications
   • Manager of Information Technology
   • Other expertise as required.

3.2 The Chair of the Communications and Technology Advisory Committee is appointed, annually, by the Chair of the Board of Trustees.

4.0 DUTIES AND RESPONSIBILITIES

4.1 Chair's Duties

4.1.1 To chair the meetings of the Committee.
4.1.2 To set the meeting agenda in consultation with the Superintendent of Business and Treasurer (or designate).
4.1.3 To bring Committee recommendations to the Board.

4.2 Members' Duties

4.2.1 To attend meetings regularly, contribute to the work of the Committee.
4.2.2 To bring to the attention of the Committee items that pertain to communications and technology in the Board.
4.2.3 To identify initiatives that promote Board goals and strategies.

4.3 Communication

4.3.1 Any communication to the media or outside agencies on behalf of the Committee will be directed through the Chair of the Board and/or the Director of Education.

5.0 MEETINGS

5.1 The Committee shall meet on a quarterly basis per year at a central location.

Definition of Terms
n/a