



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

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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

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**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.



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**