



Bruce-Grey Catholic District School Board
Board of Trustees
Meeting Highlights
November 22, 2011

The Board Meeting opened with special recognition of Mother Teresa School Walkerton, recipient of the Dr. Bette Stephenson Award.

This recognition program was established by the EQAO board of directors in 2009 as a tribute to Dr. Stephenson's lifelong commitment and contribution to education and public service.

Mother Teresa Catholic School's community was recently profiled in one of EQAO's *Provincial Reports* for using provincial assessment results as evidence for improvement planning. The profiled schools are being acknowledged for their leadership, data-driven strategies and whole-school approaches to helping every child succeed. Each of these schools has considered its provincial assessment results and its unique circumstances to develop an action plan to work toward improved student outcomes.

Chair of the Board Norm Bethune, commended Nola and her staff for their hard work and dedication, and the resulting successes for the students at Mother Teresa School. A delegation from Mother Teresa, including principal Nola Collins and teachers Cheryl Kuntz and Sharon Kraemer-Dales, along with representation from the Board, attended an Awards ceremony in Toronto on November 7 to receive the award.

Nola is also being awarded "Principal of the Year" by CPCO, the Catholic Principals' Council of Ontario. Congratulations Nola!



Back row: Erin Ottewell, Marguerite Jackson (CEO, EQAO), Norman Bethune, Catherine Montreuil, Heather Keip, Bruce MacPherson, Cheryl Kuntz, Dr. Brian L. Desbiens (Chair, EQAO)

Front Row: Sharon Kramer Dales, Dr. Bette M. Stephenson, Nola Collins

Director's Report

Bruce presented information to the trustees from the ICE(Institute for Catholic Education) symposium held in May 2011. He posed the following four questions to trustees and invited discussion related to what our boards actions have been in these areas and what we could do better.

1. What do we do as a board to intensify our outreach to parents, pastors and parishes?
2. What do we do as a board to encourage youth leadership?
3. What do we do as a board to renew efforts to provide faith formation opportunities for all within catholic education?
4. What do we do as a board to engage Catholic Universities to assist with faith formation?

Bruce also shared "*Best practices for Strengthening School/Parish Relationships*" from the Ontario Catholic School Trustees Association. Suggestions included participation in deanery meetings, inviting pastors to attend school council meetings, and inviting the Catholic Women's League and the Knights of Columbus to brainstorming sessions and discussions. Bruce noted that we already have a number of these best practices in place in our board.

Coaching to Inclusion

Catherine Montreuil, Superintendent of Education recognized Religion and Family Life Consultant Amy Kieffer for receiving a Coaching to Inclusion award at this year's conference. This award honours inclusivity in terms of educational practice. Recipients are nominated by colleagues in the field, and Catherine shared highlights from the nomination form. Congratulations Amy!

Blended Learning

Jerry Casey, Superintendent of Education, introduced Denise Buttenaar, e-Learning Teacher for the board. Denise provided trustees with an overview of Blended Learning.

Blended Learning is a combination of face-to face and online learning. The Ministry has provided a new tool, the Learning Management System (LMS), a platform to support online learning. The LMS will look different in every classroom depending on the comfort levels of the teachers and the students. The platform allows classroom teachers access to all the tools normally reserved for teachers who are delivering e-learning courses. The program includes communication tools such as a calendar, pager, email, threaded discussions, a dropbox for assignments, journals, chats, quizzes, surveys, an interactive whiteboard, blogs, and a news section.

Blended Learning can also enable teachers to work with students who are unable to attend school regularly for various reasons. The LMS allows these students to be able to participate in the class from outside of the school building.

Several of our elementary and secondary teachers have started to use the tool. Our board can have 25% of our grade 7 to 12 students online this year. Denise notes that not all teachers will be using this tool, only those who are comfortable. Student Trustee Katie Walsh noted that such tools will be good for snow days especially for senior students who won't miss important work.

St. Mary's High School Students Bound for Spain, France and Italy March 2013

The Board approved by motion an excursion to Europe for 2013. Students in grades 9 through 12 French Immersion at St. Mary's High School will have the opportunity to visit major religious and cultural sites and landmarks and be introduced to the language.

Audited Financial Statements

Cathy Colton, Superintendent of Business presented the Board's audited Financial Statements for the year ended August 31, 2011. The Financial Statements were approved by motion as presented, and are available on the Board's website at www.bgcdsb.org

Trustee

Cathy Colton presented a Five Year Summary of Trustee Expenses, including the 2010-11 Trustee Expense Report. It is a requirement of Board Policy 3-6 to provide an annual report of Trustee Expenses. The report is available on the Board website at www.bgcdsb.org.

Plant Maintenance Projects

Alecia Lantz, Financial Analyst, presented the plan for the 2011-2012 Maintenance Projects, and a new format for tracking and managing current and future maintenance projects. The plan was approved by motion and the report is available on the board website at www.bgcdsb.org/about_bruce-grey_c_d_s_b/departments/facilities

Audit Committee Annual Report

Cathy Colton presented the Audit Committee Report for the year ending August 31, 2011. The report includes committee membership, assessments, the meeting schedule and a record of attendance at meetings, information from the internal auditors, and a summary of the work performed by the audit committee.

Revised Estimates

Cathy Colton presented the revised budget for 2011-12 based on actual enrolment and staffing. Overall there was no change in enrolment from the forecasts, an increase in expenditures of 6.1%, and an increase in revenue of 5%. The revised budget includes the use accumulated surplus in the amount of \$533,000 to implement an Information Technology plan. The IT plan includes network upgrades, conversion from Corel to Office, conversion from Windows XP to 7, replacing copiers in 2 schools, and beginning a PIM(Privacy and Information Management) program. The Board approved the 2011-12 revised estimates subject to Ministry approval to use an additional \$533,000 of accumulated surplus to fund the Information Technology Plan. As an in-year contingency plan, certain expenses shall be delayed until after March 31, 2012.

Notes of interest from the Student Trustee reports:

Sacred Heart High School Walkerton ~ Jocelyn King

- The Sacred Heart mission trip to Nicaragua held a Roast Chicken Dinner and Silent Auction on Sunday November 20th at the Formosa Community Centre. Also "A Soundsation Christmas Concert" is being held on December 2nd at Formosa Immaculate Conception Church and on Sunday Dec 4th at Sacred Heart Church in Walkerton
- Breakfast club is up and running and is open Tuesday, Wednesday and Thursday from 8-9am
- A school mass was held on November 11th. An Advent mass will be held on December 21st
- The grade 9 students participated in Take Our Kids to Work Day on November 2nd
- Midterm report cards will be distributed to students on Wednesday November 23rd
- The school council meeting was held on November 21st at 7pm
- The Sacred Heart Cheer leading team has been picked for this year and they are currently preparing for their first competition in the annual Breath for Life Cheerleading competition in support of Cystic Fibrosis on November 27th
- Semi formal was held on November 17th, we had a record breaking turnout with our Las Vegas theme dance and everyone had a fun and safe night
- Cabaret is being held on December 7th and this year's theme is "The Heart of Art" where an art gallery prepares for their annual Christmas Talent Gala. Tickets will be available at Sacred Heart High School's main office and also Holst Office Supplies
- A scholastic book fair will be happening from December 5th until December 8th in the library
- The fall seasons sport teams are coming to a close, as the winter season is starting up with boys basketball, girls volleyball and girls and boys hockey and the swimming team. The girl's hockey team had its first tournament on Monday November 21st
- The student council recently went to a student leadership conference in Niagara Falls where we heard from speakers and group discussions about how to make our schools more engaging for the students; we talked to vendors about fundraising opportunities and organizations to support such as Relay for Life

St. Mary's High School Owen Sound ~ Katie Walsh

- The Remembrance Day prayer service was held at Hillyer Hall and was led by students attending El Salvador. Music was provided by Mr. Miller and students. Special thanks to Corporal Mark Dennis for sharing his experiences in the military.
- Religion retreats for all grades have been underway during the last few weeks. I attended the grade 12 religion retreat last week, held at the Outdoor Education Centre located just outside of Warton. The day consisted of numerous group activities that helped us to discover more about ourselves and others. It was an excellent time to reflect on who we are and who we want to become. We were blessed with beautiful weather and were able to obtain full benefits of the centre.
- Math teachers have begun to prepare students for math contests that will be taking place in the

upcoming month.

- Mid-term report cards are to go home November 22nd.
- The sport seasons that ended over the last month included mountain biking, cross country running, boys' volleyball, girls basketball, football and girls rugby. Seasons starting are girls' volleyball, boys' basketball, girls' and boys' hockey, swimming and Nordic skiing.
- The ceramic club, yearbook club, school advocate and band are all underway.
- Visual Arts department is taking part in the third annual Festival of Lights in supporting the greater Owen Sound community. Visual Arts students will help create and design a Christmas wreath which will be auctioned off as a part of a fundraising event for supporting the greater community event of Owen Sound's Festival of Lights
- A Visual Arts field trip has also been arranged for the Art Gallery of Ontario to see "Chagall and the Russian Avant-Garde: Masterpieces from the Collection of the Centre Pompidou." This trip will take place November 25th.
- The drama department is busy preparing for the talent show on December 15th, and the band is busy preparing for their concert December 19th.
- A social justice group was formed this month. The new group plans to raise money and awareness for local issues such as the soup kitchen that recently closed in Owen Sound
- St. Mary's Student Advisory Council has taken on a number of events over the past month and is busy planning events for December. \$200 was raised for military families at their monthly coffee break. A coffee house was held at Frog Pond on November 17th. It was great to hear from a variety of talented Mustang musicians.
- For one of the first times in several years, St. Mary's entered a float in the Kiwanis Owen Sound Santa Claus Parade. The jazz band performed on the float under the direction of Mr. Willmes, and students walked along side handing out candy canes to viewers. The parade was also the first time that the new St. Mary's mascot was revealed. The currently unnamed Mustang mascot danced and gave high-fives during the duration of the parade and was well liked by viewers. We are excited to incorporate the mascot in more upcoming events. Special thanks to Mr. Van Wieringen and his children for joining us in the parade.
- A lip-synching battle of the bands will take place on November 23rd. It will involve participation from both students and teachers and money raised will go towards Dr. Simone's Bags of Love. Dr. Simone is a medical doctor living in the Toronto area and is the founder Canadian Food for Children. For the Bags of Love Campaign he encourages donations of small toys and toiletries which are placed in bags and sent to children in developing countries.
- Semi-formal dance is planned for the beginning of December. The theme this year is "The Queen of Hearts' Ball".

Board Policy and Administrative Procedures

Amendments to the following Policies and Procedures were approved by motion:

- BP 6-25 on Emergency Plan in the Event of a Contingency At The Bruce Nuclear Power Development
- BP 8-5 and AP 8-5(new procedure) on Hiring and Promotion
- BP 5-4 and AP 5-4 on Expenses for Travel, Meals, Hospitality, Conferences and Out of Pocket Expenses (replacing the former Policy and Procedure 5-4 Travel and current policy and procedure 5-5 on Conferences Workshops & Seminars)
- New BP 5-5 and AP 5-5 on Perquisites
- BP 4-1 Administrative Charts

The following Policies and Procedures are currently under review:

- BP 5-17 and AP 5-17 on Safe Disposal of Hazardous Waste
- BP 6-3 on Secondary School Compulsory Credit
- BP 6-4 on Co-operative Education Programmes

Policies and Procedures under review can be viewed on the board website at www.bgcdsb.org

Committee Updates:

Privacy and Information Management Committee

The PIM committee met November 8 to set goals for 2011/2012. The committee will continue its awareness campaign, and has also established subcommittees to create a Privacy Breach Protocol, a Privacy Audit Checklist to assess privacy practices throughout the board, and an External Access Matrix to develop procedures and guidelines for the sharing of student personal information from our student data base.

CAT (Communications Action Team) Update

The Communications Action Team held its first meeting for 2011/12 on November 8. The committee will focus on developing a Communications Protocol for the board which will include meeting etiquette and effective meeting strategies, sample agendas, and guidelines for reporting and information sharing by committees.

SEAC

Trustee Bev Eckensweiller gave an update on the Special Education Advisory Committee. The last meeting was held at St Mary's High Schools in Owen Sound. Principal Glenn Miller and his team highlighted special education initiatives at the school.

Dates of Interest:

Advent Retreat ~ December 8, 2012

Family Advent Mass ~ Sunday December 11, 2012, 2:00pm at Holy Family Church Hanover

Catholic Education Week 2012 ~ Walking in the Light of Christ ~ May 6-11, 2012

Next Board of Trustees meeting is December 12, 2011 at 11:00a.m, at the Catholic Education Centre.