



THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING
MONDAY, NOVEMBER 22, 2010 - 4:00 P.M.
BOARD OFFICE, 87 MILL STREET, DUBLIN, ONTARIO

AGENDA

1. OPENING PRAYER – Father Richard Bester
2. CALL TO ORDER AND RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. DECLARATION OF INTEREST
5. PRESENTATIONS
6. Approval of Minutes of Regular Board Meeting of October 26th, 2010 (pgs. 3-5)
7. BUSINESS ARISING FROM THE MINUTES
8. REPORTS
 - I COMMITTEE OF THE WHOLE, IN CAMERA
 - II EDUCATION (pgs. 6-8)
 1. Champion of Inclusion Award Winners - Special Education Coordinator Maureen Sabin will introduce Carolyn Carter and Maureen Sabin who were recently recognized at the Coaching to Inclusion Conference in London.
 2. School Improvement Planning - During September and October Principals have been working with coordinators and their school improvement teams to analyze school and classroom data. Superintendent JoAnn MacGregor will introduce Michael Bruneel, Principal of St. Boniface School and Nancy Barrett, Principal of St. Joseph's School (Clinton) who will make presentations on their school improvement planning.
 3. Draft Policy 3A:24, Catholic Leadership, Succession Planning, and Talent Development - The Ministry of Education's Ontario Leadership Strategy requires all school boards to develop and implement a Board Leadership Development Strategy. Draft Policy 3A:24 describes the plan.
 - III MANAGEMENT (pgs. 9-25)

The following items will be presented to the Board:

 1. The Board will receive a report regarding 2009/2010 year-end Financial Statements and Grant calculations.

2. The Board will receive a draft of Board Policy 3E:13 – Authorization for Use of School Facilities.
3. The Board will receive an update regarding the Jeanne Sauvé project.
4. The Board will receive information regarding the Request for Proposal for Architectural Services.
5. The Board will receive information regarding the Agreement for Temporary Parking for St. Michael Catholic Secondary School.

IV PERSONNEL

V OTHER

- SEAC Minutes of October 18th, 2010 (pgs. 26-28)

9. ITEMS FOR ACTION

- By-Laws of the Board (pgs. 29-43)

10. ITEMS FOR INFORMATION

- Mass cards and condolences on behalf of the HPCDSB for November were sent to: Debbie McCarthy, custodian at Holy Name of Mary, St. Marys on the death of her brother-in-law Bill McCarthy; Theresa Mahood, teacher at St. Michael on the death of her father-in-law Stu Eddleston; Mary Jane Tuer, teacher at St. Michael on the death of her mother-in-law Hazel Tuer; Laura Ennett, teacher at Jeanne Sauvé and Mike Ennett, Secondary OECTA President on the death of their stepfather, Gary DeMerchant.
- Elementary to Secondary Transitions - The Huron-Perth Catholic District School Board recently developed an Elementary to Secondary Transitions guide with a new document entitled *Entering Secondary School, 2011*.
- Regional Catholic School Council Dinner Meeting - The Regional Catholic School Council Dinner Meeting will be held on Wednesday, January 12, 2011 from 6:00 pm to 8:00 pm at Mitchell Golf and Country Club.

11. CORRESPONDENCE

12. FUTURE BUSINESS

13. STUDENT TRUSTEE REPORTS

14. QUESTION PERIOD

- Highlights of Board Activity (pgs. 44-46)

15. ADJOURNMENT

16. CLOSING PRAYER – Father Richard Bester



Huron-Perth Catholic District School Board

Mail PO Box 70 Dublin ON N0K 1E0 *Website* www.huronperthcatholic.ca
Phone 519 345 2440 *Fax* 519 345 2449

Strategy in Action - Realizing our Capacity



Growing As A Whole Person

Core Strategy: Our Core Literacy Strategy, Including Mathematical Literacy, demonstrates in text and visual form, how all of our work has a singular focus on increasing all students' achievement.

TO: Members of the Huron-Perth Catholic District School Board

RE: Monday, November 22, 2010 EDUCATION REPORT

PRESENTATIONS

Champion of Inclusion Award Winners

Congratulations to Carolyn Carter and Heather Voss our Huron-Perth Catholic District School Board Champion of Inclusion Award winners for this school year! They were honoured at the Coaching to Inclusion Conference held on October 22 at the University of Western Ontario. Carolyn Carter and Heather Voss are both parents, as well as long-term members of our Special Education Advisory Council.

Superintendent JoAnn MacGregor will introduce Maureen Sabin, coordinator of special education, who will make a presentation to Carolyn Carter and Heather Voss.

School Improvement Planning

Principals have worked with coordinators and their school improvement teams to analyze school and classroom data about student learning and arrive at their school SMART goal(s). Collaboratively developed strategies and actions to address the gaps in student learning and professional learning needs have been identified and these needs have been shared with Superintendents to determine upcoming learning networks. Principals have identified leading indicators on their School Improvement Plans. The evidence to support the leading indicators will be shared by teachers with their principals; principals, in turn, will share evidence with their Superintendents.

Superintendent JoAnn MacGregor will introduce Michael Bruneel, Principal of St. Boniface School, and Nancy Barrett, Principal of St. Joseph School (Clinton) who will make presentations.

A. ITEMS FOR ACTION

B. ITEMS FOR INFORMATION AND DISCUSSION

1. **Draft Policy 3A:24, Catholic Leadership, Succession Planning, and Talent Development**

The Ministry of Education's Ontario Leadership Strategy requires all school boards to develop and implement a Board Leadership Development Strategy that fosters high quality educational leadership throughout the board. The Huron-Perth Catholic District School Board believes that a quality Catholic school system requires the support and development of competent, qualified leaders who demonstrate: a high degree of commitment to Catholic education; integration of faith and life; and dedicated service to the Catholic community as well as to the larger community.

Draft Policy 3A:24 describe our plan to develop and implement a Catholic Leadership, Succession Planning, and Talent Development program to encourage, identify, prepare, select, support, mentor, train and develop its Catholic leaders. Superintendent Dan Parr will describe the contents of this draft policy and procedures, which are being presented for trustees' information.

C. ITEMS FOR INFORMATION

1. **Elementary to Secondary Transitions**

The Huron-Perth Catholic District School Board has recently developed an elementary to secondary transitions guide. The new document, entitled *Entering Secondary School, 2011* has been developed in collaboration with our secondary principals, heads of guidance, and student success teachers. The resource is designed to assist elementary students, parents and teachers in transitioning from elementary to secondary within our kindergarten to grade 12 Catholic education system.

2. **Regional Catholic School Council Dinner Meeting**

Our Next Regional Catholic School Council Dinner Meeting will be held on Wednesday, January 12, 2011 from 6:00 p.m. to 8:00 p.m., at Mitchell Golf and Country Club. Lou Rocha, Project Manager of FACE (Friends and Advocates of Catholic Education) will address the topic of *Catholic Education in Ontario and in Huron-Perth*.

Respectfully submitted:

Area Chairperson – Jim McDade

JMcD/mvb

BOARD MISSION STATEMENT

We are a Catholic School Board. We serve our students, working with the home, parish and school community to:

- *Nurture a Christ-centred environment;*
- *Provide student-focused learning opportunities;*
- *Support the growth of the whole person.*

THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

SUBJECT:

CATHOLIC LEADERSHIP, SUCCESSION
PLANNING, AND TALENT DEVELOPMENT

3A:24



POLICY STATEMENT:

The Huron-Perth Catholic District School Board believes that a Catholic school system is one in which the teachings of Jesus Christ are integrated into the entire curriculum, social fabric, school life, and operations within all schools of our board.

To achieve this, we rely heavily on and support the development of competent, qualified staff who continually demonstrate:

- a high degree of commitment to Catholic education;
- the integration of faith and life;
- service dedicated to the Catholic community and to the community at large.

The Board's strategy for developing leaders recognizes the impact of Catholic leadership on the development of exemplary teaching practice, excellent schools and the continuous improvement of student achievement. Teachers in classrooms and administrators in our Catholic elementary and secondary schools play critical roles in ensuring that students understand and live the way of Jesus Christ in a system that is committed to excellence in Catholic Education. Fostering Catholic leadership development will ensure that students will be supported by skilled, passionate, faith filled leaders who ensure the achievement of our Catholic Graduate Expectations.

PROCEDURE:

1. The Board will develop a Catholic Leadership, Succession Planning, and Talent Development program to encourage, identify, prepare, select, support, mentor, train and develop its Catholic Leaders.
2. The Board commits to the full implementation of its Catholic Leadership, Succession Planning, and Talent Development program.
3. On a regular basis, the Board will review and revise its Catholic Leadership, Succession Planning, and Talent Development program to ensure that it is consistent with the Board's strategic long-term goals.

BOARD APPROVAL:

November 22, 2010

EFFECTIVE DATE:

November 23, 2010



Huron-Perth Catholic District School Board

Mail PO Box 70 Dublin ON N0K 1E0 *Website* www.huronperthcatholic.ca
Phone 519 345 2440 *Fax* 519 345 2449

Strategy in Action - Realizing our Capacity



Delivering Excellent Service

Core Strategy: Our operational services leverage all resources to support student success. Policies are translated into efficient, cross-functional processes designed to collaboratively achieve needed qualitative and quantitative outcomes.

TO: Members of the Huron-Perth Catholic District School Board

RE: Monday, November 22, 2010 MANAGEMENT REPORT

A. ITEMS FOR ACTION

1. Report regarding 2009/2010 year-end Financial Statements and Grant calculations. (to be distributed)

B. ITEMS FOR INFORMATION AND DISCUSSION

1. Draft of Board Policy 3E:13 – Authorization for Use of School Facilities. (attached)

A Ministry initiative to automate the Community Use of Schools through online permitting of Board facilities provided the opportunity to review and update Board Policy 3E:13 – Authorization for Use of School Facilities.

A committee including principals, custodians, school secretaries and Board office staff was established to review this policy. Attached is the original and draft policy developed from these discussions for review and comment. The policy will be placed on the Board website for review and comments. The policy will be presented at the January Board meeting for approval. We also plan to demonstrate the new online permitting system that will be introduced in 2011.

2. Update regarding Jeanne Sauvé project.

The following is the tender dates and construction schedule for the Jeanne Sauvé project:

November 18, 2010	Advertisement in Daily Commercial News
November 22, 2010	Tender available to bidders
November 29, 2010	Site Visit at 3:30 p.m. (mandatory for bidders)
December 7, 2010	Tender Close at 2:00 p.m. at Board Office

Construction is to begin in the New Year (January 2011) on the Library and Mezzanine areas. The renovation work for the new classrooms and Resource Office will be carried out over the summer (beginning of July 2011).

The tender will close on December 7, 2010. Following the tender opening, Terry Marklevitz Architects Inc. will be reviewing the tenders and providing a recommendation to the Board for the awarding of the contract. It will also be necessary to receive approval from the Ministry of Education. As the next Board meeting will not be held until January 2011, it will be necessary to receive Board approval electronically based on the architect's recommendations. The overall project budget is \$1,145,400.

3. Request for Proposal for Architectural Services - Additions and Renovations to Elementary Schools Full Day Early Learning Program.

The Board received eight (8) submissions in response to the RFP for Architectural Services. We will be interviewing four (4) of the architectural firms on December 7, 2010. We will provide the Board with a recommendation for the architectural firm for the St. Mary's Catholic School, Goderich, Early Learning addition. We will also be recommending a pool to be established consisting of three (3) firms to be used for future projects.

4. Letter regarding the Agreement for Temporary Parking for St. Michael Catholic Secondary School, Stratford from Nancy Roulston, P. Eng., Development Engineer, City of Stratford, dated October 19, 2010. (attached)

C. ITEMS FOR INFORMATION

1. Information regarding "Sustainable Solutions – Green and Beyond". (presentation)

Gerry Thuss, Superintendent of Business will introduce Anne Marie Nicholson, Manager of Plant to present this report.

Respectfully submitted:

Area Chairperson – Ron Marcy

GHT/vb
Att.

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COMMUNITY USE OF SCHOOLS MEETING

REVIEW OF POLICY 3E:13 - AUTHORIZATION FOR USE OF SCHOOL FACILITIES

BOARD MISSION STATEMENT

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ORIGINAL POLICY 3E:13	UPDATED POLICY 3E:13 (DRAFT)
<p>POLICY STATEMENT: In accordance with the Education Act, the Huron-Perth Catholic District School Board may make available school facilities and premises for any educational or lawful purpose which it may deem proper, provided that it does not interfere with the proper conduct of the school, or does not violate the teaching of the Catholic Church.</p>	<p>POLICY STATEMENT: In accordance with the Education Act, the Huron-Perth Catholic District School Board may make available school facilities and premises for any educational or lawful purpose which it may deem proper, provided that it does not interfere with the proper conduct of the school, or does not violate the teaching of the Catholic Church.</p>
<p>PROCEDURES</p>	<p>PROCEDURES</p>
<p>1. RIGHT OF SCHOOL In granting permission for the use of school facilities, it is understood that school activities will take precedence over non-school activities.</p>	<p>1. RIGHT OF SCHOOL In granting permission for the use of school facilities, it is understood that school activities will take precedence over non-school activities.</p>
<p>2. WHO MAY USE FACILITIES</p> <p>a) Any responsible individual or organization, excluding political parties, may be granted a permit to use school facilities. However, school facilities shall not be available for use by individuals or organizations for private gatherings or whose purpose it is to use the facilities for the operation of a business for private gain.</p> <p>b) Any use of the facilities that may violate the canons of good morals, manners or taste, or may be potentially injurious to the Board's buildings, grounds or equipment will not be approved.</p>	<p>2. WHO MAY USE FACILITIES</p> <p>a) Any responsible individual or organization, excluding political parties, may be granted a permit to use school facilities. However, school facilities shall not be available for use by individuals or organizations for private gatherings or whose purpose it is to use the facilities for the operation of a business for private gain.</p> <p>b) Any use of the facilities that may violate the canons of good morals, manners or taste, or may be potentially injurious to the Board's buildings, grounds or equipment will not be approved.</p>
<p>3. AVAILABLE FACILITIES The accommodation of a school which shall be available are:</p> <p>a) <u>Gymnasium</u> – A gymnasium may include the regular area, the spectators' seating space, and if required, the dressing rooms and shower rooms.</p> <p>b) <u>Classrooms</u> – Classroom use shall be at the discretion of the principal. The use of a classroom does not include the use of equipment within that classroom.</p> <p>c) <u>Kitchen facilities</u> – At the discretion of the principal.</p>	<p>3. AVAILABLE FACILITIES The accommodation of a school which shall be available are:</p> <p>a) <u>Gymnasium</u> – A gymnasium may include the regular area, the spectators' seating space, and if required, the dressing rooms and shower rooms.</p> <p>b) <u>Classrooms</u> – Secondary classroom use shall be at the discretion of the principal. The use of a classroom does not include the use of equipment within that classroom.</p> <p>c) <u>Kitchen facilities</u> – At the discretion of the principal.</p> <p style="color: red;">Restricted spaces, unless specifically approved by the principal, are not available for rental. These include elementary classrooms, staff rooms, shops, kitchen facilities, science labs, administrative offices, computer rooms and technical facilities.</p>



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ORIGINAL POLICY 3E:13	UPDATED POLICY 3E:13 (DRAFT)
<p>4. WHEN FACILITIES MAY BE USED Permits may be granted for use of school facilities throughout the year.</p> <p>a) Subject to cleaning and maintenance requirements, permits may not be approved during:</p> <ul style="list-style-type: none"> - School holidays, including summer vacation - Christmas vacation period - March Break <p>b) Use of school facilities during school holidays, including Saturday and Sunday may result in a fee being charged as per the schedule of fees.</p>	<p>4. WHEN FACILITIES MAY BE USED Permits may be granted for use of school facilities throughout the year.</p> <p>a) Subject to cleaning and maintenance requirements, permits may not be approved during:</p> <ul style="list-style-type: none"> - School holidays, including summer vacation - Christmas vacation period - March Break - Statutory Holidays <p>b) Use of school facilities during a Saturday, Sunday, or Statutory Holiday will result in a fee being charged as per the schedule of fees.</p>
<p>5. EVENING USE The evening use of school facilities shall terminate no later than 11:30 p.m., the building to be cleared and closed by 12:00 midnight.</p>	<p>5. EVENING USE The evening use of school facilities shall terminate no later than 10:00 p.m.; the building to be cleared and closed by 11:00 p.m.</p> <p style="color: red;">Start and end times of availability of school facilities for community use may be adjusted to accommodate custodial work schedules.</p>
<p>6. EQUIPMENT Technical equipment such as a public address system may be available for use by organizations.</p> <p>The provision of extra tables, chairs, dishes and cutlery shall be the responsibility of the organization renting the building. All tables, chairs, dishes, cutlery and other equipment brought in by the applicant for temporary use shall be removed without delay.</p>	<p>6. EQUIPMENT Sports and technical equipment such as public address system, sound equipment, computers, smart boards, etc. will not be available for use by organizations.</p> <p>The provision of extra tables, chairs, dishes and cutlery shall be the responsibility of the organization renting the building. All tables, chairs, dishes, cutlery and other equipment brought in by the applicant for temporary use shall be removed without delay.</p> <p style="color: red;">Use of tables and chairs regularly accessible at the school may be subject to a setup fee.</p>
<p>7. STORAGE OF EQUIPMENT The storage of equipment or materials brought in by an organization shall not be permitted with the possible exception of: Cub, Scout, Brownie, Girl Guide, Catholic Parent-Teacher, School Council or YMCA groups. A principal may arrange storage of minor equipment, if space is available and it does not interfere with the operation of the school. The Board accepts no risk or responsibility for the loss or damage of any such equipment stored under this provision.</p>	<p>7. STORAGE OF EQUIPMENT The storage of equipment or materials brought in by an organization shall not be permitted. A principal may arrange storage of minor equipment if space is available and it does not interfere with the operation of the school. The Board accepts no risk or responsibility for the loss or damage of any such equipment stored under this provision.</p>



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ORIGINAL POLICY 3E:13	UPDATED POLICY 3E:13 (DRAFT)
<p>8. SUPERVISION The applicant shall be responsible for the conduct and supervision of all persons admitted to the school buildings and grounds, and shall see that all regulations herein contained are strictly observed. Youth activities held in the facility shall be supervised by a responsible adult who shall be named at the time the application for permit is made. If the program requires the use of more than one room, the organization holding the permit shall provide one adult supervisor for each room in use.</p>	<p>8. SUPERVISION The applicant shall be responsible for the conduct and supervision of all persons admitted to the school buildings and grounds, and shall see that all regulations herein contained are strictly observed. Youth activities held in the facility shall be supervised by a responsible adult who shall be named at the time the application for permit is made. If the program requires the use of more than one room, the organization holding the permit shall provide one adult supervisor for each room in use.</p>
<p>9. CARE OF PROPERTY</p> <p>a) The applicant shall be responsible for insuring that reasonable care is taken to prevent damage to school property.</p> <p>b) Rubber soled shoes (approved for gymnastic use) shall be worn in gymnasium or auditorium for gymnastics or sports activities.</p> <p>c) The applicant shall insure that the use of any facilities under the permit shall be so conducted as to create minimum interference with normal school operation.</p> <p>d) Any damage to school property and equipment must be reported.</p>	<p>9. CARE OF PROPERTY</p> <p>a) The applicant shall be responsible for insuring that reasonable care is taken to prevent damage to school property.</p> <p>b) Rubber soled shoes (approved for gymnastic use) shall be worn in gymnasium or auditorium for gymnastics or sports activities.</p> <p>c) The applicant shall insure that the use of any facilities under the permit shall be so conducted as to create minimum interference with normal school operation.</p> <p>d) Any damage to school property and equipment must be reported.</p>
<p>10. LIABILITY FOR DAMAGES Any damages caused to the facilities or to any school equipment shall be the liability of the party holding the permit. The Huron-Perth Catholic District School Board, its servants or agents shall not be responsible for any claims for damages that may arise out of the use of the facilities by the applicant. The Huron-Perth Catholic District School Board, its servants or agents shall not be held liable for any charges which may be made as a result of the use of the facilities by the applicant.</p>	<p>10. LIABILITY FOR DAMAGES Any damages caused to the facilities or to any school equipment shall be the liability of the party holding the permit. The Huron-Perth Catholic District School Board, its servants or agents shall not be responsible for any claims for damages that may arise out of the use of the facilities by the applicant. The Huron-Perth Catholic District School Board, its servants or agents shall not be held liable for any charges which may be made as a result of the use of the facilities by the applicant.</p> <p style="color: red;"><u>As a condition of the rental</u>, organizations and individuals using the Board facilities must provide proof of valid liability insurance (2 million minimum) with the Board named as an additional insured on the insurance certificate. If the organization or individual does not have insurance coverage, the Board will provide the option for the organization or individual to purchase insurance through the Ontario School Board's Insurance Exchange (OSBIE). The cost to purchase this insurance will be in addition to the permit fee.</p>



COMMUNITY USE OF SCHOOLS MEETING

REVIEW OF POLICY 3E:13 - AUTHORIZATION FOR USE OF SCHOOL FACILITIES

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ORIGINAL POLICY 3E:13	UPDATED POLICY 3E:13 (DRAFT)
<p>11. ACCESS TO SCHOOL If required, school keys shall be obtained from the Principal or such other agent as designated by the Board. School keys shall be picked up by the applicant prior to each use and returned to the Principal or such other agent of the Board in the morning on the first school day following each use.</p>	<p>11. ACCESS TO SCHOOL If required, school keys shall be obtained from the Principal or such other agent as designated by the Board. School keys shall be picked up by the applicant prior to use, and returned to the Principal or such other agent of the Board in the morning on the first school day following use.</p> <p style="color: red;">Organizations and individuals using facilities or grounds on a regular basis, such as monthly or weekly, may be issued a key by an authorized official of the Board.</p>
<p>12. REGULATIONS GOVERNING THE PERMIT</p> <ol style="list-style-type: none"> a) The facilities shall be used only on the date(s), hours and for the purpose indicated on the permit. b) The permit shall not be transferable. c) The permit may be revoked or cancelled by the Board at any time, with or without cause and there shall be no claim or right to damages or reimbursement, on account of any loss, damage, or expense whatsoever incurred by the applicant. d) The date of the permit may be changed by the Board should the facilities be required for school purposes. e) Games of chance, lottery, or gambling in any form shall be strictly forbidden. f) No alcoholic beverages will be consumed on the school premises including school grounds. g) No social dances shall be held in school facilities except as part of a school function. h) No smoking shall be allowed on school property. 	<p>12. REGULATIONS GOVERNING THE PERMIT</p> <ol style="list-style-type: none"> a) The facilities shall be used only on the date(s), hours and for the purpose indicated on the permit. b) The permit shall not be transferable. c) The permit may be revoked or cancelled by the Board at any time, with or without cause, and there shall be no claim or right to damages or reimbursement on account of any loss, damage, or expense whatsoever incurred by the applicant. d) The date of the permit may be changed by the Board should the facilities be required for school purposes. e) Games of chance, lottery, or gambling in any form shall be strictly forbidden. f) No alcoholic beverages will be consumed on the school premises including school grounds. g) No social dances shall be held in school facilities except as part of a school function. h) No smoking shall be allowed on school property. <li style="color: red;">i) Any individual, group or organization using school facilities assumes full liability for any losses of or damage to school property, or neighbouring property, resulting from such use. Each applicant must obtain adequate liability insurance coverage for the use of the school facilities. <li style="color: red;">j) Fees for services and supplies beyond facility use, administration and custodial time are to be billed on a cost recovery basis as determined by the Superintendent of Business. k) All fees for use of facilities shall be payable to the Huron-Perth Catholic District School Board.



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ORIGINAL POLICY 3E:13	UPDATED POLICY 3E:13 (DRAFT)
<p>13. SCHEDULE OF RENTAL FEES</p> <p>a) The rental fee to be charged an organization for the use of school facilities and premises shall be in accordance with a <u>Schedule of Rental Fees</u>.</p> <p>b) The fee charged shall be collected by the Principal of the school and remitted to the Board.</p>	<p>13. SCHEDULE OF RENTAL FEES</p> <p>a) The rental fee to be charged an organization for the use of school facilities and premises shall be in accordance with a <u>Schedule of Rental Fees</u>.</p> <p>b) The fee charged shall be remitted to the Huron-Perth Catholic District School Board.</p>
<p>14. ANNUAL REVIEW OF FEES</p> <p>The Schedule of Rental Fees shall be examined and revised when necessary, by the Board.</p>	<p>14. ANNUAL REVIEW OF FEES</p> <p>The Schedule of Rental Fees shall be examined and revised when necessary, by the Board.</p>
<p>15. CONTRACT</p> <p>All of the statements contained in this policy are a part of every contract whether stated or not stated explicitly in the <u>permit</u>.</p>	<p>15. CONTRACT</p> <p>All of the statements contained in this policy are a part of every contract whether stated or not stated explicitly in the <u>permit</u>.</p>
<p>16. APPLICATION FOR PERMIT</p> <p>a) All applications for a permit shall be made to the Principal of the School. Requests for applications for a permit during vacation periods as mentioned in item 4, shall be made directly to the Director of Education or designate.</p> <p>b) The Custodian shall be informed of all permit applications prior to approval.</p> <p>c) The Principal shall forward to the Director of Education the reason(s) for refusing a permit application, which decision may be either upheld or changed.</p> <p>d) It is the responsibility of the Principal to report to the Director of Education any infraction of these regulations and/or the fees to be paid by the Board to the Custodian for his services.</p> <p>e) An Indemnification Agreement must be completed prior to a permit being issued.</p>	<p>16. APPLICATION FOR PERMIT</p> <p>a) Any organization, group or individual wishing to use Board facilities must submit a permit application to the Huron-Perth Catholic District School Board for approval.</p> <p>b) If the permit application meets all requirements of the Policy the permit application will be approved.</p> <p>c) If the permit application does not meet all requirements of the Policy the permit application will not be approved.</p> <p>d) Permit application requests should be received as far in advance as possible, preferably at least two (2) weeks before the date of the event.</p>



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REVIEW OF POLICY 3E:13 - AUTHORIZATION FOR USE OF SCHOOL FACILITIES

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- Support the growth of the whole person.

ORIGINAL POLICY 3E:13	UPDATED POLICY 3E:13 (DRAFT)
<p>SCHEDULE OF FEES</p> <ol style="list-style-type: none"> 1. GROUP A - Exempt 2. GROUP B - Exempt 3. GROUP C - Commercial \$75.00 per event <p>NOTE: Where a Custodian is required for Group C, an hourly rate as contained in the current Board Custodian Agreement will be paid to the Custodian.</p> <p>Hours to be submitted to the Manager of Plant for approval of payment.</p> <ol style="list-style-type: none"> 4. OTHER Summer use of school facilities by the Ministry of Education, Training Universities and the Recreation Department will be negotiated and approved by the Board. 5. No charges for playground use, but permission must be obtained. 	<p>17. SCHEDULE OF FEES</p> <ol style="list-style-type: none"> 1. GROUP A - Exempt 2. GROUP B Classroom/Library/Seminar Room \$6.00/hr Gym/Cafetorium \$9.00/hr 2. GROUP C - Commercial Classroom/Library/Seminar Room \$15.00/hr Gym/Cafetorium \$35.00/hr 4. OTHER Permit applications for use of facilities during the summer must be approved by the Board. <p>NOTE: A \$50.00 fee will be applied for each booking under Groups B or C that occur during a Saturday, Sunday, or Statutory Holiday.</p> <p>Where a Custodian is required for Groups B or C an hourly rate, as contained in the current Board Custodian Agreement, will be charged in addition to the permit fee. If a custodian is required for a booking on a Saturday, Sunday and/or Statutory Holiday, the \$50.00 fee will be deducted from the total custodial charge.</p> <ol style="list-style-type: none"> 5. No charge for field or playground use, but permission to use must be submitted as a permit application for approval.
<p>CLASSIFICATION OF GROUPS</p> <p>GROUP A – (Exempt)</p> <ol style="list-style-type: none"> a) Activities sponsored by the Board. b) Meetings or activities sponsored by the Catholic Parent-Teacher Association and/ or School Advisory Council. c) General meetings or activities of Community Health Associations. d) Regular meetings of Boy Scouts, Cubs, Guides, Brownies, 4-H Clubs, Junior 	<p>18. CLASSIFICATION OF GROUPS</p> <p>GROUP A – Exempt</p> <ol style="list-style-type: none"> a) Use of school facilities under a reciprocal agreement are deemed to be “Exempt”. b) Activities sponsored by the Board. c) All activities or programs sponsored by groups within the school system, such as: <ul style="list-style-type: none"> - Parent-teacher association meetings - School council meetings - Student council activities



COMMUNITY USE OF SCHOOLS MEETING

REVIEW OF POLICY 3E:13 - AUTHORIZATION FOR USE OF SCHOOL FACILITIES

BOARD MISSION STATEMENT

We are a Catholic School Board. We serve our students, working with the home, parish and school community to:

- Nurture a Christ-centred environment;
- Provide student-focused learning opportunities;
- Support the growth of the whole person.

ORIGINAL POLICY 3E:13	UPDATED POLICY 3E:13 (DRAFT)				
<p>Farmers' Clubs and similar groups.</p> <p>e) Meetings of Church associated groups such as Parish Councils, C.W.L., C.Y.O., K. of C., and similar parish groups.</p> <p>f) Community functions sponsored by local community recreational commissions.</p> <p>g) Meetings of recognized community service clubs.</p> <p>h) Federal, Provincial and Municipal elections.</p> <p>i) Local organization functions approved by the school Principal.</p> <p>j) Social functions sponsored by Church associated groups such as Parish Councils, C.W.L., C.Y.O., K. of C., and similar parish groups.</p>	<p style="text-align: center; color: red;">- Employee union or federation meetings</p> <p>d) Meetings or activities sponsored by the Catholic Parent-Teacher Association and/or School Advisory Council.</p> <p>e) General meetings or activities of Community Health Associations.</p> <p>f) All activities or programs of youth groups under the leadership of a responsible adult, such as: Boy Scouts, Cubs, Girl Guides, Brownies, 4-H Clubs, Junior Farmers' Clubs, Church Youth Groups and similar groups.</p> <p>g) Meetings and social functions of, or sponsored by, Church associated groups such as Parish Councils, C.W.L., C.Y.O., K. of C., and similar parish groups.</p> <p>h) Community functions sponsored by local community recreational commissions.</p> <p>i) Meetings of recognized community service clubs.</p> <p>j) Federal, Provincial and Municipal elections.</p> <p>k) Local organization functions approved by the school Principal.</p> <p>l) Registered charitable organizations, such as Red Cross, Heart and Stroke Foundation, and Canadian Cancer Society.</p>				
<p>GROUP B – (Exempt)</p> <p>a) Adult activity and recreational groups including instructional dance clubs sponsored by <u>other than</u> a recognized community recreational commission.</p> <p>b) Industrial or business athletic groups and leagues for purposes authorized by the school Principal.</p> <p>c) Concerts, travelogues and other functions sponsored by service clubs and other local non-profit organizations where the admission charge is used to help defray expenses and/or for charitable work in the community authorized by the school Principal.</p>	<p>GROUP B</p> <table style="width: 100%; border: none;"> <tr> <td style="color: red;">Classroom/Library/Seminar Room</td> <td style="text-align: right; color: red;">\$6.00/hr</td> </tr> <tr> <td style="color: red;">Gym/Cafetorium</td> <td style="text-align: right; color: red;">\$9.00/hr</td> </tr> </table> <p>a) Adult activity and recreational groups including instructional dance clubs sponsored by <u>other than</u> a recognized community recreational commission.</p> <p>b) Industrial or business athletic groups and leagues for purposes authorized by the school Principal.</p> <p>c) Concerts, travelogues and other functions sponsored by service clubs and other local non-profit organizations where the admission charge is used to help defray expenses and/or for charitable work in the community authorized by the school Principal.</p> <p>d) Board employee events outside of regular school hours approved at the discretion of the principal.</p>	Classroom/Library/Seminar Room	\$6.00/hr	Gym/Cafetorium	\$9.00/hr
Classroom/Library/Seminar Room	\$6.00/hr				
Gym/Cafetorium	\$9.00/hr				



COMMUNITY USE OF SCHOOLS MEETING

**REVIEW OF
POLICY 3E:13 - AUTHORIZATION FOR USE OF SCHOOL FACILITIES**

BOARD MISSION STATEMENT
 We are a Catholic School Board. We serve our students, working with the home, parish and school community to:

- Nurture a Christ-centred environment;
- Provide student-focused learning opportunities;
- Support the growth of the whole person.

ORIGINAL POLICY 3E:13	UPDATED POLICY 3E:13 (DRAFT)
<p>GROUP C – (Commercial Rate) a) All other groups not included in Groups A & B authorized by the school Principal.</p>	<p>GROUP C – Commercial Classroom/Library/Seminar Room \$15.00/hr Gym/Cafetorium \$35.00/hr</p> <p>a) Activities sponsored by a profit-making group or individual. Admission may or may not be charged. If admission is charged, funds derived are for the benefit of the organization.</p> <p>b) All other groups not included in Groups A & B authorized by the school Principal.</p>
<p><i>Copy of Community Use of Board Facilities General Application Permit Form (2 pages)</i></p>	<p>*HARD COPY PERMIT FORM WILL NO LONGER BE REQUIRED AFTER FINAL IMPLEMENTATION OF ONLINE E-BASE PROGRAM *</p>
<p><i>Indemnification Agreement – Copy of Form for signature</i></p>	<p>19. INDEMNIFICATION AGREEMENT For any permits issued under this Policy, the Organization, its officers and directors agree, jointly and severally to indemnify, protect, and save harmless the Board from all loss, costs, including legal costs, jointly and of any kind, or damages on account or as a result of claims, actions, causes of action or proceedings of any kind against the Board as a result of claims of injury to person (s) or property in any way caused by or resulting from or allegedly caused by or resulting from the negligence or wrongdoing of the Organization, its officers, directors, servants or volunteers arising out of the use of the premises or equipment of the Board or other matters to which this Agreement and the Schedule (s) hereto pertain. The Organization, at its expense, shall defend any such claim, suit, action or proceeding to which the Board is a named party or to which a party seeks to name the board as a party. The Organization shall maintain insurance satisfactory to the Board, and furnish evidence of same to the Board upon request, sufficient to protect it, its officers, directors and servants and the Board from any claim for damages for personal injury, including death, and from claims for property damage as set out above in this Agreement.</p>



COMMUNITY USE OF BOARD FACILITIES GENERAL APPLICATION PERMIT

Applicant to complete Sections A, B, C and D **(PLEASE PRINT)** and submit in duplicate to the School Principal for approval.

SECTION A: ORGANIZATION INFORMATION

Name of Organization / User Group:		<input type="checkbox"/> For Profit <input type="checkbox"/> Not For Profit	
Address:		Postal Code:	
Name of Applicant:	Business #:	Residence #:	
Applicant E-mail:	Fax #:	Cell #:	
Back-up Contact:	Business #:	Residence #:	

SECTION B: BOOKING INFORMATION

Location:	
Purpose of Event:	
Please Check All That Apply To Your Event:	
<input type="checkbox"/> Sports/Recreational	<input type="checkbox"/> Health & Wellness
<input type="checkbox"/> Educational	<input type="checkbox"/> Child Care Program
<input type="checkbox"/> Parenting Support	<input type="checkbox"/> Meetings
<input type="checkbox"/> Community Services	<input type="checkbox"/> Aboriginal-Focused Program
<input type="checkbox"/> Arts & Cultural	<input type="checkbox"/> Social
<input type="checkbox"/> Leadership	<input type="checkbox"/> Other; please describe: _____
<input type="checkbox"/> Supports for Low-Income Communities	<input type="checkbox"/> Supports for Recent Immigrants
Exact Date(s) Of Use (If necessary list all dates on separate document and attach to this form):	
Repetitive Event: <input type="checkbox"/> Single Use <input type="checkbox"/> Multiple Use	Access Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
	Exit Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
	Total # of Hrs: _____
No. of Participants: _____	Gender of Participants: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Both
	Ages: <input type="checkbox"/> 0-6 <input type="checkbox"/> 7-12 <input type="checkbox"/> 13-18 <input type="checkbox"/> 19-24 <input type="checkbox"/> 25-64 <input type="checkbox"/> Seniors 65+ <input type="checkbox"/> No Target Age
Facilities Required: (Check all that apply)	<input type="checkbox"/> Single Gym <input type="checkbox"/> Field <input type="checkbox"/> Classroom(s) _____ (# of rooms required)
	<input type="checkbox"/> Double Gym <input type="checkbox"/> Cafetorium <input type="checkbox"/> Other (Please specify): _____
Custodian Required: <input type="checkbox"/> NO	<input type="checkbox"/> YES. Custodian required to: <input type="checkbox"/> Open <input type="checkbox"/> Set Up <input type="checkbox"/> Close <input type="checkbox"/> Clean Up

SECTION C: INSURANCE

The Board requires proof (Certificate of Liability Insurance Policy) with the Board added as an additional insured for \$2,000,000.00 prior to issuance of Permit. Cost of insurance will be included on your permit if proof of insurance is not provided at time of processing.

Proof of Liability Insurance: YES (COPY OF POLICY MUST BE ATTACHED TO PERMIT APPLICATION) NO (BOARD TO PURCHASE INSURANCE. PLEASE SIGN AUTHORIZATION BELOW)

I hereby authorize the Huron-Perth Catholic District School Board to purchase insurance for the above-named organization / user group.

Signature: _____

SECTION D: APPLICANT ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT I/WE HAVE READ, UNDERSTAND AND WILL ABIDE BY THE BOARD POLICY 3E:13 AS SET OUT ON PAGE 2 OF THIS APPLICATION FORM WITH RESPECT TO THE "COMMUNITY USE OF SCHOOLS PROGRAM" FOUND AT: <http://www.huronperthcatholic.ca>

Signature of Applicant _____

Date of Application _____

SECTION E: FEES **SECTIONS E AND F ARE TO BE COMPLETED BY THE PRINCIPAL**

Group Classification:	<input type="checkbox"/> Group A – Exempt <input type="checkbox"/> Group B – Cost Recovery <input type="checkbox"/> Group C – Commercial Rate	No charge Fee \$25.00 per day / use Fee \$75.00 per day / use	Group Charge: \$ _____
In addition a \$50.00 fee will be charged to Groups B or C whenever any of the following apply:			Holiday Charge: \$ _____
• Use of facilities during school holidays, including Saturday and Sunday <input type="checkbox"/> YES <input type="checkbox"/> NO			Custodian Charge: \$ _____
• Custodian requested to stay on duty, or required for set-up and/or clean-up outside their daily schedule. <input type="checkbox"/> YES <input type="checkbox"/> NO			SUB TOTAL: \$ _____
			Insurance Charge (if applicable): \$ _____
			TOTAL: \$ _____

SECTION F: MANDATORY ENCLOSURE AND APPROVAL

Copy of Liability Insurance Certificate naming HPCDSB as Additional Insured attached, OR
Copy of OSBIE "Outline of Facility User Group Insurance Program" Form attached. Permission Granted Permission Denied

Cheque attached (payable to Huron-Perth Catholic District School Board).

Signature of Principal: _____

Date: _____

**HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD
POLICY 3E:13 - AUTHORIZATION FOR USE OF SCHOOL FACILITIES**

1. RIGHT OF SCHOOL

In granting permission for the use of school facilities, it is understood that school activities will take precedence over non-school activities.

2. WHO MAY USE FACILITIES

- a) Any responsible individual or organization, excluding political parties, may be granted a permit to use school facilities. However, school facilities shall not be available for use by individuals or organizations for private gatherings or whose purpose it is to use the facilities for the operation of a business for private gain.
- b) Any use of the facilities that may violate the canons of good morals, manners or taste, or may be potentially injurious to the Board's buildings, grounds or equipment will not be approved.

3. AVAILABLE FACILITIES

The accommodation of a school which shall be available are:

- a) Gymnasium – A gymnasium may include the regular area, the spectators' seating space, and if required, the dressing rooms and shower rooms.
- b) Classrooms – Classroom use shall be at the discretion of the principal. The use of a classroom does not include the use of equipment within that classroom.
- c) Kitchen facilities – At the discretion of the principal.

4. WHEN FACILITIES MAY BE USED

Permits may be granted for use of school facilities throughout the year.

- a) Subject to cleaning and maintenance requirements, permits may not be approved during:
 - School holidays, including summer vacation
 - Christmas vacation period
 - March Break
- b) Use of school facilities during school holidays, including Saturday and Sunday may result in a fee being charged as per the schedule of fees.

5. EVENING USE

The evening use of school facilities shall terminate no later than 11:30 p.m., the building to be cleared and closed by 12:00 midnight.

6. EQUIPMENT

Technical equipment such as a public address system may be available for use by organizations. The provision of extra tables, chairs, dishes and cutlery shall be the responsibility of the organization renting the building. All tables, chairs, dishes, cutlery and other equipment brought in by the applicant for temporary use shall be removed without delay.

7. STORAGE OF EQUIPMENT

The storage of equipment or materials brought in by an organization shall not be permitted with the possible exception of: Cub, Scout, Brownie, Girl Guide, Catholic Parent-Teacher, School Council or YMCA groups. A principal may arrange storage of minor equipment, if space is available and it does not interfere with the operation of the school. The Board accepts no risk or responsibility for the loss or damage of any such equipment stored under this provision.

8. SUPERVISION

The applicant shall be responsible for the conduct and supervision of all persons admitted to the school buildings and grounds, and shall see that all regulations herein contained are strictly observed. Youth activities held in the facility shall be supervised by a responsible adult who shall be named at the time the application for permit is made. If the program requires the use of more than one room, the organization holding the permit shall provide one adult supervisor for each room in use.

9. CARE OF PROPERTY

- a) The applicant shall be responsible for insuring that reasonable care is taken to prevent damage to school property.
- b) Rubber soled shoes (approved for gymnastic use) shall be worn in gymnasium or auditorium for gymnastics or sports activities.
- c) The applicant shall insure that the use of any facilities under the permit shall be so conducted as to create minimum interference with normal school operation.
- d) Any damage to school property and equipment must be reported.

10. LIABILITY FOR DAMAGES

Any damages caused to the facilities or to any school equipment shall be the liability of the party holding the permit. The Huron-Perth Catholic District School Board, its servants or agents shall not be responsible for any claims for damages that may arise out of the use of the facilities by the applicant. The Huron-Perth Catholic District School Board, its servants or agents shall not be held liable for any charges which may be made as a result of the use of the facilities by the applicant.

11. ACCESS TO SCHOOL

If required, school keys shall be obtained from the Principal or such other agent as designated by the Board. School keys shall be picked up by the applicant prior to each use and returned to the Principal or such other agent of the Board in the morning on the first school day following each use.

12. REGULATIONS GOVERNING THE PERMIT

- a) The facilities shall be used only on the date(s), hours and for the purpose indicated on the permit.
- b) The permit shall not be transferable.
- c) The permit may be revoked or cancelled by the Board at any time, with or without cause and there shall be no claim or right to damages or reimbursement, on account of any loss, damage, or expense whatsoever incurred by the applicant.
- d) The date of the permit may be changed by the Board should the facilities be required for school purposes.
- e) Games of chance, lottery, or gambling in any form shall be strictly forbidden.
- f) No alcoholic beverages will be consumed on the school premises including school grounds.
- g) No social dances shall be held in school facilities except as part of a school function.
- h) No smoking shall be allowed on school property.

13. SCHEDULE OF RENTAL FEES

- a) The rental fee to be charged an organization for the use of school facilities and premises shall be in accordance with a Schedule of Rental Fees.
- b) The fee charged shall be collected by the Principal of the school and remitted to the Board.

14. ANNUAL REVIEW OF FEES

The Schedule of Rental Fees shall be examined and revised when necessary, by the Board.

15. CONTRACT

All of the statements contained in this policy are a part of every contract whether stated or not stated explicitly in the permit.

16. APPLICATION FOR PERMIT

- a) All applications for a permit shall be made to the Principal of the School. Requests for applications for a permit during vacation periods as mentioned in item 4, shall be made directly to the Director of Education or designate.
- b) The Custodian shall be informed of all permit applications prior to approval.
- c) The Principal shall forward to the Director of Education the reason(s) for refusing a permit application, which decision may be either upheld or changed.
- d) It is the responsibility of the Principal to report to the Director of Education any infraction of these regulations and/or the fees to be paid by the Board to the Custodian for his services.

17. INDEMNIFICATION AGREEMENT

The Organization, its officers and directors agree, jointly and severally to indemnify, protect, and save harmless the Board from all loss, costs, including legal costs, jointly and of any kind, or damages on account or as a result of claims, actions, causes of action or proceedings of any kind against the Board as a result of claims of injury to person (s) or property in any way caused by or resulting from or allegedly caused by or resulting from the negligence or wrongdoing of the Organization, its officers, directors, servants or volunteers arising out of the use of the premises or equipment of the Board or other matters to which this Agreement and the Schedule (s) hereto pertain. The Organization, at its expense, shall defend any such claim, suit, action or proceeding to which the Board is a named party or to which a party seeks to name the board as a party. The Organization shall maintain insurance satisfactory to the Board, and furnish evidence of same to the Board upon request, sufficient to protect it, its officers, directors and servants and the Board from any claim for damages for personal injury, including death, and from claims for property damage as set out above in this Agreement.



Huron-Perth Catholic District School Board

INDEMNIFICATION AGREEMENT

This Agreement dated this _____ day of _____, 200__

BETWEEN:

THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD
("the Board")

- and -

("the Organization")

- and -

(names of individuals)

INDEMNIFICATION AGREEMENT

IN CONSIDERATION of the sum of One Dollars (\$1.00), receipt of which is hereby acknowledged and in consideration for the licence to use the Board's facilities identified in Schedule "A" attached hereto on the terms and conditions set out in said Schedule "A", the Organization, its officers and directors agree, jointly and severally to indemnify, protect, and save harmless the Board from all loss, costs, including legal costs, jointly and of any kind, or damages on account or as a result of claims, actions, causes of action or proceedings of any kind against the Board as a result of claims of injury to person (s) or property in any way caused by or resulting from or allegedly caused by or resulting from the negligence or wrongdoing of the Organization, its officers, directors, servants or volunteers arising out of the use of the premises or equipment of the Board or other matters to which this Agreement and the Schedule (s) hereto pertain.

The Organization, at its expense, shall defend any such claim, suit, action or proceeding to which the Board is a named party or to which a party seeks to name the board as a party.

The Organization shall maintain insurance satisfactory to the Board, and furnish evidence of same to the Board upon request, sufficient to protect it, its officers, directors and servants and the Board from any claim for damages for personal injury, including death, and from claims for property damage as set out above in this Agreement.

For (Organization)

For the Board

President

Secretary



OCT 22 2010

**Engineering and
Public Works Department**
82 Erie Street, 3rd Floor
Stratford, ON N5A 2M4

519-271-0250 Ext. 222
Engineering Fax: 519-271-1427
Public Works Fax: 519-273-2720
TTY: 519-271-5241
www.city.stratford.on.ca

October 19, 2010

Huron-Perth Catholic District School Board
P.O. Box 70
Dublin ON N0K 1E0

Attention: Mr. G.H. Thuss
Superintendent of Business and Treasurer

Dear Sir:

**Re: Agreement for Temporary Parking for
St. Michael's Catholic Secondary School, Stratford**

At the September 13, 2010 Council meeting, Council adopted the following recommendation of the Public Works Committee:

That the current temporary parking agreement with the Huron-Perth Catholic District School Board be extended for two years and that the school board be advised that development options are pending and that they should investigate alternate parking arrangements.

Please find enclosed four copies of the temporary parking agreement executed by the City and requiring execution by the Huron-Perth Catholic District School Board. Once the agreement has been executed, please keep one copy for your records and return the other three copies to my attention at the City of Stratford.

Yours truly,

Nancy Roulston, P.Eng.
Development Engineer

NR:kd
Enclosures

THIS AGREEMENT made this 13th day of September, 2010

B E T W E E N

THE CORPORATION OF THE CITY OF STRATFORD
(hereinafter referred to as the "City"

OF THE FIRST PART

and

THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD
(hereinafter referred to as the "Board"

OF THE SECOND PART

WHEREAS the City and the Board entered into an Agreement dated the 26th day of August, 2002 to authorize the establishment of a temporary parking area by the Board on municipal land owned by the City as shown in Schedule "A" to the said Agreement;

AND WHEREAS the City and the Board entered into an agreement dated the 24th day of November, 2003 extending the term of the said agreement to August 31, 2004;

AND WHEREAS the City and the Board entered into an agreement dated the 28th day of June, 2004 extending the term of the said agreement to August 31, 2005;

AND WHEREAS the City and the Board entered into an agreement dated the 22nd day of August, 2005 extending the term of the said agreement to August 31, 2006;

AND WHEREAS the City and the Board entered into an agreement dated the 8th day of January, 2007 extending the term of the said agreement to August 31, 2007;

AND WHEREAS the City and the Board entered into an agreement dated the 27th day of August, 2007 extending the term of the said agreement to August 31, 2008;

AND WHEREAS the City and the Board entered into an agreement dated the 22nd day of September, 2008 extending the term of the said agreement to August 31, 2010;

AND WHEREAS the Board has requested a further extension to the said Agreement, as amended;

AND WHEREAS the City anticipates that its lands will be required for future residential development within the next two years;

AND WHEREAS the City agrees to the extension requested by the Board for up to two-years, subject to early termination of the agreement by the City at its sole discretion;

NOW THEREFORE WITNESSETH that in consideration of the premises, the agreement, covenants, conditions, terms and conditions hereinafter set forth, the Parties hereto agree as follows:

1. The City agrees that the Board may use the municipal lands for an additional term of up to two (2) years until August 31st, 2012.
2. Notwithstanding the terms and conditions in the Agreement dated the 26th day of August, 2002, as amended, the Board agrees that upon 30 calendar days' written notice from the City to the Board, the Agreement dated the 26th day of August 2002, as amended, between the City and the Board may be terminated by the City at its discretion at any time during the term of this extension agreement, and the Board, at its sole expense, shall restore the municipal land to its prior condition as directed by the Director of Engineering and Public Works for the City. If the Board fails to restore the said municipal land, then the City may carry out the removal and restoration and recover the cost thereof from the Board.

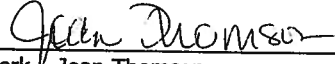
3. All other terms and conditions of the Agreement dated the 26th day of August, 2002 as amended, shall remain in force and effect.

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands and seals attested by the hands of its property officers in the behalf.

SIGNED, SEALED AND DELIVERED)
in the presence of)

) THE CORPORATION OF THE CITY
) OF STRATFORD
)
)
)

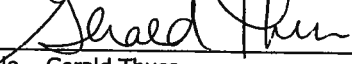
) 
) _____
) Mayor - Daniel B. Mathieson

) 
) _____
) Clerk - Joan Thomson

) THE HURON-PERTH CATHOLIC DISTRICT
) SCHOOL BOARD
)
)
)

) 
) _____
) Title - Director of Education

) Name - Martha Dutrizac

) 
) _____
) Title - Gerald Thuss

) Name - Superintendent of Business

Sustainable Solutions—Green and Beyond

We are pleased to announce a new partnership with Swish Maintenance Limited. Swish was recently awarded the OECM (Ontario Education Collaborative Marketplace) tender for custodial supplies. The OECM is a Ministry-sanctioned entity serving all of Ontario's publicly funded educational institutions. Our Board has enjoyed a positive relationship with Swish since 1992 and we are now moving to a more seamless and comprehensive program in an effort to provide safer environments, improve productivity and reduce costs.

Swish Clean + Green: A complete EcoLogo Certified line of janitorial/sanitation products is being implemented. Environmentally safer products will improve the atmosphere within schools for all staff and students and reduce impact on our overall environmental footprint. We, together with our Swish team, recognize that green cleaning has evolved beyond just a specific product or service, and should be revered as a thought process that focuses on creating a healthy, safe and attractive building while minimizing harmful impacts.

It is a fact: Almost all traditional cleaning products are hazardous to people and the environment. Although traditional products may produce a clean look and a clean smell due to added toxins and fragrances, they do so at the risk of our health, safety and that of the environment.

Our new approach to green cleaning is... efficient and effective cleaning that supports productivity and does not harm our environment.

Not only does the new Swish program introduce a wide range of cleaning solutions, electrically converted water floor scrubbers, sanitation, paper products and more, it also offers new e-learning opportunities and an easy online ordering system for custodians who wish to take advantage of this added value.

Additionally, we will no longer be required to place a bulk order for supplies—custodians will be able to order quantities they are able to easily store and re-stock when necessary at anytime throughout the year. This will eliminate over-ordering and the nuisance of finding ample storage for supplies.

The Swish team provides unmatched service, accountability and value. We are very excited about this single-sourcing program and the improved working and learning environments we will now be able to provide for our staff and students.

Thank you for your support during this transition. Please contact Anne Marie Nicholson with any questions or concerns.





Huron-Perth Catholic District School Board

Mail PO Box 70 Dublin ON N0K 1E0 Website www.huronperthcatholic.ca
 Phone 519 345 2440 Fax 519 345 2440

October 18th, 2010

TO: Special Education Advisory Committee
 FROM: Chairperson of Special Education Advisory Committee
 RE: **MINUTES – SEAC MEETING Monday, October 18th, 2010**

A meeting of the Special Education Advisory Committee will be held at the Board Office, 87 Mill Street, Dublin on **Monday, October 18th at 4:30 pm.**

Present: Carolyn Carter, Charmaine Chadwick, Shelley Fleming, Veronica Kolkman, Brent Langan, Joanne Lombardi, JoAnn MacGregor, Jim McDade, Maureen Sabin, Caroline Simons, Patricia Tousaw, Ali VanStraaten

	Item	Att.	Discuss	Info	Responsibility
1	Opening Prayer, Welcome and Introductions <i>Welcomed Tish Tousaw from St. Anne's</i>	X			<i>Chair</i>
2	Approval of Agenda <i>Agenda approved by Ali VanStraaten</i>	X	X		<i>Chair</i>
3	Business arising from Minutes <i>Approval of September 16th, 2010 minutes by Jim McDade</i>		X		<i>Chair</i>
4	Correspondence <i>Charmaine Chadwick shared information from Thames Valley Children's Centre. The handout was information for parents regarding an Autism Program ~ Connections for Students. The program is to ensure a smooth exit/entry to school transition.</i> <i>Maureen Sabin shared information that was distributed to SERTs regarding a one day conference on November 18th offered by Oticon for professionals who work with individuals who are deaf or hard of hearing.</i>			X	<i>Charmaine Chadwick</i> <i>Maureen Sabin</i>
5	Agency Reports <i>Ali VanStraaten attended a Down syndrome conference in Niagara Falls recently. She participated in a session about topics and information that would be shared at Board SEAC meetings and was provided with hardcopies of some Ministry resource documents (Education for All, Shared Solutions) and various electronic files on a flash drive.</i> <i>Shelley Fleming reported that Stratford's Walk For Autism was quite successful. Shelley also shared that Autism Ontario's Fall Training Weekend is scheduled for October 21st to 24th in Toronto.</i>			X	<i>Ali VanStraaten</i> <i>Shelley Fleming</i>
6	Information Reports. 6.1 Ministry update information <i>The Ministry provided an information and consultation session,</i>			X	<i>Maureen Sabin</i>

<p><i>that was attended by a team from HPCDSB, to discuss Special Education Funding. Components of the Special Education Grant was shared, as were the funding options for the High Needs Amount (HNA) using various MOV (Measures of Variability) models and/or the statistical prediction model.</i></p> <p><i>Provincial Parent Association Advisory Committee, PAAC, has been busily preparing a handbook for SEAC members, with funding from a Parents Reaching Out (PRO) Grant. This comprehensive handbook contains effective practices gleaned from responses to the SEAC Effectiveness Survey which many SEAC reps and alternates completed last fall. The PAAC on SEAC Effective Practices Handbook for SEAC Members should be available in late October 2010. PAAC hopes to hold a SEAC training session based on the handbook on November 6th, if the PRO grant application is successful.</i></p> <p><i>EQAO Results: On June 25, 2010 EQAO released a summary of results of the Grade 10 OSSLT, and on August 30th a summary of Grade 3, 6 and 9 results. Copies can be found on the EQAO website: www.eqao.com. 2009-2010 EQAO School and School Board profiles and reports for the primary and junior division assessment and the Grade 9 assessment have been posted.</i></p> <p>6.2 Community Living Inclusion project <i>Perth County Youth 4 Inclusion Council's purpose is to connect, network, and share resources with fellow students in our county who share our passion and desire of inclusion. They have set a goal as a group to make presentations for schools in the county to promote inclusion. Also, they want to establish the group by recruiting new members and getting members from other schools to represent themselves. The group has arranged to bring Norman Kunc to give presentations to the community and schools. Norm will speak at St. Michael's Secondary School on November 2nd from 2:00 to 3:00 p.m. Stephanie Granton is facilitating the group and is willing to come and speak to the members of SEAC</i></p> <p>6.3 Board and School Improvement Planning process <i>JoAnn MacGregor presented the draft Board Improvement Plan for 2010-2011 which has four SMART goals. The needs of our students with learning disabilities is being addressed in one of the BIP goals through a pilot project in two schools which will include a focus on students using Premier Literacy technology to demonstrate their learning. Brent Langan, System SERT, is working collaboratively with resource teachers, classroom teachers and principals on this project.</i></p> <p>6.4 Parasport Ontario magazine article <i>The Parasport Ontario magazine featured Eric Voss on the front cover. He is the son of Heather Voss. Brent brought to our attention a great article highlighting all the wonderful things he</i></p>			<p>X</p> <p>X</p>	<p><i>Maureen Sabin</i></p> <p><i>JoAnn MacGregor</i></p>
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	<p><i>does. His goal is to get to the Paralympics as he is a very skilled athlete. The Bridging the Gap program was mentioned as it helps students in rural communities get involved in sport.</i></p> <p><i>Brent Langan introduced the Caring Bridge website that some families use when experiencing medical issues. It is a site where families blog to share their stories and health updates.</i></p>			X	<i>Brent Langan</i>
7	<p>New Business</p> <p><i>Jim McDade shared Brother Andre's life story leading up to his canonization this past weekend in Rome.</i></p> <p><i>Two of our SEAC parents, Chairperson Carolyn Carter and Vice-chair Heather Voss, will receive the Champion Of Inclusion Award at the upcoming Coaching To Inclusion Conference to be held at the University of Western Ontario this Friday October 22nd, 2010. Jim McDade and Joanne Lombardi shared with the committee Carolyn and Heather's many accomplishments and significant contributions to inclusive education within our Huron Perth Catholic District School Board.</i></p>				
8	Date of Next Meeting: <i>Monday, November 15th, 2010</i>		X		<i>Chair</i>
9	Adjournment <i>6:15 p.m.</i>			X	<i>Chair</i>

November 17, 2010

TO: Members of the Huron-Perth Catholic District School Board

FROM: Martha Dutrizac, Director of Education

RE: **BY-LAWS OF THE BOARD**

BACKGROUND:

Changes to the By-Laws of the Board need to be made to reflect the standing legislated committees: Audit Committee, Special Education Advisory Committee.

RECOMMENDATION:

That the Board approve the changes made to the By-Laws of the Board.

Respectfully Submitted:

Martha Dutrizac
Director of Education

/ed



THE HURON-PERTH CATHOLIC
DISTRICT SCHOOL BOARD

BY - LAWS OF THE BOARD

*April 28, 2003
Reviewed August 2004
Reviewed February 2008
Reviewed November 2010*

**THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD
BY-LAWS OF THE BOARD**

ARTICLE I - GENERAL

Section 1: The Huron-Perth Catholic District School Board shall hereinafter, in these By-Laws, be referred to as "The Board".

Section 2: These By-Laws of The Board shall be observed for the order and despatch of business and shall regulate the conduct and duties of its members, officers, teachers, and any and all other employees.

Section 3: For any point of order not covered by the By-Laws, Robert's Rules of Order: Standard Guide to Parliamentary Procedure (Bantam Books, 1986 Edition) shall apply.

Section 4: Any point of the Constitution, By-Laws or rules of order of The Board may be altered or rescinded in the following manner:

- a) at any regular business meeting by a vote of the majority, all members being present, or
- b) at any regular business meeting by a vote of the majority, a quorum being present, if notice of motion of the proposed amendment was given at the previous regular meeting.

Section 5: The Board shall indemnify the trustees and officers of The Board, former trustees or officers of The Board or its predecessor Board and their heirs and legal representatives against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgement, reasonably incurred by him or her in respect of any civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being or having been a trustee or officer of The Board or its predecessor Board and with the approval of the court in respect of an action by or on behalf of The Board or its predecessor Board to procure a judgement in its favour to which he or she is made a party by reason of being or having been a trustee or officer of The Board or its predecessor Board against all costs, charges and expenses reasonably incurred by him or her in connection with such action, if he or she acted honestly and in good faith with a view to the best interest of The Board or its predecessor Board; and in case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he or she had reasonable grounds for believing that his or her conduct was lawful.

ARTICLE II - ORGANIZATION

- Section 1: The first meeting of The Board in each year shall be held at the Board Room on the first Monday in December at the hour of 4:00 p.m., or at such other hour as may have been fixed by resolution of the former Board.
- Section 2: If the first Monday in December is a statutory holiday, the Inaugural meeting of The Board will be held on the evening of the next day following, or on such other day as may have been fixed by resolution of the former Board.
- Section 3: Devotional exercises shall be conducted by a resident Roman Catholic Priest of either county.
- Section 4: At the appointed time, the Director of Education, in his/her capacity as Secretary of The Board, shall call the meeting to order and proceed to read the returns of election to The Board, if any, as certified to him/her by the Municipal Clerks, whereupon the elected members shall take their places after making their Declaration of Office and Oath of Allegiance.
- Section 5: The Board shall then proceed to elect:
- a) a Chairperson of The Board, who shall take the chair upon election, and
 - b) a Vice-Chairperson of The Board.

ELECTION OF A CHAIRPERSON AND VICE-CHAIRPERSON

- i) the voting shall be by ballot,
- ii) the poll clerk for the election shall be the Director of Education and the returning officer shall be the Superintendent of Business,
- iii) The presiding Officer shall declare nominations closed if no additional nomination is received within one minute after the last nomination, or if a motion to close nomination has been made, seconded and carried,
- iv) nominees shall declare their intention after no more nominations have been received,
- v) if all nominees withdraw, an opportunity shall be given for further nominations,
- vi) the ballot count shall not be declared,
- vii) each nominee standing for election may appoint one scrutineer to supervise the voting and the counting of ballots,
- viii) where no candidate receives a clear majority of those present, a member receiving the least number of votes shall be eliminated and a subsequent vote shall be held to declare the member elected should there be more than two

candidates for the position (the presence of a majority of all members constituting The Board is necessary to form a quorum), and

- ix) in the case of an equality of votes (with only two candidates remaining) one more vote shall be taken. If after this vote there is still a tie, the candidates shall draw lots to fill the position.

Section 6: Immediately following the election of the Chairperson and Vice-Chairperson, the Chairperson of The Board shall call for nominations for the three (3) Area Chairpersons (Education, Management, Personnel) and the voting shall be in accordance with the provisions of the By-Law for the election of the Chairperson and Vice-Chairperson of The Board. The Chairperson in consultation with the Vice-Chairperson and The Board, shall appoint trustees to serve on the following standing legislated committees: Audit Committee, two (2) trustees, Special Education Advisory Committee, one (1) trustee. Appointments of Representatives to other organizations/boards to which The Board has power or privilege to appoint representatives shall be done at a Regular Meeting of The Board.

Section 7: The Board shall appoint its Solicitor and Auditor at its Inaugural Meeting.

Section 8: The Officers of The Board shall be the following:

Chairperson
Vice-Chairperson
Director of Education as Secretary

Section 9: The schools' operations will be administered by an Executive Council composed of:

Director of Education (as Chairperson)
Superintendents of Education
Superintendent of Business (and Treasurer)

Section 10: The signing officers of The Board shall be:

Chairperson
Vice-Chairperson
Director of Education
Superintendent of Business (and Treasurer), or
any two of the above.

ARTICLE III - MEETINGS OF THE BOARD

- Section 1: Unless otherwise ordered by special motion, regular meetings of The Board shall be held on the second Monday (if necessary) and the fourth Monday of each month from August to June except the month of December at the hour of 4:00 p.m. During the month of December the regular meeting will be held on the second Monday at the hour of 8:00 p.m. (if necessary). If the second Monday or the fourth Monday is a statutory holiday, the meeting of The Board will be held on the evening of the next day. In case of emergency or as otherwise required, however, the regular meeting may be changed by a majority decision of The Board, or by a joint decision of the Chairperson and Vice-Chairperson of The Board.
- Section 2:
- a) written notice and the Agenda of each regular meeting of The Board shall be sent by EXPRESSPOST or (delete) electronically at least five days, or by Board Courier at least four days, before the time of the meeting, to each member, and;
 - b) the Agenda shall be prepared according to an approved format.
- Section 3: A quorum shall consist of a majority of all members constituting The Board, and the vote of a majority of such quorum is necessary to bind The Board.
- Section 4: Unless there shall be a quorum present within thirty minutes after the time appointed for any meeting, the Secretary (Director of Education) shall record the names of the members present, and The Board shall forthwith stand adjourned until the next regular meeting, unless a special meeting is called in the interval as hereinafter provided.
- Section 5: Special meetings of The Board may be called by the Chairperson at any time and it shall be his/her duty to convene a special meeting whenever requested to do so in writing by two members of The Board. If the Chairperson shall be absent or shall refuse to call the meeting, it shall be the duty of the Vice-Chairperson to convene such a meeting, or, in the case of his/her absence or refusal, the duty of the Director of Education as Secretary.
- Section 6: In calling a special meeting every member shall be notified of the object for which such meeting is called and no business shall be considered at such meeting other than that named in the notice. If all members of The Board are in attendance at such a special meeting, any business may be introduced upon a resolution carried by a vote of three members of The Board.
- Section 7: An adjourned meeting shall be deemed to be called for the completion of the transacting of business included in the Agenda of the preceding regular meeting. The business interrupted by the adjournment is the first in order after the reading of the minutes at the next meeting.
- Section 8: The Board shall not remain in session later than 11:00 p.m., unless determined by a vote of three of the members present, but no meeting shall be extended beyond 11:30 p.m., unless by unanimous approval.

Section 9: A regular meeting of the Committee of the Whole, In Camera shall not remain in session later than 7:55 p.m. unless determined by a majority vote of the members present.

Section 10: In times of emergency or in exceptional circumstances that do not allow for trustees to be present for a Meeting of The Board, the option of organizing a meeting to be conducted by electronic means is possible. These meeting structures are permitted under The Education Act - *Regulation 463/97: Electronic Meetings*.

- i) The Chairperson of The Board and the Director must be present in the same venue to conduct the meeting.
- ii) A Board member who participates in a meeting by electronic means is considered to be present at the meeting and will be recorded in the attendance for the meeting.
- iii) All provisions in the legislation with regard to closed session meetings and conflict of interest will apply for electronic meetings of The Board or committees.
- iv) Any member of The Board who participates in a meeting by electronic means shall be required to act in accordance with The Board's Bylaws.

Section 11: At the first meeting after a vacancy occurs in the office of Chairperson or Vice-Chairperson, the vacancy shall be filled by the method used for election at the Inaugural meeting.

ARTICLE IV - ORDER OF BUSINESS

Section 1: The Chairperson may, at any time, suspend or vary the order of business with the majority consent of the members present. All motions relating to the order of business shall be decided without debate.

Section 2: The order of business of the Agenda shall be as follows:

**THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE, MEETING, IN CAMERA
MONDAY, , 201_ 7:00 P.M.
BOARD OFFICE, 87 MILL STREET, DUBLIN, ONTARIO**

AGENDA

1. OPENING PRAYER
2. CALL TO ORDER AND RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. DECLARATION OF INTEREST
5. PRESENTATIONS
6. Approval of Minutes of Committee of the Whole, In Camera of _____.
7. BUSINESS ARISING FROM THE MINUTES
8. REPORTS
 - I EDUCATION
 - II MANAGEMENT
 - III PERSONNEL
 - IV AD HOC COMMITTEES
 - V OTHER
9. ITEMS FOR ACTION
10. ITEMS FOR INFORMATION
11. CORRESPONDENCE
12. FUTURE BUSINESS
13. QUESTION PERIOD
14. ADJOURNMENT

**THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD
REGULAR BOARD MEETING
MONDAY, _____, 201_ 8:00 P.M.
BOARD OFFICE, 87 MILL STREET, DUBLIN, ONTARIO**

AGENDA

1. OPENING PRAYER
2. CALL TO ORDER AND RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. DECLARATION OF INTEREST
5. PRESENTATIONS
6. Approval of Minutes of Regular Board Meeting of _____.
7. BUSINESS ARISING FROM THE MINUTES
8. REPORTS
 - I COMMITTEE OF THE WHOLE, IN CAMERA
 - II EDUCATION
 - III MANAGEMENT
 - IV PERSONNEL
 - V OTHER
9. ITEMS FOR ACTION
10. ITEMS FOR INFORMATION
11. CORRESPONDENCE
12. FUTURE BUSINESS
13. STUDENT TRUSTEE REPORTS
14. QUESTION PERIOD
15. ADJOURNMENT
16. CLOSING PRAYER

Section 3: When minutes of the previous meeting have been printed and sent to members at least three days before the time of meeting, the reading of such minutes shall be eliminated.

Section 4: A person or a delegation wishing to bring a matter to the attention of The Board shall be expected to have discussed the concern with the Director of Education (or his/her designate). Where a person or a delegation wishes to make a presentation to The Board, the person or delegation shall make the necessary arrangements through The Board Secretary (Director of Education) or his/her designate, and shall provide the Secretary with a brief in writing at least six days prior to the meeting in order that it may be distributed to all members of The Board for study prior to the meeting. Oral presentations by delegations shall be limited to 15 minutes unless the Chairperson agrees to a different length of time.

Notwithstanding the foregoing, a person or delegation may appear before The Board at the discretion of the Chairperson of The Board.

ARTICLE V - RULES OF ORDER

Section 1: All regular business meetings of The Board shall be open to the public

Section 2: A recorded vote may be requested before a vote is called. The names of those voting for, and those voting against, shall be recorded by the Secretary.

Section 3:

- a) all motions shall be recorded in the minutes, both carried and defeated.
- b) the number of members voting for and the number voting against the question shall be recorded in the minutes along with the result of the voting.

Section 4:

- a) when a question is put, every member present (including the Chairperson), shall vote thereon, unless excused by The Board. In the event any member(s) is (are) excused from voting on a particular motion, the quorum for that particular motion is established as the number of members present and voting, provided that the quorum is not less than that established by The Education Act and
- b) where a member is personally interested in the question, he/she shall declare an interest, shall not enter into debate, and shall abstain from voting.

Section 5: A member, while speaking, shall not be interrupted by another, except upon a point of order. The member so interrupting shall confine himself/herself strictly to the point of order.

Section 6: Any member called to order from the Chairperson may afterwards explain, and The Board, if appealed to, shall decide the case but without debate; if there is no appeal, the decision of the Chairperson shall be final.

Section 7: Every member, speaking to any motion or amendment, shall address the Chairperson, confining himself/herself to the matter in debate, and avoiding all discourteous language and references to personalities.

Section 8: Any member of The Board may require the question under discussion to be read at any part of the debate, but not so as to interrupt a speaker.

Section 9: After the Chairperson has put the question to vote, there shall be no further debate.

Section 10: When a question is under debate, the only motions in order shall be:

1. to adjourn (no debate)
2. to table (no debate)
3. to put the previous question (no debate)
4. to postpone
5. to refer
6. to amend; and each shall have precedence in the order named; and the first, second, and third shall be decided without debate.

Section 11: A motion to adjourn shall be in order, except when a member is speaking, or a vote is being taken, or when the previous question shall be called. A motion to adjourn shall not be open to amendment or debate; but a motion to adjourn to a certain time may be amended and debated. After a motion to adjourn has been lost, no second motion to the same effect shall be made until after some intermediate proceedings shall have been made.

Section 12: After a motion has been stated by the Chairperson, it shall be open to debate, and shall be disposed of only by a vote of The Board unless the mover, by permission of The Board, withdraws it.

Section 13: After the motion has been made and seconded, an amendment may be made, and an amendment to the amendment may be made; but no further motion to amend shall be made until these have been debated.

Section 14: Except as noted immediately following, all motions shall be put in order in which they are made, except that amendments shall be put before the main motion, the last amendment first.

Section 15: After a vote has been taken on any question (except of indefinite postponement), such a vote may, with the consent of three members present, be reconsidered at any meeting thereafter provided that written notice of the motion to reconsider shall be sent to all members three days in advance of the meeting.

Section 16: A valid motion to reconsider, being once made as provided in this By-Law and decided in the negative, shall not be again entertained during that calendar year.

Section 17: When two or more members desire to speak at the same time, the Chairperson shall name the member who is to speak.

Section 18: A question having been postponed indefinitely shall not be taken up again at the same meeting.

Section 19: In all motions for the appointment of any member of The Board, or of any other person, to any office other than that of Chairperson or Vice-Chairperson, the names of all candidates who have agreed to serve shall be voted on separately in the order in which they are proposed, if so requested by any member of The Board.

Section 20: Any motion duly moved and seconded at a duly constituted meeting must be voted on in that meeting, unless the mover and seconder consent to withdraw the motion or it is tabled, postponed or referred.

Section 21: When a question under consideration contains several propositions, then upon the request of any member, the vote upon each proposition shall be taken separately, otherwise it shall be upon the question as presented.

ARTICLE VI - COMMITTEE OF THE WHOLE, IN CAMERA MEETINGS OF THE BOARD

Section 1: Unless otherwise ordered by a special motion, regular meetings of the Committee of the Whole, In Camera shall be held on the second Monday (if necessary) and the fourth Monday of each month from August to June except the month of December at the hour of 7:00 p.m.. During the month of December the regular meeting will be held on the second Monday at the hour of 7:00 p.m. (if necessary). If the second Monday and the fourth Monday is a statutory holiday, the meeting of the Committee of the Whole, In Camera will be held on the evening of the next day. In case of emergency or as otherwise required, however, the regular meeting may be changed by a majority decision of The Board, or by a joint decision of the Chairperson and Vice-Chairperson of The Board.

Section 2: The Chairperson may, with the majority vote of members, convene The Board into Committee of the Whole, In Camera, at any time for consideration of reports or of any other motion or any other matter brought before The Board.

Section 3: The following matters shall not be raised in regular open meeting of The Board, but rather in private session of a Committee of the Whole, In Camera:

- a) the security of the property of The Board;
- b) 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 parent or guardian;
- c) the acquisition or disposal of a school site;
- d) decisions in respect of negotiations with employees of The Board; or
- e) litigation affecting The Board.

Section 4: The primary purpose of a Committee of the Whole, In Camera meeting is to discuss private and confidential matters. Minutes of such discussion will not be kept.

- Section 5: The rules of the Board governing debate, i.e., Robert's Rules of Order (Bantam Books, 1986 Edition), shall be observed in Committee of the Whole, In Camera.
- Section 6: A motion made in Committee to rise and report shall be decided without debate. Rise and report items will be grouped for motion purposes. Specific item(s) shall be voted on separately at the request of a trustee.
- Section 7: A report of the Committee of the Whole, In Camera may be amended, before being adopted, by a majority of The Board without being referred back to Committee of the Whole, In Camera.
- Section 8: A report of the Committee of the Whole, In Camera, or a report of the Committee of the Whole, In Camera as amended may be accepted or referred back to Committee, but it may not be accepted or rejected in part only.
- Section 9: Any consensus reached in a Committee of the Whole, In Camera meeting subject to Section 207 2) of the Education Act, must be approved by formal motion of The Board at a regularly convened public meeting before it can be considered to be a Board decision.

ARTICLE VII - DUTIES OF OFFICERS

- Section 1:
- a) The CHAIRPERSON shall preside at any Committee of the Whole, In Camera meetings in the absence of the Vice-Chairperson and General Meetings of The Board. THE CHAIRPERSON shall preserve order and shall decide all questions of order subject to an appeal to The Board. When called upon to decide a point of order he/she shall, if requested, state the rule applicable to the question. If a trustee should appeal a ruling, such appeal shall be decided without debate (unless the Chairperson invites discussion). The Chairperson may vote on such an appeal, and in the event that there is an equality of votes, the decision of the Chairperson shall be deemed to be sustained.
 - b) As prescribed in Section 208 (12) of The Education Act, all questions, and any question upon which there is an equality of votes shall be deemed to be negative, and the Chairperson will vote on every matter before The Board.
- Section 2:
- a) The VICE-CHAIRPERSON shall preside at any meeting in the absence of the Chairperson and at Committee of the Whole, In Camera Meetings of The Board.
 - b) If at any meeting, a quorum being present, there is no Chairperson or Vice-Chairperson present, the members present may elect a Chairperson for that meeting.
 - c) During the continued absence of the Chairperson from duty, or upon his/her written request, the Vice-Chairperson shall perform all the duties of the Chairperson.

- Section 3:
- a) THE SECRETARY shall keep a full and correct record of the proceedings of every meeting of The Board in the Minutes Book provided for that purpose by The Board and ensure that the minutes, when confirmed, are signed by the Chairperson or presiding member.
 - b) The Secretary shall transmit to the Minister or his/her designated official(s) copies of reports requested by him/her.
 - c) The Secretary shall perform such other duties as may be required by the Regulations, by any other Act, or by The Board.
 - d) The Secretary shall furnish the auditors with any papers or information in his/her power that may be required.

- Section 4:
- a) THE TREASURER shall receive and account for all school moneys.
 - b) The Treasurer shall open an account or accounts in the name of The Board in such of the chartered banks of Canada or in such other place of deposit, as may be approved by The Board.
 - c) The Treasurer shall deposit all moneys received by him/her on account of The Board, and no other moneys, to the credit of such account or accounts.
 - d) The Treasurer shall disburse all moneys as directed by The Board.

ARTICLE VIII - AREAS OF THE BOARD

Section 1: There shall be three areas of The Board, namely; Education, Management, and Personnel.

Section 2: The Area Chairperson shall report to The Board as required.

ARTICLE VIII - AD HOC COMMITTEES OF THE BOARD

Section 1: **Ad Hoc** Committees may be appointed from time to time by The Board as required to accomplish specific tasks.

Section 2: The action of any Committee shall not be binding until formally approved by The Board, unless The Board gives the Committee power to act with reference to a particular matter or matters.

Section 3: All members of The Board shall be notified of any and all meetings of any Committee. Members who attend may participate in discussion but may not vote on any matter before the Committee.

Section 4: The Chairperson of The Board, and in his/her absence the Vice-Chairperson, shall be an ex-officio member of all Committees.

Section 5: In a meeting of any Committee, a majority of those appointed shall constitute a quorum.

Section 6: If any vacancy shall occur in any Committee of The Board, The Board shall fill the vacancy at its next regular or any meeting.

Section 7: The Chairperson of The Board and the Director of Education and the administrative officials shall keep the Chairperson of each Committee informed of matters within the terms of reference of the Committee.

ARTICLE IX - REIMBURSEMENT OF MEMBERS

Section 1:

- a) Members of The Board may be paid such allowance as is determined by The Board. Such allowance shall be subject to the provisions of the Education Act.
- b) The Chairperson and Vice-Chairperson of The Board may be paid an amount determined by The Board that is in addition to the allowance payable as a member of The Board. The additional allowance shall be subject to the provisions of the Education Act.

Section 2:

- a) Members of The Board shall be reimbursed for out of pocket expenses reasonably incurred and for mileage travelled on Board business at a rate determined by The Board.
- b) Members of The Board shall be reimbursed for the following expenses incurred for the attendance at conferences and/or conventions:
 - i) Registration Fees
 - ii) Hotel Accommodation
 - iii) Meals
 - iv) Travel Expenses
 - v) Parking Costs
 - vi) Gratuities
 - vii) Telephone (Business Only)

ARTICLE X - MEMBERSHIP IN ORGANIZATIONS

Section 1: The Board shall annually take out membership in the Ontario Catholic School Trustees' Association, in the Ontario School Trustees' Council, (take out) and in the Canadian Catholic Trustees' Association.

Section 2: Membership in all other organizations for school boards shall be decided annually on an individual basis.



Huron-Perth Catholic District School Board

Mail PO Box 70 Dublin ON N0K 1E0 *Website* www.huronperthcatholic.ca
Phone 519 345 2440 *Fax* 519 345 2449

Strategy in Action - Realizing our Capacity



Growing As A Whole Person

Core Strategy: Our Core Literacy Strategy, Including Mathematical Literacy, demonstrates in text and visual form, how all of our work has a singular focus on increasing all students' achievement.

1. Remembrance Day

Members of Huron Perth Catholic DSB gathered in their schools and the board office on November 11 to pay tribute to all who have died and suffered as a result of aggression and war. We gave thanks for the many blessings that are ours because of the sacrifices made by others in the cause of peace.

2. Day for Aspiring Catholic Leaders at King's

On November 10 nine aspiring leaders from our board joined approximately 40 other teachers from neighbouring Catholic school boards for a *Day for Future Leaders* at **King's University College**. Participants learned more about Catholic Education's history and its mission. The group celebrated Mass with Father Michael Bechard.

3. Calling All Three Year Olds (CATYO)

CATYO kindergarten registration for 2011-2012 is offered at each of our elementary schools. Parents and their child are provided with special activities, refreshments, a library display, tips on preparing their child for entering schools and opportunities to learn more about their child's development. They meet the kindergarten teacher or full-day kindergarten team, as well.

4. Full Day Kindergarten

Full day kindergarten teachers and early childhood educators are provided with further training by the Ministry of Education. The teams explored the philosophy and intent of the program, reflect and collaborate on planning for delivery, and provided specific feedback on the draft document.

5. Project Team Updates

Two project teams met this month with Brent Langan, system special education resource teacher. The one project focuses on Grade 6 students in two schools who have a learning disability and have been working below the provincial standard in literacy and numeracy. The other team, which includes coordinator Vince Trocchi and intermediate teachers, is focused on creating differentiated math units for students in Grades 7 and 8.

6. November 5 Professional Development Day, Elementary

On November 5 Huron County teachers met at St. Joseph School, Clinton, in the morning and Perth County teachers met at St. Aloysius School, Stratford, in the afternoon for professional learning. The other half of this day teachers worked at their schools on the new progress report for their students.

7. Collaborative Inquiry for Learning Mathematics (CILM)

A board team will collaborate with teams from **London District Catholic School Board**, and the **Literacy and Numeracy Secretariat** on a Numeracy Inquiry project. With a focus on the connection between practice and research in Mathematics education, participants will choose to study an inquiry question that will include co-planning, co-teaching and reflecting on mathematics lessons from the junior curriculum.

8. Special Education Resource Teacher (SERT) Meeting

On November 1 the team of new SERTs met with Maureen Sabin and Brent Langan to continue their learning about Special Education in Huron-Perth Catholic DSB.

9. Partners in Employment and Community Living (Stratford & Central Huron) Partnership

A partnership meeting held this month focused on planning for employment facilitators who will work with some of our secondary students with a developmental disability on securing a job in the community either after school, weekends or in the summer.

10. Regional Community Care Access Centre Partnership

Maureen Sabin, coordinator of special education, met with the Regional Community Care Access Centre Managers to discuss updates to therapy programs for our students and to establish meeting protocols.

11. Equity and Inclusive Education

The Board's Equity and Inclusive Education Policy was passed on October 26. To achieve a thorough implementation, a committee of all employee groups, representation from SEAC and Catholic School Advisory Councils has been struck. The committee will develop an implementation plan.

12. Parents Reaching Out Grants

The Ministry of Education encourages parent engagement through PRO grants – Parents Reaching Out grants. The following Catholic School Advisory Councils applied for and received PRO grants this year:

Holy Name of Mary School, St. Marys	Plugged In: Technology of Learning	\$1,000.00
Jeanne Sauvé School, Stratford	Jeanne Sauvé Community Building Series B	\$ 550.00
Precious Blood School, Exeter	PBS Parent Involvement	\$1,000.00
Sacred Heart School, Wingham	Enhance the school's web site	\$ 900.00
St. Aloysius School, Stratford	Literacy and Numeracy Review for Parents and Students	\$1,000.00
St. James School, Seaforth	Focusing on Faith, Families & Student Achievement – A Handbook for Parents to Support Student Learning	\$1,000.00
St. Joseph's School, Clinton	Planners & Social	\$ 300.00
St. Mary's School, Goderich	Understanding My Child: How Can I Help	\$1,000.00
St. Patrick's School, Kinkora	Mobile learning come to life	\$ 400.00

13. Schools in the Middle (SIM)

Our board SIM team spent two days in London learning and networking with other board SIM teams in the southwest region. The SIM project will gather teachers together in networks related to our Board Improvement Plan SMART goals. We will repeat some of the learning from the regional session at these network meetings and also provide time for teachers to co-plan engaging 21st Century tasks for students.

14. Talkative Play Leads to Literacy

Jackie van Lankveld, preschool speech and language pathologist, was featured keynote speaker at this year's Community Early Literacy Forum, *Talkative Play*, on November 15 at St. Ambrose School in Stratford. Workshops addressed the importance of developing talk during play. Co-sponsors of the event were the **City of Stratford**, **Stratford YMCA**, **Perth Care for Kids**, **SmallTALK**, the **Perth-Middlesex Ontario Early Years Centre**, the **Avon-Maitland District School Board** and the **Huron-Perth Catholic District School Board**.

Delivering Excellent Service

Core Strategy: Our operational services leverage all resources to support student success. Policies are translated into efficient, cross-functional processes designed to collaboratively achieve needed qualitative and quantitative outcomes.

15. OSBIE Presentation regarding Liability and Risk Management

At the Leaders' Learning Council (LLC) held on Tuesday, November 16, 2010, a presentation was given by Gerry Thuss, Superintendent of Business, that outlined Risk Management Strategies for school administrators. Three common risk management strategies were identified including risk avoidance, identifying and controlling (managing) the risk, and reducing the loss through appropriate responses.

16. Secretarial Support for OnSIS

School secretaries have been training on OnSIS, the Ministry of Education's software for student data. Over a three (3) day period both elementary and secondary secretaries were in-serviced at the Board office with Sherry Poppe, Systems Analyst (Maplewood, First Class, OnSIS). A comment from Pauline Patterson, Secondary School Secretary was, "This was an excellent opportunity to learn more about the system, share with our colleagues and make the connections to the various areas involving student data".

17. Strategy in Action – Delivering Excellent Service

The management team has been working on the service component of the core strategy regarding operational services. The team has been reviewing the recommendations of the Operational Review, and will be looking at the report to determine how it can be used to provide excellent service that will support student success.

BOARD MISSION STATEMENT

We are a Catholic School Board. We serve our students, working with the home, parish and school community to:

- *Nurture a Christ-centred environment;*
- *Provide student-focused learning opportunities;*
- *Support the growth of the whole person.*