



**Board Meeting**  
**Tuesday, March 27, 2012 7:30 p.m.**  
**Boardroom**

**Members:**

**Trustees:**

Cliff Casey (Chair), June Szeman (Vice Chair), Dennis Blake, Dan Dignard, Bonnie McKinnon, Rick Petrella, Maxine Smitiuch (Student Trustee)

**Senior Administration:**

Cathy Horgan (Director of Education), Tom Grice (Superintendent of Business & Treasurer), Bill Chopp, Trish Kings and Chris Roehrig (Superintendents of Education)

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**1. Opening Business**

- 1.1 Opening Prayer – Cliff Casey
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Declaration of Interest

**2. Presentations**

- 2.1 Donatella Pettiti of St. Leo School, who placed first in the junior public speaking contest for the St. John's College Family of Schools, will present her speech on "Procrastination".
- 2.2 Jayden King of Our Lady of Fatima School, who placed first in the junior public speaking contest for the Holy Trinity Family of Schools, will present his speech on "Life with a Teacher".
- 2.3 Elisa Zammuto of Notre Dame School, Caledonia, who placed first in the junior public speaking contest for the Assumption College School Family of Schools, will present her speech on "Being Italian".
- 2.4 Bridget Kwasnik of St. Bernard School, who placed first in the intermediate public speaking contest for the St. John's College Family of Schools, will present her speech on "Competition".
- 2.5 Jacob McGivern of St. Bernard of Clairvaux School, who placed first in the intermediate public speaking contest for the Holy Trinity Family of Schools, will present his speech on "Stress".



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- 2.6** Kyler Kragten of Notre Dame School, Caledonia, who placed first in the intermediate public speaking contest for the Assumption College School Family of Schools, will present his speech on “The End of the World”.
- 3. Delegations - Nil**
- 4. Consent Agenda**
- 4.1** Approval of Board Meeting Minutes – February 28, 2012 Pages 4-7
- 4.2** Approval of the Special Meeting of the Board Minutes – February 21, 2012 Pages 8-9
- 4.3** Approval of the Special Meeting of the Board Minutes – March 21, 2012 Pages 10-11
- 4.4** Unapproved Student Transportation Services Brant Haldimand Norfolk Board of Directors’ Meeting Minutes – March 12, 2012 Pages 12-14
- 5. Committee and Staff Reports**
- 5.1** Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – March 20, 2012 Pages 15-22  
Presenter: June Szeman, Vice-Chair of the Board
- Financial Goals for the 2012-13 Budget (pgs. 23-24)
  - Budget Planning (pgs. 25-36)
  - Tuition Fees for Non-Resident in Ontario Students (pgs. 37-40)
  - St. Mary/Holy Cross Integration Sub-Committee Report – Name of School (pg. 41)
  - Regional Catholic Parent Involvement Committee Bylaws (pgs. 42-49)
  - Excursion: Italy and Greece (pg. 50)
- 5.2** Architect Selection – St. Gabriel and St. Mary’s, Hagersville Schools (*to be distributed*)  
Presenter: Tom Grice, Superintendent of Education & Treasurer
- 5.3** Student Trustee Report Page 51  
Presenter: Maxine Smitiuch, Student Trustee
- 6. Information and Correspondence**
- 7. Notices of Motion**
- 8. Trustee Inquiries**
- 9. Business In-camera**
207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- 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 or her 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.



**10. Report on the In-Camera Session**

**11. Future Meetings and Events**

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**12. Closing Prayer**

*Gracious God, as we prepare to conclude this meeting, we once again lift up our hearts to You. We thank you for the gifts that have been present within this act of service to the community, for the gifts of fellowship and understanding, of mutual respect and shared visions. We are grateful for the gifts of perseverance and insight into the common concerns we share. Now bless our departure and journeys homeward, in the name of the Father, Son, and Holy Spirit. Amen*

**13. Adjournment**



**Board Meeting**  
**Tuesday, February 28, 2012 7:00 pm**  
**Boardroom**

**Trustees:**

**Present:** June Szeman (Vice Chair), Dan Dignard, Bonnie McKinnon, Rick Petrella, Maxine Smitiuch (Student Trustee)

**Absent:** Cliff Casey (Chair), Dennis Blake

**Senior Administration:**

Cathy Horgan (Director of Education & Secretary), Bill Chopp and Chris Roehrig (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with a prayer led by Vice Chair June Szeman.

**1.2 Attendance – as noted above**

**1.3 Approval of the Agenda**

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the February 28, 2012 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**2. Presentations – Nil**

**3. Delegations - Nil**

**4. Consent Agenda**

**4.1** THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the January 24, 2012 Board meeting.

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board receives all reports and approves all motions under the Consent Agenda.

**Carried**



## 5. Committee and Staff Reports

### 5.1 Unapproved Minutes and Recommendations from the Committee of the Whole meeting of February 21, 2012

Trustee McKinnon reviewed the business of the Committee of the Whole meeting of February 21, 2012. The following recommendations were presented to the Board for approval:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Joint Use Agreement for St. Basil Catholic Elementary School and Walter Gretzky School.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the proposed 2012-13 School Year Calendars for elementary schools and secondary schools, as presented.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board advises the Grand Erie District School Board that the Brant Haldimand Norfolk Catholic District School Board has no interest in the following property:

- Former Victoria Public School, 40 Richmond Street, Brantford, Ontario.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School, Holy Trinity Catholic High School and St. John's College for an excursion, "Mission Trip" to Grassy Narrows from Saturday, June 16, 2012 to Sunday, June 24, 2012.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Columbus, OH from Friday, April 27, 2012 to Sunday, April 29, 2012.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School receives the unapproved minutes from the February 21, 2012 Committee of the Whole meeting.

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School approves the recommendations from the February 21, 2012 Committee of the Whole meeting.

**Carried**



**5.2 Student Trustee Report**

Student Trustee Smitiuch informed trustees of recent activities by the Student Senate, as well as the commendable outreach support provided by students at all three secondary schools during the Christmas season.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School receives the Student Trustee report.  
**Carried**

**6. Information and Correspondence**

Trustee McKinnon reported on the Regional Catholic Parent Involvement Committee (RCPIC) meeting that trustees Blake, Szeman and herself attended on February 27, 2012. She reviewed the highlights of the meeting and drew attention to RCPIC Symposium being held at Assumption College School on March 31, 2012.

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School receives the information and correspondence items since the last meeting.

**Carried**

**7. Notices of Motion - Nil**

**8. Trustee Inquiries - Nil**

**9. Business In-Camera**

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session.

**Carried**

**10. Report on the In-Camera Session**

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business from the in-camera session.

**Carried**

**11. Future Meetings**

The list of upcoming year-end meetings and events was reviewed by Trustees. It was noted that the March 6, 2012 Budget Committee meeting will start at 7:30 p.m.

**12. Closing Prayer**

A closing prayer was recited in unison.



**13. Adjournment**

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of February 28, 2012.

**Carried**



**Special Meeting of the Board  
Tuesday, February 21, 2012 10:00 p.m.  
Boardroom**

**Trustees:**

**Present:** Cliff Casey (Chair), June Szeman (Vice Chair), Dennis Blake, Dan Dignard,  
Bonnie McKinnon, Rick Petrella

**Absent:**

**Senior Administration:**

Cathy Horgan (Director of Education & Secretary)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with a prayer.

**1.2 Attendance – as noted above.**

**1.3 Approval of the Agenda**

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the Special Meeting of the Board of February 21, 2012.

**Carried**

**1.4 Declaration of Interest - Nil**

**2. Committee and Staff Reports - Nil**

**3. Business In-Camera**

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session of the Special Meeting of the Board.

**Carried**

**4. Report on the In-Camera Session**

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the in-camera session of the Special Meeting of the Board.

**Carried**





**5. Closing Prayer**

**6. Adjournment**

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of February 21, 2012.

**Carried**



**Special Meeting of the Board  
Wednesday, March 21, 2012 4:00 p.m.  
Trustees' Meeting Room**

**Trustees:**

**Present:** Cliff Casey (Chair), June Szeman (Vice Chair), Dennis Blake, Dan Dignard,  
Bonnie McKinnon, Rick Petrella

**Absent:**

**Senior Administration:**

Cathy Horgan (Director of Education & Secretary)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with a prayer.

**1.2 Attendance** – as noted above.

**1.3 Approval of the Agenda**

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the Special Meeting of the Board of March 21, 2012.

**Carried**

**1.4 Declaration of Interest** - Nil

**2. Committee and Staff Reports** - Nil

**3. Business In-Camera**

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session of the Special Meeting of the Board.

**Carried**

**4. Report on the In-Camera Session**

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the in-camera session of the Special Meeting of the Board.

**Carried**



**5. Closing Prayer**

**6. Adjournment**

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of March 21, 2012.

**Carried**



**GRAND ERIE DISTRICT SCHOOL BOARD  
BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD  
CONSEIL SCOLAIRE DE DISTRICT CATHOLIQUE CENTRE-SUD**

**STUDENT TRANSPORTATION SERVICES BRANT HALDIMAND NORFOLK (STSBHN)**

**Board of Directors' Special Meeting  
Monday March 12, 2012 1:00 p.m.  
Teleconference**

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**Present:**

Tom Grice, Superintendent of Business & Treasurer, BHCNDSB – President  
Dan Dignard, Trustee, BHCNDSB – Director  
Jamie Gunn, Superintendent of Business & Treasurer, GEDSB – Director  
Don Werden, Trustee, GEDSB – Director  
Philip Kuckyt, Manager of Transportation, STSBHN – Secretary / Treasurer

**Present on Teleconference:**

Mario Nantel, Director of Transportation and Payroll, CSDCCS – Director

**Regrets:**

Bobby Somaroo, Superintendent of Business, CSDCCS – Director  
Paula Curran, Assistant to the Superintendent of Business, GEDSB – Recording Secretary

**Minutes Only:**

John Forbeck, Director of Education & Secretary, GEDSB  
Cathy Horgan, Director of Education & Secretary, BHCNDSB  
RéjeanSirois, directeur de l'éducation, CSDCCS

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**Minutes**

- 1.0 Call to Order, Welcome and Introductions – President
- 2.0 Approval of Agenda for March 12, 2012

Moved: D Dignard

Seconded: D Werden

“That the Board of Directors approves the agenda as written”

CARRIED

3.0 Approval and signing of meeting minutes from January 13, 2012 and February 28, 2012

Moved: D Dignard

Seconded: J Gunn

“That the Board of Directors approves the meeting minutes of February 28, 2012 as written and the minutes from January 13, 2012 with the amendment to the seconder on motion 6.0 to M Nantel”

**CARRIED**

4.0 Clarification on Past Meeting Minutes

The clarification sought was corrected with the approval of amendment to the meeting minutes from January 13<sup>th</sup>, 2012 to reflect only STSBHN Directors making and seconding motions

5.0 STSBHN RFP Summary and Recommendation

THAT STSBHN move forward with the results of the RFP and enter into agreements with the proponents, listed below, for services as set out in the RFP’s associated agreement which reads “This Agreement shall commence on the Agreement Starting Date of September 1, 2012 and shall be for a term of five (5) consecutive years, terminating on the Agreement Ending Date of August 31, 2017 subject to extension or termination as set out below in Sections 2.2 and 2.3 respectively. The Consortium retains the option to renew this Agreement, at its sole discretion, for three (3) one-year additional contract years. The extension year(s) is at the option of the Consortium.” With regards to the additional GPS pricing, it is recommended that STSBHN not move forward with this option as a required technology on the routes being serviced under this agreement due to the financial impact on the consortium and its Member Boards.

Successful proponents awarded routes as a result of the RFP are: Sharp Bus Lines (206), First Student (168) and Langs Bus Lines (2).

Moved: M Nantel

Seconded: T Grice

“That the Board of Directors approves the award recommendations as stated in the RFP Summary”.

**CARRIED**

The Purchasing Leads, one member from both the GEDSB and BHNCDSB were acknowledged for their valuable assistance during the RFP process. Their quality of work, preparedness and level of professionalism made the RFP process transparent, consistent and easy for those parties involved in the evaluations of the submissions.

6.0 Other Business – President  
None

7.0 Next Meeting – Tuesday May 22, 2012 @ 1:00 PM

8.0 Adjournment – 1:52 PM

Moved: J Gunn

Seconded by: D Dignard

“That the Board of Directors’ special meeting on March 12, 2012 be adjourned”

**CARRIED**

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Tom Grice, President

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Date

DRAFT

# RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

March 20, 2012

AGENDA ITEM	MOTION
5.1	<p>THAT the Committee of the Whole refers the recommendations of the Budget Committee Meeting of March 6, 2012 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Budget Committee recommends that the Committee of the Whole refers the Financial Goals for the 2012-13 Budget report to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Budget Committee recommends the Committee of the Whole refers the Budget Planning report to the Brant Haldimand Norfolk Catholic District School Board for approval of the budget procedures as outlined in the Budget Procedures Manual.</p>
5.3	<p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the annual tuition fee of \$11,500 for elementary non-resident in Ontario students, as defined by the Education Act.</p> <p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the annual tuition fee of \$12,500 for secondary non-resident in Ontario students, as defined by the Education Act.</p> <p>THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves a non-refundable Administration/Application Fee of \$250.</p> <p>THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves that no refund of tuition fees be given to international students who withdraw from the system during the course of their agreement.</p>
5.4	<p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District receives the St. Mary/Holy Cross Integration Sub-Committee Report – Name of School and approves that the name of the school remains “Holy Cross”.</p>
5.6	<p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Brant Haldimand Norfolk Regional Catholic Parent Involvement Committee by-laws, as presented.</p>
5.8	<p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Italy and Greece from Friday, March 8, 2013 to Sunday, March 17, 2013.</p>

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes from the Committee of the Whole Meeting of March 20, 2012.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations from the Committee of the Whole Meeting of March 20, 2012.



**Committee of the Whole**  
**Tuesday, March 20, 2012 7:30 pm**  
**Boardroom**

**Trustees:**

**Present:** Cliff Casey (Chair), Dennis Blake, Dan Dignard, Bonnie McKinnon, Rick Petrella, Maxine Smitiuch (Student Trustee)

**Absent:** June Szeman (Vice Chair)

**Senior Administration:**

Cathy Horgan (Director of Education), Tom Grice (Superintendent of Business & Treasurer), Bill Chopp, Trish Kings and Chris Roehrig (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with a prayer led by Cliff Casey.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the March 20, 2012 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**2. Presentations – Nil**

**3. Delegations - Nil**

**4. Consent Agenda**

**4.1** THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the February 21, 2012 meeting.

**4.2** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of February 8, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.





- 4.3 THAT the Committee of the Whole refers the unapproved minutes of the Faith Advisory Committee Meeting of February 16, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.4 THAT the Committee of the Whole refers the unapproved minutes of the Regional Catholic Parent Involvement Committee Meeting of February 27, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.5 THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' Meeting of February 28, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.6 THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of February 29, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.7 THAT the Committee of the Whole refers the unapproved minutes of the Catholicity Committee Meeting of March 6, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

With reference to Item 4.5, Trustee Blake received clarification on several items noted in the Student Transportation Services Brant Haldimand Norfolk (STSBHN) meeting minutes, primarily with regards to the decrease in dollar cost per student, maximum length of time on the bus, and decrease in courtesy ridership. He also received confirmation that the STSBHN Annual Report will be on a future Board agenda. Chair Casey inquired about the timing for the next Efficiency and Effectiveness Review by the Ministry. Superintendent of Business Grice advised that the consortium was waiting for the operator Request For Proposal (RFP) to be completed; the review will likely take place in the Fall.

In response to Trustee Blake's inquiry about the Hamilton Diocese Pastoral Sacramental Guidelines noted in the Catholicity Committee minutes of March 6 (Item 4.7), Director Horgan explained that our Board is an anomaly with schools affiliated with three different Dioceses. Schools are required to follow the directives provided by the Diocese that they are associated with.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives all reports and approves all motions under the Consent Agenda.

**Carried**

## **5. Committee and Staff Reports**

### **5.1 Unapproved Budget Committee Meeting Minutes and Recommendations – March 6, 2012**

Trustee Petrella, Chair of the Budget Committee, reviewed the highlights of the Budget Committee's first meeting of the school year, noting the financial goals that will guide discussions for the development of the 2012-13 budget, as well as the process that will be



followed, as detailed in the Budget Procedures Manual. In response to an inquiry by Chair Casey, Superintendent of Business Grice advised that information regarding next year's Ministry grants will likely be received after the Provincial budget is released—late March/early April timeframe. Trustee Petrella presented the following recommendations for approval:

THAT the Budget Committee recommends that the Committee of the Whole refers the Financial Goals for the 2012-13 Budget report to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends the Committee of the Whole refers the Budget Planning report to the Brant Haldimand Norfolk Catholic District School Board for approval of the budget procedures as outlined in the Budget Procedures Manual.

Moved by: Dan Dignard  
Seconded by: Dennis Blake

THAT the Committee of the Whole refers the unapproved minutes of the Budget Committee Meeting of March 6, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

THAT the Committee of the Whole refers the recommendations of the Budget Committee Meeting of March 6, 2012 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

## **5.2 International Association for Public Participation (IAP2)**

Superintendent of Business Grice advised trustees that he and Principal of Program, Leslie Telfer, recently attended a week-long training session on public participation. Mrs. Telfer reviewed the highlights of the training, including a brief synopsis of some of the numerous different techniques that can be used to either garner information, consult, involve, collaborate or empower the public. She explained that public participation is a process and a structure, and emphasized the importance of having a clear and concise decision statement prior to engaging in these conversations. Superintendent Grice advised trustees that a detailed report on how staff propose to initiate the process will be presented to the Board in April, 2012. Director Horgan extended thanks to Mr. Grice and Mrs. Telfer for the time and effort that they dedicated to this training.

Moved by: Dennis Blake  
Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the International Association for Public Participation (IAP2) report.

**Carried**



### **5.3 Tuition Fees for Non-Resident in Ontario Students**

Superintendent of Business Grice advised trustees that staff periodically review tuition fee rates charged for non-resident in Ontario students. The results of a recent survey of a cross-section of Boards regarding tuition, administration and cancellation fees charged for non-resident students were presented and discussed by trustees. In response to trustee McKinnon's inquiry, Superintendent Grice confirmed that the recommended fee increases will help ensure that the Board does not incur any costs in accommodating requests for non-resident in Ontario students to attend our local schools.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the annual tuition fee of \$11,500 for elementary non-resident in Ontario students, as defined by the Education Act.

**Carried**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the annual tuition fee of \$12,500 for secondary non-resident in Ontario students, as defined by the Education Act.

**Carried**

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves a non-refundable Administration/Application Fee of

**Carried**

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves that no refund of tuition fees be given to international students who withdraw from the system during the course of their agreement.

**Carried**

### **5.4 St. Mary/Holy Cross Integration Sub-Committee Report – Name of School**

Trustee Dignard, Chair of the St. Mary/Holy Cross Integration Committee, reported that a group of school community members recently met to deliberate the name for the new amalgamated school entity. The consensus was that the school be named "Holy Cross". The motion was revised to include the Board's approval of the recommended school name.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District receives the St. Mary/Holy Cross Integration Sub-Committee Report – Name of School, and approves that the name of the school remains "Holy Cross".

**Carried**



## **5.5 Strategic Plan Update: Communications**

Superintendent of Business Grice, together with Tracey Austin, Manager of Communications, provided highlights as to the progress being made on various strategic commitments in the area of communications in the final year of the current Strategic Plan. Mrs. Austin demonstrated features of the redesigned Board website as well as the new employee portal, both of which are still in the process of being populated with content and the overall “look” finalized. She also highlighted several new initiatives including the publication of the “From the Boardroom” monthly communiqué, the upcoming media training session for administrators and trustees, the Board’s new branding, as well as improved communication with schools regarding Privacy and Information Management (PIM). In response to trustee inquiries, Superintendent Grice confirmed that a trustee component to the portal could be added in the future, that school websites will be reviewed and updated as they migrate to the new Board website, and that various staff and areas will be involved in managing updates to the content of the website and portal. It is anticipated that the redesigned website will be ready to be launched before the end of this school year.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the monitoring report on the Strategic Commitment: Communications to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

## **5.6 Regional Catholic Parent Involvement Committee (RCPIC) By-Laws**

Superintendent Chopp informed the Board that in keeping with Ontario Regulation 330/10, by-laws to govern the work of the Regional Catholic Parent Involvement Committee have been developed by the Committee’s executive and reviewed by school Parent Involvement Committees. The proposed by-laws are being presented to the Board for approval.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Brant Haldimand Norfolk Regional Catholic Parent Involvement Committee by-laws, as presented.

**Carried**

## **5.7 Mental Health Initiative**

Superintendent Chopp provided an overview of the Ministry’s Mental Health Initiative and local plans to improve services and supports for children and youth with mental health and addiction needs. He explained that our Board and co-terminus board have formed a partnership with Woodview Mental Health and Autism Services, and Haldimand-Norfolk REACH to deliver a program known as ROKS (Reaching Out to Kids in Schools). This initiative is being funded by the Ministry. Professional development opportunities for staff are being provided, as well as support and promotional materials for schools and students, with a focus on reducing the stigma associated with mental health challenges.



Moved by: Dan Dignard  
Seconded by: Dennis Blake

THAT the Committee of the Whole refers the Mental Health Initiative report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**5.8** Excursion: Italy and Greece

Superintendent Roehrig reviewed a request from Assumption College School for approximately 22 students to travel to Italy and Greece during March Break 2013 to witness elements of history learned in the classroom and enhance their appreciation of other cultures and architecture. He advised that no school days will be used.

Moved by: Dan Dignard  
Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Italy and Greece from Friday, March 8, 2013 to Sunday, March 17, 2013.

**Carried**

**6. Information and Correspondence - Nil**

**7. Notices of Motion - Nil**

**8. Trustee Inquiries - Nil**

**9. Business In-Camera**

Moved by: Bonnie McKinnon  
Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session.

**Carried**

**10. Report on the In-Camera Session**

Moved by: Bonnie McKinnon  
Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business from the in-camera session.

**Carried**

**11. Future Meetings**

Director Horgan reviewed several updates made to the upcoming meetings and events listing.



**12. Closing Prayer**

A closing prayer was recited in unison.

**13. Adjournment**

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of March 20, 2012.

**Carried**

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD BUDGET COMMITTEE

Prepared by: Cathy Horgan, Director of Education & Secretary  
Presented to: Budget Committee  
Submitted on: March 6, 2012  
Submitted by: Cathy Horgan, Director of Education & Secretary

### FINANCIAL GOALS FOR THE 2012-13 BUDGET

Public Session

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#### **BACKGROUND INFORMATION:**

One of the major trustee responsibilities originating from Bill 177 is the development of a multi-year plan. Our strategic plan was developed in 2009 and will come to its conclusion in August 2012. Concurrent to the budget process for the 2012-13 school year is the development of the new three-year strategic plan. Until the new strategic plan is established, the current strategic plan and commitments have been utilized to guide discussion around the development of financial goals for the 2012-13 budget. The current strategic commitments for the Brant Haldimand Norfolk Catholic District School Board are:

- Catholicity
- Student Achievement
- Leadership
- Communications

#### **DEVELOPMENTS:**

There are some general financial goals which may be seen as *givens*, but are worthwhile articulating. They are:

- Continue a fiscally-sound approach to developing a balanced budget.
- Enhance financial stability.
- Continue to promote fiscal responsibility among departments.
- Ensure legislative compliance.

With processes and procedures in place to achieve the foregoing general goals, the following criteria were considered when developing our financial goals: What we hope to accomplish; what resources we will need to make it happen; how much time we will need to make it happen and how we will plan to make the goal fit into our overall budget.

The following budgetary considerations for the 2012-13 school year reflect areas within each of our strategic commitments:

#### **Catholicity:**

- Enhance the media coverage of our Board, which demonstrates the value of our Catholic Education
- Establish a Faith Animator in order to implement the many faith formation demands for our Principals and Teachers
- Continue to fund a specific program of promotion for our Board theme

**Student Achievement:**

- Expand the 21<sup>st</sup> Century Learning equipment to Grade 8
- Continue to fund Math Coaches (elementary and secondary)
- Establish an Assessment and Evaluation; Differentiated Instruction Focus Group
- Continue to support our Elementary School Networks
- Continue to fund professional development and programs for Safe Schools and Equity and Inclusion initiatives
- Continue to fund our Robotics and Technological Pathways in Grade 8
- Expand our Religion and Family Life resources

**Leadership:**

- Decrease Teaching Time Allocation for Principals
- Continue to fund the Principal Leadership in Human Resources Certificate Course
- Expand the Aspiring Leaders program

**Communications:**

- Develop a strategy to respond to recruitment and retention efforts
- Expand our Parent and Community Engagement Strategy
- Implement online meetings including remote participation
- Web Portal Resources

In developing the budget, staff will include technology resources, professional development and other supports needed to address these objectives.

**RECOMMENDATION:**

THAT the Budget Committee recommends that the Committee of the Whole refers the Financial Goals for the 2012-13 Budget report to the Brant Haldimand Norfolk Catholic District School Board for approval.



**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC  
DISTRICT SCHOOL BOARD BUDGET COMMITTEE**

Prepared by: Tom Grice, Superintendent of Business & Treasurer  
Presented to: Budget Committee  
Submitted on: March 6, 2012  
Submitted by: Cathy Horgan, Director of Education & Secretary

**BUDGET PLANNING**

Public Session

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**BACKGROUND INFORMATION:**

Each year, staff prepare a Budget Procedures Manual to guide staff in the preparation of departmental budgets and provide a timetable for the budget process.

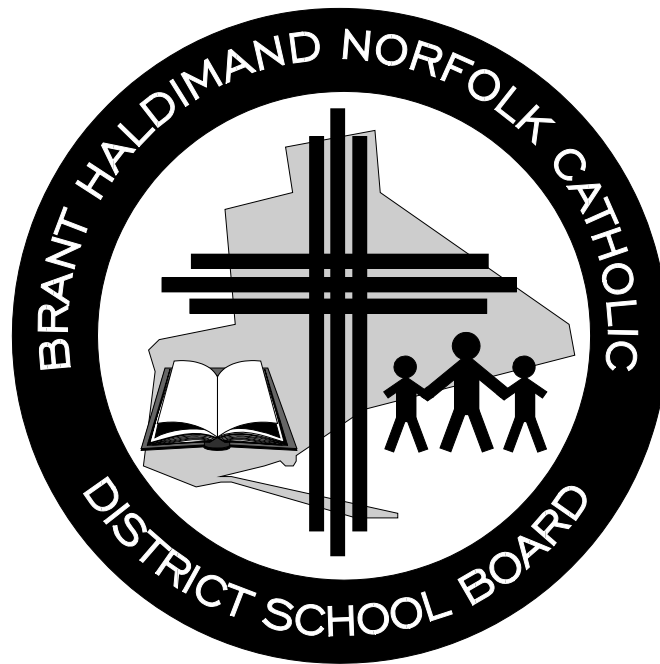
**DEVELOPMENTS:**

Attached is the proposed 2012-13 Budget Procedures Manual. There are few changes to past years' procedures. One notable change is that the opportunity for community input will be provided through periodic reports regarding budget development that will be posted on the Board's website. This process was started last year and will be expanded this year. Community members will have the opportunity to comment on the budget by email or can request to make a presentation at one of the scheduled Budget Committee meetings.

**RECOMMENDATION:**

THAT the Budget Committee recommends the Committee of the Whole refers the Budget Planning report to the Brant Haldimand Norfolk Catholic District School Board for approval of the budget procedures as outlined in the Budget Procedures Manual.

**Brant Haldimand Norfolk Catholic  
District School Board**



**2012 - 13**  
**BUDGET PROCEDURES MANUAL**  
(September 1, 2012 to August 31, 2013)

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## ACTION PLAN AND TIME LINE

The following is an Action Plan with suggested time lines for the development of the 2012-13 Budget. This will identify the opportunity for input from the various groups and outline clear time lines.

ACTION	TIME LINE
Budget Procedures Manual to be prepared and distributed to all superintendents, principals and department managers.	Dec/Jan 2012
Senior Administration to prepare goals and priorities for the year.	January 2012
Departmental expenditure estimates to be prepared in consultation with all relevant persons, consolidated, prioritized and forwarded to the Finance Department.	March / April 2012
Finance Department to summarize, collate and consolidate all departmental submissions and prepare Preliminary Expenditure Estimates.	April / May 2012
Analysis of Preliminary Expenditures and Estimates by Administrative Council.	May 2012
Budget Committee to receive and review the Preliminary Estimates.	May / June 2012
Board to approve the Final Budget.	June 2012

## BUDGET PROCESS

The purpose of a budget process is to provide, in a consolidated form, the necessary guidelines for its preparation. The prime objective of a set of budget guidelines is to serve as a guide to those involved in the budgetary process by providing instructions that are clear, concise and easy to understand.

The Superintendent of Business & Treasurer has the responsibility of coordinating the overall budget material into a consistent and readable format. The Superintendents have the responsibility for developing and coordinating the budgets within their areas of responsibility. Principals and department managers have similar responsibilities with respect to their individual school and department.

### **Expenditure Estimates**

A set of expenditure estimates will be established for each department (a school is considered to be an operating department). Each department will submit a complete set of expenditure estimates on the prescribed forms.

Departments should carefully consider all expenses when developing the 2012-13 Budget. Assume staffing levels in each department cannot increase over the 2011-12 year level, without acceptable explanations. All supplies and services must be reviewed and justified in the budget submission. It may be necessary to amend the projected expenditures in the light of any changes in revenue, however, this will not be known until later. Departments should consider the 2011-12 year budget as a MAXIMUM limit for 2012-13.

The following should be used to establish 2012-13 expenditure budgets:

**Salaries and Benefits:**

- Actual staff salary costs projected to be in effect at September 1, 2012 for the period September 1, 2012 to August 31, 2013.

**Expenses:**

- Instructional: Budgeted on an as required basis, but not more than the 2011-12 year budget unless there are acceptable explanations for an increase.
- Non-Instructional: Budgeted on an as required basis, but not more than the 2011-12 year budget.

**Major Maintenance/Capital Expenditures:**

- Estimated expenditures based on identified projects to be completed in the period September 1, 2012 to August 31, 2013. The total is not to exceed the 2011-12 year budget (and the estimated School Renewal Grant) or as provided in the Long-Term Capital Plan or Five-Year Facilities Renewal Plan.

**Transportation:**

- Fees should be budgeted on the basis of the contracts in place at September 1, 2012 times the number of routes required.

**Other Expenses:**

- All other expenses should be based on actual, identified needs in this period, i.e., September 1, 2012 to August 31, 2013.

Accordingly, in order to meet the overall expenditures target, it will be necessary to follow these guidelines in the setting of each department's (including school's) individual budget:

- That all 2012-13 year program and service levels in individual departments will have to be justified on an as needed basis.
- That the cost of any proposed new programs or changes in current programs or services, be offset by a reduction in other current programs or services or by specific revenues or grants and accompanied by documentation supporting the proposal.
- That the size of individual classrooms, elementary and secondary, be set at the levels allowable under existing collective agreements or legislation, as appropriate.
- That schools give priority to educational programs in developing school budget estimates. Co-curricular and extra-curricular activities shall be closely examined to ensure that priorities are appropriate.
- That each school reviews all expenditures under the school's control with its School Council.

**Revenue Estimates**

Beginning January 1, 1998 and continuing thereafter, the Province establishes the mill rates to be levied and school boards will not have any further access to the property tax. Property taxes will continue to be collected for education purposes on residential and commercial/industrial properties, however.

As previously indicated, the Ministry of Education has not yet released any technical documents which pertain to the 2012-13 budget year. Administration will use the 2011-12 technical information, amended as indicated, to calculate initial revenue estimates. The actual regulations, forms and computer files may not be available for several weeks, and ultimately, these will have to be completed and filed with the Ministry to determine the Board's revenue. It may be that when such official forms are completed, the initial estimates will have to be revised.

## Role of Superintendents

The following sets out the major areas of responsibility for Superintendents in the Budget process:

<b>SUPERVISORY OFFICER</b>	<b>AREA OF RESPONSIBILITY</b>
Director of Education, Cathy Horgan	General Administration Human Resources <ul style="list-style-type: none"> <li>· Employee Hiring and Retirements</li> <li>· Employee Assistance Plan</li> </ul>
Superintendent of Business & Treasurer Tom Grice	Business <ul style="list-style-type: none"> <li>· Business Departments</li> <li>· Salaries and Benefits - all areas</li> <li>· Debt Servicing Costs</li> <li>· Capital Expenditures</li> <li>· Plant Operations</li> <li>· Transportation and Planning</li> <li>· Other Non-Instructional Expenditures</li> <li>· Revenue - Provincial and Other</li> <li>· Administrative Technology</li> <li>· School Supplies</li> <li>· Instructional Operations budgets</li> </ul>
Superintendent of Education, Trish Kings	Programs <ul style="list-style-type: none"> <li>· Equity &amp; Inclusive Education</li> <li>· Family Life/Religion</li> <li>· Outdoor Education</li> <li>· Early Learning</li> <li>· Safe Schools</li> <li>· NTIP</li> <li>· Staff Professional Development - Academic</li> </ul>
Superintendent of Education, Bill Chopp	Special Education <ul style="list-style-type: none"> <li>· Allocation of Educational Assistants</li> <li>· Special Education Resource Teachers</li> <li>· Special Needs Students and Classes</li> <li>· Home Instruction/Home Schooling</li> </ul>
Superintendent of Education, Chris Roehrig	Program – Elementary/Secondary <ul style="list-style-type: none"> <li>· Programs and Curriculum</li> <li>· Technology in the Classroom/eLearning</li> <li>· Student Success</li> <li>· Ontario Leadership Strategy</li> <li>· Continuing Education/SALEP/Summer School</li> <li>· Heritage Education Staffing</li> <li>· Library Services</li> <li>· ESL/ELL/FSL</li> <li>· Technology in the Classroom</li> </ul>

Superintendents will be responsible for the preparation and collation of budget information in their respective areas for the System as a whole.

## **Role of Administrative Council**

Based on the submissions from all departments (including schools), Administrative Council will review and analyze the 2012-13 Preliminary Expenditures Estimates in April 2012. Administrative Council will determine what action(s) might be necessary to comply with the Board's directions and guidelines as well as any legislative compliance that is necessary. Administrative Council will prepare a complete set of 2012-13 Preliminary Expenditure Estimates for presentation to the Budget Committee in May 2012, together with such recommendations as may be appropriate with respect to any additions, deletions or changes to such estimates. Any recommendations are to be prioritized by Administrative Council and will include information as complete as is reasonably possible regarding their effect on schools and programs, where applicable. Administrative Council will prepare a complete set of 2012-13 Final Draft Budget for presentation to the Budget Committee in May 2012.

## **Role of the Community**

Public participation in the Budget Process is encouraged. The draft budget information will be made available on the Board's website and comments can be provided by email. Delegations by the public can also be made at any of the Budget Committee meetings.

This provides the public an opportunity to collaborate on Board activities, including fiscal actions. The Budget process offers a specific opportunity to the public (whether or not they are ratepayers) and each school community, in particular, to become involved in the determination of the Budget. In addition, members of each school community should be invited to share in the budget setting process at the school level, along with the school's administration and staff. School administration shall meet with its School Council and seek its input with respect to the proposed expenditures under its control.

## **Role of the Budget Committee**

The role of the Committee is to provide staff with direction and priorities for the coming year and to review the draft budgets presented by staff. The Committee will ensure adequate input from stakeholders, including the public, and ensure the budget addresses the concerns to the extent possible. The Committee will provide comment on the proposals made by staff and present the final budget document to the Board of Trustees for approval. The Budget Committee has the responsibility of guiding the process and ensuring the budget is prepared in a manner which addresses the needs of the system and is completed as required by the Ministry of Education. Prior to final submission of the budget document to the Board, staff may bring the budget document to the Audit Committee for information purposes.

## **Role of the Board of Trustees**

The primary role of the Board of Trustees' is to establish the goals and objectives for the year and to approve the final budget. It is the Board of Trustees' prerogative to determine the extent to which it wishes to become involved in the budget preparation process and how it wishes to conduct a review of the various stages of the process. The Board may, at any time, request detailed, specific information from Administration to assist in this review.

The Board may also wish to establish, in advance, overall targets or goals that are to be met or to establish other guidelines what would be used in the preparation of the annual budget estimates. The Board can determine the extent to which it involves ratepayers and other system stakeholders, however, the budget process must be open, except as provided under the Education Act or other applicable legislation.



However, while the Board may delegate the initial responsibility for the preparation of an annual budget to its administration and might invite comment and advice from the general public, ratepayers, parent groups, staff groups, etc., it has the ultimate responsibility under the Education Act, to prepare and adopt annual estimates.

### **No In-Year Deficit**

231. (1) A board shall not, without the Minister's approval, have an in-year deficit for a fiscal year that is greater than the amount determined as follows:

1. Take the board's accumulated surplus for the preceding fiscal year. If the board does not have an accumulated surplus, the number determined under this paragraph is deemed to be zero.
2. Take 1 per cent of the board's operating revenue for the fiscal year.
3. Take the lesser of the amounts determined under paragraphs 1 and 2.

#### **Exception**

(2) Despite subsection (1), a board may have an in-year deficit that is greater than the amount determined under that subsection if the in-year deficit is permitted as part of a financial recovery plan under Division C.1 or if the board is subject to an order under subsection 230.3 (2) or 257.31 (2) or (3).

### **Estimates**

232. (1) Every board, before the beginning of each fiscal year and in time to comply with the date set under clause (6) (c), shall prepare and adopt estimates of its revenues and expenses for the fiscal year.

#### **Same**

(2) Where final financial statements are not available, the calculation of any amount for the purposes of this Act or the regulations shall be based on the most recent data available.

### **Balanced budget**

(3) A board shall not adopt estimates that indicate the board would have an in-year deficit for the fiscal year.

#### **Exception**

- (4) Despite subsection (3), a board may adopt estimates for a fiscal year that indicate the board would have an in-year deficit for the fiscal year if,
- (a) the estimated in-year deficit would be equal to or less than the amount determined under subsection 231 (1);
  - (b) the Minister grants his or her approval for the estimated in-year deficit to be greater than the amount determined under subsection 231 (1) by the amount specified by the Minister;
  - (c) an in-year deficit is permitted as part of a financial recovery plan under Division C.1; or
  - (d) the board is subject to an order under subsection 230.3 (2) or 257.31 (2) or (3).

The Board must balance its desire to provide the best possible education for its students with the resources available to it. While the Board will consult with local interest groups, it cannot abdicate the requirement to act as a responsible corporate body in fiscal matters. It must, by law, balance the annual budget and if expenditures exceed revenues, develop a plan to take corrective action.

The Board should finalize the 2012-13 Budget (assuming final revenue information has been released in a timely fashion) not later than June 30, 2012 for submission to the Province at that time.

# DETAILED INSTRUCTIONS

## **Department Budgets (Other Than School)**

Each superintendent/manager will prepare his/her department's 2012-13 expenditure estimates in the manner described above under the heading Expenditure Estimates. Forms will be provided for this purpose along with certain specific back-up information as deemed appropriate or necessary. These forms should be completed and forwarded to the Finance Department in accordance with the attached schedule.

## **School Staffing**

Enrolment estimates for 2012-13 will be established in consultation with the Finance Department. These will be used in the application of formulas to determine staffing requirements. The Superintendent of Business & Treasurer will determine staffing requirements in conjunction with the elementary and secondary school principals. These results will be collated by the Superintendent of Business in consultation with the Manager of Human Resources so that a system-wide calculation of overall staffing needs can be determined. This overall summary will be presented to Administrative Council by the Superintendent of Business and submitted to the Finance Department in accordance with the attached schedule.

## **School Supplies and Texts, Etc.**

Elementary and secondary school supplies and texts, etc., will be reviewed by the Superintendents of Education and submissions will be based on assessed needs. This includes all areas, including texts, supplies, furniture and equipment, etc. For the purposes of determining the 2012-13 Preliminary Estimates, the total amount for school budgets will be set at the same amount per pupil as 2011-12, but based on projected enrolment. These amounts may be subject to revision when more precise information is known about the 2012-13 school year, including refined enrolment projections.

A Committee, made up of Finance Department Staff, Principals, and Superintendents will examine the Curriculum budget and how it might be allocated between schools and central budgets. The intent is to ensure the schools have sufficient funds for classroom materials and textbooks, but also that system-wide initiatives have the financial support required.

Forms will have to be completed and submitted by the schools to the Finance Department setting out each school's allocation of its supplies and texts, etc., budget.

## **Building/Maintenance Requirements**

Regular building maintenance is budgeted by the Plant Operations staff based on historical trends and anticipated needs.

The School Renewal Budget is a closed envelope and is intended to address larger project needs, such as roof replacements, mechanical/electrical upgrades, small additions, etc. The amount of the allocation is a function of the Ministry formula and a Board's enrolment. This amount will be included in the budget.

## Timetable for Estimates

<b>2012-13 BUDGET TIMETABLE</b>		
<b>Date</b>	<b>Responsibility</b>	<b>Procedure</b>
November 14 <sup>th</sup>	Superintendent of Business	Focused Conversation with Senior Administration re: Budget
November 21 <sup>st</sup>	Superintendent of Business	Focused Conversation with Senior Administration re: Budget
December 5 <sup>th</sup>	Superintendent of Business	Focused Conversation with Senior Administration re: Budget
December 19 <sup>th</sup>	Superintendent of Business	Focused Conversation with Senior Administration re: Budget
December 12 <sup>th</sup>	Superintendent of Business	Review Timetable at Administrative Council
December 19 <sup>th</sup>	Superintendent of Business	Establish Goals and Priorities
January 16 <sup>th</sup>	Administrative Council	Review Current Expenditures and Communication Plan re: Restraints in the System
January 23 <sup>rd</sup>	Administrative Council	Finalize Goals
February 20 <sup>th</sup>	Manager of Finance	Budget Templates to Superintendents and Managers
March 5 <sup>th</sup>	Manager of Human Resources	Benefit Rates
March 5 <sup>th</sup>	Superintendents, Managers	Draft Expenditure Budgets to Superintendent of Business
March 6 <sup>th</sup>	Director Superintendent of Business	Budget Committee – Goals for 2012-13 Budget
March 23 <sup>rd</sup>	Manager of Finance	Base Salary and Benefits Costing
March 26 <sup>th</sup>	Administrative Council	Budget Planning Meeting
March 30 <sup>th</sup>	Superintendent - Staffing	Preliminary Enrolment Projections
April 2 <sup>nd</sup>	Superintendent of Business, Superintendents of Education	Present Draft Expenditure Budgets to Administrative Council <ul style="list-style-type: none"> <li>· Curriculum and Special Education Budgets</li> <li>· Staffing</li> <li>· Corporate Services Budget</li> </ul>
April 9 <sup>th</sup>	Administrative Council	Update Enrolment Projections Finalize School Allocations
April 23 <sup>rd</sup>	Superintendent of Business, Administrative Council	Review Expenditure Estimates
April 26 <sup>th</sup>	Superintendent of Business	Present to Budget Committee Draft Budgets for: <ul style="list-style-type: none"> <li>· Special Education</li> <li>· Curriculum</li> <li>· Administration</li> <li>· Transportation</li> <li>· School Operations</li> <li>· Information Technology</li> </ul>
April 27 <sup>th</sup>	Manager of Finance	Complete Revenue Estimates Complete Draft Expenditure Budget

### 2012-13 BUDGET TIMETABLE

Date	Responsibility	Procedure
April 30 <sup>th</sup>	Superintendent of Business	Present Draft Budgets to Administrative Council Present Teaching Staff Calculation to Administrative Council
May 7 <sup>th</sup>	Superintendent of Business	Draft to Budget Committee Present Teaching Staff Calculation to Budget Committee
May 22 <sup>nd</sup>	Superintendent of Business	Review Final Draft with Budget Committee
June 14 <sup>th</sup>	Superintendent of Business	Final Budget to Audit Committee
June 19 <sup>th</sup>	Superintendent of Business	Final Budget to Committee of the Whole
<b>June 26<sup>th</sup></b>	<b>Chair of Budget Committee</b>	<b>Final Budget to the Board</b>

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD COMMITTEE OF THE WHOLE

Prepared by: Tom Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: March 20, 2012  
Submitted by: Cathy Horgan, Director of Education & Secretary

### TUITION FEES FOR NON-RESIDENT IN ONTARIO STUDENTS

Public Session

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#### **BACKGROUND INFORMATION:**

The Tuition Fee regulation under the Education Act requires that school boards charge a tuition fee for all students who are not resident to Ontario. Non-resident students are typically permitted to study in Canada as they have been issued a Study Permit or a parent has been issued a Work Permit by Citizenship and Immigration Canada. The grant formula contains a calculation for the minimum fee a school board can charge, which is based on actual operating costs. Students on tax exempt land, such as First Nations lands, are also required to pay fees, but the fees are generally paid by the Government of Canada under an agreement with the school board. Boards must charge students from outside Ontario this minimum fee, but may charge more.

In June 2009, the Board established that the minimum grant calculation total be used as the yearly fee for elementary international students and that a fee of \$11,500 be charged for secondary international students. The Board also established that an administration/application fee of \$200 be charged to all international students.

#### **DEVELOPMENTS:**

The results of a survey of area school boards shows the following tuition fees for 2011-12 and are outlined in Appendix A attached.

	<b>Elementary</b>	<b>Secondary</b>
<b>High</b>	\$14,600	\$16,400
<b>Low</b>	\$9,545	\$10,659
<b>Average</b>	\$12,073	\$13,523

Some boards charge a non-refundable administration/application fee ranging from \$0 to \$500; with an average administration/application fee of \$220.

Administration believes the Board should consider increasing tuition fees so that they are comparable to that of other boards. It is recommended that a fee of \$12,500 per year be charged to secondary students from outside Ontario and that a fee of \$11,500 per year be charged to elementary students from outside Ontario. Administration recommends the Board charge a non-

refundable administration/application fee of \$250 to offset costs associated with the administration and monitoring of international students. Administration also recommends that no refund of tuition fees be given to international students who withdraw from the system during the course of their agreement.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the annual tuition fee of \$11,500 for elementary non-resident in Ontario students, as defined by the Education Act.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the annual tuition fee of \$12,500 for secondary non-resident in Ontario students, as defined by the Education Act.

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves a non-refundable Administration/Application Fee of \$250.

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves that no refund of tuition fees be given to international students who withdraw from the system during the course of their agreement.

<b>Non-Resident in Ontario Student Tuition Fees – Comparison Surrounding Boards</b>						
<b>School Board</b>	<b>2011-12</b>		<b>2012-13</b>		<b>Fees</b>	
	<b>Elementary</b>	<b>Secondary</b>	<b>Elementary</b>	<b>Secondary</b>	<b>Non-Refundable Application/ Administration Fee</b>	<b>Cancellation (Refund is Pro-Rated if Granted)</b>
Brant Haldimand Norfolk Catholic DSB	\$10,208	\$11,500	Under Review	Under Review	\$200	No Cancellation Fee
Grand Erie DSB	\$9,545	\$12,185	\$9,845	\$12,485	\$275 Included as part of Tuition Fee	No Refund
Halton Catholic DSB	\$11,500	\$12,500	\$11,500	\$12,500	\$250	No Refund After Reporting Dates
Hamilton Wentworth Catholic DSB	\$9,797	\$10,659	\$10,097	\$10,959	N/A	No Cancellation Fee
Hamilton Wentworth DSB	\$12,000	\$13,000	\$12,000	\$13,000	\$250	Refund is granted, less \$600 fee, if 30 Days After the Start of School/Semester
London District Catholic SB	\$11,300	\$12,700	\$11,900	\$13,300	\$150	Refund is granted, less \$500 fee, if student returns their Confirmation of Acceptance Letter
Niagara Catholic DSB	\$11,000	\$12,000	\$11,000	\$12,000	\$250 Included as part of Tuition Fee	\$250 Cancellation Fee

**Non-Resident in Ontario Student Tuition Fees – Comparison Surrounding Boards**

School Board	2011-12		2012-13		Fees	
	Elementary	Secondary	Elementary	Secondary	Non-Refundable Application/ Administration Fee	Cancellation (Refund is Pro-Rated if Granted)
Thames Valley DSB	\$11,300	\$12,700	\$11,800	\$13,200	\$150	Tuition Fee Paid Upfront \$100 Cancellation Fee if Study Permit not Received. Otherwise \$500 Cancellation Fee
Waterloo Catholic DSB	\$11,900	\$12,900	\$11,900	\$12,900	\$200 + tax	No Cancellation Fee
Waterloo Region DSB	\$14,600	\$16,400	\$15,300	\$16,800	\$500 Included as part of Tuition Fee	\$500 Cancellation Fee
Wellington Catholic DSB	\$9,700	\$10,700	\$9,700	\$10,700	\$200	No Cancellation Fee
	ESL \$3,900 = \$13,600	ESL \$3,900 = \$14,600	ESL \$3,900 = \$13,600	ESL \$3,900 = \$14,600		
<b>AVERAGE</b>	<b>\$11,523</b>	<b>\$12,831</b>	<b>\$11,894</b>	<b>\$13,174</b>	<b>\$220</b>	



## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD COMMITTEE OF THE WHOLE

Prepared by: Trish Kings, Superintendent of Education  
Presented by: Dan Dignard, Chair of the Integration Committee  
Presented to: Committee of the Whole  
Submitted on: March 20, 2012  
Submitted by: Cathy Horgan, Director of Education & Secretary

### ST. MARY/HOLY CROSS INTEGRATION SUB-COMMITTEE REPORT – NAME OF SCHOOL

Public Session

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#### **BACKGROUND INFORMATION:**

The Integration Committee for Holy Cross and St. Mary Schools met on three occasions to discuss and plan for the implementation of strategies to ensure a positive transition for both school communities. Many of the items have been addressed and the Project Management Plan is in the implementation stage as part of the process.

#### **DEVELOPMENTS:**

One of the discussion points during the committee meetings focused on the name of the consolidated school. Suggestions were made to either leave the name of the school as Holy Cross or select a new name for the school.

In reviewing the *Naming of Schools* Board Policy 400.17, the principals were asked to seek input from their respective communities regarding the name of the school. A small committee comprised of staff, students and parents from both schools, under the leadership of the principals, met on Monday, February 27, 2012 at Holy Cross School. The members shared their perspectives and through consensus recommended that the name *Holy Cross* remain as the name of the school for September 2012 and beyond.

#### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the St. Mary/Holy Cross Integration Sub-Committee Report – Name of School.

# REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD COMMITTEE OF THE WHOLE

Prepared by: Bill Chopp, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: March 20, 2012  
Submitted by: Cathy Horgan, Director of Education & Secretary

## REGIONAL CATHOLIC PARENT INVOLVEMENT COMMITTEE (RCPIC) BY-LAWS

Public Session

### **BACKGROUND INFORMATION:**

In accordance with the Brant Haldimand Norfolk Regional Catholic Parent Involvement Committee (RCPIC) (Policy 200.24), the RCPIC has created by-laws to govern the work of the committee as stated in Ontario Regulation 330/10. The creation of the by-laws permits the Parent Involvement Committee to establish operational procedures that reflect the needs of the committee and parents/guardians on the Brant Haldimand Norfolk Regional Catholic Parent Involvement Committee.

### **DEVELOPMENTS:**

The following by-laws have been made in compliance with Regulation 330/10:

- i) specifying the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members, and governing the filling of vacancies in parent membership,
- ii) specifying the number of community representatives, up to three, to be appointed to the committee, governing process of appointment of community representatives, and governing the filling of vacancies in community representative membership,
- iii) governing the election of members of the committee to the offices of chair or co-chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the committee,
- iv) specifying the number of parent members of the parent involvement committee that will hold office for one year and the number of parent members that will hold office for two years,
- v) specifying how many, if any, of the persons listed in subsection 33 (2) may be appointed by the board to the parent involvement committee,
- vi) specifying the length of the term of office for the community representative members of the parent involvement committee and the members appointed by the board, if any, under subsection 33 (2),
- vii) establishing rules respecting conflicts of interest of the members of the parent involvement committee, and
- viii) establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board.

The Brant Haldimand Norfolk Regional Catholic Parent Involvement Committee is seeking approval of its by-laws from the Brant Haldimand Norfolk Catholic District School Board.

### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Brant Haldimand Norfolk Regional Catholic Parent Involvement Committee by-laws, as presented.

**REGIONAL CATHOLIC PARENT INVOLVEMENT  
COMMITTEE**

**BY-LAWS**

**1. Preamble**

The Regional Catholic Parent Involvement Committee of the Brant Haldimand Norfolk Catholic District School board is established under subsection 33 of the Ontario Regulation 330/10 School Councils and Parent Involvement Committee, made under the Education Act.

The Regional Catholic Parent Involvement Committee is a parent-led committee that is advisory in nature. The committee promotes active parent engagement with all parents/guardians in all schools for the improvement of student achievement and the well-being of all students in the Brant Haldimand Norfolk Catholic school district.

**2. Name of Organization**

The name of the organization shall be known as “Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee” (BHNCD SB-RCPIC).

**3. Purpose**

Consistent with the Mission, Vision and Values of the Brant Haldimand Norfolk Catholic District School Board, the Regional Catholic Parent Involvement Committee will serve as a board-wide group to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being, by:

- a. providing information and advice on parent engagement to the Board,
- b. communicating with and supporting Catholic School Advisory Councils of the Board, and
- c. undertaking activities to help parents of pupils of the Board support their children’s learning at home and at school.

**4. Duties of the BHNCD SB-RCPIC**

The Brant Haldimand Norfolk Catholic District School Board RCPIC shall:

- a. develop strategies and initiatives that the Board and the Board’s Director of Education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
- b. advise the Board and the Board’s Director of Education on ways to use strategies and initiatives referred to in clause (a);
- c. communicate information from the Ministry to Catholic School Advisory Councils of schools of the Board and to parents of pupils of the Board;
- d. work with Catholic School Advisory Councils of schools of the Board and, through the Board’s Director of Education, with employees of the Board to:
  - i. share effective practices to help engage parents, especially parents who may find engagement challenging, in their children’s learning,
  - ii. identify and reduce barriers to parent engagement,
  - iii. help ensure that schools of the Board create a welcoming environment for parents of its pupils,
  - iv. develop skills and acquire knowledge that will assist the Regional Catholic Parent Involvement Committee and Catholic School Advisory Councils of the Board with their work; and
  - v. participate in the promotion, application and implementation of grant applications and projects funded under the Ministry of Education Parents Reaching Out (PRO) Programs and offer advice in the use of other types of parent involvement funds provided by the Ministry of Education.

## **5. Consultation**

- a. Consultation by Board: The board may solicit and take into consideration the advice of the RCPIC with regard to matters that related to student faith formation, achievement and well-being. The board shall inform the RCPIC of its response to advice provided to it by the committee.
- b. Consultation by Ministry: The Ministry may solicit and take into consideration the advice of the RCPIC with regard to student achievement and well-being.
- c. Consultation by Parent Involvement Committee: The RCPIC involvement may solicit and take into consideration the advice of parents of students enrolled in schools of the board with regard to matters under consideration by the committee.

## **6. Membership**

Representatives from each of the following groups:

- Catholic parent representative from each local Catholic School Advisory Council;
- Trustee, as appointed by the Chair of the Board (non-voting member);
- Superintendent of Education as appointed by the Director of Education (non-voting member);
- Religion Consultant for the Board;
- Principal or vice-principal – one elementary or one secondary school principal appointed in alternate years by the Catholic Principals' Council of Ontario (CPCO);
- Teacher – one elementary or one secondary teacher appointed in alternate years by the local Teachers' Association;
- Non-teaching staff member appointed by the local support staff federation;
- Secondary school student senate representative to be appointed by the Student Senate;
- Up to two (2) Catholic community representative(s) (appointed by council) who shall be nominated by the agency, association, or organization invited to nominate a representative. The RCPIC shall, at the first meeting in the new school year, decide upon which agencies, associations or organizations will be invited to nominate a community member. Upon receipt of the nominations, the Regional Council shall make appointments of up to two members to the council.

Parents shall form the majority of the RCPIC and at a commissioning ceremony will pledge to maintain the traditions of the Roman Catholic faith, in conjunction with the mission of the Brant Haldimand Norfolk Catholic District School Board.

Parents/guardians elected to the RCPIC must reside within the boundaries of the school district they represent.

Members of the RCPIC will elect the Regional School Council Executive from among the parent representatives. This election will take place at the first meeting of the council of any given year. The Past Chair may remain as a voting member for two years.

## **7. Election of Executive/Term of Offices**

- The term of office for the Regional Catholic Parent Involvement Committee (Chairperson, Vice-Chairperson, Secretary and Treasurer) shall be two years.
- Elections shall take place before the end of October in alternate years. Election forms will be sent to each Catholic School Advisory Council one month prior to the first Regional Catholic Parent Involvement Committee one month prior to the first Regional Catholic Parent Involvement Committee meeting in October.

- The Executive members of the Committee shall be elected or appointed through a nomination, or selection process, an appointment can be made by the Executive.
- Members of the Regional Catholic Parent Involvement Committee will not receive an honorarium or payment for general expenses.
- Names and addresses of members of council will be forwarded to the Director within 30 days of election.
- Names of council members will be published to the Brant Haldimand Norfolk Catholic District School Board communities.

**8. Role of the Regional Catholic Parent Involvement Committee Chairperson**

- Plan the agenda with the appropriate Superintendent of Education.
- Chair the council meetings.
- Ensure the minutes of the meetings are recorded and maintained.
- Communicate regularly with the appropriate Superintendent and Catholic School Advisory Councils.
- Ensure that any views presented in the capacity of Chairperson represent fairly the position of the council.

**9. Other Executive Council Member Roles (Vice-Chairperson, Secretary, Treasurer)**

- The Vice-Chairperson shall assist the Chair with duties as assigned and, in the absence of the Chairperson, shall assume the duties of the Chair.
- The Secretary shall be responsible for keeping accurate minutes and records of the meetings, issuing and maintaining all correspondence and communication as directed by the council, and keeping an accurate list of names and contact information (telephone and e-mail) of the council members.
- The Treasurer shall be responsible for maintaining a record of all financial transactions of the council, presenting an account of the funds to the council at each meeting, and preparing a yearly financial statement.

**10. Role of All Regional Catholic Parent Involvement Committee Members**

- Participate in Committee meetings.
- Participate in information and training sessions.
- All members shall have the primary responsibility to work within the group to facilitate the approved mandate.

**11. Conflicts of Interest**

A conflict of interest for a Parent Involvement Committee member involves situations in which the member's private interests may be incompatible or in conflict with his/her committee responsibilities.

A conflict of interest may be:

- Actual – a private interest may directly or indirectly influence the exercise of the member's duties and responsibilities.
- Perceived – a reasonably well-informed person could believe that a member was in conflict of interest, even if that conflict of interest did not exist.
- Potential – a private interest could influence the exercise of the member's duties and responsibilities.

A committee member shall declare a conflict of interest in matters that they, members of their families or their business affiliations could directly or indirectly benefit from the decisions of committee.

A committee member who identifies a conflict of interest must declare it before any discussion of the matter begins. The member must:

- Publicly state the conflict of interest, explain the general nature of the interest and have the declaration recorded in the minutes
- Not vote on the matter under discussion
- Leave the room when council is discussing the matter and have this fact recorded in the minutes
- Not discuss the matter with members or attempt to influence the decision

A committee member shall not accept favours or economic benefit from any individuals, organizations or entities known to be seeking business contracts from the committee.

## **12. Role of Appointed Members**

- The principal/vice-principal representative shall report the council's activities at the Academic Advisory Council (AAC) meetings.
- The teaching and non-teaching representatives shall communicate the council's activities to their local Bargaining Units.
- The Superintendent's report shall be reviewed at Senior Administration meetings.
- The trustee shall report at Board meetings.
- The student representative shall report to the Student Senate.
- The Spiritual Director will advise and assist the council with spiritual needs.

## **13. Meeting Agenda**

- The Chairperson shall prepare the agenda for all meetings in consultation with the Superintendent of Education.
- A council Executive member may request an agenda item to be included on the agenda no less than seven days prior to a meeting date.
- Agendas shall be distributed to each council representative no less than two (2) days prior to the meeting.
- The format of the agenda shall include:
  - Open Prayer,
  - Attendance,
  - Approval of the agenda,
  - Declarations of interest,
  - Approval of minutes of previous council meeting,
  - Business arising from previous meeting,
  - Reports from representatives and focus groups,
  - New Business,
  - Correspondence,
  - Chair's report,
  - Next meeting date, and
  - Adjournment.
- A "meeting", in respect of a parent involvement committee, does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide.
- A meeting of the RCPIC cannot be held unless:
  - a. there is a quorum in attendance. A quorum is fifty percent (50%) +1 of members, but at all times the majority of those present must be parent members. When a parent member absence will affect the quorum, the Chair will contact an "alternate" parent member to attend the meeting to ensure a quorum is present.

An alternate member will advise the Chair of his or her status at the beginning of each meeting in order to have voting privileges.

- b. the Director of Education, or the person designated under subsection 46 (1) of O. Reg. 612/00 is present; and
  - c. the trustee who sits on the committee, or the person designated under 46 (2) of O. Reg. 612/00 is present.
- The RCPIC shall meet at least four (4) times per year between September and June. Meetings will normally be scheduled the last Thursday of September, November, February and May and begin at 7pm.
  - Notice of each meeting shall be provided to all members of the RCPIC at least five days before the meeting by delivering a notice to each member by e-mail or regular mail and by posting a notice on the board's website.
  - RCPIC Member Attendance: The expectation is that RCPIC members will endeavor to attend meetings. When absent, regrets should be made to the Secretary to the Director/delegate so that arrangements can be made for attendance by an "alternate" parent member if required.
  - The modern edition of "Robert's Rules of Order" shall govern all procedural matters not specifically referenced in this Terms of Reference.
  - Additional employees of the board, as determined on a needed basis, may be invited to attend, participate and resource meetings of the RCPIC in a non-voting capacity.

#### **14. Sub-Committees**

- The RCPIC may establish subcommittees to make recommendations to the RCPIC.
- A subcommittee of the RCPIC must include at least one RCPIC parent member.
- A subcommittee may include persons who are not members of the RCPIC.

#### **15. Decision-Making and Voting**

- Wherever possible, decisions will be reached through discussion and consensus. Consensus is a decision-making process, where members seek to understand other points of view and collaborate to reach common ground.
- When the RCPIC votes on a matter, only parent members and community representatives are entitled to vote.
- The Chair, unless an interest as required by the Municipal Conflict of Interest Act has been declared, may vote on all questions which he or she is entitled to vote at any time.
- In the event of a tie, the motion is defeated.

#### **16. Code of Ethics/Guiding Principles**

- Members of the RCPIC will embrace the objectives and guiding principles of Board Policy: Promoting and Supporting Equity & Inclusion Within a Catholic Community by recognizing individual's views and beliefs, engaging in a collaborative process, providing an inclusive, welcoming environment, publicly supporting group decisions, encouraging and fostering healthy relationships, communicating ideas positively, and trusting the intentions and integrity of others.
- Members of the RCPIC have a duty to make decisions consistent with Ministry and Board policy and procedures and in the best interest of students.
- Members will comply with the requirements of relevant legislation and regulations, including the **Municipal Conflict of Interest Act**. Members will not act in order to gain financial or other material benefit personally.



- A RCPIC member shall disclose interest at the beginning of each meeting if an item on the agenda presents a conflict of interest for that member. Should an issue or agenda item arise during a meeting where a RCPIC member is in a conflict of interest situation, he or she shall disclose interest immediately and shall not discuss or vote on any such resolution relating to the matter.
- Members will respect the privacy of all individuals in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). When meeting, **members shall not be allowed** to discuss specific parents, students, school/board trustees, personnel or other council members.

**17. Internal Conflict Resolution Process**

- In the event of a conflict between members, the Chair or designate will make every effort to resolve the dispute by negotiation.
- Should an internal dispute arise that cannot be resolved by the members of the RCPIC amongst themselves, the Chair will advise the Director of Education. The Director of Education, in consultation with the Chair, will determine which approach will be utilized in an attempt to resolve the conflict.

**18. Reimbursement of Expenses Incurred as Members of Committee**

- A person shall not receive any remuneration for serving as a member of the RCPIC. (This does not preclude payment of an honorarium under section 191 of the *Education Act* that takes into account the attendance of a board member at a parent involvement committee meeting.)
- RCPIC members may seek reimbursement for reasonable out of pocket expenses incurred as a member of the RCPIC in accordance with Board policy and procedures. Approved reimbursements will be funded from Ministry funding provided for the purposes of enhancing parent engagement.
- RCPIC members attendance at conferences shall be preapproved by the Chair and reimbursement of expenses provided in accordance with Board policy and procedures.

**19. Reporting**

- The RCPIC shall formally submit a copy of all approved meeting minutes to the Brant Haldimand Norfolk Catholic District School board through a report that will be placed on a public board meeting.
- The RCPIC shall annually, following its May meeting, submit a written summary of the committee's activities to the Chair of the Board and to the Director of Education. The summary of activities shall include a report on how funding, if any, provided under the *Education Act* for parent involvement described in section 2.1, and subsections in section 2.1, and 2.2 (a) and (d) above were spent.
- The Director of Education shall provide the summary of activities to the school councils and post the summary of activities on the board's website.

**20. Terms of Reference Review**

- The RCPIC Terms of Reference will be reviewed on an annual basis in February.
- Notice of a review of the RCPIC's Terms of Reference must be provided to members of the RCPIC at least five (5) days prior to the review meeting.
- Two-thirds of the voting RCPIC membership is required to change the Terms of Reference.
- As a Board committee, the Terms of Reference must be received and approved by the Board of Trustees.

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC  
DISTRICT SCHOOL BOARD COMMITTEE OF THE WHOLE**

Prepared by: Chris N. Roehrig, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: March 20, 2012  
Submitted by: Cathy Horgan, Director of Education & Secretary

**EXCURSION – ITALY AND GREECE**

Public Session

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**BACKGROUND INFORMATION:**

Assumption College School is requesting approval for an excursion to Italy and Greece from Friday, March 8, 2013 to Sunday, March 17, 2013 (no school days).

**DEVELOPMENTS:**

Approximately twenty-two (22) Grades 11-12 students will be participating in this field trip. Supervising teachers will include Terry Ashby and Ryan O'Donoghue. The anticipated cost of the trip for each student is approximately \$2995.

The students will witness elements of history which they have learned in the classroom, enhancing their appreciation of history, architecture, and other cultures. They will have an opportunity to tour the Vatican, St. Peter's Basilica, the Coliseum, the Acropolis, and the Pan-Hellenic Sanctuary of Delphi.

All information has been provided in accordance with Board policy and procedures.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Italy and Greece from Friday, March 8, 2013 to Sunday, March 17, 2013.

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Maxine Smitiuch, Student Trustee  
Presented to: Board of Trustees  
Submitted on: March 27, 2012  
Submitted by: Cathy Horgan, Director of Education & Secretary

### STUDENT TRUSTEE REPORT

Public Session

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#### **BACKGROUND INFORMATION:**

The Student Senate met on Tuesday, February 28, 2012.

#### **DEVELOPMENTS:**

At this meeting, ideas regarding the spring Catholic Leadership Symposium were shared and senators spent time reviewing the proposed agenda for the day. This resulted in discussions regarding individual senator responsibilities during the event.

I had the honour to attend the OSTA-AECO Board Council Conference from February 10-12, 2012. Student Trustees spent the majority of this conference with other members of the Catholic Board Council (CBC) and Public Board Council (PBC).

Student trustees received a presentation from Development and Peace outlining their "Think Fast" programs and other incentives for secondary schools. Noel Martin, Director of Catholic Education for OCSTA, sparked a discussion on re-engaging youth in the Catholic faith. The most inspiring and rewarding part of the conference was going to the Ottawa Mission and making over 200 peanut butter and jam sandwiches for the homeless in Ottawa.

#### **SCHOOL NEWS:**

Assumption College School hosted their annual Battle of the Houses where each grade comes together and "battles" against each other for bragging rights. They also held a successful junior semi-formal, which had a "Black and White" theme. Guest speaker Matt Evans spoke to students about impaired driving and its potentially devastating impact.

Holy Trinity held a Valentine's Day assembly and are in the process of organizing a fundraiser called "So you think you can Dance Norfolk?". This event will involve many different groups in Norfolk, including students from Holy Trinity.

St. John's College held their annual Glow Dance. On Valentine's Day, 20 students visited a retirement home where they hosted and enjoyed a special dance with the elderly. Students are in the midst of a Lenten outreach project called "The Shopping List for the World", contributing loose change to create a "big change" for families around the world.

Concert bands at all three secondary schools were awarded Gold Standings at their respective Regional MusicFest competitions and have qualified for the Nationals in Ottawa in May. Also, all three secondary school participated in the February 29, 2012 anti-bullying day, showing their support by wearing pink t-shirts.

#### **RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report.



## 2011-12 Trustee Meetings and Events

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
<b>March 27, 2012</b>	7:30 pm	<b>Board Meeting</b>	
April 10, 2012	4:30 pm	Policy Committee Mtg.	NEW
April 11, 2012	2:30 pm	Executive Council Mtg.	
April 11, 2012	7:00 pm	Official Opening & Blessing – St. Basil – Bishop Crosby	
April 11, 2012	7:00 pm	SEAC Meeting	
<b>April 17, 2012</b>	7:30 pm	<b>Committee of the Whole</b>	
<b>April 24, 2012</b>	5:15 pm 7:30 pm	Media Training Session <b>Board Meeting</b>	
April 26 - 28, 2012		OCSTA AGM	
May 1, 2012	12:00 pm	Presentation on Governance by Calgary Catholic District	
May 2 – 4, 2012		Board Art Show	
May 3, 2012	5:00 pm	Catholic Student Leadership Awards; with Bishop Fabbro	
<i>May 6 – 11, 2012</i>		<i>Catholic Education Week</i>	
May 8, 2012	2:00 pm	Executive Council Mtg.	
May 8, 2012	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
<b>May 15, 2012</b>	7:30 pm	<b>Committee of the Whole</b>	
May 16, 2012	7:00 pm	SEAC Meeting	
May 17, 2012	6:30 pm	St. Pius X School Closing Open House	
<b>May 22, 2012</b>	7:30 pm	<b>Board Meeting</b>	
May 23, 2012	1:00 pm	Catholicity Committee Mtg.	
May 29, 2012	1:30 pm	Faith Advisory Committee Mtg.	
June 7-9, 2012		CCSTA Convention	
June 13, 2012	3:30 pm	Executive Council Mtg.	
June 13, 2012	7:00 pm	SEAC Meeting	
June 14, 2012	7:00 pm	Official School Closing Ceremony – St. Mary School (B)	
<b>June 19, 2012</b>	7:30 pm	<b>Committee of the Whole</b>	
June 25, 2012	4:45 pm	Assumption College Graduation	
<b>June 26, 2012</b>	7:30 pm	<b>Board Meeting</b>	
June 28, 2012	7:00 pm	St. John’s College Graduation	
June 28, 2012	7:00 pm	Holy Trinity Graduation	