



---

**Board Meeting**  
**Tuesday, January 24, 2017 ♦ 7:00 p.m.**  
**Boardroom**

**Members: Trustees:**

Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon, Rosalin Dubois (Student Trustee)

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

---

**1. Opening Business**

1.1 Opening Prayer

1.2 Attendance

1.3 Approval of the Agenda

Pages 1-2

1.4 Declaration of Interest

1.5 Approval of Board Meeting Minutes – December 13, 2016

Pages 3-6

1.6 Business Arising from the Minutes

**2. Presentations – Nil**

**3. Delegations – Nil**

**4. Consent Agenda - Nil**

**5. Committee and Staff Reports**

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – January 17, 2017

Pages 7-15

Presenter: Dan Dignard, Vice Chair of the Board

- Goals for 2017-18 Budget (pgs. 16-17)
- Budget Planning / 2017-18 Budget Procedures Manual (pgs. 18-32)
- Revised Budget Estimates: 2016-17 (pgs. 33-58)
- Volunteer and Trip Drivers Policy 200.21 (*revised*) (pgs. 59-64)
- Student Accident Insurance Policy 200.22 (*revised*) (pgs. 65-68)
- Director of Education Performance Appraisal Policy 100.02 (*revised*) (pgs. 69-71)
- Surplus Accommodation – Grand Erie District School Board (pg. 72)



**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,
- The security of the property of the board;
  - 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;
  - The acquisition or disposal of a school site;
  - Decisions in respect of negotiations with employees of the board; or
  - Litigation affecting the board.

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

**11. Future Meetings and Events**

Pages 73-74

**12. Closing Prayer**

*Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board, and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. **Amen***

**13. Adjournment**



**Board Meeting**  
**Tuesday, December 13, 2016 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

**Present:** Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon, Rosalin Dubois (Student Trustee)

**Absent:**

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

---

**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Trustee Luciani.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the December 13, 2016 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**1.5 Approval of Board Meeting Minutes – November 22, 2016**  
**Approval of Board Annual Meeting Minutes - December 6, 2016**

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the November 22, 2015 Board meeting.

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the December 6, 2016 Annual Meeting of the Board.

**Carried**

**1.6 Business Arising from the Minutes – Nil**



**2. Presentations**

Chair Petrella extended the Board's sincerest congratulations to Vice Chair Dignard on his 40 years of dedicated service and commitment to Catholic education in the role of trustee.

**3. Delegations – Nil**

**4. Consent Agenda**

**4.1** THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Friends of the Educational Archives Committee meeting of October 18, 2016.

**4.2** THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Catholic Education Advisory Committee meeting of November 9, 2016.

**4.3** THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Special Education Advisory Committee meeting of November 15, 2016.

**4.4** THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Communications and Information Technology Committee meeting of November 22, 2016.

Moved by: Bill Chopp

Seconded by: Bonnie McKinnon

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 Trustee Expenses Online**

Superintendent Grice presented a summary of trustee expenses in the areas of travel, communications, professional development, and 'other' for the 2015-16 school year. As per policy, trustee expenses are to be posted on the Board's website annually.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Trustee Expenses Online report.

**Carried**

**5.2 Student Trustee Report**

Student Trustee Dubois reported that all secondary schools are busy preparing for the Christmas season through various Advent and Christmas activities and celebrations, as well as ambitious community outreach projects to help support local families in need during this special time of year.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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

**Carried**



**6. Information and Correspondence**

Director Roehrig distributed copies of the Board's Kindergarten Registration Package for trustee information.

Director Roehrig circulated a copy of the 2015-16 Annual Report of the office of the Ombudsman of Ontario. This is the first year that the Ontario Ombudsman has the power to investigate and resolve complaints about school boards, as mandated by Bill 8, the *Public Sector and MPP Accountability and Transparency Act, 2014*.

Director Roehrig directed trustees to the Minister of Justice and Attorney General of Canada's response to the Board's letter dated March 29, 2016 requesting a stay on the issue of medically-assisted death.

Director Roehrig showed trustees the 2015-16 Director's Annual Report, which is available on the Board's website.

Trustees viewed the new BHNCDNB Transportation Inclement Weather video clip that has been posted to the Board's website. It provides the public with an overview on how decisions are reached with respect to the delay or cancellation of bus transportation, and the closing of schools as a result of inclement weather. Trustees commented that the video was very well done.

Moved by: Bill Chopp

Secondary by: Dan Dignard

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

**Carried**

**7. Notices of Motion – Nil**

**8. Notices of Motion Being Considered for Adoption - Nil**

**9. Trustee Inquiries – Nil**

**10. Business In-Camera**

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

**Carried**

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

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

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

**Carried**



**12. Future Meetings**

Trustee attention was drawn to the list of future meetings and events.

**13. Closing Prayer**

Chair Petrella led the closing prayer.

**14. Adjournment**

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of December 13, 2016.

**Carried**

# RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

January 17, 2017

AGENDA ITEM	MOTION
5.1	<p>a) WHEREAS the Board has approved the following goals for the 2015-2018 Strategic Plan:</p> <p style="padding-left: 40px;"><b>Improving Student Achievement</b> – Knowing our Learners: When we know, understand and respond to the unique learning needs using assessment-rich learning, we can respond to the individual needs of our students and improve their outcomes;</p> <p style="padding-left: 40px;"><b>Catholic Faith Formation</b> – When we support the family and the parish in forming the faith of our students and we commit ourselves to the principles of our gospel values, as expressed through the example of Catholic Social Teaching, we help to build the Kingdom of God;</p> <p style="padding-left: 40px;"><b>Developing Safe and Accepting Schools</b> – When we foster positive relationships that emphasize mutual respect, understanding and trust, we are able to improve the cohesion of our community; and</p> <p style="padding-left: 40px;"><b>Communicating Effectively</b> – When we communicate effectively to our internal and external stakeholders, we enhance the engagement of our community which improves our ability to generate support for our system.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board adopts the goals of the 2015-2018 Strategic Plan as the goals for the 2017-18 Budget.</p> <p>b) THAT the Brant Haldimand Norfolk Catholic District School Board approves the budget procedures as outlined in the 2017-18 Budget Procedures Manual (September 1, 2017 to August 31, 2018).</p> <p>c) THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2016-17 Revised Budget Estimates, in the amount of \$123,352,202.</p>
5.2	<p>a) THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Volunteer and Trip Drivers Policy 200.21.</p> <p>b) THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Student Accident Insurance Policy 200.22.</p> <p>c) THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Director of Education Performance Appraisal Policy 100.02.</p>
5.6	<p>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:</p> <ul style="list-style-type: none"> <li>• École Fairview, 34 Norman Street, Brantford.</li> </ul>

**RECOMMENDATIONS:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of January 17, 2017.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of January 17, 2017.





**Committee of the Whole**  
**Tuesday, January 17, 2017 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

**Present:** Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, Carol Luciani, Rosalin Dubois (Student Trustee)

**Absent:** Bonnie McKinnon

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

---

**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Trustee Luciani.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the January 17, 2017 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**1.5 Approval of Committee of the Whole Meeting Minutes – November 15, 2016**

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the November 15, 2016 Committee of the Whole meeting.

**Carried**

**1.6 Business Arising from the Minutes – Nil**

**2. Presentations – Nil**

**3. Delegations – Nil**



#### **4. Consent Agenda**

Following clarification of acronyms noted in the Mental Health Steering Committee meeting minutes, the following motions were presented:

- 4.1** THAT the Committee of the Whole refers the unapproved minutes of the Mental Health Steering Committee meeting of December 9, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.2** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee meeting of December 20, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Carol Luciani

Seconded by: Bill Chopp

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 Minutes and Recommendations from the Budget Committee Meeting – January 11, 2017**

Trustee Petrella, Chair of the Budget Committee, reviewed the highlights of the three reports addressed at the January 11, 2017 Budget Committee meeting. Superintendent Grice provided additional information on the proposed purchase of TIENET, an alternative IEP engine, reflected in the revised 2016-17 budget. Chair Petrella presented the following recommendations for consideration:

- a) WHEREAS the Board has approved the following goals for the 2015-2018 Strategic Plan:

**Improving Student Achievement –** Knowing our Learners: When we know, understand and respond to the unique learning needs using assessment-rich learning, we can respond to the individual needs of our students and improve their outcomes;

**Catholic Faith Formation –** When we support the family and the parish in forming the faith of our students and we commit ourselves to the principles of our gospel values, as expressed through the example of Catholic Social Teaching, we help to build the Kingdom of God;

**Developing Safe and Accepting Schools –** When we foster positive relationships that emphasize mutual respect, understanding and trust, we are able to improve the cohesion of our community; and

**Communicating Effectively –** When we communicate effectively to our internal and external stakeholders, we enhance the engagement of our community which improves our ability to generate support for our system.



THAT the Budget Committee recommends that the Committee of the Whole refers the Goals of the 2015-2018 Strategic Plan as the goals for the 2017-18 Budget to the Brant Haldimand Norfolk Catholic District School Board for approval.

- b) 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 budget procedures as outlined in the 2017-18 Budget Procedures Manual (September 1, 2017 to August 31, 2018).
- c) THAT the Budget Committee recommends that the Committee of the Whole refers the 2016-17 Revised Budget Estimates, in the amount of \$123,352,202 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the unapproved minutes of the Budget Committee Meeting of January 11, 2017 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 January 11, 2017 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

## **5.2 Unapproved Minutes and Recommendations from the Policy Committee Meeting – January 11, 2017**

Vice Chair Dignard, Chair of the Policy Committee, reviewed the key revisions to the three policies that were reviewed at the January 11, 2017 Policy Committee meeting and brought forward the following recommendations:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Volunteer and Trip Drivers Policy 200.21 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Student Accident Insurance Policy 200.22 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Director of Education Performance Appraisal Policy 100.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee meeting of January 11, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**



THAT the Committee of the Whole refers the recommendations of the Policy Committee meeting of January 11, 2017 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### **5.3 2015-2018 Strategic Plan – Catholic Faith Formation Update**

Following a video presentation highlighting numerous school initiatives bringing to life the Board's spiritual theme, "Act Justly, Love Tenderly, Walk Humbly with your God", Director Roehrig reviewed the key strategies that are leading to the full implementation of the Catholic Faith Formation pillar of the 2015-2018 Strategic Plan. In particular, he highlighted the Christian Meditation in schools program, including the take-home kits and the planned publication of a students' reflection book on Christian Meditation for Catholic Education Week; the purchase of the new Religion & Family Life curriculum resources; the expansion of the social justice initiatives in both elementary and secondary schools; and the consideration of district support of the Global South, to name a few. Trustee discussion included the promotion of Catholic post-secondary education options, the implementation of Christian Meditation practice in our secondary schools, and the potential of partnerships with parishes/Catholic Service Organizations to create meditation gardens in parish/school communities.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the 2015-2018 Strategic Plan – Catholic Faith Formation Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### **5.4 Mental Health Strategy Update**

Superintendent Telfer presented a comprehensive overview of the 2014-2017 Mental Health Strategy, which is currently in its third and final year of implementation. She also provided a summary of actions taken during 2015-16 and those completed/proposed for 2016-17 in support of the Strategy, which are testaments to the commendable work being done across the system in the area of mental health and well-being. She noted that the Ministry of Education has fully embraced and is promoting / supporting mental health and well-being in many ways, and added that staff will be developing a new Mental Health Strategy for 2017-2020 this year. Trustee discussion centered on student referrals for support and the direct impact of the various initiatives at the grass roots level.

Moved by: Bill Chopp

Seconded by: Dan Dignard

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

**Carried**

### **5.5 French as a Second Language Update**

Superintendent Shypula reported that as a result of the work done by Principals Cathy DeGoey and Anna Fortunato, as well as French as a Second Language (FSL) Consultant, Jackie Whiting, there has been a significant shift in French programming for our students, lending itself to a more focused and effective language learning instructional approach. She noted that in support of the Ministry's three goals for FSL in Ontario, the Board has implemented many



initiatives including the expansion of its Primary Core French and French Immersion programs, a growing uptake by Grade 12 students to achieve the DELF proficiency in French certificate, providing modified French instruction for Special Education students, and the availability of online Grades 1-12 French tutoring assistance, to name a few. Trustee inquiries in the area of French Immersion at the secondary level, challenges in accelerating the timeline for implementing the Primary Core French program in all schools, offering an online help program for ELKP parents, and provincial trends in FSL were discussed.

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Committee of the Whole refers the French as a Second Language Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

#### **5.6 Surplus Accommodation – Grand Erie District School Board**

Superintendent Grice reported that the Grand Erie District School Board is disposing of the former École Fairview property, and advised that the Board has no anticipated need for this property.

Moved by: Dan Dignard

Seconded by: Carol Luciani

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:

- École Fairview, 34 Norman Street, Brantford.

**Carried**

#### **5.7 Graduation Rates**

Superintendent Daly advised that in the spring, the Ministry will be releasing school board graduation rates for the 2011-12 Grade 9 cohort. Preliminary results for those students who started their Grade 9 education with our Board indicates that 86% (4 year) and 89% (5 year) successfully graduated. Internal calculation which measures the success of students who begin secondary school with us and stay until graduation results in a 92% (4 year) and 94% (5 year) success rates. Trustee inquiries with respect to pathways options for Special Education students entering Grade 9, and the impact that alternative learning programs and provincial assessment scores has on graduation rates were discussed.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the Graduation Rates report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

#### **5.8 Financial Report – November 30, 2016**

Superintendent Grice presented the Board expenditure report for the period ending November 30, 2016. He reported that the budget is on track with 23.9% of the total budget spent at the quarter year mark and noted that the Board is on track with projections to year end.



Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole refers the Financial Report – November 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**6. Information and Correspondence**

Director Roehrig circulated a copy of the Catholic Education Foundation of Ontario's 2016 Yearbook, which featured photos of the 2015-16 Catholic Student Award recipients from every Catholic secondary school in the province, including our three Board recipients.

Director Roehrig drew attention to a second article written by Faith Animator, Paul Tratnyek, "Compassionate Action: The Power of Authentic Leadership", published in the winter edition of *Principal Connections*, the magazine of the Catholic Principals' Council of Ontario.

Moved by: Dan Dignard

Seconded by: Cliff Casey

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

**Carried**

**7. Trustee Inquiries**

In response to Trustee Chopp's inquiry about plans for this year's Souper Bowl fundraiser, Superintendent Shypula advised that it would be one of the initiatives included in the Board's second annual Lenten Campaign of Caring.

Trustee Chopp informed the Board that former elementary teacher, John Deluca, is now President of Quillsoft Ltd., which provides software products in the education and literacy fields.

Director Roehrig provided insight on Vice Chair Dignard's inquiry about the Board's evangelization role.

**8. Business In-Camera**

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera Session.

**Carried**

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

Moved by: Dan Dignard

Seconded by: Cliff Casey

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

**Carried**

**10. Future Meetings**

Chair Petrella drew trustee attention to upcoming meetings and events.



**Brant Haldimand Norfolk**  
Catholic District School Board

**Minutes**

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

---

**11. Closing Prayer**

Chair Petrella led the closing prayer.

**12. Adjournment**

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of January 17, 2017.

**Carried**

---

Next Meeting: Tuesday, February 21, 2017, 7:00 pm - Boardroom

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Budget Committee  
Submitted: January 11, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### GOALS FOR 2017-18 BUDGET

Public Session

---

---

#### **BACKGROUND INFORMATION:**

We are approaching the half-way point of the implementation of the Board's multi-year Strategic Plan 2015-2018. The Board's three-year spiritual theme is:

***Act justly, love tenderly and walk humbly with your God. (Micah 6:8)***

The overarching vision of the Strategic Plan can be characterized in the following manner:

- improving student achievement,
- Catholic faith formation,
- developing safe and inclusive schools, and
- communicating effectively.

#### **DEVELOPMENTS:**

A substantial amount of time, resources and energy have been expended in an effort to communally discern a direction for the district that is articulated in our Strategic Plan. This effort included a robust public consultation process. In order to ensure that the Board's Strategic Plan can be fully implemented, it is necessary for the Board to position the multi-year Strategic Plan and its goals as a priority for budget planning. Staff are recommending that the Board reiterate its support for the implementation of its plans by mirroring the goals of the Strategic Plan with the goals of its budget.

The goals of the Strategic Plan are:

**Improving Student Achievement** – Knowing our Learners: When we know, understand and respond to the unique learning needs using assessment-rich learning, we can respond to the individual needs of our students and improve their outcomes.

**Catholic Faith Formation** – When we support the family and the parish in forming the faith of our students and we commit ourselves to the principles of our gospel values, as expressed through the example of Catholic Social Teaching, we help to build the Kingdom of God.

**Developing Safe and Accepting Schools** – When we foster positive relationships that emphasize mutual respect, understanding and trust, we are able to improve the cohesion of our community.

**Communicating Effectively** – When we communicate effectively to our internal and external stakeholders, we enhance the engagement of our community, which improves our ability to generate support for our system.



**RECOMMENDATION:**

WHEREAS the Board has approved the following goals for the 2015-2018 Strategic Plan:

**Improving Student Achievement** – Knowing our Learners: When we know, understand and respond to the unique learning needs using assessment-rich learning, we can respond to the individual needs of our students and improve their outcomes;

**Catholic Faith Formation** – When we support the family and the parish in forming the faith of our students and we commit ourselves to the principles of our gospel values, as expressed through the example of Catholic Social Teaching, we help to build the Kingdom of God;

**Developing Safe and Inclusive Schools** – When we foster positive relationships that emphasize mutual respect, understanding and trust, we are able to improve the cohesion of our community; and

**Communicating Effectively** – When we communicate effectively to our internal and external stakeholders, we enhance the engagement of our community which improves our ability to generate support for our system.

THAT the Budget Committee recommends that the Committee of the Whole refers the Goals of the 2015-2018 Strategic Plan as the goals for the 2017-18 Budget 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: January 11, 2017  
Submitted by: Chris Roehrig, Director of Education & Secretary

**BUDGET PLANNING**  
Public Session

---

**BACKGROUND INFORMATION:**

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

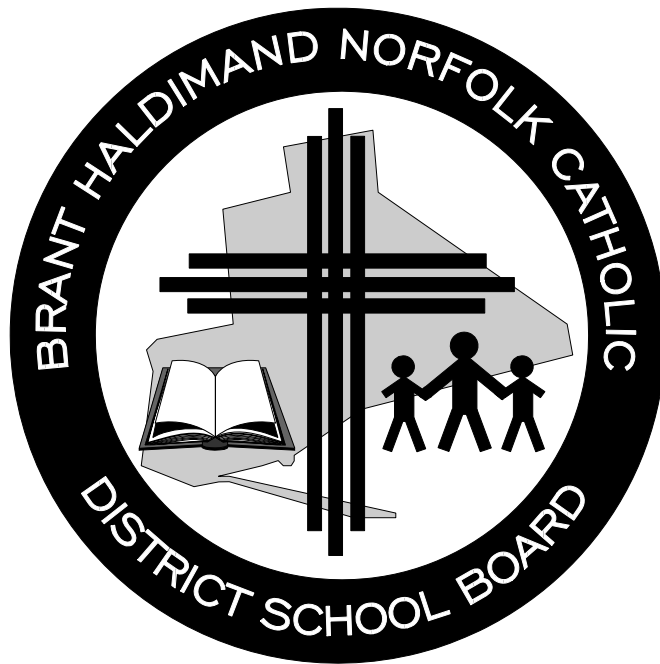
**DEVELOPMENTS:**

Attached is the proposed 2017-18 Budget Procedures Manual. As per last year, the community will have an opportunity to provide input regarding the budget through periodic reports regarding budget development that will be posted on the Board's website. 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 budget procedures as outlined in the 2017-18 Budget Procedures Manual (September 1, 2017 to August 31, 2018).

**Brant Haldimand Norfolk Catholic  
District School Board**



**2017 - 18**  
**BUDGET PROCEDURES MANUAL**  
(September 1, 2017 to August 31, 2018)

# INDEX

ACTION PLAN AND TIME LINE .....	Page 1
BUDGET PROCESS .....	Page 1
• Expenditure Estimates .....	Page 1
• Revenue Estimates .....	Page 2
• Role of Superintendents .....	Page 3
• Role of Senior Administration .....	Page 7
• Role of the Community .....	Page 7
• Role of the Budget Committee .....	Page 7
• Role of the Board of Trustees .....	Page 7
DETAILED INSTRUCTIONS .....	Page 9
• Department Budgets (Other than School).....	Page 9
• School Staffing.....	Page 9
• School Supplies and Texts .....	Page 9
• Building / Maintenance Requirements .....	Page 9
• Timetable for Estimates .....	Page 10

## ACTION PLAN AND TIME LINE

The following is an Action Plan with suggested time lines for the development of the 2017-18 Budget. This Action Plan will identify the opportunity for input from the various groups and outline clear time lines.

ACTION	TIME LINE
Preliminary enrolment forecasting completed utilizing the Ministry's Five-Year Projection Template.	November 2016
Budget Procedures Manual to be prepared and distributed to all superintendents, principals and department managers.	December 2016 / January 2017
Senior Administration to prepare goals and priorities for the year.	December 2016 / January 2017
Departmental expenditure estimates to be prepared in consultation with all relevant persons, consolidated, prioritized and forwarded to the Finance Department.	March 2017 / April 2017
Finalize Enrolment Estimates utilizing Secondary Credit Counts.	April 2017
Finance Department to summarize, collate and consolidate all departmental submissions and prepare Preliminary Expenditure Estimates.	April 2017 / May 2017
Analysis of Preliminary Expenditures and Estimates by Senior Administration.	May 2017
Budget Committee to receive and review the Preliminary Estimates.	May 2017 / June 2017
Board to approve the Final Budget.	June 2017

## 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 budget guidelines is to serve as a guide to those individuals and / or departments 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. Superintendents have a 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 2017-18 Budget. Assume staffing levels in each department cannot increase over the 2016-17 budget 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 2016-17 budget as a MAXIMUM limit for 2017-18 budget.

The following should be used to establish 2017-18 expenditure budgets:

**Salaries and Benefits:**

- Actual staff salary costs projected to be in effect at September 1, 2017 for the period September 1, 2017 to August 31, 2018.

**Expenses:**

- Instructional: Budgeted on an as required basis, but not more than the 2016-17 budget unless there are acceptable explanations for an increase.
- Non-Instructional: Budgeted on an as required basis, but not more than the 2016-17 budget.

**Major Maintenance / Capital Expenditures:**

- Estimated expenditures based on identified projects to be completed in the period September 1, 2017 to August 31, 2018. The total is not to exceed the 2016-17 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, 2017.

**Other Expenses:**

- All other expenses should be based on actual, identified needs in this period, i.e., September 1, 2017 to August 31, 2018.

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

- That all 2017-18 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**

On January 1, 1998, the Province established the mill rates to be levied and, as a result, school boards do not have further access to property tax. Property taxes will continue to be collected for education purposes on residential and commercial / industrial properties.

As previously indicated, the Ministry of Education has not yet released any technical documents which pertain to the 2017-18 budget year. Administration will use the 2016-17 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 specifies the major areas of responsibility for Superintendents in the Budget process:

SUPERVISORY OFFICER	AREA OF RESPONSIBILITY
Director of Education, Chris Roehrig	<ul style="list-style-type: none"> <li>• Catholicity</li> <li>• Communications</li> <li>• Enrolment (Recruitment &amp; Retention)</li> <li>• Faith Formation</li> <li>• Policies &amp; Administrative Procedures</li> <li>• Religion &amp; Family Life Programs</li> <li>• Strategic Planning</li> <li>• Student Achievement</li> <li>• Succession Planning</li> </ul>

SUPERVISORY OFFICER	AREA OF RESPONSIBILITY
Superintendent of Business & Treasurer Tom Grice	<ul style="list-style-type: none"> <li>• Administrative Technology</li> <li>• Board-Wide Infrastructure</li> <li>• Budget Forecasting</li> <li>• Capital Expenditures</li> <li>• Community Use of Schools</li> <li>• Construction Projects</li> <li>• Corporate Services Software / Applications</li> <li>• Debt Servicing Costs</li> <li>• Employee Accommodations</li> <li>• Employee Assistance Plan</li> <li>• Employee Hiring &amp; Retirements</li> <li>• Enrolment (Forecasting)</li> <li>• Environmental Education &amp; Waste Audits</li> <li>• Financial Analysis</li> <li>• Health &amp; Safety</li> <li>• Instructional Operations Budgets</li> <li>• Leaves of Absence – Non-Academic Staff</li> <li>• Maintenance &amp; Plant Operations</li> <li>• Non-Curriculum Software Applications</li> <li>• Other Non-Instructional Expenditures</li> <li>• Pay Equity</li> <li>• Policies &amp; Administrative Procedures – Human Resources</li> <li>• Performance Management – Non-Academic Staff</li> <li>• Procurement</li> <li>• Real Estate Transactions</li> <li>• Revenue - Provincial &amp; Other</li> <li>• Salaries &amp; Benefits - All Areas</li> <li>• School Budgets</li> <li>• School Generated Funds</li> <li>• School Supplies</li> <li>• Sick Leave Administration</li> <li>• Staffing – ESS / PSS</li> <li>• Transportation &amp; Planning</li> <li>• Union Negotiations</li> </ul>



SUPERVISORY OFFICER	AREA OF RESPONSIBILITY
Superintendent of Education, Learning for All Leslie Telfer	Programs – Elementary <ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Aspiring Leaders Program</li> <li>• Athletics - Elementary</li> <li>• Cognitive Coaching</li> <li>• Community Response Teams / Crisis Tables</li> <li>• Equity &amp; Inclusive Education</li> <li>• Home Instruction / Home Schooling</li> <li>• Labour Relations – EAs</li> <li>• Leadership &amp; Development Programs – BLDS</li> <li>• Leaves of Absence – EAs</li> <li>• Mental Health &amp; Behaviour Services</li> <li>• Ontario Leadership Strategy</li> <li>• Performance Management</li> <li>• Professional Development</li> <li>• Safe Schools</li> <li>• Special Education</li> <li>• Special Education Advisory Committee (SEAC)</li> <li>• Staffing – Behaviour Services, EAs, SERTS</li> <li>• Staff Professional Development – Special Education</li> <li>• Student Achievement – Special Education</li> </ul>
Superintendent of Education, School Effectiveness Michelle Shypula	<ul style="list-style-type: none"> <li>• 21<sup>st</sup> Century Learning</li> <li>• Arts</li> <li>• Before &amp; After School Care</li> <li>• BIPSA, SIM, SEF, CIL Projects</li> <li>• Catholic School Advisory Councils (elementary)</li> <li>• Curriculum Development</li> <li>• Early Learning (ELKP, PFLCs &amp; Before/After Care)</li> <li>• ESL / ELL / FSL</li> <li>• Financial Literacy</li> <li>• French Immersion</li> <li>• Labour Relations – ECEs</li> <li>• Leaves of Absence</li> <li>• Library Services</li> <li>• Mathematics</li> <li>• MISA Program</li> <li>• Nutrition &amp; Healthy Schools</li> <li>• Outdoor Education / Environmental Education</li> <li>• Parent Volunteers</li> <li>• Parents Reaching Out Grants</li> <li>• Performance Management</li> <li>• Professional Development</li> <li>• Program Planning &amp; Assessment</li> <li>• RCPIC</li> <li>• School Councils / Parent Engagement</li> <li>• Staffing – ECEs</li> </ul>

SUPERVISORY OFFICER	AREA OF RESPONSIBILITY
Superintendent of Education, Student Success Pat Daly	Programs – Secondary <ul style="list-style-type: none"> <li>• Aboriginal Education</li> <li>• Adult Education</li> <li>• Catholic School Advisory Councils (secondary)</li> <li>• Catholic Student Leadership Program</li> <li>• Curriculum Development</li> <li>• eLearning</li> <li>• Educational Field Trips</li> <li>• EQAO</li> <li>• Elementary Transition Programs</li> <li>• Employee Accommodations – Academic Staff</li> <li>• FSL Schedules</li> <li>• Information Technology (academic) / eLearning</li> <li>• International Students</li> <li>• Language Programs</li> <li>• Leaves of Absence</li> <li>• Lunch Monitors</li> <li>• NTIP</li> <li>• OYAP / Cooperative Education</li> <li>• Pathways</li> <li>• Performance Management</li> <li>• Programs &amp; Curriculum</li> <li>• Program Planning &amp; Assessment</li> <li>• Robotics Initiative</li> <li>• SAL / Alternative Education</li> <li>• SCWI / SWAC</li> <li>• Secondary Principal PPA</li> <li>• SHSM</li> <li>• SmartFIND</li> <li>• Speak Up Projects</li> <li>• Staffing – Academic</li> <li>• Staff Professional Development – Academic</li> <li>• Student Success Initiatives</li> <li>• Student Teacher Placements</li> <li>• Summer School</li> <li>• Teacher Interview Committee Lead</li> <li>• Teacher Prep Schedules</li> <li>• Workplace Accommodations</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 Senior Administration**

In April 2017, based on submissions from all departments (including schools), Senior Administration will review and analyze the 2017-18 Preliminary Expenditures Estimates. Senior Administration 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. Senior Administration will prepare a complete set of 2017-18 Preliminary Expenditure Estimates for presentation to the Budget Committee in May 2017, together with such recommendations as may be appropriate with respect to any additions, deletions or changes to such estimates. All recommendations will be prioritized by Senior Administration and will include information, as complete as is reasonably possible, regarding the recommendation's effect on schools and programs, where applicable. Senior Administration will prepare a complete 2017-18 Final Draft Budget for presentation to the Budget Committee in May 2017.

### **Role of the Community**

Public participation in the Budget Process is encouraged. 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.

Participation by the public provides 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 Budget Committee is to provide staff with direction and priorities for the coming year and to review draft budgets presented by staff. The Committee will ensure adequate input from stakeholders, including the public, and ensure the budget addresses all concerns to the greatest 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 that the budget is completed as required by the Ministry of Education.

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

The primary role of the Board of Trustees is to establish 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 that 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 it might invite comment and advice from the general public, ratepayers, parent groups, staff groups, etc., the Board of Trustees *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 school board's accumulated surplus for the preceding fiscal year. If the school 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 school 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 school 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 school board is subject to an order under subsection 230.3 (2) or 257.31 (2) or (3).

### **Estimates**

232. (1) Every school 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 school board shall not adopt estimates that indicate the school board would have an in-year deficit for the fiscal year.

#### **Exception**

- (4) Despite subsection (3), a school board may adopt estimates for a fiscal year that indicate the school 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 school 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 can 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 2017-18 Budget (assuming final revenue information has been released by the Ministry of Education in a timely fashion) not later than June 30, 2017 for submission to the Province at that time.

# DETAILED INSTRUCTIONS

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

Each superintendent / manager will prepare his / her department's 2017-18 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 Budget Timetable.

## **School Staffing**

Enrolment estimates for 2017-18 will be established in consultation with the Finance Department. Enrolment estimates will be used in the application of formulas to determine staffing requirements. The appropriate Superintendent of Education will determine staffing requirements in conjunction with elementary and secondary school principals. These results will be collated by the Superintendent of Education in consultation with the Manager of Human Resources so that a system-wide allocation of overall staffing needs can be determined. This overall summary will be presented to Senior Administration by the Superintendent of Education and submitted to the Finance Department in accordance with the Budget Timetable.

## **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; including texts, supplies, furniture and equipment, etc. For the purposes of determining the 2017-18 Preliminary Estimates, the total amount for school budgets will be set at the same amount per pupil as 2016-17, but based on projected enrolment. These amounts may be subject to revision when more precise information is known regarding the 2017-18 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 that schools have sufficient funds for classroom materials and textbooks, but also that system-wide initiatives have the financial support required.

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

## **Building / Maintenance Requirements**

Regular building maintenance is budgeted by 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 the Board's enrolment. This amount will be included in the budget.

**Timetable for Estimates**

<b>2017-18 BUDGET TIMETABLE</b>			
<b>Date</b>	<b>Responsibility</b>	<b>Procedure</b>	<b>Date Completed</b>
Tuesday, December 13 <sup>th</sup>	Superintendent of Business & Treasurer	Review Draft Timetable at Senior Administration	
December 2016 / January 2017	Senior Administration	Finalize Goals and Priorities	
Monday, January 16 <sup>th</sup>	Senior Administration	Review Current Expenditures and Communication Plan	
Tuesday, January 17 <sup>th</sup> 7:00 p.m.	Director  Superintendent of Business & Treasurer	Committee of the Whole – Budget Goal Setting  Committee of the Whole – Budget Planning (Budget Procedures Manual)	
Tuesday, February 14 <sup>th</sup>	Manager of Finance	Budget Templates to Superintendents and Managers	
Monday, February 27 <sup>th</sup>	Manager of Human Resources	Benefit Information (if available from the Ministry)	
Monday, February 27 <sup>th</sup>	Superintendents of Education, Managers	Draft Expenditure Budgets to Superintendent of Business & Treasurer	
Friday, March 17 <sup>th</sup>	Manager of Finance	Base Salary and Benefits Costing	
Monday, March 20 <sup>th</sup>	Senior Administration	Budget Planning Meeting	
Monday March 27 <sup>th</sup>	Superintendent of Education – Staffing	Preliminary Enrolment Projections	

## 2017-18 BUDGET TIMETABLE

Date	Responsibility	Procedure	Date Completed
Monday, April 3 <sup>rd</sup>	Superintendent of Business & Treasurer, Superintendents of Education	Present Draft Expenditure Budgets to Senior Administration <ul style="list-style-type: none"> <li>• Curriculum and Special Education Budgets</li> <li>• Corporate Services Budget</li> </ul>	
Wednesday, April 5 <sup>th</sup>	Superintendent of Education – Staffing & Senior Administration	Update Enrolment Projections Finalize School Allocations	
Tuesday, April 18 <sup>th</sup>	Superintendent of Business & Treasurer & Senior Administration	Review Expenditure Estimates	
Thursday, April 20 <sup>th</sup>	Superintendent of Business & Treasurer	Present Draft Budget (Department Expenditure Estimates) to Budget Committee 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>	
Monday, April 24 <sup>th</sup>	Manager of Finance	Complete Revenue Estimates Complete Draft Expenditure Budget	
Tuesday, May 2 <sup>nd</sup>	Superintendent of Business & Treasurer  Superintendent of Education - Staffing	Present Draft Budget (Staffing) to Senior Administration  Present Teaching Staff Allocation to Senior Administration	
Tuesday, May 9 <sup>th</sup> 4:00 p.m.	Superintendent of Business & Treasurer	Present Draft Budget (Staffing) to Budget Committee  Present Teaching Staff Allocation to Budget Committee	

**2017-18 BUDGET TIMETABLE**

<b>Date</b>	<b>Responsibility</b>	<b>Procedure</b>	<b>Date Completed</b>
Tuesday, June 6th 4:00 p.m.	Superintendent of Business & Treasurer	Review Final Draft (Expenditure and Staffing) with Budget Committee	
Tuesday, June 20 <sup>th</sup> 7:00 p.m.	Superintendent of Business & Treasurer	Final Budget to Committee of the Whole	
Tuesday, June 27 <sup>th</sup> 7:00 p.m.	Chair of Budget Committee	Final Budget to the Board of Trustees	



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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Budget Committee  
Submitted on: January 11, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### REVISED BUDGET ESTIMATES – 2016-17

Public Session

---

#### **BACKGROUND INFORMATION:**

Each year, the Ministry requires that school boards make available their revised budgeted revenue and expenditures for the school year. The original estimates are normally approved by the Board and submitted to the Ministry by June 30<sup>th</sup> of the prior school year. Prior to the 2012-13 school year, the Ministry did not require that Revised Estimates be approved by school boards; however, our practice has been to recommend approval by the Board and this development does not require a change to our practice.

#### **DEVELOPMENTS:**

The 2016-17 Revised Budget is attached for your information as Appendix A.

The actual Full-Time Equivalent (FTE) enrolment on October 31, 2016 was 107.0 students greater in the elementary panel and 47.84 Average Daily Enrolment (ADE) students greater in the secondary panel than projected in Preliminary Estimates, which translates into a net increase in General Operating grants based on enrolment.

The impact of the Memorandums of Understanding (MOU), which have been negotiated between the Ministry and each of the Board's employee groups, is only becoming completely understood by the Board as implementation of the MOU progresses. Further repercussions have occurred as language impacts regarding collective agreements, which were bargained centrally with each of the employee groups, are becoming understood and operationalized. Data regarding patterns, usage and impact on the Board continue to be established. Interpretation of clauses within the MOU and collective agreements continue to require clarification, making it difficult to establish accurate estimates. Until such time that staff have been able to collect additional years of actual usage data for comparison, past practice data will continue to be relied upon to determine financial implications.

One outcome area that resulted from the Central Negotiations completed in 2015, for the Ontario English Catholic Teachers' Association (OECTA) and the Ontario Secondary School Teachers' Federation (OSSTF), was the establishment of Benefit Health Trusts. Essentially, the management of benefits for employees move from Board ownership and administration to Union ownership and administration via the Trusts. The Trusts are being established in the 2016-17 school year and, to date, OECTA benefits have transitioned. It is expected that OSSTF benefits will transition on February 1, 2017. The long-term implications of benefit management to the Board, with respect to the involvement of Board staff, is unknown at this time. During this transition year, the Board will incur costs regarding the existing benefit plans as well as the Trust plans. Absolute clarity regarding cost expenditures, revenue to be received, as well as Board benefit plan usage are still not known. The full transition is expected to increase costs to the Board relative to prior years and these costs have been updated and reflected in Revised Estimates.

There will also be costs associated with non-unionized employees, employees represented by the Catholic Principals' Council Ontario, as well as other central office and management staff in satellite locations transitioning to the Trust. The budget has been completed to ensure that these costs have been included.

A number of changes have been made to the Revised Budget as a result of required revenue adjustments since preliminary estimates. Overall, the net increase of student enrolment has increased the elementary and secondary Pupil Foundation grants by approximately \$817,000. As a result of restating the Teacher Salary budget to reflect actual staff at October 31, 2016, the revenue associated with the Teacher Compensation Allocation has decreased by approximately \$644,000, due to teacher qualifications and experience adjustments. New revenue has been received this year related to the Employee Health and Life Trusts, totalling approximately \$501,000, which represents the Ministry's top-up of benefit plans in excess of the costs to the Board. This allocation is pro-rated based on the number of months during the school year each employee group has had their benefits administered by the Trust. Tuition fees have increased by approximately \$172,000 as a result of increased enrolment in Native student and Other Tuition Paying fees. Miscellaneous revenue has increased as a result of monies received for settlement purposes regarding St. Basil Catholic Elementary School. The total legislative grant operating revenue increase is approximately \$1,126,000.

Revenues are comprised of both Operating Legislative Grants and Education Program – Other (EPO) grants. While legislative grants are largely enrolment based, the EPO grants are usually program based. Many EPO grants are allocated to school boards in March and are included in Preliminary Estimates. However, many EPO grants are added *in year* and are reflected in the Revised Budget. In addition, the Ministry has allowed some previous year EPO grants to be carried forward and these grants are presented in the Revenue Summary under Other Revenue as Deferred Revenue from 2015. While these grants bring additional revenue to the Board, they are 100% allocated on the Expenditure budget with a net effect to Revised Budget of zero.

A number of changes have been made to the Expenditure budget:

- A net of 3.9 FTE teachers has been added into the system as a direct result of student enrolment.
- A net of 9.0 FTE Educational Assistants have been added into the system as a direct result of special education student needs in the system.
- The addition of \$16,000 has been allocated to purchase Human Resources and Payroll auditing software as a module of the existing iSYS system. This acquisition also supports findings within the Internal Audit Risk Assessment report.
- The addition of \$50,000 has been allocated for the purchase of Grade 4 Growing in Faith Religion Textbooks and associated Teacher Manuals.
- The addition of \$42,000 has been allocated to purchase TIENET, the special education module of the Board's Student Management System (SMS).
- The addition of \$35,000 has been allocated to procure the services of a Wide Area Network (WAN) consultant to assist in the construction and management of a Request for Proposal (RFP) for WAN services and \$12,500 has been added to procure the services of a Firewall consultant to assist in the security of the Board's network.

- The addition of \$27,500 has been allocated to the Capital budget to purchase a new vehicle to replace one in the aging maintenance fleet.
- The addition of \$50,000 has been allocated to Maintenance and Contractual Services within the school maintenance budget to ensure that schools receive the appropriate supports required.
- The addition of \$206,000 has been allocated to the Information Technology budget to allow for Phase 3 infrastructure costs associated with wireless connectivity within our schools.
- The addition of \$50,000 has been allocated to the Human Resources expenditure line, which deals with legal and collective bargaining issues.
- The addition of \$50,000 has been allocated to bridge salaries as a result of retirement and succession planning initiatives.
- The addition of \$100,000 has been allocated to the Instruction budget to support the purchase of wireless devices for use by students in the classroom.
- The addition of \$10,000 has been allocated to the Continuing Education budget to enable evening supervision at the St. Mary Catholic Learning Centre.
- The addition of \$58,353 has been allocated to reflect increased utility costs.
- The addition of \$378,109 has been allocated to employee benefits representing, primarily, the additional costs associated with paying the full employee premium to the various Employee Health and Life Trusts.
- The addition of \$16,000 has been allocated in the Facilities Department for software fees, licenses and services provided through DMS Technologies.
- The addition \$7,000 has been allocated in the Library Services area in support of work and resources related to the establishment of a Learning Commons environment at seven elementary schools.

**RECOMMENDATION:**

THAT the Budget Committee recommends that the Committee of the Whole refers the 2016-17 Revised Budget Estimates, in the amount of \$123,352,202 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Brant Haldimand Norfolk Catholic District School Board**  
**REVENUE ESTIMATES 2016-2017**

Appendix A

	Revised 2016-17	Preliminary 2016-17	Incr (Decr)
<b>GENERAL LEGISLATIVE GRANTS</b>			
<b>Total: Foundation Allocation (includes Primary Class siz</b>	52,028,806	51,212,182	816,624
School Foundation	8,028,097	7,963,480	64,617
Special Education Allocation	13,091,477	12,958,690	132,787
Language Allocation	1,421,367	1,378,899	42,468
Distant Schools/Small Schools Allocation	25,821	28,873	(3,052)
Remote & Rural Allocation	1,310,389	1,320,252	(9,863)
Learning Opportunity Allocation	1,891,173	1,887,346	3,827
Adult & Continuing Education & Summer School	162,298	145,078	17,220
Teacher Compensation Allocation	9,898,340	10,542,731	(644,391)
Benefits Trust Funding (new this year)	501,484	-	501,484
New Teacher Induction Program (NTIP)	77,233	77,233	-
ECE Q&E Allocation	555,427	533,589	21,838
Restraint Savings	(67,355)	(67,355)	-
Transportation Allocation	4,937,071	4,859,551	77,520
Administration & Governance Allocation	3,749,300	3,722,428	26,872
School Operations Allocations	9,858,133	9,784,901	73,232
Community Use of Schools	136,202	136,202	-
Declining Enrolment Adjustment	17,159	17,159	-
First Nation Supplemental Allocation	221,437	218,880	2,557
Safe Schools	199,303	196,449	2,854
Permanent Financing of NPF	146,395	146,395	-
Labour Enhancement	-	-	-
<b>Total: OPERATING</b>	108,189,557	107,062,963	1,126,594
Trustee Association Fee	43,017	43,017	-
Debt Charges Allocation -Interest	2,452,106	2,452,106	-
<b>TOTAL LEGISLATIVE GRANT-OPERATING</b>	110,684,680	109,558,086	1,126,594
<b>Capital Allocation</b>			
School Renewal Allocation	1,609,389	1,420,010	189,379
School Renewal Allocation (to) fr Deferred	-	-	-
School Renewal Allocation to Capital / DCC	(600,000)	(573,917)	(26,083)
<b>TOTAL LEGISLATIVE GRANT-OPERATING(AFTER CAPI</b>	111,694,069	110,404,179	1,289,890
Amortization of DCC	4,106,913	4,170,640	(63,727)
Allocate to Deferred Revenue DCC(re MTA)	(27,500)	-	(27,500)
SEA Formula based Funding ( (to) fr Deferred)	344,228	344,228	-
SEA Formula based Funding ( (to) fr Deferred)	(5,274)	-	(5,274)
Mental Health Lead (to) fr Deferred	3,610	3,610	-
	116,116,046	114,919,047	1,196,999
<b>OTHER REVENUE</b>			
Tuition fees	1,182,556	1,009,738	172,818
Rental Revenue	103,240	86,688	16,552
Interest	140,000	120,000	20,000
Miscellaneous Revenue	168,210	37,463	130,747
Shared Facilities	290,161	251,764	38,396
EDC Fund Revenue (re: Debenture Payment)	54,580	54,580	-
<i>Miscellaneous Gov't Grants</i>			
Misc Grants EPO/EFIS	1,206,601	967,886	238,715
Deferred Revenue	78,694	-	78,694
French Monitor Program	18,000	18,000	-
CODE: Technology	318,829	298,829	20,000
SCWI / SWAC	80,000	80,000	-
Ontario Youth Apprenticeship Program	95,285	95,285	-
<b>Total Other Revenue</b>	3,736,156	3,020,233	715,923
<b>TOTAL REVENUE</b>	119,852,202	117,939,280	1,912,922
School Generated Funds	3,500,000	3,500,000	-
Prior Period Adjustment	-	-	-
<b>NET REVENUE</b>	123,352,202	121,439,280	1,912,922
<b>EXPENDITURE (including School funds)</b>	123,308,667	121,439,280	1,869,387
<b>Surplus(deficit) PSAB</b>	43,535	-	43,535
Reverse School Funds Surplus(Deficit) for Compliance	-	-	-
Adjustment(for Compliance Purposes)	(43,535)	(43,535)	-
<b>Surplus(deficit) For Compliance (Operations)</b>	0	(43,535)	43,535

# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Actual 2015-2016	Increase (Decrease)
<b>INSTRUCTION</b>					
Salaries & Wages					
Total Salaries & Wages	52,971,086	-223,607	52,747,479	52,922,940	-175,461
Employee Benefits					
Total Employee Benefits	6,469,849	360,001	6,829,850	6,076,798	589,410
Staff Development					
10 315 Professional Development - Academic & S.O.'s	163,364	16,177	179,541	151,273	25,550
10 317 Professional Development - Non Teaching	3,582	-2,582	1,000	1,439	0
10 319 Religion Course	5,000		5,000	5,500	0
10 325 Program Supplies	0	52,758	52,758		52,758
Total Staff Development	171,946	66,353	238,299	158,212	78,308
Supplies & Services					
10 320 Textbooks & Learning Materials	136,213	62,255	198,468	138,273	60,195
10 322 Books & Periodicals	500		500	500	0
10 324 School Initiatives	0		0	35,107	0
10 325 Program Supplies	446,679	55,229	501,908	608,309	-106,401
10 330 Instructional Supplies	874,741		874,741	403,293	0
10 331 Application Software	0		0	5,024	0
10 335 Printing & Photocopying - Instructional	200,000	10,000	210,000	197,784	10,000
10 336 Printing & Photocopying - Non-Instructional	2,250	-250	2,000	323	-250
10 339 First Aid Supplies	7,500		7,500	6,200	0
10 361 Automobile Reimbursement	73,496	6,034	79,530	51,028	-12,545
10 401 Repairs - Furniture & Equipment	5,000		5,000	347	0
10 402 Repairs - Computer Technology	0		0	268	0
10 404 Telephone - Cellular	1,200		1,200	463	0
10 406 Telephone - Data Communications Services	420,400		420,400	342,369	56,000
10 414 Student Senate	12,000		12,000	8,951	2,000
10 540 School Trips - Transportation	70,210	-3,400	66,810	79,700	-1,500
Total Supplies & Services	2,250,189	129,868	2,380,057	1,996,082	7,499
Replacement of F&E					
10 501 Replacement of Furniture & Equipment - General	58,810		58,810	190,680	-76,619
10 502 Replacement of Furniture & Equipment - Computer	482,961	331,000	813,961	603,037	210,626
10 503 Replacement of Furniture & Equipment - Network	46,550		46,550	159,428	0
Total Replacement of F&E	588,321	331,000	919,321	953,144	134,007
Fees & Contract Services					
10 640 Instructional Advertising	68,000	-500	67,500	67,036	-500
10 653 Other Professional Fees	0	10,000	10,000	32,691	-18,094
10 654 Other Contractual Services	97,338		97,338	256,759	0
10 661 Software Fees & Licenses	84,000		84,000	72,253	-20,000
10 662 Maintenance Fees - Computer Technology	120,400	47,500	167,900	112,185	12,900

**Brant Haldimand Norfolk Catholic District School Board  
2016-2017 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
10 702 Association & Membership Fees - Individuals	1,000	200	1,200	1,000	540,924	200
Total Fees & Contract Services	370,738	57,200	427,938	453,432	540,924	-25,494
Other Expenses						
10 701 Association & Membership Fees - Board	0	0	0	1,800	613	0
10 705 Student Bursaries/Awards	1,800	1,800	1,800	1,800	1,800	0
10 725 Miscellaneous	1,500	1,500	1,500	1,500	2,413	0
Total Other Expenses	3,300	3,300	3,300	3,300	2,413	0
Amortization						
10 790 Amortization	329,518	-61,546	267,972	329,518	267,972	-61,546
Total Amortization	329,518	-61,546	267,972	329,518	267,972	-61,546
Total INSTRUCTION	63,154,947	659,269	63,814,216	63,267,493	62,720,771	546,723

# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>SPECIAL EDUCATION</b>						
Salaries & Wages						
Total Salaries & Wages	11,304,160	548,881	11,853,041	11,193,393	11,332,022	659,648
Employee Benefits						
Total Employee Benefits	2,164,710	112,631	2,277,341	2,151,985	2,095,554	125,356
Staff Development	20,200		20,200	25,200	18,405	-5,000
12 315 Professional Development - Academic & S.O.'s	18,000	-2,000	16,000	20,100	11,141	-4,100
12 317 Professional Development - Non Teaching	38,200	-2,000	36,200	45,300	29,545	-9,100
Total Staff Development						
Supplies & Services	13,000	-6,000	7,000	11,000	2,704	-4,000
12 320 Textbooks & Learning Materials	64,034	13,150	77,184	72,918	107,634	4,266
12 325 Program Supplies	12,500	-4,500	8,000	10,500	28,683	-2,500
12 330 Instructional Supplies	0	0	0	0	1,212	0
12 335 Printing & Photocopying - Instructional	8,000	8,000	8,000	6,000	7,627	2,000
12 336 Printing & Photocopying - Non-Instructional	51,800	-7,300	44,500	60,070	38,180	-15,570
12 361 Automobile Reimbursement	3,000		3,000	3,000	0	0
12 402 Repairs - Computer Technology	1,450		1,450	1,450	264	0
12 404 Telephone - Cellular	2,000		2,000	3,000	13,459	-1,000
12 405 Telephone - Voice	235		235	235	122	0
12 407 Postage	2,500		2,500	2,500	701	0
12 410 Office Supplies & Services	500		500	500	75	0
12 416 SEAC	2,000	750	2,750	2,000	3,501	750
12 540 School Trips - Transportation						
Total Supplies & Services	161,019	-3,900	157,119	173,173	204,161	-16,054
Replacement of F&E						
12 501 Replacement of Furniture & Equipment - General	106,500		106,500	106,500	99,889	0
12 502 Replacement of Furniture & Equipment - Computer	490,508		490,508	490,508	138,330	0
Total Replacement of F&E	597,008		597,008	597,008	238,218	0
Fees & Contract Services						
12 654 Other Contractual Services	40,500		40,500	44,800	39,506	-4,300
12 662 Maintenance Fees - Computer Technology	0	42,000	42,000	0	175	42,000
12 702 Association & Membership Fees - Individuals	0	0	0	0	0	0
Total Fees & Contract Services	40,500	42,000	82,500	44,800	39,681	37,700
Total SPECIAL EDUCATION	14,305,597	697,612	15,003,209	14,205,659	13,939,182	797,550

# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>SCHOOL MANAGEMENT</b>						
Salaries & Wages						
Total Salaries & Wages	6,934,639	-83,155	6,851,484	6,889,997	7,026,342	-38,513
Employee Benefits						
Total Employee Benefits	979,652	-14,701	964,951	980,992	977,664	-16,041
Staff Development						
15 315 Professional Development - Academic & S.O.'s	21,500	1,500	23,000	21,500	33,041	1,500
15 317 Professional Development - Non Teaching	12,735		12,735	12,735	725	0
Total Staff Development	34,235	1,500	35,735	34,235	33,766	1,500
Supplies & Services						
15 324 School Initiatives	0		0	0	12,895	0
15 325 Program Supplies	2,000	10,000	12,000	16,288	8,105	-4,288
15 335 Printing & Photocopying - Instructional	0		0	0	6,330	0
15 336 Printing & Photocopying - Non-Instructional	17,000		17,000	17,000	8,524	0
15 361 Automobile Reimbursement	0		0	0	20,606	0
15 404 Telephone - Cellular	75,905	-500	75,405	75,905	56,441	-500
15 405 Telephone - Voice	0		0	0	2,525	0
15 406 Telephone - Data Communications Services	32,046		32,046	32,046	39,996	0
15 407 Postage	136,112		136,112	138,789	93,972	-2,677
15 410 Office Supplies & Services	26,000	11,920	37,920	37,720	30,523	200
15 415 School Council Supplies	289,063	21,420	310,483	317,748	279,917	-7,265
Total Supplies & Services						
Replacement of F&E						
15 501 Replacement of Furniture & Equipment - General	9,000		9,000	9,000	38,464	0
15 502 Replacement of Furniture & Equipment - Computer	0		0	0	2,938	0
15 503 Replacement of Furniture & Equipment - Network	3,350		3,350	3,350		0
Total Replacement of F&E	12,350		12,350	12,350	41,403	0
Fees & Contract Services						
15 661 Software Fees & Licenses	46,900		46,900	48,900	37,061	-2,000
15 662 Maintenance Fees - Computer Technology	116,200		116,200	116,200	112,244	0
15 701 Association & Membership Fees - Board	2,300		2,300	2,300		0
15 719 School Courier	20,000		20,000	20,000	16,362	0
Total Fees & Contract Services	185,400		185,400	187,400	165,668	-2,000
<b>Total SCHOOL MANAGEMENT</b>	<b>8,435,339</b>	<b>-74,936</b>	<b>8,360,403</b>	<b>8,422,722</b>	<b>8,524,759</b>	<b>-62,319</b>



# Brant Haldimand Norfolk Catholic District School Board

## 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>STUDENT SUPPORT SERVICES</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	556,194	99,214	655,408	557,072	572,964	98,336
<b>Employee Benefits</b>						
Total Employee Benefits	109,287	14,786	124,073	104,767	100,867	19,306
<b>Staff Development</b>						
21 317 Professional Development - Non Teaching	900	1,500	2,400	3,482	193	-1,082
Total Staff Development	900	1,500	2,400	3,482	193	-1,082
<b>Supplies &amp; Services</b>						
21 325 Program Supplies	0	4,829	4,829	11,404		-6,575
21 361 Automobile Reimbursement	9,000	1,000	10,000	11,000	6,131	-1,000
21 540 School Trips - Transportation	0	1,900	1,900	1,900		0
Total Supplies & Services	9,000	7,729	16,729	24,304	6,131	-7,575
<b>Total STUDENT SUPPORT SERVICES</b>	<b>675,381</b>	<b>123,229</b>	<b>798,610</b>	<b>689,625</b>	<b>680,155</b>	<b>108,985</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>COMPUTER SERVICES</b>						
Salaries & Wages						
Total Salaries & Wages	855,142	47,517	902,659	805,322	815,556	97,337
Employee Benefits						
Total Employee Benefits	217,916	12,552	230,468	199,373	202,354	31,095
Staff Development						
22 317 Professional Development - Non Teaching	30,000		30,000	30,000	17,420	0
Total Staff Development	30,000		30,000	30,000	17,420	0
Supplies & Services						
22 325 Program Supplies	1,710		1,710	1,710	1,029	0
22 332 Books & Periodicals	0		0	450	201	-450
22 336 Printing & Photocopying - Non-instructional	900		900	900	15,960	0
22 361 Automobile Reimbursement	20,000		20,000	20,000	7,939	-4,000
22 402 Repairs - Computer Technology	16,000		16,000	20,000	8,250	0
22 404 Telephone - Cellular	8,500		8,500	8,500	738	0
22 405 Telephone - Voice	0		0	34,000	33,590	0
22 406 Telephone - Data Communications Services	34,000		34,000	800	105	0
22 407 Postage	800		800	1,500	1,928	-500
22 410 Office Supplies & Services	1,000		1,000	87,860	69,740	-4,950
Total Supplies & Services	82,910		82,910	87,860	69,740	-4,950
Replacement of F&E						
22 501 Replacement of Furniture & Equipment - General	1,000		1,000	1,000	711	0
22 502 Replacement of Furniture & Equipment - Computer	4,000		4,000	5,850	2,543	-1,850
Total Replacement of F&E	5,000		5,000	6,850	3,254	-1,850
Fees & Contract Services						
22 653 Other Professional Fees	38,211		38,211	59,882	39,868	-21,671
22 654 Other Contractual Services	10,000	-10,000	0	10,000	12,978	-10,000
22 662 Maintenance Fees - Computer Technology	12,252		12,252	12,252	678	0
22 702 Association & Membership Fees - Individuals	500		500	500	53,524	0
Total Fees & Contract Services	60,963	-10,000	50,963	82,634	53,524	-31,671
Total COMPUTER SERVICES	1,251,931	50,069	1,302,000	1,212,039	1,161,848	89,961

## Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>LIBRARY SERVICES</b>						
Salaries & Wages	719,937	-1,043	718,894	718,142	737,536	752
Total Salaries & Wages						
Employee Benefits	148,244		148,244	151,773	155,063	-3,529
Total Employee Benefits						
Staff Development	2,000		2,000	2,000	1,134	0
23 317 Professional Development - Non Teaching	2,000		2,000	2,000	1,134	0
Total Staff Development						
Supplies & Services	3,000	7,000	10,000	3,000	800	7,000
23 320 Textbooks & Learning Materials	2,000		2,000	2,000	39,079	0
23 321 Library Books	14,577		14,577	14,577	16,467	0
23 325 Program Supplies	0		0	0	2,107	0
23 330 Instructional Supplies	1,500		1,500	1,500	1,571	0
23 335 Printing & Photocopying - Instructional	1,500		1,500	1,500	1,459	0
23 361 Automobile Reimbursement	200		200	200	62	0
23 404 Telephone - Cellular						
Total Supplies & Services	22,777	7,000	29,777	22,777	61,545	7,000
Fees & Contract Services						
23 662 Maintenance Fees - Computer Technology	23,534		23,534	33,534	24,042	-10,000
Total Fees & Contract Services	23,534		23,534	33,534	24,042	-10,000
Total LIBRARY SERVICES	916,492	5,957	922,449	928,226	979,320	-5,777
<b>GUIDANCE SERVICES</b>						
Salaries & Wages	876,985	2,805	879,790	872,003	858,839	7,787
Total Salaries & Wages						
Employee Benefits	90,221		90,221	91,891	87,625	-1,670
Total Employee Benefits						
Supplies & Services	0		0	0	812	0
24 330 Instructional Supplies	0		0	0	2,940	0
24 335 Printing & Photocopying - Instructional	0		0	0	3,752	0
Total Supplies & Services	0		0	0	0	0
Replacement of F&E	0		0	0	0	0
24 501 Replacement of Furniture & Equipment - General	0		0	0	0	0
Total Replacement of F&E	0		0	0	0	0
Total GUIDANCE SERVICES	967,206	2,805	970,011	963,894	950,216	6,117

# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>TEACHER SUPPORT SERVICES</b>						
Salaries & Wages						
Total Salaries & Wages	1,101,026	-5,861	1,095,165	989,493	1,031,115	105,672
Employee Benefits						
Total Employee Benefits	119,322		119,322	113,201	113,729	6,121
Staff Development						
25 315 Professional Development - Academic & S.O.'s	14,200	1,000	15,200	14,200	16,906	1,000
25 325 Program Supplies	0	0	0	0	269	0
Total Staff Development	14,200	1,000	15,200	14,200	17,175	1,000
Supplies & Services						
25 325 Program Supplies	33,869	2,000	35,869	33,869	10,785	2,000
25 335 Printing & Photocopying - Instructional	9,250	1,250	10,500	9,750	6,009	750
25 361 Automobile Reimbursement	13,195	2,500	15,695	13,695	13,231	2,000
25 404 Telephone - Cellular	1,260	1,260	1,260	1,260	1,048	0
Total Supplies & Services	57,574	5,750	63,324	58,574	31,073	4,750
Replacement of F&E						
25 502 Replacement of Furniture & Equipment - Computer	0	0	0	0	2,196	0
Total Replacement of F&E	0	0	0	0	2,196	0
Fees & Contract Services						
25 701 Association & Membership Fees - Board	10,000		10,000	10,000	9,340	0
25 702 Association & Membership Fees - Individuals	1,777	-200	1,577	1,777	389	-200
Total Fees & Contract Services	11,777	-200	11,577	11,777	9,729	-200
Total TEACHER SUPPORT SERVICES	1,303,899	689	1,304,588	1,187,245	1,205,016	117,343

# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>GOVERNANCE/TRUSTEES</b>						
Salaries & Wages	64,700		64,700	64,700	68,096	0
Total Salaries & Wages						
Employee Benefits	2,588		2,588	2,588	1,559	0
Total Employee Benefits						
Staff Development	23,000		23,000	23,000	14,073	0
31 317 Professional Development - Non Teaching	23,000		23,000	23,000	14,073	0
Total Staff Development						
Supplies & Services	3,500		3,500	3,500	477	0
31 336 Printing & Photocopying - Non-instructional	5,000		5,000	5,000	9,212	0
31 359 Student Trustees	10,000		10,000	10,000	2,884	0
31 361 Automobile Reimbursement	3,000		3,000	3,000	4,115	0
31 404 Telephone - Cellular	3,600		3,600	3,600	200	0
31 406 Telephone - Data Communications Services	200		200	200	500	0
31 407 Postage	500		500	500	904	0
31 410 Office Supplies & Services	25,800		25,800	25,800	17,593	0
Total Supplies & Services						
Replacement of F&E	2,000		2,000	2,000	2,000	0
31 502 Replacement of Furniture & Equipment - Computer	2,000		2,000	2,000	2,000	0
Total Replacement of F&E						
Fees & Contract Services	250	-250	0	250		-250
31 702 Association & Membership Fees - Individuals	250	-250	0	250		-250
Total Fees & Contract Services						
Other Expenses	5,000		5,000	5,000	998	0
31 725 Miscellaneous	5,000		5,000	5,000	998	0
Total Other Expenses						
Total GOVERNANCE/TRUSTEES	123,338	-250	123,088	123,338	102,319	-250

# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>SENIOR ADMINISTRATION</b>						
Salaries & Wages	787,858		787,858	787,858	787,858	0
Total Salaries & Wages						
Employee Benefits	77,847		77,847	77,047	77,932	800
Total Employee Benefits						
Staff Development						
32 315 Professional Development - Academic & S.O.'s	27,000	3,059	30,059	37,000	25,022	-6,941
32 316 Professional Memberships - Academic	300		300	300		0
Total Staff Development	27,300	3,059	30,359	37,300	25,022	-6,941
Supplies & Services						
32 322 Books & Periodicals	2,250		2,250	2,250	1,155	0
32 325 Program Supplies	5,375	-822	4,553	5,375	134	-822
32 336 Printing & Photocopying - Non-instructional	4,000		4,000	4,000	1,776	0
32 361 Automobile Reimbursement	9,500		9,500	9,500	2,377	0
32 404 Telephone - Cellular	10,000		10,000	10,000	4,750	0
32 406 Telephone - Data Communications Services	1,000		1,000	1,000	868	0
Total Supplies & Services	32,125	-822	31,303	32,125	11,060	-822
Fees & Contract Services						
32 702 Association & Membership Fees - Individuals	10,900		10,900	10,900	8,850	0
Total Fees & Contract Services	10,900		10,900	10,900	8,850	0
Other Expenses						
32 725 Miscellaneous	1,500		1,500	1,500	1,277	0
Total Other Expenses	1,500		1,500	1,500	1,277	0
Total SENIOR ADMINISTRATION	937,530	2,237	939,767	946,730	911,999	-6,963

# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

## ADMINISTRATION AND OTHER SUPPORT

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	126,530		126,530	125,349	141,469	1,181
<b>Employee Benefits</b>						
Total Employee Benefits	28,185		28,185	28,233	29,305	-48
<b>Staff Development</b>						
33 317 Professional Development - Non Teaching	6,100		6,100	6,100	10,354	0
Total Staff Development	6,100		6,100	6,100	10,354	0
<b>Supplies &amp; Services</b>						
33 336 Printing & Photocopying - Non-instructional	500		500	500	-102	0
33 361 Automobile Reimbursement	1,700		1,700	1,700	1,832	0
33 404 Telephone - Cellular	1,200		1,200	1,200	1,492	0
33 405 Telephone - Voice	13,000		13,000	13,000	12,312	0
33 406 Telephone - Data Communications Services	1,800		1,800	1,800	1,127	0
33 407 Postage	16,000		16,000	16,000	7,774	0
33 410 Office Supplies & Services	9,100		9,100	9,100	7,680	0
Total Supplies & Services	43,300		43,300	43,300	32,114	0
<b>Replacement of F&amp;E</b>						
33 501 Replacement of Furniture & Equipment - General	0		0	0	5,487	0
Total Replacement of F&E	0		0	0	5,487	0
<b>Fees &amp; Contract Services</b>						
33 640 Instructional Advertising	18,500		18,500	18,500	15,381	0
33 652 Legal Fees	15,000		15,000	15,000	82,093	0
33 653 Other Professional Fees	0		0	0	29,469	0
33 654 Other Contractual Services	2,500		2,500	2,500	462	0
33 662 Maintenance Fees - Computer Technology	30,000		30,000	30,000	25,959	0
33 672 Liability Insurance	0		0	0	0	0
33 701 Association & Membership Fees - Board	49,000		49,000	49,000	45,687	0
33 702 Association & Membership Fees - Individuals	750		750	750	655	0
Total Fees & Contract Services	115,750		115,750	115,750	199,706	0
<b>Other Expenses</b>						
33 710 Interest	0		0	23,590	135	-23,590
33 725 Miscellaneous	22,900		22,900	20,900	17,178	2,000
33 729 Foreign Exchange Gain/Loss	10,000		10,000	10,000	7,723	0
Total Other Expenses	32,900		32,900	54,490	25,035	-21,590
<b>Amortization</b>						
33 790 Amortization	46,434	2,767	49,201	46,434	49,201	2,767
Total Amortization	46,434	2,767	49,201	46,434	49,201	2,767
<b>Total ADMINISTRATION AND OTHER SUPPORT</b>	399,199	2,767	401,966	419,656	492,672	-17,690

# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

## HUMAN RESOURCES ADMINISTRATION

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	438,544	-14	438,530	415,356	436,449	23,174
<b>Employee Benefits</b>						
Total Employee Benefits	115,032		115,032	96,463	99,317	18,569
<b>Staff Development</b>						
34 317 Professional Development - Non Teaching	4,550		4,550	4,550	5,932	0
34 318 Professional Memberships - Non Teaching	1,400		1,400	1,400	932	0
Total Staff Development	5,950		5,950	5,950	6,864	0
<b>Supplies &amp; Services</b>						
34 322 Books & Periodicals	1,500		1,500	1,500		0
34 361 Automobile Reimbursement	2,000		2,000	2,000	735	0
34 404 Telephone - Cellular	1,400		1,400		1,131	1,400
34 410 Office Supplies & Services	2,500		2,500	2,500	3,669	0
34 421 Recruitment of Staff	20,000		20,000	20,000	5,793	0
34 501 Replacement of Furniture & Equipment - General	0		0	0	5,999	0
Total Supplies & Services	27,400		27,400	26,000	17,327	1,400
<b>Fees &amp; Contract Services</b>						
34 650 Labour Relations	125,000	50,000	175,000	125,000	119,364	50,000
34 653 Other Professional Fees	20,000		20,000	20,000	1,863	0
34 654 Other Contractual Services	30,000		30,000	30,000	13,115	0
34 661 Software Fees & Licenses	13,720	6,000	19,720	13,720	14,761	6,000
34 662 Maintenance Fees - Computer Technology	7,000	3,000	10,000	7,000	10,077	3,000
34 702 Association & Membership Fees - Individuals	1,400		1,400	1,400	733	0
Total Fees & Contract Services	197,120	59,000	256,120	197,120	159,913	59,000
Total HUMAN RESOURCES ADMINISTRATION	784,046	58,986	843,032	740,889	719,869	102,143
<b>INFORMATION TECHNOLOGY</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	58,841		58,841	58,694	53,329	147
<b>Employee Benefits</b>						
Total Employee Benefits	15,312		15,312	15,321	15,388	-9
<b>Replacement of F&amp;E</b>						
35 503 Replacement of Furniture & Equipment - Network	3,350		3,350	3,350	9,414	0
Total Replacement of F&E	3,350		3,350	3,350	9,414	0
<b>Fees &amp; Contract Services</b>						
35 661 Software Fees & Licenses	11,000		11,000	11,000	11,000	0
Total Fees & Contract Services	11,000		11,000	11,000	11,000	0
Total INFORMATION TECHNOLOGY	88,503		88,503	88,365	89,131	138



# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>DIRECTOR'S OFFICE</b>						
Salaries & Wages						
Total Salaries & Wages	245,607	16,678	262,285	210,204	202,172	52,081
Employee Benefits						
Total Employee Benefits	59,809		59,809	44,114	49,193	15,695
Staff Development						
36 317 Professional Development - Non Teaching	1,800		1,800	1,800	637	0
Total Staff Development	1,800		1,800	1,800	637	0
Supplies & Services						
36 336 Printing & Photocopying - Non-instructional	3,900		3,900	3,900		0
36 361 Automobile Reimbursement	1,000		1,000	1,000	299	0
36 404 Telephone - Cellular	1,000		1,000	1,000	43	0
36 405 Telephone - Voice	1,500		1,500	1,500		0
36 406 Telephone - Data Communications Services	1,500		1,500	1,500		0
36 410 Office Supplies & Services	6,455		6,455	6,455	3,140	0
Total Supplies & Services	15,355		15,355	15,355	3,482	0
Replacement of F&E						
36 501 Replacement of Furniture & Equipment - General	1,800		1,800	1,800	3,428	0
36 502 Replacement of Furniture & Equipment - Computer	1,350		1,350	1,350	2,033	0
Total Replacement of F&E	3,150		3,150	3,150	5,461	0
Fees & Contract Services						
36 702 Association & Membership Fees - Individuals	0		0	0		0
Total Fees & Contract Services	0		0	0		0
<b>Total DIRECTOR'S OFFICE</b>	<b>325,721</b>	<b>16,678</b>	<b>342,399</b>	<b>274,623</b>	<b>260,946</b>	<b>67,776</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>PAYROLL ADMINISTRATION</b>						
Salaries & Wages						
Total Salaries & Wages	163,376		163,376	185,233	163,696	-21,857
Employee Benefits						
Total Employee Benefits	42,892		42,892	40,965	42,609	1,927
Staff Development						
37 317 Professional Development - Non Teaching	1,500		1,500	1,500	179	0
Total Staff Development	1,500		1,500	1,500	179	0
Supplies & Services						
37 361 Automobile Reimbursement	500		500	500	135	0
37 410 Office Supplies & Services	1,500		1,500	1,500	1,521	0
37 502 Replacement of Furniture & Equipment - Computer	0		0	0	715	0
Total Supplies & Services	2,000		2,000	2,000	2,372	0
Fees & Contract Services						
37 654 Other Contractual Services	66,000		66,000	66,000	66,720	0
37 661 Software Fees & Licenses	0	9,000	9,000	9,200	1,839	9,000
37 662 Maintenance Fees - Computer Technology	9,200	2,300	11,500	9,200	9,934	2,300
37 702 Association & Membership Fees - Individuals	400	400	400	400	204	0
Total Fees & Contract Services	75,600	11,300	86,900	75,600	78,697	11,300
<b>Total PAYROLL ADMINISTRATION</b>	<b>285,368</b>	<b>11,300</b>	<b>296,668</b>	<b>305,298</b>	<b>287,553</b>	<b>-8,630</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>FINANCE</b>						
Salaries & Wages						
Total Salaries & Wages	389,430	12	389,442	383,278	351,405	6,164
Employee Benefits						
Total Employee Benefits	83,568		83,568	80,340	79,384	3,228
Staff Development						
38 317 Professional Development - Non Teaching	3,500		3,500	3,500	3,729	0
38 318 Professional Memberships - Non Teaching	2,400		2,400	2,400	1,961	0
Total Staff Development	5,900		5,900	5,900	5,690	0
Supplies & Services						
38 336 Printing & Photocopying - Non-instructional	3,460		3,460	4,000	358	-540
38 361 Automobile Reimbursement	500		500	500	310	0
38 404 Telephone - Cellular	540		540	3,400	495	540
38 410 Office Supplies & Services	3,400		3,400	7,900	1,733	0
Total Supplies & Services	7,900		7,900	15,800	2,897	0
Replacement of F&E						
38 501 Replacement of Furniture & Equipment - General	2,000		2,000	2,000	971	0
38 502 Replacement of Furniture & Equipment - Computer	3,000		3,000	3,000	1,637	0
Total Replacement of F&E	5,000		5,000	5,000	2,608	0
Fees & Contract Services						
38 640 Instructional Advertising	2,655		2,655	2,655	52,485	0
38 651 Audit Fees	55,000		55,000	2,500	6,130	0
38 653 Other Professional Fees	2,500		2,500	4,000	1,251	0
38 654 Other Contractual Services	4,000		4,000	8,000	1,292	0
38 661 Software Fees & Licenses	8,000		8,000	56,000	28,518	0
38 662 Maintenance Fees - Computer Technology	56,000		56,000	1,200	1,142	0
38 702 Association & Membership Fees - Individuals	1,200		1,200	129,355	90,818	0
Total Fees & Contract Services	129,355		129,355	178,450	178,450	0
<b>Total FINANCE</b>	<b>621,153</b>	<b>12</b>	<b>621,165</b>	<b>611,773</b>	<b>532,802</b>	<b>9,392</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2016-2017 Revised Expenditure Estimates before TCA

### PURCHASING AND PROCUREMENT

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	78,644		78,644	77,671	75,877	973
<b>Employee Benefits</b>						
Total Employee Benefits	18,285		18,285	16,314	17,889	1,971
<b>Staff Development</b>						
39 317 Professional Development - Non Teaching	1,000		1,000	1,000	622	0
39 318 Professional Memberships - Non Teaching	500		500	500	440	0
Total Staff Development	1,500		1,500	1,500	1,062	0
<b>Supplies &amp; Services</b>						
39 361 Automobile Reimbursement	500		500	500	273	0
39 404 Telephone - Cellular	600		600	600	593	0
39 410 Office Supplies & Services	100		100	100	168	0
39 502 Replacement of Furniture & Equipment - Computer	0		0	0	238	0
Total Supplies & Services	1,200		1,200	1,200	1,272	0
<b>Fees &amp; Contract Services</b>						
39 702 Association & Membership Fees - Individuals	500		500	500	439	0
Total Fees & Contract Services	500		500	500	439	0
<b>Total PURCHASING AND PROCUREMENT</b>	<b>100,129</b>		<b>100,129</b>	<b>97,185</b>	<b>96,539</b>	<b>2,944</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>SCHOOL OPERATIONS</b>						
Salaries & Wages						
Total Salaries & Wages	4,016,732		4,016,732	3,996,285	4,113,364	20,447
Employee Benefits						
Total Employee Benefits	1,028,982		1,028,982	1,045,766	1,000,512	-16,784
Staff Development						
40 317 Professional Development - Non Teaching	3,000		3,000	3,000	4,295	0
Total Staff Development	3,000		3,000	3,000	4,295	0
Supplies & Services						
40 340 Plant Operations Supplies	262,735		262,735	262,735	313,881	0
40 341 Electricity	1,694,770	52,891	1,747,661	1,660,242	1,835,199	87,419
40 343 Heating - Gas	362,592	3,250	365,842	362,155	237,229	3,687
40 346 Water & Sewage	198,698	2,212	200,910	192,505	205,283	8,405
40 361 Automobile Reimbursement	7,600		7,600	7,600	8,107	0
40 404 Telephone - Cellular	2,000		2,000	2,000	613	0
40 430 Maintenance Supplies	50,000		50,000	50,000	28,626	0
40 435 Caretakers Supplies	3,500		3,500	3,500		0
Total Supplies & Services	2,581,895	58,353	2,640,248	2,540,737	2,628,939	99,511
Replacement of F&E						
40 501 Replacement of Furniture & Equipment - General	35,000		35,000	35,000	29,897	0
40 502 Replacement of Furniture & Equipment - Computer	1,800		1,800	1,800		0
Total Replacement of F&E	36,800		36,800	36,800	29,897	0
Fees & Contract Services						
40 654 Other Contractual Services	700,000		700,000	700,000	717,246	0
40 661 Software Fees & Licenses	25,000	8,000	33,000	22,000	29,941	11,000
40 681 Moving of Portables	10,000		10,000	10,000		0
Total Fees & Contract Services	735,000	8,000	743,000	732,000	747,187	11,000
Amortization						
40 790 Amortization	3,944,938	-4,948	3,939,990	3,944,938	3,939,991	-4,948
Total Amortization	3,944,938	-4,948	3,939,990	3,944,938	3,939,991	-4,948
Total SCHOOL OPERATIONS	12,347,347	61,405	12,408,752	12,299,526	12,464,184	109,226

# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>SCHOOL MAINTENANCE</b>						
Salaries & Wages	695,250	29,873	725,123	735,173	740,830	-10,050
Total Salaries & Wages						
Employee Benefits	174,188		174,188	186,538	182,204	-12,350
Total Employee Benefits						
Staff Development	2,500		2,500	2,500	2,055	0
41 317 Professional Development - Non Teaching	2,500		2,500	2,500	2,055	0
Total Staff Development						
Supplies & Services	0		0	0	0	0
41 340 Plant Operations Supplies	15,000		15,000	15,000	1,064	0
41 361 Automobile Reimbursement	30,000		30,000	30,000	28,092	0
41 370 Vehicle Fuel	1,000		1,000	1,000	0	0
41 401 Repairs - Furniture & Equipment	6,000		6,000	6,000	5,191	0
41 404 Telephone - Cellular	135,000		135,000	125,000	186,460	10,000
41 430 Maintenance Supplies	459,300	50,000	509,300	409,300	729,328	100,000
41 431 Maintenance Services	6,000		6,000	6,000	0	0
41 432 Landscaping	61,368		61,368	61,368	39,686	0
41 434 Building & Grounds (School Based)	5,000		5,000	5,000	105	0
41 438 Municipal Improvements	0		0	10,000	8,245	-10,000
41 439 Local Improvement Supplies	10,000		10,000	10,000	17,779	0
41 440 Vehicle Maintenance & Supplies	728,668	50,000	778,668	678,668	1,015,950	100,000
Total Supplies & Services						
Replacement of F&E	4,500		4,500	4,500	10,292	0
41 501 Replacement of Furniture & Equipment - General	0		0	0	866	0
41 625 Rental/Lease - Vehicles	4,500		4,500	4,500	11,158	0
Total Replacement of F&E						
Interest Charges on Capital	70,930		70,930	74,866	74,866	-3,936
41 754 Debenture Interest - post May 15, 1998	70,930		70,930	74,866	74,866	-3,936
Total Interest Charges on Capital						
Fees & Contract Services	2,000		2,000	2,000	12,727	0
41 653 Other Professional Fees	26,000		26,000	26,000	10,475	0
41 654 Other Contractual Services	22,000	8,000	30,000	22,000	29,941	8,000
41 661 Software Fees & Licenses	120,793		120,793	120,793	71,752	0
41 671 Property Insurance	89,000		89,000	92,000	55,066	-3,000
41 672 Liability Insurance	11,000		11,000	11,000	8,068	0
41 673 Vehicle Insurance	2,000		2,000	2,000	0	0
41 702 Association & Membership Fees - Individuals	272,793	8,000	280,793	275,793	188,030	5,000
Total Fees & Contract Services	1,948,829	87,873	2,036,702	1,958,038	2,215,093	78,664
Total SCHOOL MAINTENANCE						

## Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>SCHOOL RENEWAL</b>						
Supplies & Services						
42 760 Local Improvements	846,093	163,296	1,009,389	821,149	795,960	188,240
Total Supplies & Services	846,093	163,296	1,009,389	821,149	795,960	188,240
Total SCHOOL RENEWAL	846,093	163,296	1,009,389	821,149	795,960	188,240
<b>NEW PUPIL PLACES</b>						
Interest Charges on Capital						
43 754 Debenture Interest - post May 15, 1998	2,188,642		2,188,642	2,295,295	2,255,701	-106,653
43 761 Capital Loan Interest	4,800		4,800	6,000	6,000	-1,200
Total Interest Charges on Capital	2,193,442		2,193,442	2,301,295	2,261,701	-107,853
Total NEW PUPIL PLACES	2,193,442		2,193,442	2,301,295	2,261,701	-107,853
<b>OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>						
Salaries & Wages						
Total Salaries & Wages	41,831		41,831	41,727	43,066	104
Employee Benefits						
Total Employee Benefits	11,821		11,821	11,832	11,852	-11
Staff Development						
44 317 Professional Development - Non Teaching	0		0		77	0
Total Staff Development	0		0		77	0
Supplies & Services						
44 336 Printing & Photocopying - Non-Instructional	3,000		3,000	3,000	481	0
44 340 Plant Operations Supplies	0		0	0	266	0
44 341 Electricity	56,885	-1,847	55,038	56,885	57,664	-1,847
44 343 Heating - Gas	9,041		9,041	9,041	5,411	0
44 346 Water & Sewage	3,671	36	3,707	3,030	2,905	677
44 361 Automobile Reimbursement	0		0	0	410	0
44 405 Telephone - Voice	4,200		4,200	4,200	290	0
44 410 Office Supplies & Services	2,500		2,500	2,500	2,921	0
44 430 Maintenance Supplies	45,000		45,000	45,000	18,030	0
44 431 Maintenance Services	20,000		20,000	20,000	72,771	0
44 432 Landscaping	0		0	0	181	0
44 440 Vehicle Maintenance & Supplies	0		0	0	0	0
Total Supplies & Services	144,297	-1,811	142,486	143,656	161,329	-1,170
Replacement of F&E						
44 501 Replacement of Furniture & Equipment - General	2,000		2,000	2,000	3,885	0
Total Replacement of F&E	2,000		2,000	2,000	3,885	0

**Brant Haldimand Norfolk Catholic District School Board  
2016-2017 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>Interest Charges on Capital</b>						
44 754 Debenture Interest - post May 15, 1998	38,222		38,222	40,343	40,343	-2,121
<b>Total Interest Charges on Capital</b>	<b>38,222</b>		<b>38,222</b>	<b>40,343</b>	<b>40,343</b>	<b>-2,121</b>
<b>Rental Expenses</b>						
44 611 Rental/Lease - Non-Instructional Accommodation	18,484		18,484	18,484	18,484	0
44 653 Other Professional Fees	0		0	102	102	0
<b>Total Rental Expenses</b>	<b>18,484</b>		<b>18,484</b>	<b>18,484</b>	<b>18,587</b>	<b>0</b>
<b>Fees &amp; Contract Services</b>						
44 654 Other Contractual Services	36,284		36,284	36,284	11,839	0
<b>Total Fees &amp; Contract Services</b>	<b>36,284</b>		<b>36,284</b>	<b>36,284</b>	<b>11,839</b>	<b>0</b>
<b>Total OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>	<b>292,939</b>	<b>-1,811</b>	<b>291,128</b>	<b>294,326</b>	<b>290,977</b>	<b>-3,198</b>
<b>DIRECT CAPITAL &amp; DEBT</b>						
<b>Interest Charges on Capital</b>						
45 754 Debenture Interest - post May 15, 1998	318,046		318,046	330,044	330,297	-11,998
<b>Total Interest Charges on Capital</b>	<b>318,046</b>		<b>318,046</b>	<b>330,044</b>	<b>330,297</b>	<b>-11,998</b>
<b>Other Expenses</b>						
45 762 Other Capital	146,395		146,395	146,395	146,395	0
<b>Total Other Expenses</b>	<b>146,395</b>		<b>146,395</b>	<b>146,395</b>	<b>146,395</b>	<b>0</b>
<b>Total DIRECT CAPITAL &amp; DEBT</b>	<b>464,441</b>		<b>464,441</b>	<b>476,439</b>	<b>476,692</b>	<b>-11,998</b>



**Brant Haldimand Norfolk Catholic District School Board  
2016-2017 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>TRANSPORTATION - GENERAL</b>						
Supplies & Services						
50 404 Telephone - Cellular	0	0	0	0		0
Total Supplies & Services	0	0	0	0		0
Fees & Contract Services						
50 654 Other Contractual Services	211,190		211,190	211,190	197,736	0
Total Fees & Contract Services	211,190		211,190	211,190	197,736	0
Total TRANSPORTATION - GENERAL	211,190		211,190	211,190	197,736	0
<b>TRANSPORTATION - HOME TO SCHOOL</b>						
Fees & Contract Services						
51 654 Other Contractual Services	4,659,130		4,659,130	4,509,130	4,286,150	150,000
Total Fees & Contract Services	4,659,130		4,659,130	4,509,130	4,286,150	150,000
Total TRANSPORTATION - HOME TO SCHOOL	4,659,130		4,659,130	4,509,130	4,286,150	150,000

## Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>CONTINUING EDUCATION</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	252,199	8,600	260,799	236,288	281,582	24,511
<b>Employee Benefits</b>						
Total Employee Benefits	29,891	-5,500	24,391	26,526	23,160	-2,135
<b>Staff Development</b>						
55 315 Professional Development - Academic & S.O.'s	2,000	-1,500	500	2,000	61	-1,500
55 317 Professional Development - Non Teaching	0	0	0	0	1,041	0
Total Staff Development	2,000	-1,500	500	2,000	1,102	-1,500
<b>Supplies &amp; Services</b>						
55 330 Instructional Supplies	9,900	-500	9,400	8,700	9,190	700
55 335 Printing & Photocopying - Instructional	1,200	0	1,200	2,000	360	-800
55 361 Automobile Reimbursement	3,600	800	4,400	4,000	3,397	400
55 404 Telephone - Cellular	300	300	600	300	520	300
Total Supplies & Services	15,000	600	15,600	15,000	13,468	600
<b>Replacement of F&amp;E</b>						
55 502 Replacement of Furniture & Equipment - Computer	0	0	0	0	0	0
Total Replacement of F&E	0	0	0	0	0	0
<b>Fees &amp; Contract Services</b>						
55 702 Association & Membership Fees - Individuals	1,000	0	1,000	0	989	1,000
Total Fees & Contract Services	1,000	0	1,000	0	989	1,000
Total CONTINUING EDUCATION	300,090	2,200	302,290	279,814	320,300	22,476
<b>OTHER NON-OPERATING</b>						
<b>Supplies &amp; Services</b>						
59 462 SGF Expense	3,500,000	0	3,500,000	3,500,000	3,333,400	0
Total Supplies & Services	3,500,000	0	3,500,000	3,500,000	3,333,400	0
<b>Other Expenses</b>						
59 722 Claims & Settlements	0	0	0	0	13,145	0
59 795 Loss on Disposal of TCA	0	0	0	0	223,962	0
Total Other Expenses	0	0	0	0	237,107	0
Total OTHER NON-OPERATING	3,500,000	0	3,500,000	3,500,000	3,570,507	0
Total Budget	121,439,280	1,869,387	123,308,667	121,135,667	120,534,397	2,173,000

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: January 11, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### VOLUNTEER AND TRIP DRIVERS Public Session

---

#### **BACKGROUND INFORMATION:**

As part of the regular review of all Board policies and administrative procedures, the policy for Volunteer and Trip Drivers was subject to review.

#### **DEVELOPMENTS:**

There were no significant revisions to this policy or administrative procedure. Some changes to the policy and administrative procedures include, but are not limited to:

- minor wording revisions;
- revisions to the driving record provision (after consultation with OPP);
- inclusion of provisions regarding distracted driving;
- booster seat and seat belt provisions were inserted; and
- clarification regarding the frequency of information collection.

The revised policy and administrative procedure were vetted by Senior Administrators, Principals, and the Chair of the Regional Catholic Parent Involvement Committee.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Volunteer and Trip Drivers Policy 200.21 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Policy: Volunteer and Trip Drivers

		<b>Policy Number:</b>	200.21
<b>Adopted:</b>	September 24, 2002	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	April 26, 2011; January 24, 2017	<b>Policy Category:</b>	Students
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

### Belief Statement:

Recognizing that the best means of transporting students is by school bus transportation, the Brant Haldimand Norfolk Catholic District School Board understands that in certain circumstances, it may be necessary for volunteer drivers to be used in the transportation of students for school-approved activities.

### Policy Statement:

In order for an individual to act as a volunteer driver, they shall qualify to become a volunteer and follow the Board Policy on Volunteers (300.12).

All trip drivers, including volunteer drivers shall:

- Have adequate liability insurance coverage (minimum \$1 000 000)
- Have a valid driver's license
- Have a driving record that is free from Criminal Code violations in the last three years and from Ontario Highway Traffic Act offences of five demerit points or more
- Be 21 years of age or older.

Students are not authorized to act as trip drivers.

### Glossary of Key Policy Terms:

#### Trip Driver

Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to, trustees, Board employees, parents, volunteers.

#### Volunteer Driver

A trip driver that is not an employee of the Board or a trustee who volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.

### References:

BHNCDSB Volunteer Policy 300.12

Criminal Code of Canada

Ontario Highway Traffic Act



---

## VOLUNTEER AND TRIP DRIVERS AP: 200.21

**Procedure for:** Board Staff  
**Submitted by:** Chris N. Roehrig, Director of Education  
**Category:** Students

**Adopted:** September 24, 2002  
**Revised:** April 26, 2011; January 24, 2017

---

### Purpose

The purpose of this Administrative Procedure is to provide direction to Board Staff and Schools regarding the use of volunteer and trip drivers.

### Responsibilities

All Board staff shall follow this administrative procedure. Specific direction is provided for principals, volunteers, and teachers.

**Information** – N/A

### Procedures

- 1.0 All trip drivers, including volunteer drivers shall complete the *Volunteer Driver Authorization to Transport Students* (Appendix A) and seek approval from the school principal before transporting students.
- 2.0 All trip drivers, including volunteer drivers, are advised that, in order to bring into effect the Board's Excess Liability Insurance, they shall:
  - Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
  - Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
  - Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
  - Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance.
  - Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)
  - Be aware that legislation makes it illegal for drivers to talk text, type, or e-mail using hand-held cell phones and other hand-held communications and entertainment devices. The law also prohibits drivers from viewing display screens while driving, such as laptops and DVD players that are unrelated to the driving task.
  - Be aware that seat belts must be in working condition and used by all passengers and that the volunteer driver is responsible to ensure that children from the age of 5 to 16 years of age are buckled up.
  - Be aware that the Ontario's Highway Traffic Act requires children to use a booster seat when they weigh 18 kg to 36 kg (40-80 lb.), are less than 145 cm (4 feet 9 inches) tall, and are under the age of 8.
- 3.0 In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Board Policy on Volunteers (300.12).
- 4.0 The *Volunteer Driver Authorization to Transport Students* form (see Appendix) needs to be submitted annually.



## **Definitions**

### **Trip Driver**

Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to trustees, employees, parents, volunteers.

### **Volunteer Driver**

A trip driver that is not an employee of the Board or a trustee who volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.

## **References**

BHNCDSB Volunteer Policy 300.12

Ontario Highway Traffic Act

Criminal Code of Canada



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**VOLUNTEER DRIVER AUTHORIZATION TO  
TRANSPORT STUDENTS**

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

**This will authorize**

\_\_\_\_\_  
*(Name of teacher or other volunteer driver)*

**To transport students participating in the events listed on the attached school schedule or to transport students participating in the following school activity:**

**VEHICLE INFORMATION:** MAKE \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENSE PLATE # \_\_\_\_\_

**INSURANCE INFORMATION:** POLICY NUMBER \_\_\_\_\_  
*TOTAL AMOUNT OF THIRD PARTY LIABILITY INSURANCE (MINIMUM REQUIRED \$1 000 000):*

All trip drivers, including volunteer drivers shall have adequate liability insurance coverage, a valid driver's license, a driving record that is free from violations, and be 21 years of age or older. Students are not authorized to act as trip drivers. In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Board Policy on Volunteers (200.04).

- All trip drivers, including volunteer drivers, are advised that, in order to bring into effect the Board's Excess Liability Insurance, they shall:
- (a) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
  - (b) Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
  - (c) Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
  - (d) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance.
  - (e) Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)
  - (f) Be aware that legislation makes it illegal for drivers to talk text, type, deal or e-mail using hand held cell phones and other hand-held communications and entertainment devices. The law also prohibits drivers from viewing display screens while driving, such as laptops and DVD players that are unrelated to the driving task.
  - (g) Be aware that Seat belts must be in working condition and used by all passengers and that the Volunteer driver is responsible to ensure that children from the age of 5 to 16 years of age are buckled up.
  - (h) Be aware that the Ontario's Highway Traffic Act requires children to use a booster seat when they weigh 18 kg to 36 kg (40-80 lb.), are less than 145 cm (4 feet 9 inches) tall, and are under the age of 8.

**DECLARATION TO BE SIGNED BY DRIVER**

- I declare that I hold an unrestricted driver's license that is free from Criminal Code violations in the last three years and from Ontario Highway Traffic Act offences of five demerit points or over which include, but are not limited to, careless driving, racing, exceeding the speed limit by 50 km/h or more, failing to stop for a school bus or for police, failing to stop at unprotected railway crossings, etc.
- I declare that I am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I have read and understand page two of this form regarding the Summary of Insurance.

Driver's Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)**

- I declare that I have authorized \_\_\_\_\_ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I have read and understand page two of this form regarding the Summary of Insurance.

Owner's Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PRINCIPAL'S APPROVAL**

Principal's Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **SUMMARY OF INSURANCE**

### **1. Volunteer Supervisors on School Premises**

The Board's liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 Million for each occurrence.

### **2. Volunteer Drivers for School Activities**

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the Board is being operated by a volunteer or any other Board employee for approved school activities, the Board's Non-Owned Automobile Insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non-Owned Auto policy.

There is no coverage provided by the Board's insurance for damage to a volunteer's or an employee's vehicle while they are being operated for Board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

### **3. Personal Automobile Insurance Coverage**

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$ 1 Million of Third Party Automobile Liability insurance. Volunteers and Board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.



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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: January 11, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### STUDENT ACCIDENT INSURANCE

Public Session

---

#### **BACKGROUND INFORMATION:**

As part of the regular review of all Board policies and administrative procedures, the Student Accident Insurance policy was subject to review. This policy was adopted in 2005 and required a comprehensive review.

#### **DEVELOPMENTS:**

There were no major changes in philosophy relative to this policy and administrative procedure. As a result of formatting changes that had taken place since the policy's adoption, belief statements and purpose statements were added and procedural elements that were present in the previous policy were moved to the administrative procedure section.

A summary of the changes that were made include:

- insertion of belief and purpose statements to the policy and procedure respectively;
- movement of the 'policy criteria' section of the old policy to the procedure section;
- clarity to the role of the principal in promoting accident insurance; and
- language to encourage uptake on purchasing accident insurance.

All recommended changes have been noted and included on the documents attached to this report.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Student Accident Insurance Policy 200.22 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Policy: Student Accident Insurance

		<b>Policy Number:</b>	200.22
<b>Adopted:</b>	May 24, 2005	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	January 24, 2017	<b>Policy Category:</b>	Students
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

### Belief Statement:

Consistent with our Church teachings, the Brant Haldimand Norfolk Catholic District School Board is committed to promoting school environments that are safe, inclusive and provide opportunities for every student to reach his or her fullest potential. The purpose of this policy is to educate staff, students, parents/guardians and community partners (e.g., volunteers) on student accident insurance.

### Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board shall make available, without cost to the Board, voluntary accident insurance coverage through an insurance carrier for all students under its jurisdiction. The parents/guardians of the students shall make application for and fund the cost of this coverage.

### Glossary of Key Policy Terms:

#### Student Accident Insurance:

Child accident insurance provides benefits not covered by any government health or group insurance plans to ensure a family's health and financial well-being are protected year round.

### References

Ontario School Board's Insurance Exchange (OSBIE)

[www.insuremykids.com](http://www.insuremykids.com)

Ontario Education Act, Sec. 176(4)



---

## Student Accident Insurance AP 200.22

<b>Procedure for:</b>	Principals	<b>Adopted:</b>	May 24, 2005
<b>Submitted by:</b>	Superintendent of Business & Treasurer	<b>Revised:</b>	January 24, 2017
<b>Category:</b>	Students		

---

### Purpose

The Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) recognizes the responsibility of providing information to parents regarding Student Accident Insurance. Each year, thousands of families are left unprotected when their children are injured at school or while participating in non-school activities. This is why providing parents with information on Student Accident Insurance is important.

### Responsibilities

#### Superintendent of Business & Treasurer

The Superintendent of Business & Treasurer shall be responsible for:

- receiving quotations from interested insurance carriers and selecting the carrier;
- ensuring the plan is made available in all schools;
- providing information packages to parents/students which emphasizes the importance of the benefits of this coverage and the fact that the Board is not permitted to insure against accidents to students;
- providing the insurance carrier with a directory of schools and projected enrollments for the upcoming school year; and
- ensuring distribution of Student Accident Insurance packages to each school.

#### Principal

The Principal will:

- ensure that key information is published in the September newsletter and on the school website; and
- promote student accident insurance in school community by sending student packages home at the beginning of the school year.

#### Insurance Carrier

The insurance carrier shall be responsible for:

- supplying the Student Accident Insurance packages to the Catholic Education Centre to distribute to each school;
- providing literature pertaining to the plan;
- providing a computerized listing, by school, of all students enrolled in the plan and a master listing for the Catholic Education Centre; and
- the entire administration of the plan including, but not limited to, the supply of application packages to the Catholic Education Centre to the final settlement of claims.

#### Parents/Guardians

The application for coverage and the cost of the plan shall be the responsibility of the parents/guardians who decide to avail themselves of the service.

#### Information – N/A



## Procedures

- 1.0 Student accident insurance information shall be offered to parents/students to purchase on an annual basis in September of each year. However, the purchase of student accident insurance can be done at any time.
- 2.0 The insurance plan shall provide a range of options, including, but not limited to:
  - coverage for all children within the same family attending any elementary and/or secondary school within the boundaries of the Board;
  - coverage of all accidents shall be for 24 hours per day, for 12 months during a policy year;
  - a family plan covering a minimum of three children;
  - a life insurance option in addition to the basic accidental death benefit; and
  - physiotherapy coverage.
- 3.0 All students will be strongly encouraged to purchase Student Accident Insurance, particularly students enrolled in Cooperative Education, Construction, Automotive Manufacturing, Family Studies, Hospitality and Personal Services courses, as well as students involved in athletics. Secondary students working on their 40 hours of Community Involvement Diploma are also encouraged to purchase Student Accident Insurance.

## Definitions

### **Student Accident Insurance Student Accident Insurance:**

Child accident insurance provides benefits not covered by any government health or group insurance plans to ensure a family's health and financial well-being are protected year round.

## References

Ontario School Board's Insurance Exchange

[www.insuremykids.com](http://www.insuremykids.com)

Ontario Education Act, Sec. 176(4)

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: January 11, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL**  
Public Session

---

**BACKGROUND INFORMATION:**

The revised process for appraising the performance of the Director of Education was approved by the Board in June 2016. After subsequent analysis, it was advised by legal counsel to add a section on suspension or dismissal of the Director.

**DEVELOPMENTS:**

Section 6.0 is being recommended for addition to the current policy on Director of Education Performance Appraisal.

*Suspension or Dismissal*

*In circumstances where the Board of Trustees suspends or dismisses the Director, the Board of Trustees will forthwith notify in writing the Director and the Minister of Education of the suspension or dismissal and the reason thereof.*

*The Board of Trustees will not suspend or dismiss the Director without first giving him/her reasonable information about the reasons for the suspension or dismissal and an opportunity to make submissions to the Board of Trustees.*

*In the event that the Director wishes to make submissions to the Board of Trustees, he/she may make them orally or in writing.*

Additional and minor wording changes were also recommended by legal counsel. Proposed changes are noted on the documents attached to this report.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Director of Education Performance Appraisal Policy 100.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy: Director of Education Performance Appraisal**

	<b>Policy Number:</b>	100.02
<b>Adopted:</b>	October 27, 2009	<b>Former Policy Number:</b>
		n/a
<b>Revised:</b>	June 28, 2016; January 24, 2017	<b>Policy Category:</b>
		School Board Governance
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>
		2

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) believes that a biennial performance review of the Director of Education (the “Director”) is consistent with the mutual understanding of the performance outcomes expected of the Director, are grounded in the job descriptions of the Director, and in his/her role in implementing the Board’s multi-year strategic plan. The Board of Trustees believes that a trusting, mutually-respectful and cooperative relationship between the Board of Trustees and the Director and a mutual understanding of their distinct roles leads to effective governance. The Board of Trustees holds the belief that the primary purpose of the performance appraisal process is to provide constructive feedback for the professional growth of its sole employee. The performance appraisal process is intended to promote respectful and constructive dialogue between the Board of Trustees and the Director.

**Policy Statement:**

It is the policy of the Board to conduct a biennial performance appraisal in meeting his/her duties under the Education Act, Board Policy, the Board’s multi-year strategic plan and any other duties assigned by the Board. The performance appraisal process shall be consistent with the mission and beliefs of the Board. An at-a-glance Director of Education Performance Appraisal Process summary is provided in Appendix A.

**Procedures:**

**1.0 Goals Setting (DOEPA-GS)**

The Director will set goals on an annual basis that will relate to the final evaluation of the Director’s performance by the Board of Trustees. The Director will consider input from the Board of Trustees, prior performance reviews, and the Board’s multi-year strategic plan for setting goals. The Director will also consider input from a survey of principals and managers regarding performance and district climate on a biennial basis. The structure and content of the survey shall be agreed upon by the Board and the Director. Dialogue regarding goal setting (DOEPA-GS; Appendix B) will begin in July.

**2.0 Optional Revision of the Director of Education Performance Appraisal System (DOEPA-AS)**

The Board of Trustees, in consultation with the Director, may adjust the domains, competencies and look-fors based on changes to the multi-year strategic plan and the results of the district climate survey. This step is optional to either the Board or the Director. Changes to the content and focus of the DOEPA-AS (Appendix C) shall be confirmed by the Board of Trustees annually before the end of August.

**3.0 Director of Education Performance Plan to Meet Goals and Optional Mid-Year Progress Report**

Each October, the Director will present a report to Board at an in-camera session using the DOEPA-GS (Appendix B) form that outlines the goals that will be addressed in relation to the DOEPA-AS (Appendix C). The plan will include timelines and will be a focus for a progress report to the Board of Trustees (optional to the Board) in January of each year.



#### **4.0 Director of Education Performance Appraisal Score Card (DOEPA-SC)**

The Board of Trustees shall conduct a performance review of the Director in May of an appraisal year. The Director will make a portfolio presentation at an in-camera session of the Board in May that relates to the DOEPA-GS (Appendix B). Following the presentation, the Board of Trustees will use the DOEPA-AS (Appendix C) evaluation tool to evaluate the performance of the Director. The Chair of the Board (the “Chair”) shall collect the evaluations and complete the DOEPA Score Card - DOEPA-SC (Appendix D) that will inform the final performance review report. The Chair shall present the summary Score Card to the Board of Trustees when he/she makes the final report to the Board of Trustees.

#### **5.0 Chair’s Report to the Director and to the Board of Trustees**

The Chair will present a formal written report to the Board of Trustees at an in-camera session that summarizes the findings from the DOEPA-SC in June of an appraisal year. The report will serve as the biennial performance appraisal for the Director of Education. The Director will be given an opportunity to respond to the report to the Board by way of formal written in-camera report to the Board at a subsequent Board meeting. Both the Chair’s Report and the Director’s response will be filed in the Director’s Human Resources file.

#### **6.0 Suspension or Dismissal**

In circumstances where the Board of Trustees suspends or dismisses the Director, the Board of Trustees will forthwith notify in writing the Director and the Minister of Education of the suspension or dismissal and the reason thereof.

The Board of Trustees will not suspend or dismiss the Director without first giving him/her reasonable information about the reasons for the suspension or dismissal and an opportunity to make submissions to the Board of Trustees.

In the event that the Director wishes to make submissions to the Board of Trustees, he/she may make them orally or in writing.

#### **Definitions – N/A**

#### **Appendices**

Appendix A – Director of Education Performance Appraisal Process Summary

Appendix B – Director of Education Performance Appraisal – Goal Setting (DOEPA – GS)

Appendix C – Director of Education Performance Appraisal – Appraisal System (DOEPA – AS)

Appendix D – Director of Education Performance Appraisal – Score Card (DOEPA – SC)

#### **References**

Education Act

Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities

Brant Haldimand Norfolk Catholic District School Board Strategic Plan

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: January 17, 2017  
Submitted by: Chris Roehrig, Director of Education & Secretary

### SURPLUS ACCOMMODATION – GRAND ERIE DISTRICT SCHOOL BOARD Public Session

---

#### **BACKGROUND INFORMATION:**

In accordance with Regulation 444/98 under the Education Act, the Grand Erie District School Board has issued a proposal to certain publicly-funded organizations to dispose of property, which they have declared surplus. The Grand Erie District School Board has requested that we reply within 90 calendar days regarding our interest in the property.

#### **DEVELOPMENTS:**

The property, which the Grand Erie District School Board has declared as surplus, is:

- École Fairview, 34 Norman Street, Brantford

The Board does not have need of a school building in this area; therefore, management recommends that the Board advises the Grand Erie District School Board that we have no interest in this property.

#### **RECOMMENDATION:**

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:

- École Fairview, 34 Norman Street, Brantford.



**2016-17**  
**Trustee Meetings and Events**

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
<b>January 24, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
February 1, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
February 2, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
February 11, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
February 14, 2017	10:00 am	SEAC Meeting	
February 15, 2017	3:00 pm	Executive Council Mtg. ( <i>to be confirmed</i> )	
<b>February 21, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
February 22, 2017	1:00 pm	Catholic Education Advisory Committee Mtg.	
February 27, 2017	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
February 28, 2017	1:00 pm	STSBHN Governance Mtg.	
<b>February 28, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
March 1, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
March 2, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
March 3, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
March 7, 2017	10:00 am	SEAC Meeting	
March 8, 2017	3:00 pm	Executive Council Mtg. ( <i>to be confirmed</i> )	
<i>March 13-17, 2017</i>		<i>MARCH BREAK</i>	
<b>March 21, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
March 28, 2017	9:00 am	Mental Health Steering Committee Mtg.	
<b>March 28, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
March 29, 2017	9:00 am	Council of Catholic Service Organizations Mtg.	
April 5, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
April 6, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
April 7, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
April 11, 2017	10:00 am	SEAC Meeting	
April 11, 2017	7:00 pm	System-Wide Parent Council Adobe Connect Session	
April 12, 2017	3:00 pm	Executive Council Mtg. ( <i>to be confirmed</i> )	
<b>April 18, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
April 25-27, 2017		Board Art Show (three locations)	
<b>April 25, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
April 27-29, 2017		OCSTA AGM (Toronto)	
<i>April 30-May 5, 2017</i>		<i>Catholic Education Week</i>	
May 2, 2017	6:00 pm	Celebration of the Arts – art viewing	
	6:30 pm	Celebration of the Arts - performances	
May 3, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
May 4, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
May 4, 2017	5:00 pm	Catholic Student Leadership Awards	
May 5, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
May 10, 2017	3:00 pm	Executive Council Mtg. ( <i>to be confirmed</i> )	
May 15, 2017	1:00 pm	Catholic Education Advisory Committee Mtg.	
May 15, 2017	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
May 16, 2017	10:00 am	SEAC Meeting	
<b>May 16, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>May 23, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
May 24, 2017	10:00 am	<i>Have a Go track meet at Assumption College (secondary)</i> <i>(rain date May 29)</i>	
May 30, 2017	1:00 pm	STSBHN Governance Mtg.	
May 31, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
June 1-3, 2017		CCSTA AGM	
June 1, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
June 2, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	

Date	Time	Meeting/Event	New / Revised
June 7, 2017	10:00 am	<i>Have a Go track meet at Assumption College (elementary) (rain date June 8)</i>	
June 13, 2017	10:00 am	SEAC Meeting	
June 14, 2017	3:00 pm	Executive Council Mtg. <i>(to be confirmed)</i>	
<b>June 20, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>June 27, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
June 29, 2017	4:45 pm 6:30 pm 7:00 pm	Assumption College Graduation Holy Trinity Graduation St. John's Graduation	

Meetings scheduled at the Call of the Chair: Accommodations Committee, Audit Committee, Budget Committee, Communications and Information Technology Advisory Committee, Legal Expenses Review Committee, Mental Health Leadership Steering Committee, Policy Committee.