



Board Meeting
Tuesday, March 29, 2016 ♦ 7:00 p.m.
Boardroom

Members:

Trustees:

Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Robyn Zettler (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 – February 23, 2016

Pages 3-5

Approval of Special Meeting of the Board Minutes – March 22, 2016

Pages 6-7

1.6 Business Arising from the Minutes

2. Presentations

The Board will receive a presentation on the Collection of Caring – Lenten Almsgiving campaign.

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 - Pages 8-13
March 22, 2016

Presenter: Cliff Casey, Vice Chair of the Board

- Excursion – Mission Trip to Columbia, SC (pgs. 14-16)
- Excursion – England & France: Girls' Rugby Tour 2017 (pg. 17)



- 5.2** Education Funding for 2016-17 (TO BE DISTRIBUTED)
Presenter: Thomas R. Grice, Superintendent of Business & Treasurer
- 5.3** Financial Report as of February 2016 Pages 18-23
Presenter: Thomas R. Grice, Superintendent of Business & Treasurer
- 5.4** Student Trustee Update Page 24
Presenter: Robyn Zettler, Student Trustee
- 6. Information and Correspondence**
- 7. Notices of Motion for Consideration at Next Board Meeting**
- 8. Notices of Motion Being Considered for Adoption**
THAT Senior Administration investigate ways in which cursive writing could be put back into the curriculum in our schools.
Moved by: Cliff Casey
- 9. Trustee Inquiries**
- 10. Business In-camera**
207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
a. The security of the property of the board;
b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
c. The acquisition or disposal of a school site;
d. Decisions in respect of negotiations with employees of the board; or
e. Litigation affecting the board.
- 11. Report on the In-Camera Session**
- 12. Future Meetings and Events** Page 25
- 13. 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
- 14. Adjournment**



Board Meeting
Tuesday, February 23, 2016 ♦ 7:00 pm
Boardroom

Trustees:

Present: Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Robyn Zettler (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: Dan Dignard
Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the February 23, 2016 meeting.

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Board Meeting Minutes – January 26, 2016

Moved by: Dan Dignard
Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the January 26, 2016 Board meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations

Trustee Chopp introduced Paul Mitchell, co-founder of the Catholic Youth Organization (CYO) Boys' Minor Basketball program and involved community volunteer. He expressed the Board's appreciation for Mr. Mitchell's involvement in the youth basketball program over many decades and for his service to the Catholic community at large as a volunteer in almost every parish in Brantford and with organizations such as St. Joseph's Hospital, Lifeline and Meals on Wheels. Mr. Mitchell expressed his thanks to the Board and commented that his work has always stemmed from his desire to give back to the community that he loves and respects. Mr. Mitchell was presented with a Certificate of Appreciation by Chair Petrella and Director Roehrig.



Trustee Chopp welcomed members of the St. John's College Junior and Senior Worship Bands and introduced Andrew Hall, Chaplaincy Leader. He provided some background information on how the Senior Band came together last year primarily to provide music ministry at school masses, and how their role has evolved with performances at the Sanderson Centre, the Diocesan Music Festival, at Christ the King Cathedral and at various local parish masses. Both the Junior and Senior Bands have also made a studio recording. The students were commended for embracing their musical form of prayer that has encouraged many to grow and to get involved in their faith life. Both Bands performed a song and Chaplain Hall was presented with a Certificate of Appreciation by Chair Petrella and Director Roehrig.

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 – February 16, 2016

Vice-Chair Casey provided an overview of the business of the February 16, 2016 Committee of the Whole meeting and brought forward the following recommendations:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the proposed 2016-17 School Year Calendars for Elementary and Secondary schools.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to Ireland from Friday, March 10 (evening) to Sunday, March 19, 2017.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of February 16, 2016.

Carried

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of February 16, 2016.

Carried

5.2 Student Trustee Report

Student Trustee Zettler reported on a successful Student Council Retreat where approximately 100 secondary students participated in various leadership activities on February 18, 2016. In school news, updates on Valentine's Day activities at Seniors' homes and Lenten fundraising campaigns was shared.

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 - Nil

7. Notices of Motion for Consideration at Next Board Meeting

THAT Senior Administration investigate ways in which cursive writing could be put back into the curriculum in our schools.

Moved by: Cliff Casey

8. Notices of Motion Being Considered for Adoption – Nil

9. Trustee Inquiries - Nil

10. Business In-Camera

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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: Cliff Casey

Seconded by: Bonnie McKinnon

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: Bonnie McKinnon

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of February 23, 2016.

Carried



**Special Meeting of the Board
Tuesday, March 22, 2016 ♦ 6:00 p.m.
Boardroom**

Trustees:
Present: Rick Petrella (Chair), Bill Chopp, Dan Dignard, Carol Luciani
Absent: Cliff Casey (Vice Chair), 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 Chair Petrella.

1.2 Attendance – as noted above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Special Meeting of the Board of March 22, 2016.

Carried

2. Committee and Staff Reports - Nil

3. Business In-Camera

Moved by: Carol Luciani

Seconded by: Bill Chopp

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

Carried

4. Report on the In-Camera Session

Prior to the Special Meeting of the Board, Vice Chair Casey had declared a conflict of interest with respect to items 2.1, 2.2 and 2.3 of the in-camera session and did not attend the meeting. Trustee Dignard declared a conflict of interest for Items 2.1, 2.2 and 2.3 of the in-camera session and left the meeting room. He did not take part in the consideration or discussion of, or vote on any question with relation to these items.



Moved by: Carol Luciani

Seconded by: Bill Chopp

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

Carried

5. Adjournment

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of March 22, 2016.

Carried

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

March 22, 2016

AGENDA ITEM	MOTION
5.4	THAT the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School, Holy Trinity Catholic High School and St. John's College for an excursion Mission Trip to Columbia, SC during the period of Saturday, April 9 to Saturday, April 16, 2016.
5.5	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the excursion request from St. John's College for the Girls' Rugby Team to travel to England and France from Saturday, March 11 to Saturday, March 18, 2017 to participate in the Girls' Rugby Tour 2017.

RECOMMENDATIONS:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of March 22, 2016.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of March 22, 2016.



Committee of the Whole
Tuesday, March 22, 2016 ♦ 7:00 pm
Boardroom

Trustees:

Present: Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani, Robyn Zettler (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 Chair Petrella.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Chair Petrella noted that an excursion request to England and France will be added as Item 5.5.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the March 22, 2016 meeting, as amended.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Committee of the Whole Meeting Minutes – February 16, 2016

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the February 16, 2016 Committee of the Whole meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations – Nil

3. Delegations – Nil



4. Consent Agenda

Vice Chair Casey requested that Item 4.3 be removed from the Consent Agenda and dealt with as a separate item.

- 4.1** THAT the Committee of the Whole refers the unapproved minutes of the Regional Catholic Parent Involvement Committee meeting of February 22, 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 February 23, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.4** THAT the Committee of the Whole refers the unapproved minutes of the Catholic Education Advisory Committee meeting of February 24, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Dan Dignard

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

Vice Chair Casey advised that the Board of Directors of the Student Transportation Services consortium are continuing with their regular review of transportation-related procedures. He distributed copies of Procedures 024, 025, 026, 027 and 028 and requested that feedback be provided to him at the April Committee of the Whole meeting.

Moved by: Cliff Casey

Seconded by: Carol Luciani

- 4.3** THAT the Committee of the Whole refers the unapproved minutes of Student Transportation Services Brant Haldimand Norfolk Board of Directors' meeting of February 23, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5. Committee and Staff Reports

5.1 2015-2018 Strategic Plan: Student Achievement Update

Superintendents Shypula and Daly provided an update on the work being done by the K-12 Student Achievement Team to address gaps in student learning, primarily in the areas of literacy and numeracy, in support of improved student achievement across the district. Some of the key initiatives that were highlighted included Primary and Junior Collaborative Inquiry Learning in Mathematics (CIL-M), the *Learning Language and Loving It* pilot with ELKP students, a Grades 7-10 teacher book study, a focus on capacity building for principals/teachers with respect to mathematics instruction, embedded technology in student learning, and cross-panel work with Grades 7-10 teachers. Superintendent Shypula also distributed copies of a resource provided by the Council of Ontario Directors of Education which has been distributed to Principals and School Council members to help parents engage with their children in the area



of mathematics. Several trustee inquiries were addressed and appreciation was expressed by trustees for the effort and work being done to improve student learning and achievement.

Moved by: Cliff Casey

Seconded by: Carol Luciani

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

Carried

5.2 Programs for Students with Autism

Superintendent Telfer introduced Carmen McDermid, Special Education Lead and Crystal Donohue, ABA Program Lead. She explained the significant evolution that has taken place over the last 10 years in the province with respect to supporting students with autism. She noted that there are currently 140 students with autism in elementary and secondary schools across our system and provided an overview of the work being done by Ms. Donohue and support staff to support these students. She also highlighted the ongoing training being provided to Educational Assistants, classroom and FSL teachers. Trustee inquiries with respect to types of behaviour displayed and strategies used to address those behaviour challenges, professional diagnosis, and use of medication were addressed by Ms. Donohue.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole refers the Programs for Students with Autism report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.3 Bring Your Own Device (BYOD) Update

Superintendent Shypula provided an overview of the work that has been done to date since the concept of Bring Your Own Device (BYOD) to school was introduced in the fall of 2014. She noted that significant effort has been made to communicate with and educate parents about BYOD and provided examples of how BYOD is already shaping student learning in the classroom in the seven schools that began piloting the program in February 2016. The plan is to expand the program to an additional 10 schools in 2016-17, and to have all schools on board by 2017-18. Trustee inquiries regarding security and potential abuse by users, the changing role of the classroom teacher, keyboarding skills, and the use of BYOD in supporting home schooling/home instruction students were addressed by Superintendents Shypula and Grice.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Bring Your Own Device (BYOD) Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried



5.4 Excursion – Mission Trip to Columbia, SC

Superintendent Daly presented a request from Assumption College School, Holy Trinity and St. John's College for up to 20 Grades 11-12 students to participate in the Board's 22nd Mission Trip. This year's destination is Columbia, South Carolina where students will be involved with the St. Bernard Project, a construction and clean-up project resulting from flash floods.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School, Holy Trinity Catholic High School and St. John's College for an excursion Mission Trip to Columbia, SC during the period of Saturday, April 9 to Saturday, April 16, 2016.

Carried

5.5 Excursion – England & France: Girls' Rugby Tour 2017

Superintendent Daly presented a request from St. John's College for approximately 25 members of the Eagles Girls' Rugby team to participate in the Girls' Rugby Tour 2017. They will train with and compete against two different English and French rugby clubs, as well as have the opportunity to enjoy tours of historical and cultural attractions. Discussion ensued regarding the impact on pre-approved excursions in the event of a safety alert in the destination country. Director Roehrig commented that student safety is the Board's priority and that decisions would be made on a case-by-case basis, as required.

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the excursion request from St. John's College for the Girls' Rugby Team to travel to England and France from Saturday, March 11 to Saturday, March 18, 2017 to participate in the Girls' Rugby Tour 2017.

Carried

6. Information and Correspondence

Chair Petrella shared a communication from OCSTA that the Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) has been moved to the Central Region for purposes of Regional meetings. BHNCD SB joins Dufferin-Peel, Halton, Hamilton-Wentworth, Niagara, Toronto and York Catholic boards.

Chair Petrella reminded trustees who are not attending the OCSTA AGM to consider signing a Proxy form before the April 27, 2016 deadline.

Moved by: Dan Dignard

Seconded by: Carol Luciani

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 - Nil



8. Business In-Camera

Moved by: Bill Chopp

Seconded by: Dan Dignard

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: Bill Chopp

Seconded by: Carol Luciani

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 the list of future meetings and events.

11. Closing Prayer

Chair Petrella let the closing prayer.

12. Adjournment

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of March 22, 2016.

Carried

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

Prepared by: Patrick Daly, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: March 22, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EXCURSION – MISSION TRIP TO COLUMBIA, SC
Public Session

BACKGROUND INFORMATION:

A request has been received on behalf of Assumption College School, Holy Trinity Catholic High School and St. John's College for a mission trip Columbia, South Carolina during the period of Saturday, April 9 to Saturday, April 16, 2016 (five instructional day). This is the 22nd Mission Trip in the past 20 years that has been organized by Board staff. The participation of the Board and its students over the past years has been recognized nationally. As always, the cost of the trip will be covered through donations.

DEVELOPMENTS:

Up to twenty (20) Grades 11 and 12 students, with equitable representation from all three secondary schools, will participate in this Mission Trip. Students will be involved with the St. Bernard Project in a small construction and clean-up project resulting from a Flash Flood.

As part of the selection process, students are required to complete an application form (Appendix A), and submit it to the designated staff member at their school. The staff member reviews the applications based on the following criteria:

- the written reasons for wanting to participate in the mission trip
- the academic standing of the student
- the student's attendance

After evaluating the applications, the designated staff member submits the names of all eligible applicants from their school to Simone Medeiros and Peter Svec, mission trip organizers and coordinators. Mrs. Medeiros and Mr. Svec then meet with each student to discuss their reasons for wanting to participate in the mission trip and reviews the expectations and responsibilities of student participants. The Committee, consisting of Simone Medeiros, Peter Svec, Peter Pollilo, Kimberley Maxin and Melanie Malecki, select the students who will participate and forward those names to the secondary Principals for approval. Arrangements are made to ensure that all classroom and evaluation responsibilities are met (Appendix B).

Chaperones will be confirmed once the Mission Ttrip has been approved by the Board. The names of the chaperone will be approved by the school principal and the Superintendent of Education.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School, Holy Trinity Catholic High School and St. John's College for an excursion Mission Trip to Columbia, SC during the period of Saturday, April 9 to Saturday, April 16, 2016.



Mission Trip Participation Request
(for students in Grade 11 or 12)

“Let each of you look not to your own interests, but to the interest
of others. Let the same mind be in you that was in Christ Jesus...”
(Philippians 2:4-5)

Submit your request, by Tuesday, March 1, 2016 to:

Mrs. S. Medeiros (ACS), Ms. Maxin (HT), or Mrs. Malecki (SJC)

Name _____ Date of birth _____

Grade _____ School _____

Home Phone _____ e-mail _____

Please write a minimum of 150 words explaining why you wish to participate in this mission trip.

Provide your response on the reverse side of this sheet.

NOTE: You must submit a copy of your passport with this application in order to be considered.



TEACHER INPUT AND STUDENT RESPONSIBILITY

RE: EXTENDED SCHOOL TRIPS

MISSION TRIP: Columbia, SC

DATES OF TRIP: April 9 – April 16, 2016

STUDENT _____

School Work to be completed for each subject:

PERIOD 1 TEACHER SIGNATURE _____

PERIOD 2 TEACHER SIGNATURE _____

PERIOD 3 TEACHER SIGNATURE _____

PERIOD 4 TEACHER SIGNATURE _____

STUDENT SIGNATURE _____ DATE _____

PARENT SIGNATURE _____ DATE _____

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

Prepared by: Patrick Daly, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: March 22, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**EXCURSION – ENGLAND & FRANCE
GIRLS' RUGBY TOUR 2017**

Public Session

BACKGROUND INFORMATION:

St. John's College is requesting approval for an excursion to England and France from Saturday, March 11 to Saturday, March 18, 2017 (no school days missed due to March Break).

DEVELOPMENTS:

Approximately twenty-five (25) members of the Eagles Girls' Rugby Team will be participating in this field trip. Supervising teacher will be Christina Hutchison, with assistance from the team coach. Additional supervisors may be required based on the final number of participants. The anticipated cost of the trip for each student is approximately \$3,355.

This tour provides students with a unique experience to develop not only their ability to play rugby, but also their team building skills and to represent the school in an international manner that is not usually afforded to a high school girls' team. To further their skills and comprehension of the game, they will train with and compete against two different English and French rugby clubs, meeting many of the expectations of the Health and Physical Education curriculum. They will also have the opportunity to enjoy tours of Buckingham Palace, Piccadilly Circus, Westminster Abbey, St. Paul's Cathedral, the Louvre, l'Arc de Triomphe and the Eiffel Tower.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the excursion request from St. John's College for the Girls' Rugby Team to travel to England and France from Saturday, March 11 to Saturday, March 18, 2017 to participate in the Girls' Rugby Tour 2017.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Board of Trustees
Submitted on: March 29, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

FINANCIAL REPORT AS OF FEBRUARY 2016

Public Session

BACKGROUND INFORMATION:

Attached is the Board Expenditure Report for the period ending February 29, 2016.

DEVELOPMENTS:

There are few variances to report at this time. Our total spending, at 49.0% of the annual budget, places the Board on target, as six months into the year, we would expect to have spent approximately 50% of the total budget. Current expenditures are consistent with last year at this time, having spent 49.7% of budget at February 2015.

Salaries are monitored closely each month and the current projection to year end is slightly below budget. This expenditure, currently at 49.7% of budget, compares to last year where salaries were 50.6% spent at this time. Final contract changes with the teaching group have not yet been allocated at the second quarter end; however, estimated costs are included in the projection.

The expected spending level for salaries varies by employee group. At February 2016, teaching staff have received 13 pays to date representing approximately 50% of annual pay. Support staff have received between 50% and 62% of annual pay for 12-month and 10-month staff during the same time frame, which explains the slight variation of percentage spent between the various salary lines. The Lunch Monitor budget line is 60.4% spent, compared to 61.7% spent at this time last year, which is on target for this time of year, as they are paid over ten months.

Benefits Expenditure are below expected spending at second quarter-end with 46.1% spent; compared to 45.1% spent last year. Continued spending at this same level through to the end of the school year will result in savings realized on the Benefit budget line.

Salaries and Benefits together account for approximately 80% of the total Operating Budget. Any savings realized by end of year on these two budget lines is significant to the bottom line.

Most property and liability insurance premiums, membership and software contracts require payment of annual fees early in the year, leaving these budget lines with a higher percentage spent in the first half of the year. A pay-out of OSBIE Insurance surplus of approximately \$45,000 was realized in the early part of this school year, offsetting some of these costs.

School Renewal spending, to date, amounts to \$237,290, which is significantly below budget as most School Renewal is completed during March Break and in the summer months. Expenditure identified as New Pupil Places is the interest portion of debenture debt payments with one of two annual payments made in the first half of the year. Principal payments are no longer included in the Operations Expenditure budget.

The Governance / Trustees budget is 37.8% spent, which is on target with last year's spending of 36.4% at February 2015. Also reflected in the second quarter report is the payment of annual OCSTA fees, which are now being captured in the Administration & Other Support Department.

The Continuing Education Program expenses totalled \$82,974 or 29.7% of budget for the first half of the year. This program, re-established in the 2013-14 school year, includes the Heritage Language programs that are being offered.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Financial Report as of February 2016.

BRANT HALDIMAND NORFOLK CDS BD
Monthly Board Report
FOR THE MONTH ENDING FEBRUARY 29, 2016

	Budget	Expenditures	% Spent
OPERATIONS			
INSTRUCTION			
SALARIES & WAGES	53,024,267	25,901,946	48.9
EMPLOYEE BENEFITS	6,253,289	2,760,606	44.2
STAFF DEVELOPMENT	175,039	53,698	30.7
SUPPLIES & SERVICES	2,088,542	717,800	34.4
REPLACEMENT F & E	860,158	221,463	25.8
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	454,932	276,010	60.7
OTHER	1,800	-	0.0
AMORTIZATION	329,518	164,759	50.0
Total INSTRUCTION	63,187,545	30,096,282	47.6
SPECIAL EDUCATION			
SALARIES & WAGES	11,193,393	5,972,341	53.4
EMPLOYEE BENEFITS	2,151,985	1,058,009	49.2
STAFF DEVELOPMENT	45,300	11,049	24.4
SUPPLIES & SERVICES	204,232	23,695	11.6
REPLACEMENT F & E	597,008	59,464	10.0
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	44,800	12,260	27.4
Total SPECIAL EDUCATION	14,236,718	7,136,817	50.1
SCHOOL MANAGEMENT/SCHOOL SERVICES			
SALARIES & WAGES	6,889,997	3,547,328	51.5
EMPLOYEE BENEFITS	980,992	481,192	49.1
STAFF DEVELOPMENT	34,235	4,968	14.5
SUPPLIES & SERVICES	405,507	158,438	39.1
REPLACEMENT F & E	12,350	4,320	35.0
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	187,400	126,239	67.4
Total SCHOOL MANAGEMENT/SCHOOL SERVICES	8,510,481	4,322,486	50.8
STUDENT SUPPORT SERVICES-GENERAL			
SALARIES & WAGES	492,183	235,853	47.9
EMPLOYEE BENEFITS	91,918	41,529	45.2
STAFF DEVELOPMENT	900	193	21.4
SUPPLIES & SERVICES	10,000	2,502	25.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total STUDENT SUPPORT SERVICES-GENERAL	595,001	280,077	47.1
COMP & OTH TECH STUDENT SUPP SERV			
SALARIES & WAGES	805,322	392,680	48.8
EMPLOYEE BENEFITS	199,373	98,214	49.3
STAFF DEVELOPMENT	30,000	5,576	18.6
SUPPLIES & SERVICES	87,860	34,214	38.9
REPLACEMENT F & E	6,850	2,543	37.1
FEES & CONTRACTUAL SERVICES	82,634	13,656	16.5
Total COMP & OTH TECH STUDENT SUPP SERV	1,212,039	546,882	45.1
LIBRARY SERVICES			
SALARIES & WAGES	718,142	390,877	54.4
EMPLOYEE BENEFITS	151,773	79,904	52.7
STAFF DEVELOPMENT	2,000	299	14.9
SUPPLIES & SERVICES	70,623	22,201	31.4
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	33,534	24,042	71.7
Total LIBRARY SERVICES	976,072	517,323	53.0
GUIDANCE SERVICES			
SALARIES & WAGES	872,003	434,950	49.9
EMPLOYEE BENEFITS	91,891	36,801	40.1
SUPPLIES & SERVICES	6,611	1,556	23.5
REPLACEMENT F & E	-	-	0.0
Total GUIDANCE SERVICES	970,505	473,307	48.8

BRANT HALDIMAND NORFOLK CDS BD
Monthly Board Report
FOR THE MONTH ENDING FEBRUARY 29, 2016

	Budget	Expenditures	% Spent
TEACHER SUPPORT SERVICES			
SALARIES & WAGES	989,493	491,136	49.6
EMPLOYEE BENEFITS	113,201	48,195	42.6
STAFF DEVELOPMENT	14,200	5,045	35.5
SUPPLIES & SERVICES	58,574	13,379	22.8
REPLACEMENT F & E	-	2,196	0.0
FEES & CONTRACTUAL SERVICES	11,777	9,440	80.2
Total TEACHER SUPPORT SERVICES	1,187,245	569,390	48.0
GOVERNANCE/TRUSTEES			
SALARIES & WAGES	64,700	31,429	48.6
EMPLOYEE BENEFITS	2,588	726	28.1
STAFF DEVELOPMENT	23,000	7,185	31.2
SUPPLIES & SERVICES	30,800	7,295	23.7
REPLACEMENT F & E	2,000	-	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
OTHER	250	-	0.0
Total GOVERNANCE/TRUSTEES	123,338	46,635	37.8
SENIOR ADMINISTRATION			
SALARIES & WAGES	787,858	393,929	50.0
EMPLOYEE BENEFITS	77,047	39,723	51.6
STAFF DEVELOPMENT	37,300	11,011	29.5
SUPPLIES & SERVICES	32,125	5,742	17.9
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
OTHER	11,400	9,902	86.9
AMORTIZATION	-	-	0.0
Total SENIOR ADMINISTRATION	945,730	460,308	48.7
ADMINISTRATION & OTHER SUPPORT			
SALARIES & WAGES	125,349	62,928	50.2
EMPLOYEE BENEFITS	28,233	12,966	45.9
STAFF DEVELOPMENT	6,100	2,681	44.0
SUPPLIES & SERVICES	43,300	13,998	32.3
REPLACEMENT F & E	-	-	0.0
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	140,340	122,530	87.3
OTHER	30,900	21,525	69.7
AMORTIZATION	46,434	23,217	50.0
Total ADMINISTRATION & OTHER SUPPORT	420,656	259,845	61.8
HUMAN RESOURCES ADMINISTRATION			
SALARIES & WAGES	415,356	209,631	50.5
EMPLOYEE BENEFITS	96,463	46,904	48.6
STAFF DEVELOPMENT	5,950	875	14.7
SUPPLIES & SERVICES	26,000	4,781	18.4
REPLACEMENT F & E	-	5,045	0.0
FEES & CONTRACTUAL SERVICES	197,120	122,781	62.3
Total HUMAN RESOURCES ADMINISTRATION	740,889	390,017	52.6
INFORMATION TECHNOLOGY ADMINIS.			
SALARIES & WAGES	58,694	29,333	50.0
EMPLOYEE BENEFITS	15,321	7,452	48.6
SUPPLIES & SERVICES	-	-	0.0
REPLACEMENT F & E	3,350	490	14.6
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	11,000	11,000	100.0
Total INFORMATION TECHNOLOGY ADMINIS.	88,365	48,275	54.6
DIRECTOR'S OFFICE			
SALARIES & WAGES	210,204	85,761	40.8
EMPLOYEE BENEFITS	44,114	22,183	50.3
STAFF DEVELOPMENT	1,800	637	35.4
SUPPLIES & SERVICES	15,355	1,671	10.9
REPLACEMENT F & E	3,150	4,276	135.8
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total DIRECTOR'S OFFICE	274,623	114,529	41.7

BRANT HALDIMAND NORFOLK CDS BD
Monthly Board Report
FOR THE MONTH ENDING FEBRUARY 29, 2016

	Budget	Expenditures	% Spent
PAYROLL ADMINISTRATION			
SALARIES & WAGES	185,233	76,000	41.0
EMPLOYEE BENEFITS	40,965	19,897	48.6
STAFF DEVELOPMENT	1,500	179	11.9
SUPPLIES & SERVICES	2,000	692	34.6
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	75,600	42,860	56.7
Total PAYROLL ADMINISTRATION	305,298	139,628	45.7
FINANCE			
SALARIES & WAGES	383,278	160,818	42.0
EMPLOYEE BENEFITS	80,340	36,447	45.4
STAFF DEVELOPMENT	5,900	2,559	43.4
SUPPLIES & SERVICES	7,900	1,118	14.2
REPLACEMENT F & E	5,000	1,654	33.1
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	129,355	73,548	56.9
OTHER	-	-	0.0
Total FINANCE	611,773	276,144	45.1
PURCHASING & PROCUREMENT			
SALARIES & WAGES	77,671	33,042	42.5
EMPLOYEE BENEFITS	16,314	7,536	46.2
STAFF DEVELOPMENT	1,500	388	25.9
SUPPLIES & SERVICES	1,200	407	33.9
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	500	439	87.9
Total PURCHASING & PROCUREMENT	97,185	41,813	43.0
SCHOOL OPERATIONS			
SALARIES & WAGES	3,996,285	2,038,251	51.0
EMPLOYEE BENEFITS	1,045,766	494,702	47.3
STAFF DEVELOPMENT	3,000	2,049	68.3
SUPPLIES & SERVICES	2,540,737	1,118,004	44.0
REPLACEMENT F & E	36,800	5,541	15.1
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	732,000	446,648	61.0
AMORTIZATION	3,944,938	1,972,469	50.0
Total SCHOOL OPERATIONS	12,299,526	6,077,664	49.4
SCHOOL MAINTENANCE			
SALARIES & WAGES	735,173	352,926	48.0
EMPLOYEE BENEFITS	186,538	87,892	47.1
STAFF DEVELOPMENT	2,500	-	0.0
SUPPLIES & SERVICES	679,964	570,413	83.9
REPLACEMENT F & E	4,500	998	22.2
INTEREST ON LONG TERM DEBT	74,866	37,913	50.6
RENTAL EXPENDITURE	-	866	0.0
FEES & CONTRACTUAL SERVICES	275,793	175,561	63.7
Total SCHOOL MAINTENANCE	1,959,334	1,226,569	62.6
SCHOOL RENEWAL			
SALARIES & WAGES	-	-	0.0
SUPPLIES & SERVICES	821,149	237,290	28.9
INTEREST ON LONG TERM DEBT	-	-	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total SCHOOL RENEWAL	821,149	237,290	28.9
NEW PUPIL PLACES			
INTEREST ON LONG TERM DEBT	2,301,295	1,160,616	50.4
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total NEW PUPIL PLACES	2,301,295	1,160,616	50.4

BRANT HALDIMAND NORFOLK CDS BD
Monthly Board Report
FOR THE MONTH ENDING FEBRUARY 29, 2016

	Budget	Expenditures	% Spent
OP & MAINT/CAPITAL-NON INSTRUC			
SALARIES & WAGES	41,727	20,857	50.0
EMPLOYEE BENEFITS	11,832	5,806	49.1
STAFF DEVELOPMENT	-	77	0.0
SUPPLIES & SERVICES	143,656	75,619	52.6
REPLACEMENT F & E	2,000	352	17.6
INTEREST ON LONG TERM DEBT	40,343	20,430	50.6
RENTAL EXPENDITURE	18,484	9,242	50.0
FEES & CONTRACTUAL SERVICES	36,284	4,813	13.3
Total OP & MAINT/CAPITAL-NON INSTRUC	294,326	137,198	46.6
DIRECT CAPITAL & DEBT			
INTEREST ON LONG TERM DEBT	330,044	166,644	50.5
OTHER	146,395	-	0.0
Total DIRECT CAPITAL & DEBT	476,439	166,644	35.0
TRANSPORTATION - GENERAL			
SALARIES & WAGES	-	-	0.0
EMPLOYEE BENEFITS	-	-	0.0
STAFF DEVELOPMENT	-	-	0.0
SUPPLIES & SERVICES	-	-	0.0
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	211,190	120,165	56.9
Total TRANSPORTATION - GENERAL	211,190	120,165	56.9
TRANSPORTATION - HOME TO SCHOOL			
FEES & CONTRACTUAL SERVICES	4,509,130	2,604,656	57.8
Total TRANSPORTATION - HOME TO SCHOOL	4,509,130	2,604,656	57.8
TRANSPORTATION-SCHOOL TO SCHOOL			
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION-SCHOOL TO SCHOOL	-	-	0.0
TRANSPORTATION - BOARD, LODGING...			
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION - BOARD, LODGING...	-	-	0.0
TRANSPORTATION - BLIND & DEAF			
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION - BLIND & DEAF	-	-	0.0
CON ED			
SALARIES & WAGES	236,288	73,383	31.1
EMPLOYEE BENEFITS	26,526	6,256	23.6
STAFF DEVELOPMENT	2,000	242	12.1
SUPPLIES & SERVICES	15,000	3,093	20.6
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total CON ED	279,814	82,974	29.7
OTHER NON-OPERATING			
SUPPLIES & SERVICES	3,500,000	1,750,000	50.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
OTHER	-	13,145	0.0
Total OTHER NON-OPERATING	3,500,000	1,763,145	50.4
Total	121,135,667	59,296,680	49.0

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Robyn Zettler, Student Trustee
Presented to: Board of Trustees
Submitted on: March 29, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

STUDENT TRUSTEE REPORT

Public Session

BACKGROUND INFORMATION:

The Student Senate met on Tuesday, March 22, 2016.

DEVELOPMENTS:

The meeting began with a discussion of the February Student Council Retreat, which was held this past month at St Pius X. It was agreed that the retreat was very well organized and Senate would like to thank the chaplains for planning a fantastic day, and the Catholic Women's League for cooking a delicious meal. Members of Student Councils enjoyed the meaningful session about Syrian Refugees, and were very interested in learning about the family that our community will be welcoming in the near future.

An agenda was developed for the upcoming Student Council Leadership Symposium in May, and the Student Trustee election and voting process was also discussed.

SCHOOL NEWS:

Assumption College School had their annual Pink Shirt Day to raise awareness for bullying, and the Safe Schools Committee had the pleasure of bringing a Holocaust survivor, Mr. Pinchas Gutter, to the school for a special presentation. STEM Club has been very busy with many exciting activities such as the dissection of a dogfish pup, the Waterloo Math Contests, and the STEM Olympics. The Assumption Cares sleepover was a great success, raising over \$5,000 to donate to the St. Vincent de Paul Society.

During Anti-Bullying Week, St. John's College welcomed April Reimer to the school to speak about her own experience about cyber bullying and what can be done to prevent it. They participated in Digital Fast Day, where students were challenged to refrain from using their phones and any other type of social media for the day. Along with Assumption College School, several St. John's students travelled to France and Italy for the March Break to enhance their language skills and to visit many historic places. They also celebrated Holy Week with a liturgy.

Holy Trinity hosted their annual Hoops for Heart, a fundraiser where students form teams to participate in an all-day basketball tournament and raise money for the Heart and Stroke Foundation. A dress down day was planned to raise money to help send the girls' volleyball team to Kenora, ON for a tournament. The entire school also participated in Earth Hour on March 22, organized by the Environmental Club.

RECOMMENDATION:

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

2015-16
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
March 22, 2016	7:00 pm	Committee of the Whole	
March 29, 2016	10:00 am	SEAC Meeting	
March 29, 2016	7:00 pm	Board Meeting	
April 7, 2016	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
April 7, 2016	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
April 7, 2016	7:00 pm	System-Wide Parent Council Adobe Connect Session	
April 11, 2016	4:30 pm	Policy Committee Mtg.	NEW
April 11, 2016	7:00 pm	Accommodations Committee Mtg.	
April 12, 2016	1:00 pm	Mental Health Steering Committee Mtg.	NEW
April 12, 2016	3:00 pm	Executive Council Mtg. (<i>to be confirmed</i>)	
April 13, 2016	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
April 18, 2016	3:30 pm	Communications & Information Technology Advisory Committee	
April 19, 2016	4:00 pm	Budget Committee Mtg.	
April 19, 2016	7:00 pm	Committee of the Whole	
April 26, 2016	10:00 am	SEAC Meeting	
April 26, 2016	7:00 pm	Board Meeting	
April 27-29, 2016		Board Art Show (three locations)	
April 28-30, 2016		OCSTA AGM (Toronto)	
<i>May 1-6, 2016</i>		<i>Catholic Education Week</i>	
May 3, 2016	6:00 pm	Celebration of the Arts – art viewing	
	6:30 pm	Celebration of the Arts - performances	
May 4, 2016	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
May 4, 2016	5:15 pm	Catholic Student Leadership Awards (HT – Bishop Crosby)	
May 5, 2016	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
May 5, 2016	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
May 10, 2016	4:00 pm	Budget Committee Mtg.	
May 11, 2016	3:00 pm	Executive Council Mtg. (<i>to be confirmed</i>)	
May 16, 2016	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
May 17, 2016	7:00 pm	Committee of the Whole	
May 24, 2016	10:00 am	SEAC Meeting	
May 24, 2016	7:00 pm	Board Meeting	
May 25, 2016	TBD	Friends of the Educational Archives Committee Mtg.	
May 27, 2016	10:00 am	<i>Have a Go track meet at Holy Trinity (secondary)</i> <i>(rain date May 30)</i>	
May 31, 2016	1:00 pm	STSBHN Governance Mtg.	
June 1, 2016	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
June 1, 2016	1:00 pm	Catholic Education Advisory Committee Mtg.	
June 1, 2016	4:00 pm	Budget Committee Mtg.	
June 2, 2016	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
June 2, 2016	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
June 9-11, 2016		CCSTA AGM	
June 13, 2016	10:00 am	<i>Have a Go track meet at Assumption College (elementary)</i> <i>(rain date June 14)</i>	
June 13, 2016	7:00 pm	Audit Committee Meeting	
June 15, 2016	3:00 pm	Executive Council Mtg. (<i>to be confirmed</i>)	
June 21, 2016	7:00 pm	Committee of the Whole	
June 28, 2016	10:00 am	SEAC Meeting	
June 28, 2016	7:00 pm	Board Meeting	
June 29, 2016	4:45 pm	Assumption College Graduation	
June 29, 2016	6:30 pm	Holy Trinity Graduation	
June 29, 2016	7:00 pm	St. John's College Graduation	