



BRANT HALDIMAND NORFOLK Catholic District School Board

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

Board Meeting
Tuesday, January 22, 2019 ♦ 7:00 p.m.
Boardroom

Trustees:

Members: Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani, Mark Watson, Kaiya Daly (Student Trustee)

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Michael McDonald, Michelle Shypula and Leslie Telfer (Superintendents of Education), Jim LoPresti (Corporate Services Advisor)

1. Opening Business

1.1 Opening Prayer

Almighty God, bless us as we gather today for this meeting. Guide our minds and hearts so that we will work for the good of our community and be a help to all people. Teach us to be generous in our outlook, courageous in the face of difficulty, and wise in our decisions. We give you praise and glory, Lord our God, for ever and ever. Amen

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 11, 2018

Pages 3 – 5

Approval of the Special Meeting of the Board Minutes – January 15, 2019

Pages 6 – 7

1.6 Business Arising from the Minutes

2. Presentations

3. Delegations

4. Consent Agenda

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – January 15, 2019

Pages 8 – 12

Presenter: Dan Dignard, Vice-Chair of the Board

- Goals for 2019-20 Budget (page 13)
- Update to the Five-Year Facilities Renewal Plan (pages 14 – 23)
- Budget Procedures Manual (pages 24 – 38)
- Revised Budget Estimates – 2018-19 (pages 39 – 71)

5.2 Student Trustee Update

Page 72

Presenter: Kaiya Daly, Student Trustee

6. Information and Correspondence

7. Notices of Motion

8. Notices of Motion Being Considered for Adoption

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 her 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

Pages 73 – 74

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



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Board Meeting
Tuesday, December 11, 2018 ♦ 7:00 p.m.
Boardroom**

Trustees:

Present: Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani, Mark Watson, Kaiya Daly (Student Trustee)

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Petrella. A Memorial Statement for Tony Roels, former trustee with the Brant County Roman Catholic Separate School Board was read by Vice-Chair Dignard.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the December 11, 2018 meeting.

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Board Meeting Minutes – November 27, 2018

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the November 27, 2018 Board meeting.

Carried

Approval of Special Meeting of the Board Minutes – November 30, 2018

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the November 30, 2018 Special Meeting of the Board.

Carried

Approval of Inaugural Meeting of the Board Minutes – December 4, 2018

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the December 4, 2018 Inaugural Meeting of the Board.

Carried



1.6 Business Arising from the Minutes – Nil

2. Presentations – Nil

3. Delegations – Nil

4. Consent Agenda

- 4.1** THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Special Education Advisory Committee meeting of November 20, 2018.

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

Carried

Trustee Inquiry

There was a trustee inquiry regarding the Lexia Core5 Pilot launch and the cost of the 70 licenses purchased. Director Roehrig will follow up with the cost of the licenses.

5. Committee and Staff Reports

5.1 Student Trustee Update

Student Trustee Daly highlighted the Christmas events occurring at each high school, including the Spirit of Christmas events which will occur on the last school day before Christmas break.

Moved by: Carol Luciani

Seconded by: Mark Watson

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

Carried

6. Information and Correspondence

Director Roehrig presented a letter of thanks from the Canadian Cancer Society regarding the Relay For Life event that was organized by Sacred Heart Catholic School.

Director Roehrig reminded trustees to obtain their Christmas cards.

Chair Petrella requested trustees submit their preference for which committees they would like to sit on for the upcoming year.

Moved by: Carol Luciani

Seconded 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

There was a trustee inquiry regarding revised budget. There was discussion about when the revised budget would be brought to Board, trustee input on revised budget and how surplus is spent.

There was another trustee inquiry about the need to complete a Criminal Background Check. Director Roehrig indicated that current policy requires a new Criminal Background Check at the beginning of each new Board and an annual declaration each year after.

10. Business In-Camera

Moved by: Carol Luciani

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: Carol Luciani

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-Camera session.

Carried

12. Future Meetings and Events

Chair Petrella drew attention to the upcoming meetings and events.

13. Closing Prayer

The meeting was closed with prayer led by Chair Petrella.

14. Adjournment

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the December 11, 2018 Board meeting.

Carried



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Special Meeting of the Board
Tuesday, January 15, 2019 ♦ 8:30 p.m.
Boardroom**

Trustees:

Present: Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani, Mark Watson

Senior Administration:

Michael McDonald (Superintendent of Education), Jim LoPresti (Corporate Services Advisor)

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: Dan Dignard

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the January 15, 2019 Special Meeting of the Board.

Carried

1.4 Declaration of Interest – Nil

2. Presentations – Nil

3. Delegations – Nil

4. Consent Agenda – Nil

5. Committee and Staff Reports – Nil

6. Information and Correspondence – Nil

7. Trustee Inquiries – Nil

8. 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.

Carried

9. Report on the In-Camera Session

Moved by: Mark Watson

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-Camera session.

Carried



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10. Closing Prayer

The meeting was closed with prayer led by Chair Petrella.

11. Adjournment

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the January 15, 2019 Special Meeting of the Board.

Carried

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

January 15, 2019

AGENDA ITEM	MOTION
5.1	<p>WHEREAS the Board has approved the following goals in its 2018 strategic plan:</p> <ul style="list-style-type: none"> • High levels of student achievement; especially in mathematics and literacy*; • Deepening of faith formation and catechesis for students and adults*; and • Fostering safety and health in our schools*. <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the Goals for the 2019-20 Budget.</p>
5.2	THAT the Brant Haldimand Norfolk Catholic District School Board approves the Update to the Five-Year Facilities Renewal Plan.
5.3	THAT the Brant Haldimand Norfolk Catholic District School Board approves the budget procedures as outlined in the 2019-20 Budget Procedure Manual (September 1, 2019 to August 31, 2020).
5.4	THAT the Brant Haldimand Norfolk Catholic District School Board approves the Revised Budget Estimates – 2018-19, in the amount of \$135,414,336.

RECOMMENDATIONS:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of January 15, 2019.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendation of the Committee of the Whole Meeting of January 15, 2019.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Committee of the Whole
Tuesday, January 15, 2019 ♦ 7:00 p.m.
Boardroom**

Trustees:

Present: Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani, Mark Watson, Kaiya Daly (Student Trustee)

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Michael McDonald (Superintendent of Education), Jim LoPresti (Corporate Services Advisor)

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: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the January 15, 2019 meeting.

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Committee of the Whole Meeting Minutes – November 20, 2018

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the November 20, 2018 Committee of the Whole Meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations – Nil

3. Delegations – Nil

4. Consent Agenda

4.1 THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of December 11, 2018 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 Mental Health Steering Committee Meeting of December 13, 2018 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



Moved by: Carol Luciani

Seconded by: Dan Dignard

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 Goals for 2019-20 Budget

Director Roehrig explained that the goals for the 2019-20 budget are wide in nature but align with the overall goals of the Board. With limited direction from the Ministry, it would be difficult to create specific goals.

Moved by: Cliff Casey

Seconded by: Dan Dignard

WHEREAS the Board has approved the following goals in its 2018 strategic plan:

- High levels of student achievement; especially in mathematics and literacy*;
- Deepening of faith formation and catechesis for students and adults*; and
- Fostering safety and health in our schools*.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Goals for the 2019-20 Budget.

Carried

5.2 Update to the Five-Year Facilities Renewal Plan

Director Roehrig presented an update on the five-year facilities renewal plan that was initially approved by Board in 2016. Many of the projects are being completed in phases, which we are ahead of schedule. Director Roehrig highlighted some areas in which we have made progress. He indicated that AODA changes have been occurring as the need arises as we do not get separate funding to ensure compliance. Director Roehrig explained the changes to the proceeds of disposition.

Trustee Casey requested that the plan be reviewed by the Accommodation Committee.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Update to the Five-Year Facilities Renewal Plan.

Carried

5.3 Budget Procedures Manual

Director Roehrig presented the Budget Procedures Manual, which is to be approved by Board each year. The only change being a process added in October. This will allow the Chair of the Budget Committee to convene a meeting to allow the Board to express where they would be interested in investing or cutting funding, based on revised estimates.

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the Budget Procedures Manual Report to the Brant Haldimand Norfolk Catholic District School Board for approval of budget procedures as outlined in the 2019-20 Budget Procedure Manual (September 1, 2019 to August 31, 2020).

Carried



5.4 Revised Budget Estimates – 2018-19

Director Roehrig indicated that student enrolment was higher than projected. He clarified that the funding for the St. Mary's Satellite Campus came through a special education budget line. Director Roehrig indicated that money from the Ministry is continuing to arrive. He reviewed various items in the budget.

Trustee Chopp requested a presentation on FreshGrade software.

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Revised Budget Estimates – 2018-19, in the amount of \$135,414,336 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5.5 Financial Report – November 2018

Director Roehrig explained at this point in the budget process, staff try to ensure we are on track with spending. The budget is roughly 25% spent, which is where we would expect to be. There are some expenses that look high, but they are the upfront fees (i.e. membership costs). The salary, wages and benefits are doing well.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Financial Report – November 2018 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

6. Information and Correspondence – Nil

7. Trustee Inquiries – Nil

8. Business In-Camera

Moved by: Carol Luciani

Seconded by: Cliff Casey

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: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-Camera session.

Carried

10. Future Meetings and Events

Chair Petrella drew attention to the upcoming meetings and events.

11. Closing Prayer

The meeting was closed with prayer led by Chair Petrella.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

Catholic Education Centre
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11. Adjournment

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the January 15, 2019 meeting.

Carried

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted: January 15, 2019
Submitted by: Chris N. Roehrig, Director of Education & Secretary

GOALS FOR 2019-20 BUDGET
Public Session

BACKGROUND INFORMATION:

The Board completed its multi-year Strategic Plan 2015-18 in June 2018.

The Strategic Plan was built upon the following pillars:

- Improving Student Achievement;
- Catholic Faith Formation; and
- Developing Safe and Inclusive Schools.

Furthermore, the Board's three-year new theme is:

Hearts on Fire: Journey, Encounter, Transform (Luke 24:32).

DEVELOPMENTS:

Staff are making recommendations for the Board to support a continuation of the work currently in place that extend the work of the 2018 strategic plan; subject to changes in focus resulting from a new multi-year strategic plan. These changes may include incorporation of new priorities of the provincial government.

Given the results of the provincial election this past June of 2018, staff are recommending that Board endorse goals that are general in nature, which will be necessary for alterations based on changes to the Board itself and the Government of Ontario. Since the election, there have been very few details regarding the operational aspects of the Government's education priorities. As such, flexibility for future planning is necessary.

Budget goals should contemplate support for:

- High levels of student achievement; especially in mathematics and literacy*;
- Deepening of faith formation and catechesis for students and adults*;
- Fostering safety and health in our schools*.

RECOMMENDATION:

WHEREAS the Board has approved the following goals in its 2018 strategic plan:

- High levels of student achievement; especially in mathematics and literacy*;
- Deepening of faith formation and catechesis for students and adults*;
- Fostering safety and health in our schools*.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Goals for 2019-20 Budget.

* Goals consistent with the 2015-18 multi-year strategic plan.

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted on: January 15, 2019
Submitted by: Chris N. Roehrig, Director of Education & Secretary

UPDATE TO THE FIVE-YEAR FACILITIES RENEWAL PLAN Public Session

BACKGROUND INFORMATION:

In April 2016, staff of the board brought a Five-Year Facilities Renewal Plan to the Accommodations Committee for discussion, review and, subsequently, to the Board for approval. This report is an update to the previous five-year plan. It should be noted that as with any capital plan, a funding source for capital projects is always a concern. In addition to Ministry School Renewal and School Condition Grant allocations, which are usually available each year, the Board continues to be in a favourable position with respect to both Surplus and Proceeds of Disposition (POD).

In an effort to maintain the facility assets of the Brant Haldimand Norfolk Catholic District School Board to their highest standards, the Facilities Department monitors building conditions and allocates available funds. Yearly, based on enrolment, the Board receives a School Renewal Grant, on average, of approximately \$1,400,000. In addition, beginning in the 2011-12 school year and continuing until end of year 2018-19 as presently committed, the Board has received a School Condition Improvement Grant of approximately \$2,247,130, which was to be used for capital-related projects.

Over a period of years, the Board has identified and completed capital projects that were to be financed from future revenues. School Renewal was one of the revenue streams that was considered as a funding source for past capital projects.

The Five-Year Facilities Renewal Plan report, submitted in April 2016, has been edited to indicate projects that have been completed since the report was originally brought to the Board. Text in the report has been coloured red if the project has been completed. This report will also identify new projects, which are targeted for completion within the existing Five-Year Plan timeframe so that the Board may continue to maintain quality learning assets for our students. This report will also specify capital improvements, which require financing and the funding source for the improvements.

DEVELOPMENTS:

Sections of the following report summarize the main areas of Board facilities, which either have been addressed (in red) or must be addressed so that our buildings are maintained in a safe and operational manner. Some of the sections contain charts that detail potential expenditures on a year-by-year basis.

PROPOSED CAPITAL UPGRADES 2015-19

Energy Related - Capital Upgrades Specific to Secondary Schools

Holy Trinity Catholic High School

Boilers

One of three atmospheric heating boilers has failed and two of three domestic hot water boilers have failed. All three atmospheric heating boilers are oversized and inefficient. A commercial-size water softener and three-way mixing valve should be installed to protect equipment. This upgrade should be completed in two phases:

- Phase 1 cost to replace the domestic hot water system is approximately \$180,000.
- Phase 2 cost to replace the atmospheric boilers with right-sized, high-efficiency boilers is approximately \$200,000. **Phase 1 and Phase 2 completed in 2017 and 2018.**

Chiller

The chiller is oversized and cannot be zoned to cool isolated areas of the school. Due to the size and complexity of the chiller, annual repairs and preventive maintenance contracts are required, including summer start-up and winterization. Small modular chillers can be used to sequentially stage and meet cooling demands during non-peak season and summer shut-down. The cost to replace the existing chiller with more efficient modular chillers is approximately \$200,000.

Commissioning / Balancing

Variable Air Volume (VAV) boxes supply fresh air to each room and, currently, they are out of balance. The entire HVAC system requires commissioning and re-balancing. The cost to rebalance air system and commission the HVAC system is approximately \$150,000.

Heat Recovery

The school was never designed to recover waste heat or cooling, which, typically, is accomplished by enthalpy wheels. New buildings are required, by code, to have energy recovery. The cost to conduct a feasibility study and mechanical review is approximately \$20,000.

St John's College

Heat Pumps, Light Fixtures, Ceiling Tiles

Existing heat pumps are inefficient, have ongoing maintenance problems and need replacing. In addition, corridor light fixtures contain outdated T12 florescent tubes and need replacing with high efficiency T8 tubes with electronic ballasts. Replacement of classroom light fixtures was completed in 2010. Corridor ceiling tiles will be replaced during the lighting upgrade. Phase 1 (second floor) of the heat pump / lighting upgrade was completed in 2015. Phase 2 (first floor) of the heat pump / lighting upgrade will be completed in the summer of 2016; with an estimated total cost of approximately \$450,000. **Phase 1 completed in 2015. Phase 2 was completed in 2016.**

Energy Related - Capital Upgrades Specific to Elementary Schools

Boilers

A number of elementary schools still have old, inefficient boilers that should be replaced with high- efficiency boilers. Based on age and condition, the following boilers will be replaced in order of priority:

Schools Based on Priority	Cost
St. Michael's School, Walsh. Completed in 2017.	\$175,000
Sacred Heart School, Langton. Completed in 2017.	\$175,000
St. Peter School, Brantford. Completed in 2018.	\$175,000
St. Michael's School, Dunnville. Completed in 2018.	\$175,000
Our Lady of LaSalette, LaSalette	\$175,000
Notre Dame Catholic Elementary School, Caledonia	\$300,000
Holy Family School, Paris (Boilers & AHU)	\$300,000
St. Mary's School, Hagersville	\$250,000
St. Patrick School, Brantford	\$50,000
Our Lady of Fatima, Courtland (MAU & HVAC)	\$150,000

Domestic Hot Water Upgrade

Assumption College School currently utilizes four boilers for plant heat. One of the boilers must run continuously as it also feeds the domestic hot water system. This boiler will be eliminated from needing to supply the hot water system and will be replaced with a right-sized, capable boiler.

Schools Based on Priority	Cost
Assumption College School	\$300,000

Roof Top Units (RTUs)

Some elementary schools rely solely on gas-fired RTUs to supply all heating, cooling and ventilation. These units are original and typically sit on roofs exposed to the elements, which shortens their life cycle. It is recommended that original RTUs be replaced with economizers to take advantage of free cooling during shoulder seasons (spring and fall).

The following schools do not have boilers. Based on age and condition, the following roof top units will be replaced in order of priority:

Schools Based on Priority	# of Units	Cost
Resurrection School, Brantford. Completed in 2017.	12	\$96,000
Christ the King School, Brantford. Completed in 2017.	2	\$24,000
Our Lady of Providence Catholic Elementary School, Brantford	7	\$140,000
Holy Cross School, Brantford. Completed in 2017.	2	\$24,000
The following schools rely on gas-fired units to supply heating and cooling to part of the School		
St. Cecilia's School, Port Dover. Completed in 2017.	2	\$135,000
St. Michael's School, Dunnville. Completed in 2017.	1	\$8,000
St. Mary's School, Hagersville. Completed in 2017.	1	\$8,000
Holy Family School, Paris. Completed in 2017.	4	\$32,000
Notre Dame Catholic Elementary School, Caledonia. Completed in 2017.	1	\$8,000

Water Savings Measures

Replace flush boxes with flush valves in all boy's washrooms. The cost to replace the flush boxes with flush valves is approximately \$7,000 per washroom.

Electrical Upgrades

Replace all exterior High-Pressure Sodium (HPS) lights with Induction / LED lights and tie the lighting system into the Building Automation System (BAS) for scheduling. The cost to replace the HPS lights with Induction / LED lights is approximately \$10,000 per small elementary school and \$13,000 per large elementary school and secondary schools.

Some small elementary schools still have the original electrical primary service entering the building. These small electrical services limit the ability to perform mechanical upgrades. Parts for the service are scarce or obsolete and the service is end-of-life. The cost to replace the electrical service is budgeted at approximately \$100,000 per school. No elementary schools are scheduled for electrical service upgrades in the next five years.

Building Automation System (BAS)

In schools, which have a six-pack portable arrangement, the six-packs should be tied into the BAS for energy savings. The cost to make modifications for tie-in is estimated to be \$15,000 per six-pack.

Windows

Windows in elementary schools are in various states of condition. Most are the original windows when schools or additions were built. Window replacement has been randomly completed, based mainly on observed condition. Schools were identified in the 2010 Morrison Hershfield Energy Audit and Condition Survey needing replacement with double low-e or triple glazed windows. An allocation of \$40,000 / year is recommended for window upgrades throughout the system.

Make-Up Air Units (MAU)

Based on age, ventilation units in some elementary schools need replacing. This provides an opportunity to install more efficient equipment. Schools listed below have aging MAUs supplying ventilation to the gymnasium.

Based on age and condition, the following MAU units will be replaced in order of priority:

Schools Based on Priority	Cost
St. Cecilia's School, Port Dover. Completed in 2017.	\$30,000
St. Frances Cabrini School, Delhi (Library, Computer Lab)	\$50,000
St. Michael's School, Walsh. Completed in 2017.	\$30,000
St. Peter School, Brantford	\$50,000
St. Patrick's School, Caledonia	\$50,000
St. Stephen's, Cayuga	\$80,000

Energy Related - Capital Upgrades Related to both Elementary and Secondary Schools

Roofing

Roof replacement strategies are based on IRC Consulting Engineers assessments and condition surveys. R-values in older roofing systems are generally 12 or lower depending on the amount of water saturation and insulation thickness. New roofing systems have R-values in the range of 20 to 24.

The following schools are organized by year of replacement with budget costs.

School	Recommendations	2015-16	2016-17	2017-18	2018-19	2019-20
Assumption College School	Roof Area 3.2 3.3, 3.4, 3.5, 3.6, 4.5, 4.7			\$500,000	\$1,500,000	
Christ the King, Brantford	Roof Area 1.3, 1.4, 3.1				\$215,000	
Holy Cross, Brantford	Roof Area 3.1, 3.2 3.3, 3.4, 1.2, 2.2, 4.1			\$260,000		
St. Cecilia's, Port Dover	Roof Area 1.1, 3.1, 4.1, 5.1				\$235,000	
St. Frances Cabrini, Delhi	All Roof Areas					\$624,000
St. John's College, Brantford	Roof Area 5.1, 1.4 coating		\$305,000			
St. Joseph's, Simcoe	Roof Area 1.1, 1.2		\$230,000			
	Roof Area 2.1, 6.1, 7.1					\$275,000
Sacred Heart, Langton	All Built-Up Roofing (BUR) areas	\$600,000				
St. Leo, Brantford	Roof Area 3.1, 3.2, 5.1				\$310,000	
St. Mary's, Hagersville	Facia, soffit, eaves	\$62,000				
St. Michael's, Dunnville	Roof Area 1.1, 1.2, 1.3, 1.4 1.5, 1.6, 1.7, 2.1, 3.1			\$223,000		
St. Patrick's, Caledonia	Roof Area 2.1, 3.1 4.1, 4.2, Canopy			\$250,000		
St. Peter, Brantford	Roof Area 1.1, 1.2, 2.1		\$285,000			
St. Stephen's, Cayuga	Roof Area 4.1	\$43,000				
	Roof Area 1.1, 2.1, 2.2, 2.3, 3.1				\$230,000	
St. Theresa, Brantford	Roof Area 1.1, 1.2, 2.2 2.3			\$65,000		
Total Completed		\$705,000	\$820,000	\$1,298,000	\$525,000	
Total Remaining					\$1,965,000	\$899,000

Window Treatments

An engineering study was completed by Morrison Hershfield in 2006 to determine the best practical choice for window coverings; based on solar absorptivity and shading coefficients. Windows are the greatest source of wasted energy. Our recommendation is to comply with the engineer's report and select coverings with a shading coefficient of 0.2 (20% solar energy penetrates) on sunny exposures. Replacement of window coverings will be scheduled; based on greatest need and greatest return throughout the system.

Sealants and Caulking

Sealants and caulking around windows and masonry joints are an inexpensive and effective way to reduce drafts and water penetration. Typical elementary schools cost approximately \$10,000 and secondary schools \$30,000 to remove and replace all sealants and caulking. Replacement of sealants and caulking will be scheduled; based on greatest need and greatest return throughout the system.

Weather Stripping

Proper weather stripping around exterior doors, particularly door sweeps and thresholds, dramatically reduces drafts. Evidence of poor weather stripping can often be seen at the bottom of exterior gym doors. Costs to replace sweeps and thresholds vary, but estimates range from \$3,000 per elementary school to \$9,000 per secondary school. Replacement of weather stripping will be scheduled; based on greatest need and greatest return throughout the system.

Non-Energy Related - Capital Upgrades Related to both Elementary and Secondary Schools

Structural Upgrades

SIPOREX is a lightweight autoclaved aerated concrete (AAC) structural roof panel located in four elementary schools; Christ the King, Brantford; St Joseph's, Simcoe; St Michael's, Walsh, and St Peter, Brantford. It is highly susceptible to moisture and loses strength when wet. It is prone to creep (sagging) after long periods of time. To date, there is no evidence that any of these panels are unsafe in our schools; however, these panels will be monitored and should problems arise, immediate action will be taken. As per an engineering study, undertaken in 2009, the panels continue to be in good condition. However, the Board should, again, consider an engineering study in order to be proactive in its assessment of the panel conditions. In 2019, a new engineering study is estimated to cost \$20,000.

Accessibility for Ontarians with Disabilities Act (AODA) Compliance

This Act requires full accessibility in all public buildings by 2025. Future building code changes and compliance related to AODA will have a financial impact on future Board budgets. New building design and older building retrofits will be required. During the next five years, \$60,000 annually, should be allocated for retrofits or for purchasing equipment to comply with AODA legislation.

Parking Lot and Play Area Pavement

Parking lots continue to be a high source of maintenance and are often deferred due to high capital costs. There are six Shared Parking Agreements with local parishes and adjoining schools; whereby various Diocese own most, or all of the parking lot and our schools use the parking lots for staff or bus parking. Many are in poor condition and in need of replacing. The Board has been approached to share some of the replacement costs at schools with shared parking agreements. Also, a number of schools have parking lots that are in poor condition or need additional maintenance.

The following parking lot / play areas have been identified for rebuild:

Schools	Area	Cost
Assumption College School, Brantford	All South Parking Lots and Driveways	\$260,000
	West Bus Lane	\$100,000
	Student Parking and Entrance	\$115,000

Schools	Area	Cost
St. Joseph's School, Simcoe	Parking Lot	\$100,000
	Sidewalk	\$12,000
St. Theresa School, Brantford	Parking Lot	\$100,000
St. Patrick's School, Caledonia	Parking Lot	\$90,000
St. Frances Cabrini School, Delhi	Play Area	\$65,000
St. John's College	Student Back Parking & Driveway	\$350,000

Masonry

Based on a condition assessment completed by Morrison Hershfield in 2005, and again in 2010, masonry repairs are needed in our schools. Repair of masonry will be scheduled; based on greatest need. Annual, committed funds of \$40,000 is required for these repairs. A future report will also need to be commissioned to re-examine and update the state of masonry in our schools.

CCTV Security Cameras

Camera systems in secondary schools are dated and require update to higher-resolution current technologies. Cameras for elementary schools will follow; as required.

Schools	Area	Cost
Assumption College School, Brantford	Whole School	\$50,000
St. John's College, Brantford	Whole School	\$50,000
Holy Trinity Catholic High School, Simcoe	Whole School	\$100,000

Classroom Unit Ventilators

Unit ventilators typically found under classroom windows on exterior walls, supply hydronic heat and ventilation to classrooms. Most of these older-style units do not have air conditioning (A/C) and no older-style units have energy-recovery ventilators (ERV's). Some units are nearing the end of their lifecycle and should be replaced with units that have A/C and ERV's. Typical retrofit costs vary between \$20,000 and \$30,000 per classroom. Classroom HVAC systems will be installed; based on greatest need throughout the system.

Schools	Area	Cost
St. Peter School, Brantford	Specified Rooms	\$200,000
St. Theresa School, Brantford	Specified Rooms	\$200,000

Lifting Devices

St. Johns College is a two-level, split level school at the main north entrance. The handicap lift is currently locked-out and needs major repair; which entails restoring it to building code standards. **The cost to replace the car and controls was \$32,000 and this work was completed in Summer 2018.**

St. Frances Cabrini School is a two-level, split school. To allow for full wheelchair access, a ramp or lift is needed in the south hallway. **The ramp was completed during the two-room addition in Fall 2018.**

Portable Classrooms

Over the past ten years, the Board has reduced its dependence on portable classrooms from 102 units. The average age of the remaining portables is over 21 years. The Ministry of Education guideline for portable classroom lifecycle is 20 years. Portable classrooms are inspected monthly and annually with maintenance completed accordingly.

Options for portable classrooms are as follows:

- Repair as needed.
- Replacement Program; at a cost of approximately \$80,000 each.
- Lease-to-Own Program (5 years); at a cost of \$16,500 / year each.

NOTE:

- Since 2016, a six-room port-a-pack with interconnecting hallway, including site preparations, foundations and utilities to accommodate French immersion at St. Joseph's School, Simcoe has been added. In Summer 2019, a two-room port-a-pack with interconnecting hallway, including site preparations, foundations and utilities to accommodate French immersion at St. Joseph's School, Simcoe has been scheduled for purchase and installation. The estimated cost is \$450,000. Should it be required, a new, two-room port-a-pack with interconnecting hallway will be added in 2020; at a cost of \$325,000. Should it be required, a new, two-room port-a-pack with interconnecting hallway will be added in 2021; with a cost of \$325,000.
- In 2017 and again in 2018, a two-room port-a-pack with interconnecting hallway; including site preparations, foundations and utilities to accommodate French immersion at St. Leo School, Brantford was added. In Summer 2019, a two-room port-a-pack with interconnecting hallway, to accommodate French immersion at St. Leo School, Brantford has been scheduled for purchase and installation. The estimated cost is \$325,000.
- In 2018, a four-room port-a-pack with interconnecting hallway, including site preparations, foundations and utilities to accommodate enrolment pressures at St. Basil Catholic Elementary School, Brantford was added. In Summer 2019, a two-room port-a-pack with interconnecting hallway, to accommodate enrolment pressures at St. Basil Catholic Elementary School, Brantford has been scheduled for purchase and installation. The estimated cost is \$325,000.

The Board's accumulated surplus has and will continue to fund the port-a-pack classrooms.

Proceeds of Disposition

In September 2018, the Ministry released Memorandum *2018:SB19 Cash Management Strategy Proceeds of Disposition*. This strategy is similar to the strategy introduced earlier in the year; whereby the Ministry delays forwarding part of the grant payment to school boards until the adjusted accumulated surplus and deferred revenue balances (ASDR) meet the criteria as established in Memorandum *2018:SB05 Cash Management Strategy*. In August 2018, the Ministry indicated it would be expanding the cash management strategy to include proceeds of disposition (POD) balances in the calculation of the delayed grant payment (DGP). School boards were required to submit a schedule indicating when and where the POD balance would be potentially used. BHNCD SB indicated that between February 2019 and August 2019 \$200,000 would be utilized for gymnasium and high bay lighting, \$250,000 would be utilized for exterior LED lights, \$200,000 would be utilized for CCTV security, \$1,000,000 would be utilized for roofing upgrades and \$600,000 would be utilized for mechanical upgrades; including boilers, roof top units and similar projects throughout the schools. It is possible that some projects

associated with POD will not be executed. It is also possible that other more urgent or synergistic projects may be substituted to ensure efficiencies are realized during the project execution stage.

Five-Year Costing Summary

The following table details the above-mentioned remaining projects and funding source for 2018-20.

Recommendation	2018-19	2019-20
Engineering Reports		
Siporex-Structural Review		
Holy Trinity Catholic High School Mechanical Review		
St. Joseph's School Mechanical Review	\$20,000	
Energy Audit		
Windows and Doors		
Window and Door Replacement	\$40,000	\$60,000
Roofing		
Roof Replacement	\$1,965,000	\$899,000
Plumbing		
Washroom Upgrades	\$25,000	\$50,000
Replace Flush Boxes with Flush Valves	\$14,000	\$14,000
CCTV		
Secondary School Cameras	\$200,000	
Accessibility for Ontarians with Disabilities Act		
AODA Compliance	\$60,000	\$60,000
Mechanical		
Boiler Upgrade	\$700,000	\$200,000
Make-Up Air Units (MAU)	\$430,000	\$100,000
Roof Top Unit Replacement (RTU)	\$140,000	
Classroom HVAC Upgrades	\$180,000	
St Johns College Heat Pumps and Corridor Lights		
Holy Trinity Catholic High School Boilers and Domestic Hot Water (DHW) System		
Holy Trinity Catholic High School Chiller		\$200,000
Holy Trinity Catholic High School Balancing and Commissioning		
Enthalpy Wheel	\$300,000	
Electrical		
Exterior LED Lights	\$125,000	\$125,000
Gymnasium and High Bay Lighting	\$200,000	
Site Restoration		
St. John's College Site Restoration		
Paving	\$415,000	\$115,000
St. Michael's School, Walsh Drain		

Recommendation	2018-19	2019-20
Masonry		
Masonry Repairs	\$40,000	\$40,000
Sealant Caulking Weather Stripping	\$30,000	\$30,000
Portable Upgrades		
Purchase Two Single Portables	\$180,000	
Six-Pack BAS Tie In	\$15,000	
St. Joseph's School Two-Pack and Site Upgrade 2019	\$450,000	
St. Leo School Two-Pack 2019	\$325,000	
St. Basil Catholic Elementary School Two-Pack 2019	\$325,000	
Renewal		
Principals' Renewal	\$350,000	\$350,000
Total Overall Expenditure	\$6,529,000	\$2,293,000

FUNDING SOURCE

GRANT	2018-19	2019-20
School Condition Improvement Allocation (SCIA)	\$2,679,816	Unknown
Accumulated Surplus	\$1,645,000	
School Renewal	\$2,026,711	Unknown
Proceeds of Disposition	\$1,000,000	
Total	\$7,351,527	
Surplus Grant Available to Offset Other Previously-Committed Projects	\$822,527	

It is noted above that four funding sources, School Condition Improvement Allocation (SCIA), Accumulated Surplus, School Renewal and Proceeds of Disposition are required to offset 2018-19 planned expenditures. With the change in the provincial government in June 2018, the SCIA for 2019-20 is not guaranteed. It is likely, however, that the School Renewal Allocation will continue. Should revenue in 2019-20 not cover expenditures, projects will be downscaled or alternative funding sources will be introduced.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Update to the Five-Year Facilities Renewal Plan.

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted on: January 15, 2019
Submitted by: Chris N. Roehrig, Director of Education & Secretary

BUDGET PROCEDURES MANUAL

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 2019-20 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 Committee of the Whole refers the Budget Procedures Manual Report to the Brant Haldimand Norfolk Catholic District School Board for approval of budget procedures as outlined in the 2019-20 Budget Procedures Manual (September 1, 2019 to August 31, 2020).

**Brant Haldimand Norfolk Catholic
District School Board**



2019 - 20
BUDGET PROCEDURES MANUAL
(September 1, 2019 to August 31, 2020)

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ACTION PLAN AND TIME LINE

The following is an Action Plan with suggested time lines for the development of the 2019-20 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 2018
Budget Procedures Manual to be prepared and distributed to all superintendents, principals and department managers.	December 2018 / January 2019
Senior Administration to prepare goals and priorities for the year.	December 2018 / January 2019
Departmental expenditure estimates to be prepared in consultation with all relevant persons, consolidated, prioritized and forwarded to the Finance Department.	March 2019 / April 2019
Finalize Enrolment Estimates utilizing Secondary Credit Counts.	April 2019
Finance Department to summarize, collate and consolidate all departmental submissions and prepare Preliminary Expenditure Estimates.	April 2019 / May 2019
Analysis of Preliminary Expenditures and Estimates by Senior Administration.	May 2019
Budget Committee to receive and review the Preliminary Estimates.	May 2019 / June 2019
Board to approve the Final Budget.	June 2019

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 2019-20 Budget. Assume staffing levels in each department cannot increase over the 2018-19 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 2018-19 budget as a MAXIMUM limit for 2019-20 budget.

The following should be used to establish 2019-20 expenditure budgets:

Salaries and Benefits:

- Actual staff salary costs projected to be in effect at September 1, 2019 for the period September 1, 2019 to August 31, 2020.

Expenses:

- Instructional: Budgeted on an *as required* basis, but not more than the 2018-19 budget unless there are acceptable explanations for an increase.
- Non-Instructional: Budgeted on an *as required* basis, but not more than the 2018-19 budget.

Major Maintenance / Capital Expenditures:

- Estimated expenditures based on identified projects to be completed in the period September 1, 2019 to August 31, 2020. The total is not to exceed the 2018-19 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 based on the contracts in place at September 1, 2019.

Other Expenses:

- All other expenses should be based on actual, identified needs in this period, i.e., September 1, 2019 to August 31, 2020.

Accordingly, 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 2019-20 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 2019-20 budget year. Administration will use the 2018-19 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	<ul style="list-style-type: none"> • Catholicity • Communications • Enrolment (Recruitment & Retention) • Equity & Inclusive Education • Faith Formation • Policies & Administrative Procedures • Religion & Family Life Programs • Strategic Planning • Student Achievement • Succession Planning

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

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

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

Superintendents will be responsible for the preparation and collation of budget information in their respective areas for the system.

Role of Senior Administration

In April 2019, based on submissions from all departments (including schools), Senior Administration will review and analyze the 2019-20 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 2019-20 Preliminary Expenditure Estimates for presentation to the Budget Committee in May 2019, 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 2019-20 Final Draft Budget for presentation to the Budget Committee in May 2019.

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 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 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 2019-20 Budget (assuming final revenue information has been released by the Ministry of Education in a timely fashion) not later than June 30, 2019 for submission to the Province at that time.

DETAILED INSTRUCTIONS

Department Budgets (Other Than School)

Each superintendent / manager will prepare his / her department's 2019-20 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 2019-20 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 2019-20 Preliminary Estimates, the total amount for school budgets will be set at the same amount per pupil as 2018-19, based on projected enrolment. These amounts may be subject to revision when more precise information is known regarding the 2019-20 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

2019-20 BUDGET TIMETABLE			
Date	Responsibility	Procedure	Date Completed
Monday, December 10 th	Superintendent of Business & Treasurer	Review Draft Timetable at Senior Administration	December 11 th
December 2018 / January 2019	Senior Administration	Finalize Goals and Priorities	December 2018
Thursday, January 10 th 4:00 p.m.	Director of Education Superintendent of Business & Treasurer	Budget Committee - Budget Goal Setting Budget Committee – Budget Planning (Budget Procedures Manual)	n/a
Tuesday, January 15 th 7:00 p.m.	Director of Education Superintendent of Business & Treasurer	Committee of the Whole – Budget Goal Setting Committee of the Whole – Budget Planning (Budget Procedures Manual)	January 15 th
Tuesday, February 12 th	Manager of Finance	Budget Templates to Superintendents and Managers	
Monday, February 25 th	Manager of Human Resources	Benefit Information (if available from the Ministry)	
Monday, February 25 th	Superintendents of Education, Managers	Draft Expenditure Budgets to Superintendent of Business & Treasurer	
Friday, March 15 th	Manager of Finance	Base Salary and Benefits Costing	
Monday, March 18 th	Senior Administration	Budget Planning Meeting	

2019-20 BUDGET TIMETABLE

Date	Responsibility	Procedure	Date Completed
Monday March 25 th	Superintendent of Education – Staffing	Preliminary Enrolment Projections	
Tuesday, April 2 nd	Superintendent of Business & Treasurer, Superintendents of Education	Present Draft Expenditure Budgets to Senior Administration <ul style="list-style-type: none"> • Curriculum and Special Education Budgets • Corporate Services Budget 	
Wednesday, April 3 rd	Superintendent of Education – Staffing & Senior Administration	Update Enrolment Projections Finalize School Allocations	
Tuesday, April 16 th	Superintendent of Business & Treasurer & Senior Administration	Review Expenditure Estimates	
Wednesday, April 17 th 4:00 pm	Superintendent of Business & Treasurer	Present Draft Budget (Department Expenditure Estimates) to Budget Committee for: <ul style="list-style-type: none"> • Special Education • Curriculum • Administration • Transportation • School Operations • Information Technology 	
After March 30 th	Superintendent of Business & Treasurer	EFIS Software made available by the Ministry of Education	
Monday, April 22 nd	Manager of Finance	Complete Revenue Estimates Complete Draft Expenditure Budget	
Monday, April 29 th	Superintendent of Business & Treasurer Superintendent of Education - Staffing	Present Draft Budget (Staffing) to Senior Administration Present Teaching Staff Allocation to Senior Administration	

2019-20 BUDGET TIMETABLE

Date	Responsibility	Procedure	Date Completed
Tuesday, May 7 th 2:00 p.m.	Superintendent of Business & Treasurer	Present Draft Budget (Staffing) to Budget Committee Present Teaching Staff Allocation to Budget Committee	
Tuesday, June 4 th 4:00 p.m.	Superintendent of Business & Treasurer	Review Final Draft (Expenditure and Staffing) with Budget Committee	
Tuesday, June 18 th 7:00 p.m.	Superintendent of Business & Treasurer	Final Budget to Committee of the Whole	
Tuesday, June 25 th 7:00 p.m.	Chair of Budget Committee	Final Budget to the Board of Trustees	
October 2019	Chair of the Budget Committee	Budget Committee – Revised Budget Planning	

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted on: January 15, 2019
Submitted by: Chris N. Roehrig, Director of Education & Secretary

REVISED BUDGET ESTIMATES – 2018-19

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 30th 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 2018-19 Revised Budget is attached for your information as Appendix A.

The actual Full-Time Equivalent (FTE) enrolment on October 31, 2018 was 50.0 students greater in the elementary panel than at Preliminary Estimates. Revised Estimates were completed based on the assumption that the number of elementary students would be maintained at March 31, 2018; hence the projected Average Daily Enrolment (ADE) of the elementary panel remains positive by 50 students. Revised Estimates were compiled based on the assumption that the secondary number of students would decline by 140 students by March 31, 2019; resulting in a projected ADE of 3,468.29. The net increase in the Board is projected to be approximately 67.6 ADE more secondary students from Preliminary Estimates, which translates into a net increase in General Operating grants based on enrolment.

Memorandums of Understanding (MOUs), which have been negotiated between the Ministry and each of the Board's employee groups have been in place for a few years. Understanding the implications associated with the various MOUs is becoming better quantified and operationalized. Data regarding patterns, usage and impact on the Board also are becoming more established. However, interpretation of clauses within the MOU and collective agreements continue to require clarification. Until such time that staff have been able to collect additional years of actual usage data for comparison, past practice data will also continue to be relied upon to determine financial implications.

One outcome area that resulted from 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. The Trusts were established in the 2016-17 school year and during 2017-18 all board staff were finally transitioned to the trusts. The budget has been completed to ensure that the premiums generated via the Trusts have been included.

Several 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 \$503,000. As a result of restating the Teacher Salary budget to reflect actual staff at October 31, 2018, the revenue associated with the Teacher Compensation Allocation, has decreased by

approximately \$1,057,000; due to teacher qualifications and experience adjustments. Likewise, the actual salaries paid due to movement on the Grid; whereby younger teachers replace more senior staff usually through retirement, is approximately \$1,200,000. For the second year, revenue has been received related to the Rural and Northern Education Allocation totalling approximately \$220,000, which is targeted directly towards schools identified by the Ministry as Rural or Northern. The Special Education allocation has increased by approximately \$1,270,000 as a direct result of the Board entering into an education agreement for instruction of students at the St. Mary Catholic Learning Centre – Satellite Campus. As well, there has been additional revenue generated by the student enrolment increase and the Special Education Per-Pupil Amount Allocation, which saw an increase in the Junior Kindergarten to Grade 12 benchmarks. The Transportation Allocation has been increased by approximately \$30,000 as a result of increased enrolment. Tuition fees have increased by approximately \$120,000 as a result of increased enrolment in Indigenous students and Other Tuition Paying fees. Shared Facility revenue has increased by approximately \$23,000; representing additional fees allocated to our co-terminus board for the shared St. Basil Catholic Elementary School / Walter Gretzky Elementary school site. The total legislative grant operating revenue increase is approximately \$1,089,000.

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. With the change in the provincial government in June 2018, certainty around receipt of the EPO grants in 2018-19 is unclear. The Board continues to maintain both the EPO revenue and expenditure in the budget. However, the grant for the Experiential Learning Teacher has been reduced by \$112,678 as the Board did not hire staff to support the position and the Parents Reaching Out (PRO) Grant has also been reduced by \$13,000 as this reduction has been announced to the sector. While these grants bring additional revenue to the Board, they are 100% allocated within the Expenditure budget; with a net effect to Revised Budget of zero.

It should be noted that for staff listed below who are associated with the Special Education Multi-Disciplinary Supports, the Preparing for Success in High School Initiative and the secondary schools Mental Health Workers EPO, the actual revenue was identified in the Initial Estimates in June 2018 and a lump sum expenditure was also identified. Revised Estimates identify the staffing that is associated with these three revenue allocations. Changes made to the Revised Expenditure Estimates follow:

- A net of 4.3 FTE teachers has been added into the elementary panel as a direct result of student enrolment and the Preparing for Success in High School Initiative.
- A net of 2.4 FTE teachers has been added into the secondary panel as a direct result of student enrolment.
- A net of 6.3 FTE teachers has been added in support of the students at the St. Mary Catholic Learning Centre (SMCLC) - Satellite Campus.
- A net of 2.0 FTE Educational Assistants (EAs) has been added in support of the students at the SMCLC - Satellite Campus. A net of 3.5 FTE EAs has been added as part of the Special Education Multi-Disciplinary Supports announced in the delivery of education sector funding in Spring 2018.
- A net of 2.0 Social Workers have been added in support of the secondary schools as a result of the Mental Health Workers EPO.

- A net of 3.0 FTE Child & Youth Workers has been added as part of the Special Education Multi-Disciplinary Supports announced in the delivery of education sector funding in Spring 2018.
- A net of 1.0 FTE Principal has been added in support of the students at the SMCLC - Satellite Campus.
- A net of 1.0 FTE Secretary has been added in support of the students at the SMCLC - Satellite Campus.
- A 0.5 FTE Library Technician has been added at St. Basil Catholic Elementary School to fully staff the library. The revenue for the position is being made available through the Shared Service Agreement of our co-terminous board.

Within the Finance Department, \$85,000 has been added to Revised Estimates for an application that is designed, specifically, for creating and maintaining public sector budgets. The software provides for a web-based interface that allows budget entry and development, forecasting and analysis, workflow, amendment tracking, fully integrated performance measures and reporting. The software generates reports tied directly to the Ministry EFIS reporting system. The software offers automated workflows allowing for bottom-up and top-down budgets with an extensive multi-level review and approval process. The software is able to generate variance reports of actual expenditures against the budget, as well as establish and track multiple budget versions; while preserving the history of budget increases and decreases. The acquisition of the software will allow for:

- The operating budget to be managed on a monthly, quarterly or annual basis. It also allows for distributed budgeting; where individual contributors can input information and make change requests.
- Salary/Position Planning that supports the ability to accurately model and forecast all costs associated with positions and employees.
- Increased accuracy as users enter their budget requests. Managers can access this information, whether onscreen or via reports, and users can accurately view their actual costs versus budgeted amounts side-by-side and make decisions based on the information at hand.
- Increased efficiency whereby, unlike within an Excel environment, the information is entered once – no duplicate entries. Staff are not required to copy and paste information from one spreadsheet to another and the budget requested can be promoted and approved without the need for another person re-entering data again.
- French Immersion studies are established at five schools throughout the Board. Four of these schools are phasing-in French Immersion on a grade-per-year basis. This phase-in requires a total operating allocation of approximately \$50,000 each year over the balance of the phase-in period. As most of these schools are still introducing French Immersion in the primary grades, the phase-in will last between five to eight additional years. The Revised Estimates include \$50,000 for the French Immersion implementation that will cover:
 - Level GB+ books to be used for guided reading, home reads and independent reading.

- Collections of books in a variety of topics to be used for Read Aloud and Shared Read Lessons in various subject areas.
- Math resources and manipulatives.
- Science and Social studies resources.
- Music, Art and Drama French resources to support curriculum delivery.

In addition to the resources, the classes require equipping for desks, chairs, furniture and shelving.

- The addition of approximately \$42,000 in Revised Estimates is allocated to provide for the purchase of modules from the 10 Essential Practices Security Review/Workshops currently being implemented within the Board. In this project, IBM Canada K-12's Technical Consulting team utilizes the IBM 10 Essential Practices as the framework to help determine the Board's current level of security capabilities. The current security program will be measured against a capability maturity model with findings, recommendations and the development of a strategic roadmap. The Services consist of a workshop and meetings designed to align the Board's security priorities to its business objectives. IBM will review the Board's:
 - Current security posture, based on objective criteria on what we are doing today in the technical environment;
 - Desired security posture, based on defined acceptable risk statements; and
 - The areas of information technology security that are most important and have the most impact on our organization.
- The addition of approximately \$10,000 in Revised Estimates has been allocated to replace the secondary core switch at Assumption College School and Holy Trinity Catholic High School to handle the increased throughput of upgraded links.
- The addition of approximately \$5,000 in Revised Estimates has been allocated to Microsoft Annual Licenses. The yearly fee increase was primarily due to the addition of SQL server databases and the change in licensing Microsoft imposed by going to a *per core* licensing model.
- The addition of approximately \$30,000 in Revised Estimates is allocated for a 10 Essential Practices Security Review/Workshop. In this project, IBM Canada K-12's Technical Consulting team will utilize the IBM 10 Essential Practices as the framework to help determine the Board's current level of security capabilities. The current security program will be measured against a capability maturity model and findings, recommendations and a strategic roadmap will be defined. The Services consist of a workshop and meetings designed to align the district's security priorities to its business objectives. IBM will review the Board's:
 - Current security posture, based on objective criteria on what we are doing today in the technical environment;
 - Desired security posture, based on defined acceptable risk statements; and

- The areas of information technology security that are most important and have the most impact on our organization.
- The addition of approximately \$200,000 has been allocated to the Instruction budget to support the purchase of wireless devices and a charging cart for use by students in the classroom. Currently ten elementary schools have received devices, seven devices are scheduled for implementation and the Revised Estimate amount will allow for the final 11 schools to be completed. This will complete the new technology footprint in the Board's elementary schools; allowing increased access to technology at the point of instruction to support our essential practices and the development of 21st Century competencies. The new footprint includes four mobile devices in each classroom. In Kindergarten and Grade 1 classrooms, the mobile devices are tablets. In the Grade 2 to Grade 8 classrooms, the devices are laptops. Additionally, a mobile cart of 30 laptop computers and a mobile cart of tablets are available in each school for any class to access. The implementation of the new technology footprint has taken place in cohorts over a two year-time period.
- Educators are expected to use practices and follow procedures that support all students and families and comply with the Board's privacy and safety policies. The Board must strive to ensure that data and information, which educators are sharing, is safe and secure. To this end, the Board has specified *FreshGrade* as an educator platform for secure, efficient and easy-to-use digital tool and assessment tasks. *FreshGrade* is a program that complies with Board safety and privacy policies. *FreshGrade* enables educators, students and parents to deepen the ongoing conversation regarding student learning and is accessible from any device through the web or apps.
 - Educators and students can capture, document and share evidence of learning with parents.
 - Educators can provide feedback and reflections in real time and include parents in the learning process.
 - Educators can tag and filter the evidence of learning for each student in various ways such as the four frames, learning areas or expectations.
 - Student portfolios can be archived and accessed from year to year.

Licenses have been purchased for all Kindergarten students and are reflected as an addition of \$10,000 to Revised Estimates. It should be noted that the Board's intention that *FreshGrade* become the digital platform for all elementary grades in 2019-20.

- The Revised Budget includes two Maintenance vehicles to be added and capitalized at a total cost of \$70,000. The two new vehicles will replace two older vehicles, which will be retired from service. One vehicle is a 2010 Chevrolet Silverado with 201,000 kilometers and the other is a 2010 Chevrolet Express Cargo Van with 202,000 kilometers.
- Since 2016, a six-room port-a-pack with interconnecting hallway, including site preparations, foundations and utilities to accommodate French immersion at St. Joseph's School has been added. In Summer 2019, a two-room port-a-pack with interconnecting hallway, including site preparations, foundations and utilities to accommodate French immersion at St. Joseph's School has been scheduled for purchase and installation. The estimated cost is \$450,000. Should it be required, a new, two-room port-a-pack with interconnecting hallway will be added in 2020; with a cost of \$325,000. Should it be required, a new, two-room port-a-pack with interconnecting hallway will be added in 2021; with a cost of \$325,000.

In 2017 and in 2018, a two-room port-a-pack with interconnecting hallway, including site preparations, foundations and utilities to accommodate French immersion at St. Leo School was added. In Summer 2019, a two-room port-a-pack with interconnecting hallway, to accommodate French immersion at St. Leo School has been scheduled for purchase and installation. The estimated cost is \$325,000.

In 2018, a four-room port-a-pack with interconnecting hallway, including site preparations, foundations and utilities to accommodate enrolment pressures at St. Basil Catholic Elementary School was added. In Summer 2019, a two-room port-a-pack with interconnecting hallway, to accommodate enrolment pressures at St. Basil Catholic Elementary School has been scheduled for purchase and installation. The estimated cost is \$325,000.

The Board's accumulated surplus has and will continue to fund the port-a-packs.

RECOMMENDATION:

THAT the Committee of the Whole refers the Revised Budget Estimates – 2018-19, in the amount of \$135,414,336 to the Brant Haldimand Norfolk Catholic District School Board for approval.

REVENUE ESTIMATES 2018-2019

	Revised 2018-19	Preliminary 2018-19	Incr (Decr)
GENERAL LEGISLATIVE GRANTS			
Total: Foundation Allocation (includes Primary Class siz	56,239,911	55,736,777	503,134
School Foundation	8,328,336	8,278,711	49,625
Special Education Allocation	16,373,847	15,102,927	1,270,920
Language Allocation	1,718,929	1,731,347	(12,418)
Distant Schools/Small Schools Allocation	2,011	7,299	(5,288)
Remote & Rural Allocation	1,302,066	1,309,101	(7,035)
Rural & Northern Education Allocation	223,848	223,848	-
Learning Opportunity Allocation	2,594,579	2,595,078	(499)
Adult & Continuing Education & Summer School	313,864	302,162	11,702
Teacher Compensation Allocation	9,625,559	10,682,601	(1,057,042)
Benefits Trust Funding	1,327,482	1,327,482	-
New Teacher Induction Program (NTIP)	113,637	88,960	24,677
ECE Q&E Allocation	601,976	684,935	(82,959)
Restraint Savings	(67,355)	(67,355)	-
Transportation Allocation	5,377,410	5,346,636	30,774
Administration & Governance Allocation	4,766,419	4,771,393	(4,974)
School Operations Allocations	10,593,878	10,214,406	379,472
Community Use of Schools	140,860	140,860	-
Declining Enrolment Adjustment	-	-	-
Indigenous Education Allocation	319,876	332,617	(12,741)
Safe and Accepting Schools Allocation	212,524	210,836	1,688
Permanent Financing of NPF	146,395	146,395	-
Total: OPERATING	120,256,052	119,167,016	1,089,036
Temporary Accommodation	10,000	10,000	-
Trustee Association Fee	43,017	43,017	-
Debt Charges Allocation -Interest	2,200,553	2,200,553	-
TOTAL LEGISLATIVE GRANT-OPERATING	122,509,622	121,420,586	1,089,036
Capital Allocation			
School Renewal Allocation	1,646,636	1,639,838	6,798
School Renewal Allocation to Capital / DCC /Deferred	(653,439)	(720,725)	67,286
Short Term Financing	42,000	21,750	20,250
TOTAL LEGISLATIVE GRANT-OPERATING(AFTER CAPI	123,544,819	122,361,449	1,183,370
Amortization of DCC	4,420,762	4,447,821	(27,059)
Allocate to Deferred Revenue DCC(re MTA)	(70,000)	-	(70,000)
SEA Formula based Funding ((to) fr Deferred)	295,758	295,758	-
Enveloped Funding (to) fr Deferred	(14,477)	(64,477)	50,000
	128,176,862	127,040,551	1,136,311
OTHER REVENUE			
Tuition fees	1,431,238	1,310,060	121,178
Rental Revenue	122,281	116,388	5,893
Interest	130,000	130,000	-
Miscellaneous Revenue	67,584	67,290	294
Shared Facilities	347,214	324,144	23,070
EDC Fund Revenue (re: Debenture Payment)	48,067	48,067	-
<i>Miscellaneous Gov't Grants</i>			
Misc Grants EPO/EFIS	1,282,435	1,413,092	(130,657)
Deferred Revenue	-	-	-
French Monitor Program	18,000	18,000	-
CODE: Technology & Summer Literacy	144,454	144,454	-
SCWI / SWAC	80,000	80,000	-
Ontario Youth Apprenticeship Program	109,736	109,285	451
Total Other Revenue	3,781,009	3,760,780	20,229
TOTAL REVENUE	131,957,871	130,801,331	1,156,540
School Generated Funds	3,500,000	3,500,000	-
Prior Period Adjustment	-	-	-
NET REVENUE	135,457,871	134,301,331	1,156,540
EXPENDITURE (including School funds)	135,414,336	134,257,796	1,156,540
Surplus(deficit) PSAB	43,535	43,535	(0)
EDC Fund Revenue re: prior Land Purchase	-	-	-
Adjustment(for Compliance Purposes)	(43,535)	(43,535)	-
Surplus(deficit) For Compliance (Operations)	0	0	(0)

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
INSTRUCTION						
Salaries & Wages						
Total Salaries & Wages	57,151,617	-814,804	56,336,813	55,086,065	54,453,050	1,250,748
Employee Benefits						
Total Employee Benefits	8,024,118	49,462	8,073,580	7,147,186	7,144,999	926,394
Staff Development						
10 315 Professional Development - Academic & S.O.'s	266,632	-33,916	232,716	252,908	214,852	-20,192
10 317 Professional Development - Non Teaching	2,090		2,090	2,090	743	0
10 319 Religion Course	5,000		5,000	5,000	12,600	0
Total Staff Development	273,722	-33,916	239,806	259,998	228,195	-20,192
Supplies & Services						
10 320 Textbooks & Learning Materials	120,318	2,404	122,722	123,745	258,845	-1,023
10 322 Books & Periodicals	500		500	500		0
10 324 School Initiatives	0		0	0	24,510	0
10 325 Program Supplies	792,434	47,879	840,313	703,893	678,042	136,420
10 330 Instructional Supplies	959,495	268,000	1,227,495	959,495	346,796	268,000
10 331 Application Software	0		0	0	28,248	0
10 333 New Classroom Set-Up	0	50,000	50,000			50,000
10 335 Printing & Photocopying - Instructional	200,000		200,000	200,000	207,931	0
10 336 Printing & Photocopying - Non-instructional	2,000		2,000	2,000	1,417	0
10 339 First Aid Supplies	7,500		7,500	7,500	6,296	0
10 361 Automobile Reimbursement	73,706	-1,000	72,706	75,462	64,719	-2,756
10 401 Repairs - Furniture & Equipment	5,000		5,000	5,000		0
10 402 Repairs - Computer Technology	0		0	0		0
10 404 Telephone - Cellular	1,200		1,200	1,200	730	0
10 406 Telephone - Data Communications Services	411,100		411,100	464,400	284,172	-53,300
10 414 Student Senate	12,000		12,000	12,000	9,384	0
10 540 School Trips - Transportation	79,354	-1,500	77,854	76,242	131,064	1,612
Total Supplies & Services	2,664,607	365,783	3,030,390	2,631,437	2,042,154	398,953

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
Replacement of F&E						
10 501 Replacement of Furniture & Equipment - General	61,310	1,500	62,810	58,810	206,169	4,000
10 502 Replacement of Furniture & Equipment - Computer	593,828	239,037	832,865	704,176	1,277,008	128,689
10 503 Replacement of Furniture & Equipment - Network	39,250		39,250	46,550	322,204	-7,300
Total Replacement of F&E	694,388	240,537	934,925	809,536	1,805,381	125,389
Rental Expenses						
10 602 Rental/Lease - Furniture & Equipment - Computer	0		0		22,612	0
Total Rental Expenses	0		0		22,612	0
Fees & Contract Services						
10 640 Instructional Advertising	66,000	-2,000	64,000	66,000	68,184	-2,000
10 653 Other Professional Fees	0		0	0	26,562	0
10 654 Other Contractual Services	125,078		125,078	107,338	205,582	17,740
10 661 Software Fees & Licenses	82,500	32,210	114,710	79,200	116,682	35,510
10 662 Maintenance Fees - Computer Technology	157,750	50,300	208,050	190,900	96,868	17,150
10 702 Association & Membership Fees - Individuals	1,200		1,200	1,200	200	0
Total Fees & Contract Services	432,528	80,510	513,038	444,638	514,078	68,400
Other Expenses						
10 701 Association & Membership Fees - Board	0		0	0	2,145	0
10 705 Student Bursaries/Awards	1,800		1,800	1,800	1,800	0
10 725 Miscellaneous	1,500		1,500	1,500		0
Total Other Expenses	3,300		3,300	3,300	3,945	0
Amortization						
10 790 Amortization	142,064		142,064	142,064	142,064	0
Total Amortization	142,064		142,064	142,064	142,064	0
Total INSTRUCTION	69,386,344	-112,428	69,273,916	66,524,224	66,356,478	2,749,692

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
SPECIAL EDUCATION						
Salaries & Wages						
Total Salaries & Wages	13,607,202	616,001	14,223,203	12,678,231	12,743,141	1,544,972
Employee Benefits						
Total Employee Benefits	2,853,722	108,862	2,962,584	2,753,750	2,637,192	208,834
Staff Development						
12 315 Professional Development - Academic & S.O.'s	19,650	6,000	25,650	20,200	14,433	5,450
12 317 Professional Development - Non Teaching	17,500	650	18,150	16,000	10,944	2,150
Total Staff Development	37,150	6,650	43,800	36,200	25,377	7,600
Supplies & Services						
12 320 Textbooks & Learning Materials	4,500		4,500	5,500	9,206	-1,000
12 325 Program Supplies	89,203	-697	88,506	87,209	133,637	1,297
12 330 Instructional Supplies	6,000	49,706	55,706	8,000	29,356	47,706
12 335 Printing & Photocopying - Instructional	0		0	0	2,221	0
12 336 Printing & Photocopying - Non-instructional	6,500		6,500	8,000	3,869	-1,500
12 361 Automobile Reimbursement	52,700	5,490	58,190	52,067	43,176	6,123
12 402 Repairs - Computer Technology	3,000		3,000	3,000		0
12 404 Telephone - Cellular	1,450	1,440	2,890	1,450	989	1,440
12 405 Telephone - Voice	2,000		2,000	2,000	1,054	0
12 407 Postage	235		235	235	155	0
12 410 Office Supplies & Services	2,500		2,500	2,500	77	0
12 416 SEAC	500		500	500	636	0
12 540 School Trips - Transportation	2,750		2,750	2,750	4,987	0
Total Supplies & Services	171,338	55,939	227,277	173,211	229,363	54,066
Replacement of F&E						
12 501 Replacement of Furniture & Equipment - General	106,500		106,500	106,500	94,227	0
12 502 Replacement of Furniture & Equipment - Computer	405,507	8,650	414,157	393,507	59,452	20,650
Total Replacement of F&E	512,007	8,650	520,657	500,007	153,679	20,650
Fees & Contract Services						
12 654 Other Contractual Services	40,500	138,865	179,365	40,500	31,834	138,865
12 662 Maintenance Fees - Computer Technology	25,740		25,740	25,740		0
12 702 Association & Membership Fees - Individuals	0		0	0	257	0
Total Fees & Contract Services	66,240	138,865	205,105	66,240	32,091	138,865
Total SPECIAL EDUCATION	17,247,659	934,967	18,182,626	16,207,639	15,820,843	1,974,987

December 15, 2018

Revised Budget 2018-2019

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
SCHOOL MANAGEMENT						
Salaries & Wages						
Total Salaries & Wages	7,212,211		7,212,211	7,071,687	7,098,431	140,524
Employee Benefits						
Total Employee Benefits	1,145,068		1,145,068	1,083,896	1,067,955	61,172
Staff Development						
15 315 Professional Development - Academic & S.O.'s	22,625	4,900	27,525	41,150	55,135	-13,625
15 317 Professional Development - Non Teaching	12,735		12,735	12,735		0
Total Staff Development	35,360	4,900	40,260	53,885	55,135	-13,625
Supplies & Services						
15 324 School Initiatives	0		0	0	19,896	0
15 325 Program Supplies	6,000		6,000	16,000	1,201	-10,000
15 335 Printing & Photocopying - Instructional	0		0	0		0
15 336 Printing & Photocopying - Non-instructional	0		0	0	13,384	0
15 361 Automobile Reimbursement	16,000		16,000	16,000	12,241	0
15 404 Telephone - Cellular	0		0	0	21,392	0
15 405 Telephone - Voice	75,405		75,405	75,405	58,087	0
15 406 Telephone - Data Communications Services	0		0	0	398	0
15 407 Postage	32,046		32,046	32,046	34,198	0
15 410 Office Supplies & Services	136,112	-5,158	130,954	136,112	113,261	-5,158
15 415 School Council Supplies	39,000	-13,000	26,000	39,000	33,100	-13,000
Total Supplies & Services	304,563	-18,158	286,405	314,563	307,158	-28,158
Replacement of F&E						
15 501 Replacement of Furniture & Equipment - General	9,000		9,000	9,000	12,786	0
15 502 Replacement of Furniture & Equipment - Computer	0		0	0	1,009	0
15 503 Replacement of Furniture & Equipment - Network	3,400		3,400	3,350		50
Total Replacement of F&E	12,400		12,400	12,350	13,795	50
Fees & Contract Services						
15 661 Software Fees & Licenses	65,650	750	66,400	64,800	38,793	1,600
15 662 Maintenance Fees - Computer Technology	116,200		116,200	116,200	117,925	0
15 701 Association & Membership Fees - Board	2,300		2,300	2,300		0
15 719 School Courier	20,000		20,000	20,000	15,893	0
Total Fees & Contract Services	204,150	750	204,900	203,300	172,611	1,600
Total SCHOOL MANAGEMENT	8,913,752	-12,508	8,901,244	8,739,681	8,715,085	161,563

December 15, 2018

Revised Budget 2018-2019

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
STUDENT SUPPORT SERVICES						
Salaries & Wages						
Total Salaries & Wages	807,813	106,181	913,994	758,456	801,918	155,538
Employee Benefits						
Total Employee Benefits	189,506	29,862	219,368	155,417	161,132	63,951
Staff Development						
21 317 Professional Development - Non Teaching	1,500	600	2,100	1,900	2,079	200
Total Staff Development	1,500	600	2,100	1,900	2,079	200
Supplies & Services						
21 325 Program Supplies	2,000		2,000	7,502	7,271	-5,502
21 361 Automobile Reimbursement	11,000		11,000	9,600	16,688	1,400
21 404 Telephone - Cellular	0		0		268	0
21 540 School Trips - Transportation	0		0	760	1,626	-760
Total Supplies & Services	13,000		13,000	17,862	25,853	-4,862
Total STUDENT SUPPORT SERVICES	1,011,819	136,643	1,148,462	933,635	990,982	214,827

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
COMPUTER SERVICES						
Salaries & Wages						
Total Salaries & Wages	1,015,766		1,015,766	1,005,571	990,607	10,195
Employee Benefits						
Total Employee Benefits	273,688		273,688	262,459	265,526	11,229
Staff Development						
22 317 Professional Development - Non Teaching	29,000		29,000	29,000	9,051	0
Total Staff Development	29,000		29,000	29,000	9,051	0
Supplies & Services						
22 325 Program Supplies	1,710		1,710	1,710	9,599	0
22 332 Books & Periodicals	0		0	0		0
22 336 Printing & Photocopying - Non-instructional	900		900	900	146	0
22 361 Automobile Reimbursement	23,000		23,000	20,000	18,411	3,000
22 402 Repairs - Computer Technology	15,000		15,000	15,000	4,771	0
22 404 Telephone - Cellular	10,500		10,500	9,500	9,704	1,000
22 405 Telephone - Voice	0		0	0	445	0
22 406 Telephone - Data Communications Services	34,000		34,000	34,000	29,657	0
22 407 Postage	400		400	400	106	0
22 410 Office Supplies & Services	2,000		2,000	1,000	1,775	1,000
Total Supplies & Services	87,510		87,510	82,510	74,614	5,000
Replacement of F&E						
22 501 Replacement of Furniture & Equipment - General	1,500		1,500	1,000	284	500
22 502 Replacement of Furniture & Equipment - Computer	4,000		4,000	4,000	93	0
Total Replacement of F&E	5,500		5,500	5,000	377	500
Fees & Contract Services						
22 653 Other Professional Fees	38,368	-32,500	5,868	38,368	150	-32,500
22 654 Other Contractual Services	0	0	0	30,648	0	
22 662 Maintenance Fees - Computer Technology	12,252	20,000	32,252	12,252	9,654	20,000
22 702 Association & Membership Fees - Individuals	1,000		1,000	500	460	500
Total Fees & Contract Services	51,620	-12,500	39,120	51,120	40,912	-12,000
Total COMPUTER SERVICES	1,463,084	-12,500	1,450,584	1,435,660	1,381,087	14,924

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
LIBRARY SERVICES						
Salaries & Wages						
Total Salaries & Wages	766,024	17,303	783,327	758,937	760,066	24,390
Employee Benefits						
Total Employee Benefits	187,166	5,853	193,019	177,186	184,062	15,833
Staff Development						
23 317 Professional Development - Non Teaching	2,000		2,000	2,000	1,357	0
Total Staff Development	2,000		2,000	2,000	1,357	0
Supplies & Services						
23 320 Textbooks & Learning Materials	20,000		20,000	20,000	882	0
23 321 Library Books	2,000		2,000	2,000	35,077	0
23 325 Program Supplies	14,577		14,577	14,577	12,149	0
23 330 Instructional Supplies	0		0	0	2,612	0
23 335 Printing & Photocopying - Instructional	1,500		1,500	1,500	1,002	0
23 361 Automobile Reimbursement	1,500		1,500	1,500	718	0
23 404 Telephone - Cellular	200		200	200		0
Total Supplies & Services	39,777		39,777	39,777	52,440	0
Replacement of F&E						
23 501 Replacement of Furniture & Equipment - General	0		0		1,500	0
23 502 Replacement of Furniture & Equipment - Computer	0		0		258	0
Total Replacement of F&E	0		0		1,758	0
Fees & Contract Services						
23 662 Maintenance Fees - Computer Technology	33,004		33,004	33,004	24,042	0
Total Fees & Contract Services	33,004		33,004	33,004	24,042	0
Total LIBRARY SERVICES	1,027,971	23,156	1,051,127	1,010,904	1,023,725	40,223

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
GUIDANCE SERVICES						
Salaries & Wages						
Total Salaries & Wages	850,903		850,903	834,308	892,575	16,595
Employee Benefits						
Total Employee Benefits	110,058		110,058	100,110	101,422	9,948
Supplies & Services						
24 330 Instructional Supplies	0		0	0	722	0
24 335 Printing & Photocopying - Instructional	0		0	0	4,409	0
Total Supplies & Services	0		0	0	5,131	0
Replacement of F&E						
24 501 Replacement of Furniture & Equipment - General	0		0	0		0
Total Replacement of F&E	0		0	0		0
Total GUIDANCE SERVICES	960,961		960,961	934,418	999,128	26,543

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
TEACHER SUPPORT SERVICES						
Salaries & Wages						
Total Salaries & Wages	1,347,799		1,347,799	1,405,185	1,339,299	-57,386
Employee Benefits						
Total Employee Benefits	153,123		153,123	146,332	143,441	6,791
Staff Development						
25 315 Professional Development - Academic & S.O.'s	23,200	127	23,327	24,200	19,612	-873
25 325 Program Supplies	0		0	0	53	0
25 361 Automobile Reimbursement	3,000		3,000	3,000	1,147	0
Total Staff Development	26,200	127	26,327	27,200	20,812	-873
Supplies & Services						
25 325 Program Supplies	35,698	-1,500	34,198	35,698	5,045	-1,500
25 335 Printing & Photocopying - Instructional	8,500		8,500	9,000	6,705	-500
25 361 Automobile Reimbursement	15,895		15,895	15,695	17,751	200
25 404 Telephone - Cellular	1,800		1,800	1,800	1,533	0
25 702 Association & Membership Fees - Individuals	0		0		158	0
Total Supplies & Services	61,893	-1,500	60,393	62,193	31,192	-1,800
Replacement of F&E						
25 502 Replacement of Furniture & Equipment - Computer	0		0	0		0
Total Replacement of F&E	0		0	0		0
Fees & Contract Services						
25 701 Association & Membership Fees - Board	10,000		10,000	10,000	9,499	0
25 702 Association & Membership Fees - Individuals	1,577		1,577	1,577	737	0
Total Fees & Contract Services	11,577		11,577	11,577	10,236	0
Total TEACHER SUPPORT SERVICES	1,600,592	-1,373	1,599,219	1,652,487	1,544,980	-53,268

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
GOVERNANCE/TRUSTEES						
Salaries & Wages						
Total Salaries & Wages	67,100		67,100	64,700	62,481	2,400
Employee Benefits						
Total Employee Benefits	3,233		3,233	2,588	1,661	645
Staff Development						
31 317 Professional Development - Non Teaching	23,000		23,000	23,000	20,470	0
Total Staff Development	23,000		23,000	23,000	20,470	0
Supplies & Services						
31 336 Printing & Photocopying - Non-instructional	3,500		3,500	3,500	173	0
31 359 Student Trustees	5,000		5,000	5,000		0
31 361 Automobile Reimbursement	10,000		10,000	10,000	8,067	0
31 404 Telephone - Cellular	3,000		3,000	3,000	3,583	0
31 406 Telephone - Data Communications Services	3,600		3,600	3,600	4,270	0
31 407 Postage	200		200	200		0
31 410 Office Supplies & Services	500		500	500	9,354	0
31 725 Miscellaneous	5,000		5,000	5,000	1,258	0
Total Supplies & Services	30,800		30,800	30,800	26,705	0
Replacement of F&E						
31 502 Replacement of Furniture & Equipment - Computer	2,000		2,000	2,000		0
Total Replacement of F&E	2,000		2,000	2,000		0
Fees & Contract Services						
31 702 Association & Membership Fees - Individuals	0		0	0		0
Total Fees & Contract Services	0		0	0		0
Total GOVERNANCE/TRUSTEES	126,133		126,133	123,088	111,317	3,045

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
SENIOR ADMINISTRATION						
Salaries & Wages						
Total Salaries & Wages	808,487		808,487	787,858	816,652	20,629
Employee Benefits						
Total Employee Benefits	81,297		81,297	81,031	79,777	266
Staff Development						
32 315 Professional Development - Academic & S.O.'s	27,000		27,000	27,000	28,897	0
32 316 Professional Memberships - Academic	300		300	300		0
Total Staff Development	27,300		27,300	27,300	28,897	0
Supplies & Services						
32 322 Books & Periodicals	2,250		2,250	2,250	734	0
32 325 Program Supplies	4,644		4,644	4,644		0
32 336 Printing & Photocopying - Non-instructional	4,000		4,000	4,000	4,281	0
32 361 Automobile Reimbursement	9,500		9,500	9,500	3,125	0
32 404 Telephone - Cellular	10,000		10,000	10,000	5,233	0
32 406 Telephone - Data Communications Services	1,000		1,000	1,000	868	0
Total Supplies & Services	31,394		31,394	31,394	14,241	0
Fees & Contract Services						
32 702 Association & Membership Fees - Individuals	10,900		10,900	10,900	8,861	0
Total Fees & Contract Services	10,900		10,900	10,900	8,861	0
Other Expenses						
32 725 Miscellaneous	1,500		1,500	1,500	1,945	0
Total Other Expenses	1,500		1,500	1,500	1,945	0
Total SENIOR ADMINISTRATION	960,878		960,878	939,983	950,373	20,895

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
ADMINISTRATION AND OTHER SUPPORT						
Salaries & Wages						
Total Salaries & Wages	172,945		172,945	232,242	134,494	-59,297
Employee Benefits						
Total Employee Benefits	42,099		42,099	39,739	30,053	2,360
Staff Development						
33 317 Professional Development - Non Teaching	6,100		6,100	6,100	6,594	0
Total Staff Development	6,100		6,100	6,100	6,594	0
Supplies & Services						
33 336 Printing & Photocopying - Non-instructional	500		500	500	374	0
33 361 Automobile Reimbursement	1,300		1,300	1,300	1,175	0
33 404 Telephone - Cellular	1,600		1,600	1,600	1,904	0
33 405 Telephone - Voice	13,000		13,000	13,000	15,013	0
33 406 Telephone - Data Communications Services	1,800		1,800	1,800		0
33 407 Postage	16,000		16,000	16,000	10,495	0
33 410 Office Supplies & Services	9,100		9,100	9,100	8,675	0
Total Supplies & Services	43,300		43,300	43,300	37,636	0
Replacement of F&E						
33 501 Replacement of Furniture & Equipment - General	0		0	0	2,000	0
33 502 Replacement of Furniture & Equipment - Computer	0		0	0	731	0
Total Replacement of F&E	0		0	0	2,731	0
Fees & Contract Services						
33 640 Instructional Advertising	18,500		18,500	18,500	13,475	0
33 652 Legal Fees	15,000		15,000	15,000	30,225	0
33 653 Other Professional Fees	90,000	-90,000	0	90,000	2,360	-90,000
33 654 Other Contractual Services	2,500		2,500	2,500	1,840	0
33 662 Maintenance Fees - Computer Technology	30,000		30,000	30,000	24,384	0
33 672 Liability Insurance	0		0	0	0	0
33 701 Association & Membership Fees - Board	49,000		49,000	49,000	46,292	0
33 702 Association & Membership Fees - Individuals	750		750	750	1,005	0
Total Fees & Contract Services	205,750	-90,000	115,750	205,750	119,581	-90,000

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
Other Expenses						
33 710 Interest	0		0	0		0
33 725 Miscellaneous	25,500		25,500	25,500	36,038	0
33 729 Foreign Exchange Gain/Loss	10,000		10,000	10,000	-4,761	0
Total Other Expenses	35,500		35,500	35,500	31,277	0
Amortization						
33 790 Amortization	46,901	5,958	52,859	46,901	52,859	5,958
Total Amortization	46,901	5,958	52,859	46,901	52,859	5,958
Total ADMINISTRATION AND OTHER SUPPORT	552,595	-84,042	468,553	609,532	415,225	-140,979

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
HUMAN RESOURCES ADMINISTRATION						
Salaries & Wages						
Total Salaries & Wages	478,998	14,322	493,320	461,274	485,492	32,046
Employee Benefits						
Total Employee Benefits	113,953	5,449	119,402	108,810	118,068	10,592
Staff Development						
34 317 Professional Development - Non Teaching	10,050		10,050	10,050	7,087	0
34 318 Professional Memberships - Non Teaching	1,400		1,400	1,400		0
Total Staff Development	11,450		11,450	11,450	7,087	0
Supplies & Services						
34 322 Books & Periodicals	1,500		1,500	1,500		0
34 361 Automobile Reimbursement	2,000		2,000	2,000	1,162	0
34 404 Telephone - Cellular	1,400		1,400	1,400	1,465	0
34 405 Telephone - Voice	0		0	0	34	0
34 410 Office Supplies & Services	2,500		2,500	2,500	2,276	0
34 421 Recruitment of Staff	20,000		20,000	20,000	3,004	0
34 501 Replacement of Furniture & Equipment - General	0		0	0		0
Total Supplies & Services	27,400		27,400	27,400	7,941	0
Replacement of F&E						
34 502 Replacement of Furniture & Equipment - Computer	0		0	0	4,115	0
Total Replacement of F&E	0		0	0	4,115	0
Fees & Contract Services						
34 650 Labour Relations	150,000		150,000	150,000	63,844	0
34 652 Legal Fees	0		0	0	404	0
34 653 Other Professional Fees	20,000		20,000	20,000	3,155	0
34 654 Other Contractual Services	30,000		30,000	30,000	28,675	0
34 661 Software Fees & Licenses	32,080		32,080	29,980	26,939	2,100
34 662 Maintenance Fees - Computer Technology	7,000		7,000	10,000	12,503	-3,000
34 702 Association & Membership Fees - Individuals	1,400		1,400	1,400	1,042	0
Total Fees & Contract Services	240,480		240,480	241,380	136,562	-900
Total HUMAN RESOURCES ADMINISTRATION	872,281	19,771	892,052	850,314	759,265	41,738

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
INFORMATION TECHNOLOGY						
Salaries & Wages						
Total Salaries & Wages	60,776		60,776	60,165	52,277	611
Employee Benefits						
Total Employee Benefits	16,805		16,805	16,132	10,935	673
Replacement of F&E						
35 503 Replacement of Furniture & Equipment - Network	3,400		3,400	3,350		50
Total Replacement of F&E	3,400		3,400	3,350		50
Fees & Contract Services						
35 661 Software Fees & Licenses	22,250	150	22,400	20,400	17,482	2,000
35 662 Maintenance Fees - Computer Technology	0		0	35,000	28,809	-35,000
Total Fees & Contract Services	22,250	150	22,400	55,400	46,291	-33,000
Total INFORMATION TECHNOLOGY ADMINISTRATION	103,231	150	103,381	135,047	109,503	-31,666

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
DIRECTOR'S OFFICE						
Salaries & Wages						
Total Salaries & Wages	270,143		270,143	268,512	239,545	1,631
Employee Benefits						
Total Employee Benefits	66,152		66,152	64,422	60,567	1,730
Staff Development						
36 317 Professional Development - Non Teaching	1,800		1,800	1,800	1,124	0
Total Staff Development	1,800		1,800	1,800	1,124	0
Supplies & Services						
36 336 Printing & Photocopying - Non-instructional	3,900		3,900	3,900		0
36 361 Automobile Reimbursement	1,300		1,300	1,300	62	0
36 404 Telephone - Cellular	1,000		1,000	1,000	607	0
36 405 Telephone - Voice	1,500		1,500	1,500		0
36 406 Telephone - Data Communications Services	0		0	0		0
36 410 Office Supplies & Services	6,455		6,455	6,455	6,691	0
Total Supplies & Services	14,155		14,155	14,155	7,360	0
Replacement of F&E						
36 501 Replacement of Furniture & Equipment - General	1,800		1,800	1,800	1,657	0
36 502 Replacement of Furniture & Equipment - Computer	1,350		1,350	1,350	2,342	0
Total Replacement of F&E	3,150		3,150	3,150	3,999	0
Fees & Contract Services						
36 702 Association & Membership Fees - Individuals	0		0	0	230	0
Total Fees & Contract Services	0		0	0	230	0
Total DIRECTOR'S OFFICE	355,400		355,400	352,039	312,825	3,361

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
PAYROLL ADMINISTRATION						
Salaries & Wages						
Total Salaries & Wages	184,988		184,988	183,072	164,768	1,916
Employee Benefits						
Total Employee Benefits	46,835		46,835	45,003	45,397	1,832
Staff Development						
37 317 Professional Development - Non Teaching	1,500	500	2,000	1,500	1,103	500
Total Staff Development	1,500	500	2,000	1,500	1,103	500
Supplies & Services						
37 361 Automobile Reimbursement	500		500	500	287	0
37 410 Office Supplies & Services	1,500		1,500	1,500	2,629	0
37 502 Replacement of Furniture & Equipment - Computer	0		0	0	746	0
Total Supplies & Services	2,000		2,000	2,000	3,662	0
Fees & Contract Services						
37 654 Other Contractual Services	66,000	10,000	76,000	66,000	98,530	10,000
37 661 Software Fees & Licenses	1,600		1,600	1,500	1,532	100
37 662 Maintenance Fees - Computer Technology	11,500	2,500	14,000	11,500	12,593	2,500
37 702 Association & Membership Fees - Individuals	400		400	400	230	0
Total Fees & Contract Services	79,500	12,500	92,000	79,400	112,885	12,600
Total PAYROLL ADMINISTRATION	314,823	13,000	327,823	310,975	327,815	16,848

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
FINANCE						
Salaries & Wages						
Total Salaries & Wages	397,097	5,000	402,097	397,411	376,973	4,686
Employee Benefits						
Total Employee Benefits	95,026		95,026	92,756	89,664	2,270
Staff Development						
38 317 Professional Development - Non Teaching	5,500		5,500	5,500	4,331	0
38 318 Professional Memberships - Non Teaching	2,400		2,400	2,400	2,002	0
Total Staff Development	7,900		7,900	7,900	6,333	0
Supplies & Services						
38 336 Printing & Photocopying - Non-instructional	3,460		3,460	3,460	495	0
38 361 Automobile Reimbursement	500		500	500	653	0
38 404 Telephone - Cellular	540		540	540	540	0
38 405 Telephone - Voice	0		0		5	0
38 410 Office Supplies & Services	3,400		3,400	3,400	1,700	0
Total Supplies & Services	7,900		7,900	7,900	3,393	0
Replacement of F&E						
38 501 Replacement of Furniture & Equipment - General	2,000		2,000	2,000	1,027	0
38 502 Replacement of Furniture & Equipment - Computer	3,000		3,000	3,000		0
Total Replacement of F&E	5,000		5,000	5,000	1,027	0
Fees & Contract Services						
38 640 Instructional Advertising	2,655		2,655	2,655		0
38 651 Audit Fees	55,000		55,000	55,000	44,261	0
38 653 Other Professional Fees	2,500	3,500	6,000	2,500	6,130	3,500
38 654 Other Contractual Services	6,000	-3,500	2,500	6,000	1,453	-3,500
38 661 Software Fees & Licenses	8,500	85,000	93,500	8,000	1,292	85,500
38 662 Maintenance Fees - Computer Technology	63,000	5,000	68,000	52,000	51,815	16,000
38 702 Association & Membership Fees - Individuals	1,200		1,200	1,200	1,042	0
Total Fees & Contract Services	138,855	90,000	228,855	127,355	105,993	101,500
Total FINANCE	651,778	95,000	746,778	638,322	583,383	108,456

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
PURCHASING AND PROCUREMENT						
Salaries & Wages						
Total Salaries & Wages	81,223	15,063	96,286	80,416	80,416	15,870
Employee Benefits						
Total Employee Benefits	19,750	5,575	25,325	18,989	18,870	6,336
Staff Development						
39 317 Professional Development - Non Teaching	1,000		1,000	1,000	632	0
39 318 Professional Memberships - Non Teaching	500		500	500	419	0
Total Staff Development	1,500		1,500	1,500	1,051	0
Supplies & Services						
39 361 Automobile Reimbursement	500		500	500	321	0
39 404 Telephone - Cellular	600		600	600	453	0
39 410 Office Supplies & Services	100		100	100	227	0
Total Supplies & Services	1,200		1,200	1,200	1,001	0
Replacement of F&E						
39 502 Replacement of Furniture & Equipment - Computer	0		0	0		0
Total Replacement of F&E	0		0	0		0
Fees & Contract Services						
39 702 Association & Membership Fees - Individuals	800		800	500	765	300
Total Fees & Contract Services	800		800	500	765	300
Total PURCHASING AND PROCUREMENT	104,473	20,638	125,111	102,605	102,103	22,506

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
SCHOOL OPERATIONS						
Salaries & Wages						
Total Salaries & Wages	4,198,240		4,198,240	4,183,521	4,056,175	14,719
Employee Benefits						
Total Employee Benefits	1,274,591		1,274,591	1,240,597	1,141,795	33,994
Staff Development						
40 317 Professional Development - Non Teaching	4,000		4,000	3,000	5,343	1,000
Total Staff Development	4,000		4,000	3,000	5,343	1,000
Supplies & Services						
40 340 Plant Operations Supplies	262,735		262,735	262,735	290,273	0
40 341 Electricity	2,007,699		2,007,699	1,876,468	1,732,914	131,231
40 343 Heating - Gas	338,202		338,202	339,788	329,570	-1,586
40 346 Water & Sewage	225,874		225,874	222,065	218,807	3,809
40 361 Automobile Reimbursement	7,600		7,600	7,600	12,257	0
40 404 Telephone - Cellular	2,000		2,000	2,000	256	0
40 430 Maintenance Supplies	50,000		50,000	50,000	53,773	0
40 435 Caretakers Supplies	3,500		3,500	3,500		0
Total Supplies & Services	2,897,610		2,897,610	2,764,156	2,637,850	133,454
Replacement of F&E						
40 501 Replacement of Furniture & Equipment - General	35,000		35,000	35,000	22,842	0
40 502 Replacement of Furniture & Equipment - Computer	1,800		1,800	1,800		0
40 681 Moving of Portables	0		0	0	120,844	0
Total Replacement of F&E	36,800		36,800	36,800	143,686	0
Fees & Contract Services						
40 654 Other Contractual Services	714,000		714,000	714,000	819,145	0
40 661 Software Fees & Licenses	33,000		33,000	33,000	52,708	0
40 681 Moving of Portables	10,000		10,000	10,000	1,879	0
Total Fees & Contract Services	757,000		757,000	757,000	873,732	0
Amortization						
40 790 Amortization	4,439,720	-33,018	4,406,702	4,439,720	4,406,702	-33,018
Total Amortization	4,439,720	-33,018	4,406,702	4,439,720	4,406,702	-33,018
Total SCHOOL OPERATIONS	13,607,961	-33,018	13,574,943	13,424,794	13,265,283	150,149

December 15, 2018

Revised Budget 2018-2019

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
SCHOOL MAINTENANCE						
Salaries & Wages						
Total Salaries & Wages	752,814		752,814	742,246	711,832	10,568
Employee Benefits						
Total Employee Benefits	191,933		191,933	179,503	179,356	12,430
Staff Development						
41 317 Professional Development - Non Teaching	2,500		2,500	2,500	2,338	0
Total Staff Development	2,500		2,500	2,500	2,338	0
Supplies & Services						
41 340 Plant Operations Supplies	0		0	0		0
41 361 Automobile Reimbursement	15,000		15,000	15,000		0
41 370 Vehicle Fuel	30,000		30,000	30,000	31,179	0
41 401 Repairs - Furniture & Equipment	1,000		1,000	1,000		0
41 404 Telephone - Cellular	6,000		6,000	6,000	3,875	0
41 430 Maintenance Supplies	155,000		155,000	155,000	203,856	0
41 431 Maintenance Services	569,300		569,300	569,300	918,907	0
41 432 Landscaping	6,000		6,000	6,000		0
41 434 Building & Grounds (School Based)	61,368		61,368	61,368	6,401	0
41 438 Municipal Improvements	5,000		5,000	5,000		0
41 439 Local Improvement Supplies	0		0	0		0
41 440 Vehicle Maintenance & Supplies	10,000	5,000	15,000	10,000	19,073	5,000
Total Supplies & Services	858,668	5,000	863,668	858,668	1,183,291	5,000
Replacement of F&E						
41 501 Replacement of Furniture & Equipment - General	4,500		4,500	4,500	3,615	0
41 625 Rental/Lease - Vehicles	0		0	0		0
Total Replacement of F&E	4,500		4,500	4,500	3,615	0
Replacement of F&E						
Interest Charges on Capital						
41 754 Debenture Interest - post May 15, 1998	62,466		62,466	66,800	66,800	-4,334
Total Interest Charges on Capital	62,466		62,466	66,800	66,800	-4,334

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
Fees & Contract Services						
41 653 Other Professional Fees	2,000		2,000	2,000	19,611	0
41 654 Other Contractual Services	26,000		26,000	26,000	19,772	0
41 661 Software Fees & Licenses	30,000		30,000	30,000	25,066	0
41 671 Property Insurance	120,793		120,793	120,793	35,172	0
41 672 Liability Insurance	89,000		89,000	89,000	38,661	0
41 673 Vehicle Insurance	11,000		11,000	11,000	4,020	0
41 702 Association & Membership Fees - Individuals	2,000		2,000	2,000		0
Total Fees & Contract Services	280,793		280,793	280,793	142,302	0
Total SCHOOL MAINTENANCE	2,153,674	5,000	2,158,674	2,135,010	2,289,534	23,664
SCHOOL RENEWAL						
Supplies & Services						
42 760 Local Improvements	919,113	74,084	993,197	925,159	749,268	68,038
Total Supplies & Services	919,113	74,084	993,197	925,159	749,268	68,038
Total SCHOOL RENEWAL	919,113	74,084	993,197	925,159	749,268	68,038
NEW PUPIL PLACES						
Interest Charges on Capital						
43 754 Debenture Interest - post May 15, 1998	1,956,910		1,956,910	2,075,970	2,031,676	-119,060
43 761 Capital Loan Interest	2,400		2,400	3,600	3,600	-1,200
Total Interest Charges on Capital	1,959,310		1,959,310	2,079,570	2,035,276	-120,260
Total NEW PUPIL PLACES	1,959,310		1,959,310	2,079,570	2,035,276	-120,260

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
OP & MAINT/CAPITAL-NON						
Salaries & Wages						
Total Salaries & Wages	43,209		43,209	42,771	42,804	438
Employee Benefits						
Total Employee Benefits	13,401		13,401	12,671	13,112	730
Staff Development						
44 317 Professional Development - Non Teaching	0		0	0		0
Total Staff Development	0		0	0		0
Supplies & Services						
44 336 Printing & Photocopying - Non-instructional	3,000		3,000	3,000	258	0
44 340 Plant Operations Supplies	0		0	0	25	0
44 341 Electricity	66,636		66,636	64,817	40,814	1,819
44 343 Heating - Gas	6,717		6,717	6,717	7,337	0
44 346 Water & Sewage	4,917		4,917	4,822	2,541	95
44 361 Automobile Reimbursement	0		0	0	160	0
44 405 Telephone - Voice	4,200		4,200	4,200	348	0
44 410 Office Supplies & Services	2,500		2,500	2,500	3,792	0
44 430 Maintenance Supplies	45,000		45,000	45,000	18,468	0
44 431 Maintenance Services	20,000		20,000	20,000	25,387	0
44 432 Landscaping	0		0	0		0
44 440 Vehicle Maintenance & Supplies	0		0	0		0
Total Supplies & Services	152,970		152,970	151,056	99,130	1,914
Replacement of F&E						
44 501 Replacement of Furniture & Equipment - General	2,000		2,000	2,000	9,270	0
Total Replacement of F&E	2,000		2,000	2,000	9,270	0
Interest Charges on Capital						
44 754 Debenture Interest - post May 15, 1998	33,661		33,661	35,996	35,996	-2,335
Total Interest Charges on Capital	33,661		33,661	35,996	35,996	-2,335
Rental Expenses						
44 611 Rental/Lease - Non-Instructional Accommodation	19,080		19,080	18,484	18,977	596
44 653 Other Professional Fees	0		0	0		0
Total Rental Expenses	19,080		19,080	18,484	18,977	596

December 15, 2018

Revised Budget 2018-2019

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
Fees & Contract Services						
44 654 Other Contractual Services	36,284		36,284	36,284	11,926	0
Total Fees & Contract Services	36,284		36,284	36,284	11,926	0
Total OP & MAINT/CAPITAL-NON INSTRUCTIONAL	300,605		300,605	299,262	231,215	1,343
 DIRECT CAPITAL & DEBT						
Interest Charges on Capital						
45 754 Debenture Interest - post May 15, 1998	291,711		291,711	305,191	305,192	-13,480
Total Interest Charges on Capital	291,711		291,711	305,191	305,192	-13,480
Other Expenses						
45 762 Other Capital	146,395		146,395	146,395	146,395	0
45 763 Other Capital Expenditure	0	90,000	90,000		46,177	90,000
Total Other Expenses	146,395	90,000	236,395	146,395	192,572	90,000
Total DIRECT CAPITAL & DEBT	438,106	90,000	528,106	451,586	497,764	76,520
 TRANSPORTATION - GENERAL						
Supplies & Services						
50 404 Telephone - Cellular	0		0	0		0
Total Supplies & Services	0		0	0		0
Fees & Contract Services						
50 654 Other Contractual Services	231,975		231,975	230,000	228,624	1,975
Total Fees & Contract Services	231,975		231,975	230,000	228,624	1,975
Total TRANSPORTATION - GENERAL	231,975		231,975	230,000	228,624	1,975
 TRANSPORTATION - HOME TO SCHOOL						
Fees & Contract Services						
51 654 Other Contractual Services	5,174,184		5,174,184	4,846,320	4,739,841	327,864
51 658	0		0		1,097	0
Total Fees & Contract Services	5,174,184		5,174,184	4,846,320	4,740,938	327,864
Total TRANSPORTATION - HOME TO SCHOOL	5,174,184		5,174,184	4,846,320	4,740,938	327,864

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
CONTINUING EDUCATION						
Salaries & Wages						
Total Salaries & Wages	270,653		270,653	269,218	375,722	1,435
Employee Benefits						
Total Employee Benefits	31,341		31,341	26,732	25,151	4,609
Staff Development						
55 315 Professional Development - Academic & S.O.'s	500		500	500	849	0
55 317 Professional Development - Non Teaching	0		0	0		0
Total Staff Development	500		500	500	849	0
Supplies & Services						
55 325 Program Supplies	0		0	0	24	0
55 330 Instructional Supplies	9,400		9,400	9,400	4,610	0
55 335 Printing & Photocopying - Instructional	1,200		1,200	1,200	670	0
55 361 Automobile Reimbursement	4,400		4,400	4,400	3,442	0
55 404 Telephone - Cellular	600		600	600		0
Total Supplies & Services	15,600		15,600	15,600	8,746	0
Replacement of F&E						
55 502 Replacement of Furniture & Equipment - Computer	0		0	0		0
Total Replacement of F&E	0		0	0		0
Fees & Contract Services						
55 702 Association & Membership Fees - Individuals	1,000		1,000	1,000	989	0
Total Fees & Contract Services	1,000		1,000	1,000	989	0
Total CONTINUING EDUCATION	319,094		319,094	313,050	411,457	6,044

**Brant Haldimand Norfolk Catholic District School Board
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
OTHER NON-OPERATING						
Supplies & Services						
59 462 SGF Expense	3,500,000		3,500,000	3,500,000	3,511,888	0
Total Supplies & Services	3,500,000		3,500,000	3,500,000	3,511,888	0
Other Expenses						
59 722 Claims & Settlements	0		0	0		0
59 795 Loss on Disposal of TCA	0		0	0		0
Total Other Expenses	0		0	0		0
Total OTHER NON-OPERATING	3,500,000		3,500,000	3,500,000	3,511,888	0
Total Budget	134,257,796	1,156,540	135,414,336	129,705,303	128,465,364	5,709,033

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

Prepared by: Kaiya Daly, Student Trustee
Presented to: Board of Trustees
Submitted on: January 22, 2019
Submitted by: Chris N. Roehrig, Director of Education & Secretary

STUDENT TRUSTEE REPORT

Public Session

BACKGROUND INFORMATION:

All three student council's had successful Christmas activities and events leading up to the holidays. Each school also partook in the celebration of Advent through mass and morning prayer. It is now exam season for the three high schools and they are focusing on the semester ahead.

DEVELOPMENTS:

The main focus of Student Council in all of our high schools is the coming months and events that will be taking place in February and March. The planning is in progress for many different events for each individual school. Student Senate has also finished the planning for the Student Council retreat to take place in February.

SCHOOL NEWS:

At St. John's College, their Student Council, Student Health Awareness Committee (S.H.A.C.), and Campus Ministry Group (M.I.H.) have been planning an 'Exam De-Stress Week' for the students to learn tips on exams, specifically the grade nines. There are four days leading up to the first exam on a Friday where there will be Christian meditation every morning, and different lunch activities available to the students. Student Council and S.H.A.C. will also be utilizing social media as a way to reach more students. The first day will be focusing on the importance of sleep and the negative affects lack of sleep can have while writing exams. There will be yoga classes at lunch that will include breathing exercises for stress and other useful techniques. The second day is focusing on study tips where there will be a livestream video where student council members will answer questions sent in on exams. The third day focuses on healthy study snacks. S.H.A.C. brought in a nutritionist for ideas of what recipes are best. The final day, which is the day before exams, focuses on the importance of breaks where there will be a chance to interact with animals at lunch.

This week, Assumption College Student Council is selling Valentine's Day Carnations to be delivered to the designated receiver's homeroom on Valentine's Day. Other events that are in planning for the second semester are on hold as per exam time, and will resume at the first meeting of the second semester.

Holy Trinity had an extra drama production for the enjoyment of the student on the final day before Christmas holidays. This production in conjunction with the turkey dinner helped to make the celebration a success. During exam season Student Council has postponed their meetings until second semester begins, where they will look into events to take place for Valentine's Day.

RECOMMENDATION:

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

2018-19
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
January 22, 2019	4:00 pm 7:00 pm	Policy Committee Meeting Board Meeting	Revised
February 1 & 2, 2019		Retreat with Bishop Fabbro	
February 13, 2019	10:30 am 3:00 pm	SAL In-Take – Holy Trinity Executive Council Mtg.	
February 14, 2019	9:00 am 1:00 pm	SAL In-take – St. John's SAL In-take – Assumption	
February 19, 2019	7:00 pm	Committee of the Whole	
February 25, 2019	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
February 26, 2019	9:00 am 9:30 am 7:00 pm	STSBHN Meeting SEAC Meeting Board Meeting	
February 28, 2019	5:00 pm	Conversation with Bishop Crosby	
March 6, 2019	10:30 am 3:00 pm	SAL In-take – Holy Trinity Executive Council Mtg.	
March 7, 2019	9:00 am 1:00 pm	SAL In-take – St. John's SAL In-take – Assumption	
<i>March 11-15, 2019</i>		MARCH BREAK	
March 19, 2019	9:30 am 7:00 pm	SEAC Meeting Committee of the Whole	
March 26, 2019	4:00 pm 7:00 pm	Legal Expenses Committee Mtg. Board Meeting	
March 27, 2019	1:00 pm	Catholic Education Advisory Committee Mtg.	
April 5, 2019	9:00 am	Council of Catholic Service Organizations Committee Mtg.	
April 10, 2019	10:30 am 3:00 pm 7:00 pm	SAL In-take – Holy Trinity Executive Council Mtg. System-Wide Parent Council Adobe Connect Session	
April 11, 2019	9:00 am 1:00 pm	SAL In-take – St. John's SAL In-take – Assumption	
April 16, 2019	9:30 am 7:00 pm	SEAC Meeting Committee of the Whole	
April 23, 2019	7:00 pm	Board Meeting	
April 25-27, 2019		OCSTA AGM & Conference	
<i>May 5-May 10, 2019</i>		<i>Catholic Education Week</i>	
May 8, 2019	10:30 am	SAL In-take – Holy Trinity	
May 9, 2019	9:00 am 1:00 pm	SAL In-take – St. John's SAL In-take – Assumption	
May 15, 2019	3:00 pm	Executive Council Mtg.	
May 21, 2019	9:30 am 7:00 pm	SEAC Meeting Committee of the Whole	
May 28, 2019	9:00 am 7:00 pm	STSBHN Meeting Board Meeting	
May 30-June 1, 2019		CCSTA AGM	
June 5, 2019	10:30 am	SAL In-take – Holy Trinity	
June 12, 2019	3:00 pm	Executive Council Mtg.	
June 13, 2019	9:00 am 1:00 pm	SAL In-take – St. John's SAL In-take – Assumption	
June 18, 2019	9:30 am	SEAC Meeting	

Date	Time	Meeting/Event	New / Revised
	7:00 pm	Committee of the Whole	
June 25, 2019	7:00 pm	Board Meeting	
June 27, 2019	4:45 pm 6:30 pm 7:00 pm	Assumption College Graduation Holy Trinity Graduation St. John's College 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