



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Agenda**

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

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**Budget Committee  
Tuesday, June 4, 2019 – 4:00 p.m.  
Boardroom – Catholic Education Centre**

**Members:** Rick Petrella (Chair), Scott Keys, Carol Luciani, Mike McDonald, Pat Petrella, Mark Watson

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|----------------------------------------------------|---------------|
| <b>1. Opening Prayer</b>                           | Rick Petrella |
| <b>2. Approval of the Agenda</b>                   | Rick Petrella |
| <b>3. Approval of the Minutes of June 11, 2018</b> | Rick Petrella |
| <b>4. Declarations of Conflict of Interest</b>     | Rick Petrella |
| <b>5. Business Arising from the Minutes</b>        | Rick Petrella |
| <b>6. Information Items:</b>                       |               |
| 6.1 Education Funding For 2019-20                  | Scott Keys    |
| 6.2 2018-19 Surplus Budget                         | Scott Keys    |
| <b>7. Trustee Inquiries</b>                        | Rick Petrella |
| <b>8. Move to In-Camera Session</b>                | Rick Petrella |
| <b>9. Report on In-Camera Session</b>              | Rick Petrella |
| <b>10. Next Meeting &amp; Adjournment</b>          |               |
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Next Meeting: Call of the Chair



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

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**Budget Committee  
Monday, June 11, 2018 – 4:00 p.m.  
Boardroom, Catholic Education Centre**

**Present:** Rick Petrella (Chair), Cliff Casey, Bill Chopp, Pat Daly, Dan Dignard, Tom Grice, Carol Luciani, Bonnie McKinnon, Pat Petrella, Chris N. Roehrig, Michelle Shypula, Leslie Telfer

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**1. Opening Prayer**

Rick Petrella opened the meeting with prayer.

**2. Approval of the Agenda**

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Budget Committee approves the agenda of June 11, 2018.

**Carried**

**3. Approval of the Minutes – May 16, 2018**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Budget Committee approves the minutes of May 16, 2018.

**Carried**

**4. Declaration of Conflict of Interest – Nil**

**5. Business Arising from the Minutes – Nil**

**6. Staff Reports and Information Items**

**6.1 2018-19 Budget – Non-Salary/Benefits**

Mr. Grice noted that the budget includes extension agreement items and enrolment projections, which drives the budget revenue. The Board anticipates exceeding 10,000 students during the 2018-19 year. The Board approved budget goals for this budget, which are consistent with the current multi-year strategic plan. The proposed budget is balanced and shows an increase of over \$4 million from 2017-18. The revenue summary was shared with trustees and is presented in a manner that shows incremental increases/decreases by category. On the expense side of the budget, Mr. Grice discussed special education changes, which include electronic devices for staff and changes to the transportation allocation to protect against potential cost increases. All other expenditure areas have been discussed by trustees at earlier Committee meetings.



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

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Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Budget Committee recommends that the Committee of the Whole refers the 2018-19 Salaries and Benefits Budget, in the amount of \$105,478,873, to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Budget Committee recommends that the Committee of the Whole refers the 2018-19 Operations Budget, in the amount of \$28,778,923, to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Budget Committee recommends that the Committee of the Whole refers the 2018-19 Capital Budget, in the amount of \$6,657,056, to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**7. Trustee Inquiries - Nil.**

**8. Move to In-Camera Committee**

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Budget Committee move into in-camera session.

**Carried**

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

Moved by: Trustee McKinnon

Seconded by: Trustee Luciani

THAT the Budget Committee approves the business of the In-Camera Session.

**Carried**

**10. Adjournment**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Budget Committee adjourns the meeting of June 11, 2018.

**Carried**

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**Next Meeting:** At the Call of the Chair

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

Prepared by: Scott Keys, Superintendent of Business & Treasurer  
Presented to: Budget Committee  
Submitted on: June 4, 2019  
Submitted by: Michael MacDonald, Director of Education & Secretary

### EDUCATION FUNDING FOR 2019-20

Public Session

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#### **BACKGROUND INFORMATION:**

On April 26, 2019, the Ministry of Education released information regarding Grants for Student Needs (GSNs) and Facility Operating and Renewal Funding for the 2019-20 school year.

- [Ministry of Education Memo 2019: B14](#)

A further announcement was made on May 24, 2019 with regard to details of the grant formulas and other criteria education funding through the GSNs that are used to calculate allocations for budgeting and financial reporting purposes.

- [Education Funding: Technical Paper 2019-20](#)

Provincial highlights of the announcements include:

- Total GSN funding remains at similar levels from prior year at \$24.66 billion.
- Average per-pupil funding is projected to be \$12,246 (2018-19, \$12,300).
- Ten of the 13 Special Purpose Grants are either maintained or increasing from 2018-19 funding levels.
- The GSN reflects funding for increased enrolment, ongoing investments to meet labour agreements and regular updates to the GSN.
- Extension agreement funding is set to expire on August 31, 2019. Continuation of funding is a subject for the upcoming central bargaining process

The Ministry of Education has also launched the new Priorities and Partnership Funds (PPF) to replace the previous Education Program – Other funding. The PPF will be evidence-based and outcome-based; while providing streamlined, accountable and time-limited funding.

The Ministry of Education will provide up to \$330 million in PPF funding and has confirmed approximately \$185 million to date. Board-by-board allocation has yet to be announced.

- [2019-20 Priorities and Partnerships Fund](#)

## **DEVELOPMENTS:**

### Pupil Foundation Grant

The Pupil Foundation Grant is a per-pupil allocation that supports the elements of a classroom education that are required by, and generally common to, all students.

### *Changes to Class Sizes*

The table below summarizes the changes to class sizes, subject to ongoing consultation with education partners and labour negotiations.

<b>Description</b>	<b>Funded Class Size</b>	<b>Regulated Class Size</b>
Kindergarten	Unchanged <ul style="list-style-type: none"><li>• Average class size 25.57.</li><li>• ECE classroom staffing ratio decreased to 1.0 FTE (from 1.14 FTE).</li><li>• Funding for ECE supply costs introduced (Pupil Foundation).</li></ul>	<ul style="list-style-type: none"><li>• Board-wide average remains at 26.0, hard cap of 29.0.</li><li>• Flexibility for 10% of classes up to 32.0, if purpose-built accommodation is not available (only until 2021-22).</li></ul>
Primary (Grades 1 – 3)	Unchanged <ul style="list-style-type: none"><li>• Average class size 19.8.</li></ul>	<ul style="list-style-type: none"><li>• Board-wide average remains at 20.0.</li><li>• Flexibility for 10% of classes to be up to 23.0.</li></ul>
Intermediate (Grades 4 - 8)	Increased <ul style="list-style-type: none"><li>• Average class size 24.5 (from 23.84).</li></ul>	<ul style="list-style-type: none"><li>• Maximum board-wide average increased to 24.5.</li></ul>
Secondary (Grades 9 – 12)	Increased <ul style="list-style-type: none"><li>• Average class size 28.0 (from 22.0).</li></ul>	<ul style="list-style-type: none"><li>• Maximum board-wide average increased to 28.0.</li></ul>

School boards can phase-in the class size changes over a four-year period beginning in 2019-20, with additional funding available through the Teacher Job Funding Protection allocation (see Special Purpose Grants).

In 2019-20, the Board is planning to target a secondary class size of 23.5, which will gradually increase to the required 28:1 in the next three years.

### *Other Key Changes:*

- ECE supply costs will now be funded at \$87.32 per average daily enrolment (ADE).
- A 1% increase to the salary benchmarks for staff in 2019–20, to reflect the 2017–19 central labour agreements.
- Beginning in 2020-21, the government will centralize the delivery of all e-learning courses and secondary students will take a minimum of four e-learning credits as part of their Ontario Secondary School Diploma (OSSD) requirement.
  - The Secondary Programming Amount will no longer be provided.

### School Foundation Grant

The School Foundation Grant supports the costs of in-school administration and leadership (salaries and benefits for principals, vice-principals and office support staff), as well as supplies for school administration purposes.

#### Key Highlights and Changes:

- Compensation benchmark adjustments (including benefits) to support salary increases specific in the 2018-20 Principal /Vice-Principal agreements.

### Special Purpose Grants

The Special Purpose Grants recognize that different levels of support are required by school boards to provide quality education in different locations, to respond to students and school needs and support varying demographic profiles.

#### *Teacher Job Protection Funding*

Funding is being provided for up to four years to protect classroom teachers impacted by the proposed changes to class sizes and e-learning; allowing school boards to phase-in these proposed changes.

This is the first of four years of teacher job protection funding to top up school boards where the change in funded classroom teachers exceeds actual attrition and other voluntary leaves. This funding will offset the impact of the reductions in the Pupil Foundation Grant.

#### *Special Education*

An additional provincial investment of \$15.2 million in the Behaviour Expertise Amount (BEA) allocation allows school boards to hire more professional staff at the school board level who have expertise in Applied Behaviour Analysis (ABA), including Board Certified Behaviour Analysts (BCBAs) and to double the training opportunities that will build school board capacity in ABA.

This investment will increase the:

- ABA Expertise Professionals Amount to a total of \$24.5 million, and the
- ABA Training Amount to a total of \$6.0 million.

Refer to Appendix A – Changes to Special Purpose Grants, for a summary of the changes to all 13 Special Purpose Grants.

### **RECOMMENDATION:**

THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approve the Education Funding for 2019-20 report.

## Changes to Specific Purpose Grants

Specific Purpose Grants	New for 2019-20
Special Education	Additional funding for boards to hire board-level ABA professionals, including Board Certified Behaviour Analysts (BCBAs) and provide training opportunities to build school board capacity in ABA.
Geographic Circumstances	Supported Schools Allocation has been updated to reflect the proposed changes in the Pupil Foundation Grant related to class size and the ECE funded classroom staffing ratio.
Indigenous Education	Boards are required to deliver Indigenous languages and Indigenous studies courses if a minimum of nine secondary pupils of the board enroll in the course.
Learning Opportunities	Local Priorities Fund (LPF) expires on August 31, 2019.
Continuing Education	<p>The investments related to adult day-school teachers previously funded through the LPF has been transferred to the continuing education allocation.</p> <p>A new International Student Recovery Amount (ISRA) will reduce board's operating allocations based on a flat fee of \$1,300 per ADE of fee-paying international visa students.</p>
Teacher Qualifications & Experience	<p>Base amount of the Cost Adjustment Allocation has been discontinued.</p> <p>New Teacher Job Protection Funding for up to four years to protect classroom teachers impacted by the proposed changes to class sizes and e-learning; allowing school boards to phase-in these proposed changes. In year one, a top up is provided where the change in funded classroom teachers exceeds the actual attrition and other voluntary leaves.</p>
Student Transportation	Stabilization funding is provided to boards that run efficient transportation operations, but the costs of student transportation exceed the funding provided for that purpose.
School Board Administration	The Human Resource Transition Supplement to assist in managing the negotiated 2017-19 central agreements is discontinued.
School Facility Operations & Renewal	Additional funding through the School Renewal Allocation, which is only used towards expenditures that are capital in nature.
Language Grant Safe & Accepting Schools Declining Enrolment Debt Service Support	No change anticipated in these grants.

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

Prepared by: Scott Keys, Superintendent of Business & Treasurer  
Presented to: Budget Committee  
Submitted on: May 22, 2019  
Submitted by: Mike McDonald, Director of Education & Secretary

**2018-19 SURPLUS BUDGET**  
Public Session

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**BACKGROUND INFORMATION:**

The Board is projecting a budget surplus of approximately \$430,000 in the 2018-19 school year. An increase in enrolment at the October 2018 and March 2019 reporting dates has contributed to this budget surplus.

**DEVELOPMENTS:**

Senior Administration has prioritized items and is recommending that this surplus be allocated in the following areas:

- Curriculum.
- Information Technology.
- Special Education.
- Mental Health and Well Being.

Please see Appendix A for a complete listing of surplus budget allocations.

**RECOMMENDATION:**

THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approve the 2018-19 Surplus Budget report.





Department	Area	Strategic Priorities / Essential Practices Rationale	Item and Quantity	Cost
Curriculum	FSL	<p><b>FSL Secondary teachers</b> will use the tablets within their Language classes to capture and collect student conversations, observations and products. Students will capture their voice individually or with peers to upload in their D2L portfolio. Tablets will be used to leverage digital in our Secondary FSL classes. Introduces technology pilot in secondary that will be implemented and monitored by the FSL consultant to determine effectiveness. Leverages digital in supporting Essential Practices in Literacy.</p>	Samsung Tab A 8.0 2017 - 4 X 3 Modern Language Departments (each high school) x 12	\$ 3,183.48
			Android Case x 12	\$ 271.91
			Ftt600 Tech Tub 2 (holds 4 devices) X 3 (one for each high school)	\$ 755.97
	Pathways	<p>The BHNCD SB Online Course selection allows for students from Grade 7 to 12 (approx. 5000) to begin their pathways planning as well as course selections for secondary school. The current software (Career Cruising) is no longer being supported by updates, corrections and changes that our Board requires. We have consistently had issues such as server crashing during course selection, lack of modifications for registration, incorrect data etc. which have been identified and communicated to Career Cruising. The response has been that it will be looked at and if there is a large need to address them it will take approx. 2 years. Career Cruising has a new platform "Xello" (same software with a new Skin) which also has limitations which we have requested to be addressed such as Summer School Direct Registration, modifications to course selections, school vs district access and tracking (OSSD, SHSM, Community Service Hours etc.) and this has also been put on a 2 year time line.</p> <p>My Blue Print is an Ontario based company and has addressed these issues and corrected them in their system. They work closely with boards to modify the software as is needed for the district and their students. They have worked closely with other provincial organizations (OYAP, SHSM etc.) to ensure that current resources and data are available to students. Implementation and communication with Power school has already been addressed and training for Guidance and IT is thorough.</p>	My Blueprint (courses selection), Cost per year	\$ 17,000.00



Department	Area	Strategic Priorities / Essential Practices Rationale	Item and Quantity	Cost
<b>Curriculum</b>	Pathways	Safety Upgrade (Training (such as First Aid, Lock out, etc.) The request for additional funding to support the Safety Portfolio is three fold. First, the inspection and up-keep of current equipment is to ensure that the board mitigates the chances of injury to all, which includes the appropriate training for staff. Secondly, repairs which are required from constant use and age will minimize the need for greater expenses required if equipment needs to be replaced. Lastly, the purchase and updating of equipment will help ensure that BHNCDSB students are working/using technology that is currently used in industry.	Safety Upgrade	\$ 25,000.00
	Literacy	Primary - Additional Language Literacy Intervention LL1 Kits to be used in schools. A supplemental literacy intervention program for students in grade one or two who are not at target	LL1 Kits (\$5,000 each x 5 Kits (ideally))	\$ 25,000.00
	Literacy	Scenario 2 - Literacy diagnostic for intermediate grade 7 to 8 students, Ontario Comprehension Assessment(OCA) will establish cross curricular consistency from grade 7 to grade 10 and support OSSLT strategies. Supports student success initiative.	OCA Kits (\$300 each X 6 schools x 2 kits per school)	\$ 3,600.00
			TOTAL	\$ 74,811.36



Department	Area	Strategic Priorities / Essential Practices Rationale	Item and Quantity	Cost
E		Scenario 3 - Replace 1/3 of Elementary Teacher Laptops - plan to replace teacher laptops is accelerated by 1 year	97 laptops x \$547.58	\$ 53,115.26
		Scenario 2 - The addition of new devices and a tech tub for classrooms (varies per school) for a 5:1 student ratio per device	Additional Cost of Device: \$256.26 each, Additional Tech Tub Cost: \$ 220.00 each	\$ 143,887.21
			TOTAL	\$ 197,002.47



Department	Area	Strategic Priorities / Essential Practices Rationale	Item and Quantity	Cost
Special Education	Special Education - Assessment	The Woodcock Johnson IV Achievement Assessment is used primarily to measure ability for academic achievement, oral language, scholastic aptitude and overall cognitive skills. If a battery of various assessment data indicates that a child would benefit from an achievement assessment, the district currently will use the WJ IV Achievement Form C Testing Kit to assess the student. We are recommending the purchase of Woodcock Johnson IV Form A - Tests of Achievement Kit - one per school. <i>The availability of alternate forms (both Form A and C) makes the WJ IV Ach tests useful for repeated testing of an individual over time, such as pretest-post-test research designs or in educational programs requiring subsequent test administrations to measure progress or change over time. By using a different, but equivalent, form for each administration, professionals can reduce dependence on any single form of the test and minimize potential overexposure to the test items (practice effect). This will allow the teacher/SERT to further differentiate instruction, know the learner, identify areas of improvement and provide next step for learning.</i>	WJ IV Achievement Form A Testing Kit - one kit per school X \$1,053	\$ 36,976.40
			WJ IV Achievement Form C Testing Kit - 3 additional kits x \$1,053	\$ 3,564.71
	Special Education - NVCI Training	As part of our District and School Level Safe and Accepting Schools Plans, we are committed to providing Nonviolent Crisis Intervention Training to a wider scope of staff in our schools. We are currently providing mandatory training for all school administration, all school special education resource teachers and educational assistants. Refresher training is required every two years. Additionally, we have invited other school staff (e.g. classroom teachers) to participate voluntarily and have received positive uptake. Therefore, to maintain the momentum and sustainability of this training, we are requesting Nonviolent Crisis Intervention Training Books to <i>provide core knowledge, understanding and skills that provide a consistent framework for decision making and problem solving to prevent or intervene safely in crisis situations. The use of NVCI training is identified as a critical component of our Notification of Risk of Injury Protocol and development of student safety plans.</i>	Participant Refresher Workbooks - 100 X \$25	\$ 4,225.00
	Special Education - NVCI Trainer Certification	To meet with the demands of training staff in effective Nonviolent Crisis Intervention - we would request monies to have an additional instructor certified.	Certify and additional Instructor	\$ 5,490.81
TOTAL				\$ 50,256.92



Department	Area	Strategic Priorities / Essential Practices Rationale	Item and Quantity	Cost
Mental Health and Well-Being	MH Literacy & Capacity Building	As part of our 3 year Mental Health and Well-Being Action Plan, we will continue targeting the goals set out in the plan and accessing resources that will deepen staff learning in becoming Trauma informed. This focused training will further provide our staff with the tools needed to being better able to understand and engage their learner. Dr. Kristen McLeod is an expert in Trauma Informed decision making and was the well-received keynote speaker during our April Mental Health System Wide PA Day. In order to continue this work, we intend to have Dr. McLeod support our administrators during AAC/Family of Schools Meetings as well as support staff (e.g. education assistants, teachers, early childhood educators) on PA Days, day and afterschool workshops.	Half Day training sessions with Dr. Kristen McLeod, Cpsych x 10 (\$1,500. per half day)	\$ 15,000.00
	Social Emotional Learning: Kindergarten	As part of the School Mental Health Ontario Action Plan 2019, an area of focus is to equip and support educators/support staff in the delivery of grade appropriate social-emotional learning and mental health learning when they identify that a child is struggling. In alignment with our Mental Health and Well-Being Strategy, we are proposing expanding the Mind Up Kits into all Kindergarten classrooms in the District. In conjunction with both the Haldimand Norfolk and the Brant County Health Units student learning and lesson planning will take a proactive approach to stress management and building emotional resiliency.	Expand Mind up kits (used last year), 15 kits = approx. \$10,000.00, would produce the same number of kits and increase uptake in K classes specifically. Would provide training to K teachers to embed the programming into K classes. Training dollars would come from next year's budget.	\$ 10,000.00
TOTAL				\$ 25,000.00
Misc.		Children's Safety Village - assisting children in learning how to respond to dangerous or threatening situations and effective personal safety strategies.	Contribution for student participation	\$ 10,000.00
				\$ 10,000.00
TOTAL USE OF SURPLUS				\$ 357,070.75
SURPLUS AVAILABLE FOR USE				\$ 430,000.00
				\$ 72,929.25