



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

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**Budget Committee  
Tuesday, January 21, 2020 – 5:30 p.m.  
Boardroom**

**Present:** Rick Petrella (Chair), Cliff Casey, Bill Chopp, Rob De Rubeis, Dan Dignard, Scott Keys, Carol Luciani, Mike McDonald, Lorrie Temple, Mark Watson

**Regrets:** Jagoda Kirilo

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**1. Opening Prayer**

Rick Petrella opened the meeting with prayer.

**2. Approval of the Agenda**

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Budget Committee approves the agenda of January 21, 2020.

**Carried**

**3. Approval of the Minutes**

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Budget Committee approves the Minutes of June 24, 2019.

**Carried**

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

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

**6. Staff Reports and Information Items**

**6.1 Revised Estimates – 2019-20**

Superintendent Keys reviewed the Revised Estimates. He noted that a balanced Revised Budget was submitted to the Ministry on December 15, 2019. Superintendent Keys explained that an enrolment increase, which was greater than anticipated, mainly drove the increase in revenue. He provided details regarding the key changes to the Grants for Student Needs (GSNs), which increased by approximately \$650,000 at revised estimates. Operating Expenditures increased by approximately \$650,000 due to additional staff, continued support for computer technology, increased PPF and continued support for programming.

Superintendent Keys reviewed the changes in full-time equivalent (FTE) staffing, which included additional teachers, early childhood educators (ECEs) and educational assistants (EAs) as a result of increased enrollment, to maintain class size compliance and student needs. The Capital Budget increased by approximately \$1.2 million. These funds were used for the purchase of



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additional portables at St. Basil Catholic Elementary School and St. Joseph's School and property improvements at various schools.

Superintendent Keys noted that he and Jagoda Kirilo, Manager of Finance, are working toward aligning the financial reporting process, including the budget, to allow trustees to have a clear picture of funding and expenditures in the various planning areas. Trustee Casey noted that this may prove difficult if the Ministry changes funding, line items, etc.

Trustees requested that more detail be provided regarding expenditures to better know the amount of revenues received versus the dollars spent against the revenues. Superintendent Keys noted that trustees should contact him should they have specific questions regarding expenditures.

Vice-Chair Luciani enquired about the guidelines regarding the Proceeds of Disposition. Superintendent Keys noted that when Board property is sold, the proceeds from the sale are deposited into a fund. The Ministry will now allow school boards to use these funds for school renewal; provided they approve the school renewal projects and required funds.

Moved by: Carol Luciani  
Seconded by: Mark Watson

THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approve the Revised Estimates – 2019-20 Operating Expenditure, in the amount of \$135,314,144.

**Carried**

Moved by: Mark Watson  
Seconded by: Carol Luciani

THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approve the Revised Estimates – 2019-20 Capital Expenditure, in the amount of \$7,662,590.

**Carried**

### 6.1 2020-21 Budget Plan

Superintendent Keys noted that the Budget Manual, which has been used in the past, has been replaced with a presentation-style information session. Principals, managers and staff responsible for budgets will be provided a copy of the *Budget Process* presentation and will be schooled on zero-based budgeting. He explained that zero-based budgeting is a method of budgeting where all expenses must be justified. The process begins from a zero base and every function / cost is analyzed for its needs, costs and how the needs / costs relate to the Board's Strategic Plan. Superintendent Keys reviewed the Budget Guiding Principles, noting that the development of the budget will be a collaborative process and the Board's Strategic Plan will drive decisions regarding funding resources, conservatism, etc.

Superintendent Keys also explained that as part of the budget process, a Budget Consultation Survey will be forwarded to all Board employees, students, community members, parishes, etc., to obtain their feedback regarding where Board funding should be prioritized. The Budget Survey will be available in February and interested parties will have approximately four weeks to



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complete the Survey. Superintendent Keys asked trustees to review the Survey questions and provide feedback to him before January 24<sup>th</sup>.

Chair Petrella asked that the budget process clearly articulate that the Board will always maintain a balanced budget.

Moved by: Mark Watson

Seconded by: Carol Luciani

THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approve the 2020-21 Budget Plan Report and Consultation Survey.

**Carried**

### 7. **Trustee Inquiries:**

Vice-Chair Luciani asked if Superintendent Keys if he will be able to monitor the response to the budget consultation survey; should there be a low response? Superintendent Keys noted the he will be able to monitor the response rate. The Survey will be tweeted out, information will be placed in school newsletters, on the Board website, assistance will be requested from principals, school council members, RCPIC members, parishes, etc., to spread the word about the survey and encourage individuals to complete it.

### 8. **Business of the In-Camera Committee**

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Budget Committee moves to an in-camera session.

**Carried**

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

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

Moved by: Mark Watson

Seconded by: Carol Luciani

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

**Carried**

### 10. **Adjournment**

Moved by: Mark Watson

Seconded by: Carol Luciani

THAT the Budget Committee adjourns the meeting of January 21, 2020.

**Carried**

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**Next Meeting:** Monday, April 20, 2020 – 5:00 pm