



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Agenda**

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

---

**Budget Committee  
Wednesday, May 16, 2018 – 4:00 p.m.  
Boardroom**

**Members:** Rick Petrella (Chair), Tom Grice, Carol Luciani, Bonnie McKinnon, Pat Petrella

---

- |   |               |
|---|---------------|
| <b>1. Opening Prayer</b>  | Rick Petrella |
| <b>2. Approval of the Agenda</b>  | Rick Petrella |
| <b>3. Approval of the Minutes of April 18, 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><br>6.1 Devices for Special Education Staff | Chris Roehrig |
| <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>                               |               |
- 

Next Meeting: Tuesday, June 5, 2018 – 4:00 p.m., Boardroom



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

---

**Budget Committee  
Wednesday, April 18, 2018 – 4:00 p.m.  
Boardroom**

**Present:** Rick Petrella (Chair), Bill Chopp, Pat Daly, Dan Dignard, Tom Grice, Carol Luciani, Bonnie McKinnon, Pat Petrella

---

**1. Opening Prayer**

Rick Petrella opened the meeting with prayer.

**2. Approval of the Agenda**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Budget Committee approves the agenda of April 18, 2018.

**Carried**

**3. Approval of the Minutes**

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Budget Committee approves the Minutes of January 11, 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 Departmental Expenditure Budget**

Superintendent Grice reviewed some of the revenue difficulties as they relate to the Ministry's tardiness in providing school boards with access to the software needed to generate the preliminary budget. Mr. Grice reviewed the revised budget impact on the preliminary budget for the year. Superintendent Grice provided an overview of the departmental expenditure budget. The key changes were reviewed according to the following categories: curriculum, special education, information technology, facilities, transportation and administration. Discussion occurred with respect to electronic technology devices within the Special Education Department and operational cost pressures within the Transportation Department.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Budget Committee recommends that the Committee of the Whole refers the 2018-19 Department Expenditure Budget to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**



## BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

---

7. **Trustee Inquiries:** Nil
8. **Business of the In-Camera Committee** – n/a
9. **Report on the In-Camera Session** – n/a
10. **Adjournment**

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Budget Committee adjourns the meeting of April 18, 2018.

**Carried**

---

Next Meeting: Tuesday, May 16, 2018 – 4:00 pm, Boardroom

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Budget Committee  
Submitted on: May 16, 2018  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### DEVICES FOR SPECIAL EDUCATION STAFF

Public Session

---

#### **BACKGROUND INFORMATION:**

During the April 18, 2018 Budget Committee Meeting, Trustees of the Board, present at the meeting, requested that staff set aside resources to be used for the purchase of devices for Educational Assistants (EAs) to be used for *tracking*; as indicated in the Educational Assistant (EA) job description.

#### **DEVELOPMENTS:**

Subsequent to the request by trustees, staff researched the role of the EA and have found a device that will suit their needs as per their job description and duties. The device is a small Android tablet that will require little or no training for use and will be able to accomplish the following:

- Checking Board email for work-related purposes (receiving lesson plans and for reading Individual Education Plans;
- Interacting with the Board portal that is in a SharePoint environment;
- Taking audio notes that can be converted to text (if necessary), which can be forwarded to the teacher for assessment purposes;
- Communicating directly to D2L and ePortfolios of students through a downloaded application;
- Observing and tracking students' behaviour, academic performance, motor and social development through audio notes, video or still photography;
- Accessing school and system calendars and adding to personal calendars; and
- WIFI enabled use of the internet for searches.

The device is lightweight and small so EAs will be able to have their hands free to assist students. The device will require no additional support or set up by Information Technology staff and will be easily replaced in the case of breakage or malfunction.

Staff are currently testing the device for connectivity competence and usability in school settings. The specifications are as follows:

- Android™ 6.0, Marshmallow - simple to use right out of the box.
- Quad core 1.3GHz processor and 1GB RAM - for fast video and web browsing.
- Built-in 16GB flash memory - storage for plenty of applications and media.
- Micro SD slot.
- Megapixel front-facing camera.
- Megapixel rear camera - for digital pictures and video.
- Screen size – 7 inches.
- Max screen resolution – 1024 x 600.
- RAM – 1GB SDRAM DDR3.
- Memory speed – 1.3 GHz.
- Hard drive – 16 GB
- Wireless type – 102.11bgn, Bluetooth.
- Item weight – 8 ounces.

The cost per unit will be under \$100 and can be purchased this summer prior to the start of the school year.

In the instance where testing shows the device is prohibitive, staff will endeavor to find a similar device within the similar price points.

**RECOMMENDATION:**

THAT the Budget Committee recommends that the Committee of the Whole refers the Devices for Special Education Staff report to the Brant Haldimand Norfolk Catholic District School Board for receipt.