



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Budget Committee
Tuesday, June 21, 2023 – 5:00 p.m.
Boardroom / Teams Meeting**

Trustees:

Present: Rick Petrella (Chair), Dennis Blake, Carol Luciani

Senior Administration and Staff Members

Mike McDonald (Director of Education & Secretary), Kevin Greco (Superintendent of Education), Scott Keys (Superintendent of Business & Treasurer), Jagoda Kirilo (Manager of Financial Services), Lorrie Temple (Superintendent of Education) Phil Wilson (Superintendent of Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Petrella.

1.2 Attendance

Attendance was noted as above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee approves the Agenda of June 21, 2023.

Carried

1.4 Declaration of Interest: Nil.

1.5 Approval of the Minutes of December 13, 2022

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Budget Committee approves the Minutes of December 13, 2022.

Carried

1.6 Business Arising from the Minutes: Nil.

2. Staff Reports & Information Items

2.1 2023-24 Operating and Capital Budgets

Director McDonald commented that 2023-24 Budget attempted to implement the 2023-27 Strategic Plan, which will be presented to the Board on June 27, 2023. By doing so, preparing this year's budget was more difficult than in past years, as the budget focus was on people; not things. With the Ministry removing COVID funding, a number of staff positions that work directly in schools and with students were no longer funded. However, Senior Administration made the decision to work toward finding monies to fund these positions to continue to provide services to



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

students. As a result, much collaboration transpired among departments and a balanced budget that is best for the system, best for students and in line with the strategic plan is being presented to the Board.

Scott Keys, Superintendent of Business & Treasurer noted that on April 17, 2023, the Ministry of Education released information regarding the Grants for Student Needs (GSN) for the 2023-24 school year. A balanced and Board approved budget must be submitted to the Ministry by June 30, 2023.

Superintendent Keys explained that the 2023-24 operating budget projects total revenue of about \$165.9 million, an increase of \$8.6 million or 5.4% from 2022-23 revised estimates. This reflects the announcement from the Ministry of Education of support for the increase in enrolment, summer learning supports, safe and clean schools, revised student transportation funding formula and the realignment of Indigenous education funding.

The Ministry of Education also announced funding through the Priorities and Partnership Funds (PPF) and will provide over \$516.2 million (2022-23, \$355 million) in PPF funding. Of the \$516.2 million, \$372.2 million has been allocated with the Board's portion of this allocation; which is about \$2.1 million.

Total expenditures are projected at \$165.9 million, which is an increase of \$8.6 million or 5.4% from 2022-23 revised estimates. This includes an increase of \$5.6 million in total salaries and benefits, \$2.5 million in student transportation, \$1.9 million in supplies and services, \$0.8 million in amortization, offset by decreases in supplies and services and interest on debt. Total salaries and benefits account for about 78.0% (2022-23 revised estimates, 78.7%) of the total operating expenditures.

He noted that there were a number of challenges which affected development of the budget:

- Inflation and supply chains.
- Funding uncertainty.
- Unfunded statutory benefits.
- Collective agreements.
- Student / staff mental health.
- Recruitment and retention.
- Learning recovery.
- School Utilization.
- Special education needs.

In spite of the challenges, Senior Administration was pleased to present a balanced budget for the 2023-24 school year.

Chair Petrella questioned if Senior Administration was tracking the year-over-year increase in enrollment projections and if zero-based budgeting was being utilized in the budget process? Superintendent Keys replied that a 1% to 2% increase in enrollment will be tracked and zero-based budgeting was used to build the budget.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Trustee Luciani commented that one of the areas that contributed to an increase in operating expenses was *technology investments and staff device replacement programs*. She asked if an information technology plan could be presented to the Board so that trustees could be made aware of the technology that is being purchased, the costs to replace a computer in secondary schools or to replace a computer lab in elementary schools. She also wondered if computers for the new Grade 9 and Grade 10 technology credit courses were included in the budget. Superintendent Temple noted that the current technology footprint has not taken into account the recent changes for mandatory technology credits, which begins in September 2024.

Trustee Blake noted that the increase in student transportation costs was higher than expected. Superintendent Keys commented that the increase relates to the change in the Ministry's transportation funding formula and that per student transportation costs have increased, i.e., the price of gasoline, staffing costs, the Board's ratio, etc.

Superintendent Temple shared information regarding the distribution of Elementary and Secondary Programming and Faith Formation funds:

- Launch of the new Board Spiritual Theme: Called to Love; Adult Faith Formation; Faith Day.
- Continued implementation of:
 - Elementary math curriculum, including long-term plan and the Ministry's new math recovery plan for Grade 3, 6, and 9 and target school support.
 - Full Grade 9 de-streaming.
- Incorporating Right to Read recommendations to Literacy Plan, use of Heggerty Program (Grades K-2); new language curriculum roll out and implementation; new screener K-2.
- Continued growth of Extended French at Assumption College School; new French Immersion classrooms.
- Continuing partnership with Lynwood Arts Centre.
- STEM and coding expectation support in math and science.
- Experiential learning opportunities for all students.
- Review of technical education facilities and plan for renewal.
- Community partnerships and skilled trade and workshop opportunities.
- Implementation of new transition team for Grade 7 -10 to support de-streaming and transition of elementary to secondary.

Chair Petrella asked that in future budget discussions, a table / breakdown be prepared for the student achievement budget, student support services budget, etc.; similar to the chart created for the Special Education budget.

Superintendent Wilson, shared information regarding the distribution of Special Education and Alternative Education funds:

- Increased staff allocation to support significant increase in students receiving special education programs and services, specifically addition of emergency educational assistant (EA) to various settings.
- Professional learning for EA in self-regulation, Non-Violent Crisis Intervention (NVCI), First Aid, Emotion Coaching, Life Skills Programming, The Child Welfare System, Equity and Well-Being and Assistive Technology.
- Speech and Language Pathologist to support tiered support interventions.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

- Trial of classroom and school support services from Bartimaeus Inc., to provide specialized behavioural support services to schools.
- Additional interventions and support for Grades K –3 (Empower Reading Program, Story Champs and Key Math).
- Addition of PAL and Community Living Programs at St. John's College.
- Cognitive services through Nelson.
- After School Skills Development Program Summer Camp for students with Autism.

Chair Petrella suggested that in the communication to the public regarding the budget, the Board highlight that despite the fact that \$2 million in COVID funding expired, through the optimization of resources, the Board was able to retain ten educational assistant (EA) positions.

Superintendent Greco shared information regarding the distribution of Student Support Services, Well-Being and Mental Health funds:

- Provide Mental Health Professionals in schools.
- Provide greater student attendance and engagement support.
- Provide resources to support the Board's Mental Health and Addictions Strategy and Action Plan.
- Professional development and training in Self-Regulation, Trauma Informed Practices and Restorative Practices.
- Support the Violence Threat Risk Assessment Protocol.
- Resources to support the District Safe and Accepting Schools Plan, Bullying Prevention Initiatives and the Anti-Human Sex Trafficking Plan.

Superintendent Keys shared information regarding the distribution of School Operations and Maintenance funds:

- Total school operations and maintenance budget was about \$22.9 million and is comprised of caretaker/cleaners, maintenance, and facilities staff, consumables, school renewal projects, and health and safety priorities.
- Critical investments in replacing worn out and inefficient tools and resources for the custodial team. This is a multi-year initiative.
- Continued focus on ventilation and Accessibility for Ontarians with Disabilities Act (AODA) enhancements and health and safety of our buildings.
- Commodities (i.e., gas, water, hydro) have increased, carbon tax.
- BHN Cares and other environmental sustainability initiatives.

Superintendent Keys shared information regarding the distribution of Board Administration and Governance funds:

- The Board Administration and Governance budget is about \$6.1 million and is comprised mostly of central administration staff and department budgets.
- Ongoing staff device replacement program.
- Staff leadership development and training and mentorship opportunities for managers and new staff.
- Overall review of administrative process, procedures, and identified efficiencies.
- Review of legacy administrative systems to identify efficiency or alternative solutions.
- Resources to investigate next steps to enhance staff safety and wellness program and a review of our current Employee Assistance Program (EAP).



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

- New employee orientation, training, and support programs.
- Strategies around employee recruitment, retention, and attendance and engagement.

The government provides funding to school boards to build new schools, additions to existing schools, or childcare centres based on the needs of the school community and the Board. All capital projects are approved by the Ministry of Education. In addition, the GSN provides facility renewal grants to fund upgrading and renovation of school facilities.

In 2021-22, the Ministry of Education approved funding for two new Catholic schools:

- Catholic Elementary School and Childcare Centre in Caledonia (\$8.9 million)
 - 305 students + 49 childcare spaces (10 infants, 15 toddlers, and 23 preschoolers)
- Catholic Secondary School and Childcare Centre in Brantford (\$45.7 million)
 - 1,119 students + 128 childcare spaces (20 infants, 60 toddlers, and 48 preschoolers)

During the 2023-24 school year, the Board will undertake several facility renewal projects, which are designed to create a safe and more comfortable learning environment for our students and staff. Administration and the Board of Trustees will be reviewing the needs of the system and identifying specific projects for the coming year.

From time-to-time, schools may require portables or portapacks to alleviate enrolment pressures. Portables and portapacks are typically funded using the Board's temporary accommodations allocation and accumulated surplus, where necessary.

Trustee Blake wondered what portable classrooms cost the Board. Mr. Keys noted that a single portable classroom costs approximately \$150,000; which includes transportation of the portable to the site, electrical hook-up, etc. A six-pack of portable classrooms costs approximately \$800,000 to \$1 million each. Chair Petrella questioned if portable classrooms were being used for storage, etc. Superintendent Keys advised that Facility Services will be undertaking an initiative to confirm what is happening *on the ground* at each school.

Chair Petrella asked that the Accumulated Surplus report, including a table like the one provided in the Agenda package, be brought to the Board on a periodic basis. He noted that although it would appear that the Board has approximately \$30 million in accumulated surplus, in reality the Board has only \$8 million available for use, including an operating contingency as required by the Ministry of Education.

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2023-24 Other Operations Budget, in the amount of \$36,456,452.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2023-24 Capital Budget, in the amount of \$17,672,194.

3. Trustee Inquiries: Nil.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

4. **Business of the In-Camera Session:**

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Budget Committee moves to an In-Camera Session.

5. **Report on the In-Camera Session:**

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board receives the 2023-24 Salary and Benefit Expenditure Budget in the amount of \$129,444,659.

Carried

Moved by: Carol Luciani

Seconded by: Dennis Blake

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

Carried

6. **Future Meetings**

Chair Petrella noted that the next Budget Committee Meeting will be at the Call of the Chair.

7. **Adjournment**

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee adjourns the meeting of June 21, 2023.

Carried

Next Meeting: Call of the Chair