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**Committee of the Whole  
Tuesday, January 17, 2017 ♦ 7:00 pm  
Boardroom**

**Members:**

**Trustees:**

Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon, Rosalin Dubois (Student Trustee)

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

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**1. Opening Business**

- 1.1 Opening Prayer
- 1.2 Attendance
- 1.3 Approval of the Agenda Pages 1-2
- 1.4 Declaration of Interest
- 1.5 Approval of Committee of the Whole Meeting Minutes – November 15, 2016 Pages 3-7
- 1.6 Business Arising from the Minutes
  - Review of Transportation Procedures 034-038

**2. Presentations – Nil**

**3. Delegations – Nil**

**4. Consent Agenda**

- 4.1 Unapproved Mental Health Steering Committee Meeting Minutes – December 9, 2016 Pages 8-12
- 4.2 Unapproved Special Education Advisory Committee Meeting Minutes – December 20, 2016 Pages 13-15

**5. Committee and Staff Reports**

- 5.1 Unapproved Budget Committee Meeting Minutes and Recommendations - January 11, 2017 Pages 16-19  
Presenter: Rick Petrella, Chair of the Budget Committee
  - Goals for 2017-18 Budget (pgs. 20-21)
  - Budget Planning / 2017-18 Budget Procedures Manual (pgs. 22-36)
  - Revised Budget Estimates: 2016-17 (pgs. 37-62)



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

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

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- 5.2** Unapproved Policy Committee Meeting Minutes and Recommendations – January 11, 2017 Pages 63-65  
Presenter: Dan Dignard, Chair of the Policy Committee Meeting
- Volunteer and Trip Drivers 200.21 (*revised*) (pgs. 66-71)
  - Student Accident Insurance 200.22 (*revised*) (pgs. 72-75)
  - Director of Education Performance Appraisal 100.02 (*revised*) (pgs. 76-78)
- 5.3** 2015-2018 Strategic Plan: Catholic Faith Formation Update Pages 79-81  
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 5.4** Mental Health Strategy Update Pages 82-89  
Presenter: Leslie Telfer, Superintendent of Education
- 5.5** French as a Second Language Update Pages 90-92  
Presenter: Michelle Shypula, Superintendent of Education
- 5.6** Surplus Accommodation – Grand Erie District School Board Page 93  
Presenter: Thomas R. Grice, Superintendent of Business & Treasurer
- 5.7** Graduation Rates Pages 94-95  
Presenter: Patrick Daly, Superintendent of Education
- 5.8** Financial Report - November 30, 2016 Pages 96-101  
Presenter: Thomas R. Grice, Superintendent of Business & Treasurer
- 6. Information and Correspondence**
- 7. Trustee Inquiries**
- 8. 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 his 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.
- 9. Report on the In-Camera Session**
- 10. Future Meetings and Events** Pages 102-103
- 11. 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***
- 12. Adjournment**



**Committee of the Whole**  
**Tuesday, November 15, 2016 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

**Present:** Rick Petrella (Chair), Cliff Casey (Vice Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Rosalin Dubois (Student Trustee)

**Absent:**

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Trustee Luciani.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

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 agenda of the November 15, 2016 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**1.5 Approval of Committee of the Whole Meeting Minutes –October 18, 2016**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the October 18, 2016 Committee of the Whole meeting.

**Carried**

**1.6 Business Arising from the Minutes – Nil**

**2. Presentations – Nil**

**3. Delegations – Nil**



#### **4. Consent Agenda**

With respect to Item 4.3, Vice Chair Casey distributed copies of various Transportation Procedures currently under review and requested trustee feedback at the January Committee of the Whole meeting.

- 4.1** THAT the Committee of the Whole refers the unapproved minutes of the Regional Catholic Parent Involvement Committee meeting of October 24, 2016 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 Special Education Advisory Committee meeting of October 25, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.3** THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' meeting of October 25, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Carol Luciani

Seconded by: Cliff Casey

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 Unapproved Minutes and Recommendations from the Policy Committee Meeting – October 25, 2016**

Vice Chair Casey, Chair of the Policy Committee, provided a brief summary of the various revised policies that were reviewed at the October 25, 2016 Policy Committee meeting and brought forward the following recommendations for consideration:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Protection of Anaphylaxis Pupils Policy 200.18 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Transportation of Students Policy 400.19 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Fees for Learning Materials and Activities Policy 200.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Employee Assistance Program Policy 300.13 to the Brant Haldimand Norfolk Catholic District School Board for approval.



THAT the Policy Committee recommends that the Committee of the Whole refers the revised Trustee Expenses Policy 100.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Trustee Communication Policy 100.08 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of October 25, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of October 25, 2016 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

## **5.2 2015-2018 Strategic Plan – Safe and Accepting Schools Update**

Superintendent Telfer provided a progress report on the status of the Safe and Accepting Schools pillar of the 2015-2018 Strategic Plan. She highlighted the progress being made under each of the three key goals including revised policies and numerous initiatives that support positive mental health environments, safety in schools, and inclusiveness. She also noted that as a result of last spring's online *Every Voice Counts* climate survey, principals and staff are currently analyzing the data collecting from their individual school community to inform their School Safe and Accepting Schools Plan. A one-page communication will be posted by each school on their school website by early December that summarizes the survey feedback themes and actions that the school will be taking as a result of the community's feedback.

Moved by: Bonnie McKinnon

Seconded by: Bill Chopp

THAT the Committee of the Whole refers the 2015-2018 Strategic Plan – Safe and Accepting Schools Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

## **5.3 Insurance Renewal**

Superintendent Grice reviewed details of the Board's 2017 insurance renewal with the Ontario School Boards' Insurance Exchange (OSBIE). He noted that the insurance premium for our Board has been steadily decreasing over the past three years and, overall, is significantly better than the provincial general rates.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2017 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$154,221, excluding PST.

**Carried**



**5.4 Board Enrolment Update as of October 31, 2016**

Superintendent Daly reported that the annual October 31 enrolment report to the Ministry of Education noted 110 students higher than projections at the elementary level, and 132 students above projections at the secondary level. He added that since June 2016, the actual Full Time Equivalent enrolment on October 31 is higher by 52.6 students in elementary and 232.93 students in secondary. This annual count impacts the grants that the Board receives from the Ministry. Trustee inquiries with respect budget implications, the hiring of additional staff, and declining enrolment, particularly in rural areas, were addressed by staff.

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Board Enrolment report as of October 31, 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**5.5 Excursion – England and France**

Superintendent Daly brought forward a request from Holy Trinity Catholic High School for an excursion to England and France during March Break 2017. Approximately 15-22 Grades 9-12 students will have the opportunity to participate in an educational Vimy Ridge tour which will provide opportunities for students to visit parts of England and France where some of the hardest-fought conflicts took place during both World Wars. Trustees inquired as to possible travel advisories and received reassurance that student safety comes first and that Board policy outlines under what circumstances international excursions could be cancelled, if that becomes necessary.

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Holy Trinity Catholic High School for an excursion to England and France from Friday, March 10 (evening) to Saturday, March 18, 2017.

**Carried**

**6. Information and Correspondence**

Director Roehrig advised trustees that although the agenda for the November 22, 2016 Board meeting will be published by the end of this week, as per the Board By-Laws, the accompanying reports will not be available until Monday, November 21, 2016.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the information and correspondence items since the last meeting.

**Carried**

**7. Trustee Inquiries**

Trustee Chopp expressed organizers' appreciation for the continued use of Assumption College School for the Thank-A-Vet Luncheon held on the first Saturday of November. He noted that over 500 people attended this year's 19<sup>th</sup> annual luncheon.



**8. Business In-Camera**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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**

Trustee Dignard declared a conflict of interest in item 2.1 of the in-camera session and left the room. He did not take part in the consideration or discussion of, or vote on any question with relation to this item.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the in-camera session.

**Carried**

**10. Future Meetings**

Chair Petrella drew trustee attention to upcoming meetings and events.

**11. Closing Prayer**

Chair Petrella led the closing prayer.

**12. Adjournment**

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of November 15, 2016.

**Carried**



**Board Mental Health Steering Committee Meeting  
Friday, December 9, 2016 ♦ 9:00 a.m.  
Catholic Education Centre**

**Present:** Dianne Wdowczyk-Meade (Chair), Keri Calvesbert, Kerri Chartrand, Bill Chopp, Connie McAllister, Carmen McDermid, John Nicholson, Dale Petruka, Chandra Portelli, Lori Skye-LaForme, Arden Smelser, Leslie Telfer, Paul Tratnyek

**Absent:** Bill Acres, Jane Angus, Karen Dickhout, Terry Dunningan, Stephanie Haak, Charmaine Hanley, Bonnie McKinnon, Lindsey Reaume, Terre Slaght, Tim Wirag, CYW representative

**Minutes Only:** Tracey Austin

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**1. Opening Prayer**

The opening prayer was led by Keri Calvesbert.

**2. Introductions and Welcome**

Committee members were welcomed by Dianne Wdowczyk. Bill Chopp was in attendance as Trustee representative as Bonnie McKinnon was unavailable to attend today's meeting. Laurence McKenna from Assumption College School and Dr. Debra Langan from Wilfred Laurier-Brant were also welcomed as presenters.

**3. Approval of the Agenda**

The agenda was approved, as circulated.

**4. Approval of the Minutes**

The minutes of the September 29, 2016 Mental Health Steering Committee meeting were approved by consensus.

**5. Presentations**

**5.1 We All Belong: Laurence McKenna, Assumption College School**

Laurence McKenna spoke to the attitudinal shift at Assumption College School this year as a result of the "We All Belong" movement at the school. Staff have been diligent in making students feel welcome by acknowledging, getting to know them, and including them in decision making. Monthly assemblies address themes of focus which include mental health, diversity, social justice, etc. Laurence shared a PowerPoint presentation highlighting some of the events to date. The Committee was most impressed with the undertakings of the school and were eager to hear more at the end of the school year.

**5.2 Community Based Learning Project: Dr. Debra Langan, Wilfred Laurier University-Brant**

Dr. Langan from the Department of Criminology introduced a research project to the group tentatively titled: A qualitative Analysis of Brantford Youths' Experience in Connecting with Resources: Development Assets, Circle of Supports, and Digital Inclusion. Dr. Langan had presented at the Brant Youth Collective Impact meeting whose focus is on increasing





graduation rates in Brantford by improving a number of key factors in the lives of young people. Dianne Wdowczyk had invited Dr. Langan to attend the Mental Health Steering Committee meeting to explore possible involvement in this research project and potential future projects related to the measurement of well-being. Dr. Langan shared information about the project and the group saw definite partnership opportunities, pending approval of the University Research Ethics Board, along with our own ethics review procedure. Dr. Langan will follow up with Dianne Wdowczyk and Dale Petruka as the approval process unfolds.

## 6. Discussion Items

### 6.1 Terms of Reference

The draft Terms of Reference were sent via email to the Committee in October for final review. The Committee was given the opportunity to once again review the document at the meeting and the following motion was made:

THAT that Board Mental Health Steering Committee approves its Terms of Reference.

Moved by: Carmen McDermid

Seconded by: Chandra Portelli

**Carried**

### 6.2 Recruitment of Parent/Student Members

Dianne Wdowczyk indicated that a flyer/invitation for student and parent representation on the Board Mental Health Steering Committee has been drafted. When complete, it will be shared with secondary administrators who can approach student representatives. It was suggested the Student Trustee might be approached. Parents can be recruited via the Regional Catholic Parent Involvement Committee.

### 6.3 Mental Health & Addictions Strategy: Progress to Date, Priorities, Future Planning

Dianne indicated that as we are in the third year of the 3-year Mental Health and Addictions Strategy, Senior Administration had asked for an update. Dianne shared the summary document with the group and indicated that the Ministry was treating this year as a "consolidation year" with the following expectations:

- Mental Health and Addictions Strategy (3 years)
- Mental Health and Addictions Action Plan (1 year)
- Mental Health Leadership Team (Board and Schools)
- Protocols for suicide prevention, intervention and postvention
- Systematic plan for professional learning in mental health literacy
- Board and community pathways to, from and through services

Dianne reported that we are well situated in meeting the Ministry guidelines this year as many goals have either been met or are in a state of implementation. In discussing the priorities with the Committee, Paul Tratnyek indicated that there was an upcoming training on LGBT being hosted by the Diocese on Hamilton in February in Waterdown. More information to follow.



#### **6.4 Working Group Updates: Vulnerable Students, Mental Health Literacy, Mental Health Promotion**

**The Vulnerable Student Working Group** reported that they met on October 26, 2016 and reviewed this year's action plan. A number of items are specific to the duties of the Mental Health Lead and the group discussed ways to support vulnerable students from a school perspective. Dianne shared information about 'Team unbreakable', a running group which began in hospital in-patient settings to help combat symptoms of depression. The Working Group indicated that running groups already exist in many schools, and integrating well-being strategies/lessons into the runs, while encouraging different levels of ability to participate, were reasonable things to consider. Use of the school health nurse to create well-being content was discussed and team members were going to go back to their schools to discuss further.

The group also discussed 'Safe Spaces' and the logistics of creating physical spaces for students. The group discussed that a 'safe space' need not necessarily be an actual room where students could retreat, but all areas of schools would be considered 'safe' as we promote safe, welcoming, inclusive, mentally-healthy classrooms.

The group also reviewed upcoming gatekeeper training in suicide prevention. Dianne reported that School Mental Health ASSIST has suggested that in light of Stan Kutcher's latest position paper on gatekeeper training, boards who have not yet initiated student training, should continue to hold off until further research is done.

**The Mental Health Literacy Working Group** reported that they met on November 28, 2016 and the main area of focus was the upcoming Mental Health PA day on April 28, 2017. The group indicated they have secured Gary Direnfeld MSW, RSW as the keynote speaker for the day. His presentation to staff will follow an afternoon session with Grades 11 and 12 students and an evening session with parents. The topics of discussion are expected to include student stressors, coping strategies, and building responsible, resilient children. The day will include a variety of mental health and well-being workshops and staff will be able to select their preferred workshops. The group was still unclear if this day will involve all staff or just those who are directly involved with students.

**The Mental Health Promotion Working Group** has not yet met, although the two other groups identified areas of cross over into mental health promotion.

#### **6.5 Student Well-Being Engagement Session**

Dianne Wdowczyk and Leslie Telfer reported on well-being engagement sessions which have been hosted by the Ministry over the past few months. The sessions involved 'taking stock' of the well-being needs in schools. The sessions included representation from several sectors including education, children's mental health, probation, public health, indigenous peoples, and parent and student voice. Those who attended from our board included MH Committee Members: Dianne Wdowczyk, Leslie Telfer, Bill Acres, Keri Calvesbert and Leslie Willshire (teacher from ACS).

[http://www.edu.gov.on.ca/eng/about/wellbeingpdfs\\_nov2016e/wellbeing\\_engagement\\_e.pdf](http://www.edu.gov.on.ca/eng/about/wellbeingpdfs_nov2016e/wellbeing_engagement_e.pdf)



**6.6 Student Support Services Update: Referrals, BRISC Pilot Project, InterRAI**

Dianne reported that Student Support Services is operating at full capacity with all staff maintaining a full case load. The feeder schools for St. John's College are particularly busy with some schools making between 10-20 referrals each to date. Representatives from secondary schools present at the table indicated that having Social Workers in their schools more often this year has created the ability to make greater connections with students. Lori Skye-LaForme indicated the indigenous students she supports have noted her positive relationship with the Social Worker at Assumption College School and this appears to be creating a 'bridge' between support systems, which is beneficial to students.

Dianne reported that the remainder of the Student Support Services will be trained in the BRISC (BRief Intervention for School Counsellors) next month. This evidence-based, short-term intervention model can then be used by any member of the team with students, where appropriate.

Dianne indicated inter-RAI training is still expected to take place for the Student Support Services team and will assist families in accessing pathways to care.

**6.7 Suicide Intervention: Training to Date, Brant Community Suicide Prevention Committee, Update from SMH ASSIST**

Dianne reported that two ASIST trainings have occurred to date with 27 staff trained. Participants hail from both elementary and secondary panels. Additional dates are slated for March 23-24 and May 18-19, 2017 and there is still time to register. A Safe Talk Training was also made available to EAs on the November 18, 2016 PA day where approximately 20 staff were trained.

Dianne reported that the Brant Community Suicide Prevention Committee had a few resources available for review. In the interest of time and respecting those not from the community of Brant, Dianne indicated she would forward the materials via email to appropriate members.

As noted above in the Vulnerable Student Support Working Group reports, Dianne re-iterated School Mental Health ASSIST has advised Boards who have not yet implemented student sessions in gate keeper suicide intervention training to hold off on doing so until further information is gathered.

**7. Discussion Items**

**7.1 Decision Support Tool**

Dianne reminded the group that School Mental Health ASSIST released a Decision Support Tool document a few years ago to aid administrators and system leads in determining safe, effective presentations, speakers or resources pertaining to mental health and well-being. A single page version of this, which reflected Catholic values, had been shared with Dianne from London Catholic DSB. Dianne suggested that the Committee look at the tool and work through it during the upcoming presentation from the YMCA. During the presentation, members worked through the tool and found it useful not only for resources relating to mental health, but for other resources as well; particularly as this tool reflects Catholic values. The tool will be further developed and presented to administrators sometime this year.



**8. Presentation**

**8.1 Youth Gambling Awareness Program, Andre Smith, YMCA**

Andre Smith from the YMCA was invited by Dianne to present the Youth Gambling Awareness Program to the group. The program is interactive, has curriculum links, and is suitable for students ages 8-24. The Committee indicated this would be an appropriate resource to have in our schools and was particularly appreciative that the program addressed 'gaming', something many of our students struggle with. Leslie Telfer and Dianne Wdowczyk will pursue next steps in ensuring an up-to-date Partnership Agreement with the YMCA relative to the Youth Gambling Awareness Program.

**9. Upcoming Events:**

- No More Project: Ambassador Training: January 2017
- Violent Risk Threat Assessment Level 2: January 26-27, 2017
- Canadian Conference on Promoting Healthy Relationships for Youth: Breaking down the silos in addressing mental health and violence: London, ON. Feb. 15-17, 2017
- St. Leonard's Community Mental Health Forum: Minimizing Risk: A Review of Fentanyl/Opioids and other Alarming Substance-Use Trends: February 24, 2017
- ASIST trainings: March 23-24 and May 18-19, 2017
- Gary Direnfeld, Regional Catholic Parent Involvement Council: April 27, 2017
- Mental Health and Well-Being PA day: April 28, 2017
- Mental Health Week & Catholic Education Week: May1-5, 2017

**10. Adjournment**

The meeting was adjourned and members were thanked for their involvement.

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**Next Meetings:**

Mental Health Literacy Working Group: TBA  
Mental Health Promotion Working Group: TBA  
Vulnerable Student Support Working Group: TBA

Mental Health Steering Committee (All): Tuesday March 28, 2017, 9:00 am, CEC Boardroom



**SPECIAL EDUCATION ADVISORY COMMITTEE  
Tuesday, December 20, 2016 – 10:00 a.m.  
Boardroom**

**Present:** Paul Sanderson (Acting Chair), Keith Anderson, Catherine Custodio, Carmen McDermid, Bonnie McKinnon, Christine Pearce, Heather Shisler, Lisa Stockmans, Leslie Telfer, Teresa Westergaard-Hager

**Regrets:** Jill Esposto (Chair), Krista Emmerson, Tracey Taylor

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**1. Opening Prayer**

Carmen McDermid led the group in the opening prayer and the Committee welcomed a surprise visit from Assumption College School music department students who performed Christmas carols.

**2. Welcome and Opening Comments**

Acting Chair Paul Sanderson welcomed the group and new member, Keith Anderson, Manager of Developmental Services, Family Counselling Centre of Brant Inc., to the Committee.

**3. Approval of Agenda**

Moved by: Christine Pearce

Seconded by: Heather Shisler

THAT the SEAC Committee approves the agenda of the December 20, 2016 meeting.

**Carried**

**4. Approval of Minutes – November 15, 2016**

Moved by: Bonnie McKinnon

Seconded by: Heather Shisler

THAT the SEAC Committee approves the minutes of the meeting of November 15, 2016 meeting.

**Carried**

**5. Correspondence - Nil**

**6. Community Agency Updates**

*Bonnie McKinnon - Trustee*

Trustee McKinnon shared that at the Annual Meeting of the Board held on December 6, 2016, the Board re-elected Trustee Rick Petrella as Chair of the Board and elected Trustee Dan Dignard as the new Vice Chair. Trustee membership on the various Board committees will be finalized in January.

*Teresa Westergaard-Hager – Supervisor, Community Outreach, Norfolk Association for Community Living*

Teresa updated the group that the Norfolk Association for Community Living continues to work through the Ministry's directives with their support staff and the services they provide, ensuring support plans are in place for the transition. The Norfolk Association for Community Living is developing a shared space with the car wash at Speedy Auto Glass to support the five males who are currently working



there. A parent information night will be held in January to provide further information. The organization now has a Facebook page that is fully operational and they have received full consent for all pictures found on their social media site.

*Christine Pearce - Program Manager, Woodview Mental Health & Autism Services*

Christine shared the success of Woodview's Annual Christmas celebration held at Assumption College School, which included over 250 persons in attendance.

*Paul Sanderson – Resource Coordinator, Contact Brant*

Paul announced the addition of Contact Brant's newest staff member, Maxine Lean, who worked previously as an Access Coordinator for Developmental Services Ontario (DSO). As Lead Service Planning Coordinator with Contact Brant, and with the wealth of knowledge that Maxine brings, her focus will be on managing more complex cases by assessing and identifying clients' needs and ensuring that they are being met.

*Heather Shisler - Physiotherapist, Lansdowne Children's Centre (LCC)*

Heather updated the committee on the success of Lansdowne Children's Centre's annual Christmas celebration. With the assistance of the Rotary Club sponsorship, Lansdowne hosted over 300 individuals. Lansdowne is now working on the transition to school planning for next September. Resource teachers are in the process of organizing and modifying documentation to make them more user friendly for schools. They are also looking forward to working with parents and both school boards in an upcoming one-day workshop.

*Catherine Custodio - Child Welfare Supervisor, Haldimand- Norfolk Children's Aid Society*

Catherine shared that Haldimand-Norfolk Children's Aid Society went live in the third week of December with the new Child Protection Information Network (CPIN) system. The successful transition to the new system will aid in the sharing and access to files between agencies and throughout the province.

*Keith Anderson - Manager of Developmental Services- Family Counselling Centre of Brant*

Keith provided an overview of Developmental Services at the Family Counselling Centre of Brant. Hamilton Brant Behaviour Services provides behaviour consultation, behaviour clinic, groups such as Peers, Dialectical Behaviour Therapy (DBT) and Zones of Regulation and workshops on various topics. Case management services are available to families with children still living at home and for adults living on their own in the community for advocacy and service coordination. Intensive case management is available for adults (18+ yrs.) experiencing significant challenges with corrections, mental health, housing, etc., and requiring advocacy and service coordination. Family Respite Services provides daytime respite and activities for adults (18+ yrs.). All services have eligibility requirements and referrals are made through Contact Brant (up to 18 yrs.) and Developmental Services Ontario (18+ yrs.).



## **7. Reports**

### **7.1 Student Achievement Leader: Special Education**

Carmen McDermid shared the agenda for the January Community of Practice meeting, which will include a presentation from teachers from the Amethyst Demonstration School who will discuss the application process and candidates to consider for this program. Jackie Whiting, French as a Second Language Consultant, will discuss best practices and strategies to enhance the engagement of students with special needs in the French Language Program. Carmen also shared with the group the various workshops scheduled for Educational Assistants for the January Professional Development day, including Trauma Sensitive classrooms, Anxiety, Applied Behaviour Analysis, Non-Violent Crisis Intervention, Mathematics, Early Learners and Technology. Carmen shared a video of a collection of photos submitted by all schools where resources provided to them by the Special Education Department, such as math resources (rekenreks, counting tools), styles of implementation of the Zones of Regulation, calming rooms, technology, fidget tools, self-regulation strategies, etc., are being implemented. The video was created to highlight and celebrate the efforts of the SERTs and the department in trying to meet the needs of all students.

### **7.2 Superintendent of Education**

Superintendent Telfer updated the group on the Applied Behaviour Analysis (ABA) Lead position, which they are hoping to have in place in January. The Speech Pathologist position was secured and cross training into the position has begun to cover a one-year leave. She advised that focus on Educational Assistants and making sure systems are in place continue to be a priority. Superintendent Telfer advised that the Board is currently working on updating and/or creating partnership service agreements with all service providers and agencies working in partnership with the Board.

## **8. Closing Remarks/ Adjournment**

The meeting adjourned at 11:15 a.m.

# MINUTES AND RECOMMENDATIONS

## BUDGET COMMITTEE January 11, 2017

AGENDA ITEM	MOTION
6.1	<p>WHEREAS the Board has approved the following goals for the 2015-2018 Strategic Plan:</p> <p><b>Improving Student Achievement</b> – Knowing our Learners: When we know, understand and respond to the unique learning needs using assessment-rich learning, we can respond to the individual needs of our students and improve their outcomes;</p> <p><b>Catholic Faith Formation</b> – When we support the family and the parish in forming the faith of our students and we commit ourselves to the principles of our gospel values, as expressed through the example of Catholic Social Teaching, we help to build the Kingdom of God;</p> <p><b>Developing Safe and Inclusive Schools</b> – When we foster positive relationships that emphasize mutual respect, understanding and trust, we are able to improve the cohesion of our community; and</p> <p><b>Communicating Effectively</b> – When we communicate effectively to our internal and external stakeholders, we enhance the engagement of our community which improves our ability to generate support for our system.</p> <p>THAT the Budget Committee recommends that the Committee of the Whole refers the Goals of the 2015-2018 Strategic Plan as the goals for the 2017-18 Budget to the Brant Haldimand Norfolk Catholic District School Board for approval.</p>
6.2	<p>THAT the Budget Committee recommends the Committee of the Whole refers the Budget Planning report to the Brant Haldimand Norfolk Catholic District School Board for approval of budget procedures as outlined in the 2017-18 Budget Procedures Manual (September 1, 2017 to August 31, 2018).</p>
6.3	<p>THAT the Budget Committee recommends that the Committee of the Whole refers the 2016-17 Revised Budget Estimates, in the amount of \$123,352,202 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p>

THAT the Committee of the Whole refers the unapproved minutes of the Budget Committee Meeting of January 11, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations of the Budget Committee Meeting of January 11, 2017 to the Brant Haldimand Norfolk Catholic District School Board for approval.





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**Budget Committee  
Monday, January 11, 2017 – 4:30 p.m.  
Boardroom**

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

**Absent:**

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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 January 11, 2017.

**Carried**

**3. Approval of the Minutes**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Budget Committee approves the minutes of June 1, 2016.

**Carried**

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

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

**6. Staff Reports and Information Items**

**6.1 Goals for 2017-18 Budget**

Director Roehrig reviewed the goals for the 2017-18 Budget, which asks staff members to make the implementation of the multi-year Strategic Plan a priority. This is reflected in the goals of the multi-year Strategic Plan. The four goals are as follows:

- 1. Improving Student Achievement** – Knowing our Learners: When we know, understand and respond to the unique learning needs using assessment-rich learning, we can respond to the individual needs of our students and improve their outcomes;
- 2. Catholic Faith Formation** – When we support the family and the parish in forming the faith of our students and we commit ourselves to the principles of our gospel values, as expressed through the example of Catholic Social Teaching, we help to build the Kingdom of God;
- 3. Developing Safe and Inclusive Schools** – When we foster positive relationships that emphasize mutual respect, understanding and trust, we are able to improve the cohesion of our community; and



4. **Communicating Effectively** – When we communicate effectively to our internal and external stakeholders, we enhance the engagement of our community, which improves our ability to generate support for our system.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

WHEREAS the Board has approved the following goals for the 2015-18 Strategic Plan:

**Improving Student Achievement** – Knowing our Learners: When we know, understand and respond to the unique learning needs using assessment-rich learning, we can respond to the individual needs of our students and improve their outcomes;

**Catholic Faith Formation** – When we support the family and the parish in forming the faith of our students and we commit ourselves to the principles of our gospel values, as expressed through the example of Catholic Social Teaching, we help to build the Kingdom of God;

**Developing Safe and Inclusive Schools** – When we foster positive relationships that emphasize mutual respect, understanding and trust, we are able to improve the cohesion of our community; and

**Communicating Effectively** – When we communicate effectively to our internal and external stakeholders, we enhance the engagement of our community, which improves our ability to generate support for our system.

THAT the Budget Committee recommends that the Committee of the Whole refers the Goals of the 2015-18 Strategic Plan as the goals for the 2017-18 Budget to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

## **6.2 Budget Planning**

Superintendent Grice reviewed in-year deficit budgets and the parameters that must be taken into account should a deficit be considered. Page 16 of the Budget Committee Agenda details the parameters. One parameter is that a deficit can be no greater than 1% of the Board's operating revenue in a fiscal year. Should a deficit occur, accumulated surplus from previous years must be available to cover the anticipated deficit.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Budget Committee recommends the Committee of the Whole refers the Budget Planning report to the Brant Haldimand Norfolk Catholic District School Board for approval of the budget procedures as outlined in the 2017-18 Budget Procedures Manual (September 1, 2017 to August 31, 2018).

**Carried**

## **6.3 Revised Budget Estimates – 2016-17**

Superintendent Grice reviewed the report for the approval of revised budget. He brought attention to the unanticipated, increased student enrolment, the known and unknown costs of the recent collective agreements including, but not limited to, health and benefit use.



Superintendent Grice reviewed the additions to revenues and new or added expenditures. The revised expenditures included a summary of additional staff to relieve enrolment and program pressures, additions to information and computer technology infrastructure and software/applications, acceleration of purchases for the Religion and Family Life Program, and some maintenance and contractual services supports. All major changes were listed in the report to the Committee.

Superintendent Grice reviewed Appendix A of the report, which highlights the revised revenue estimates. He explained the origin and use of every major change. He also explained the concept of using the increased revised budget for one-time costs rather than expenditures that would carry-over into the next budget.

Questions from the Committee ensued regarding the Wide Area Network (WAN) consultant costs and the costs to the Boards for the Benefits Health Trust.

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Budget Committee recommends that the Committee of the Whole refers the 2016-17 Revised Budget Estimates, in the amount of \$123,352,202, to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**7. Trustee Inquiries - Nil**

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

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

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

**Carried**

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

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Budget Committee approves the business of the in-camera session.

**Carried**

**10. Adjournment**

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Budget Committee adjourns the meeting of January 11, 2017.

**Carried**

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Budget Committee  
Submitted: January 11, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### GOALS FOR 2017-18 BUDGET

Public Session

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#### **BACKGROUND INFORMATION:**

We are approaching the half-way point of the implementation of the Board's multi-year Strategic Plan 2015-2018. The Board's three-year spiritual theme is:

***Act justly, love tenderly and walk humbly with your God. (Micah 6:8)***

The overarching vision of the Strategic Plan can be characterized in the following manner:

- improving student achievement,
- Catholic faith formation,
- developing safe and inclusive schools, and
- communicating effectively.

#### **DEVELOPMENTS:**

A substantial amount of time, resources and energy have been expended in an effort to communally discern a direction for the district that is articulated in our Strategic Plan. This effort included a robust public consultation process. In order to ensure that the Board's Strategic Plan can be fully implemented, it is necessary for the Board to position the multi-year Strategic Plan and its goals as a priority for budget planning. Staff are recommending that the Board reiterate its support for the implementation of its plans by mirroring the goals of the Strategic Plan with the goals of its budget.

The goals of the Strategic Plan are:

**Improving Student Achievement** – Knowing our Learners: When we know, understand and respond to the unique learning needs using assessment-rich learning, we can respond to the individual needs of our students and improve their outcomes.

**Catholic Faith Formation** – When we support the family and the parish in forming the faith of our students and we commit ourselves to the principles of our gospel values, as expressed through the example of Catholic Social Teaching, we help to build the Kingdom of God.

**Developing Safe and Inclusive Schools** – When we foster positive relationships that emphasize mutual respect, understanding and trust, we are able to improve the cohesion of our community.

**Communicating Effectively** – When we communicate effectively to our internal and external stakeholders, we enhance the engagement of our community, which improves our ability to generate support for our system.

**RECOMMENDATION:**

WHEREAS the Board has approved the following goals for the 2015-2018 Strategic Plan:

**Improving Student Achievement** – Knowing our Learners: When we know, understand and respond to the unique learning needs using assessment-rich learning, we can respond to the individual needs of our students and improve their outcomes;

**Catholic Faith Formation** – When we support the family and the parish in forming the faith of our students and we commit ourselves to the principles of our gospel values, as expressed through the example of Catholic Social Teaching, we help to build the Kingdom of God;

**Developing Safe and Inclusive Schools** – When we foster positive relationships that emphasize mutual respect, understanding and trust, we are able to improve the cohesion of our community; and

**Communicating Effectively** – When we communicate effectively to our internal and external stakeholders, we enhance the engagement of our community which improves our ability to generate support for our system.

THAT the Budget Committee recommends that the Committee of the Whole refers the Goals of the 2015-2018 Strategic Plan as the goals for the 2017-18 Budget to the Brant Haldimand Norfolk Catholic District School Board for approval.

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer  
Presented to: Budget Committee  
Submitted on: January 11, 2017  
Submitted by: Chris Roehrig, Director of Education & Secretary

**BUDGET PLANNING**  
Public Session

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**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 2017-18 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 Budget Committee recommends the Committee of the Whole refers the Budget Planning report to the Brant Haldimand Norfolk Catholic District School Board for approval of budget procedures as outlined in the 2017-18 Budget Procedures Manual (September 1, 2017 to August 31, 2018).

**Brant Haldimand Norfolk Catholic  
District School Board**



**2017 - 18**  
**BUDGET PROCEDURES MANUAL**  
(September 1, 2017 to August 31, 2018)

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## ACTION PLAN AND TIME LINE

The following is an Action Plan with suggested time lines for the development of the 2017-18 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 2016
Budget Procedures Manual to be prepared and distributed to all superintendents, principals and department managers.	December 2016 / January 2017
Senior Administration to prepare goals and priorities for the year.	December 2016 / January 2017
Departmental expenditure estimates to be prepared in consultation with all relevant persons, consolidated, prioritized and forwarded to the Finance Department.	March 2017 / April 2017
Finalize Enrolment Estimates utilizing Secondary Credit Counts.	April 2017
Finance Department to summarize, collate and consolidate all departmental submissions and prepare Preliminary Expenditure Estimates.	April 2017 / May 2017
Analysis of Preliminary Expenditures and Estimates by Senior Administration.	May 2017
Budget Committee to receive and review the Preliminary Estimates.	May 2017 / June 2017
Board to approve the Final Budget.	June 2017

## 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 2017-18 Budget. Assume staffing levels in each department cannot increase over the 2016-17 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 2016-17 budget as a MAXIMUM limit for 2017-18 budget.

The following should be used to establish 2017-18 expenditure budgets:

**Salaries and Benefits:**

- Actual staff salary costs projected to be in effect at September 1, 2017 for the period September 1, 2017 to August 31, 2018.

**Expenses:**

- Instructional: Budgeted on an as required basis, but not more than the 2016-17 budget unless there are acceptable explanations for an increase.
- Non-Instructional: Budgeted on an as required basis, but not more than the 2016-17 budget.

**Major Maintenance / Capital Expenditures:**

- Estimated expenditures based on identified projects to be completed in the period September 1, 2017 to August 31, 2018. The total is not to exceed the 2016-17 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 on the basis of the contracts in place at September 1, 2017.

**Other Expenses:**

- All other expenses should be based on actual, identified needs in this period, i.e., September 1, 2017 to August 31, 2018.

Accordingly, in order 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 2017-18 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 2017-18 budget year. Administration will use the 2016-17 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, Chris Roehrig	<ul style="list-style-type: none"> <li>• Catholicity</li> <li>• Communications</li> <li>• Enrolment (Recruitment &amp; Retention)</li> <li>• Faith Formation</li> <li>• Policies &amp; Administrative Procedures</li> <li>• Religion &amp; Family Life Programs</li> <li>• Strategic Planning</li> <li>• Student Achievement</li> <li>• Succession Planning</li> </ul>

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

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

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

Superintendents will be responsible for the preparation and collation of budget information in their respective areas for the System as a whole.

### **Role of Senior Administration**

In April 2017, based on submissions from all departments (including schools), Senior Administration will review and analyze the 2017-18 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 2017-18 Preliminary Expenditure Estimates for presentation to the Budget Committee in May 2017, 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 2017-18 Final Draft Budget for presentation to the Budget Committee in May 2017.

### **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, in particular, 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 general 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 2017-18 Budget (assuming final revenue information has been released by the Ministry of Education in a timely fashion) not later than June 30, 2017 for submission to the Province at that time.



# DETAILED INSTRUCTIONS

## **Department Budgets (Other Than School)**

Each superintendent / manager will prepare his / her department's 2017-18 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 2017-18 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 2017-18 Preliminary Estimates, the total amount for school budgets will be set at the same amount per pupil as 2016-17, but based on projected enrolment. These amounts may be subject to revision when more precise information is known regarding the 2017-18 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**

<b>2017-18 BUDGET TIMETABLE</b>			
<b>Date</b>	<b>Responsibility</b>	<b>Procedure</b>	<b>Date Completed</b>
Tuesday, December 13 <sup>th</sup>	Superintendent of Business & Treasurer	Review Draft Timetable at Senior Administration	
December 2016 / January 2017	Senior Administration	Finalize Goals and Priorities	
Monday, January 16 <sup>th</sup>	Senior Administration	Review Current Expenditures and Communication Plan	
Tuesday, January 17 <sup>th</sup> 7:00 p.m.	Director  Superintendent of Business & Treasurer	Committee of the Whole – Budget Goal Setting  Committee of the Whole – Budget Planning (Budget Procedures Manual)	
Tuesday, February 14 <sup>th</sup>	Manager of Finance	Budget Templates to Superintendents and Managers	
Monday, February 27 <sup>th</sup>	Manager of Human Resources	Benefit Information (if available from the Ministry)	
Monday, February 27 <sup>th</sup>	Superintendents of Education, Managers	Draft Expenditure Budgets to Superintendent of Business & Treasurer	
Friday, March 17 <sup>th</sup>	Manager of Finance	Base Salary and Benefits Costing	
Monday, March 20 <sup>th</sup>	Senior Administration	Budget Planning Meeting	
Monday March 27 <sup>th</sup>	Superintendent of Education – Staffing	Preliminary Enrolment Projections	

## 2017-18 BUDGET TIMETABLE

Date	Responsibility	Procedure	Date Completed
Monday, April 3 <sup>rd</sup>	Superintendent of Business & Treasurer, Superintendents of Education	Present Draft Expenditure Budgets to Senior Administration <ul style="list-style-type: none"> <li>• Curriculum and Special Education Budgets</li> <li>• Corporate Services Budget</li> </ul>	
Wednesday, April 5 <sup>th</sup>	Superintendent of Education – Staffing & Senior Administration	Update Enrolment Projections Finalize School Allocations	
Tuesday, April 18 <sup>th</sup>	Superintendent of Business & Treasurer & Senior Administration	Review Expenditure Estimates	
Thursday, April 20 <sup>th</sup>	Superintendent of Business & Treasurer	Present Draft Budget (Department Expenditure Estimates) to Budget Committee for: <ul style="list-style-type: none"> <li>• Special Education</li> <li>• Curriculum</li> <li>• Administration</li> <li>• Transportation</li> <li>• School Operations</li> <li>• Information Technology</li> </ul>	
Monday, April 24 <sup>th</sup>	Manager of Finance	Complete Revenue Estimates Complete Draft Expenditure Budget	
Tuesday, May 2 <sup>nd</sup>	Superintendent of Business & Treasurer  Superintendent of Education - Staffing	Present Draft Budget (Staffing) to Senior Administration  Present Teaching Staff Allocation to Senior Administration	
Tuesday, May 9 <sup>th</sup> 4:00 p.m.	Superintendent of Business & Treasurer	Present Draft Budget (Staffing) to Budget Committee  Present Teaching Staff Allocation to Budget Committee	

**2017-18 BUDGET TIMETABLE**

<b>Date</b>	<b>Responsibility</b>	<b>Procedure</b>	<b>Date Completed</b>
Tuesday, June 6th 4:00 p.m.	Superintendent of Business & Treasurer	Review Final Draft (Expenditure and Staffing) with Budget Committee	
Tuesday, June 20 <sup>th</sup> 7:00 p.m.	Superintendent of Business & Treasurer	Final Budget to Committee of the Whole	
Tuesday, June 27 <sup>th</sup> 7:00 p.m.	Chair of Budget Committee	Final Budget to the Board of Trustees	

## 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: January 11, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### REVISED BUDGET ESTIMATES – 2016-17

Public Session

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#### **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 30<sup>th</sup> 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 2016-17 Revised Budget is attached for your information as Appendix A.

The actual Full-Time Equivalent (FTE) enrolment on October 31, 2016 was 107.0 students greater in the elementary panel and 47.84 Average Daily Enrolment (ADE) students greater in the secondary panel than projected in Preliminary Estimates, which translates into a net increase in General Operating grants based on enrolment.

The impact of the Memorandums of Understanding (MOU), which have been negotiated between the Ministry and each of the Board's employee groups, is only becoming completely understood by the Board as implementation of the MOU progresses. Further repercussions have occurred as language impacts regarding collective agreements, which were bargained centrally with each of the employee groups, are becoming understood and operationalized. Data regarding patterns, usage and impact on the Board continue to be established. Interpretation of clauses within the MOU and collective agreements continue to require clarification, making it difficult to establish accurate estimates. Until such time that staff have been able to collect additional years of actual usage data for comparison, past practice data will continue to be relied upon to determine financial implications.

One outcome area that resulted from the 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. Essentially, the management of benefits for employees move from Board ownership and administration to Union ownership and administration via the Trusts. The Trusts are being established in the 2016-17 school year and, to date, OECTA benefits have transitioned. It is expected that OSSTF benefits will transition on February 1, 2017. The long-term implications of benefit management to the Board, with respect to the involvement of Board staff, is unknown at this time. During this transition year, the Board will incur costs regarding the existing benefit plans as well as the Trust plans. Absolute clarity regarding cost expenditures, revenue to be received, as well as Board benefit plan usage are still not known. The full transition is expected to increase costs to the Board relative to prior years and these costs have been updated and reflected in Revised Estimates.

There will also be costs associated with non-unionized employees, employees represented by the Catholic Principals' Council Ontario, as well as other central office and management staff in satellite locations transitioning to the Trust. The budget has been completed to ensure that these costs have been included.

A number of 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 \$817,000. As a result of restating the Teacher Salary budget to reflect actual staff at October 31, 2016, the revenue associated with the Teacher Compensation Allocation has decreased by approximately \$644,000, due to teacher qualifications and experience adjustments. New revenue has been received this year related to the Employee Health and Life Trusts, totalling approximately \$501,000, which represents the Ministry's top-up of benefit plans in excess of the costs to the Board. This allocation is pro-rated based on the number of months during the school year each employee group has had their benefits administered by the Trust. Tuition fees have increased by approximately \$172,000 as a result of increased enrolment in Native student and Other Tuition Paying fees. Miscellaneous revenue has increased as a result of monies received for settlement purposes regarding St. Basil Catholic Elementary School. The total legislative grant operating revenue increase is approximately \$1,126,000.

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. In addition, the Ministry has allowed some previous year EPO grants to be carried forward and these grants are presented in the Revenue Summary under Other Revenue as Deferred Revenue from 2015. While these grants bring additional revenue to the Board, they are 100% allocated on the Expenditure budget with a net effect to Revised Budget of zero.

A number of changes have been made to the Expenditure budget:

- A net of 3.9 FTE teachers has been added into the system as a direct result of student enrolment.
- A net of 9.0 FTE Educational Assistants have been added into the system as a direct result of special education student needs in the system.
- The addition of \$16,000 has been allocated to purchase Human Resources and Payroll auditing software as a module of the existing iSYS system. This acquisition also supports findings within the Internal Audit Risk Assessment report.
- The addition of \$50,000 has been allocated for the purchase of Grade 4 Growing in Faith Religion Textbooks and associated Teacher Manuals.
- The addition of \$42,000 has been allocated to purchase TIENET, the special education module of the Board's Student Management System (SMS).
- The addition of \$35,000 has been allocated to procure the services of a Wide Area Network (WAN) consultant to assist in the construction and management of a Request for Proposal (RFP) for WAN services and \$12,500 has been added to procure the services of a Firewall consultant to assist in the security of the Board's network.

- The addition of \$27,500 has been allocated to the Capital budget to purchase a new vehicle to replace one in the aging maintenance fleet.
- The addition of \$50,000 has been allocated to Maintenance and Contractual Services within the school maintenance budget to ensure that schools receive the appropriate supports required.
- The addition of \$206,000 has been allocated to the Information Technology budget to allow for Phase 3 infrastructure costs associated with wireless connectivity within our schools.
- The addition of \$50,000 has been allocated to the Human Resources expenditure line, which deals with legal and collective bargaining issues.
- The addition of \$50,000 has been allocated to bridge salaries as a result of retirement and succession planning initiatives.
- The addition of \$100,000 has been allocated to the Instruction budget to support the purchase of wireless devices for use by students in the classroom.
- The addition of \$10,000 has been allocated to the Continuing Education budget to enable evening supervision at the St. Mary Catholic Learning Centre.
- The addition of \$58,353 has been allocated to reflect increased utility costs.
- The addition of \$378,109 has been allocated to employee benefits representing, primarily, the additional costs associated with paying the full employee premium to the various Employee Health and Life Trusts.
- The addition of \$16,000 has been allocated in the Facilities Department for software fees, licenses and services provided through DMS Technologies.
- The addition \$7,000 has been allocated in the Library Services area in support of work and resources related to the establishment of a Learning Commons environment at seven elementary schools.

**RECOMMENDATION:**

THAT the Budget Committee recommends that the Committee of the Whole refers the 2016-17 Revised Budget Estimates, in the amount of \$123,352,202 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Brant Haldimand Norfolk Catholic District School Board**  
**REVENUE ESTIMATES 2016-2017**

Appendix A

	Revised 2016-17	Preliminary 2016-17	Incr (Decr)
<b>GENERAL LEGISLATIVE GRANTS</b>			
<b>Total: Foundation Allocation (includes Primary Class siz</b>	52,028,806	51,212,182	816,624
School Foundation	8,028,097	7,963,480	64,617
Special Education Allocation	13,091,477	12,958,690	132,787
Language Allocation	1,421,367	1,378,899	42,468
Distant Schools/Small Schools Allocation	25,821	28,873	(3,052)
Remote & Rural Allocation	1,310,389	1,320,252	(9,863)
Learning Opportunity Allocation	1,891,173	1,887,346	3,827
Adult & Continuing Education & Summer School	162,298	145,078	17,220
Teacher Compensation Allocation	9,898,340	10,542,731	(644,391)
Benefits Trust Funding (new this year)	501,484	-	501,484
New Teacher Induction Program (NTIP)	77,233	77,233	-
ECE Q&E Allocation	555,427	533,589	21,838
Restraint Savings	(67,355)	(67,355)	-
Transportation Allocation	4,937,071	4,859,551	77,520
Administration & Governance Allocation	3,749,300	3,722,428	26,872
School Operations Allocations	9,858,133	9,784,901	73,232
Community Use of Schools	136,202	136,202	-
Declining Enrolment Adjustment	17,159	17,159	-
First Nation Supplemental Allocation	221,437	218,880	2,557
Safe Schools	199,303	196,449	2,854
Permanent Financing of NPF	146,395	146,395	-
Labour Enhancement	-	-	-
<b>Total: OPERATING</b>	108,189,557	107,062,963	1,126,594
Trustee Association Fee	43,017	43,017	-
Debt Charges Allocation -Interest	2,452,106	2,452,106	-
<b>TOTAL LEGISLATIVE GRANT-OPERATING</b>	110,684,680	109,558,086	1,126,594
<b>Capital Allocation</b>			
School Renewal Allocation	1,609,389	1,420,010	189,379
School Renewal Allocation (to) fr Deferred	-	-	-
School Renewal Allocation to Capital / DCC	(600,000)	(573,917)	(26,083)
<b>TOTAL LEGISLATIVE GRANT-OPERATING(AFTER CAPI</b>	111,694,069	110,404,179	1,289,890
Amortization of DCC	4,106,913	4,170,640	(63,727)
Allocate to Deferred Revenue DCC(re MTA)	(27,500)	-	(27,500)
SEA Formula based Funding ( (to) fr Deferred)	344,228	344,228	-
SEA Formula based Funding ( (to) fr Deferred)	(5,274)	-	(5,274)
Mental Health Lead (to) fr Deferred	3,610	3,610	-
	116,116,046	114,919,047	1,196,999
<b>OTHER REVENUE</b>			
Tuition fees	1,182,556	1,009,738	172,818
Rental Revenue	103,240	86,688	16,552
Interest	140,000	120,000	20,000
Miscellaneous Revenue	168,210	37,463	130,747
Shared Facilities	290,161	251,764	38,396
EDC Fund Revenue (re: Debenture Payment)	54,580	54,580	-
<i>Miscellaneous Gov't Grants</i>			
Misc Grants EPO/EFIS	1,206,601	967,886	238,715
Deferred Revenue	78,694	-	78,694
French Monitor Program	18,000	18,000	-
CODE: Technology	318,829	298,829	20,000
SCWI / SWAC	80,000	80,000	-
Ontario Youth Apprenticeship Program	95,285	95,285	-
<b>Total Other Revenue</b>	3,736,156	3,020,233	715,923
<b>TOTAL REVENUE</b>	119,852,202	117,939,280	1,912,922
School Generated Funds	3,500,000	3,500,000	-
Prior Period Adjustment	-	-	-
<b>NET REVENUE</b>	123,352,202	121,439,280	1,912,922
<b>EXPENDITURE (including School funds)</b>	123,308,667	121,439,280	1,869,387
<b>Surplus(deficit) PSAB</b>	43,535	-	43,535
Reverse School Funds Surplus(Deficit) for Compliance	-	-	-
Adjustment(for Compliance Purposes)	(43,535)	(43,535)	-
<b>Surplus(deficit) For Compliance (Operations)</b>	0	(43,535)	43,535



# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Actual 2015-2016	Increase (Decrease)
<b>INSTRUCTION</b>					
Salaries & Wages					
Total Salaries & Wages	52,971,086	-223,607	52,747,479	52,922,940	-175,461
Employee Benefits					
Total Employee Benefits	6,469,849	360,001	6,829,850	6,076,798	589,410
Staff Development					
10 315 Professional Development - Academic & S.O.'s	163,364	16,177	179,541	151,273	25,550
10 317 Professional Development - Non Teaching	3,582	-2,582	1,000	1,439	0
10 319 Religion Course	5,000		5,000	5,500	0
10 325 Program Supplies	0	52,758	52,758		52,758
Total Staff Development	171,946	66,353	238,299	158,212	78,308
Supplies & Services					
10 320 Textbooks & Learning Materials	136,213	62,255	198,468	138,273	60,195
10 322 Books & Periodicals	500		500	500	0
10 324 School Initiatives	0		0	35,107	0
10 325 Program Supplies	446,679	55,229	501,908	608,309	-106,401
10 330 Instructional Supplies	874,741		874,741	403,293	0
10 331 Application Software	0		0	5,024	0
10 335 Printing & Photocopying - Instructional	200,000	10,000	210,000	197,784	10,000
10 336 Printing & Photocopying - Non-Instructional	2,250	-250	2,000	323	-250
10 339 First Aid Supplies	7,500		7,500	6,200	0
10 361 Automobile Reimbursement	73,496	6,034	79,530	51,028	-12,545
10 401 Repairs - Furniture & Equipment	5,000		5,000	347	0
10 402 Repairs - Computer Technology	0		0	268	0
10 404 Telephone - Cellular	1,200		1,200	463	0
10 406 Telephone - Data Communications Services	420,400		420,400	342,369	56,000
10 414 Student Senate	12,000		12,000	8,951	2,000
10 540 School Trips - Transportation	70,210	-3,400	66,810	79,700	-1,500
Total Supplies & Services	2,250,189	129,868	2,380,057	1,996,082	7,499
Replacement of F&E					
10 501 Replacement of Furniture & Equipment - General	58,810		58,810	190,680	-76,619
10 502 Replacement of Furniture & Equipment - Computer	482,961	331,000	813,961	603,037	210,626
10 503 Replacement of Furniture & Equipment - Network	46,550		46,550	159,428	0
Total Replacement of F&E	588,321	331,000	919,321	953,144	134,007
Fees & Contract Services					
10 640 Instructional Advertising	68,000	-500	67,500	67,036	-500
10 653 Other Professional Fees	0	10,000	10,000	32,691	-18,094
10 654 Other Contractual Services	97,338		97,338	256,759	0
10 661 Software Fees & Licenses	84,000		84,000	72,253	-20,000
10 662 Maintenance Fees - Computer Technology	120,400	47,500	167,900	112,185	12,900

**Brant Haldimand Norfolk Catholic District School Board  
2016-2017 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
10 702 Association & Membership Fees - Individuals	1,000	200	1,200	1,000	540,924	200
<b>Total Fees &amp; Contract Services</b>	<b>370,738</b>	<b>57,200</b>	<b>427,938</b>	<b>453,432</b>	<b>540,924</b>	<b>-25,494</b>
<b>Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>613</b>	<b>0</b>
10 701 Association & Membership Fees - Board	1,800		1,800	1,800	1,800	0
10 705 Student Bursaries/Awards	1,500		1,500	1,500	1,800	0
10 725 Miscellaneous	3,300		3,300	3,300	2,413	0
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>613</b>	<b>0</b>
<b>Amortization</b>	<b>329,518</b>	<b>-61,546</b>	<b>267,972</b>	<b>329,518</b>	<b>267,972</b>	<b>-61,546</b>
10 790 Amortization	329,518	-61,546	267,972	329,518	267,972	-61,546
<b>Total Amortization</b>	<b>329,518</b>	<b>-61,546</b>	<b>267,972</b>	<b>329,518</b>	<b>267,972</b>	<b>-61,546</b>
<b>Total INSTRUCTION</b>	<b>63,154,947</b>	<b>659,269</b>	<b>63,814,216</b>	<b>63,267,493</b>	<b>62,720,771</b>	<b>546,723</b>

# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>SPECIAL EDUCATION</b>						
Salaries & Wages						
Total Salaries & Wages	11,304,160	548,881	11,853,041	11,193,393	11,332,022	659,648
Employee Benefits						
Total Employee Benefits	2,164,710	112,631	2,277,341	2,151,985	2,095,554	125,356
Staff Development	20,200		20,200	25,200	18,405	-5,000
12 315 Professional Development - Academic & S.O.'s	18,000	-2,000	16,000	20,100	11,141	-4,100
12 317 Professional Development - Non Teaching	38,200	-2,000	36,200	45,300	29,545	-9,100
Total Staff Development						
Supplies & Services	13,000	-6,000	7,000	11,000	2,704	-4,000
12 320 Textbooks & Learning Materials	64,034	13,150	77,184	72,918	107,634	4,266
12 325 Program Supplies	12,500	-4,500	8,000	10,500	28,683	-2,500
12 330 Instructional Supplies	0	0	0	0	1,212	0
12 335 Printing & Photocopying - Instructional	8,000	8,000	8,000	6,000	7,627	2,000
12 336 Printing & Photocopying - Non-Instructional	51,800	-7,300	44,500	60,070	38,180	-15,570
12 361 Automobile Reimbursement	3,000		3,000	3,000	0	0
12 402 Repairs - Computer Technology	1,450		1,450	1,450	264	0
12 404 Telephone - Cellular	2,000		2,000	3,000	13,459	-1,000
12 405 Telephone - Voice	235		235	235	122	0
12 407 Postage	2,500		2,500	2,500	701	0
12 410 Office Supplies & Services	500		500	500	75	0
12 416 SEAC	2,000	750	2,750	2,000	3,501	750
12 540 School Trips - Transportation						
Total Supplies & Services	161,019	-3,900	157,119	173,173	204,161	-16,054
Replacement of F&E						
12 501 Replacement of Furniture & Equipment - General	106,500		106,500	106,500	99,889	0
12 502 Replacement of Furniture & Equipment - Computer	490,508		490,508	490,508	138,330	0
Total Replacement of F&E	597,008		597,008	597,008	238,218	0
Fees & Contract Services						
12 654 Other Contractual Services	40,500		40,500	44,800	39,506	-4,300
12 662 Maintenance Fees - Computer Technology	0	42,000	42,000	0	175	42,000
12 702 Association & Membership Fees - Individuals	0		0	0	0	0
Total Fees & Contract Services	40,500	42,000	82,500	44,800	39,681	37,700
<b>Total SPECIAL EDUCATION</b>	<b>14,305,597</b>	<b>697,612</b>	<b>15,003,209</b>	<b>14,205,659</b>	<b>13,939,182</b>	<b>797,550</b>

# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>SCHOOL MANAGEMENT</b>						
Salaries & Wages						
Total Salaries & Wages	6,934,639	-83,155	6,851,484	6,889,997	7,026,342	-38,513
Employee Benefits						
Total Employee Benefits	979,652	-14,701	964,951	980,992	977,664	-16,041
Staff Development						
15 315 Professional Development - Academic & S.O.'s	21,500	1,500	23,000	21,500	33,041	1,500
15 317 Professional Development - Non Teaching	12,735		12,735	12,735	725	0
Total Staff Development	34,235	1,500	35,735	34,235	33,766	1,500
Supplies & Services						
15 324 School Initiatives	0		0	0	12,895	0
15 325 Program Supplies	2,000	10,000	12,000	16,288	8,105	-4,288
15 335 Printing & Photocopying - Instructional	0		0	0	6,330	0
15 336 Printing & Photocopying - Non-Instructional	17,000		17,000	17,000	8,524	0
15 361 Automobile Reimbursement	0		0	0	20,606	0
15 404 Telephone - Cellular	75,905	-500	75,405	75,905	56,441	-500
15 405 Telephone - Voice	0		0	0	2,525	0
15 406 Telephone - Data Communications Services	32,046		32,046	32,046	39,996	0
15 407 Postage	136,112		136,112	138,789	93,972	-2,677
15 410 Office Supplies & Services	26,000	11,920	37,920	37,720	30,523	200
15 415 School Council Supplies	289,063	21,420	310,483	317,748	279,917	-7,265
Total Supplies & Services						
Replacement of F&E						
15 501 Replacement of Furniture & Equipment - General	9,000		9,000	9,000	38,464	0
15 502 Replacement of Furniture & Equipment - Computer	0		0	0	2,938	0
15 503 Replacement of Furniture & Equipment - Network	3,350		3,350	3,350		0
Total Replacement of F&E	12,350		12,350	12,350	41,403	0
Fees & Contract Services						
15 661 Software Fees & Licenses	46,900		46,900	48,900	37,061	-2,000
15 662 Maintenance Fees - Computer Technology	116,200		116,200	116,200	112,244	0
15 701 Association & Membership Fees - Board	2,300		2,300	2,300		0
15 719 School Courier	20,000		20,000	20,000	16,362	0
Total Fees & Contract Services	185,400		185,400	187,400	165,668	-2,000
<b>Total SCHOOL MANAGEMENT</b>	<b>8,435,339</b>	<b>-74,936</b>	<b>8,360,403</b>	<b>8,422,722</b>	<b>8,524,759</b>	<b>-62,319</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>STUDENT SUPPORT SERVICES</b>						
Salaries & Wages						
Total Salaries & Wages	556,194	99,214	655,408	557,072	572,964	98,336
Employee Benefits						
Total Employee Benefits	109,287	14,786	124,073	104,767	100,867	19,306
Staff Development						
21 317 Professional Development - Non Teaching	900	1,500	2,400	3,482	193	-1,082
Total Staff Development	900	1,500	2,400	3,482	193	-1,082
Supplies & Services						
21 325 Program Supplies	0	4,829	4,829	11,404		-6,575
21 361 Automobile Reimbursement	9,000	1,000	10,000	11,000	6,131	-1,000
21 540 School Trips - Transportation	0	1,900	1,900	1,900		0
Total Supplies & Services	9,000	7,729	16,729	24,304	6,131	-7,575
<b>Total STUDENT SUPPORT SERVICES</b>	<b>675,381</b>	<b>123,229</b>	<b>798,610</b>	<b>689,625</b>	<b>680,155</b>	<b>108,985</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>COMPUTER SERVICES</b>						
Salaries & Wages						
Total Salaries & Wages	855,142	47,517	902,659	805,322	815,556	97,337
Employee Benefits						
Total Employee Benefits	217,916	12,552	230,468	199,373	202,354	31,095
Staff Development						
22 317 Professional Development - Non Teaching	30,000		30,000	30,000	17,420	0
Total Staff Development	30,000		30,000	30,000	17,420	0
Supplies & Services						
22 325 Program Supplies	1,710		1,710	1,710	1,029	0
22 332 Books & Periodicals	0		0	450	201	-450
22 336 Printing & Photocopying - Non-instructional	900		900	900	15,960	0
22 361 Automobile Reimbursement	20,000		20,000	20,000	7,939	-4,000
22 402 Repairs - Computer Technology	16,000		16,000	8,500	8,250	0
22 404 Telephone - Cellular	8,500		8,500	0	738	0
22 405 Telephone - Voice	0		0	34,000	33,590	0
22 406 Telephone - Data Communications Services	34,000		34,000	800	105	0
22 407 Postage	800		800	1,500	1,928	-500
22 410 Office Supplies & Services	1,000		1,000	87,860	69,740	-4,950
Total Supplies & Services	82,910		82,910	87,860	69,740	-4,950
Replacement of F&E						
22 501 Replacement of Furniture & Equipment - General	1,000		1,000	1,000	711	0
22 502 Replacement of Furniture & Equipment - Computer	4,000		4,000	5,850	2,543	-1,850
Total Replacement of F&E	5,000		5,000	6,850	3,254	-1,850
Fees & Contract Services						
22 653 Other Professional Fees	38,211		38,211	59,882	39,868	-21,671
22 654 Other Contractual Services	10,000	-10,000	0	10,000	12,978	-10,000
22 662 Maintenance Fees - Computer Technology	12,252		12,252	12,252	678	0
22 702 Association & Membership Fees - Individuals	500		500	500	53,524	0
Total Fees & Contract Services	60,963	-10,000	50,963	82,634	53,524	-31,671
Total COMPUTER SERVICES	1,251,931	50,069	1,302,000	1,212,039	1,161,848	89,961

## Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>LIBRARY SERVICES</b>						
Salaries & Wages	719,937	-1,043	718,894	718,142	737,536	752
Total Salaries & Wages						
Employee Benefits	148,244		148,244	151,773	155,063	-3,529
Total Employee Benefits						
Staff Development	2,000		2,000	2,000	1,134	0
23 317 Professional Development - Non Teaching	2,000		2,000	2,000	1,134	0
Total Staff Development						
Supplies & Services	3,000	7,000	10,000	3,000	800	7,000
23 320 Textbooks & Learning Materials	2,000		2,000	2,000	39,079	0
23 321 Library Books	14,577		14,577	14,577	16,467	0
23 325 Program Supplies	0		0	0	2,107	0
23 330 Instructional Supplies	1,500		1,500	1,500	1,571	0
23 335 Printing & Photocopying - Instructional	1,500		1,500	1,500	1,459	0
23 361 Automobile Reimbursement	200		200	200	62	0
23 404 Telephone - Cellular						
Total Supplies & Services	22,777	7,000	29,777	22,777	61,545	7,000
Fees & Contract Services						
23 662 Maintenance Fees - Computer Technology	23,534		23,534	33,534	24,042	-10,000
Total Fees & Contract Services	23,534		23,534	33,534	24,042	-10,000
Total LIBRARY SERVICES	916,492	5,957	922,449	928,226	979,320	-5,777
<b>GUIDANCE SERVICES</b>						
Salaries & Wages	876,985	2,805	879,790	872,003	858,839	7,787
Total Salaries & Wages						
Employee Benefits	90,221		90,221	91,891	87,625	-1,670
Total Employee Benefits						
Supplies & Services	0		0	0	812	0
24 330 Instructional Supplies	0		0	0	2,940	0
24 335 Printing & Photocopying - Instructional	0		0	0	3,752	0
Total Supplies & Services	0		0	0	0	0
Replacement of F&E	0		0	0	0	0
24 501 Replacement of Furniture & Equipment - General	0		0	0	0	0
Total Replacement of F&E	0		0	0	0	0
Total GUIDANCE SERVICES	967,206	2,805	970,011	963,894	950,216	6,117

# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>TEACHER SUPPORT SERVICES</b>						
Salaries & Wages						
Total Salaries & Wages	1,101,026	-5,861	1,095,165	989,493	1,031,115	105,672
Employee Benefits						
Total Employee Benefits	119,322		119,322	113,201	113,729	6,121
Staff Development						
25 315 Professional Development - Academic & S.O.'s	14,200	1,000	15,200	14,200	16,906	1,000
25 325 Program Supplies	0	0	0	0	269	0
Total Staff Development	14,200	1,000	15,200	14,200	17,175	1,000
Supplies & Services						
25 325 Program Supplies	33,869	2,000	35,869	33,869	10,785	2,000
25 335 Printing & Photocopying - Instructional	9,250	1,250	10,500	9,750	6,009	750
25 361 Automobile Reimbursement	13,195	2,500	15,695	13,695	13,231	2,000
25 404 Telephone - Cellular	1,260	1,260	1,260	1,260	1,048	0
Total Supplies & Services	57,574	5,750	63,324	58,574	31,073	4,750
Replacement of F&E						
25 502 Replacement of Furniture & Equipment - Computer	0	0	0	0	2,196	0
Total Replacement of F&E	0	0	0	0	2,196	0
Fees & Contract Services						
25 701 Association & Membership Fees - Board	10,000		10,000	10,000	9,340	0
25 702 Association & Membership Fees - Individuals	1,777	-200	1,577	1,777	389	-200
Total Fees & Contract Services	11,777	-200	11,577	11,777	9,729	-200
<b>Total TEACHER SUPPORT SERVICES</b>	<b>1,303,899</b>	<b>689</b>	<b>1,304,588</b>	<b>1,187,245</b>	<b>1,205,016</b>	<b>117,343</b>



# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>GOVERNANCE/TRUSTEES</b>						
Salaries & Wages	64,700		64,700	64,700	68,096	0
Total Salaries & Wages						
Employee Benefits	2,588		2,588	2,588	1,559	0
Total Employee Benefits						
Staff Development	23,000		23,000	23,000	14,073	0
31 317 Professional Development - Non Teaching	23,000		23,000	23,000	14,073	0
Total Staff Development						
Supplies & Services	3,500		3,500	3,500	477	0
31 336 Printing & Photocopying - Non-instructional	5,000		5,000	5,000	9,212	0
31 359 Student Trustees	10,000		10,000	10,000	2,884	0
31 361 Automobile Reimbursement	3,000		3,000	3,000	4,115	0
31 404 Telephone - Cellular	3,600		3,600	3,600	200	0
31 406 Telephone - Data Communications Services	200		200	200	500	0
31 407 Postage	500		500	500	904	0
31 410 Office Supplies & Services	25,800		25,800	25,800	17,593	0
Total Supplies & Services						
Replacement of F&E	2,000		2,000	2,000	2,000	0
31 502 Replacement of Furniture & Equipment - Computer	2,000		2,000	2,000	2,000	0
Total Replacement of F&E						
Fees & Contract Services	250	-250	0	250		-250
31 702 Association & Membership Fees - Individuals	250	-250	0	250		-250
Total Fees & Contract Services						
Other Expenses	5,000		5,000	5,000	998	0
31 725 Miscellaneous	5,000		5,000	5,000	998	0
Total Other Expenses						
Total GOVERNANCE/TRUSTEES	123,338	-250	123,088	123,338	102,319	-250

# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>SENIOR ADMINISTRATION</b>						
Salaries & Wages	787,858		787,858	787,858	787,858	0
Total Salaries & Wages						
Employee Benefits	77,847		77,847	77,047	77,932	800
Total Employee Benefits						
Staff Development	27,000	3,059	30,059	37,000	25,022	-6,941
32 315 Professional Development - Academic & S.O.'s	300		300	300		0
32 316 Professional Memberships - Academic	27,300	3,059	30,359	37,300	25,022	-6,941
Total Staff Development						
Supplies & Services	2,250		2,250	2,250	1,155	0
32 322 Books & Periodicals	5,375	-822	4,553	5,375	134	-822
32 325 Program Supplies	4,000		4,000	4,000	1,776	0
32 336 Printing & Photocopying - Non-instructional	9,500		9,500	9,500	2,377	0
32 361 Automobile Reimbursement	10,000		10,000	10,000	4,750	0
32 404 Telephone - Cellular	1,000		1,000	1,000	868	0
32 406 Telephone - Data Communications Services	32,125	-822	31,303	32,125	11,060	-822
Total Supplies & Services						
Fees & Contract Services	10,900		10,900	10,900	8,850	0
32 702 Association & Membership Fees - Individuals	10,900		10,900	10,900	8,850	0
Total Fees & Contract Services						
Other Expenses	1,500		1,500	1,500	1,277	0
32 725 Miscellaneous	1,500		1,500	1,500	1,277	0
Total Other Expenses						
Total SENIOR ADMINISTRATION	937,530	2,237	939,767	946,730	911,999	-6,963

# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

## ADMINISTRATION AND OTHER SUPPORT

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	126,530		126,530	125,349	141,469	1,181
<b>Employee Benefits</b>						
Total Employee Benefits	28,185		28,185	28,233	29,305	-48
<b>Staff Development</b>						
33 317 Professional Development - Non Teaching	6,100		6,100	6,100	10,354	0
Total Staff Development	6,100		6,100	6,100	10,354	0
<b>Supplies &amp; Services</b>						
33 336 Printing & Photocopying - Non-instructional	500		500	500	-102	0
33 361 Automobile Reimbursement	1,700		1,700	1,700	1,832	0
33 404 Telephone - Cellular	1,200		1,200	1,200	1,492	0
33 405 Telephone - Voice	13,000		13,000	13,000	12,312	0
33 406 Telephone - Data Communications Services	1,800		1,800	1,800	1,127	0
33 407 Postage	16,000		16,000	16,000	7,774	0
33 410 Office Supplies & Services	9,100		9,100	9,100	7,680	0
Total Supplies & Services	43,300		43,300	43,300	32,114	0
<b>Replacement of F&amp;E</b>						
33 501 Replacement of Furniture & Equipment - General	0		0	0	5,487	0
Total Replacement of F&E	0		0	0	5,487	0
<b>Fees &amp; Contract Services</b>						
33 640 Instructional Advertising	18,500		18,500	18,500	15,381	0
33 652 Legal Fees	15,000		15,000	15,000	82,093	0
33 653 Other Professional Fees	0		0	0	29,469	0
33 654 Other Contractual Services	2,500		2,500	2,500	462	0
33 662 Maintenance Fees - Computer Technology	30,000		30,000	30,000	25,959	0
33 672 Liability Insurance	0		0	0	0	0
33 701 Association & Membership Fees - Board	49,000		49,000	49,000	45,687	0
33 702 Association & Membership Fees - Individuals	750		750	750	655	0
Total Fees & Contract Services	115,750		115,750	115,750	199,706	0
<b>Other Expenses</b>						
33 710 Interest	0		0	23,590	135	-23,590
33 725 Miscellaneous	22,900		22,900	20,900	17,178	2,000
33 729 Foreign Exchange Gain/Loss	10,000		10,000	10,000	7,723	0
Total Other Expenses	32,900		32,900	54,490	25,035	-21,590
<b>Amortization</b>						
33 790 Amortization	46,434	2,767	49,201	46,434	49,201	2,767
Total Amortization	46,434	2,767	49,201	46,434	49,201	2,767
<b>Total ADMINISTRATION AND OTHER SUPPORT</b>	399,199	2,767	401,966	419,656	492,672	-17,690

# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

## HUMAN RESOURCES ADMINISTRATION

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	438,544	-14	438,530	415,356	436,449	23,174
<b>Employee Benefits</b>						
Total Employee Benefits	115,032		115,032	96,463	99,317	18,569
<b>Staff Development</b>						
34 317 Professional Development - Non Teaching	4,550		4,550	4,550	5,932	0
34 318 Professional Memberships - Non Teaching	1,400		1,400	1,400	932	0
Total Staff Development	5,950		5,950	5,950	6,864	0
<b>Supplies &amp; Services</b>						
34 322 Books & Periodicals	1,500		1,500	1,500		0
34 361 Automobile Reimbursement	2,000		2,000	2,000	735	0
34 404 Telephone - Cellular	1,400		1,400		1,131	1,400
34 410 Office Supplies & Services	2,500		2,500	2,500	3,669	0
34 421 Recruitment of Staff	20,000		20,000	20,000	5,793	0
34 501 Replacement of Furniture & Equipment - General	0		0	0	5,999	0
Total Supplies & Services	27,400		27,400	26,000	17,327	1,400
<b>Fees &amp; Contract Services</b>						
34 650 Labour Relations	125,000	50,000	175,000	125,000	119,364	50,000
34 653 Other Professional Fees	20,000		20,000	20,000	1,863	0
34 654 Other Contractual Services	30,000		30,000	30,000	13,115	0
34 661 Software Fees & Licenses	13,720	6,000	19,720	13,720	14,761	6,000
34 662 Maintenance Fees - Computer Technology	7,000	3,000	10,000	7,000	10,077	3,000
34 702 Association & Membership Fees - Individuals	1,400		1,400	1,400	733	0
Total Fees & Contract Services	197,120	59,000	256,120	197,120	159,913	59,000
Total HUMAN RESOURCES ADMINISTRATION	784,046	58,986	843,032	740,889	719,869	102,143
<b>INFORMATION TECHNOLOGY</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	58,841		58,841	58,694	53,329	147
<b>Employee Benefits</b>						
Total Employee Benefits	15,312		15,312	15,321	15,388	-9
<b>Replacement of F&amp;E</b>						
35 503 Replacement of Furniture & Equipment - Network	3,350		3,350	3,350	9,414	0
Total Replacement of F&E	3,350		3,350	3,350	9,414	0
<b>Fees &amp; Contract Services</b>						
35 661 Software Fees & Licenses	11,000		11,000	11,000	11,000	0
Total Fees & Contract Services	11,000		11,000	11,000	11,000	0
Total INFORMATION TECHNOLOGY	88,503		88,503	88,365	89,131	138

## Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>DIRECTOR'S OFFICE</b>						
Salaries & Wages						
Total Salaries & Wages	245,607	16,678	262,285	210,204	202,172	52,081
Employee Benefits						
Total Employee Benefits	59,809		59,809	44,114	49,193	15,695
Staff Development						
36 317 Professional Development - Non Teaching	1,800		1,800	1,800	637	0
Total Staff Development	1,800		1,800	1,800	637	0
Supplies & Services						
36 336 Printing & Photocopying - Non-instructional	3,900		3,900	3,900		0
36 361 Automobile Reimbursement	1,000		1,000	1,000	299	0
36 404 Telephone - Cellular	1,000		1,000	1,000	43	0
36 405 Telephone - Voice	1,500		1,500	1,500		0
36 406 Telephone - Data Communications Services	1,500		1,500	1,500		0
36 410 Office Supplies & Services	6,455		6,455	6,455	3,140	0
Total Supplies & Services	15,355		15,355	15,355	3,482	0
Replacement of F&E						
36 501 Replacement of Furniture & Equipment - General	1,800		1,800	1,800	3,428	0
36 502 Replacement of Furniture & Equipment - Computer	1,350		1,350	1,350	2,033	0
Total Replacement of F&E	3,150		3,150	3,150	5,461	0
Fees & Contract Services						
36 702 Association & Membership Fees - Individuals	0		0	0		0
Total Fees & Contract Services	0		0	0		0
<b>Total DIRECTOR'S OFFICE</b>	<b>325,721</b>	<b>16,678</b>	<b>342,399</b>	<b>274,623</b>	<b>260,946</b>	<b>67,776</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>PAYROLL ADMINISTRATION</b>						
Salaries & Wages						
Total Salaries & Wages	163,376		163,376	185,233	163,696	-21,857
Employee Benefits						
Total Employee Benefits	42,892		42,892	40,965	42,609	1,927
Staff Development						
37 317 Professional Development - Non Teaching	1,500		1,500	1,500	179	0
Total Staff Development	1,500		1,500	1,500	179	0
Supplies & Services						
37 361 Automobile Reimbursement	500		500	500	135	0
37 410 Office Supplies & Services	1,500		1,500	1,500	1,521	0
37 502 Replacement of Furniture & Equipment - Computer	0		0	0	715	0
Total Supplies & Services	2,000		2,000	2,000	2,372	0
Fees & Contract Services						
37 654 Other Contractual Services	66,000		66,000	66,000	66,720	0
37 661 Software Fees & Licenses	0	9,000	9,000	9,200	1,839	9,000
37 662 Maintenance Fees - Computer Technology	9,200	2,300	11,500	9,200	9,934	2,300
37 702 Association & Membership Fees - Individuals	400	400	400	400	204	0
Total Fees & Contract Services	75,600	11,300	86,900	75,600	78,697	11,300
<b>Total PAYROLL ADMINISTRATION</b>	<b>285,368</b>	<b>11,300</b>	<b>296,668</b>	<b>305,298</b>	<b>287,553</b>	<b>-8,630</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>FINANCE</b>						
Salaries & Wages						
Total Salaries & Wages	389,430	12	389,442	383,278	351,405	6,164
Employee Benefits						
Total Employee Benefits	83,568		83,568	80,340	79,384	3,228
Staff Development						
38 317 Professional Development - Non Teaching	3,500		3,500	3,500	3,729	0
38 318 Professional Memberships - Non Teaching	2,400		2,400	2,400	1,961	0
Total Staff Development	5,900		5,900	5,900	5,690	0
Supplies & Services						
38 336 Printing & Photocopying - Non-instructional	3,460		3,460	4,000	358	-540
38 361 Automobile Reimbursement	500		500	500	310	0
38 404 Telephone - Cellular	540		540	3,400	495	540
38 410 Office Supplies & Services	3,400		3,400	7,900	1,733	0
Total Supplies & Services	7,900		7,900	2,000	2,897	0
Replacement of F&E						
38 501 Replacement of Furniture & Equipment - General	2,000		2,000	2,000	971	0
38 502 Replacement of Furniture & Equipment - Computer	3,000		3,000	3,000	1,637	0
Total Replacement of F&E	5,000		5,000	5,000	2,608	0
Fees & Contract Services						
38 640 Instructional Advertising	2,655		2,655	2,655	52,485	0
38 651 Audit Fees	55,000		55,000	2,500	6,130	0
38 653 Other Professional Fees	2,500		2,500	4,000	1,251	0
38 654 Other Contractual Services	4,000		4,000	8,000	1,292	0
38 661 Software Fees & Licenses	8,000		8,000	56,000	28,518	0
38 662 Maintenance Fees - Computer Technology	56,000		56,000	1,200	1,142	0
38 702 Association & Membership Fees - Individuals	1,200		1,200	129,355	90,818	0
Total Fees & Contract Services	129,355		129,355	611,773	532,802	9,392
<b>Total FINANCE</b>	<b>621,153</b>	<b>12</b>	<b>621,165</b>			

# Brant Haldimand Norfolk Catholic District School Board

## 2016-2017 Revised Expenditure Estimates before TCA

### PURCHASING AND PROCUREMENT

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	78,644		78,644	77,671	75,877	973
<b>Employee Benefits</b>						
Total Employee Benefits	18,285		18,285	16,314	17,889	1,971
<b>Staff Development</b>						
39 317 Professional Development - Non Teaching	1,000		1,000	1,000	622	0
39 318 Professional Memberships - Non Teaching	500		500	500	440	0
Total Staff Development	1,500		1,500	1,500	1,062	0
<b>Supplies &amp; Services</b>						
39 361 Automobile Reimbursement	500		500	500	273	0
39 404 Telephone - Cellular	600		600	600	593	0
39 410 Office Supplies & Services	100		100	100	168	0
39 502 Replacement of Furniture & Equipment - Computer	0		0	0	238	0
Total Supplies & Services	1,200		1,200	1,200	1,272	0
<b>Fees &amp; Contract Services</b>						
39 702 Association & Membership Fees - Individuals	500		500	500	439	0
Total Fees & Contract Services	500		500	500	439	0
<b>Total PURCHASING AND PROCUREMENT</b>	100,129		100,129	97,185	96,539	2,944



# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>SCHOOL OPERATIONS</b>						
Salaries & Wages						
Total Salaries & Wages	4,016,732		4,016,732	3,996,285	4,113,364	20,447
Employee Benefits						
Total Employee Benefits	1,028,982		1,028,982	1,045,766	1,000,512	-16,784
Staff Development						
40 317 Professional Development - Non Teaching	3,000		3,000	3,000	4,295	0
Total Staff Development	3,000		3,000	3,000	4,295	0
Supplies & Services						
40 340 Plant Operations Supplies	262,735		262,735	262,735	313,881	0
40 341 Electricity	1,694,770	52,891	1,747,661	1,660,242	1,835,199	87,419
40 343 Heating - Gas	362,592	3,250	365,842	362,155	237,229	3,687
40 346 Water & Sewage	198,698	2,212	200,910	192,505	205,283	8,405
40 361 Automobile Reimbursement	7,600		7,600	7,600	8,107	0
40 404 Telephone - Cellular	2,000		2,000	2,000	613	0
40 430 Maintenance Supplies	50,000		50,000	50,000	28,626	0
40 435 Caretakers Supplies	3,500		3,500	3,500		0
Total Supplies & Services	2,581,895	58,353	2,640,248	2,540,737	2,628,939	99,511
Replacement of F&E						
40 501 Replacement of Furniture & Equipment - General	35,000		35,000	35,000	29,897	0
40 502 Replacement of Furniture & Equipment - Computer	1,800		1,800	1,800		0
Total Replacement of F&E	36,800		36,800	36,800	29,897	0
Fees & Contract Services						
40 654 Other Contractual Services	700,000		700,000	700,000	717,246	0
40 661 Software Fees & Licenses	25,000	8,000	33,000	22,000	29,941	11,000
40 681 Moving of Portables	10,000		10,000	10,000		0
Total Fees & Contract Services	735,000	8,000	743,000	732,000	747,187	11,000
Amortization						
40 790 Amortization	3,944,938	-4,948	3,939,990	3,944,938	3,939,991	-4,948
Total Amortization	3,944,938	-4,948	3,939,990	3,944,938	3,939,991	-4,948
Total SCHOOL OPERATIONS	12,347,347	61,405	12,408,752	12,299,526	12,464,184	109,226

# Brant Haldimand Norfolk Catholic District School Board 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>SCHOOL MAINTENANCE</b>						
Salaries & Wages	695,250	29,873	725,123	735,173	740,830	-10,050
Total Salaries & Wages						
Employee Benefits	174,188		174,188	186,538	182,204	-12,350
Total Employee Benefits						
Staff Development	2,500		2,500	2,500	2,055	0
41 317 Professional Development - Non Teaching	2,500		2,500	2,500	2,055	0
Total Staff Development						
Supplies & Services	0		0	0	0	0
41 340 Plant Operations Supplies	15,000		15,000	15,000	1,064	0
41 361 Automobile Reimbursement	30,000		30,000	30,000	28,092	0
41 370 Vehicle Fuel	1,000		1,000	1,000	0	0
41 401 Repairs - Furniture & Equipment	6,000		6,000	6,000	5,191	0
41 404 Telephone - Cellular	135,000		135,000	125,000	186,460	10,000
41 430 Maintenance Supplies	459,300	50,000	509,300	409,300	729,328	100,000
41 431 Maintenance Services	6,000		6,000	6,000	0	0
41 432 Landscaping	61,368		61,368	61,368	39,686	0
41 434 Building & Grounds (School Based)	5,000		5,000	5,000	105	0
41 438 Municipal Improvements	0		0	10,000	8,245	-10,000
41 439 Local Improvement Supplies	10,000		10,000	10,000	17,779	0
41 440 Vehicle Maintenance & Supplies	728,668	50,000	778,668	678,668	1,015,950	100,000
Total Supplies & Services						
Replacement of F&E	4,500		4,500	4,500	10,292	0
41 501 Replacement of Furniture & Equipment - General	0		0	0	866	0
41 625 Rental/Lease - Vehicles	4,500		4,500	4,500	11,158	0
Total Replacement of F&E						
Interest Charges on Capital	70,930		70,930	74,866	74,866	-3,936
41 754 Debenture Interest - post May 15, 1998	70,930		70,930	74,866	74,866	-3,936
Total Interest Charges on Capital						
Fees & Contract Services	2,000		2,000	2,000	12,727	0
41 653 Other Professional Fees	26,000		26,000	26,000	10,475	0
41 654 Other Contractual Services	22,000	8,000	30,000	22,000	29,941	8,000
41 661 Software Fees & Licenses	120,793		120,793	120,793	71,752	0
41 671 Property Insurance	89,000		89,000	92,000	55,066	-3,000
41 672 Liability Insurance	11,000		11,000	11,000	8,068	0
41 673 Vehicle Insurance	2,000		2,000	2,000	0	0
41 702 Association & Membership Fees - Individuals	272,793	8,000	280,793	275,793	188,030	5,000
Total Fees & Contract Services	1,948,829	87,873	2,036,702	1,958,038	2,215,093	78,664
Total SCHOOL MAINTENANCE						

# Brant Haldimand Norfolk Catholic District School Board

## 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>SCHOOL RENEWAL</b>						
Supplies & Services						
42 760 Local Improvements	846,093	163,296	1,009,389	821,149	795,960	188,240
Total Supplies & Services	846,093	163,296	1,009,389	821,149	795,960	188,240
Total SCHOOL RENEWAL	846,093	163,296	1,009,389	821,149	795,960	188,240
<b>NEW PUPIL PLACES</b>						
Interest Charges on Capital						
43 754 Debenture Interest - post May 15, 1998	2,188,642		2,188,642	2,295,295	2,255,701	-106,653
43 761 Capital Loan Interest	4,800		4,800	6,000	6,000	-1,200
Total Interest Charges on Capital	2,193,442		2,193,442	2,301,295	2,261,701	-107,853
Total NEW PUPIL PLACES	2,193,442		2,193,442	2,301,295	2,261,701	-107,853
<b>OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>						
Salaries & Wages						
Total Salaries & Wages	41,831		41,831	41,727	43,066	104
Employee Benefits						
Total Employee Benefits	11,821		11,821	11,832	11,852	-11
Staff Development						
44 317 Professional Development - Non Teaching	0		0		77	0
Total Staff Development	0		0		77	0
Supplies & Services						
44 336 Printing & Photocopying - Non-Instructional	3,000		3,000	3,000	481	0
44 340 Plant Operations Supplies	0		0	0	266	0
44 341 Electricity	56,885	-1,847	55,038	56,885	57,664	-1,847
44 343 Heating - Gas	9,041		9,041	9,041	5,411	0
44 346 Water & Sewage	3,671	36	3,707	3,030	2,905	677
44 361 Automobile Reimbursement	0		0	0	410	0
44 405 Telephone - Voice	4,200		4,200	4,200	290	0
44 410 Office Supplies & Services	2,500		2,500	2,500	2,921	0
44 430 Maintenance Supplies	45,000		45,000	45,000	18,030	0
44 431 Maintenance Services	20,000		20,000	20,000	72,771	0
44 432 Landscaping	0		0	0	181	0
44 440 Vehicle Maintenance & Supplies	0		0	0	0	0
Total Supplies & Services	144,297	-1,811	142,486	143,656	161,329	-1,170
Replacement of F&E						
44 501 Replacement of Furniture & Equipment - General	2,000		2,000	2,000	3,885	0
Total Replacement of F&E	2,000		2,000	2,000	3,885	0

**Brant Haldimand Norfolk Catholic District School Board  
2016-2017 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>Interest Charges on Capital</b>						
44 754 Debenture Interest - post May 15, 1998	38,222		38,222	40,343	40,343	-2,121
<b>Total Interest Charges on Capital</b>	<b>38,222</b>		<b>38,222</b>	<b>40,343</b>	<b>40,343</b>	<b>-2,121</b>
<b>Rental Expenses</b>						
44 611 Rental/Lease - Non-Instructional Accommodation	18,484		18,484	18,484	18,484	0
44 653 Other Professional Fees	0		0	102	102	0
<b>Total Rental Expenses</b>	<b>18,484</b>		<b>18,484</b>	<b>18,484</b>	<b>18,587</b>	<b>0</b>
<b>Fees &amp; Contract Services</b>						
44 654 Other Contractual Services	36,284		36,284	36,284	11,839	0
<b>Total Fees &amp; Contract Services</b>	<b>36,284</b>		<b>36,284</b>	<b>36,284</b>	<b>11,839</b>	<b>0</b>
<b>Total OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>	<b>292,939</b>	<b>-1,811</b>	<b>291,128</b>	<b>294,326</b>	<b>290,977</b>	<b>-3,198</b>
<b>DIRECT CAPITAL &amp; DEBT</b>						
<b>Interest Charges on Capital</b>						
45 754 Debenture Interest - post May 15, 1998	318,046		318,046	330,044	330,297	-11,998
<b>Total Interest Charges on Capital</b>	<b>318,046</b>		<b>318,046</b>	<b>330,044</b>	<b>330,297</b>	<b>-11,998</b>
<b>Other Expenses</b>						
45 762 Other Capital	146,395		146,395	146,395	146,395	0
<b>Total Other Expenses</b>	<b>146,395</b>		<b>146,395</b>	<b>146,395</b>	<b>146,395</b>	<b>0</b>
<b>Total DIRECT CAPITAL &amp; DEBT</b>	<b>464,441</b>		<b>464,441</b>	<b>476,439</b>	<b>476,692</b>	<b>-11,998</b>

**Brant Haldimand Norfolk Catholic District School Board  
2016-2017 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>TRANSPORTATION - GENERAL</b>						
Supplies & Services						
50 404 Telephone - Cellular	0	0	0	0	0	0
Total Supplies & Services	0	0	0	0	0	0
Fees & Contract Services						
50 654 Other Contractual Services	211,190		211,190	211,190	197,736	0
Total Fees & Contract Services	211,190		211,190	211,190	197,736	0
Total TRANSPORTATION - GENERAL	211,190		211,190	211,190	197,736	0
<b>TRANSPORTATION - HOME TO SCHOOL</b>						
Fees & Contract Services						
51 654 Other Contractual Services	4,659,130		4,659,130	4,509,130	4,286,150	150,000
Total Fees & Contract Services	4,659,130		4,659,130	4,509,130	4,286,150	150,000
Total TRANSPORTATION - HOME TO SCHOOL	4,659,130		4,659,130	4,509,130	4,286,150	150,000

# Brant Haldimand Norfolk Catholic District School Board

## 2016-2017 Revised Expenditure Estimates before TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2015-2016	Actual 2015-2016	Increase (Decrease)
<b>CONTINUING EDUCATION</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	252,199	8,600	260,799	236,288	281,582	24,511
<b>Employee Benefits</b>						
Total Employee Benefits	29,891	-5,500	24,391	26,526	23,160	-2,135
<b>Staff Development</b>						
55 315 Professional Development - Academic & S.O.'s	2,000	-1,500	500	2,000	61	-1,500
55 317 Professional Development - Non Teaching	0	0	0	0	1,041	0
Total Staff Development	2,000	-1,500	500	2,000	1,102	-1,500
<b>Supplies &amp; Services</b>						
55 330 Instructional Supplies	9,900	-500	9,400	8,700	9,190	700
55 335 Printing & Photocopying - Instructional	1,200	0	1,200	2,000	360	-800
55 361 Automobile Reimbursement	3,600	800	4,400	4,000	3,397	400
55 404 Telephone - Cellular	300	300	600	300	520	300
Total Supplies & Services	15,000	600	15,600	15,000	13,468	600
<b>Replacement of F&amp;E</b>						
55 502 Replacement of Furniture & Equipment - Computer	0	0	0	0	0	0
Total Replacement of F&E	0	0	0	0	0	0
<b>Fees &amp; Contract Services</b>						
55 702 Association & Membership Fees - Individuals	1,000	0	1,000	0	989	1,000
Total Fees & Contract Services	1,000	0	1,000	0	989	1,000
Total CONTINUING EDUCATION	300,090	2,200	302,290	279,814	320,300	22,476
<b>OTHER NON-OPERATING</b>						
<b>Supplies &amp; Services</b>						
59 462 SGF Expense	3,500,000	0	3,500,000	3,500,000	3,333,400	0
Total Supplies & Services	3,500,000	0	3,500,000	3,500,000	3,333,400	0
<b>Other Expenses</b>						
59 722 Claims & Settlements	0	0	0	0	13,145	0
59 795 Loss on Disposal of TCA	0	0	0	0	223,962	0
Total Other Expenses	0	0	0	0	237,107	0
Total OTHER NON-OPERATING	3,500,000	0	3,500,000	3,500,000	3,570,507	0
Total Budget	121,439,280	1,869,387,123,308,667	121,135,667	121,135,667	120,534,397	2,173,000

# MINUTES AND RECOMMENDATIONS

## POLICY COMMITTEE

January 11, 2017

<b>AGENDA ITEM</b>	<b>MOTION</b>
2.1	THAT the Policy Committee recommends that the Committee of the Whole refers the revised Volunteer and Trip Drivers Policy 200.21 to the Brant Haldimand Norfolk Catholic District School Board for approval.
2.2	THAT the Policy Committee recommends that the Committee of the Whole refers the revised Student Accident Insurance Policy 200.22 to the Brant Haldimand Norfolk Catholic District School Board for approval.
2.3	THAT the Policy Committee recommends that the Committee of the Whole refers the revised Director of Education Performance Appraisal Policy 100.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of January 11, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of January 11, 2017 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy Committee**  
**Wednesday, January 11, 2017 ♦ 3:00 p.m.**  
**Boardroom**

**Trustees:**  
**Present:** Dan Dignard (Chair), Cliff Casey, Carol Luciani, Bonnie McKinnon, Rick Petrella

**Absent:** Bill Chopp

**Senior Administration:**  
Chris N. Roehrig (Director of Education & Secretary), Patrick Daly, Michelle Shypula and  
Leslie Telfer (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting opened with prayer led by Chair Dignard.

**1.2 Attendance**

As noted above.

**1.3 Approval of the Agenda**

Moved by: Carol Luciani

Seconded by: Rick Petrella

THAT the Policy Committee approves the agenda of the January 11, 2017 meeting.

**Carried**

**1.4 Approval of the Policy Committee Meeting Minutes – October 25, 2016**

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Policy Committee approves the minutes of the October 25, 2016 meeting.

**Carried**

**1.5 Business Arising from the Minutes - Nil**

**2. Committee and Staff Reports**

**2.1 Volunteer and Trip Drivers 200.21 (revised)**

Director Roehrig advised that this policy was reviewed as part of the regular review cycle. Minor revisions have been made, as well as inclusion of provisions regarding distracted driving, booster seats and seat belts. Trustees requested that staff investigate the possibility of adding no violations to provincial offences as a driving record requirement.





Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Volunteer and Trip Drivers Policy 200.21 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**2.2 Student Accident Insurance 200.22 (revised)**

Director Roehrig reported that this policy was reviewed as part of the regular review cycle and revised to reflect the current templates for policies and administrative procedures. Clarity of the role of principals in promoting accident insurance and language to encourage the uptake on purchasing this insurance has been added. Trustee inquiries with respect to uptake by parents, impact on accident claims, and promotion in athletic departments will be investigated.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Student Accident Insurance Policy 200.22 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**2.3 Director of Education Performance Appraisal 100.02 (revised)**

Director Roehrig reported that a review by legal counsel of the recently approved revised process for evaluating the performance of the Director of Education has resulted in the addition of Section 6.0 to address the suspension or dismissal of the Director, which is in keeping with the Education Act.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Director of Education Performance Appraisal Policy 100.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**3. Discussion Items - Nil**

**4. Trustee Inquiries**

Chair Petrella requested that the Cold Weather Administrative Procedure be discussed at the next Policy Committee meeting.

**5. Adjournment**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Policy Committee adjourns the meeting of January 11, 2017.

**Carried**

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: January 11, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**VOLUNTEER AND TRIP DRIVERS**  
Public Session

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**BACKGROUND INFORMATION:**

As part of the regular review of all Board policies and administrative procedures, the policy for Volunteer and Trip Drivers was subject to review.

**DEVELOPMENTS:**

There were no significant revisions to this policy or administrative procedure. Some changes to the policy and administrative procedures include, but are not limited to:

- minor wording revisions;
- revisions to the driving record provision (after consultation with OPP);
- inclusion of provisions regarding distracted driving;
- booster seat and seat belt provisions were inserted; and
- clarification regarding the frequency of information collection.

The revised policy and administrative procedure were vetted by Senior Administrators, Principals, and the Chair of the Regional Catholic Parent Involvement Committee.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Volunteer and Trip Drivers Policy 200.21 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy: Volunteer and Trip Drivers**

	<b>Policy Number:</b>	200.21	
<b>Adopted:</b>	September 24, 2002	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	April 26, 2011	<b>Policy Category:</b>	Students
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

**Recognizing that the best** The safest means of transporting students is by school bus transportation, ~~Whenever possible, trip organizers are encouraged to use school buses to transport students~~ the Brant Haldimand Norfolk Catholic District School Board ~~recognizes~~ **understands** that in a certain circumstances, it may be necessary for volunteer drivers to be used in the transportation of students for school-approved activities.

**Policy Statement:**

In order for an individual to act as a volunteer driver, they shall qualify to become a volunteer and follow the Board Policy on Volunteers ~~(200.04)~~ **(300.12)**.

All trip drivers, including volunteer drivers shall:

- Have adequate liability insurance coverage (minimum \$1 000 000)
- Have a valid driver’s license
- Have a driving record that is free from ~~violations~~ **Criminal Code violations in the last three years and from Ontario Highway Traffic Act offences of five demerit points or more**
- Be 21 years of age or older.

Students are not authorized to act as trip drivers.

**Glossary of Key Policy Terms:**

**Trip Driver**

Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to, trustees, **Board** employees, ~~teachers,~~ parents, volunteers, ~~officials of the Board.~~

**Volunteer Driver**

A trip driver that is not an employee of the Board or a trustee ~~that~~ **who** volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.

**References: N/A**

**BHNCDSB Volunteer Policy 300.12**

**Criminal Code of Canada**

**Ontario Highway Traffic Act**



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## VOLUNTEER AND TRIP DRIVERS AP: 200.21

**Procedure for:** Board Staff  
**Submitted by:** Chris N. Roehrig (Superintendent of Education)  
**Category:** Students

**Adopted:** September 24, 2002  
**Revised:** April 26, 2011

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### Purpose

The purpose of this Administrative Procedure is to provide direction to Board Staff and Schools regarding the use of volunteer and trip drivers.

### Responsibilities

All Board staff shall follow this administrative procedure. Specific direction is provided for principals, volunteers, and teachers.

**Information** – N/A

### Procedures

- 1.0 All trip drivers, including volunteer drivers shall complete the *Volunteer Driver Authorization to Transport Students* (Appendix A) and seek approval from the school principal before transporting students.
- 2.0 All trip drivers, including volunteer drivers, are advised that, in order to bring into effect the Board's Excess Liability Insurance, they shall:
  - Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
  - Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
  - Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
  - Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance.
  - Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)
  - Be aware that legislation makes it illegal for drivers to talk text, type, or e-mail using hand-held cell phones and other hand-held communications and entertainment devices. The law also prohibits drivers from viewing display screens while driving, such as laptops and DVD players that are unrelated to the driving task.
  - Be aware that seat belts must be in working condition and used by all passengers and that the volunteer driver is responsible to ensure that children from the age of 5 to 16 years of age are buckled up.
  - Be aware that the Ontario's Highway Traffic Act requires children to use a booster seat when they weigh 18 kg to 36 kg (40-80 lb.), are less than 145 cm (4 feet 9 inches) tall, and are under the age of 8.
- 3.0 In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Board Policy on Volunteers (~~200.04~~)(300.12).
- 4.0 The *Volunteer Driver Authorization to Transport Students* form (see Appendix) needs to be submitted annually.



## Definitions

### **Trip Driver**

Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to trustees, employees, ~~teachers~~, parents, volunteers, ~~officials of the Board~~.

### **Volunteer Driver**

A trip driver that is not an employee of the Board or a trustee ~~that~~ **who** volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.

## References – N/A

BHNCDSB Volunteer Policy 300.12

Ontario Highway Traffic Act

Criminal Code of Canada



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**VOLUNTEER DRIVER AUTHORIZATION TO  
TRANSPORT STUDENTS**

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

**This will authorize**

\_\_\_\_\_  
(Name of teacher or other volunteer driver)

**To transport students participating in the events listed on the attached school schedule or to transport students participating in the following school activity:**

**VEHICLE INFORMATION:** MAKE \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENSE PLATE # \_\_\_\_\_

**INSURANCE INFORMATION:** POLICY NUMBER \_\_\_\_\_  
TOTAL AMOUNT OF THIRD PARTY LIABILITY INSURANCE (MINIMUM REQUIRED \$1 000 000):

All trip drivers, including volunteer drivers shall have adequate liability insurance coverage, a valid driver's license, a driving record that is free from violations, and be 21 years of age or older. Students are not authorized to act as trip drivers. In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Board Policy on Volunteers (200.04).

All trip drivers, including volunteer drivers, are advised that, in order to bring into effect the Board's Excess Liability Insurance, they shall:

- (a) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- (b) Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
- (c) Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
- (d) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance.
- (e) Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)
- (f) Be aware that legislation makes it illegal for drivers to talk text, type, deal or e-mail using hand held cell phones and other hand-held communications and entertainment devices. The law also prohibits drivers from viewing display screens while driving, such as laptops and DVD players that are unrelated to the driving task.
- (g) Be aware that Seat belts must be in working condition and used by all passengers and that the Volunteer driver is responsible to ensure that children from the age of 5 to 16 years of age are buckled up.
- (h) Be aware that the Ontario's Highway Traffic Act requires children to use a booster seat when they weigh 18 kg to 36 kg (40-80 lb.), are less than 145 cm (4 feet 9 inches) tall, and are under the age of 8.

**DECLARATION TO BE SIGNED BY DRIVER**

- I declare that I hold an unrestricted driver's license that is free from Criminal Code violations in the last three years and from Ontario Highway Traffic Act offences of five demerit points or over which include, but are not limited to, careless driving, racing, exceeding the speed limit by 50 km/h or more, failing to stop for a school bus or for police, failing to stop at unprotected railway crossings, etc.
- I declare that I am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I have read and understand page two of this form regarding the Summary of Insurance.

Driver's Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)**

- I declare that I have authorized \_\_\_\_\_ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I have read and understand page two of this form regarding the Summary of Insurance.

Owner's Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PRINCIPAL'S APPROVAL**

Principal's Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **SUMMARY OF INSURANCE**

### **1. Volunteer Supervisors on School Premises**

The Board's liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 Million for each occurrence.

### **2. Volunteer Drivers for School Activities**

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the Board is being operated by a volunteer or any other Board employee for approved school activities, the Board's Non-Owned Automobile Insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non-Owned Auto policy.

There is no coverage provided by the Board's insurance for damage to a volunteer's or an employee's vehicle while they are being operated for Board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

### **3. Personal Automobile Insurance Coverage**

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$ 1 Million of Third Party Automobile Liability insurance. Volunteers and Board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: January 11, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### STUDENT ACCIDENT INSURANCE Public Session

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#### **BACKGROUND INFORMATION:**

As part of the regular review of all Board policies and administrative procedures, the Student Accident Insurance policy was subject to review. This policy was adopted in 2005 and required a comprehensive review.

#### **DEVELOPMENTS:**

There were no major changes in philosophy relative to this policy and administrative procedure. As a result of formatting changes that had taken place since the policy's adoption, belief statements and purpose statements were added and procedural elements that were present in the previous policy were moved to the administrative procedure section.

A summary of the changes that were made include:

- insertion of belief and purpose statements to the policy and procedure respectively;
- movement of the 'policy criteria' section of the old policy to the procedure section;
- clarity to the role of the principal in promoting accident insurance; and
- language to encourage uptake on purchasing accident insurance.

All recommended changes have been noted and included on the documents attached to this report.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Student Accident Insurance Policy 200.22 to the Brant Haldimand Norfolk Catholic District School Board for approval.





### Policy: Student Accident Insurance

		<b>Policy Number:</b>	200.22
<b>Adopted:</b>	May 24, 2005	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	TBD	<b>Policy Category:</b>	Students
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

Consistent with our Church teachings, the Brant Haldimand Norfolk Catholic District School Board is committed to promoting school environments that are safe, inclusive and provide opportunities for every student to reach his or her fullest potential. The purpose of this policy is to educate staff, students, parents/guardians and community partners (e.g., volunteers) on student accident insurance.

**Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board shall make available, without cost to the Board, voluntary accident insurance coverage through an insurance carrier for all students under its jurisdiction. The parents/guardians of the students shall make application for and fund the cost of this coverage.

**Policy Criteria** *(moved to Administrative Procedure)*

- ~~Student accident insurance shall be offered to parents/students on an annual basis in September of each year.~~
- ~~The insurance plan shall provide a range of options, including, but not limited to:
 
  - ~~coverage for all children within the same family attending any elementary and/or secondary school within the boundaries of the Board;~~
  - ~~coverage of all accidents shall be for 24 hours per day, for 12 months during a policy year;~~
  - ~~a family plan covering a minimum of three children;~~
  - ~~a life insurance option in addition to the basic accidental death benefit; and~~
  - ~~physiotherapy coverage.~~~~
- ~~All students will be encouraged to purchase Student Accident Insurance, particularly, students enrolled in Cooperative Education, Construction, Automotive Manufacturing, Family Studies and Hospitality and Personal Services courses, as well as students involved in athletics.~~

**Glossary of Key Policy Terms:**

**Student Accident Insurance:**

Child accident insurance provides benefits not covered by any government health or group insurance plans to ensure a family's health and financial well-being are protected year round.

**References**

Ontario School Board's Insurance Exchange (OSBIE)

[www.insuremykids.com](http://www.insuremykids.com)

Ontario Education Act, Sec. 176(4)



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## Student Accident Insurance AP 200.22

<b>Procedure for:</b>	Principals	<b>Adopted:</b>	May 24, 2005
<b>Submitted by:</b>	Superintendent of Business & Treasurer	<b>Revised:</b>	TBD
<b>Category:</b>	Students		

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### Purpose

The Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) recognizes the responsibility of providing information to parents regarding Student Accident Insurance. Each year, thousands of families are left unprotected when their children are injured at school or while participating in non-school activities. This is why providing parents with information on Student Accident Insurance is important.

### Responsibilities

#### Superintendent of Business & Treasurer

The Superintendent of Business & Treasurer shall be responsible for:

- receiving quotations from interested insurance carriers and selecting the carrier;
- ensuring the plan is implemented **made available** in all schools;
- providing information packages to parents/students which emphasizes the importance of the benefits of this coverage and the fact that the Board is not permitted to insure against accidents to students;
- providing the insurance carrier with a directory of schools and projected enrollments for the upcoming school year; **and**
- ~~submitting an Annual Report on the usage;~~
- ensuring distribution of Student Accident Insurance packages to each school.

#### Principal

The Principal will:

- ensure that key information is published in the September newsletter and on the school website; and
- promote student accident insurance in school community by sending student packages home at the beginning of the school year.

#### Insurance Carrier

The insurance carrier shall be responsible for:

- **supplying the Student Accident Insurance packages to the Catholic Education Centre to distribute to each school;**
- providing literature pertaining to the plan;
- providing a computerized listing, by school, of all students enrolled in the plan and a master listing for the Catholic Education Centre; **and**
- the entire administration of the plan including, but not limited to, the ~~distribution~~ **supply** of the application **packages to the Catholic Education Centre** ~~forms to each school location~~ to the final settlement of claims.

#### Parents/Guardians

The application for coverage and the cost of the plan shall be the responsibility of the parents/guardians who decide to avail themselves of the service.

#### Information – N/A



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**Procedures** *(moved from original Policy)*

- 1.0 Student accident insurance information shall be offered to parents/students **to purchase** on an annual basis in September of each year. **However, the purchase of student accident insurance can be done at any time.**
- 2.0 The insurance plan shall provide a range of options, including, but not limited to:
  - coverage for all children within the same family attending any elementary and/or secondary school within the boundaries of the Board;
  - coverage of all accidents shall be for 24 hours per day, for 12 months during a policy year;
  - a family plan covering a minimum of three children;
  - a life insurance option in addition to the basic accidental death benefit; and
  - physiotherapy coverage.
- 3.0 All students will be **strongly** encouraged to purchase Student Accident Insurance, particularly students enrolled in Cooperative Education, Construction, Automotive Manufacturing, Family Studies, Hospitality and Personal Services courses, as well as students involved in athletics. **Secondary students working on their 40 hours of Community Involvement Diploma are also encouraged to purchase Student Accident Insurance.**

**Definitions** —N/A

**Student Accident Insurance Student Accident Insurance:**

Child accident insurance provides benefits not covered by any government health or group insurance plans to ensure a family's health and financial well-being are protected year round.

**References**

Ontario School Board's Insurance Exchange

[www.insuremykids.com](http://www.insuremykids.com)

Ontario Education Act, Sec. 176(4)

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: January 11, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL**  
Public Session

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**BACKGROUND INFORMATION:**

The revised process for appraising the performance of the Director of Education was approved by the Board in June 2016. After subsequent analysis, it was advised by legal counsel to add a section on suspension or dismissal of the Director.

**DEVELOPMENTS:**

Section 6.0 is being recommended for addition to the current policy on Director of Education Performance Appraisal.

*Suspension or Dismissal*

*In circumstances where the Board of Trustees suspends or dismisses the Director, the Board of Trustees will forthwith notify in writing the Director and the Minister of Education of the suspension or dismissal and the reason thereof.*

*The Board of Trustees will not suspend or dismiss the Director without first giving him/her reasonable information about the reasons for the suspension or dismissal and an opportunity to make submissions to the Board of Trustees.*

*In the event that the Director wishes to make submissions to the Board of Trustees, he/she may make them orally or in writing.*

Additional and minor wording changes were also recommended by legal counsel. Proposed changes are noted on the documents attached to this report.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Director of Education Performance Appraisal Policy 100.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy: Director of Education Performance Appraisal**

		<b>Policy Number:</b>	100.02
<b>Adopted:</b>	October 27, 2009	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	June 28, 2016	<b>Policy Category:</b>	School Board Governance
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	2

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) believes that a biennial performance review of the Director of Education (the “Director”) is consistent with the mutual understanding of the performance outcomes expected of the Director, are grounded in the job descriptions of the Director, and in his/her role in implementing the Board’s multi-year strategic plan. The Board of Trustees believes that a trusting, mutually-respectful and cooperative relationship between the Board of Trustees and the Director and a mutual understanding of their distinct roles leads to effective governance. The Board of Trustees holds the belief that the primary purpose of the performance appraisal process is to provide constructive feedback for the professional growth of its sole employee. The performance appraisal process is intended to promote respectful and constructive dialogue between the Board of Trustees and the Director of Education.

**Policy Statement:**

It is the policy of the Board to conduct a biennial performance appraisal in meeting his/her duties under the Education Act, Board Policy, the Board’s multi-year strategic plan and any other duties assigned by the Board. The performance appraisal process shall be consistent with the mission and beliefs of the Board. An at-a-glance Director of Education Performance Appraisal Process summary is provided in Appendix A.

**Procedures:**

**1.0 Goals Setting (DOEPA-GS)**

The Director of Education will set goals on an annual basis that will relate to the final evaluation of the Director’s performance by the Board of Trustees. The Director will consider input from the Board of Trustees, prior performance reviews, and the Board’s multi-year strategic plan for setting goals. The Director will also consider input from a survey of principals and managers regarding performance and district climate on a biennial basis. The structure and content of the survey shall be agreed upon by the Board and the Director. Dialogue regarding goal setting (DOEPA-GS; Appendix B) will begin in July.

**2.0 Optional Revision of the Director of Education Performance Appraisal System (DOEPA-AS)**

The Board of Trustees, in consultation with the Director of Education, may adjust the domains, competencies and look-fors based on changes to the multi-year strategic plan and the results of the district climate survey. This step is optional to either the Board or the Director. Changes to the content and focus of the DOEPA-AS (Appendix C) shall be confirmed by the Board of Trustees annually before the end of August.

**3.0 Director of Education Performance Plan to Meet Goals and Optional Mid-Year Progress Report**

Each October, the Director of Education will present a report to Board at an in-camera session using the DOEPA-GS (Appendix B) form that outlines the goals that will be addressed in relation to the DOEPA-AS (Appendix C). The plan will include timelines and will be a focus for a progress report to the Board of Trustees (optional to the Board) in January of each year.



#### 4.0 Director of Education Performance Appraisal Score Card (DOEPA-SC)

The Board of Trustees shall conduct a performance review of the Director of Education in May of an appraisal year. The Director of Education will make a portfolio presentation at an in-camera session of the Board in May that relates to the DOEPA-GS (Appendix B). Following the presentation, the Board of Trustees will use the DOEPA-AS (Appendix C) evaluation tool to evaluate the performance of the Director of Education. The Chair of the Board (the "Chair") shall collect the evaluations and complete the DOEPA Score Card - DOEPA-SC (Appendix D) that will inform the final performance review report. The Chair shall present the summary Score Card to the Board of Trustees when he/she makes the final report to the Board of Trustees.

#### 5.0 Chair's Report to the Director and to the Board of Trustees

The Chair will present a formal written report to the Board of Trustees at an in-camera session that summarizes the findings from the DOEPA-SC in June of an appraisal year. The report will serve as the biennial performance appraisal for the Director of Education. The Director will be given an opportunity to respond to the report to the Board by way of formal written in-camera report to the Board at a subsequent Board meeting. Both the Chair's Report and the Director's response will be filed in the Director's Human Resources file.

#### 6.0 Suspension or Dismissal

In circumstances where the Board of Trustees suspends or dismisses the Director, the Board of Trustees will forthwith notify in writing the Director and the Minister of Education of the suspension or dismissal and the reason thereof.

The Board of Trustees will not suspend or dismiss the Director without first giving him/her reasonable information about the reasons for the suspension or dismissal and an opportunity to make submissions to the Board of Trustees.

In the event that the Director wishes to make submissions to the Board of Trustees, he/she may make them orally or in writing.

#### Definitions – N/A

#### Appendices

- Appendix A – Director of Education Performance Appraisal Process Summary
- Appendix B – Director of Education Performance Appraisal – Goal Setting (DOEPA – GS)
- Appendix C – Director of Education Performance Appraisal – Appraisal System (DOEPA – AS)
- Appendix D – Director of Education Performance Appraisal – Score Card (DOEPA – SC)

#### References

- Education Act
- Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities
- Brant Haldimand Norfolk Catholic District School Board 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 19, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### 2015-2018 STRATEGIC PLAN: CATHOLIC FAITH FORMATION UPDATE Public Session

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#### **BACKGROUND INFORMATION:**

During the 2014-15 school year, a significant community engagement process was undertaken to provide input into the Board's multi-year strategic plan. In addition to the online public participation process, a communal discernment took place with the people in our Catholic community that had been implementing the Catholicity initiatives in the Board's previous strategic plan. After the consultation and discernment activities took place, staff began to draft plans to support faith formation and catechesis to form part of the 2015-2018 Strategic Plan. In November 2015, the Board approved its multi-year strategic plan that maintained a focus on assisting the home and the parish in animating the faith of our students and contributing to greater understanding and appreciation of Church teaching. The four goals of the 2015-2018 Strategic Plan are:

- *improve our capacity to assist staff, families and parishes in animating the faith of our students;*
- *increase the emphasis on Catholic social teaching in terms of catechesis and service learning;*
- *improved educator understanding of newly released curriculum documents; and*
- *strengthen relationships across the entire Catholic community.*

#### **DEVELOPMENTS:**

In short, the Board is on track for full implementation of the Catholicity pillar of the 2015-2018 Strategic Plan. Should this transpire, this would be the third consecutive Plan that was fully implemented by staff. Over the last year, much progress has been made in a number of areas. These include:

##### **Christian Meditation with Children in Schools**

- Classroom Visits: The Faith Animator and the Religion and Family Life Consultant are collecting observational and anecdotal data regarding the experience of Christian Meditation; data will be compiled to establish and share best practices across the system (visits will continue to take place throughout this school year).
- Additional Christian Meditation 'take home kits' (60) were purchased and distributed to larger schools (at the request of schools); smaller schools are now requesting more kits to be purchased to support the practice of Christian Meditation both in schools and at home.
- Principals report that Christian Meditation is taking place as a whole school (over the announcements), as well as in individual classrooms; students are beginning to lead Christian Meditation in schools.

- Special project: a book on student reflections of “*Why I Like Christian Meditation*” is being compiled and will be published in Spring 2017 to be distributed to all schools across the district for Catholic Education Week 2017.

### **Implementation of the Grade 3 Religion Program (Growing in Faith, Growing in Christ)**

- The new Grade 3 Religious Education Program, “Growing in Faith, Growing in Christ” with full implementation has been purchased and distributed across the district.
- A Grade 3 teacher in-service took place on November 23, 2016, supported by the Director of Catechesis, Diocese of Hamilton and our Board’s Pearson Representative (provided curriculum links; a walk-through of the Teacher Resources; and opportunities to navigate digital version).
- Several Grade 3 teachers who attended the in-service report that they “appreciate and love this new program”.
- Parish websites are now live; all Parishes across the system will receive packages in January 2017 (an excellent resource for Parish Pastoral teams).

BRANT HALDIMAND NORFOLK  
CATHOLIC DISTRICT SCHOOL BOARD

## Growing in Faith, Growing in Christ

### Grade 3 Teachers In-service Day: November 23, 2016




A day of learning about the new Grade 3 “Growing in Faith, Growing in Christ” Religious Education program.

**All Grade 3 Teachers will receive:**

- **Teacher Resource Binder**
- **Poster Pack**
- **Class set of Student books**
- **Digital Access information for Teachers and Students**

\*Parish websites are now live!  
Parish packages will be distributed to all Parishes after November 23<sup>rd</sup>.

Excellence in Learning ~ Living in Christ


### **Social Justice Initiatives and Work to Support Catholic Service Organizations**

- A variety of social justice initiatives have taken place across the system, commencing in September 2016 (e.g., volunteering at Good Shepherd, Hamilton; Society of St. Vincent de Paul (SSVP), Brantford; Intergenerational visits at Riverview Terrace and Norfolk General Hospital; food drives; clothing drives, etc.
- 21 secondary students (from all three secondary schools) participated in a Mission Trip to Columbus, South Carolina; involved with the St. Bernard Project, a construction and clean-up project resulting from flash flooding.



- Elementary social justice teams (consisting of 10 students from Grades 6/7 and 1 Lead Teacher), participated in one of three Social Justice Retreat days (November 15th, 21st, 24th, 2016). Schools were divided into their respective secondary feeder schools. All three retreat days focused on Catholicity and social justice, along with praise and worship, fellowship and fun. Retreats were supported by representatives from the Diocese of Hamilton, as well as Development and Peace. School teams created a social justice school pledge to display in their schools. School teams were introduced to their social justice outreach experience opportunities. Assumption College School and St. John's College feeder schools will be going to Good Shepherd, Hamilton in March 2017 (Lent).
- Holy Trinity feeder schools went to the SSVP Valu Shoppe, Brantford during Advent 2016 (December 1<sup>st</sup>, 6<sup>th</sup>, 7<sup>th</sup> or 20<sup>th</sup>, 2016) for their outreach experience opportunity. SSVP accommodated our needs, given their unique situation of moving during March 2017.
- Emphasis for all social justice works for all of our schools: the intent is to continually connect our Catholic social teaching and Gospel values to the actions, to grow our Catholic student leadership and their understanding of Catholic social justice.

**RECOMMENDATION:**

THAT the Committee of the Whole refers the 2015-2018 Strategic Plan – Catholic Faith Formation Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

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

Prepared by: Leslie Telfer, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: January 17, 2016  
Submitted by: Chris Roehrig, Director of Education & Secretary

### MENTAL HEALTH STRATEGY UPDATE

Public Session

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#### **BACKGROUND INFORMATION:**

Responding to concerns expressed by district school boards across the province about the growing mental health needs of students, the government initiated the Minister's Advisory Group on Mental Health and Addictions in May 2009. As a direct result of this preliminary work, *Open Minds, Healthy Minds*, a comprehensive, cross-ministerial Mental Health and Addictions Strategy for the province of Ontario was introduced in 2011. The strategy continues to include the involvement of the Ministry of Children and Youth, the Ministry of Health and Long-Term Care and the Ministry of Education.

The key commitments to the Strategy from the Ministry of Education were as follows:

- enhance expectations related to mental well-being within the Ontario Curriculum;
- develop a K-12 Resource Guide;
- provide support for professional learning in mental health for all Ontario educators;
- fund and support Mental Health Leaders; and
- implement School Mental Health ASSIST.

The initial strategy was rolled out over three years beginning in the fall of 2011. At this time, 15 district school boards were funded to hire Mental Health Leaders. All 72 boards in the province were being funded and engaged in the strategy by the end of June 2014. As a result of this strategy, all boards have a Mental Health Leadership Team, a three-year Mental Health Strategy (and one year Action Plan), and a clearly articulated youth suicide prevention, intervention and postvention protocol in place to support our most vulnerable students.

The Ministry of Education continues to promote their ongoing commitment to well-being. In April 2014, the release of *Achieving Excellence: A Renewed Vision for Education in Ontario* identified Promoting Well-Being as one of the four renewed goals for education. Supplementing the Renewed Vision is a discussion document titled, *Ontario's Well-Being Strategy for Education*, which was released in the spring of 2016. The discussion document articulates a draft definition of well-being for education, and the four key components at the foundation of Ontario's well-being strategy. These four components are Equity and Inclusive Education, Safe and Accepting Schools, Healthy Schools and Positive Mental Health. A link to both documents is noted below<sup>1</sup>. The discussion document will continue to inform the professional learning of educators and support teams in promoting and supporting the healthy development of all students.

As schools play an important role in promoting positive mental health, identifying students in need, and in supporting those who require intervention, the Ministry of Education has been a key partner in carrying out initiatives in support of the goals.

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<sup>1</sup> <http://www.edu.gov.on.ca/eng/about/renewedvision.pdf>  
<http://www.edu.gov.on.ca/eng/about/WBDiscussionDocument.pdf>

## **DEVELOPMENTS:**

The Board's Mental Health Lead, Dianne Wdowczyk, was hired in 2013. Funding for Mental Health Leads has been included in the Grants for Special Needs (GSN) budget since 2014-15.

With the support of School Mental Health ASSIST (SMH ASSIST), a provincial implementation team designed to help Ontario school boards build professional capacity to promote mental health for students, the Mental Health Steering Committee and the Student Support Services team developed and continue to implement a comprehensive three-year Mental Health and Addictions Strategy 2014-2017, which is accompanied by a yearly Mental Health Action Plan. The work of our Board is guided by the support of our SMH ASSIST coach, Lesley Cunningham, who meets with the Superintendent with responsibility for Mental Health and the Mental Health Lead several times during the course of the year.

The comprehensive plan reflects strategic themes which align with the overarching goals of the SMH ASSIST Provincial Strategy, but addresses the specific needs identified in our school communities. The themes include Building Mental Health Capacity and Organizational Conditions, Evidence Based Mental Health and Well-Being Promotion and Prevention Practices, Specific Populations and System Coordination. The Board's Mental Health Strategy 2014-2017 and the yearly Action Plan continue to be reviewed quarterly at the Mental Health Steering Committee meetings.

A summary of outcomes from the Year 2 (2015-16) Action Plan, *Promoting Student Well-Being: School Mental Health - Progress Report, June 2016*, is attached. The following table provides a summary of the key proposed actions for the Year 3, 2016-17 Action Plan and are aligned with the SMH ASSIST strategic themes:

<b>Brant Haldimand Norfolk Catholic District School Board 2016-17 Mental Health Action Plan</b>	
<b>Strategic Theme</b>	<b>Proposed Actions</b>
Building Mental Health Capacity and Organizational Conditions	Mental Health Capacity Continuum: <i>The right information, to the right people, in the right way, at the right time.</i>  Mental Health Awareness (All)  Mental Health Literacy (Some)  Mental Health Expertise (Few) <ul style="list-style-type: none"> <li>• PA day, November 2016: Mental Health workshops for EAs</li> <li>• Full day PA day, April 28, 2017: Mental Health and Well Being</li> <li>• Student Support Services Team attendance at Special Education Community of Practice meetings</li> <li>• Enhance web-based and on-line training opportunities for school personnel</li> <li>• School-based workshops available on request</li> <li>• On-going support to those teaching Health and Physical Education curriculum</li> <li>• Enhance capacity building opportunities through Student Support Services</li> </ul>
Evidence Based Mental Health and Well-Being Promotion	Universal Mental Health Prevention and Promotion:  Tier 1-Good for All <ul style="list-style-type: none"> <li>• Create mental health and well-being opportunities to increase student and parent engagement</li> <li>• Create opportunities to engage students, parents and staff</li> </ul>

**Brant Haldimand Norfolk Catholic District School Board  
2016-17 Mental Health Action Plan**

Strategic Theme	Proposed Actions
	<ul style="list-style-type: none"> <li>• Regional Catholic Parent Involvement Committee parent presentation, April 27, 2017; topic: Fostering Resiliency in Children and Youth; presenter: Gary Direnfeld MSW, RSW</li> <li>• Continue to emphasize Catholic teachings and practices in support of well-being</li> <li>• Create opportunities to explore/share how our Catholic faith supports well-being for all</li> <li>• Praxis of Faith presentation: Compassionate Loving Action in Support of Mental Health. - Dr JoAnn Leavey Reg. Psych. – October 26, 2016</li> <li>• Ongoing Support for Mental Health Champions and the formation of school well-being teams</li> <li>• Support implementation of Zones of Regulation in classrooms and with individual students</li> <li>• Enhance professional development protocols when considering Mental Health Awareness Initiatives and Mental Health Promotion Programming</li> <li>• Continue to embrace community partnership opportunities</li> </ul>
Specific Populations	<p>Support for specific populations including the following:</p> <p>Those at risk of suicide</p> <p>Those struggling with mental health and addictions</p> <p>LGBT youth</p> <p>First Nations, Métis, Inuit population</p> <p>Early years</p> <ul style="list-style-type: none"> <li>• Review Memorandums of Understanding with agencies offering MH services in our schools</li> <li>• Explore and introduce new resources with Memorandums of Understanding to support students, e.g., John Howard Society, Wesley Urban Street Ministries.</li> <li>• Violent Risk Threat Assessment: Level 2 training and inclusion in community protocol - January 26-27, 2017</li> <li>• Community Crisis Tables protocol</li> <li>• Enhance implementation of Suicide Prevention Administrative Procedure</li> <li>• Enhance implementation of School Compassionate Care teams</li> <li>• Review Compassionate Care Response guidelines</li> <li>• Increase training in ASIST (Applied Suicide Intervention Skills Training) and continue to offer Safe Talk training, where required</li> <li>• Explore concept of 'Safe Spaces'</li> <li>• Continue training and implementation of Brief Intervention for School Clinicians (BRISC), a modularized evidence-informed mental health treatment for use by school clinicians (MSW) provincial pilot</li> <li>• Improve and streamline Mental Health record keeping practices</li> </ul>

As 2017 is the consolidation year of the three-year Mental Health Strategy, one of our next steps will be to begin the process of developing a new three-year plan in the spring of 2017. Links to additional information is provided below.<sup>2</sup>

<sup>2</sup> <http://www.edu.gov.on.ca/eng/document/reports/SupportingMinds.pdf>

<http://smh-assist.ca/blog/2016/11/14/creating-and-sustaining-mentally-healthy-classrooms/>

**RECOMMENDATION:**

THAT the Committee of the Whole refers the Mental Health Strategy Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.



# Promoting **STUDENT** WELL-BEING

## School Mental Health - Progress Report June 2016

### THE BOARD'S MENTAL HEALTH STRATEGY

Is a written expression of our Board's priorities and related initiatives designed to enhance student well-being. Our Strategy includes a three year plan outlining the steps we will take each year.

#### **Year Two Implementation-Action Plan 2015-16**

- Establish School Mental Health Leadership Teams
- Develop and Revised Board Mental Health Response Guidelines
- Create Mental Health Link on Board website
- Continue to build system capacity around mental health
- Generate partnership agreement with Six Nations of the Grand River Child and Family Services
- Student representation on Board Mental Health Leadership Team
- Participate in Children's Mental Health Week
- Finalized Board Suicide AP (administrative procedures)
- Complete Board Scan 2015 and update resource mapping





# Promoting **STUDENT** WELL-BEING

## BOARD PROGRESS TO DATE

### 1. Deepening our commitment to Mental Health and Well-being in our schools *(addressing organizational conditions)*

- ✓ Mental Health and Well-being highlighted in 2015-2018 Board improvement Plan for Student Achievement
- ✓ System Wide PA day ensuring board alignment with Board Mental Health and Well-being strategy
- ✓ School Mental Health Champions utilized to provide leadership around mental health initiatives
- ✓ Student, parent, staff and community voice accessed to inform Mental Health Strategy and Action Plan



"Let's Chalk About It"

### 2. Building Mental Health Capacity...

#### With our staff and parents...

- ✓ Over 700 educators, administrators and support staff received training on Mentally Health Schools
- ✓ *Supporting Minds* document introduced to all educators
- ✓ 125 ELKP teachers, ECE's and EA's trained in Anxiety in the Early Years
- ✓ 10 Secondary Teachers received training on Student Anxiety
- ✓ 80 Teachers, Administrators and Support Staff received training on supporting children through mental illness, from the family perspective
- ✓ 80 board staff received training on Mental Health in the Workplace
- ✓ 80 board staff received training on Healthy Workspaces
- ✓ Regional Parent Involvement Committee and Special Education Advisory Committee in-serviced and consulted on Board Mental Health Strategy
- ✓ Dr. Jean Clinton delivered key note address: Relationships and Brain development to all Board staff

## With our students...

- ✓ Mental Health Week activities were aligned with Catholic Education Week
- ✓ 19 classes received Socio-Emotional Learning through the Zones of Regulation
- ✓ 15 classes received Social Emotional Learning sessions through Behaviour Services
- ✓ FRIENDS for Life and Fun FRIENDS programs piloted in 2 classes and used individually with students



## Making schools a safer place for students who might be vulnerable *(addressing building capacity/organizational conditions)*



- ✓ 330 educators, administration and support staff completed SafeTALK training
- ✓ All schools have identified teams who can support students thinking of suicide
- ✓ 60 educators and administrators trained in Level One Violent Risk Threat Assessment
- ✓ Administrators trained in Board Compassionate Care REsponse Guidelines
- ✓ Board Social Workers trained in and utilized the BRISC (Brief Intervention for School Clinicians) through Provincial feasibility pilot project
- ✓ 40 Educators trained in Compassion Fatigue
- ✓ 80 Educators trained in Community Supports

## ✓ Making schools a safer place for students who might be vulnerable *(addressing building capacity/organizational conditions)*

- ✓ 330 educators, administration and support staff completed SafeTALK training
- ✓ All schools have identified teams who can support students thinking of suicide
- ✓ 60 educators and administrators trained in Level One Violent Risk Threat Assessment







# Promoting **STUDENT** WELL-BEING

## Top Social Emotional or Mental Health Concerns in our Schools

### **Elementary Schools**

Attention and Hyperactivity  
Anxiety  
Social Relationships  
Stress and adjustment  
Mood

### **Secondary Schools**

Social Relationships  
Stress and adjustment  
Anxiety  
Attention and Hyperactivity  
Eating and Weight

## Board Mental Health Leadership Team

As we deepen our work, the Mental Health Leadership Team has expanded its membership to ensure there is:

1. an integration with related Board's initiatives
2. parent, student and community voices around the work we are doing

The Mental Health Leadership Team continues to focus on providing leadership, vision-setting, collaboration, strategy selection and problem-solving.

## Committee Members

- Leslie Telfer, Superintendent of Education
- Dianne Wdowczyk-Meade, Mental Health Lead
- Bonnie McKinnon/Bill Chopp, Trustee
- Bill Acres, Safe Schools
- Annette Finnie, Equity and Inclusion
- Charmaine Hanley, First Nation, Metis and Inuit Initiative
- Andrea Winger and Arden Smelser, Social Workers
- Carmen, McDermid, Student Achievement Leader: Special Education
- Terre Slaght, Principal of Continuing Ed
- John Nicholson, Secondary Vice-Principal
- Chandra Portelli, Student Achievement Leader: K-12
- Mary Theresa Coene, Student Achievement Consultant: Religion and Family Life
- Janet Ferris-Shaw, Becky Farrell and Cindy Miller, Child and Youth Worker
- Dale Petruka-Schoffro, Research, MISA Lead
- Tracy Austin, Manager of Communications and Public Relations
- Jane Angus, CEO of Contact Brant
- Karen Dickhout, Manager, Contact Haldimand-Norfolk
- Paul Tratnyek, Faith Animator
- Terry Dunnigan- Elementary principal
- Stephanie Haak, Student Success Teacher
- Tim Wirag, Special Education Resource Teacher
- Lindsey Reaume, Human Resources, Disability Management and Safety Coordinator



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

Prepared by: Michelle Shypula, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: January 17, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### FRENCH AS A SECOND LANGUAGE UPDATE

Public Session

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#### **BACKGROUND INFORMATION:**

All elementary and secondary French as a Second Language (FSL) curriculum programs share a common vision. This is to create classroom conditions whereby students communicate and interact with growing confidence in French, one of Canada's official languages, while developing knowledge, skills, and perspectives they will need to participate fully as citizens in Canada and in the world (French as a Second Language Curriculum document, 2013 p. 6).

The Ministry has identified three goals that support the vision for FSL in Ontario in order to promote the use, knowledge and appreciation of French:

1. Increase in student confidence, proficiency and achievement in FSL.
2. Increase the percentage of students studying FSL until graduation.
3. Increase student, educator, parent and community engagement in FSL.

Research indicates that student proficiency, confidence and achievement increases based on the amount of time, the level of engagement, and the intensity of instruction in French. As a result of this, in addition to the 600 mandatory hours of Core French instruction in Grades 4-8, the Board also offers Primary Core French and French Immersion Programs that exceed these Ministry requirements.

An identified action in the district's Framework to Support French as a Second Language is to provide Core FSL to students in Grades 1 to 3. In September 2013, Primary Core FSL was offered to seven schools in the Board. Today, primary students in 20 of our 29 elementary schools receive 50 minutes of FSL instruction per day on a four day cycle, with a plan to have Primary FSL in all elementary schools at the beginning of the 2018 school year.

Additionally, four schools across the district are offering French Immersion in Dual Track schools. Jean Vanier provides French Immersion to approximately 190 students Kindergarten to Grade 8. In its second year of operation, St. Leo School offers two Kindergarten French Immersion classes and a Grade 1 class with a total of 70 students. Beginning in September 2016, French Immersion opportunities were extended to St. Joseph's in Simcoe and Sacred Heart in Paris. St. Leo, St. Joseph's and Sacred Heart will continue to offer a new grade each year as the program progresses.

In recent years, provincial initiatives have taken place using the Common European Framework of Reference for Languages (CEFR) to inform teacher practice in FSL. The CEFR provides a comprehensive overview of competencies that French language learners need to develop in order to communicate and interact effectively. It presents levels of language proficiency reflecting a basic level of understanding to a competency level beyond secondary school.

## **DEVELOPMENTS:**

In order to support the vision, goals, and guiding principles for FSL in Ontario and within our district, the following actions are being taken to continue the district's current momentum of enriching the French language experiences of students from Kindergarten to Grade 12:

- All teachers who are part of the Kindergarten French Immersion team have met twice to discuss the new *Kindergarten Program* and the *Growing Success Kindergarten Addendum* and to discuss best practices in order to support our new French language learners.
- All teachers who are part of the Primary Core FSL team have met in June 2016 and September 2016 and received professional development focusing on the AIM Language Learning instructional approach, which uses oral communication and gesturing to improve fluency and language acquisition.
- All teachers who are part of the Core FSL team (Grades 1-8) participated in a workshop in September 2016 that focused on strategies to engage and motivate students in FSL, while building proficiency and confidence based on the CEFR levels of proficiency.
- A French Symposium was offered on Saturday, December 3, 2016 to all elementary and secondary FSL teachers in both the Core and Immersion Programs. The workshop offered strategies to increase student proficiency and confidence. Thirty-four teachers attended in total representing Kindergarten French Immersion, Junior French Immersion, Primary, Junior, Intermediate and High School French.
- All teachers from the Senior FSL team have met twice to continue to develop learning cycles that implement the CEFR so that students are learning French within the context of authentic situations that require communication in French.
- Four teachers (two elementary and two secondary) and the FSL Consultant participate in the CEFR Regional Team which meets with 15 other boards to co-plan learning cycles based on the new FSL curriculum (2013) and the CEFR, to discuss strategies to bridge the gap between the FSL programs, and to build student proficiency and confidence in French.
- In the Spring of 2017, a group of Grade 12 FSL students from our three secondary schools that will participate in the FSL Student Proficiency and write an internationally-recognized language exam called the *Diplôme d'études en langue française* (DELFL). The DELFL exam is offered by the French Ministry of National Education to assess language skills of people whose first language is not French. The levels align with the CEFR levels. More information can be accessed at <http://www.ciep.fr/delf-tout-public/presentation-des-epreuves>.
- Last year, 15 students successfully challenged the DELFL and received their B1 certificate from France.
- The Board currently has 10 teachers that have their DELFL Correcteur training certificate in order to evaluate students for the DELFL.
- The Board has registered with a company called Voila Learning that offers free on-line homework help with French tutors Monday to Thursday from 5:00 – 8:00 p.m.

- The Special Education and French consultants will continue to provide professional development opportunities for the Core French Team and the French Immersion Team to learn more about strategies that will support the inclusion of all learners in FSL programs. The new Ministry document *Including Students with Special Education Needs in FSL Programs* will be utilized during these learning opportunities.

**RECOMMENDATION:**

THAT the Committee of the Whole refers the French as a Second Language Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: January 17, 2017  
Submitted by: Chris Roehrig, Director of Education & Secretary

### SURPLUS ACCOMMODATION – GRAND ERIE DISTRICT SCHOOL BOARD Public Session

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#### **BACKGROUND INFORMATION:**

In accordance with Regulation 444/98 under the Education Act, the Grand Erie District School Board has issued a proposal to certain publicly-funded organizations to dispose of property, which they have declared surplus. The Grand Erie District School Board has requested that we reply within 90 calendar days regarding our interest in the property.

#### **DEVELOPMENTS:**

The property, which the Grand Erie District School Board has declared as surplus, is:

- École Fairview, 34 Norman Street, Brantford

The Board does not have need of a school building in this area; therefore, management recommends that the Board advises the Grand Erie District School Board that we have no interest in this property.

#### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board advises the Grand Erie District School Board that the Brant Haldimand Norfolk Catholic District School Board has no interest in the following property:

- École Fairview, 34 Norman Street, Brantford.

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

Prepared by: Patrick Daly, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: January 17, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### GRADUATION RATES

Public Session

#### **BACKGROUND INFORMATION:**

The Ministry of Education will publish school board graduation rates for the 2015-16 school year in Spring 2017. These rates will be based on the 2011-12 Grade 9 cohort. For students to earn an Ontario Secondary School Diploma (OSSD), they must:

- earn a minimum of 30 credits, including 18 compulsory credits and 12 optional credits
- meet the provincial secondary school literacy requirement, and
- complete 40 hours of community involvement activities.

#### **DEVELOPMENTS:**

The graduation rate is calculated by the Education Statistics and Analysis Branch (ESAB) of the Ministry as the percentage of students who receive an OSSD within four or five years of **starting** Grade 9 in our system. If a student leaves our system after registering in Grade 9, they are still calculated into our graduation rate. Students who have died or transferred out of province are not included in calculating the graduation rate.

Our Board also completes an internal calculation to measure the success of the cohort of students who begin secondary school with us and stay until graduation. Students who leave our Board or join after Grade 9 are not included in this calculation. The attached flowchart indicates the calculation of the Board's preliminary 4-year and 5-year graduation rates for the 2011-12 Grade 9 cohort. In short:

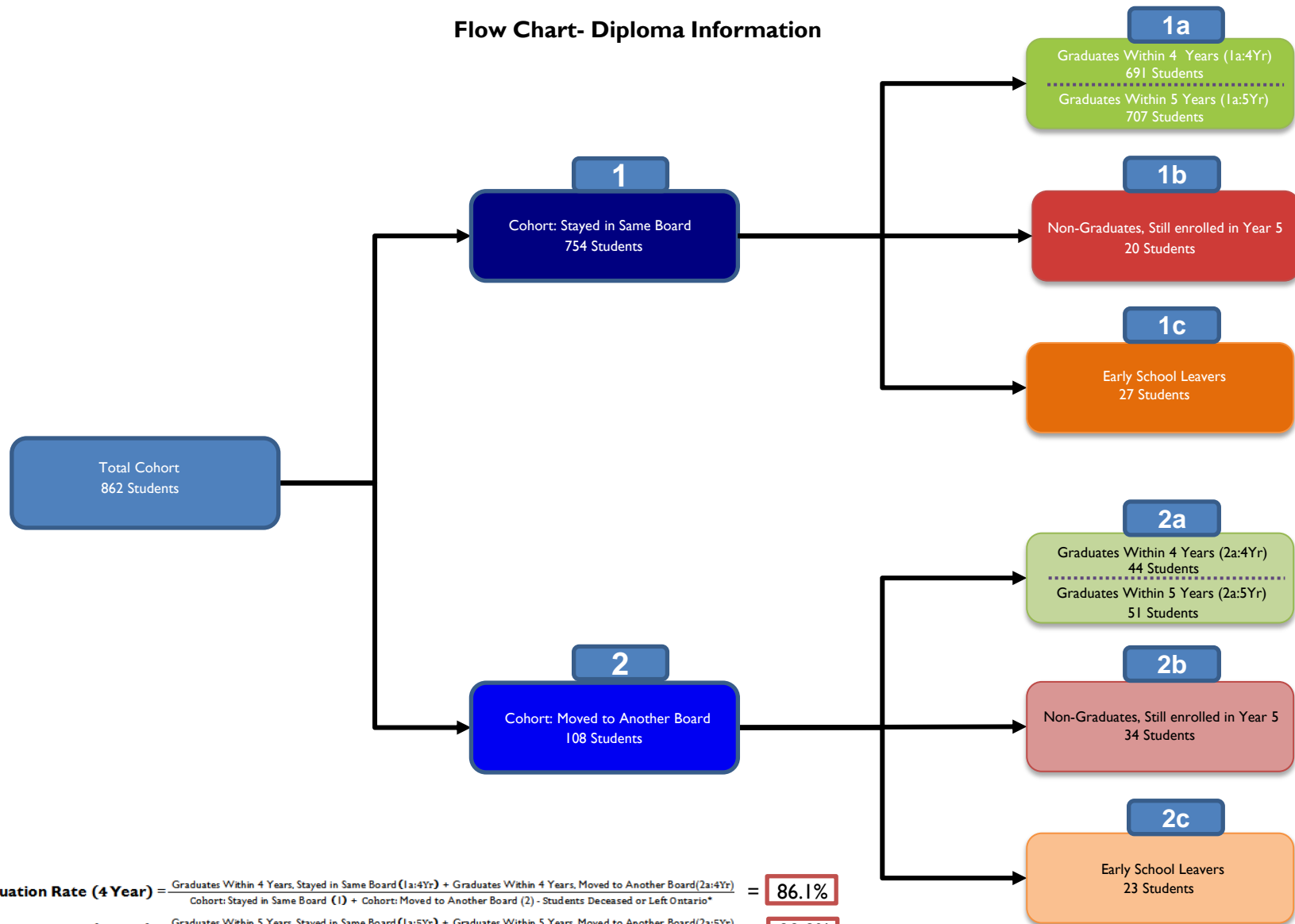
2015-16 Provincial Calculation for BHNCD SB (4 year)	2015-16 Provincial Calculation for BHNCD SB (5 year)	2015-16 BHNCD SB Calculation (4 year)	2015-16 BHNCD SB Calculation (5 year)
86%	89%	92%	94%

As a Board and at the school level, we also track on an ongoing basis such student achievement indicators as credit accumulation by grade, course pass rates and report card achievement levels in support of promoting the successful completion of the Ontario Secondary Schools Diploma requirements.

#### **RECOMMENDATION:**

THAT the Committee of the Whole refers the Graduation Rates report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Flow Chart- Diploma Information



**Board Graduation Rate (4 Year)** =  $\frac{\text{Graduates Within 4 Years, Stayed in Same Board (1a:4Yr)} + \text{Graduates Within 4 Years, Moved to Another Board (2a:4Yr)}}{\text{Cohort: Stayed in Same Board (1)} + \text{Cohort: Moved to Another Board (2)} - \text{Students Deceased or Left Ontario}^*}$  = **86.1%**

**Board Graduation Rate (5 Year)** =  $\frac{\text{Graduates Within 5 Years, Stayed in Same Board (1a:5Yr)} + \text{Graduates Within 5 Years, Moved to Another Board (2a:5Yr)}}{\text{Cohort: Stayed in Same Board (1)} + \text{Cohort: Moved to Another Board (2)} - \text{Students Deceased or Left Ontario}^*}$  = **88.8%**

\*Note: Based on the Transfer and Retirement codes data. See more on Pages 3 & 4.

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: January 17, 2017  
Submitted by: Chris Roehrig, Director of Education & Secretary

**FINANCIAL REPORT – NOVEMBER 2016**

Public Session

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**BACKGROUND INFORMATION:**

Attached is the Board Expenditure Report for the period ending November 30, 2016.

**DEVELOPMENTS:**

There are few variances to report at this time. With 23.9% of the total Budget spent, we are basically on track given that three months into the year, we would expect to have spent approximately one quarter of the total budget. Last year at this time, expenditures were 24.1% of budget.

Salaries are monitored closely each month and the current projection to year end is slightly below budget. Salaries and the Qualification and Education (Q & E) grant are reviewed and adjusted as part of Revised Budget cycle prepared in December, providing a more accurate projection at the second quarter-end.

The expected percentage of salary budget spent at any time of year varies by employee group. At November, teaching staff have received approximately 23% of annual pay. Support staff have received between 25% and 32% of annual pay for 12-month and 10-month staff during the same timeframe, explaining the slight variation of percentage spent between the various salary lines. The Lunch Monitors budget line is 23.3% spent, compared to 27.3% spent at this time last year.

In total, Salaries & Benefits across the system account for some 80% of the total Operating Budget. With 23% spent at the first quarter-end, we are slightly below expected expenditure.

Spending on Supplies & Services typically fluctuates over the year as needs vary. However, we are in line at the quarter-end with 23% spent of the total \$7.2 million allocated to this budget line across the system.

For Ministry purposes, furniture and equipment purchases of less than \$5,000 for a single item are reported as *Replacement Equipment* as these items are funded from Operations and will not be capitalized. Personalized equipment is also included in this category as, individually, these are low-dollar items and funding is received in the year to cover most of the cost.

Most membership fees and software contracts require payment of annual fees in the first part of the year, leaving these budget lines with a higher percentage spent at the first quarter-end. The liability, property and vehicle insurance premiums are also normally paid in the first quarter. This year a surplus refund relating to insurance premium in the amount of \$66,000 was received, providing a positive variance for this budget line.



School Renewal spending, to date, amounts to some \$92,039, which is well below budget as most School Renewal is completed during school closures at March Break and the summer months. Expenditure identified as New Pupil Places is the interest portion of debenture payments. One of two annual payments is made in the first quarter. It should be noted that Principal payments no longer are included in the Operations Expenditure budget.

The Governance / Trustees Department is 18.6% spent, compared to last year with 16.8% spent at this time. The payment of Trustee Fees in the first quarter is now recorded as Administration & Other Support costs to align with revised Ministry guidelines.

The Continuing Education program expenses totalled \$38,749 in the first quarter. This program, re-established in the 2013-14 school year, includes the Heritage Language programs being offered.

**RECOMMENDATION:**

THAT the Committee of the Whole refers the Financial Report – November 2016 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
FOR THE MONTH ENDING November 30, 2016

	Budget	Expenditures	% Spent
<b>OPERATING</b>			
<b>INSTRUCTION</b>			
SALARIES & WAGES	53,010,011	11,937,509	22.5
EMPLOYEE BENEFITS	6,469,849	1,091,687	16.9
STAFF DEVELOPMENT	182,372	38,227	21.0
SUPPLIES & SERVICES	1,960,481	403,408	20.6
REPLACEMENT F & E	665,525	115,581	17.4
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	370,738	174,200	47.0
OTHER	1,800	-	0.0
AMORTIZATION	329,518	82,380	25.0
Total INSTRUCTION	62,990,294	13,842,992	22.0
<b>SPECIAL EDUCATION</b>			
SALARIES & WAGES	11,304,160	3,000,676	26.5
EMPLOYEE BENEFITS	2,164,710	528,132	24.4
STAFF DEVELOPMENT	38,200	2,985	7.8
SUPPLIES & SERVICES	190,479	21,679	11.4
REPLACEMENT F & E	597,008	124,413	20.8
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	40,500	6	0.0
Total SPECIAL EDUCATION	14,335,057	3,677,890	25.7
<b>SCHOOL MANAGEMENT/SCHOOL SERVICES</b>			
SALARIES & WAGES	6,934,639	1,662,596	24.0
EMPLOYEE BENEFITS	979,652	218,207	22.3
STAFF DEVELOPMENT	34,235	3,100	9.1
SUPPLIES & SERVICES	323,605	111,027	34.3
REPLACEMENT F & E	12,350	5,946	48.1
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	185,400	128,236	69.2
Total SCHOOL MANAGEMENT/SCHOOL SERVICES	8,469,881	2,129,113	25.1
<b>STUDENT SUPPORT SERVICES-GENERAL</b>			
SALARIES & WAGES	556,194	158,842	28.6
EMPLOYEE BENEFITS	109,287	28,819	26.4
STAFF DEVELOPMENT	900	506	56.2
SUPPLIES & SERVICES	9,000	1,516	16.8
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total STUDENT SUPPORT SERVICES-GENERAL	675,381	189,683	28.1
<b>COMP &amp; OTH TECH STUDENT SUPP SERV</b>			
SALARIES & WAGES	855,142	200,573	23.5
EMPLOYEE BENEFITS	217,916	54,398	25.0
STAFF DEVELOPMENT	30,000	-	0.0
SUPPLIES & SERVICES	82,910	15,522	18.7
REPLACEMENT F & E	5,000	-	0.0
FEES & CONTRACTUAL SERVICES	60,963	9,225	15.1
Total COMP & OTH TECH STUDENT SUPP SERV	1,251,931	279,718	22.3
<b>LIBRARY SERVICES</b>			
SALARIES & WAGES	719,937	192,297	26.7
EMPLOYEE BENEFITS	148,244	38,578	26.0
STAFF DEVELOPMENT	2,000	-	0.0
SUPPLIES & SERVICES	68,868	7,033	10.2
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	23,534	-	0.0
Total LIBRARY SERVICES	962,583	237,909	24.7
<b>GUIDANCE SERVICES</b>			
SALARIES & WAGES	876,985	200,048	22.8
EMPLOYEE BENEFITS	90,221	14,187	15.7
SUPPLIES & SERVICES	5,611	648	11.5
REPLACEMENT F & E	-	-	0.0
Total GUIDANCE SERVICES	972,817	214,883	22.1

BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
FOR THE MONTH ENDING November 30, 2016

	Budget	Expenditures	% Spent
<b>TEACHER SUPPORT SERVICES</b>			
SALARIES & WAGES	1,101,026	234,201	21.3
EMPLOYEE BENEFITS	119,322	20,966	17.6
STAFF DEVELOPMENT	14,200	3,288	23.2
SUPPLIES & SERVICES	57,574	9,689	16.8
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	11,777	9,730	82.6
Total TEACHER SUPPORT SERVICES	1,303,899	277,874	21.3
<b>GOVERNANCE/TRUSTEES</b>			
SALARIES & WAGES	64,700	15,714	24.3
EMPLOYEE BENEFITS	2,588	382	14.8
STAFF DEVELOPMENT	23,000	3,510	15.3
SUPPLIES & SERVICES	30,800	3,351	10.9
REPLACEMENT F & E	2,000	-	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
OTHER	250	-	0.0
Total GOVERNANCE/TRUSTEES	123,338	22,958	18.6
<b>SENIOR ADMINISTRATION</b>			
SALARIES & WAGES	787,858	181,813	23.1
EMPLOYEE BENEFITS	77,847	13,699	17.6
STAFF DEVELOPMENT	27,300	5,130	18.8
SUPPLIES & SERVICES	32,125	4,106	12.8
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
OTHER	12,400	9,433	76.1
AMORTIZATION	-	-	0.0
Total SENIOR ADMINISTRATION	937,530	214,181	22.9
<b>ADMINISTRATION &amp; OTHER SUPPORT</b>			
SALARIES & WAGES	126,530	29,156	23.0
EMPLOYEE BENEFITS	28,185	5,856	20.8
STAFF DEVELOPMENT	6,100	961	15.8
SUPPLIES & SERVICES	43,300	6,784	15.7
REPLACEMENT F & E	-	-	0.0
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	115,750	47,717	41.2
OTHER	32,900	16,680	50.7
AMORTIZATION	46,434	11,609	25.0
Total ADMINISTRATION & OTHER SUPPORT	399,199	118,762	29.8
<b>HUMAN RESOURCES ADMINISTRATION</b>			
SALARIES & WAGES	438,544	102,921	23.5
EMPLOYEE BENEFITS	115,032	23,762	20.7
STAFF DEVELOPMENT	5,950	405	6.8
SUPPLIES & SERVICES	27,400	1,337	4.9
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	197,120	61,213	31.1
Total HUMAN RESOURCES ADMINISTRATION	784,046	189,639	24.2
<b>INFORMATION TECHNOLOGY ADMINIS.</b>			
SALARIES & WAGES	58,841	14,093	24.0
EMPLOYEE BENEFITS	15,312	4,014	26.2
SUPPLIES & SERVICES	-	-	0.0
REPLACEMENT F & E	3,350	-	0.0
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	11,000	20,267	184.3
Total INFORMATION TECHNOLOGY ADMINIS.	88,503	38,375	43.4

BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
FOR THE MONTH ENDING November 30, 2016

	Budget	Expenditures	% Spent
<b>DIRECTOR'S OFFICE</b>			
SALARIES & WAGES	245,607	43,531	17.7
EMPLOYEE BENEFITS	59,809	10,046	16.8
STAFF DEVELOPMENT	1,800	904	50.2
SUPPLIES & SERVICES	15,355	790	5.2
REPLACEMENT F & E	3,150	-	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total DIRECTOR'S OFFICE	325,721	55,272	17.0
<b>PAYROLL ADMINISTRATION</b>			
SALARIES & WAGES	163,376	38,856	23.8
EMPLOYEE BENEFITS	42,892	10,435	24.3
STAFF DEVELOPMENT	1,500	-	0.0
SUPPLIES & SERVICES	2,000	135	6.8
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	75,600	20,894	27.6
Total PAYROLL ADMINISTRATION	285,368	70,320	24.6
<b>FINANCE</b>			
SALARIES & WAGES	389,430	90,299	23.2
EMPLOYEE BENEFITS	83,568	18,541	22.2
STAFF DEVELOPMENT	5,900	-	0.0
SUPPLIES & SERVICES	7,900	766	9.7
REPLACEMENT F & E	5,000	-	0.0
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	129,355	32,225	24.9
OTHER	-	-	0.0
Total FINANCE	621,153	141,832	22.8
<b>PURCHASING &amp; PROCUREMENT</b>			
SALARIES & WAGES	78,644	18,702	23.8
EMPLOYEE BENEFITS	18,285	3,964	21.7
STAFF DEVELOPMENT	1,500	358	23.9
SUPPLIES & SERVICES	1,200	177	14.7
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	500	439	87.9
Total PURCHASING & PROCUREMENT	100,129	23,639	23.6
<b>SCHOOL OPERATIONS</b>			
SALARIES & WAGES	4,016,732	926,929	23.1
EMPLOYEE BENEFITS	1,028,982	250,897	24.4
STAFF DEVELOPMENT	3,000	368	12.3
SUPPLIES & SERVICES	2,581,895	541,264	21.0
REPLACEMENT F & E	36,800	7,640	20.8
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	735,000	202,898	27.6
AMORTIZATION	3,944,938	986,235	25.0
Total SCHOOL OPERATIONS	12,347,347	2,916,229	23.6
<b>SCHOOL MAINTENANCE</b>			
SALARIES & WAGES	695,250	163,552	23.5
EMPLOYEE BENEFITS	174,188	42,295	24.3
STAFF DEVELOPMENT	22,956	718	3.1
SUPPLIES & SERVICES	764,493	193,927	25.4
REPLACEMENT F & E	4,500	1,136	25.3
INTEREST ON LONG TERM DEBT	70,930	35,969	50.7
RENTAL EXPENDITURE	-	1,811	0.0
FEES & CONTRACTUAL SERVICES	265,460	129,260	48.7
Total SCHOOL MAINTENANCE	1,997,777	568,669	28.5
<b>SCHOOL RENEWAL</b>			
SALARIES & WAGES	-	-	0.0
SUPPLIES & SERVICES	846,093	92,039	10.9
INTEREST ON LONG TERM DEBT	-	-	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total SCHOOL RENEWAL	846,093	92,039	10.9

BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
FOR THE MONTH ENDING November 30, 2016

	Budget	Expenditures	% Spent
<b>NEW PUPIL PLACES</b>			
INTEREST ON LONG TERM DEBT	2,193,442	1,108,021	50.5
FEEES & CONTRACTUAL SERVICES	-	-	0.0
TANGIBLE CAPITAL ASSETS	-	-	0.0
Total NEW PUPIL PLACES	2,193,442	1,108,021	50.5
<b>OP &amp; MAINT/CAPITAL-NON INSTRUC</b>			
SALARIES & WAGES	41,831	13,476	32.2
EMPLOYEE BENEFITS	11,821	3,454	29.2
STAFF DEVELOPMENT	-	-	0.0
SUPPLIES & SERVICES	144,297	34,019	23.6
REPLACEMENT F & E	2,000	-	0.0
INTEREST ON LONG TERM DEBT	38,222	19,382	50.7
RENTAL EXPENDITURE	18,484	4,621	25.0
FEEES & CONTRACTUAL SERVICES	36,284	1,613	4.5
Total OP & MAINT/CAPITAL-NON INSTRUC	292,939	76,565	26.1
<b>DIRECT CAPITAL &amp; DEBT</b>			
INTEREST ON LONG TERM DEBT	318,046	160,591	50.5
OTHER	146,395	-	0.0
Total DIRECT CAPITAL & DEBT	464,441	160,591	34.6
<b>TRANSPORTATION - GENERAL</b>			
SALARIES & WAGES	-	-	0.0
EMPLOYEE BENEFITS	-	-	0.0
STAFF DEVELOPMENT	-	-	0.0
SUPPLIES & SERVICES	-	-	0.0
REPLACEMENT F & E	-	-	0.0
FEEES & CONTRACTUAL SERVICES	211,190	66,754	31.6
Total TRANSPORTATION - GENERAL	211,190	66,754	31.6
<b>TRANSPORTATION - HOME TO SCHOOL</b>			
FEEES & CONTRACTUAL SERVICES	4,659,130	1,380,968	29.6
Total TRANSPORTATION - HOME TO SCHOOL	4,659,130	1,380,968	29.6
<b>TRANSPORTATION-SCHOOL TO SCHOOL</b>			
FEEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION-SCHOOL TO SCHOOL	-	-	0.0
<b>TRANSPORTATION - BOARD, LODGING...</b>			
FEEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION - BOARD, LODGING...	-	-	0.0
<b>TRANSPORTATION - BLIND &amp; DEAF</b>			
FEEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION - BLIND & DEAF	-	-	0.0
<b>CON ED</b>			
SALARIES & WAGES	252,199	34,476	13.7
EMPLOYEE BENEFITS	29,891	2,904	9.7
STAFF DEVELOPMENT	2,000	-	0.0
SUPPLIES & SERVICES	15,000	1,368	9.1
REPLACEMENT F & E	-	-	0.0
FEEES & CONTRACTUAL SERVICES	1,000	-	0.0
Total CON ED	300,090	38,749	12.9
<b>OTHER NON-OPERATING</b>			
SUPPLIES & SERVICES	3,500,000	875,000	25.0
FEEES & CONTRACTUAL SERVICES	-	-	0.0
OTHER	-	-	0.0
Total OTHER NON-OPERATING	3,500,000	875,000	25.0
<b>Total</b>	<b>121,439,280</b>	<b>29,008,624</b>	<b>23.9</b>

2016-17  
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
<b>January 17, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
January 24, 2017	10:00 am	SEAC Meeting	
<b>January 24, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
February 1, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
February 2, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
February 11, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
February 14, 2017	10:00 am	SEAC Meeting	
February 15, 2017	3:00 pm	Executive Council Mtg. ( <i>to be confirmed</i> )	
<b>February 21, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
February 22, 2017	1:00 pm	Catholic Education Advisory Committee Mtg.	
February 27, 2017	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
February 28, 2017	1:00 pm	STSBHN Governance Mtg.	
<b>February 28, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
March 1, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
March 2, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
March 3, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
March 7, 2017	10:00 am	SEAC Meeting	
March 8, 2017	3:00 pm	Executive Council Mtg. ( <i>to be confirmed</i> )	
<i>March 13-17, 2017</i>		<i>MARCH BREAK</i>	
<b>March 21, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
March 28, 2017	9:00 am	Mental Health Steering Committee Mtg.	NEW
<b>March 28, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
March 29, 2017	9:00 am	Council of Catholic Service Organizations Mtg.	
April 5, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
April 6, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
April 7, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
April 11, 2017	10:00 am	SEAC Meeting	
April 11, 2017	7:00 pm	System-Wide Parent Council Adobe Connect Session	
April 12, 2017	3:00 pm	Executive Council Mtg. ( <i>to be confirmed</i> )	
<b>April 18, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
April 25-27, 2017		Board Art Show (three locations)	
<b>April 25, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
April 27-29, 2017		OCSTA AGM (Toronto)	
<i>April 30-May 5, 2017</i>		<i>Catholic Education Week</i>	
May 2, 2017	6:00 pm	Celebration of the Arts – art viewing	
	6:30 pm	Celebration of the Arts - performances	
May 3, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
May 4, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
May 4, 2017	5:00 pm	Catholic Student Leadership Awards	
May 5, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
May 10, 2017	3:00 pm	Executive Council Mtg. ( <i>to be confirmed</i> )	
May 15, 2017	1:00 pm	Catholic Education Advisory Committee Mtg.	
May 15, 2017	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
May 16, 2017	10:00 am	SEAC Meeting	
<b>May 16, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>May 23, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
May 24, 2017	10:00 am	<i>Have a Go track meet at Assumption College (secondary)</i> <i>(rain date May 29)</i>	
May 30, 2017	1:00 pm	STSBHN Governance Mtg.	
May 31, 2017	9:00 am	SAL Committee Mtg. (@ Holy Trinity)	
June 1-3, 2017		CCSTA AGM	

Date	Time	Meeting/Event	New / Revised
June 1, 2017	1:00 pm	SAL Committee Mtg. (ACS) @ St. Mary CLC	
June 2, 2017	9:00 am	SAL Committee Mtg. (SJC) @ St. Mary CLC	
June 7, 2017	10:00 am	<i>Have a Go track meet at Assumption College (elementary)</i> <i>(rain date June 8)</i>	
June 13, 2017	10:00 am	SEAC Meeting	
June 14, 2017	3:00 pm	Executive Council Mtg. <i>(to be confirmed)</i>	
<b>June 20, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>June 27, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
June 29, 2017	4:45 pm 6:30 pm 7:00 pm	Assumption College Graduation Holy Trinity Graduation St. John's 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.