



BRANT HALDIMAND NORFOLK Catholic District School Board

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

Committee of the Whole
Tuesday, January 16, 2018 ♦ 7:00 pm
Boardroom

Members:

Trustees:

Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon, Olivia O'Neill (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)

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 21, 2017 Pages 3-6
- 1.6 Business Arising from the Minutes

2. Presentations

3. Delegations

4. Consent Agenda

- 4.1 Unapproved Accessibility Steering Committee Meeting Minutes – November 22, 2017 Pages 7-9
- 4.2 Unapproved Special Education Advisory Committee Meeting Minutes – December 12, 2017 Pages 10-13

5. Committee and Staff Reports

- 5.1 Unapproved Budget Committee Meeting Minutes and Recommendations - January 11, 2018 Pages 14- 17
Presenter: Rick Petrella, Chair of the Budget Committee
 - Goals for 2018-19 Budget (pgs. 18-19)
 - Budget Planning: 2018-19 Budget Procedures Manual (pgs. 20-34)
 - Revised Budget Estimates: 2017-18 (pgs. 35-68)



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- 5.2** Unapproved Policy Committee Meeting Minutes and Recommendations – December 12, 2017 Pages 69-72
Presenter: Dan Dignard, Chair of the Policy Committee Meeting
- Leaves of Absence for Management Employees Policy (pgs. 73-75)
 - Hiring – Academic Staff Administrative Procedure 300.10 (pgs. 76-79)
 - Administration of Oral Medication to Students Under the Age of 18 Policy and Administrative Procedure 200.19 (pgs. 80-90)
- 5.3** Strategic Plan – Vision 2020 Pages 91-92
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 5.4** Graduation Rates Page 93
Presenter: Patrick Daly, Superintendent of Education
- 5.5** Financial Report - November 2017 Pages 94-101
Presenter: Thomas R. Grice, Superintendent of Business & Treasurer
- 5.6** 2015-2018 Strategic Plan - Safe and Accepting Schools Update Pages 102-104
Presenter: Michelle Shypula, Superintendent of Education
- 5.7** Excursion – New York City, NY Page 105
Presenter: Patrick Daly, Superintendent of Education
- 5.8** Proposed Child Care and Early Years Coordinator Position Pages 106-107
Presenter: Leslie Telfer, Superintendent of Education
- 5.9** Surplus Accommodation – Grand Erie District School Board Page 108
Presenter: Tom 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 109-110
- 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**

Next meeting: Tuesday, February 20, 2018, 7:00 pm – Boardroom



Committee of the Whole
Tuesday, November 21, 2017 ♦ 7:00 pm
Boardroom

Trustees:

Present: Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon, Olivia O'Neill (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)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Trustee McKinnon.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

The Mission Trip Report – Columbia, South Carolina was added to presentations as Item 2.1.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the November 21, 2017 meeting, as amended.

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Committee of the Whole Meeting Minutes – October 17, 2017

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the October 17, 2017 Committee of the Whole meeting.

Carried

1.6 Business Arising from the Minutes – Nil



2. Presentations

2.1 Mission Trip Report – Columbia, South Carolina

Mel Malecki, teacher at St. John's College, and Peter Svec, Student Achievement Consultant, provided a PowerPoint presentation highlighting events of the mission trip. There are many partners in service including MDS, Storm Aide, Helping Hands, Ojibway: Grassy Narrows First Nation, Grand Isle Parish and St. Bernard Project. Students and staff helped to rebuild two different houses and had the opportunity to spend time with the homeowners learning their stories. Students also had the chance to work on homework in the evenings, attend Mass and partake in Sunday school at a local church.

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT The Committee of the Whole refers the Mission Trip Update to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

3. Delegations – Nil

4. Consent Agenda

4.1 THAT the Committee of the Whole refers the unapproved minutes of the Catholic Education Advisory Committee Meeting of October 16, 2017 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 17, 2017 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 Friends of the Educational Archives Meeting of October 17, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

4.4 THAT the Committee of the Whole refers the unapproved minutes of the Council of Catholic Service Organizations Meeting of October 18, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

4.5 THAT the Committee of the Whole refers the unapproved minutes of the Regional Catholic Parent Involvement Committee of October 23, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

4.6 THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' Meeting of October 31, 2017 to the Brant Haldimand Norfolk Catholic District School Board receipt.



Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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 Board Enrolment Update as of October 31, 2017

Superintendent Daly presented the enrolment report of students attending our schools as of October 31, 2017. It was noted that elementary enrolment was up 114 students and secondary enrolment was up 13 students from estimates in the spring. Ministry projections and enrolment variance were also reviewed.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

Carried

5.2 Excursion – New York City, NY USA

Superintendent Daly presented a request from Assumption College for an excursion to New York City. The trip will take place from April 6-9, 2018 with approximately 40 students. Students will experience the performing arts, local history and participate in music workshops.

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to New York City, NY from Friday, April 6, 2018 to Monday, April 9, 2018.

Carried

5.3 Insurance Renewal

Superintendent Grice reviewed the 2018 insurance renewal with the Ontario School Board's Insurance Exchange (OSBIE). He noted that renewal premium is a testimony that the Board is exceeding in areas of health & safety and facilities.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2018 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$141,591, excluding PST.

Carried



6. Information and Correspondence

6.1 Memorandum from OCSTA regarding the 2018 AGM & Conference Resolutions

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the information and correspondence items since the last meeting be received.

Carried

7. Trustee Inquiries - Nil

8. Business In-Camera

Moved by: Bill Chopp

Seconded by: Cliff Casey

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

Moved by: Bill Chopp

Seconded by: Dan Dignard

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: Carl Luciani

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of November 21, 2017.

Carried



ACCESSIBILITY STEERING COMMITTEE

Wednesday, November 22, 2017 - 2:00 p.m. - Boardroom

Present: Michelle Shypula (Chair), Lindsay Blasdell (Secretary), Leslie Brown, Anah Figueiredo, Therese Fioravanti, Caroline Freibauer, Debbie King-Bonifacio, Peter Marchand, Carmen McDermid, Terre Slaght, Guo Wu

Absent: Bill Chopp (Trustee), Tom Grice (Superintendent of Business & Treasurer), Tracey Austin, Dave Buist, Jill Esposto, Carlo Fortino, Philip Kuckyt, Tom Laracy, Don Maunder, Rachel Moreau-Zelem, Dianne Wdowczyk, Don Zelem

1. Opening Business

1.1 Opening Prayer

Chair Shypula led the meeting with the opening prayer and a round of introductions were made for the benefit of all members.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

The agenda was approved, as distributed.

1.4 Approval of the Minutes – January 13, 2016

The minutes of the Wednesday, January 13, 2016 Accessibility Steering Committee meeting were approved by consensus.

2. Committee and Staff Reports

2.1 Review of the Integrated Accessibility Plan Annual Report- Report to Board

Chair Shypula reviewed the Integrated Accessibility Plan Annual Report for 2016-17 that was provided to the Board in October 2017. Discussions ensued about the types and locations of barriers and action plans amongst committee members. Chair Shypula reviewed deadlines set out for projects and updated on next steps to ensure that the Board is compliant with the Integrated Accessibility Standards Regulation (IASR) of the Accessibility for Ontarians with Disabilities Act (AODA).

2.2 Overview of Targets Achieved in the 2013-2017 Integrated Accessibility Plan

Chair Shypula described what some of the physical barriers that we encounter look like such as ramps, walkways and accessible bathrooms. Allocated funds will be prioritized to ensure that the physical barriers are removed and compliant which will be supported by Board funds.

Anah Figueiredo, HR Coordinator (non-academic), updated that the Human Resources Department has mandatory AODA training for all volunteers and all employees hired by the Board. Mandatory AODA training is included on the Board website under the volunteer section: <http://www.bhncdsb.ca/page/become-volunteer>. Additionally, Debbie



King-Bonifacio, Disability Management and Safety Coordinator, noted that the policies, such as the Modified Return to Work plans, meet the standards' regulations and can be viewed at <http://www.bhncdsb.ca/page/accommodations-employees-and-applicants-disabilities>.

Caroline Freibauer, Librarian and Peter Marchand, Principal of St. Theresa School and Principal lead for Librarian Services, updated that school libraries have collaborated with community supports such as W. Ross MacDonald Provincial School for the Blind and other agencies so that accessible and conversion-ready materials are supplied or available upon request. Special Education Resource Teachers (SERTs) within the Board have been helpful in identifying and accessing resources as required.

Chair Shypula provided an update on behalf of the Information Technology (IT) department. The IT department has a plan in place to ensure that all internet websites and web content within the Board are compliant with the Web Content Accessibility Guidelines (WCAG). All information will conform to WCAG 2.0, Level AA by the requested 2021 year.

The newly revised Multi-Year Integrated Accessibility Plan 2018-2023 is currently under development. The Board's facilities department are reviewing, evaluating and prioritizing barriers to ensure compliance with Design of Public Spaces Standards under the IASR and AODA.

Chair Shypula invited committee members to provide feedback based on their experiences to assist in identifying any barriers that will support and contribute to the development of the new Multi-Year Integrated Accessibility Plan 2018-2023.

2.3 Review of the Standard Requirements of the Integrated Accessibility Regulation P/PM 191/11

Chair Shypula provided an overview of the amendment to the Integrated Accessibility Standard Reg. 191/11- Ontario Regulation 413/12 focusing on the Design of Public Spaces Standards (Accessibility Standards for the Built Environment). This standard emphasizes that design of newly constructed or refurbished outdoor spaces must incorporate accessibility features. The Board is working toward compliance in our outdoor spaces and ensuring that construction companies and affiliates are up to date and fully AODA compliant in their build designs.

2.4 Strategic Planning Moving Forward/Renewed Integrated Accessibility Plan 2018-2023

It was noted that the renewed Multi-Year Integrated Accessibility Plan 2018-2023 would be reflected in the 2017-18 Special Education Plan. Chair Shypula will be collaborating with the following individuals on specific information for the plan:

- Specialized equipment for students with special needs- Carmen McDermid
- Digital library resources- Caroline Freibauer and Peter Marchand
- Websites and web content- Norm Ciccì and/or David Buist
- Human resources and disability management- Debbie King-Bonifacio
- Transportation- Phil Kuckyt
- School buildings and facilities- Tom Grice and Don Zelem



A review of current policies and administrative procedures will be completed to ensure that accessibility components are accurate and up to date. Chair Shypula will coordinate to have a draft version of the plan prepared by the end of December 2017 and subsequently vetted out to members for review and discussion at the next Accessibility Steering Committee meeting. The hope would be to have the final draft submitted to the Board in the Spring of 2018.

3. Future Meetings

The committee agreed to meet again on Tuesday, February 6, 2018 at 2:00 pm and a calendar invite will be forthcoming from the secretary.

4. Closing Remarks/Adjournment

Superintendent Shypula thanked members for their participation and the meeting was adjourned at 3:15 pm.



**SPECIAL EDUCATION ADVISORY COMMITTEE
Tuesday, December 12, 2017 – 10:00 a.m. - Boardroom**

- Present:** Bonnie McKinnon (Trustee), Jennifer Chapman, Jill Esposto, Mischa Jansink, Carmen McDermid, Paul Sanderson, Michelle Shypula, Teresa Westergaard-Hager, Nil Woodcroft
- Guests:** Sharon Norrington, Chris Roehrig, Holy Trinity Catholic High School Students
- Regrets:** Krista Emmerson, Christine Pearce, Tracey Taylor,

1. Opening Prayer

Carmen McDermid led the group in the opening prayer.

2. Welcome and Opening Comments

Superintendent Shypula welcomed the group and Jill Esposto led a round of introductions for the benefit of the Holy Trinity Students and SEAC members in attendance.

3. Approval of Agenda

Moved by: Teresa Westergaard-Hager

Seconded by: Paul Sanderson

THAT the SEAC Committee approves the agenda of the December 12, 2017 meeting.

Carried

4. Approval of Minutes – November 28, 2017

Moved by: Bonnie McKinnon

Seconded by: Mischa Jansink

THAT the SEAC Committee approves the minutes of the November 28, 2017 meeting.

Carried

5. Presentation

5.1 Fusion for Inclusion

Sharon Norrington, project Coordinator for the Fusion for Inclusion Project, provided a brief overview on Action4Inclusion which is a province wide youth engagement initiative of Community Living Ontario and funded by the Trillium Foundation that empowers youth to explore how they can influence the way society views and treats individuals with developmental disabilities.

Building on collaborative working relationships that exist between four developmental service agencies within Haldimand and Norfolk, in 2016, Community Living Access, Community Living Haldimand, Haldimand-Norfolk REACH and Norfolk Association for Community Living joined together to support this initiative within the communities.

They began by identifying four high schools within the communities, Holy Trinity Catholic High School, Cayuga Secondary School, Simcoe Composite School and Waterford District High School that each agency took a lead on in working with.

Six students from Holy Trinity Catholic High School presented the video. The goal of the video is to “start the conversation about inclusion”. The video was designed, composed and edited by students, to engage and empower youth and show the power of their voices. The video featured students with and



without disabilities, from across the four high schools, introducing themselves, sharing aspirations, giving their input on what needs to change with how the world views people with disabilities and how people can support one another.

Jill Esposto inquired if a similar program has been created in Brant/Brantford. The program currently has only been created in Haldimand and Norfolk counties.

6. Community Agency Updates

Mischa Jansink- Family Service Coordinator- Lansdowne Children's Centre

Mischa updated on an announcement released December 7, 2017 by the Ministry of Child and Youth Services regarding enhancements to the new Ontario Autism Program (OAP).

To ensure a consistent and thorough response, Hamilton Health Sciences has identified the following people as contacts if community partners and/or families have questions related to the announcement as follows:

- Lansdowne: Bev Matheson 519-753-3153 Ext. 262
- Bethesda: Alyson Wilson
- REACH: Joan Costigan
- Hamilton: Amy Phillips

The vision of the new OAP is to provide children and youth with Autism Spectrum Disorder (ASD) with access to timely and effective services. Ontario is introducing enhancements to the OAP beginning in January 2018. These enhancements build on those already announced earlier this year including:

- Introducing flexible, individualized services based on need;
- Changing eligibility so that all children and youth with a diagnosis of ASD from a qualified professional will be eligible for services until the age of 18;
- Offering a single point of access, including a telephone number for parents to call, in nine areas across Ontario to make it easier for families to access autism services; and
- Implementing Family Support Workers and the OAP Family Team to better support families and the central role they play in their child or youth's services.

Enhancements beginning in January 2018:

1. A new direct funding option for evidence-based behavioural services will be available to families in the OAP.

What this means for families:

- Families entering the OAP will be given the choice of receiving services from a Regional provider or receiving direct funding to purchase behavioural services through a qualified provider when a spot becomes available.
- Ontario's goal is one waitlist, regardless of choice and that both of the above options are available. The province will work with providers to monitor and assess progress on the availability and equity of service options for families.
- The maximum hourly rate for evidence based behavioural services will increase from \$39 per hour to a maximum of up to \$55 per hour for families who choose the direct funding option.



2. Communicate new qualifications for Clinical Supervisors.

What this means for families:

- Information about new qualification requirements will be released by mid-January 2018. For Clinical Supervisors who may not meet the qualifications, compliance with the requirements will be phased in over time. This will not disrupt services for families.

3. Implementation of a family-initiated independent Clinical Review Process (ICR).

4. Changing accountability and clinical oversight of direct funding providers by direct service providers

Enhancements for spring 2018 and beyond will include an OAP provider list posted online.

What this means for families:

- An OAP provider list will also be made public in 2018 to support families in selecting a qualified OAP service provider.
- The list will include a formal process to verify the qualifications of practitioners who wish to provide behavioural services in the OAP.

Additional information can be found on the Ministry website at:

<https://news.ontario.ca/mcys/en/2017/12/ontario-autism-program-oap.html>

7. Reports

7.1 Student Achievement Leader: Special Education

A system team from BHNCDNB participated in the Ministry's Planning Together: Regional Dialogue Session held in London, Ontario on December 6, 2017. Superintendent Shypula and Carmen McDermid attended the Special Education/Success for All Engagement/Conversation Stream. The focus of the session was to provide information/highlights of recently released and upcoming Ministry special education resources and to provide opportunities for dialogue regarding special education processes and practices from the view of learners and school environments.

Louise Sirisko, Director, Special Education/Success for All for the Ministry of Education, reported on next steps for the Special Needs Strategy, which was launched in 2014. She stated, "The Ministry of Education and Children and Youth Services are establishing a Provincial Advisory Group (PAG) to provide advice to government on key issues related to implementing Integrated Rehabilitation. Feedback through the PAG will inform provincial decision-making towards continued provincial implementation of Integrated Rehabilitation, particularly with respect to putting in place a tiered, family centered service delivery model across school and community settings". The first meeting will take place in December with further discussions to follow in the New Year.

The draft Special Education in Ontario- Kindergarten to Grade 12 Policy and Resource Guide 2017 was reviewed with participants. This new document supersedes: Special Education: A Guide for Educators (2001), Standards for School Board's Special Education Plans (2000), Individual Education Plans: Standards for Development, Program Planning and Implementation (2000), Transition Planning: A Resource Guide (2002) and the Individual Education Plan (IEP): A Resource Guide (2004). The new guide reflects policy updates and is NOT new policy. Boards were encouraged to share this resource with their SEAC members. The guide can be



found on the Ministry website at: <http://www.edu.gov.on.ca/eng/parents/speced.html> and a hard copy of the drafted guide can also be requested.

Carmen shared information on the development of the new Facilitator's Guide to support the Learning for All K-12 guide. The new guide has been piloted in five school boards and divided into modules. The first module is about "Knowing the Learner" and focuses on how to create robust learner profiles for students with learning disabilities. The overview of the module includes; *Understanding Learning Differences*, *Examining Sources that Inform a Learner Profile*, *Recognizing and Capturing Patterns* and *Consolidating the Learning*. Special Education Resource Teachers (SERTs), Special Education Classroom Teachers (SECTs) and Special Education Department Heads will participate in Module One facilitated by Carmen and system staff in early 2018.

7.2 Superintendent of Education

Superintendent Shypula updated on the Provincial Assessment Consultation. As the Ministry begins its work to refresh the curriculum, it is necessary to review assessment practices at the classroom, school, school board and provincial level (EQAO), national and international levels. The Education Advisors to the Premier and Minister of Education have been asked to conduct an independent review of education assessment in Ontario. The goal of the Advisors is to engage as many people as possible, with diverse experiences and perspectives, in a province-wide conversation about current approaches to assessment, reporting and proposed concerns and suggestions to support future practices.

For education stakeholders, including SEACs, this is a timely opportunity to ensure all voices are heard. It is the Ministry's hope that SEAC members will avail themselves to provide their comments and advice on how to improve student assessment. SEAC members are encouraged to complete an online survey at <https://OntarioALearningProvince.ca/participate>.

Further to the update provided by Mischa, Michelle provided an update on the Ontario Autism Program (OAP). The Ministry of Children and Youth Services (MCYS) began implementation of the OAP in June 2017. Children and youth with a diagnosis of Autism Spectrum Disorder (ASD) from a qualified professional are eligible for the OAP until the age of 18. The OAP provides families with more flexible and individualized services at varying levels of intensity based on their children's specific needs. On December 7, 2017, MCYS released an announcement introducing some elements of the OAP that will begin in January 2018. Some of these include access for families to a new Direct Funding Option for evidence-based behavioural services, changed accountability and clinical oversights and implementation of a family-initiated Independent Clinical Review Process. A direct funding option will provide all families in the OAP with the option to receive funding to purchase evidence-based behavioural services for their child or youth, or direct service, offered through one of Ontario's regional OAP providers. Additional information is available on the MCYS website <http://www.children.gov.on.ca/htdocs/English/specialneeds/autism/index.aspx>.

8. Closing Remarks/ Adjournment

The meeting adjourned at 11:30 am.

MINUTES AND RECOMMENDATIONS

BUDGET COMMITTEE

January 11, 2018

AGENDA ITEM	MOTION
6.1	<p>WHEREAS the Board has approved the following goals:</p> <ul style="list-style-type: none">• Public participation to inform the 2018-21 Strategic Plan and a new multi-year spiritual theme;• High levels of student achievement; especially in mathematics and literacy*;• Deepening of faith formation and catechesis for students and adults*;• Fostering equity, inclusivity and safety in our schools*; and• Improving communication for internal and external audiences*. <p>* Goals consistent with the 2015-18 multi-year Strategic Plan.</p> <p>THAT the Budget Committee recommends that the Committee of the Whole refers the Goals for the 2018-19 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 the budget procedures as outlined in the 2018-19 Budget Procedures Manual (September 1, 2018 to August 31, 2019).</p>
6.3	<p>THAT the Budget Committee recommends that the Committee of the Whole refers the 2017-18 Revised Budget Estimates, in the amount of \$129,748,866, 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, 2018 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, 2018 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

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

**Budget Committee
Thursday, January 11, 2018 – 4:00 p.m.
Boardroom**

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

1. Opening Prayer

Rick Petrella opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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

Carried

3. Approval of the Minutes

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Budget Committee approves the Minutes of June 6, 2017.

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 2018-19 Budget

Trustees asked questions regarding the equity areas in relation to racialized students, high needs students and student safety.

WHEREAS the Board has approved the following goals:

- Public participation to inform the 2018-21 Strategic Plan and a new multi-year spiritual theme;
- High levels of student achievement; especially in mathematics and literacy*;
- Deepening of faith formation and catechesis for students and adults*;
- Fostering equity, inclusivity and safety in our schools*; and
- Improving communication for internal and external audiences*.

* Goals consistent with the 2015-18 multi-year Strategic Plan.



Moved by: Carol Luciani
Seconded by: Bonnie McKinnon

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

Carried

6.2 Budget Planning

Superintendent Grice reviewed the *budget planning document*. The deadline dates have been revised based on the 2018 calendar and requirements from the Ministry of Education. The document has also been adjusted based on senior staff portfolio changes. Superintendent Grice emphasized the requirement for boards to have a balanced budget. He also pointed out that there is a way of accessing surplus by building it into a deficit-planned budget and recognizing that this is not a priority for the Board.

Moved by: Bonnie McKinnon
Seconded by: Carol Luciani

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 2018-19 Budget Procedures Manual (September 1, 2018 to August 31, 2019).

Carried

6.3 Revised Budget Estimates – 2017-18

Superintendent Grice reviewed the Revised Estimates. The report included a one-page summary of the key changes. The revised estimates include adjustments based on increases in projected enrolment from preliminary estimates. The major expenditure adjustments based on labour agreements were reviewed, as were changes to revenues in the estimates. Some of the revenue increase resulted from the Rural and Northern Schools allocation and Transportation allocation. Superintendent Grice reviewed the benefits adjustment and school-based budgets (specifically as it relates to the Learning Opportunities Grants). Superintendent Grice reviewed increases to the utilities expenditure, which need to be increased. The Board requested information regarding the Information to Transformation Program and the Provincial Christian Meditation Conference. Changes to the Science Technology Engineering Math (STEM) budget and to our Information Communications Technology budget were reviewed. Changes to our telecommunication system is contemplated in the estimates. Trustee Chopp inquired about mobile devices for educational assistants. Sick leave and long-term leave costs were reviewed. The Board mileage rate is being adjusted to 0.55 cents per kilometer. Four portables will be added to St. Basil Catholic Elementary School; rather than to the two identified schools in Revised Estimates. There were questions regarding enrolment pressures in north Brantford and St. Joseph's School in Simcoe.

Moved by: Carol Luciani
Seconded by: Bonnie McKinnon

THAT the Budget Committee recommends that the Committee of the Whole refers the 2017-18 Revised Budget Estimates, in the amount of \$129,748,866, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



6.4 Trustee Budget Items: 2018-19 Budget

Trustees asked that the following items be considered in the 2018-19 budget:

- Transportation walking distance reductions (subject to Board approval).
- Special Education Resource Teacher (SERT) time.
- Devices for Educational Assistants.
- Devices for Secondary Teachers.

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, 2018.

Carried

Next Meeting: Thursday, April 19, 2018

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, 2018
Submitted by: Chris N. Roehrig, Director of Education & Secretary

GOALS FOR 2018-19 BUDGET

Public Session

BACKGROUND INFORMATION:

The Board is now in its final year of the multi-year Strategic Plan 2015-18.

The Strategic Plan is built upon the following pillars:

- Improving Student Achievement;
- Catholic Faith Formation;
- Developing Safe and Inclusive Schools; and
- Communicating Effectively.

Furthermore, the Board's three-year spiritual theme is:

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

DEVELOPMENTS:

The municipal election will be held in October 2018, which coincides with the beginning of a school year and the start of the next multi-year strategic plan.

Staff are making recommendations for the Board to support a continuation of the work currently in place; subject to changes in focus resulting from a new Board and a new multi-year strategic plan. These changes may include incorporation of an enhanced emphasis on equity and inclusive education as signaled by the provincial government.

Given a provincial election in June 2017, staff are recommending that Board endorse goals that are general in nature, which will be necessary for alterations based on changes to the Board itself and the Government of Ontario.

Budget goals should contemplate support:

- Public participation to inform the 2018-21 Strategic Plan and a new three-year spiritual theme;
- High levels of student achievement; especially in mathematics and literacy*;
- Deepening of faith formation and catechesis for students and adults*;
- Fostering equity, inclusivity and safety in our schools*; and
- Improving communication for internal and external audiences.*

RECOMMENDATION:

WHEREAS the Board has approved the following goals:

- Public participation to inform the 2018-21 Strategic Plan and a new three-year spiritual theme;
- High levels of student achievement especially in mathematics and literacy*;
- Deepening of faith formation and catechesis for students and adults*;
- Fostering equity, inclusivity and safety in our schools*; and
- Improving communication for internal and external audiences.*

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

* Goals consistent with the 2015-18 multi-year strategic plan.

**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, 2018
Submitted by: Chris Roehrig, Director of Education & Secretary

BUDGET PLANNING
Public Session

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.

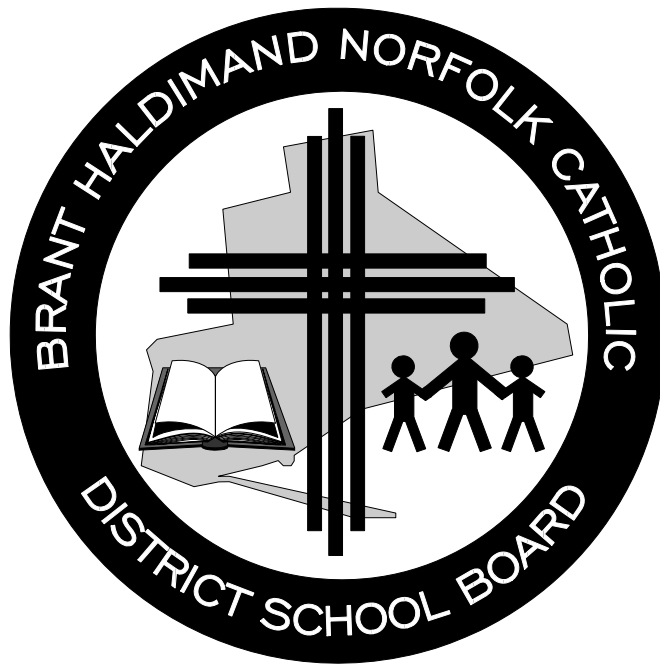
DEVELOPMENTS:

Attached is the proposed 2018-19 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 2018-19 Budget Procedures Manual (September 1, 2018 to August 31, 2019).

**Brant Haldimand Norfolk Catholic
District School Board**



2018 - 19
BUDGET PROCEDURES MANUAL
(September 1, 2018 to August 31, 2019)

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ACTION PLAN AND TIME LINE

The following is an Action Plan with suggested time lines for the development of the 2018-19 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 2017
Budget Procedures Manual to be prepared and distributed to all superintendents, principals and department managers.	December 2017 / January 2018
Senior Administration to prepare goals and priorities for the year.	December 2017 / January 2018
Departmental expenditure estimates to be prepared in consultation with all relevant persons, consolidated, prioritized and forwarded to the Finance Department.	March 2018 / April 2018
Finalize Enrolment Estimates utilizing Secondary Credit Counts.	April 2018
Finance Department to summarize, collate and consolidate all departmental submissions and prepare Preliminary Expenditure Estimates.	April 2018 / May 2018
Analysis of Preliminary Expenditures and Estimates by Senior Administration.	May 2018
Budget Committee to receive and review the Preliminary Estimates.	May 2018 / June 2018
Board to approve the Final Budget.	June 2018

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 2018-19 Budget. Assume staffing levels in each department cannot increase over the 2017-18 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 2017-18 budget as a MAXIMUM limit for 2018-19 budget.

The following should be used to establish 2018-19 expenditure budgets:

Salaries and Benefits:

- Actual staff salary costs projected to be in effect at September 1, 2018 for the period September 1, 2018 to August 31, 2019.

Expenses:

- Instructional: Budgeted on an *as required* basis, but not more than the 2017-18 budget unless there are acceptable explanations for an increase.
- Non-Instructional: Budgeted on an *as required* basis, but not more than the 2017-18 budget.

Major Maintenance / Capital Expenditures:

- Estimated expenditures based on identified projects to be completed in the period September 1, 2018 to August 31, 2019. The total is not to exceed the 2017-18 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 based on the contracts in place at September 1, 2018.

Other Expenses:

- All other expenses should be based on actual, identified needs in this period, i.e., September 1, 2018 to August 31, 2019.

Accordingly, 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 2018-19 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 2018-19 budget year. Administration will use the 2017-18 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"> • Catholicity • Communications • Enrolment (Recruitment & Retention) • Equity & Inclusive Education • Faith Formation • Policies & Administrative Procedures • Religion & Family Life Programs • Strategic Planning • Student Achievement • Succession Planning

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

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

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

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 2018, based on submissions from all departments (including schools), Senior Administration will review and analyze the 2018-19 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 2018-19 Preliminary Expenditure Estimates for presentation to the Budget Committee in May 2018, 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 2018-19 Final Draft Budget for presentation to the Budget Committee in May 2018.

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 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 2018-19 Budget (assuming final revenue information has been released by the Ministry of Education in a timely fashion) not later than June 30, 2018 for submission to the Province at that time.

DETAILED INSTRUCTIONS

Department Budgets (Other Than School)

Each superintendent / manager will prepare his / her department's 2018-19 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 2018-19 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 2018-19 Preliminary Estimates, the total amount for school budgets will be set at the same amount per pupil as 2017-18, but based on projected enrolment. These amounts may be subject to revision when more precise information is known regarding the 2018-19 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

2018-19 BUDGET TIMETABLE			
Date	Responsibility	Procedure	Date Completed
Monday, December 11 th	Superintendent of Business & Treasurer	Review Draft Timetable at Senior Administration	
December 2017 / January 2018	Senior Administration	Finalize Goals and Priorities	
Thursday, January 11 th 4:00 p.m.	Director of Education Superintendent of Business & Treasurer	Budget Committee - Budget Goal Setting Budget Committee – Budget Planning (Budget Procedures Manual)	
Tuesday, January 16 th 7:00 p.m.	Director of Education Superintendent of Business & Treasurer	Committee of the Whole – Budget Goal Setting Committee of the Whole – Budget Planning (Budget Procedures Manual)	
Tuesday, February 13 th	Manager of Finance	Budget Templates to Superintendents and Managers	
Monday, February 26 th	Manager of Human Resources	Benefit Information (if available from the Ministry)	
Monday, February 26 th	Superintendents of Education, Managers	Draft Expenditure Budgets to Superintendent of Business & Treasurer	
Friday, March 16 th	Manager of Finance	Base Salary and Benefits Costing	
Monday, March 19 th	Senior Administration	Budget Planning Meeting	

2018-19 BUDGET TIMETABLE

Date	Responsibility	Procedure	Date Completed
Monday March 26 th	Superintendent of Education – Staffing	Preliminary Enrolment Projections	
Tuesday, April 3 rd	Superintendent of Business & Treasurer, Superintendents of Education	Present Draft Expenditure Budgets to Senior Administration <ul style="list-style-type: none"> • Curriculum and Special Education Budgets • Corporate Services Budget 	
Wednesday, April 4 th	Superintendent of Education – Staffing & Senior Administration	Update Enrolment Projections Finalize School Allocations	
Tuesday, April 17 th	Superintendent of Business & Treasurer & Senior Administration	Review Expenditure Estimates	
Thursday, April 19 th	Superintendent of Business & Treasurer	Present Draft Budget (Department Expenditure Estimates) to Budget Committee for: <ul style="list-style-type: none"> • Special Education • Curriculum • Administration • Transportation • School Operations • Information Technology 	
After March 30 th	Superintendent of Business & Treasurer	EFIS Software made available by the Ministry of Education	
Monday, April 23 rd	Manager of Finance	Complete Revenue Estimates Complete Draft Expenditure Budget	
Monday, April 30 th	Superintendent of Business & Treasurer Superintendent of Education - Staffing	Present Draft Budget (Staffing) to Senior Administration Present Teaching Staff Allocation to Senior Administration	

2018-19 BUDGET TIMETABLE

Date	Responsibility	Procedure	Date Completed
Tuesday, May 8 th 4:00 p.m.	Superintendent of Business & Treasurer	Present Draft Budget (Staffing) to Budget Committee Present Teaching Staff Allocation to Budget Committee	
Tuesday, June 5 th 4:00 p.m.	Superintendent of Business & Treasurer	Review Final Draft (Expenditure and Staffing) with Budget Committee	
Tuesday, June 19 th 7:00 p.m.	Superintendent of Business & Treasurer	Final Budget to Committee of the Whole	
Tuesday, June 26 th 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, 2018
Submitted by: Chris N. Roehrig, Director of Education & Secretary

REVISED BUDGET ESTIMATES – 2017-18

Public Session

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 30th 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 2017-18 Revised Budget is attached for your information as Appendix A.

The actual Full-Time Equivalent (FTE) enrolment on October 31, 2017 was 114.0 students greater in the elementary panel than at Preliminary Estimates. Revised Estimates were completed based on the assumption that the number of elementary students would be maintained at March 31, 2018; hence the projected Average Daily Enrolment (ADE) of the elementary panel remains positive by 114 students. The actual FTE enrolment on October 31, 2017 was 4.5 students greater in the secondary panel than at Preliminary Estimates. Revised Estimates were compiled based on the assumption that the secondary number of students would decline by 29.0 students by March 31, 2018; resulting in a 12.5 ADE student decline in the secondary panel than projected in Preliminary Estimates. The net ADE increase in the Board is projected to be approximately 101.5 more students, which translates into a net increase in General Operating grants based on enrolment.

Memorandums of Understanding (MOUs), which have been negotiated between the Ministry and each of the Board's employee groups have been in place for a few years. Understanding the implications associated with the various MOUs is becoming better quantified and operationalized. Data regarding patterns, usage and impact on the Board also are becoming more established. However, interpretation of clauses within the MOU and collective agreements continue to require clarification. Until such time that staff have been able to collect additional years of actual usage data for comparison, past practice data will also continue to be relied upon to determine financial implications.

One outcome area that resulted from 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. The Trusts were established in the 2016-17 school year and, to date, OECTA and OSSTF benefits have transitioned. Non-unionized employees, employees represented by the Catholic Principals' Council Ontario as well as other central office and management staff in satellite locations are scheduled to transition to the Trust on April 1, 2018. The budget has been completed to ensure that the completed and contemplated Trust transitions have been included.

Several 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 \$637,000. As a result of restating the Teacher Salary budget to reflect actual staff at October 31, 2017, the revenue associated with the Teacher Compensation Allocation, has decreased by approximately \$1,260,000; due to teacher qualifications and experience adjustments. New revenue has been received this year related to the Rural and Northern Education Allocation totalling approximately \$220,000, which is targeted directly towards schools identified by the Ministry as Rural or Northern. The Special Education allocation has increased by approximately \$105,000 as a direct result of the student enrolment increase. The Transportation Allocation has been increased by approximately \$307,000; representing the allocation defined in the Financial Statements at Year End 2016-17. The Language Allocation has increased by approximately \$213,000; primarily as a result of an English-as-a-Second Language (ESL) student enrolment increase. Tuition fees have increased by approximately \$125,000 as a result of increased enrolment in Indigenous student and Other Tuition Paying fees. Shared Facility revenue has increased by approximately \$32,000 representing additional fees allocated to the co-terminus board for the shared St. Basil Catholic Elementary School / Walter Gretzky Elementary school site. The total legislative grant operating revenue increase is approximately \$335,000. It must be noted that salary expenditure has also decreased by approximately \$1,300,000 as a result of the retirement of more senior staff being replaced by more junior staff.

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. Additional in year EPO grants totalled approximately \$184,000 at 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 2017. 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.

Several changes have been made to the Expenditure budget:

- A net of 2.2 FTE teachers has been added into the system as a direct result of student enrolment.
- A net of 1.0 FTE Educational Assistants has been added into the system as a direct result of special education student needs in the system.
- A net of 0.5 FTE Custodians is being considered in Revised Budget to compensate for the requirements at St. Basil Catholic Elementary School / Walter Gretzky Elementary schools with respect to student enrolment and very high Community Use of Schools needs.
- A net of 1.0 FTE Early Childhood Educator has been added into the system as direct result of student enrolment in the Full-Day Kindergarten classes.
- A net of 0.5 FTE Principal is being considered in Revised Budget for St. Joseph's School as the school population continues to increase (currently 484 students) and the complexity of the school increases with the introduction of French Immersion.
- A 0.5 Special Education Resource Teacher (SERT) has been added into the system as a direct result of special education student needs in the system.

- Benefit costs have increased by approximately \$155,000.
- The allocation within the school budget General Ledger (GL) account of the elementary panel has been increased by \$10 per student; in addition to increases based on enrolment. This funding will enable prioritized schools to target students who are at a greater risk of poor academic achievement. This allocation supports schools in offering a wide range of locally-determined programs for these high-risk students. Examples of such programs include: breakfast programs, homework clubs, reading recovery and withdrawal for individualized support. A prioritized school will have considerable latitude in determining the type of program and support that they will provide with this funding.
- A net of approximately \$90,000 has been allocated to reflect increased utility costs. Overall electricity costs are expected to increase by approximately \$132,000, heating costs are expected to decrease by approximately \$57,000 and water and sewer costs are expected to increase by approximately \$15,000.
- Approximately \$75,000 has been added to supplement the Renewed Math Strategy Enhanced Program Other (EPO) to provide additional professional develop to teachers in support of one of the Board's strategic goals. The additional allocation will develop teacher and administrator capacity in Mathematics Knowledge for Teaching and Assessment for, as and of Learning to better respond to the unique needs of each learner and improve student learning in numeracy.
- Approximately \$13,000 is allocated in Revised Budget for the purchase of an Interview Scheduling Module and a Hybrid Module within *Apply to Education*. These additional modules allow for automation in creating interview invitations as well as scheduling the interviews, which will increase efficiencies within the hiring and interview process. Through *Apply to Education*, the interviewer can easily select the applicants to be interviewed, email candidates and invite candidates to self-book their interview within pre-established time periods. The booked interviews can then be added to Outlook calendars of the interview panels. The Hybrid Module will allow non-teaching job vacancies to be managed through *Apply to Education*. Applicants will apply to posted positions through *Apply to Education*, the recruitment team will then be able to search resumes on-line by qualification; rather than using email or mail as it is done today. This module will allow for a much more efficient and effective selection process for non-teaching jobs.
- Within the budget for the Director's Office, \$16,000 has been added to cover four principals will attend the next offering of the *Information to Transformation* course through the Diocese of Hamilton. Eight thousand dollars (\$8,000) has also been added to Revised Estimates (\$4,000 for registration fees and \$4,000 for overnight accommodation) for 20 people to attend the Provincial Christian Meditation Conference.
- Within the Finance Department, \$20,000 has been added to Revised Estimates for the new Payroll System implementation. Effective January 1, 2019, Ceridian, our current payroll provider, is no longer supporting the education sector. ISYS Corporation, our current Human Resources Information System provider, will now provide the payroll solution.
- The addition of approximately \$44,000 has been allocated to upgrade connectivity links to fibre; including operational cost increases for the balance of 2017-18. The following schools will be upgraded: Blessed Sacrament, Burford; Our Lady of Fatima, Courtland; Sacred Heart, Langton; St. Bernard of Clairvaux, Waterford; St. Michael's, Walsh and Holy Trinity Catholic High School, Simcoe. This project is being undertaken through Rural and Northern Schools funding provided by the Ministry of Education.

- The addition of \$26,000 has been allocated to procure the services of an outside Education Consultant to facilitate sessions with schools, the Board's leadership team, and other staff members, as required, to understand the progress, to date, against the Technology Enabled Learning Plan (TELP). The district's current priorities will be incorporated into a revised TELP, to be called the Learning Plan Leveraging Digital. The plan will build on the existing TELP and look at ways to more tightly align the Innovative Think Spaces, Science, Technology, Engineering and Mathematics (STEM) initiative and the student achievement priorities of the district. The plan will incorporate, where appropriate, leading practices from other districts across the province.
- The STEM initiative was deployed in ten elementary schools, to date, using the Technology and Learning Fund (TLF) 2017-18 Technology Allocation of approximately \$60,000, which was allocated through the Council of Ontario Directors of Education (CODE) and the Innovation in Learning Fund (ILF) provided through a Ministry of Education allocation of approximately \$110,000. These allocations are designed to support the evolution of teacher practice toward more hands-on, culturally-relevant, experiential learning that fosters global competencies and deeper learning. The allocation supports the continued investment in the software, technology and infrastructure required to modernize classrooms for the 21st century as well as deeper learning and global competencies. STEM materials allocated to each of the ten schools, to date, include construction and electrical materials as well as MicroBit micro computers, Makey Makey peripherals, Code and Go Robotic mice, LegoWe Do kits and Vex IQ Robotics kits. These materials provide trans-disciplinary experiences within the design process and digital tangibles increase engagement and variety in coding instruction, allowing students to get the coding off the page. This Revised Budget Estimate includes an allocation of approximately \$150,000 to complete the purchases for the remaining 18 elementary schools.
- The addition of approximately \$10,000 in Revised Estimates has been allocated to replace the secondary core switch St. John's College and Holy Trinity Catholic High School to handle the increased throughput of upgraded links.
- The Board's current Toshiba phone system is *end of life* with respect to support by Toshiba. Toshiba of Canada has ceased its Telecommunication Systems Business in Canada. New Toshiba phones systems are not being sold and support and repair are being provided by our re-seller as parts permit. All current warranties are still being honoured, but extended warranties are no longer available for purchase. Fifteen thousand dollars (\$15,000) has been allocated in Revised Estimates to engage a telephony company to analyze the current phone system and make recommendations, going forward, with respect to architecture, hardware and operating technologies (PBX, VOIP) for a replacement system.
- The addition of approximately \$11,000 in Revised Estimates has been allocated to Microsoft Annual Licenses. The yearly fee increase was primarily due to the addition of SQL server databases and the change in licensing Microsoft imposed by going to a *per core* licensing model.
- The addition of approximately \$30,000 in Revised Estimates is allocated for a 10 Essential Practices Security Review/Workshop. In this project, IBM Canada K-12's Technical Consulting team will utilize the IBM 10 Essential Practices as the framework to help determine the district's current level of security capabilities. The current security program will be measured against a capability maturity model and findings, recommendations and a strategic roadmap will be defined. The Services consist of a workshop and meetings designed to align the district's security priorities to its business objectives. IBM will review the Board's:

- Current security posture, based on objective criteria on what we are doing today in the technical environment;
 - Desired security posture, based on defined acceptable risk statements; and
 - The areas of information technology security that are most important and have the most impact on our organization.
- The addition of approximately \$10,000 in Revised Estimates has been allocated to the annual support of the ThinkDox Laserfiche Documentation Management System.
 - The addition of approximately \$150,000 has been allocated to the Instruction budget to support the purchase of wireless devices and a charging cart for use by students in the classroom. Currently ten elementary schools have received devices and the Revised Estimate amount will allow for nine additional elementary schools this year.
 - The short-term and long-term illness/absence GL's continue to be overspent. One Hundred Twenty Thousand dollars (\$120,000) has been allocated in Revised Estimates to the Short-Term illness/absence account and \$260,000 has been added to the long-term illness/absence account to more accurately reflect the actual yearly expenditure.
 - Twenty-Five thousand dollars (\$25,000) has been added to the Home Instruction GL to more accurately reflect actual expenditures. This allocation supports students with instruction in the home; while under a doctor's care.
 - Twenty-Five thousand dollars (\$25,000) has been added to support Contractual Services within the School Operations budget. Twenty thousand dollars (\$20,000) has been added to Maintenance Supplies and \$60,000 has been added to Maintenance Services within the School Operations budget to more accurately reflect the actual yearly expenditure. These allocations will support the HVAC filter replacement program; where filters are changed a minimum of three times per year. Newer style mechanical equipment requires multiple layers of high-efficient filters, which must be changed on a scheduled basis. These allocations will also support the change-out of filters used in the Board's lead-filtered fountains and drinking taps as well as increased costs for water sampling and lab fees. This is as a result of changes to the regulation for lead; requiring more sample points to be tested. Increased funding allows for older portables to be rebuilt and retrofitted to like-new condition. It also provides for the increased costs associated with mechanical and control contractors that are necessary to service specialized and more complex mechanical equipment installed through various capital programs during recent years.
 - The Board currently reimburses mileage at a rate of 0.45 cents/kilometre. The Canada Revenue Agency (CRA) rate is 0.55 cents/kilometer. It is the intention to compensate mileage based on 0.55 cents/kilometer on a go forward basis. The 2017-18 budget has available room to make the adjustment with no addition to budget.
 - Additional portables are forecast to be required at St. Basil, St. Joseph's and St. Leo Schools. The portables would be delivered in sets of two; such that they can be erected into a six-pack configuration over time. St. Joseph's School currently has four portables and this two-portable addition would complete the six-pack. St. Leo School currently has two portables and this two-portable addition would make four of the six-pack. St. Basil Catholic Elementary School would be receiving the first two of its six portables as well as all the site preparation for portable placement. The anticipated cost of the portables is: St. Joseph's School - \$280,000, St. Leo School - \$310,000 and St. Basil Catholic Elementary School - \$440,000. The portables would be funded through accumulated surplus.

RECOMMENDATION:

THAT the Budget Committee recommends that the Committee of the Whole refers the 2017-18 Revised Budget Estimates, in the amount of \$129,748,866 to the Brant Haldimand Norfolk Catholic District School Board for approval.

REVENUE ESTIMATES 2017-2018

	Revised 2017-18	Preliminary 2017-18	Incr (Decr)
GENERAL LEGISLATIVE GRANTS			
Total: Pupil Foundation Allocation	53,996,283	53,359,391	636,892
School Foundation	8,110,370	8,057,792	52,578
Special Education Allocation	14,077,764	13,971,762	106,002
Language Allocation	1,632,954	1,419,835	213,119
Distant Schools/Small Schools Allocation	-	-	-
Remote & Rural Allocation	1,308,510	1,317,208	(8,698)
Rural & Northern Education Allocation	222,381		222,381
Learning Opportunity Allocation	3,051,444	3,023,206	28,238
Adult & Continuing Education & Summer School	293,409	345,397	(51,988)
Teacher Compensation Allocation	10,157,236	11,416,093	(1,258,857)
Benefits Trust Funding	1,024,073	1,019,237	4,836
New Teacher Induction Program (NTIP)	88,902	103,807	(14,905)
ECE Q&E Allocation	643,713	630,541	13,172
Restraint Savings	(67,355)	(67,355)	-
Transportation Allocation	5,288,463	4,981,297	307,166
Administration & Governance Allocation	3,889,596	3,869,215	20,381
School Operations Allocations	9,902,886	9,849,553	53,333
Community Use of Schools	140,700	140,700	-
Declining Enrolment Adjustment	-	-	-
Indigenous Education Allocation	325,294	316,871	8,423
Safe and Accepting Schools Allocation	205,757	203,685	2,072
Permanent Financing of NPF	146,395	146,395	-
Total: OPERATING	114,438,775	114,104,630	334,145
Trustee Association Fee	43,017	43,017	-
Debt Charges Allocation -Interest	2,329,758	2,329,758	-
TOTAL LEGISLATIVE GRANT-OPERATING	116,811,550	116,477,405	334,145
Capital Allocation			
School Renewal Allocation	1,612,854	1,606,396	6,458
School Renewal Allocation to Capital / DCC /Deferred	(687,695)	(687,695)	-
TOTAL LEGISLATIVE GRANT-OPERATING(AFTER CAPI)	117,736,709	117,396,106	340,603
Amortization of DCC	4,447,821	4,294,851	152,970
Allocate to Deferred Revenue DCC(re MTA)	-	-	-
SEA Formula based Funding ((to) fr Deferred)	356,388	301,170	55,218
SEA Formula based Funding ((to) fr Deferred)	(58,183)		(58,183)
Mental Health Lead (to) fr Deferred			-
	122,482,735	121,992,127	490,608
OTHER REVENUE			
Tuition fees	1,219,901	1,094,825	125,075
Rental Revenue	116,124	116,124	-
Interest	141,000	141,000	-
Insurance	-	-	-
Miscellaneous Revenue	64,593	65,376	(783)
Shared Facilities	313,212	280,540	32,672
EDC Fund Revenue (re: Debenture Payment)	51,402	51,402	-
<i>Miscellaneous Gov't Grants</i>			-
Misc Grants EPO/EFIS	1,323,810	1,137,777	186,033
Deferred Revenue	106,540	-	106,540
French Monitor Program & PFLC	65,312	18,000	47,312
CODE: Technology & Summer Literacy	174,952	373,829	(198,877)
SCWI / SWAC	80,000	80,000	-
Ontario Youth Apprenticeship Program	109,285	95,285	14,000
Total Other Revenue	3,766,131	3,454,159	311,972
TOTAL REVENUE	126,248,866	125,446,286	802,580
School Generated Funds	3,500,000	3,500,000	-
Prior Period Adjustment	-	-	-
NET REVENUE	129,748,866	128,946,286	802,580
EXPENDITURE (including School funds)	129,705,331	128,902,751	802,580
Surplus(deficit) PSAB	43,535	43,535	0
Adjustment(for Compliance Purposes)	(43,535)	(43,535)	-
Surplus(deficit) For Compliance (Operations)	(0)	(0)	0

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
INSTRUCTION						
Salaries & Wages						
Total Salaries & Wages	55,608,002	-521,937	55,086,065	52,747,479	52,199,612	2,338,586
Employee Benefits						
Total Employee Benefits	7,069,993	77,193	7,147,186	6,829,850	3,515,282	317,336
Staff Development						
10 315 Professional Development - Academic & S.O.'s	187,729	66,269	253,998	179,541	170,206	74,457
10 317 Professional Development - Non Teaching	1,000		1,000	1,000	1,794	0
10 319 Religion Course	5,000		5,000	5,000	5,350	0
Total Staff Development	193,729	66,269	259,998	185,541	177,350	74,457
Supplies & Services						
10 320 Textbooks & Learning Materials	117,818	5,927	123,745	198,468	273,196	-74,723
10 322 Books & Periodicals	500		500	500	2,253	0
10 324 School Initiatives	0		0	0	0	0
10 325 Program Supplies	584,674	119,219	703,893	554,666	564,159	149,227
10 330 Instructional Supplies	874,741	84,754	959,495	874,741	365,076	84,754
10 331 Application Software	0		0	0	7,038	0
10 335 Printing & Photocopying - Instructional	200,000		200,000	210,000	198,921	-10,000
10 336 Printing & Photocopying - Non-instructional	2,000		2,000	2,000	897	0
10 339 First Aid Supplies	7,500		7,500	7,500	0	0
10 361 Automobile Reimbursement	78,375	-2,913	75,462	79,530	57,910	-4,068
10 401 Repairs - Furniture & Equipment	5,000		5,000	5,000	975	0
10 402 Repairs - Computer Technology	0		0	0	0	0
10 404 Telephone - Cellular	1,200		1,200	1,200	780	0
10 406 Telephone - Data Communications Services	420,400	44,000	464,400	420,400	321,814	44,000
10 414 Student Senate	12,000		12,000	12,000	9,613	0
10 540 School Trips - Transportation	70,360	5,882	76,242	66,810	107,638	9,432
Total Supplies & Services	2,374,568	256,869	2,631,437	2,432,815	1,910,269	198,622
Replacement of F&E						
10 501 Replacement of Furniture & Equipment - General	58,810		58,810	58,810	118,046	0
10 502 Replacement of Furniture & Equipment - Computer	527,711	176,465	704,176	813,961	952,109	-109,785
10 503 Replacement of Furniture & Equipment - Network	46,550		46,550	46,550	14,763	0
Total Replacement of F&E	633,071	176,465	809,536	919,321	1,084,918	-109,785

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
Fees & Contract Services						
10 640 Instructional Advertising	67,500	-1,500	66,000	67,500	63,361	-1,500
10 653 Other Professional Fees	0		0	10,000	2,299	-10,000
10 654 Other Contractual Services	97,338	10,000	107,338	97,338	124,417	10,000
10 661 Software Fees & Licenses	84,000	-4,800	79,200	84,000	169,089	-4,800
10 662 Maintenance Fees - Computer Technology	180,050	10,850	190,900	167,900	76,758	23,000
10 702 Association & Membership Fees - Individuals	1,200		1,200	1,200	0	0
Total Fees & Contract Services	430,088	14,550	444,638	427,938	435,923	16,700
Other Expenses						
10 701 Association & Membership Fees - Board	0		0	0		0
10 705 Student Bursaries/Awards	1,800		1,800	1,800	1,800	0
10 725 Miscellaneous	1,500		1,500	1,500	0	0
Total Other Expenses	3,300		3,300	3,300	1,800	0
Amortization						
10 790 Amortization	158,908	-16,844	142,064	267,972	158,908	-125,908
Total Amortization	158,908	-16,844	142,064	267,972	158,908	-125,908
Total INSTRUCTION	66,471,659	52,565	66,524,224	63,814,216	59,484,062	2,710,008

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
SPECIAL EDUCATION						
Salaries & Wages						
Total Salaries & Wages	12,747,180	-68,949	12,678,231	11,853,041	11,835,166	825,190
Employee Benefits						
Total Employee Benefits	2,720,488	33,290	2,753,778	2,277,341	1,822,389	476,437
Staff Development						
12 315 Professional Development - Academic & S.O.'s	20,200		20,200	20,200	25,108	0
12 317 Professional Development - Non Teaching	16,000		16,000	16,000	9,787	0
Total Staff Development	36,200		36,200	36,200	34,895	
Supplies & Services						
12 320 Textbooks & Learning Materials	5,500		5,500	7,000	5,314	-1,500
12 325 Program Supplies	87,209		87,209	77,184	156,414	10,025
12 330 Instructional Supplies	8,000		8,000	8,000	24,039	0
12 335 Printing & Photocopying - Instructional	0		0	0	2,089	0
12 336 Printing & Photocopying - Non-instructional	8,000		8,000	8,000	2,298	0
12 361 Automobile Reimbursement	45,500	6,567	52,067	44,500	35,420	7,567
12 402 Repairs - Computer Technology	3,000		3,000	3,000	0	0
12 404 Telephone - Cellular	1,450		1,450	1,450	366	0
12 405 Telephone - Voice	2,000		2,000	2,000	1,144	0
12 407 Postage	235		235	235	85	0
12 410 Office Supplies & Services	2,500		2,500	2,500	0	0
12 416 SEAC	500		500	500	130	0
12 540 School Trips - Transportation	2,750		2,750	2,750	3,162	0
Total Supplies & Services	166,644	6,567	173,211	157,119	230,461	16,092
Replacement of F&E						
12 501 Replacement of Furniture & Equipment - General	106,500		106,500	106,500	106,285	0
12 502 Replacement of Furniture & Equipment - Computer	393,507		393,507	490,508	146,089	-97,001
Total Replacement of F&E	500,007		500,007	597,008	252,374	-97,001
Fees & Contract Services						
12 654 Other Contractual Services	40,500		40,500	40,500	43,985	0
12 662 Maintenance Fees - Computer Technology	25,740		25,740	42,000	0	-16,260
Total Fees & Contract Services	66,240		66,240	82,500	43,985	-16,260
Total SPECIAL EDUCATION	16,236,759	-29,092	16,207,667	15,003,209	14,219,269	1,204,458

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
SCHOOL MANAGEMENT						
Salaries & Wages						
Total Salaries & Wages	6,971,307	100,380	7,071,687	6,851,484	6,899,146	220,203
Employee Benefits						
Total Employee Benefits	1,072,385	11,511	1,083,896	964,951	920,311	118,945
Staff Development						
15 315 Professional Development - Academic & S.O.'s	23,000	18,150	41,150	23,000	9,871	18,150
15 317 Professional Development - Non Teaching	12,735		12,735	12,735	0	0
Total Staff Development	35,735	18,150	53,885	35,735	9,871	18,150
Supplies & Services						
15 324 School Initiatives	0		0	0		0
15 325 Program Supplies	17,000	-1,000	16,000	12,000	17,166	4,000
15 335 Printing & Photocopying - Instructional	0		0	0		0
15 336 Printing & Photocopying - Non-instructional	0		0	0	14,275	0
15 361 Automobile Reimbursement	17,000	-1,000	16,000	17,000	11,971	-1,000
15 404 Telephone - Cellular	0		0	0	20,855	0
15 405 Telephone - Voice	75,405		75,405	75,405	74,920	0
15 406 Telephone - Data Communications Services	0		0	0	2,199	0
15 407 Postage	32,046		32,046	32,046	36,354	0
15 410 Office Supplies & Services	136,112	0	136,112	136,112	88,397	0
15 415 School Council Supplies	26,000	13,000	39,000	37,920	29,420	1,080
Total Supplies & Services	303,563	11,000	314,563	310,483	295,558	4,080
Replacement of F&E						
15 501 Replacement of Furniture & Equipment - General	9,000		9,000	9,000	15,855	0
15 502 Replacement of Furniture & Equipment - Computer	0		0	0	59	0
15 503 Replacement of Furniture & Equipment - Network	3,350		3,350	3,350	0	0
Total Replacement of F&E	12,350		12,350	12,350	15,913	0

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
Fees & Contract Services						
15 661 Software Fees & Licenses	58,400	6,400	64,800	46,900	38,026	17,900
15 662 Maintenance Fees - Computer Technology	116,200		116,200	116,200	115,063	0
15 701 Association & Membership Fees - Board	2,300		2,300	2,300	0	0
15 719 School Courier	20,000		20,000	20,000	16,183	0
Total Fees & Contract Services	196,900	6,400	203,300	185,400	169,273	17,900
Total SCHOOL MANAGEMENT	8,592,240	147,441	8,739,681	8,360,403	8,310,072	379,278

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
STUDENT SUPPORT SERVICES						
Salaries & Wages						
Total Salaries & Wages	766,824	-8,368	758,456	655,408	642,155	103,048
Employee Benefits						
Total Employee Benefits	154,578	839	155,417	124,073	103,317	31,344
Staff Development						
21 317 Professional Development - Non Teaching	2,700	-800	1,900	2,400	1,053	-500
Total Staff Development	2,700	-800	1,900	2,400	1,053	-500
Supplies & Services						
21 325 Program Supplies	7,095	407	7,502	4,829	8,703	2,673
21 361 Automobile Reimbursement	10,000	-400	9,600	10,000	9,016	-400
21 540 School Trips - Transportation	1,900	-1,140	760	1,900	2,626	-1,140
Total Supplies & Services	18,995	-1,133	17,862	16,729	20,345	1,133
Total STUDENT SUPPORT SERVICES	943,097	-9,462	933,635	798,610	766,871	135,025

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
COMPUTER SERVICES						
Salaries & Wages						
Total Salaries & Wages	1,005,571		1,005,571	902,659	911,078	102,912
Employee Benefits						
Total Employee Benefits	262,459		262,459	230,468	202,382	31,991
Staff Development						
22 317 Professional Development - Non Teaching	29,000		29,000	30,000	9,086	-1,000
Total Staff Development	29,000		29,000	30,000	9,086	-1,000
Supplies & Services						
22 325 Program Supplies	1,710		1,710	1,710	668	0
22 336 Printing & Photocopying - Non-instructional	900		900	900	152	0
22 361 Automobile Reimbursement	20,000		20,000	20,000	15,998	0
22 402 Repairs - Computer Technology	15,000		15,000	16,000	6,714	-1,000
22 404 Telephone - Cellular	9,500		9,500	8,500	8,093	1,000
22 405 Telephone - Voice	0		0	0	1,330	0
22 406 Telephone - Data Communications Services	34,000		34,000	34,000	31,951	0
22 407 Postage	400		400	800	121	-400
22 410 Office Supplies & Services	1,000		1,000	1,000	3,238	0
Total Supplies & Services	82,510		82,510	82,910	68,265	-400
Replacement of F&E						
22 501 Replacement of Furniture & Equipment - General	1,000		1,000	1,000	3,362	0
22 502 Replacement of Furniture & Equipment - Computer	4,000		4,000	4,000	2,523	0
Total Replacement of F&E	5,000		5,000	5,000	5,885	0
Fees & Contract Services						
22 653 Other Professional Fees	38,368		38,368	38,211	0	157
22 662 Maintenance Fees - Computer Technology	12,252		12,252	12,252	9,225	0
22 702 Association & Membership Fees - Individuals	500		500	500	0	0
Total Fees & Contract Services	51,120		51,120	50,963	9,225	157
Total COMPUTER SERVICES	1,435,660		1,435,660	1,302,000	1,205,921	133,660

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
LIBRARY SERVICES						
Salaries & Wages						
Total Salaries & Wages	758,937		758,937	718,894	720,854	40,043
Employee Benefits						
Total Employee Benefits	173,786	3,400	177,186	148,244	119,532	28,942
Staff Development						
23 317 Professional Development - Non Teaching	2,000		2,000	2,000	923	0
Total Staff Development	2,000		2,000	2,000	923	0
Supplies & Services						
23 320 Textbooks & Learning Materials	20,000		20,000	10,000	240	10,000
23 321 Library Books	2,000		2,000	2,000	38,210	0
23 325 Program Supplies	14,577		14,577	14,577	14,664	0
23 330 Instructional Supplies	0		0	0	3,240	0
23 335 Printing & Photocopying - Instructional	1,500		1,500	1,500	1,949	0
23 361 Automobile Reimbursement	1,500		1,500	1,500	1,156	0
23 404 Telephone - Cellular	200		200	200	51	0
Total Supplies & Services	39,777		39,777	29,777	59,509	10,000
Fees & Contract Services						
23 662 Maintenance Fees - Computer Technology	23,534	9,470	33,004	23,534	24,042	9,470
Total Fees & Contract Services	23,534	9,470	33,004	23,534	24,042	9,470
Total LIBRARY SERVICES	998,034	12,870	1,010,904	922,449	924,859	88,455

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
GUIDANCE SERVICES						
Salaries & Wages						
Total Salaries & Wages	834,308		834,308	879,790	850,692	-45,482
Employee Benefits						
Total Employee Benefits	92,310	7,800	100,110	90,221	53,262	9,889
Supplies & Services						
24 330 Instructional Supplies	0		0	0	1,419	0
24 335 Printing & Photocopying - Instructional	0		0	0	3,908	0
Total Supplies & Services	0		0	0	5,328	0
Total GUIDANCE SERVICES	926,618	7,800	934,418	970,011	909,281	-35,593

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
TEACHER SUPPORT SERVICES						
Salaries & Wages						
Total Salaries & Wages	1,330,815	74,370	1,405,185	1,095,165	1,069,631	310,020
Employee Benefits						
Total Employee Benefits	135,034	11,298	146,332	119,322	77,584	27,010
Staff Development						
25 315 Professional Development - Academic & S.O.'s	15,200	9,000	24,200	15,200	14,165	9,000
25 325 Program Supplies	0		0	0	16	0
25 361 Automobile Reimbursement	0	3,000	3,000			3,000
Total Staff Development	15,200	12,000	27,200	15,200	14,181	12,000
Supplies & Services						
25 325 Program Supplies	35,198	500	35,698	35,869	6,243	-171
25 335 Printing & Photocopying - Instructional	10,500	-1,500	9,000	10,500	5,068	-1,500
25 361 Automobile Reimbursement	15,695		15,695	15,695	15,210	0
25 404 Telephone - Cellular	1,260	540	1,800	1,260	1,508	540
Total Supplies & Services	62,653	-460	62,193	63,324	28,030	-1,131
Fees & Contract Services						
25 701 Association & Membership Fees - Board	10,000		10,000	10,000	9,360	0
25 702 Association & Membership Fees - Individuals	1,577		1,577	1,577	670	0
Total Fees & Contract Services	11,577		11,577	11,577	10,030	0
Total TEACHER SUPPORT SERVICES	1,555,279	97,208	1,652,487	1,304,588	1,199,456	347,899

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
GOVERNANCE/TRUSTEES						
Salaries & Wages						
Total Salaries & Wages	64,700		64,700	64,700	62,880	0
Employee Benefits						
Total Employee Benefits	2,588		2,588	2,588	1,577	0
Staff Development						
31 317 Professional Development - Non Teaching	23,000		23,000	23,000	28	0
Total Staff Development	23,000		23,000	23,000	28	0
Supplies & Services						
31 336 Printing & Photocopying - Non-instructional	3,500		3,500	3,500	509	0
31 359 Student Trustees	5,000		5,000	5,000	318	0
31 361 Automobile Reimbursement	10,000		10,000	10,000	0	0
31 404 Telephone - Cellular	3,000		3,000	3,000	0	0
31 406 Telephone - Data Communications Services	3,600		3,600	3,600	0	0
31 407 Postage	200		200	200	0	0
31 410 Office Supplies & Services	500		500	500	22	0
31 725 Miscellaneous	5,000		5,000	5,000	1,597	0
Total Supplies & Services	30,800		30,800	30,800	2,447	0
Replacement of F&E						
31 502 Replacement of Furniture & Equipment - Computer	2,000		2,000	2,000	0	0
Total Replacement of F&E	2,000		2,000	2,000	0	0
Total GOVERNANCE/TRUSTEES	123,088		123,088	123,088	66,931	0

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
SENIOR ADMINISTRATION						
Salaries & Wages						
Total Salaries & Wages	787,858		787,858	787,858	803,009	0
Employee Benefits						
Total Employee Benefits	81,031		81,031	77,847	67,942	3,184
Staff Development						
32 315 Professional Development - Academic & S.O.'s	27,000		27,000	30,059	33,587	-3,059
32 316 Professional Memberships - Academic	300		300	300	225	0
Total Staff Development	27,300		27,300	30,359	33,811	-3,059
Supplies & Services						
32 322 Books & Periodicals	2,250		2,250	2,250	549	0
32 325 Program Supplies	4,553	91	4,644	4,553	0	91
32 336 Printing & Photocopying - Non-instructional	4,000		4,000	4,000	4,514	0
32 361 Automobile Reimbursement	9,500		9,500	9,500	3,251	0
32 404 Telephone - Cellular	10,000		10,000	10,000	5,193	0
32 406 Telephone - Data Communications Services	1,000		1,000	1,000	868	0
Total Supplies & Services	31,303	91	31,394	31,303	14,375	91
Fees & Contract Services						
32 702 Association & Membership Fees - Individuals	10,900		10,900	10,900	8,932	0
Total Fees & Contract Services	10,900		10,900	10,900	8,932	0
Other Expenses						
32 725 Miscellaneous	1,500		1,500	1,500	1,277	0
Total Other Expenses	1,500		1,500	1,500	1,277	0
Total SENIOR ADMINISTRATION	939,892	91	939,983	939,767	929,347	216

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
ADMINISTRATION AND OTHER SUPPORT						
Salaries & Wages						
Total Salaries & Wages	194,869	37,373	232,242	126,530	125,731	105,712
Employee Benefits						
Total Employee Benefits	33,698	6,041	39,739	28,185	26,460	11,554
Staff Development						
33 317 Professional Development - Non Teaching	6,100		6,100	6,100	6,299	0
Total Staff Development	6,100		6,100	6,100	6,299	0
Supplies & Services						
33 336 Printing & Photocopying - Non-instructional	500		500	500	1,525	0
33 361 Automobile Reimbursement	1,700	-400	1,300	1,700	962	-400
33 404 Telephone - Cellular	1,200	400	1,600	1,200	854	400
33 405 Telephone - Voice	13,000		13,000	13,000	14,624	0
33 406 Telephone - Data Communications Services	1,800		1,800	1,800	897	0
33 407 Postage	16,000		16,000	16,000	9,010	0
33 410 Office Supplies & Services	9,100		9,100	9,100	9,872	0
Total Supplies & Services	43,300	0	43,300	43,300	37,745	0
Replacement of F&E						
33 501 Replacement of Furniture & Equipment - General	0		0	0	6,016	0
Total Replacement of F&E	0		0	0	6,016	0
Fees & Contract Services						
33 640 Instructional Advertising	18,500		18,500	18,500	15,611	0
33 652 Legal Fees	15,000		15,000	15,000	30,165	0
33 653 Other Professional Fees	61,086	28,914	90,000	0	42,019	90,000
33 654 Other Contractual Services	2,500		2,500	2,500	0	0
33 662 Maintenance Fees - Computer Technology	30,000		30,000	30,000	24,384	0
33 672 Liability Insurance	0		0	0	0	0
33 701 Association & Membership Fees - Board	49,000		49,000	49,000	45,378	0
33 702 Association & Membership Fees - Individuals	750		750	750	636	0
Total Fees & Contract Services	176,836	28,914	205,750	115,750	158,193	90,000

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
Other Expenses						
33 710 Interest	0		0	0		0
33 725 Miscellaneous	25,500		25,500	22,900	28,750	2,600
33 729 Foreign Exchange Gain/Loss	10,000		10,000	10,000	2,220	0
Total Other Expenses	35,500		35,500	32,900	30,970	2,600
Amortization						
33 790 Amortization	49,201	-2,300	46,901	49,201	55,159	-2,300
Total Amortization	49,201	-2,300	46,901	49,201	55,159	-2,300
Total ADMINISTRATION AND OTHER SUPPORT	539,504	70,028	609,532	401,966	446,573	207,566

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
HUMAN RESOURCES ADMINISTRATION						
Salaries & Wages						
Total Salaries & Wages	483,374	-22,100	461,274	438,530	457,330	22,744
Employee Benefits						
Total Employee Benefits	110,689	-1,879	108,810	115,032	105,204	-6,222
Staff Development						
34 317 Professional Development - Non Teaching	4,550	5,500	10,050	4,550	1,555	5,500
34 318 Professional Memberships - Non Teaching	1,400		1,400	1,400	0	0
Total Staff Development	5,950	5,500	11,450	5,950	1,555	5,500
Supplies & Services						
34 322 Books & Periodicals	1,500		1,500	1,500	0	0
34 361 Automobile Reimbursement	2,000	300	2,300	2,000	919	300
34 404 Telephone - Cellular	1,400		1,400	1,400	1,588	0
34 410 Office Supplies & Services	2,500		2,500	2,500	2,808	0
34 421 Recruitment of Staff	20,000		20,000	20,000	29,726	0
34 501 Replacement of Furniture & Equipment - General	0		0	0	265	0
Total Supplies & Services	27,400	300	27,700	27,400	35,305	300
Fees & Contract Services						
34 650 Labour Relations	150,000		150,000	175,000	51,808	-25,000
34 653 Other Professional Fees	20,000		20,000	20,000	4,312	0
34 654 Other Contractual Services	30,000		30,000	30,000	1,022	0
34 661 Software Fees & Licenses	16,720	13,260	29,980	19,720	29,901	10,260
34 662 Maintenance Fees - Computer Technology	10,000		10,000	10,000	10,551	0
34 702 Association & Membership Fees - Individuals	1,400		1,400	1,400	1,290	0
Total Fees & Contract Services	228,120	13,260	241,380	256,120	98,884	-14,740
Total HUMAN RESOURCES ADMINISTRATION	855,533	-4,919	850,614	843,032	698,277	7,582

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
INFORMATION TECHNOLOGY						
Salaries & Wages						
Total Salaries & Wages	60,165		60,165	58,841	59,418	1,324
Employee Benefits						
Total Employee Benefits	16,132		16,132	15,312	12,897	820
Replacement of F&E						
35 503 Replacement of Furniture & Equipment - Network	3,350		3,350	3,350	0	0
Total Replacement of F&E	3,350		3,350	3,350	0	0
Fees & Contract Services						
35 661 Software Fees & Licenses	11,000	9,400	20,400	11,000	11,796	9,400
35 662 Maintenance Fees - Computer Technology	0	35,000	35,000			35,000
Total Fees & Contract Services	11,000	44,400	55,400	11,000	11,796	44,400
Total INFORMATION TECHNOLOGY ADMINISTRATION	90,647	44,400	135,047	88,503	84,111	46,544

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
DIRECTOR'S OFFICE						
Salaries & Wages						
Total Salaries & Wages	268,512		268,512	262,285	213,969	6,227
Employee Benefits						
Total Employee Benefits	64,422		64,422	59,809	46,591	4,613
Staff Development						
36 317 Professional Development - Non Teaching	1,800		1,800	1,800	904	0
Total Staff Development	1,800		1,800	1,800	904	0
Supplies & Services						
36 336 Printing & Photocopying - Non-instructional	3,900		3,900	3,900	0	0
36 361 Automobile Reimbursement	1,000		1,000	1,000	337	0
36 404 Telephone - Cellular	1,000		1,000	1,000	0	0
36 405 Telephone - Voice	1,500		1,500	1,500	0	0
36 406 Telephone - Data Communications Services	1,500	-1,500	0	1,500	0	-1,500
36 410 Office Supplies & Services	6,455		6,455	6,455	3,342	0
Total Supplies & Services	15,355	-1,500	13,855	15,355	3,679	-1,500
Replacement of F&E						
36 501 Replacement of Furniture & Equipment - General	1,800		1,800	1,800	729	0
36 502 Replacement of Furniture & Equipment - Computer	1,350		1,350	1,350	2,225	0
Total Replacement of F&E	3,150		3,150	3,150	2,954	0
Total DIRECTOR'S OFFICE	353,239	-1,500	351,739	342,399	268,097	9,340

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
PAYROLL ADMINISTRATION						
Salaries & Wages						
Total Salaries & Wages	205,171	-22,099	183,072	163,376	166,276	19,696
Employee Benefits						
Total Employee Benefits	46,881	-1,878	45,003	42,892	37,842	2,111
Staff Development						
37 317 Professional Development - Non Teaching	1,500		1,500	1,500	5	0
Total Staff Development	1,500		1,500	1,500	5	0
Supplies & Services						
37 361 Automobile Reimbursement	500		500	500	84	0
37 410 Office Supplies & Services	1,500		1,500	1,500	1,363	0
Total Supplies & Services	2,000		2,000	2,000	1,447	0
Fees & Contract Services						
37 654 Other Contractual Services	66,000		66,000	66,000	69,521	0
37 661 Software Fees & Licenses	1,500		1,500	9,000	0	-7,500
37 662 Maintenance Fees - Computer Technology	11,500		11,500	11,500	10,551	0
37 702 Association & Membership Fees - Individuals	400		400	400	204	0
Total Fees & Contract Services	79,400		79,400	86,900	80,276	-7,500
Total PAYROLL ADMINISTRATION	334,952	-23,977	310,975	296,668	285,846	14,307

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
FINANCE						
Salaries & Wages						
Total Salaries & Wages	397,411		397,411	389,442	397,698	7,969
Employee Benefits						
Total Employee Benefits	92,756		92,756	83,568	80,319	9,188
Staff Development						
38 317 Professional Development - Non Teaching	5,500		5,500	3,500	1,933	2,000
38 318 Professional Memberships - Non Teaching	2,400		2,400	2,400	2,942	0
Total Staff Development	7,900		7,900	5,900	4,875	2,000
Supplies & Services						
38 336 Printing & Photocopying - Non-instructional	3,460		3,460	3,460	627	0
38 361 Automobile Reimbursement	500		500	500	505	0
38 404 Telephone - Cellular	540		540	540	720	0
38 410 Office Supplies & Services	3,400		3,400	3,400	2,621	0
Total Supplies & Services	7,900		7,900	7,900	4,472	0
Replacement of F&E						
38 501 Replacement of Furniture & Equipment - General	2,000		2,000	2,000	1,231	0
38 502 Replacement of Furniture & Equipment - Computer	3,000		3,000	3,000	1,555	0
Total Replacement of F&E	5,000		5,000	5,000	2,786	0
Fees & Contract Services						
38 640 Instructional Advertising	2,655		2,655	2,655	1,140	0
38 651 Audit Fees	55,000		55,000	55,000	46,794	0
38 653 Other Professional Fees	2,500		2,500	2,500	6,130	0
38 654 Other Contractual Services	6,000		6,000	4,000	1,308	2,000
38 661 Software Fees & Licenses	8,000		8,000	8,000	646	0
38 662 Maintenance Fees - Computer Technology	52,000		52,000	56,000	30,921	-4,000
38 702 Association & Membership Fees - Individuals	1,200		1,200	1,200	966	0
Total Fees & Contract Services	127,355		127,355	129,355	87,904	-2,000
Total FINANCE	638,322		638,322	621,165	578,053	17,157

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
PURCHASING AND PROCUREMENT						
Salaries & Wages						
Total Salaries & Wages	80,416		80,416	78,644	79,282	1,772
Employee Benefits						
Total Employee Benefits	18,989		18,989	18,285	18,573	704
Staff Development						
39 317 Professional Development - Non Teaching	1,000		1,000	1,000	358	0
39 318 Professional Memberships - Non Teaching	500		500	500	419	0
Total Staff Development	1,500		1,500	1,500	777	0
Supplies & Services						
39 361 Automobile Reimbursement	500		500	500	210	0
39 404 Telephone - Cellular	600		600	600	765	0
39 410 Office Supplies & Services	100		100	100	170	0
39 502 Replacement of Furniture & Equipment - Computer	0		0	0		0
Total Supplies & Services	1,200		1,200	1,200	1,145	0
Fees & Contract Services						
39 702 Association & Membership Fees - Individuals	500		500	500	764	0
Total Fees & Contract Services	500		500	500	764	0
Total PURCHASING AND PROCUREMENT	102,605		102,605	100,129	100,540	2,476

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
SCHOOL OPERATIONS						
Salaries & Wages						
Total Salaries & Wages	4,159,498	24,023	4,183,521	4,016,732	4,050,729	166,789
Employee Benefits						
Total Employee Benefits	1,233,695	6,902	1,240,597	1,028,982	842,796	211,615
Staff Development						
40 317 Professional Development - Non Teaching	3,000		3,000	3,000	368	0
Total Staff Development	3,000		3,000	3,000	368	0
Supplies & Services						
40 340 Plant Operations Supplies	262,735		262,735	262,735	6,839	0
40 341 Electricity	1,744,581	131,887	1,876,468	1,747,661	1,887,413	128,807
40 343 Heating - Gas	396,558	-56,770	339,788	365,842	298,623	-26,054
40 346 Water & Sewage	206,625	15,440	222,065	200,910	219,547	21,155
40 361 Automobile Reimbursement	7,600		7,600	7,600	4,125	0
40 404 Telephone - Cellular	2,000		2,000	2,000	619	0
40 430 Maintenance Supplies	50,000		50,000	50,000	12,759	0
40 435 Caretakers Supplies	3,500		3,500	3,500	0	0
Total Supplies & Services	2,673,599	90,557	2,764,156	2,640,248	2,429,924	123,908
Replacement of F&E						
40 501 Replacement of Furniture & Equipment - General	35,000		35,000	35,000	0	0
40 502 Replacement of Furniture & Equipment - Computer	1,800		1,800	1,800	0	0
Total Replacement of F&E	36,800		36,800	36,800	0	0
Fees & Contract Services						
40 654 Other Contractual Services	700,000	14,000	714,000	700,000	30,873	14,000
40 661 Software Fees & Licenses	33,000		33,000	33,000	45,906	0
40 681 Moving of Portables	10,000		10,000	10,000	8,277	0
Total Fees & Contract Services	743,000	14,000	757,000	743,000	85,056	14,000
Amortization						
40 790 Amortization	4,236,992	202,728	4,439,720	3,939,990	4,211,190	499,730
Total Amortization	4,236,992	202,728	4,439,720	3,939,990	4,211,190	499,730
Total SCHOOL OPERATIONS	13,086,584	338,210	13,424,794	12,408,752	11,620,063	1,016,042

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
SCHOOL MAINTENANCE						
Salaries & Wages						
Total Salaries & Wages	742,246		742,246	725,123	694,847	17,123
Employee Benefits						
Total Employee Benefits	179,503		179,503	174,188	157,803	5,315
Staff Development						
41 317 Professional Development - Non Teaching	2,500		2,500	2,500	3,304	0
Total Staff Development	2,500		2,500	2,500	3,304	0
Supplies & Services						
41 361 Automobile Reimbursement	15,000		15,000	15,000	1,806	0
41 370 Vehicle Fuel	30,000		30,000	30,000	27,113	0
41 401 Repairs - Furniture & Equipment	1,000		1,000	1,000	0	0
41 404 Telephone - Cellular	6,000		6,000	6,000	2,996	0
41 430 Maintenance Supplies	135,000	20,000	155,000	135,000	-6,263	20,000
41 431 Maintenance Services	509,300	60,000	569,300	509,300	117	60,000
41 432 Landscaping	6,000		6,000	6,000	0	0
41 434 Building & Grounds (School Based)	61,368		61,368	61,368	20,700	0
41 438 Municipal Improvements	5,000		5,000	5,000	202	0
41 439 Local Improvement Supplies	0		0	0	0	0
41 440 Vehicle Maintenance & Supplies	10,000		10,000	10,000	9,878	0
Total Supplies & Services	778,668	80,000	858,668	778,668	56,550	80,000
Replacement of F&E						
41 501 Replacement of Furniture & Equipment - General	4,500		4,500	4,500	3,927	0
41 625 Rental/Lease - Vehicles	0		0	0	1,811	0
Total Replacement of F&E	4,500		4,500	4,500	5,737	0
Interest Charges on Capital						
41 754 Debenture Interest - post May 15, 1998	66,800		66,800	70,930	70,930	-4,130
Total Interest Charges on Capital	66,800		66,800	70,930	70,930	-4,130

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
Fees & Contract Services						
41 653 Other Professional Fees	2,000		2,000	2,000	0	0
41 654 Other Contractual Services	26,000		26,000	26,000	9,919	0
41 661 Software Fees & Licenses	30,000		30,000	30,000	24,009	0
41 671 Property Insurance	120,793		120,793	120,793	44,098	0
41 672 Liability Insurance	89,000		89,000	89,000	52,074	0
41 673 Vehicle Insurance	11,000		11,000	11,000	4,475	0
41 702 Association & Membership Fees - Individuals	2,000		2,000	2,000	0	0
Total Fees & Contract Services	280,793		280,793	280,793	134,575	0
Total SCHOOL MAINTENANCE	2,055,010	80,000	2,135,010	2,036,702	1,123,745	98,308
 SCHOOL RENEWAL						
Supplies & Services						
42 760 Local Improvements	918,701	6,458	925,159	1,009,389	0	-84,230
Total Supplies & Services	918,701	6,458	925,159	1,009,389	0	-84,230
Total SCHOOL RENEWAL	918,701	6,458	925,159	1,009,389	0	-84,230
 NEW PUPIL PLACES						
Interest Charges on Capital						
43 754 Debenture Interest - post May 15, 1998	2,075,970		2,075,970	2,188,642	2,146,702	-112,672
43 761 Capital Loan Interest	3,600		3,600	4,800	4,800	-1,200
Total Interest Charges on Capital	2,079,570		2,079,570	2,193,442	2,151,502	-113,872
Total NEW PUPIL PLACES	2,079,570		2,079,570	2,193,442	2,151,502	-113,872

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
OP & MAINT/CAPITAL-NON						
Salaries & Wages						
Total Salaries & Wages	42,771		42,771	41,831	47,167	940
Employee Benefits						
Total Employee Benefits	12,671		12,671	11,821	11,669	850
Staff Development						
44 317 Professional Development - Non Teaching	0		0	0		0
Total Staff Development	0		0	0		0
Supplies & Services						
44 336 Printing & Photocopying - Non-instructional	3,000		3,000	3,000	534	0
44 340 Plant Operations Supplies	0		0	0	148	0
44 341 Electricity	55,038	9,779	64,817	55,038	64,816	9,779
44 343 Heating - Gas	9,041	-2,324	6,717	9,041	6,545	-2,324
44 346 Water & Sewage	3,818	1,004	4,822	3,707	4,727	1,115
44 361 Automobile Reimbursement	0		0	0	99	0
44 405 Telephone - Voice	4,200		4,200	4,200	376	0
44 410 Office Supplies & Services	2,500		2,500	2,500	3,223	0
44 430 Maintenance Supplies	45,000		45,000	45,000	27,279	0
44 431 Maintenance Services	20,000		20,000	20,000	21,992	0
44 432 Landscaping	0		0	0		0
44 440 Vehicle Maintenance & Supplies	0		0	0		0
Total Supplies & Services	142,597	8,459	151,056	142,486	129,740	8,570
Replacement of F&E						
44 501 Replacement of Furniture & Equipment - General	2,000		2,000	2,000	0	0
Total Replacement of F&E	2,000		2,000	2,000	0	0
Interest Charges on Capital						
44 754 Debenture Interest - post May 15, 1998	35,996		35,996	38,222	38,222	-2,226
Total Interest Charges on Capital	35,996		35,996	38,222	38,222	-2,226
Rental Expenses						
44 611 Rental/Lease - Non-Instructional Accommodation	18,484		18,484	18,484	18,674	0
44 653 Other Professional Fees	0		0	0		0
Total Rental Expenses	18,484		18,484	18,484	18,674	0

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
Fees & Contract Services						
44 654 Other Contractual Services	36,284		36,284	36,284	3,529	0
Total Fees & Contract Services	36,284		36,284	36,284	3,529	0
Total OP & MAINT/CAPITAL-NON INSTRUCTIONAL	290,803	8,459	299,262	291,128	249,001	8,134

DIRECT CAPITAL & DEBT

Interest Charges on Capital						
45 754 Debenture Interest - post May 15, 1998	305,191		305,191	318,046	318,045	-12,855
Total Interest Charges on Capital	305,191		305,191	318,046	318,045	-12,855
Other Expenses						
45 762 Other Capital	146,395		146,395	146,395	146,395	0
Total Other Expenses	146,395		146,395	146,395	146,395	0
Total DIRECT CAPITAL & DEBT	451,586		451,586	464,441	464,440	-12,855

TRANSPORTATION – GENERAL

Fees & Contract Services						
50 654 Other Contractual Services	224,000	6,000	230,000	211,190	218,148	18,810
Total Fees & Contract Services	224,000	6,000	230,000	211,190	218,148	18,810
Total TRANSPORTATION - GENERAL	224,000	6,000	230,000	211,190	218,148	18,810

TRANSPORTATION - HOME TO SCHOOL

Fees & Contract Services						
51 654 Other Contractual Services	4,846,320		4,846,320	4,659,130	4,512,942	187,190
Total Fees & Contract Services	4,846,320		4,846,320	4,659,130	4,512,942	187,190
Total TRANSPORTATION - HOME TO SCHOOL	4,846,320		4,846,320	4,659,130	4,512,942	187,190

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
CONTINUING EDUCATION						
Salaries & Wages						
Total Salaries & Wages	269,218		269,218	260,799	282,661	8,419
Employee Benefits						
Total Employee Benefits	26,732		26,732	24,391	22,015	2,341
Staff Development						
55 315 Professional Development - Academic & S.O.'s	500		500	500	629	0
55 317 Professional Development - Non Teaching	0		0	0		0
Total Staff Development	500		500	500	629	0
Supplies & Services						
55 330 Instructional Supplies	9,400		9,400	9,400	4,344	0
55 335 Printing & Photocopying - Instructional	1,200		1,200	1,200	864	0
55 361 Automobile Reimbursement	4,400		4,400	4,400	3,125	0
55 404 Telephone - Cellular	600		600	600	135	0
Total Supplies & Services	15,600		15,600	15,600	8,468	0
Fees & Contract Services						
55 702 Association & Membership Fees - Individuals	1,000		1,000	1,000	989	0
Total Fees & Contract Services	1,000		1,000	1,000	989	0
Total CONTINUING EDUCATION	313,050		313,050	302,290	314,762	10,760

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)
OTHER NON-OPERATING						
Supplies & Services						
59 462 SGF Expense	3,500,000		3,500,000	3,500,000	3,450,404	0
Total Supplies & Services	3,500,000		3,500,000	3,500,000	3,450,404	0
Other Expenses						
59 722 Claims & Settlements	0		0	0		0
59 795 Loss on Disposal of TCA	0		0	0		0
Total Other Expenses	0		0	0		0
Total OTHER NON-OPERATING	3,500,000		3,500,000	3,500,000	3,450,404	0
Total Budget	128,902,751	802,580	129,705,331	123,308,667	114,582,573	6,396,664

MINUTES AND RECOMMENDATIONS

POLICY COMMITTEE

December 12, 2017

AGENDA ITEM	MOTION
2.1	THAT the Policy Committee recommends that the Committee of the Whole refers the changes to Policy 300.14 Leaves of Absence for Management Employees, as amended, 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 Hiring – Academic Staff Administrative Procedure to the Brant Haldimand Norfolk Catholic District School Board for approval.
2.4	THAT the Policy Committee recommends that the Committee of the Whole refers the revised Administration of Oral Medication to Children Under the Age of 18 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 December 12, 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 December 12, 2017 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy Committee
Tuesday, December 12, 2017 ♦ 1:00 p.m.
Boardroom**

Trustees:

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

Absent:

Senior Administration:

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

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: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee approved the agenda of the December 12, 2017 meeting.

Carried

1.4 Approval of the Policy Committee Meeting Minutes – June 8, 2017

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Policy Committee approves the minutes of the June 8, 2017 meeting.

Carried

1.5 Business Arising from the Minutes – Nil

2. Committee and Staff Reports

2.1 Leaves of Absence for Management Employees Policy (new)

Director Roehrig presented the draft Leave of Absence for Management Staff policy and outlined the best practices surrounding the approval of management leaves of absence. He reviewed the process for requesting a leave of absence, recent changes to the *Employment Standards Act* and examples of leaves of absence.

Chair Petrella requested that Section 2 be amended to reflect the need of a consultation with the Board of Trustees for requests for leaves of absences that exceed one month.

Vice Chair Dignard discussed providing a link to the *Employment Standards Act* in the policy.



Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the changes to Policy 300.14 Leaves of Absence for Management Employees, as amended, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.2 Principal and Vice-Principal Assignments Administrative Procedure 300.41 (revised)

Director Roehrig reviewed the procedure for principal and vice-principal assignments and advised that the changes align with the academic hiring policy, principal input and consultation with school advisory councils. He advised that administrators have the opportunity to meet individually to discuss interests and goals to help determine assignments.

Moved by: Bonnie McKinnon

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the Principal and Vice-Principal Assignment Administrative Procedure to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

2.3 Hiring – Academic Staff Administrative Procedure 300.10 (revised)

Director Roehrig advised the procedure was reviewed as part of the regular review cycle for policies and administrative procedures. The revised procedure removes the requirement of consulting with school advisory councils as it is not required for the appointment or transfer of principals.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Hiring – Academic Staff Administrative Procedure to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.4 Administration of Oral Medication to Students Under the Age of 18 200.19 (revised)

Superintendent Shypula outlined revisions made to the policy including the application of procedures, manner of which medication is administered and safe facilitation for the administration of medication. She reported that the policy was vetted by numerous groups including all administrators, union presidents and the Regional Catholic Parent Involvement Committee Chair. Superintendent Shypula responded to inquiries regarding who is designated to administer medication and procedures during emergency situations.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Administration of Oral Medication to Children Under the Age of 18 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



3. Discussion Items

3.1 Transportation of Students Policy 400.19

Trustee Chopp inquired as to the distance required to qualify for transportation. He requested a review of the cost if distance was reduced from 1.6km to 1.4km and to 1.2km. Trustee Chopp hoped that courtesy rides will not be eliminated.

Trustee Casey requested that the cost of implementing a distance requirement of 0.5km for kindergarten students be reviewed also.

3.2 Community Use of Schools Policy 400.05

Trustee Chopp raised concerns regarding a desire for CYO to use schools on PA days and long weekends.

Director Roehrig advised that cleaning and construction projects are usually scheduled on dates when schools are vacant which is why some schools may have not been open to user groups during those times. Staff have met with user groups and have reached an agreement regarding using schools on the dates in question in the future.

Trustee Casey requested that staff meet with user groups every six months to review comments and concerns.

4. Trustee Inquiries - Nil

5. Adjournment

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Policy Committee adjourns the meeting of December 12, 2017.

Carried

Next Meeting: At the Call of the Chair

**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: December 12, 2017
Submitted by: Chris N. Roehrig, Director of Education & Secretary

LEAVES OF ABSENCE FOR MANAGEMENT STAFF
Public Session

BACKGROUND INFORMATION:

During the 2016-2017 school-year, the Board asked staff to compose a policy related to leaves of absence for management staff. The Board sought the legal advice of Borden Ladner Gervais to evaluate the Board's role in the setting and implementing policies in this area.

DEVELOPMENTS:

The proposed policy ensures that Board follows best practices when consulting the Director of Education regarding the approval of management leaves of absence. In particular, the Board's actions shall be guided by the terms and conditions of the employee, the best interests of the district, principles of equity and fairness in the context of other employee groups and labour law.

RECOMMENDATION:

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approve the changes to Policy 300.14 Leaves of Absence for Management Employees.



Policy: Leaves of Absence for Management Employees

		Policy Number:	300.14
Adopted:	TBD	Former Policy Number:	n/a
Revised:	N/A	Policy Category:	Human Resources
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that management employees play an integral role for ensuring that the district meets its goals articulated in the multi-year strategic plan, improvement plans for student achievement and all other operational plans.

Policy Statement:

It is the policy of the Board that the procedures that are place for the adjudication of leaves of absence for management employees are guided by:

- The terms and conditions of the employee,
- The best interests of the district,
- Principles of equity and fairness in the context of other employee groups, and
- The Employee Standards Act, the Ontario Human Rights Code and the Education Act.

Definitions

None

References

The Education Act
Employment Standards Act
Ontario Human Rights Code
Employee Terms and Conditions



Leaves of Absence for Management Employees AP 300.14

Procedure for:	Management Employees	Adopted:	TBD
Submitted by:	Chris N. Roehrig, Director of Education	Revised:	TBD
Category:	Human Resources		

Purpose

The purpose of this Administrative Procedure is to provide direction to all management employees regarding the process for seeking a leave of absence.

Responsibilities

Direction is given in this Administrative Procedure to the Director of Education (or designate).

Procedures

The Director of Education or designate shall be responsible for adjudicating all requests for leaves of absence for management employees.

1.0 Leaves Absence - General

The process for application and adjudication of management leaves of absences are articulated in each employee group's terms and conditions. Approvals for leaves of absence require the approval of the appropriate supervisory officer. Examples of leaves of absence that can exist in various management terms and conditions include:

- Personal Days
- Bereavement Leave
- Parental Leaves
- Compassionate Leaves
- Approved Board Business or Conference Leaves
- Statutory Leaves (e.g. Jury Duty, Subpoenas and Quarantines)
- Family Medical or Critically Ill Child Care Leaves
- Leaves of Absence Without Pay and
- Self-Funded Leaves of Absence.

2.0 Lengthy Leaves of Absence not Covered by Terms and Conditions or the Employment Standards Act

The Director shall consult¹ with the Board of Trustees regarding requests for leaves of absences that exceed one month and are not guided by employment standards or the employee's terms and conditions.

Definitions

Consult: to the extent that such consultation takes the form of a notice or report being provided by the Director of Education to the Board of Trustees, with an opportunity for Trustees to ask further questions or to make comments but avoiding placing restrictions on the Director of Education to approved the leave request. (Borden Ladner Gervais – April 2017)

References

The Education Act
Employment Standards Act
Ontario Human Rights Code
Employee Terms and Conditions

**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: December 12, 2017
Submitted by: Chris N. Roehrig, Director of Education & Secretary

HIRING – ACADEMIC STAFF
Public Session

BACKGROUND INFORMATION:

As part of the regular review cycle for all policies and administrative procedures, minor changes were required for the Administrative Procedure for the policy on Hiring – Academic Staff.

DEVELOPMENTS:

The changes to the administrative procedure of the Hiring – Academic Staff policy ensure better alignment to the regulations regarding consultation with school advisory councils. While there are a number of requirements for consultation with school advisory councils, consultation regarding the appointment or transfer of principals is not one of them.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Hiring – Academic Staff Administrative Procedure to the Brant Haldimand Norfolk Catholic District School Board for receipt.



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Hiring - Academic Staff

		Policy Number:	300.10
Adopted:	May 25, 2004	Former Policy Number:	n/a
Revised:	May 24, 2011, October 22, 2013	Policy Category:	Human Resources
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that in order to fulfill its Catholic mission statement, it must recruit, hire and promote qualified and certified teachers who are practicing Catholics with a demonstrated commitment to Catholic education

Policy Statement:

This policy applies to all candidates for employment in academic positions within the Board's schools and learning centers: teaching staff, positions of responsibility, principals and vice principals.

The Hiring Procedures – Academic Staff Policy will:

- Ensure all candidates for academic positions understand the principles that shall guide the hiring and promotion of academic staff,
- Give preferential consideration to qualified Roman Catholic applicants, in accordance with the *Ontario Human Rights Code*, and the historical right of Catholic school boards under the *Constitution Act, 1981* and the *Education Act*,
- ensure that the Board conducts a fair selection process to fill vacancies in academic positions based on Catholicity, qualifications, experience and merit, system needs, and consistent with Ministry regulations.

Glossary of Key Policy Terms:

Positions of Responsibility

Department Heads, Coordinators and Consultants.

References

Education Act, Sections 170(1) & 171(1), Regulation 274/12
Ontario Human Rights Code, Section 24(1)(1)
Constitution Act, 1981
Employment Standards Act
Ontarians with Disabilities Act
Pre-Employment Screening Policy
Religious Education Qualifications for Teaching Staff Policy (300.1)
Student Achievement and School Board Governance Act, 2009



Hiring – Academic Staff AP 300.10

Procedure for: Senior Administrators, Principals/Vice-Principals

Adopted: May 25, 2004

Submitted by: Chris N. Roehrig, Director of Education

Revised: October 22, 2013; January 27, 2015;
April 28, 2015

Category: Human Resources

Purpose

The Brant Haldimand Norfolk Catholic District School Board recognizes that in order to fulfill its Catholic mission statement, it must recruit, hire and promote qualified and certified teachers who are practicing Catholics with a demonstrated commitment to Catholic education. The Board will ensure all candidates for academic positions understand the principles that shall guide the hiring and promotion of academic staff and will give preferential consideration to qualified Roman Catholic applicants, in accordance with the Ontario Human Rights Code, and the historical right of Catholic school boards under the Constitution Act, 1981 and the Education Act. The Board will also ensure that a fair selection process is conducted, as prescribed by Regulation 274/12, to fill vacancies in academic positions based on Catholicity, qualifications, experience and merit.

Information

This administrative procedure applies to the hiring of staff for teaching positions and principals and vice-principals.

Responsibilities

Superintendent of Education - Academic Staffing

- Approves internal and external postings for the hiring of teaching positions.
- Establishes interview committees.
- Approves the hiring, appointments and placement of teaching staff.
- Participates in interview committees for the hiring of principals and vice-principals.

Director of Education

- Approves the hiring and appointment of principals and vice-principals.
- Provides a written report to the Board of Trustees which identifies the successful candidate(s) to the principal/vice-principal position or pool, for Board approval.

Procedures

1.0 General

- 1.1 All external candidates must comply with the conditions outlined in the Pre-Employment Screening Policy.
- 1.2 With respect to interview committees, the leader of each committee shall consult with the Executive Manager/Manager of Human Resources or designate to ensure that all Hiring Recommendation forms, interview tools and hiring processes comply with collective agreements, the Employment Standards Act, applicable statutes and regulations (including but not limited to the Ontario Human Rights Code) and principles of fair and transparent hiring.



2.0 Teaching Positions

- 2.1 The placement of internal and external postings shall be approved by the Superintendent of Education – Academic Staffing and facilitated by a Human Resources Coordinator. The superintendent shall consult with the Executive Manager/Manager of Human Resources or designate regarding the content of all postings prior to approval.
- 2.2 The Superintendent of Education - Academic Staffing, shall establish interview committees to interview candidates and make hiring recommendations for teaching positions. This committee shall be comprised of at least two principals and may include any person the Superintendent deems fit.
- 2.3 The Superintendent of Education - Academic Staffing, shall approve the hiring and appointment of teaching staff.

3.0 Principals and Vice-Principals

- 3.1 The placement of internal and external postings shall be approved by the Director of Education and facilitated by a Human Resources Coordinator. The Director may consult with the Executive Manager/Manager of Human Resources or designate regarding the content of all postings prior to approval.
- 3.2 The Director of Education shall establish interview committees to interview candidates for the position of Principal or Vice- Principal. This committee shall consist of up to two trustees, a minimum of two superintendents of education, and the Director of Education or designate.
- 3.3 The Director of Education may consult with the Executive Manager/Manager of Human Resources or designate regarding the composition and substance of interview processes and all processes used to support the hiring of vice-principals and principals.
- 3.4 The Director of Education shall approve the hiring and appointment of principals and vice-principals.
- 3.5 The Director of Education shall then provide a written report to the Board which identifies the successful candidates to the respective Principal or Vice-Principal position(s) or pool, for approval by the Board of Trustees.
- 3.6 The Director shall assign successful candidates to the position of Principal or Vice-Principal based on needs of particular school communities, **the school council 'Principal Profile,'** input from the appropriate Superintendent of Education, the outgoing principal and consultation with trustees.
- 3.7 The Director of Education will assign Acting Principals and Vice-Principals to replace absent administrators, as required, and report such assignments to the Board. The Director will inform Trustees about principal/ vice-principal assignments on a timely basis.

Definitions

Teaching Positions

Includes all teachers covered by the OECTA collective agreements (including but not limited to classroom teachers, preparation teachers, French as a Second Language teachers, special education resource teachers, system teachers, department heads, student achievement leaders, consultants and coordinators).

References

Education Act, Sections 170(1) & 171(1)
Ontario Human Rights Code, Section 24(1)(1)
Constitution Act, 1981
Employment Standards Act
Ontarians with Disabilities Act
Ontario Regulation 274/12
Pre-Employment Screening Policy
Religious Education Qualifications for Teaching Staff Policy (300.01)

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

Prepared by: Michelle Shypula
Presented to: Policy Committee
Submitted on: December 12, 2017
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**ADMINISTRATION OF ORAL MEDICATION TO STUDENTS
UNDER THE AGE OF 18**

Public Session

BACKGROUND INFORMATION:

Policy/Program Memorandum (PPM) 81 was issued July 19, 1984 requiring all school boards to develop policies and procedures for the administration of prescribed oral medication. As part of the regular review of all Board policies and administrative procedures, the Administration of Medication to Students policy was subject to review.

DEVELOPMENTS:

The Administration of Oral Medication to Students Under the Age of 18 was revised in consultation with a number of stakeholders including Senior Administration, School Administration and parents. There were minor revisions to this policy and administrative procedure. In accordance with PPM 81, the policy contains the following components:

- That such procedures be applied only to those services, requested by the parent/guardian and prescribed by a physician or other health care professional, which must be provided during school hours;
- That the parent/guardian and the medical profession will work with the individual school to ensure appropriate measures are in place to facilitate the safe and proper use and administration of the medication; and
- That the oral medication be administered in a manner which allows for sensitivity and privacy and which encourages the student to take an appropriate level of responsibility for his or her medication.

This Policy and Administrative Procedure was vetted by all Elementary and Secondary Administrators, Student Achievement Leads, Regional Catholic Parent Involvement Committee Chair, Union Presidents and the Student Trustee.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Administration of Oral Medication to Children Under the Age of 18 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Policy: Administration of Oral Medication to Students Under the Age of 18

	Policy Number: 200.19
Adopted: April 24, 2001	Former Policy Number: n/a
Revised:	Policy Category: sample category
Subsequent Review Dates: 1231456	Pages: 1231456

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that all persons are created in God’s image. Every individual has an inherent and immeasurable worth and dignity. Each human life is considered sacred. We are committed to promoting school environments that are safe, inclusive and provide opportunities for each student to reach his or her fullest potential. While the Board believes that parents/guardians and the medical profession are primarily responsible for the administration of oral medication, it recognizes that a designated staff member(s) appointed by the Principal may need to administer oral medication that is prescribed by a physician or other health care professionals.

Policy Statement:

It is the policy of the Board that procedures are established for the administration of prescribed oral medication that is required during the school day. These procedures include the following:

- That such procedures be applied only to those services, requested by the parent/guardian and prescribed by a physician or other health care professional, which must be provided during school hours;
- That a request for the service and the authorization to provide such service be made in writing by the parent/guardian and the physician or health care professional, specifying the medication, the dosage, the frequency and method of administration, the dates for which the authorization applies and the possible side effects, if any;
- That the parent/guardian and the medical profession will work with the individual school to ensure appropriate measures are in place to facilitate the safe and proper use and administration of the medication;
- That the storage and safekeeping requirements for any labelled medication be stated;
- That a record of administration be maintained which includes the student’s name, date, time of provision, dosage given, name of person administering, etc.;
- That the telephone numbers of parent/guardian and physician be readily accessible in the school; and
- That the oral medication be administered in a manner which allows for sensitivity and privacy and which encourages the student to take an appropriate level of responsibility for his or her medication.

Roles and responsibilities to implement these policy requirements are noted in the Administration of Oral Medication to Students Administrative Procedure.

Glossary of Key Policy Terms:

Prescribed Oral Medication

- For the purposes of this policy and administrative procedure, oral prescription medication is defined as medication to be taken orally as a result of a prescription given by a properly authorized physician or health care professional authorized to prescribe medication, and which is prescribed to a student for a specified period of time.

References

- The Education Act
- Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings, 1984
- Educational Field Trips and Excursions: 500.01



**Administration of Oral Medication to Students Under the Age of 18
AP 200.19**

Procedure for:	Principals/Vice-Principals	Adopted:	April 24, 2001
Submitted by:	Michelle Shypula, Superintendent of Education	Revised:	*****
Category:	Students		

Purpose

The Brant Haldimand Norfolk Catholic District School recognizes that certain students may require the administration of oral medication while in attendance at school or school-related activities. Oral medication that is to be administered during the school day on either a daily basis or in response to certain medical conditions must be prescribed by a physician or other health care professional and must follow the procedure as laid out by this policy.

Responsibilities

Superintendent of Education will:

- Perform a regular review of administrative procedures to ensure guidelines align with current best practice recommendations for the administration of medication.
- Monitor the implementation of this procedure.

Principal/Vice Principal will:

- Implement and monitor the administrative procedure.

Teachers and support staff will:

- Ensure the administrative procedure is followed.

Information

The Brant Haldimand Norfolk Catholic District School Board will be responsible for the administration of prescribed oral medication where such medication has been prescribed by a physician or health care professional for use during school hours. Some oral medication must be administered on a regular basis, while others must be used only when required. The Management of Students with Asthma Policy and Administration Procedure 200.05 provides direction for students requiring asthmatic inhaler medication.

Certain students must receive, according to a regularly prescribed schedule, specific oral medication in order to have the opportunity to attend school and receive an education. Complex medical assistance for students shall be provided through a Community Care Access Centre. The Ministry of Education continues to manage local school boards with the responsibility of administering oral medication to students.

The provision of health support services shall be shared among the Ministry of Community and Social Services, Education and Health. Responsibility for the direct provision of these services at the local level will be shared by the agencies operating under the Ministry of Community and Social Services, Brant Haldimand Norfolk Catholic District School Board and the Community Care Access Centre.

Procedures

The procedures which follow have been developed to provide a uniform approach to administering prescribed oral medication to students during school hours. The school will not administer non-prescription medication.



All authorization for the administration of prescribed oral medication shall expire as of the last school day in any given school year unless terminated at an earlier date.

If a request for the administration of prescribed oral medication is received by the principal, s/he will designate a staff member(s) to administer medication to students. It is understood that when a request is being made for school staff to administer prescribed oral medication, that said staff are not medical professionals. The staff will make every effort to ensure that prescribed oral medication is administered in an appropriate manner at the times requested. Liability is naturally a concern for staff involved in this procedure. As agents of the Board, all staff members are covered by Board's liability insurance.

Procedures relative to the administration of prescribed oral medication shall only be adopted when:

- requested by the parents/guardians;
- authorized by a physician or health care professional; and
- must be administered during school hours.

Please note: staff will be required to only administer prescribed oral medication, not to assess the need for medication.

1.0 Administration of Prescribed Oral Medication

The administration of prescribed oral medication to students shall be regulated by the following procedures:

1.1 Explore Alternatives

- The principal shall, upon receipt of the request, ensure that the prescribed oral medication cannot be administered at home rather than at school;
- Administered at the school by the parents/guardians; or
- Administered at the school by a person other than a school staff member, who is authorized by parents/guardians (e.g. alternate caregiver).

1.2 Authorization

If the prescribed oral medication must be administered during school hours by designated staff, the principal shall, after agreeing to the request, obtain signed request/authorization forms from the parents/guardians and the supervising physician or health care professional, whenever a prescription is initiated or changed. (Appendix A – Authorization for Administration and Storage of Prescribed Oral Medication Part A and Part B) Completed forms are to be placed in the Documentation File of O.S.R. and old forms are to be destroyed.

1.3 Transportation of Medication To and From School

The required authorization forms and the prescribed oral medication shall be hand delivered by the parents/guardians to the principal or designated person.

1.4 Safe Location for Medication

The principal shall ensure that all oral medication is kept in a safe, secure location. All medication shall be in original containers and clearly labeled by the pharmacy/physician or manufacturer to indicate:

- Name of student;
- Name of medication;
- Dosage;
- Frequency of administration;
- Foods or other medications that could react with the drug;
- Special instructions for storage and/or disposal.

Note: Medication requiring refrigeration cannot be stored at the school unless a refrigerator in working order is available and located in a safe/secure area.

1.5 Recording Administration of Prescribed Oral Medication

(Appendix B – Individual Student Log of Administered Oral Medication)



The principal shall ensure that the person(s) designated to administer the prescribed oral medication maintains a daily record including:

- Type of oral medication;
- Dosage;
- Date given;
- Time given;
- Means of administration/specific instructions (spoon, dropper, taken with food etc.);
- Physical description of the medication (e.g. pill, liquid, etc.); and
- Signature (daily) of person giving medication.

Individual Student Log of Administered Prescribed Oral Medication forms shall be secured with the medication. Completed forms shall be appropriately disposed of after August 31 of each school year.

The principal shall establish and maintain, in the school office, a central office health file with an up-to-date list of students receiving medication (Appendix C - Oral Medication Inventory Record).

1.6 Administration of Medication

The principal, with the written authorization of the parents/guardians and physician, will ensure that medication is administered in a manner which allows for sensitivity, privacy and which encourages a mature student to take an appropriate level of responsibility for administering his/her own medication.

1.7 Community Health Nurse

The principal will ensure that the Community Health Nurse or appropriate public health official has access to the School's Medication Inventory Record.

1.8 Disposal of Medication

The principal shall return unused or outdated medication directly to the parents/guardians. Medication requests will terminate June 30th of every school year.

1.9 Field Trips

As indicated on the field trip permission form (see Brant Haldimand Norfolk Catholic District School Board's Policy and Procedure on Field Trips 500.01), the principal or designate shall ensure that medication procedures are followed, where appropriate, while students are participating in field trip activities. Parents will inform the school of any medication requirements beyond the regular school day.

2.0 Appendices

- 2.1 Appendix A: Authorization for Administration and Storage of Prescribed Oral Medication
- 2.2 Appendix B: Student Log of Administered Oral Medication
- 2.3 Appendix C: Medication Inventory Record

Definitions – N/A

References

- The Education Act
- Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings, 1984
- Educational Field Trips and Excursions 500.01



**AUTHORIZATION FOR ADMINISTRATION AND STORAGE OF PRESCRIBED ORAL
MEDICATION**

PART A

To be completed by attending physician or health care professional

(Please type or print)

STUDENT'S NAME:		TEACHER'S NAME:	
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1.	<ul style="list-style-type: none"> a) Oral Medication Prescribed: b) Method of Administration: (e.g. pill, liquid) c) Dosage: d) Time(s) of Administration:
2.	Must medication be taken during school hours?
3.	Possible side effects of medication:
4.	Action to be taken should a reaction occur:
5.	Allergies which should be noted:
6.	Additional/special instructions (e.g. storage of medication, to be taken with food etc.)
7.	Expected date of discontinuation of medication:

Physician's Name: _____ Telephone: _____

Address: _____

Physician's/Health Care Professional Signature: _____ Date: _____



**AUTHORIZATION FOR ADMINISTRATION AND STORAGE OF PRESCRIBED ORAL
MEDICATION**

PART B

To be completed by Parent/Guardian

This is to authorize the administration of the medication(s) prescribed as mentioned by the attending physician or health care professional for:

Student's Name: _____ Date of Birth: _____

School: _____

Medic Alert I.D. Yes No

I/we hereby release the Brant Haldimand Norfolk Catholic District School Board, its employees and agents from all actions, causes of action, suits, losses, damages or injuries howsoever caused, by negligence or otherwise, arising out of the administration or failure to administer prescribed oral medication as provided herein. I/we also agree to indemnify the Board, its employees or agents for any losses or damages sustained by them as a result of any such actions, or proceedings being commenced against them.

Parents/Guardian's Signature: _____ Date: _____

Note:

Parents/Guardians are to provide PRESCRIBED ORAL MEDICATION in original CONTAINERS that are PROPERLY LABELLED by a Pharmacist indicating the STUDENT'S NAME AND ADMINISTRATION/STORAGE DIRECTIONS.

The prescribed oral medication will be delivered, according to an agreed schedule and amount to the Principal or designated person for safe keeping, unless otherwise determined.

In case of **EMERGENCY**, the contact person is:

Name: _____ Telephone: _____

Relationship: _____

**To be placed in Documentation file of O.S.R. (remove any old/outdated copies)
There should be one form completed for each prescription medication**

A new form is required: a) at the initiation of this process; b) at the beginning of each school year; c) when medication changes.

Notice of Collection: Personal information contained on this form is collected under the legal authority of the Education Act, R.S.O. 1990, c.M.56. The information will be used to determine the authorized method for administration and storage of prescribed oral medication. Questions regarding the collection of this information should be directed to the Principal of the school.



STUDENT LOG OF ADMINISTERED PRESCRIBED ORAL MEDICATION

STUDENT: _____

SCHOOL: _____ **YEAR:** _____

Medication	Description of Medication (e.g. pill, liquid)	Specific Administration Instructions (e.g. with food)	Dosage	Date	Time	Signature of person administering

To be stored in Office Health File and appropriately disposed of after August 31st of each school year



PRESCRIBED ORAL MEDICATION INVENTORY RECORD

SCHOOL: _____ **YEAR:** _____

Student's Name	Medication	Date Received	Quantity	Received by (initials)	Date Returned	Quantity	Returned by (initials)

To be placed in Office Health File



**Brant Haldimand Norfolk
Catholic District School Board**

**Administrative Procedure
Appendix D**
Distribution 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, 16, 2018
 Submitted by: Chris N. Roehrig, Director of Education & Secretary

STRATEGIC PLAN – VISION 2020

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board is currently working its way through the 2015-2018 Strategic Plan. The timelines for this plan conclude in June of 2018. The Board has made significant progress in implementing this plan and now needs to turn its attention to the next multi-year strategic plan. The three-year spiritual theme is concluding at the same time as the strategic plan. The multi-year spiritual theme drives branding and faith formation for the next few years. This includes the look of all materials printed for internal and external audiences.

DEVELOPMENTS:

Staff are recommending that pre-planning begin as early this month in preparation for the next multi-year strategic plan that will take us to the end of the next Board’s term – October 2022. In order to keep the plan firmly in the hands of the next Board (election October 2018) – no decisions (outside of the multi-year spiritual theme) will be made in advance of the next municipal election. The proposed project plan contemplates the upcoming provincial election and possible changes to education priorities (June 2018).

The following is a timeline for completion of the next multi-year strategic plan.

Activity	Governance	Month/Year
Engage in communal discernment exercise to make recommendations to CEAC regarding the next spiritual theme.	Catholic Education Advisory Committee (CEAC) – Ad Hoc Sub Committee	January 2018
Project plan presented by Director of Education for approval.	Board of Trustees	January 2018
Public participation exercise planning begins with ThoughtExchange.	Director of Education	February 2018
CEAC receives the recommendations from the ad hoc committee and makes a recommendation to Board regarding the spiritual theme 2018-2022.	Catholic Education Advisory Committee	February 2018
Community consultation and public participation exercise begins.	Director of Education	March 2018
Board receives the recommended spiritual theme from the CEAC and approves a multi-year spiritual theme 2018-2022.	Board of Trustees	March 2018
Community consultation results presented to Board.	Director of Education	April 2018

Branding work begins for the next four-year spiritual theme.	Director of Education	May/June 2018
Provincial Election	Government of Ontario	June 2018
Education priorities for next four years determined by the Government of Ontario.	Government of Ontario	Summer 2018
Gather education priorities for consideration of the next strategic plan.	Director of Education	September 2018
Municipal Election – New Board Elected.	Board of Trustees	October 2018
Board to create Ad Hoc Strategic Planning Committee	Board of Trustees	November/ December 2018
Community consultations through focus groups to begin to collaborate in verifying the mission, vision, pillars and goals of the next strategic plan.	Director of Education	January 2019
Draft mission, vision, pillars, goals received by the Ad Hoc Strategic Plan Committee for referral to Board.	Strategic Planning Committee	February 2019
Board receives the draft Strategic Plan 2020 for feedback and/or approval.	Board of Trustees	March 2019
Branding for the Strategic Plan 2020 begins.	Director of Education	April 2019
Reports on the progress of the Strategic Plan 2020 begin and continue until 2022.	Director of Education	June 2019

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Strategic Plan 2020 project plan.

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

Prepared by: Pat Daly, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: January 16, 2018
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 2016-17 school year in Spring 2018. These rates will be based on the 2012-13 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 into this calculation.

2016-17 Provincial Calculation for BHNCD SB (4 year)	2016-17 Provincial Calculation for BHNCD SB (5 year)	2016-17 BHNCD SB Calculation (4 year)	2016-17 BHNCD SB Calculation (5 year)
83%	87%	90%	91%

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 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: Tom Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: January 16, 2018
Submitted by: Chris Roehrig, Director of Education & Secretary

FINANCIAL REPORT – NOVEMBER 2017

Public Session

BACKGROUND INFORMATION:

Attached is the Board Expenditure Report for the period ending November 30, 2017.

DEVELOPMENTS:

There are few variances to report at this time. With 23.8% 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 23.9% 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 23% and 31% 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 Monitor budget line is 27.3% spent; compared to 23.3% 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 the expected expenditure.

Spending on Supplies & Services typically fluctuates over the year as needs vary. However, we are basically *in line* at the quarter-end with 24% spent of the total \$11.1 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.

Many 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 also are normally paid in the first quarter. This year, a surplus refund relating to insurance premium, in the amount of \$73,700, was received providing a positive variance for this budget line.

School Renewal spending, to date, amounts to \$173,940, 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 are 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 17.8% spent compared to last year with 18.6% 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 \$54,503 in the first quarter. This program, re-established in the 2013-14 school year, includes the Heritage Language programs offered.

RECOMMENDATION:

THAT the Committee of the Whole refers the Financial Report – November 2017 report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Brant Haldimand Norfolk CDSB

Monthly Board Report

Fiscal Year: 2018 Ending Period: November 2017

	Budget	Expenditure	% Spent
10 - INSTRUCTION			
SALARIES & WAGES	55,646,863.50	12,646,558.72	22.7
EMPLOYEE BENEFITS	7,069,993.00	1,300,634.82	18.4
STAFF DEVELOPMENT	203,796.00	68,610.79	33.7
SUPPLIES & SERVICES	1,772,430.39	565,225.95	31.9
REPLACEMENT F & E	721,763.69	133,838.15	18.5
RENTAL EXPENDITURE	0.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	430,088.00	109,238.21	25.4
OTHER	3,300.00	0.00	0.0
AMORTIZATION	158,908.00	39,727.00	25.0
Total - INSTRUCTION	66,007,142.58	14,863,833.64	22.5
12 - SPECIAL EDUCATION			
SALARIES & WAGES	12,747,180.00	3,246,971.89	25.5
EMPLOYEE BENEFITS	2,720,488.00	614,068.90	22.6
STAFF DEVELOPMENT	36,200.00	7,139.16	19.7
SUPPLIES & SERVICES	195,799.21	23,421.51	12.0
REPLACEMENT F & E	500,007.00	30,533.30	6.1
RENTAL EXPENDITURE	0.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	66,240.00	3,649.67	5.5
Total - SPECIAL EDUCATION	16,265,914.21	3,925,784.43	24.1
15 - SCHOOL MANAGEMENT/SCHOOL SERVICES			
SALARIES & WAGES	6,971,307.00	1,760,741.27	25.3
EMPLOYEE BENEFITS	1,072,385.00	236,936.17	22.1
STAFF DEVELOPMENT	35,735.00	1,265.66	3.5
SUPPLIES & SERVICES	638,647.20	81,996.57	12.8
REPLACEMENT F & E	12,350.00	5,241.08	42.4
RENTAL EXPENDITURE	0.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	196,900.00	137,626.79	69.9
Total - SCHOOL MANAGEMENT/SCHOOL SERVICES	8,927,324.20	2,223,807.54	24.9
21 - STUDENT SUPPORT SERVICES-GENERAL			
SALARIES & WAGES	766,824.00	201,070.89	26.2
EMPLOYEE BENEFITS	154,578.00	38,188.57	24.7
STAFF DEVELOPMENT	2,700.00	1,180.67	43.7
SUPPLIES & SERVICES	18,995.00	5,889.30	31.0
FEES & CONTRACTUAL SERVICES	0.00	0.00	0.0
Total - STUDENT SUPPORT SERVICES-GENERAL	943,097.00	246,329.43	26.1
22 - COMP & OTH TECH STUDENT SUPP SERV			
SALARIES & WAGES	1,005,571.00	230,538.33	22.9
EMPLOYEE BENEFITS	262,459.00	60,434.34	23.0
STAFF DEVELOPMENT	29,000.00	0.00	0.0
SUPPLIES & SERVICES	82,510.00	14,002.18	17.0
REPLACEMENT F & E	5,000.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	51,120.00	0.00	0.0
Total - COMP & OTH TECH STUDENT SUPP SERV	1,435,660.00	304,974.85	21.2

Brant Haldimand Norfolk CDSB

Monthly Board Report

Fiscal Year: 2018 Ending Period: November 2017

	Budget	Expenditure	% Spent
23 - LIBRARY SERVICES			
SALARIES & WAGES	758,937.00	207,006.88	27.3
EMPLOYEE BENEFITS	173,786.00	46,264.55	26.6
STAFF DEVELOPMENT	2,000.00	0.00	0.0
SUPPLIES & SERVICES	84,444.20	11,117.11	13.2
REPLACEMENT F & E	0.00	258.47	0.0
FEES & CONTRACTUAL SERVICES	23,534.00	0.00	0.0
Total - LIBRARY SERVICES	1,042,701.20	264,647.01	25.4
24 - GUIDANCE SERVICES			
SALARIES & WAGES	834,308.00	196,331.88	23.5
EMPLOYEE BENEFITS	92,310.00	16,552.78	17.9
SUPPLIES & SERVICES	5,611.41	1,490.71	26.6
REPLACEMENT F & E	0.00	0.00	0.0
Total - GUIDANCE SERVICES	932,229.41	214,375.37	23.0
25 - TEACHER SUPPORT SERVICES			
SALARIES & WAGES	1,330,815.00	315,728.15	23.7
EMPLOYEE BENEFITS	135,034.00	26,246.13	19.4
STAFF DEVELOPMENT	15,200.00	3,950.90	26.0
SUPPLIES & SERVICES	62,653.00	9,525.25	15.2
REPLACEMENT F & E	0.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	11,577.00	9,847.15	85.1
Total - TEACHER SUPPORT SERVICES	1,555,279.00	365,297.58	23.5
31 - GOVERNANCE/TRUSTEES			
SALARIES & WAGES	64,700.00	15,721.77	24.3
EMPLOYEE BENEFITS	2,588.00	238.10	9.2
STAFF DEVELOPMENT	23,000.00	1,797.82	7.8
SUPPLIES & SERVICES	30,800.00	4,103.18	13.3
REPLACEMENT F & E	2,000.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	0.00	0.00	0.0
OTHER	0.00	0.00	0.0
Total - GOVERNANCE/TRUSTEES	123,088.00	21,860.87	17.8
32 - SENIOR ADMINISTRATION			
SALARIES & WAGES	787,858.00	181,813.44	23.1
EMPLOYEE BENEFITS	81,031.00	13,631.59	16.8
STAFF DEVELOPMENT	27,300.00	4,098.69	15.0
SUPPLIES & SERVICES	31,303.00	4,138.21	13.2
REPLACEMENT F & E	0.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	10,900.00	8,637.06	79.2
OTHER	1,500.00	1,277.00	85.1
AMORTIZATION	0.00	0.00	0.0
Total - SENIOR ADMINISTRATION	939,892.00	213,595.99	22.7

Brant Haldimand Norfolk CDSB

Monthly Board Report

Fiscal Year: 2018 Ending Period: November 2017

	Budget	Expenditure	% Spent
33 - ADMINISTRATION & OTHER SUPPORT			
SALARIES & WAGES	194,869.00	31,659.75	16.2
EMPLOYEE BENEFITS	33,698.00	6,183.53	18.3
STAFF DEVELOPMENT	6,100.00	593.29	9.7
SUPPLIES & SERVICES	43,300.00	5,635.87	13.0
REPLACEMENT F & E	0.00	445.34	0.0
RENTAL EXPENDITURE	0.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	176,836.00	59,704.78	33.8
OTHER	35,500.00	8,718.60	24.6
AMORTIZATION	49,201.00	13,789.75	28.0
Total - ADMINISTRATION & OTHER SUPPORT	539,504.00	126,730.91	23.5
34 - HUMAN RESOURCES ADMINISTRATION			
SALARIES & WAGES	483,374.00	103,875.19	21.5
EMPLOYEE BENEFITS	110,689.00	23,135.24	20.9
STAFF DEVELOPMENT	5,950.00	3,737.83	62.8
SUPPLIES & SERVICES	27,400.00	1,533.23	5.6
REPLACEMENT F & E	0.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	228,120.00	60,441.35	26.5
Total - HUMAN RESOURCES ADMINISTRATION	855,533.00	192,722.84	22.5
35 - INFORMATION TECHNOLOGY ADMINIS.			
SALARIES & WAGES	60,165.00	14,112.83	23.5
EMPLOYEE BENEFITS	16,132.00	2,545.80	15.8
SUPPLIES & SERVICES	0.00	0.00	0.0
REPLACEMENT F & E	3,350.00	0.00	0.0
RENTAL EXPENDITURE	0.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	11,000.00	0.00	0.0
Total - INFORMATION TECHNOLOGY ADMINIS.	90,647.00	16,658.63	18.4
36 - DIRECTOR'S OFFICE			
SALARIES & WAGES	268,512.00	51,306.39	19.1
EMPLOYEE BENEFITS	64,422.00	12,900.05	20.0
STAFF DEVELOPMENT	1,800.00	0.00	0.0
SUPPLIES & SERVICES	15,355.00	384.79	2.5
REPLACEMENT F & E	3,150.00	725.30	23.0
FEES & CONTRACTUAL SERVICES	0.00	229.86	0.0
Total - DIRECTOR'S OFFICE	353,239.00	65,546.39	18.6
37 - PAYROLL ADMINISTRATION			
SALARIES & WAGES	205,171.00	38,880.00	19.0
EMPLOYEE BENEFITS	46,881.00	9,745.55	20.8
STAFF DEVELOPMENT	1,500.00	1,103.33	73.6
SUPPLIES & SERVICES	2,000.00	338.26	16.9
REPLACEMENT F & E	0.00	745.77	0.0
FEES & CONTRACTUAL SERVICES	79,400.00	25,344.82	31.9
Total - PAYROLL ADMINISTRATION	334,952.00	76,157.73	22.7

Brant Haldimand Norfolk CDSB

Monthly Board Report

Fiscal Year: 2018 Ending Period: November 2017

	Budget	Expenditure	% Spent
38 - FINANCE			
SALARIES & WAGES	397,411.00	88,588.65	22.3
EMPLOYEE BENEFITS	92,756.00	18,866.49	20.3
STAFF DEVELOPMENT	7,900.00	768.07	9.7
SUPPLIES & SERVICES	7,900.00	484.14	6.1
REPLACEMENT F & E	5,000.00	461.06	9.2
RENTAL EXPENDITURE	0.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	127,355.00	41,484.98	32.6
OTHER	0.00	0.00	0.0
Total - FINANCE	638,322.00	150,653.39	23.6
39 - PURCHASING & PROCUREMENT			
SALARIES & WAGES	80,416.00	18,860.28	23.5
EMPLOYEE BENEFITS	18,989.00	3,504.52	18.5
STAFF DEVELOPMENT	1,500.00	397.38	26.5
SUPPLIES & SERVICES	1,200.00	290.91	24.2
REPLACEMENT F & E	0.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	500.00	464.83	93.0
Total - PURCHASING & PROCUREMENT	102,605.00	23,517.92	22.9
40 - SCHOOL OPERATIONS			
SALARIES & WAGES	4,159,498.00	955,656.36	23.0
EMPLOYEE BENEFITS	1,233,694.00	268,656.79	21.8
STAFF DEVELOPMENT	3,000.00	448.48	14.9
SUPPLIES & SERVICES	2,673,599.00	531,166.10	19.9
REPLACEMENT F & E	36,800.00	1,164.60	3.2
RENTAL EXPENDITURE	0.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	743,000.00	93,856.77	12.6
AMORTIZATION	4,236,992.00	1,057,758.46	25.0
Total - SCHOOL OPERATIONS	13,086,583.00	2,908,707.56	22.2
41 - SCHOOL MAINTENANCE			
SALARIES & WAGES	742,246.00	172,201.79	23.2
EMPLOYEE BENEFITS	179,503.00	40,438.17	22.5
STAFF DEVELOPMENT	2,500.00	0.00	0.0
SUPPLIES & SERVICES	828,666.40	282,525.17	34.1
REPLACEMENT F & E	4,500.00	2,370.41	52.7
INTEREST ON LONG TERM DEBT	66,800.00	33,928.51	50.8
RENTAL EXPENDITURE	0.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	280,793.00	93,094.96	33.2
Total - SCHOOL MAINTENANCE	2,105,008.40	624,559.01	29.7
42 - SCHOOL RENEWAL			
SALARIES & WAGES	0.00	0.00	0.0
SUPPLIES & SERVICES	918,701.00	173,940.22	18.9
INTEREST ON LONG TERM DEBT	0.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	0.00	0.00	0.0
TANGIBLE CAPITAL ASSETS	0.00	0.00	0.0
Total - SCHOOL RENEWAL	918,701.00	173,940.22	18.9

Brant Haldimand Norfolk CDSB

Monthly Board Report

Fiscal Year: 2018 Ending Period: November 2017

	Budget	Expenditure	% Spent
43 - NEW PUPIL PLACES			
INTEREST ON LONG TERM DEBT	2,079,570.00	1,052,458.66	50.6
FEES & CONTRACTUAL SERVICES	0.00	0.00	0.0
Total - NEW PUPIL PLACES	2,079,570.00	1,052,458.66	50.6
44 - OP & MAINT/CAPITAL-NON INSTRUC			
SALARIES & WAGES	42,771.00	10,027.33	23.4
EMPLOYEE BENEFITS	12,671.00	3,106.23	24.5
STAFF DEVELOPMENT	0.00	0.00	0.0
SUPPLIES & SERVICES	142,597.00	20,474.86	14.4
REPLACEMENT F & E	2,000.00	0.00	0.0
INTEREST ON LONG TERM DEBT	35,996.00	18,282.99	50.8
RENTAL EXPENDITURE	18,484.00	4,692.30	25.4
FEES & CONTRACTUAL SERVICES	36,284.00	2,261.81	6.2
Total - OP & MAINT/CAPITAL-NON INSTRUC	290,803.00	58,845.52	20.2
45 - DIRECT CAPITAL & DEBT			
INTEREST ON LONG TERM DEBT	305,191.00	154,241.29	50.5
OTHER	146,395.00	0.00	0.0
Total - DIRECT CAPITAL & DEBT	451,586.00	154,241.29	34.2
50 - TRANSPORTATION - GENERAL			
SALARIES & WAGES	0.00	0.00	0.0
EMPLOYEE BENEFITS	0.00	0.00	0.0
STAFF DEVELOPMENT	0.00	0.00	0.0
SUPPLIES & SERVICES	0.00	0.00	0.0
REPLACEMENT F & E	0.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	224,000.00	68,877.30	30.7
Total - TRANSPORTATION - GENERAL	224,000.00	68,877.30	30.7
51 - TRANSPORTATION - HOME TO SCHOOL			
FEES & CONTRACTUAL SERVICES	4,846,320.00	1,436,925.18	29.6
Total - TRANSPORTATION - HOME TO SCHOOL	4,846,320.00	1,436,925.18	29.6
52 - TRANSPORTATION-SCHOOL TO SCHOOL			
FEES & CONTRACTUAL SERVICES	0.00	0.00	0.0
Total - TRANSPORTATION-SCHOOL TO SCHOOL	0.00	0.00	0.0
53 - TRANSPORTATION - BOARD, LODGING...			
FEES & CONTRACTUAL SERVICES	0.00	0.00	0.0
Total - TRANSPORTATION - BOARD, LODGING...	0.00	0.00	0.0
54 - TRANSPORTATION - BLIND & DEAF			
FEES & CONTRACTUAL SERVICES	0.00	0.00	0.0
Total - TRANSPORTATION - BLIND & DEAF	0.00	0.00	0.0

Brant Haldimand Norfolk CDSB

Monthly Board Report

Fiscal Year: 2018 Ending Period: November 2017

	Budget	Expenditure	% Spent
55 - CON ED			
SALARIES & WAGES	269,218.00	50,596.31	18.8
EMPLOYEE BENEFITS	26,732.00	3,502.93	13.1
STAFF DEVELOPMENT	500.00	0.00	0.0
SUPPLIES & SERVICES	15,600.00	404.04	2.6
REPLACEMENT F & E	0.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	1,000.00	0.00	0.0
Total - CON ED	313,050.00	54,503.28	17.4
59 - OTHER NON-OPERATING			
SUPPLIES & SERVICES	3,500,000.00	875,000.00	25.0
FEES & CONTRACTUAL SERVICES	0.00	0.00	0.0
Total - OTHER NON-OPERATING	3,500,000.00	875,000.00	25.0
Grand Total	128,902,751.00	30,704,552.95	23.8

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

Prepared by: Michelle Shypula, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: January 16, 2018
Submitted by: Chris N. Roehrig, Director of Education & Secretary

2015-2018 STRATEGIC PLAN – SAFE AND ACCEPTING SCHOOLS UPDATE

Public Session

BACKGROUND INFORMATION:

In November 2015, the Board approved the 2015-2018 multi-year strategic plan, which included a new pillar on Safe and Accepting Schools. As a result of stakeholder feedback received during the 2016 Thought Exchange online consultation process, the Board has focused on ensuring parents, students and staff work collaboratively to create Catholic schools communities that are safe places in which to learn and where our students feel welcomed and included.

DEVELOPMENTS:

We are in the final year of the 2015-2018 strategic plan. The initiatives that have been implemented during this time support the achievement of the three key goals that are captured under the Safe and Accepting Schools pillar in the plan. The following is a summary of work that has been carried out in order to reach each goal.

Enhance inclusive school environments that support positive mental health.

Mental Health Champions have been identified in all schools and continue to serve as a support to the principal and staff in promoting mentally-healthy schools. All Champions are learned in the Supporting Minds Ministry resource and have been trained in Safe TALK, a 3.5 hour intensive workshop that provides suicide alertness training for staff.

Extending the role of the Mental Health Champion, each school now boasts a “Well-Being Team” whose membership may include principals, teachers, educational assistants, public health representation, students and parents. Teams are responsible for promoting well-being in their schools and have been provided with decision support tools to assist in the vetting process when giving consideration to programs/presentations geared to enhancing mental health and well-being.

In an effort to educate our secondary students with a general understanding of mental health and to reduce the stigma associated with mental illness, Jack Talks have been scheduled for the 2017-18 school year. Jack Talks are based on professionally-developed curriculum where young, university aged speakers help students in understanding the basic elements of mental health, how to identify a crisis and seek assistance and how to support a friend/peer that may be struggling. These messages are grounded in evidence-based research, resulting in an increase in help-seeking behaviours, reduction in suicide risk and creation of safer and more supportive school environments.

Additionally, at the elementary school level, in an effort to increase positive behaviour, improve learning and increase empathy, optimism and compassion, the Mind UP program has been introduced in partnership with our health units in identified classrooms where children are demonstrating challenges with self-regulation. This evidence based program focuses on four

pillars of neuroscience, positive psychology, mindful awareness and social-emotional learning and has been piloted in a number of primary classrooms.

To assist with building healthier communities, decrease antisocial behaviour and repair and restore relationships, professional development in Restorative Practices using a whole school approach is being provided in partnership with the John Howard Society. During this school year, four schools will receive extensive training in restorative practices and all schools will have access to facilitation support through the John Howard Society and our board Student Support Services.

Ongoing mental health literacy training to administrators, teachers and support staff continues to be a priority of the board with a system wide Professional Activity Day dedicated to mental health and well-being on April 13, 2018. All full and part-time staff will engage in workshops that reflect the goals identified in our board's Mental Health Strategy.

Plans are in place to once again promote Children's Mental Health Week which aligns with Catholic Education Week, May 7-12, 2018.

Improve policies and procedures to have an impact on safety in schools and improve training for students, staff and leaders in the area of safe and accepting schools.

The revised Student Behaviour, Discipline and Safety Policy and Administrative Procedure 200.09 was adopted in January 2016, recently reviewed with all principals and is being implemented across the district. The policy is a compilation of five previous related policies. As defined in the procedures of policy 200.09, a District Safe and Accepting Schools Committee (DSASC) has been formed and is represented by the following members: Superintendent Michelle Shypula, Elementary Principals, Heidi Pasztor and Dan Pace, Secondary Vice-Principal, Patrick Brophy, Religion and Family Life Consultant, Keri Calvesbert, Special Education Coordinator, Carmen McDermid, Child Youth Worker, Sherry Pilon, Mental Health Lead, Dianne Wdowczyk and Disability Manager, Deb King-Bonafacio. The DSASC will meet four times this year and will focus on the following initiatives:

- Revision of the 2017-2018 District and School Safe and Accepting School Plans to reflect key activities and indicators of success;
- Development of a School Code of Conduct template that aligns with District Code of Conduct;
- Development of an on-line system training tool to provide evidence-based training to address bullying, discrimination and harassment in schools;
- Creation of a district-wide process to respond consistently to risk of injury in schools and implementation of Safety Support Plans; and
- School Climate Survey community engagement process using *Every Voice Counts/Thought Exchange*

In the spring of 2018, DSASC will revise the District Safe and Accepting Schools Plan. This revision will be informed by the review of resources, programs and supports related to safe schools initiatives and feedback from the *Every Voice Counts* Thought Exchange community engagement process. The District Safe and Accepting Schools Plan will form the foundation for individual School Safe and Accepting School Plans which will be developed by school-based Safe and Accepting School Teams in the fall of 2018.

Improve the communication of initiatives and supports that are in place to ensure student safety.

The district is in the process of implementing its second iteration of the *Every Voice Counts* Thought Exchange process with a focus on safe and accepting schools. In the early spring, information promoting the survey will be shared with school communities using:

- Board and school websites
- Twitter accounts
- Email notification
- Text messaging
- Voice messaging

This will ensure that messaging regarding the survey is widely communicated.

The questions posed in Share Your Thoughts, step one of the process are listed below:

1. What are your thoughts on our schools meeting the educational needs of all students?
2. What are your thoughts on safety in our schools?
3. What are your thoughts on how student mental health and well-being is supported in our schools?

The Share Your Thoughts phase will conclude in late April of 2018 and will be followed with Star, the step two phase of Thought Exchange, whereby participants are able to view each other's thoughts and add stars to the thoughts that represent important ideas. This phase will end in May, 2018. At the conclusion of the Star process, we will explore the Discover phase, which is step three of Thought Exchange. In this phase, everyone's thoughts and stars are shared with the district. The Thought Exchange team of analysts will review and compare the thoughts to reach conclusions. At the conclusion of the process, we will use the data and reports to inform both the District and School Safe and Accepting Schools Plan for implementation in the fall of 2018.

RECOMMENDATION:

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.

**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 16, 2018
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EXCURSION – NEW YORK CITY, NY USA
Public Session

BACKGROUND INFORMATION:

St. John's College is requesting approval for an excursion to New York City, New York from Thursday, May 17, 2018 to Monday, May 21, 2018. Supervising teachers will include Lynne Di Stefano and Violet Davies. The estimated cost of the trip is \$848.

DEVELOPMENTS:

Approximately thirty (30) students from St. John's College will travel by motor coach to New York City to be given an opportunity to experience one of the major art centres of the world. Viewing art works in the culturally rich museums of New York City provides opportunities for students to become directly involved with artwork produced over many centuries from diverse cultures. New York City itself is an amazing tribute to the architecture of the last century and the richness of cultural diversity. This tour visits the Metropolitan Museum of Art, the Museum of the Moving Image, the Medieval Cloisters, the Gothic Cathedral of St. John the Divine, and the Guggenheim Museum. In addition, students will experience the history and culture of New York City with tour visits including the Rockefeller Centre, Times Square, the 9/11 Memorial, guided Staten Island Tour and Wall Street. Students will attend a Broadway show, and attend mass at St. Patrick's Cathedral.

All information has been provided in accordance with Board policy and procedures.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to New York City, NY from Thursday, May 17, 2018 to Monday, May 21, 2018.

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 16, 2018
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EARLY YEARS LEADERSHIP STRATEGY PROPOSED CHILD CARE AND EARLY YEARS COORDINATOR POSITION

Public Session

BACKGROUND INFORMATION:

In June 2017, the Ministry released *Ontario's Renewed Early Years and Child Care Policy Framework (2017)*, which highlights the provinces vision that all children and families have access to a range of high-quality, inclusive and affordable early years and child care programs and services that are child- and family-centred and contribute to children's learning, development and well-being. School boards are a key partner in supporting this vision, which includes a commitment to create access to licensed child care for 100,000 more children aged 0 to 4 years old over the next five years.

An additional \$5M in funding has been allocated to boards to support this strategy. All school boards have received funding to support an Early Years Lead position to build on the ongoing implementation of the Early Years Plan.

DEVELOPMENTS:

As we continue to implement the multiple components of the Early Years Strategy, the need for a Child Care and Early Years Coordinator is evident.

The proposed Child Care and Early Years Coordinator would engage with and support joint decision-making alongside **consolidated municipal service managers (CMSMs)** and/or **district social services administration boards (DSSABs)**, child care operators, community partners and families to ensure coordination, collaboration and support of a system of responsive, high-quality, accessible, and increasingly integrated early years programs and services at the local school level.

On December 21, 2017 confirmation was provided to the board which approves the funding to support the construction of early years capital projects in the County of Norfolk at Holy Trinity Catholic High School and in the City of Brantford at Our Lady of Providence School. The Child Care and Early Years Coordinator would support the joint planning of capital funding projects related to child care and child and family centres in schools with school board staff and CMSM/DSSAB partners.

The proposed Child Care and Early Years Coordinator would continue to work with partners to lead the roll-out of the expanded duty to ensure the provision of before- and after- school programs for children 6-12 year olds. As indicated in an earlier report we now have before and After Care in 25 of our 28 elementary schools. The programs are provided by 11 individual agencies.

The Child Care Early Years Position would be a 1 year, contract, Non-Union position working 35 hours per week with fringe benefits outlined in the “Non-Union Administrative and Program Services Support Staff Terms of Employment.” The start date would be September, 2018 or earlier should funding permit. The proposed Child Care and Early Years Coordinator would report directly to the Superintendent of Education with responsibility for The Early Years portfolio.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Early Years Leadership Strategy Proposed Child Care and Early Years Coordinator Position.

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 16, 2018
Submitted by: Chris Roehrig, Director of Education & Secretary

SURPLUS ACCOMMODATION – GRAND ERIE DISTRICT SCHOOL BOARD Public Session

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:

- Anna Melick Memorial School, 1347 Hutchinson Road, R.R. #8, Dunnville.

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:

- Anna Melick Memorial School, 1347 Hutchinson Road, R.R. #8, Dunnville.

2017-18
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
January 16, 2018	7:00 pm	Committee of the Whole	
January 19-20, 2018	TBD	Trustee PD Seminar	
January 23, 2018	10:00 am	SEAC Meeting	
January 23, 2018	5:00 pm	Board Meeting	
January 23, 2018	6:00 pm	20 th Anniversary Mass	
February 1, 2018	9:00 am	SAL Committee Mtg. (SJC)	
February 1, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
February 7, 2018	9:00 am	SAL Committee Mtg. (HT)	
February 12, 2018	1:00 pm	Catholic Education Advisory Committee	
February 14, 2018	3:00 pm	Executive Council Meeting	
February 20, 2018	10:00 am	SEAC Meeting	
February 20, 2018	7:00 pm	Committee of the Whole	
February 26, 2018	7:00 pm	Regional Parent Involvement Committee Mtg.	
February 27, 2018	7:00 pm	Board Meeting	
February 28, 2018	9:00 am	SAL Committee Mtg. (HT)	
March 1, 2018	9:00 am	SAL Committee Mtg. (SJC)	
March 1, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
March 7, 2018	3:00 pm	Executive Council Meeting	
<i>March 12-16, 2018</i>		<i>MARCH BREAK</i>	
March 20, 2018	10:00 am	SEAC Meeting	
March 20, 2018	7:00 pm	Committee of the Whole	
March 27, 2018	9:00 am	Mental Health Steering Committee	
March 27, 2018	7:00 pm	Board Meeting	
April 4, 2018	9:00 am	SAL Committee Mtg. (HT)	
April 5, 2018	9:00 am	SAL Committee Mtg. (SJC)	
April 5, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
April 11, 2018	9:00 am	Council of Catholic Service Organizations	
April 11, 2018	3:00 pm	Executive Council Meeting	
April 17, 2018	10:00 am	SEAC Meeting	
April 17, 2018	7:00 pm	Committee of the Whole	
April 17, 2018	7:00 pm	Board Meeting	
April 26-28, 2018		OCSTA AGM	
May 2, 2018	9:00 am	SAL Committee Mtg. (HT)	
May 3, 2018	9:00 am	SAL Committee Mtg. (SJC)	
May 3, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
<i>May 6-11, 2018</i>		<i>CATHOLIC EDUCATION WEEK</i>	
May 7, 2017	5:00 pm	Catholic Student Leadership Awards	
May 9, 2018	3:00 pm	Executive Council Meeting	
May 14, 2018	7:00 pm	Regional Parent Involvement Committee Mtg.	
May 15, 2018	7:00 pm	Committee of the Whole	
May 22, 2018	9:00 am	STSBHN Governance Meeting	
May 22, 2018	10:00 am	SEAC Meeting	
May 22, 2018	7:00 pm	Board Meeting	
June 7-9, 2018		CCSTA AGM	
June 7, 2018	9:00 am	SAL Committee Mtg. (SJC)	
June 7, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
June 13, 2018	9:00 am	Mental Health Steering Committee	
June 13, 2018	9:00 am	SAL Committee Mtg. (HT)	
June 13, 2018	3:00 pm	Executive Council Meeting	

Date	Time	Meeting/Event	New / Revised
June 13, 2018	4:30 pm	Audit Committee	
June 19, 2018	10:00 am	SEAC Meeting	
June 19, 2018	7:00 pm	Committee of the Whole	
June 26, 2018	7:00 pm	Board Meeting	
June 29, 2018	4:45 pm	Assumption College Graduation	
	6:30 pm	Holy Trinity Graduation	
	7:00 pm	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.