



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

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

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**Committee of the Whole**  
**Tuesday, January 15, 2019 ♦ 7:00 p.m.**  
**Boardroom**

**Trustees:**

**Members:** Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani, Mark Watson, Kaiya Daly (Student Trustee)

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Michael McDonald, Michelle Shypula and Leslie Telfer (Superintendents of Education), Jim LoPresti (Corporate Services Advisor)

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**1. Opening Business**

**1.1** Opening Prayer

*Almighty God, bless us as we gather today for this meeting. Guide our minds and hearts so that we will work for the good of our community and be a help to all people. Teach us to be generous in our outlook, courageous in the face of difficulty, and wise in our decisions. We give you praise and glory, Lord our God, for ever and ever. Amen*

**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 20, 2018

Pages 3 - 7

**1.6** Business Arising from the Minutes

**2. Presentations**

**3. Delegations**

**4. Consent Agenda**

**4.1** Unapproved Special Education Advisory Committee Meeting Minutes  
- December 11, 2018

Pages 8 - 13

**4.2** Unapproved Mental Health Steering Committee Meeting Minutes  
- December 13, 2018

Pages 14 - 16

**5. Committee and Staff Reports**

**5.1** Goals for 2019-20 Budget  
Presenter: Chris N. Roehrig, Director of Education & Secretary

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**5.2** Update to the Five-Year Facilities Renewal Plan  
Presenter: Chris N. Roehrig, Director of Education & Secretary

Pages 18 - 27

**5.3** Budget Procedures Manual  
Presenter: Chris N. Roehrig, Director of Education & Secretary

Pages 28 - 42

**5.4** Revised Budget Estimates – 2018-19  
Presenter: Chris N. Roehrig, Director of Education & Secretary

Pages 43 - 75

**5.5** Financial Report – November 2018  
Presenter: Chris N. Roehrig, Director of Education & Secretary

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### 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:*
- The security of the property of the board;*
  - 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;*
  - The acquisition or disposal of a school site;*
  - Decisions in respect of negotiation with employees of the board; or*
  - Litigation affecting the board.*

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

### 10. Future Meetings and Events

Pages 84 - 85

### 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***

### 11. Adjournment



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

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**Committee of the Whole  
Tuesday, November 20, 2018 ♦ 7:00 p.m.  
Boardroom**

**Present:** **Trustees:**  
Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Carol Luciani, Bonnie McKinnon,  
Kaiya Daly (Student Trustee)

**Absent:** Bill Chopp

**Senior Administration:**  
Chris N. Roehrig (Director of Education & Secretary)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Chair Petrella.

**1.2 Attendance**

As noted above.

**1.3 Approval of the Agenda**

Chair Petrella requested item *5.1 Trustee Expenses Online* be deferred until Trustee Casey arrived.

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the November 20, 2018 meeting, as amended.

**Carried**

**1.4 Declaration of Interest – Nil**

**1.5 Approval of Committee of the Whole Meeting Minutes - October 16, 2018**

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 16, 2018 Committee of the Whole Meeting.

**Carried**

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

**2. Presentations – Nil**

**3. Delegations – Nil**



**4. Consent Agenda**

- 4.1** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of October 16, 2018 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 Regional Catholic Parent Involvement Committee Meeting of October 29, 2018 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.3** THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' Committee Meeting of October 30, 2018 to the Brant Haldimand Norfolk Catholic District School Board for 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**

**5.2 Insurance Renewal**

Director Roehrig reviewed Appendix A of the report and provided rationale for the increases/decreases in the insurance premiums, which has resulted in an overall decrease in insurance premiums for the upcoming year. He indicated that we are building a strong culture in the district around risk management, educating administrators to complete risk assessments that identifies liability to the Board. The more risk management and liability are discussed, the more aware people become.

There was a Trustee inquiry to determine if any boilers in the district are still running on oil. Director Roehrig will investigate the inquiry and report back to Board. There was another Trustee inquiry about the Non-Owned Auto insurance. Director Roehrig explained that this would cover the top up of auto insurance for an employee or volunteer that drives students in their personal vehicles.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2019 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$138,054, excluding PST.

**Carried**

**5.3 Safe and Accepting Schools Update**

Director Roehrig indicated this report is an update on the new plan that was previously brought to Board. The comprehensive policy is up for review this year. The report emphasizes three areas, including: trying to create a more consistent procedure for student safety plans, bullying recognition and response training, and widening restorative practices through the work of the Child and Youth Workers.

There was a Trustee inquiry about our Board policy being used by other school boards. There was also discussion around copyrights and the sourcing of borrowed information. There was a Trustee inquiry about the sharing of information regarding policies to make the process of update them easier.



Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Safe and Accepting Schools Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

#### **5.4 Board Enrolment as of October 31, 2018**

Director Roehrig drew attention to the fact that Board enrolment has increased. Since Kindergarten registration occurs early in the year, there was concern in April that we would not meet the projected numbers. However, it appears that people are waiting longer before enrolling their child(ren). We are currently using benchmarks and trends to staff our schools in March. There was discussion about the current staffing levels.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Board Enrolment as of October 31, 2018 report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

#### **5.5 Cash / Equipment Donations**

Director Roehrig indicated that we do not currently have a mechanism that would allow donors to indicate if they would like their name published publicly. Director Roehrig suggested that the threshold for publishing donations and permissions to include names in the report may need to be revised through policy review.

There was a Trustee inquiry about the donation to the STEM program at St. Joseph's. There was concern that this donation may have caused the initial allocation to decrease based on the donation. Director Roehrig is currently investigating and will report back to Board. There was a Trustee inquiry about the ability to specify where a donation will be allocated. Director Roehrig indicated that it is very rare that there is a general donation to the Board, donations are typically made for a specific reason. The money will only be used for the purpose as specified by the donation. If the project is on hold, the money will be held until the project is active again. There was discussion about the application of money raised from a fundraiser at the school level. The policy on fundraising is clear in that there needs to be a specific purpose for the fundraising where the money will be applied.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Cash / Equipment Donations report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

#### **6. Information and Correspondence**

Director Roehrig provided the proofs for the 2018 Christmas Cards which will be ready after the Inaugural meeting on December 4, 2018.



An update was provided regarding a Trustee visit to Sprucedale. The visit will be able to occur in December.

There was a reminder for the Trustees to confirm their attendance for the upcoming OCSTA Trustees Seminar which will be held in January.

Director Roehrig presented thank-you cards that were addressed to Board from staff.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives all Information and Correspondence since the last meeting.

**Carried**

## **5. Committee and Staff Reports**

### **5.1 Trustee Expenses Online**

Director Roehrig mentioned changes in the reporting process, in that we are trying to become more precise in expenses to better identify where the money is being spent. As such, expenses that have previously been included as "other" were broken out.

There was concern that some of the expenses, as outlined on the report are a direct cost of doing business, and as such should not be included on the report. Director Roehrig indicated that the current policy outlines what is considered a Trustee expense, as well as the requirement to post the report online. Going forward, the policy may be reviewed and changed. Chair Petrella requested a line be added to the report indicating that overall budget was underspent.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Trustee Expenses Online Report.

**Carried**

## **7. Trustee Inquiries – Nil**

## **8. Business In-Camera**

Moved by: Bonnie McKinnon

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: Bonnie McKinnon

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-Camera session.

**Carried**

## **10. Future Meetings and Events**

Chair Petrella drew attention to the future meetings and events.



## **BRANT HALDIMAND NORFOLK Catholic District School Board**

### **Minutes**

Catholic Education Centre  
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#### **11. Closing Prayer**

Chair Petrella led the closing prayer.

#### **11. Adjournment**

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the November 20, 2018 meeting.

**Carried**



**SPECIAL EDUCATION ADVISORY COMMITTEE**

**Tuesday, December 11, 2018 – 9:30 a.m. – St. John’s College – Culinary Arts Classroom**

- Present:** Susan Battin, Jennifer Chapman, Christine Dragojlovich, Lauren Freeborn, Carmen McDermid, Patti Mitchell, Michelle Shypula, Nil Woodcroft
- Guest:** Debbie Dignan – Itinerant Special Education Resource Teacher (SERT) and students from St. John’s College Job Skills Program, Michael McDonald – Superintendent of Education, Kevin O’Sullivan - Department Head for Special Education, Jennifer Svec-Boluk – Culinary Arts Teacher
- Regrets:** Bonnie McKinnon (Trustee), Jill Esposto, Debbie Fullerton, Tracey Taylor, Teresa Westergaard-Hager
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**1. Opening Prayer**

St John’s College Job Skills Students led the group in an opening prayer that they composed together in their Religion class.

**2. Welcome and Opening Comments**

Superintendent Shypula welcomed the group and a round of introductions ensued for the benefit of Mike McDonald, Superintendent of Education for the Board. Greg Picone, Principal for St. John’s College greeted members and thanked them for joining students and holding the meeting at their school.

**3. Presentation**

**3.1 Christmas Breakfast and Job Skills Classroom Tour**

Debbie Dignan (*Itinerant SERT*), Kevin O’Sullivan (*Department Head for Special Education at SJC*), Jennifer Svec-Boluk (*Culinary Arts Teacher*) and students in the Job Skills Program prepared and hosted the SEAC with a Christmas Breakfast. Students worked together to pour coffee and juice and serve the meal then members were joined by the students who assisted in the creation of the food that was provided. Members proceeded for a tour of the students’ Job Skills classroom where they were able to observe first-hand the work of students in the special education department (see Appendix A).

**4. Approval of Agenda**

Moved by: Lauren Freeborn

Seconded by: Susan Battin

THAT the SEAC Committee approves the agenda of the December 11, 2018 meeting.

**Carried**

**5. Approval of Minutes – November 20, 2018**

Moved by: Patti Mitchell

Seconded by: Lauren Freeborn

THAT the SEAC Committee approves the minutes of the November 20, 2018 meeting.

**Carried**





**6. Correspondence**

**6.1 Letter from the Brant Haldimand Norfolk Catholic District School Board SEAC**

Superintendent Shypula provided an overview of the Letter that the Brant Haldimand Norfolk Catholic District School Board SEAC created addressed to Honorable Lisa M. Thompson – Minister of Education (see Appendix B). The letter was in support of Grand Erie District School's amendment of Bill 44 relating to pupils who have Fetal Alcohol Syndrome Disorder (FASD) and sent out to all Chairs of Ontario Special Education Advisory Committees in November.

Superintendent Shypula shared a card of thanks received from Bonnie McKinnon for her gift received from SEAC, which expressed her gratitude to members for their continued contributions.

**7. Community Agency Updates**

***Nil Woodcroft – Manager of Early Childhood Intervention Programs, Haldimand-Norfolk REACH***

The Ministry of Children, Community and Social Services recently released updated Infant and Child Development Program Guidelines. There will be a shift in program delivery as a result of these guidelines. The agency currently provides services to children up until their sixth birthday. Under the new guidelines, they will be shifting to service up until school entry to Junior Kindergarten (JK). If the child does not enter school until grade one the agency will provide services up until the child's sixth birthday. For current participants, the agency will continue to provide service until their sixth birthday. Full implementation of these guidelines will be March 2020. Nil updated that the agency is looking forward to setting up meeting dates and beginning the process of transitioning children to schools and working collaboratively with the Board.

***Christine Dragojlovich – Clinical Manager, Woodview Mental Health & Autism Services***

Christine shared that Woodview Mental Health & Autism Services will be holding their annual Family Christmas Party at Assumption College School next Tuesday, December 18. There is currently over 400 registrants and the festivities will include a visit from Santa Claus. The agency will be providing respite services over the Christmas break, including a respite camp for 10 to 15 children a day who have complex and/or intensive needs until their return to school in January.

***Susan Battin – Senior Therapist, Lansdowne Children's Centre***

Susan updated that Lansdowne Children's Centre has collaborated with the McMaster Children's Hospital Department of Pediatrics to offer a Complex Care Clinic offering a local clinic for children with complex medical issues. The medical team includes Lansdowne Medical Director, Dr. Benjamin Klein, as well as local pediatrician Dr. Daisy Liu, an advanced practice nurse and a respiratory therapist, as well as supporting Lansdowne clinicians. The goal of this clinic is to provide comprehensive and family-centred care to children with medical complexity and technology dependency for children who reside in the Brantford region and ease some of the burdens of travel. Referrals will be accepted from local pediatricians and physicians.



Lansdowne Children's Centre held its annual Christmas party the first weekend in December for their clients and families. There were approximately 900 persons registered and included a visit from Santa. Susan updated that the agency would be holding their 10<sup>th</sup> annual Christmas Concert for Autism on Thursday, December 13 as well.

Further to Nil's update, Susan added that they would be using a new family-friendly report; "The Six "F" words" adapted from *CanChild*, which will be used with families in the transitioning of children to schools. Susan will provide a copy of the report at the next SEAC meeting in January.

***Jennifer Chapman – Child Welfare Supervisor, Haldimand-Norfolk Children's Aid Society***

Jennifer shared that Haldimand-Norfolk Children's Aid Society will be holding their Youth Christmas dinner on Thursday, December 13. Employees will host the dinner and the agency is accepting donations for families. Jennifer updated that the new Education Liaison, Shannon Korber is now working with both school boards on the Joint Protocol for Student Achievement (JPSA).

**8. Reports**

**8.1 Student Achievement Leader: Special Education**

Carmen updated that on Wednesday, November 28 approximately 23 new teachers participated in the New Teacher Induction Program (NTIP) with our Board and received training focused on Special Education. Autism Spectrum Disorder (ASD), Self-Regulation, Safety Plans, Individual Education Plans (IEPs) and key Ministry and Board documents are examples of some of the topics covered. On Friday, November 30 a second NTIP group, including nine new French teachers, also participated in a day of training. Teachers participated in an interactive model on "Helping Educators Defuse Difficult Conversations" from Crisis Prevention Institute (CPI), which is in line with training and methods used by Non-Violent Crisis Intervention (NVC).

Carmen shared that the Board recently implemented Tienet (now called PowerSchool Special Education) to assist with the creation, sharing and tracking of IEPs. On Thursday, December 6 and Friday, December 7, all elementary SERTs and Secondary Special Education Department Heads completed training on how to create an IEP and how to complete all the necessary paperwork for an Identification, Placement and Review Committee (IPRC). Secondary staff will receive further training in the new year.

**8.2 Superintendent of Education**

The Special Education Department conducts annual audits on Individual Education Plans (IEPs) across the District. Currently, school-based Special Education Resource Teachers (SERTs) and their respective schools are notified regarding the general scope and approach of the IEP audit. For example, most recently, the 2017-18 audit focused on IEPs for students in Grades 3 and 6 (excluding IEPs for autism and giftedness). This was part of a Board initiative to ensure that IEPs include important information and supports necessary for individual students writing the Education Quality and Accountability Office (EQAO) assessment in these grades. The audit also identified areas of strengths and where improvements could be made to these cohorts IEPs. These audit results were then discussed.

Moving forward, the Board will be formalizing an IEP audit plan/procedure, which will clearly describe the scope, nature, timing, communication and extent of the work being performed in



the annual audit. This guiding document will then serve as a consistent starting point when planning an audit for each specific year.

Superintendent Shypula shared that the Board is scheduled and looking forward to meeting with Shannon Korber, the new Education Liaison for the Joint Protocol for Student Achievement (JPSA). Dianne Wdowczyk – Mental Health Lead and Susie Picanco – Vice-Principal, St John's College, will be meeting with Shannon to discuss her role and foundational components. The Board is looking forward to the partnership.

## **9. Closing Remarks/ Adjournment**

The meeting adjourned at 11:15 am and Superintendent Shypula thanked members for their contributions to the meeting.

# St. John's College

## Christmas Breakfast and Job Skills Classroom Tour



November 21, 2018

Hon. Lisa M. Thompson  
Minister of Education  
22<sup>nd</sup> Floor, Mowat Block  
900 Bay Street  
Toronto, ON M7A 1L2

Dear Hon. Lisa M. Thompson,

The Special Education Advisory Committee to the Brant Haldimand Norfolk Catholic District School Board supports Grand Erie District School Board's Special Education Advisory Committees' request for support of Bill 44. We request that the Ministry of Education amend the Education Act so that every Board shall promote awareness and understanding of permanent brain injury resulting from prenatal alcohol exposure, including best practices to support pupils who may have FASD.

Thank you and we look forward to your response.

Sincerely,



**Teresa Westergaard-Hager**  
Co-Chair  
Brant Haldimand Norfolk Catholic District School Board  
Special Education Advisory Committee

C: Chairs of Ontario Special Education Advisory Committees





**Board Mental Health Steering Committee Meeting  
Thursday, December 13, 2018 ♦ 9:00 a.m.  
Catholic Education Centre**

**Present:** Dianne Wdowczyk-Meade (Chair), Pat Brophy, Keri Chartrand, Connie McAllister, Carmen McDermid, Heidi Pasztor, Dale Petruka, Michelle Shypula, Arden Smelser, Colin Phee, Chandra Portelli, Rita Raposo, Cindy Miller

**Absent:** Keri Calvesbert, Melissa Connelly, Flora Ennis, Lori Skye-Laforme, Amy Marlett, Michael Pin, Terre Slaght, Paul Tratnyek, Shelley Wagstaff, Susan Wells Andrea Winger

**Minutes Only:** Tracey Austin

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**1. Opening Prayer**

Keri Calvesbert provided an Advent prayer for the group that was led by Dianne Wdowczyk-Meade.

**2. Introductions and Welcome**

Dianne Wdowczyk-Meade welcomed and thanked committee members for attending the meeting.

**3. Approval of the Agenda**

The agenda was approved as circulated.

**4. Approval of the Minutes**

The minutes of the September 27, 2018 Mental Health Steering Committee meeting were approved by consensus.

**5. Information Items**

**5.1 Parent and Youth Engagement Opportunities**

Dianne, Michelle and Colin reported on the Skype session that had occurred earlier this week with the Regional Catholic Parent Involvement Committee (RCPIC). The session provided information on the Board's Mental Health and Well-Being strategy and how it can support the goals identified by parent councils across our district. Goals identified by the councils include:

- How to support various aspects of mental health (e.g. anxiety, depression, low self-esteem);
- Ways to support self-regulation and growth mindsets;
- Ways to support children at home with their learning;
- How to develop partnerships with community organizations;
- Learning more about internet safety and cyber-bullying;
- Ways to support/learn more about mathematics learning; and
- Ways to support the development of healthy coping strategies to best handle real world challenges.

The Skype session was recorded and is available to view at:

<https://web.microsoftstream.com/video/95776d1e-1246-4ef0-b238-838e87421d0a>



Note: The embedded video did not allow for the sound to be recorded (it was available at the time of viewing). The video can be viewed on our board website at:  
<http://www.bhncdsb.ca/page/mental-health-and-well-being>

The Mental Health Steering Committee discussed the noted area of *Social Media* and wondered what could be done from a school and/or public health perspective. Dianne recalled a resource called the *Wait til 8 pledge* whereby parents commit to not giving cell phones to their children until Grade 8. The committee wondered if this could be something shared with elementary school principals and parent counsels (<https://www.waituntil8th.org/>). The committee also wondered about hosting a 'Digital Fast' over Lent and wondered if the health unit could create resources that would address the impact of social media and provide resources to help students and families 'manage boredom'.

**Action item:** Dianne and Dale to explore these ideas further with Senior Administration, Religion and Family Life Consultant and Communications staff. Dianne will also follow up with partners at public health as they move forward with their system planning for next year.

Dianne reported on additional opportunities for parent engagement which include a potential project with Woodview Mental Health and Autism Services. The Woodview parent committee is interested in co-creating a resource with school boards which could be used to assist parent navigation of Special Education and Mental Health Services. This is still in the discussion phase as our board currently offers resources to parents; however, we are open to exploring opportunities to increase uptake.

The Brantford-Brant Community Drug Strategy is planning a *Parenting & Substance Forum* where our involvement is also key to parent engagement. More details to come regarding this event as it is in the early planning stages.

## **5.2 Update on Community Partners**

Dianne and Michelle reported that partnership agreements are currently in the draft phase for Family Counselling Centre of Brant, Nova Vita Women's Services and Powerhouse Project.

## **6 Discussion Items:**

### **6.1 Student Resiliency/Support Plan**

Half the committee worked on this project and agreed more work and consultation needed to be done. Pat Brophy wondered if this concept could be brought up to the Cohort meeting happening later this week in order to glean opinion from the Student Success Teams.

**Action item:** Dianne to request to be put on the agenda for upcoming Cohort meeting.

### **6.2 Suicide Intervention Administrative Policy – review**

Half the committee worked on this project and agreed the policy needed some updating to reflect current best practices. It was also identified that a separate Administrative Procedure addressing Non-Suicidal Self Injury/Self Harm be considered.

**Action Item:** The Suicide AP will continue to be reviewed by the Student Support Services Team.



**Brant Haldimand Norfolk  
Catholic District School Board**

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**7. Upcoming events & training:**

- Mental Health and Well Being PA Day: April 12, 2019
- Mental Health Week/Catholic Education Week: May 6-10, 2019
- Tragic Events Response Training with Kevin Cameron: May 14-15, 2019

**8. Adjournment**

The meeting was adjourned and members were thanked for their involvement and wished a very Merry Christmas.

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**Upcoming Meetings:** March 7 and June 14, 2019

All meetings run 9am – 11am and will occur at the Catholic Education Centre (322 Fairview Drive, Brantford)  
*Members to be advised as to which ad hoc group will be meeting on the above dates.*



**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: January 15, 2019  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**GOALS FOR 2019-20 BUDGET**  
Public Session

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**BACKGROUND INFORMATION:**

The Board completed its multi-year Strategic Plan 2015-18 in June 2018.

The Strategic Plan was built upon the following pillars:

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

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

***Hearts on Fire: Journey, Encounter, Transform (Luke 24:32).***

**DEVELOPMENTS:**

Staff are making recommendations for the Board to support a continuation of the work currently in place that extend the work of the 2018 strategic plan; subject to changes in focus resulting from a new multi-year strategic plan. These changes may include incorporation of new priorities of the provincial government.

Given the results of the provincial election this past June of 2018, 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. Since the election, there have been very few details regarding the operational aspects of the Government's education priorities. As such, flexibility for future planning is necessary.

Budget goals should contemplate support for:

- High levels of student achievement; especially in mathematics and literacy\*;
- Deepening of faith formation and catechesis for students and adults\*;
- Fostering safety and health in our schools\*.

**RECOMMENDATION:**

WHEREAS the Board has approved the following goals in its 2018 strategic plan:

- High levels of student achievement; especially in mathematics and literacy\*;
- Deepening of faith formation and catechesis for students and adults\*;
- Fostering safety and health in our schools\*.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Goals for 2019-20 Budget.

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

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Committee of the Whole  
Submitted on: January 15, 2019  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### UPDATE TO THE FIVE-YEAR FACILITIES RENEWAL PLAN Public Session

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#### **BACKGROUND INFORMATION:**

In April 2016, staff of the board brought a Five-Year Facilities Renewal Plan to the Accommodations Committee for discussion, review and, subsequently, to the Board for approval. This report is an update to the previous five-year plan. It should be noted that as with any capital plan, a funding source for capital projects is always a concern. In addition to Ministry School Renewal and School Condition Grant allocations, which are usually available each year, the Board continues to be in a favourable position with respect to both Surplus and Proceeds of Disposition (POD).

In an effort to maintain the facility assets of the Brant Haldimand Norfolk Catholic District School Board to their highest standards, the Facilities Department monitors building conditions and allocates available funds. Yearly, based on enrolment, the Board receives a School Renewal Grant, on average, of approximately \$1,400,000. In addition, beginning in the 2011-12 school year and continuing until end of year 2018-19 as presently committed, the Board has received a School Condition Improvement Grant of approximately \$2,247,130, which was to be used for capital-related projects.

Over a period of years, the Board has identified and completed capital projects that were to be financed from future revenues. School Renewal was one of the revenue streams that was considered as a funding source for past capital projects.

The Five-Year Facilities Renewal Plan report, submitted in April 2016, has been edited to indicate projects that have been completed since the report was originally brought to the Board. Text in the report has been coloured red if the project has been completed. This report will also identify new projects, which are targeted for completion within the existing Five-Year Plan timeframe so that the Board may continue to maintain quality learning assets for our students. This report will also specify capital improvements, which require financing and the funding source for the improvements.

#### **DEVELOPMENTS:**

Sections of the following report summarize the main areas of Board facilities, which either have been addressed (in red) or must be addressed so that our buildings are maintained in a safe and operational manner. Some of the sections contain charts that detail potential expenditures on a year-by-year basis.

## PROPOSED CAPITAL UPGRADES 2015-19

### Energy Related - Capital Upgrades Specific to Secondary Schools

#### Holy Trinity Catholic High School

##### **Boilers**

One of three atmospheric heating boilers has failed and two of three domestic hot water boilers have failed. All three atmospheric heating boilers are oversized and inefficient. A commercial-size water softener and three-way mixing valve should be installed to protect equipment. This upgrade should be completed in two phases:

- Phase 1 cost to replace the domestic hot water system is approximately \$180,000.
- Phase 2 cost to replace the atmospheric boilers with right-sized, high-efficiency boilers is approximately \$200,000. **Phase 1 and Phase 2 completed in 2017 and 2018.**

##### **Chiller**

The chiller is oversized and cannot be zoned to cool isolated areas of the school. Due to the size and complexity of the chiller, annual repairs and preventive maintenance contracts are required, including summer start-up and winterization. Small modular chillers can be used to sequentially stage and meet cooling demands during non-peak season and summer shut-down. The cost to replace the existing chiller with more efficient modular chillers is approximately \$200,000.

##### **Commissioning / Balancing**

Variable Air Volume (VAV) boxes supply fresh air to each room and, currently, they are out of balance. The entire HVAC system requires commissioning and re-balancing. The cost to rebalance air system and commission the HVAC system is approximately \$150,000.

##### **Heat Recovery**

The school was never designed to recover waste heat or cooling, which, typically, is accomplished by enthalpy wheels. New buildings are required, by code, to have energy recovery. The cost to conduct a feasibility study and mechanical review is approximately \$20,000.

#### St John's College

##### **Heat Pumps, Light Fixtures, Ceiling Tiles**

Existing heat pumps are inefficient, have ongoing maintenance problems and need replacing. In addition, corridor light fixtures contain outdated T12 florescent tubes and need replacing with high efficiency T8 tubes with electronic ballasts. Replacement of classroom light fixtures was completed in 2010. Corridor ceiling tiles will be replaced during the lighting upgrade. Phase 1 (second floor) of the heat pump / lighting upgrade was completed in 2015. Phase 2 (first floor) of the heat pump / lighting upgrade will be completed in the summer of 2016; with an estimated total cost of approximately \$450,000. **Phase 1 completed in 2015. Phase 2 was completed in 2016.**

## Energy Related - Capital Upgrades Specific to Elementary Schools

### Boilers

A number of elementary schools still have old, inefficient boilers that should be replaced with high- efficiency boilers. Based on age and condition, the following boilers will be replaced in order of priority:

Schools Based on Priority	Cost
St. Michael's School, Walsh. <b>Completed in 2017.</b>	\$175,000
Sacred Heart School, Langton. <b>Completed in 2017.</b>	\$175,000
St. Peter School, Brantford. <b>Completed in 2018.</b>	\$175,000
St. Michael's School, Dunnville. <b>Completed in 2018.</b>	\$175,000
<del>Our Lady of LaSalette, LaSalette</del>	<del>\$175,000</del>
Notre Dame Catholic Elementary School, Caledonia	\$300,000
Holy Family School, Paris (Boilers & AHU)	\$300,000
St. Mary's School, Hagersville	\$250,000
St. Patrick School, Brantford	\$50,000
Our Lady of Fatima, Courtland (MAU & HVAC)	\$150,000

### Domestic Hot Water Upgrade

Assumption College School currently utilizes four boilers for plant heat. One of the boilers must run continuously as it also feeds the domestic hot water system. This boiler will be eliminated from needing to supply the hot water system and will be replaced with a right-sized, capable boiler.

Schools Based on Priority	Cost
Assumption College School	\$300,000

### Roof Top Units (RTUs)

Some elementary schools rely solely on gas-fired RTUs to supply all heating, cooling and ventilation. These units are original and typically sit on roofs exposed to the elements, which shortens their life cycle. It is recommended that original RTUs be replaced with economizers to take advantage of free cooling during shoulder seasons (spring and fall).

The following schools do not have boilers. Based on age and condition, the following roof top units will be replaced in order of priority:

Schools Based on Priority	# of Units	Cost
Resurrection School, Brantford. <b>Completed in 2017.</b>	12	\$96,000
Christ the King School, Brantford. <b>Completed in 2017.</b>	2	\$24,000
Our Lady of Providence Catholic Elementary School, Brantford	7	\$140,000
Holy Cross School, Brantford. <b>Completed in 2017.</b>	2	\$24,000
The following schools rely on gas-fired units to supply heating and cooling to part of the School		
St. Cecilia's School, Port Dover. <b>Completed in 2017.</b>	2	\$135,000
St. Michael's School, Dunnville. <b>Completed in 2017.</b>	1	\$8,000
St. Mary's School, Hagersville. <b>Completed in 2017.</b>	1	\$8,000
Holy Family School, Paris. <b>Completed in 2017.</b>	4	\$32,000
Notre Dame Catholic Elementary School, Caledonia. <b>Completed in 2017.</b>	1	\$8,000

### Water Savings Measures

Replace flush boxes with flush valves in all boy's washrooms. The cost to replace the flush boxes with flush valves is approximately \$7,000 per washroom.

### Electrical Upgrades

Replace all exterior High-Pressure Sodium (HPS) lights with Induction / LED lights and tie the lighting system into the Building Automation System (BAS) for scheduling. The cost to replace the HPS lights with Induction / LED lights is approximately \$10,000 per small elementary school and \$13,000 per large elementary school and secondary schools.

Some small elementary schools still have the original electrical primary service entering the building. These small electrical services limit the ability to perform mechanical upgrades. Parts for the service are scarce or obsolete and the service is end-of-life. The cost to replace the electrical service is budgeted at approximately \$100,000 per school. No elementary schools are scheduled for electrical service upgrades in the next five years.

### Building Automation System (BAS)

In schools, which have a six-pack portable arrangement, the six-packs should be tied into the BAS for energy savings. The cost to make modifications for tie-in is estimated to be \$15,000 per six-pack.

### Windows

Windows in elementary schools are in various states of condition. Most are the original windows when schools or additions were built. Window replacement has been randomly completed, based mainly on observed condition. Schools were identified in the 2010 Morrison Hershfield Energy Audit and Condition Survey needing replacement with double low-e or triple glazed windows. An allocation of \$40,000 / year is recommended for window upgrades throughout the system.

### Make-Up Air Units (MAU)

Based on age, ventilation units in some elementary schools need replacing. This provides an opportunity to install more efficient equipment. Schools listed below have aging MAUs supplying ventilation to the gymnasium.

Based on age and condition, the following MAU units will be replaced in order of priority:

Schools Based on Priority	Cost
St. Cecilia's School, Port Dover. <b>Completed in 2017.</b>	<b>\$30,000</b>
St. Frances Cabrini School, Delhi (Library, Computer Lab)	\$50,000
St. Michael's School, Walsh. <b>Completed in 2017.</b>	<b>\$30,000</b>
St. Peter School, Brantford	\$50,000
St. Patrick's School, Caledonia	\$50,000
St. Stephen's, Cayuga	\$80,000

### Energy Related - Capital Upgrades Related to both Elementary and Secondary Schools

#### Roofing

Roof replacement strategies are based on IRC Consulting Engineers assessments and condition surveys. R-values in older roofing systems are generally 12 or lower depending on the amount of water saturation and insulation thickness. New roofing systems have R-values in the range of 20 to 24.

The following schools are organized by year of replacement with budget costs.

School	Recommendations	2015-16	2016-17	2017-18	2018-19	2019-20
Assumption College School	Roof Area 3.2 3.3, 3.4, 3.5, 3.6, 4.5, 4.7			\$500,000	\$1,500,000	
Christ the King, Brantford	Roof Area 1.3, 1.4, 3.1				\$215,000	
Holy Cross, Brantford	Roof Area 3.1, 3.2 3.3, 3.4, 1.2, 2.2, 4.1			\$260,000		
St. Cecilia's, Port Dover	Roof Area 1.1, 3.1, 4.1, 5.1				\$235,000	
St. Frances Cabrini, Delhi	All Roof Areas					\$624,000
St. John's College, Brantford	Roof Area 5.1, 1.4 coating		\$305,000			
St. Joseph's, Simcoe	Roof Area 1.1, 1.2		\$230,000			
	Roof Area 2.1, 6.1, 7.1					\$275,000
Sacred Heart, Langton	All Built-Up Roofing (BUR) areas	\$600,000				
St. Leo, Brantford	Roof Area 3.1, 3.2, 5.1				\$310,000	
St. Mary's, Hagersville	Facia, soffit, eaves	\$62,000				
St. Michael's, Dunnville	Roof Area 1.1, 1.2, 1.3, 1.4 1.5, 1.6, 1.7, 2.1, 3.1			\$223,000		
St. Patrick's, Caledonia	Roof Area 2.1, 3.1 4.1, 4.2, Canopy			\$250,000		
St. Peter, Brantford	Roof Area 1.1, 1.2, 2.1		\$285,000			
St. Stephen's, Cayuga	Roof Area 4.1	\$43,000				
	Roof Area 1.1, 2.1, 2.2, 2.3, 3.1				\$230,000	
St. Theresa, Brantford	Roof Area 1.1, 1.2, 2.2 2.3			\$65,000		
<b>Total Completed</b>		<b>\$705,000</b>	<b>\$820,000</b>	<b>\$1,298,000</b>	<b>\$525,000</b>	
<b>Total Remaining</b>					<b>\$1,965,000</b>	<b>\$899,000</b>

### Window Treatments

An engineering study was completed by Morrison Hershfield in 2006 to determine the best practical choice for window coverings; based on solar absorptivity and shading coefficients. Windows are the greatest source of wasted energy. Our recommendation is to comply with the engineer's report and select coverings with a shading coefficient of 0.2 (20% solar energy penetrates) on sunny exposures. Replacement of window coverings will be scheduled; based on greatest need and greatest return throughout the system.

### Sealants and Caulking

Sealants and caulking around windows and masonry joints are an inexpensive and effective way to reduce drafts and water penetration. Typical elementary schools cost approximately \$10,000 and secondary schools \$30,000 to remove and replace all sealants and caulking. Replacement of sealants and caulking will be scheduled; based on greatest need and greatest return throughout the system.

### Weather Stripping

Proper weather stripping around exterior doors, particularly door sweeps and thresholds, dramatically reduces drafts. Evidence of poor weather stripping can often be seen at the bottom of exterior gym doors. Costs to replace sweeps and thresholds vary, but estimates range from \$3,000 per elementary school to \$9,000 per secondary school. Replacement of weather stripping will be scheduled; based on greatest need and greatest return throughout the system.

## Non-Energy Related - Capital Upgrades Related to both Elementary and Secondary Schools

### Structural Upgrades

SIPOREX is a lightweight autoclaved aerated concrete (AAC) structural roof panel located in four elementary schools; Christ the King, Brantford; St Joseph's, Simcoe; St Michael's, Walsh, and St Peter, Brantford. It is highly susceptible to moisture and loses strength when wet. It is prone to creep (sagging) after long periods of time. To date, there is no evidence that any of these panels are unsafe in our schools; however, these panels will be monitored and should problems arise, immediate action will be taken. As per an engineering study, undertaken in 2009, the panels continue to be in good condition. However, the Board should, again, consider an engineering study in order to be proactive in its assessment of the panel conditions. In 2019, a new engineering study is estimated to cost \$20,000.

### Accessibility for Ontarians with Disabilities Act (AODA) Compliance

This Act requires full accessibility in all public buildings by 2025. Future building code changes and compliance related to AODA will have a financial impact on future Board budgets. New building design and older building retrofits will be required. During the next five years, \$60,000 annually, should be allocated for retrofits or for purchasing equipment to comply with AODA legislation.

### Parking Lot and Play Area Pavement

Parking lots continue to be a high source of maintenance and are often deferred due to high capital costs. There are six Shared Parking Agreements with local parishes and adjoining schools; whereby various Diocese own most, or all of the parking lot and our schools use the parking lots for staff or bus parking. Many are in poor condition and in need of replacing. The Board has been approached to share some of the replacement costs at schools with shared parking agreements. Also, a number of schools have parking lots that are in poor condition or need additional maintenance.

The following parking lot / play areas have been identified for rebuild:

Schools	Area	Cost
Assumption College School, Brantford	All South Parking Lots and Driveways	\$260,000
	West Bus Lane	\$100,000
	Student Parking and Entrance	\$115,000

Schools	Area	Cost
St. Joseph's School, Simcoe	Parking Lot	\$100,000
	Sidewalk	\$12,000
St. Theresa School, Brantford	Parking Lot	\$100,000
St. Patrick's School, Caledonia	Parking Lot	\$90,000
St. Frances Cabrini School, Delhi	Play Area	\$65,000
St. John's College	Student Back Parking & Driveway	\$350,000

### Masonry

Based on a condition assessment completed by Morrison Hershfield in 2005, and again in 2010, masonry repairs are needed in our schools. Repair of masonry will be scheduled; based on greatest need. Annual, committed funds of \$40,000 is required for these repairs. A future report will also need to be commissioned to re-examine and update the state of masonry in our schools.

### CCTV Security Cameras

Camera systems in secondary schools are dated and require update to higher-resolution current technologies. Cameras for elementary schools will follow; as required.

Schools	Area	Cost
Assumption College School, Brantford	Whole School	\$50,000
St. John's College, Brantford	Whole School	\$50,000
Holy Trinity Catholic High School, Simcoe	Whole School	\$100,000

### Classroom Unit Ventilators

Unit ventilators typically found under classroom windows on exterior walls, supply hydronic heat and ventilation to classrooms. Most of these older-style units do not have air conditioning (A/C) and no older-style units have energy-recovery ventilators (ERV's). Some units are nearing the end of their lifecycle and should be replaced with units that have A/C and ERV's. Typical retrofit costs vary between \$20,000 and \$30,000 per classroom. Classroom HVAC systems will be installed; based on greatest need throughout the system.

Schools	Area	Cost
St. Peter School, Brantford	Specified Rooms	\$200,000
St. Theresa School, Brantford	Specified Rooms	\$200,000

### Lifting Devices

St. Johns College is a two-level, split level school at the main north entrance. The handicap lift is currently locked-out and needs major repair; which entails restoring it to building code standards. **The cost to replace the car and controls was \$32,000 and this work was completed in Summer 2018.**

St. Frances Cabrini School is a two-level, split school. To allow for full wheelchair access, a ramp or lift is needed in the south hallway. **The ramp was completed during the two-room addition in Fall 2018.**



## **Portable Classrooms**

Over the past ten years, the Board has reduced its dependence on portable classrooms from 102 units. The average age of the remaining portables is over 21 years. The Ministry of Education guideline for portable classroom lifecycle is 20 years. Portable classrooms are inspected monthly and annually with maintenance completed accordingly.

Options for portable classrooms are as follows:

- Repair as needed.
- Replacement Program; at a cost of approximately \$80,000 each.
- Lease-to-Own Program (5 years); at a cost of \$16,500 / year each.

### **NOTE:**

- Since 2016, a six-room port-a-pack with interconnecting hallway, including site preparations, foundations and utilities to accommodate French immersion at St. Joseph's School, Simcoe has been added. In Summer 2019, a two-room port-a-pack with interconnecting hallway, including site preparations, foundations and utilities to accommodate French immersion at St. Joseph's School, Simcoe has been scheduled for purchase and installation. The estimated cost is \$450,000. Should it be required, a new, two-room port-a-pack with interconnecting hallway will be added in 2020; at a cost of \$325,000. Should it be required, a new, two-room port-a-pack with interconnecting hallway will be added in 2021; with a cost of \$325,000.
- In 2017 and again in 2018, a two-room port-a-pack with interconnecting hallway; including site preparations, foundations and utilities to accommodate French immersion at St. Leo School, Brantford was added. In Summer 2019, a two-room port-a-pack with interconnecting hallway, to accommodate French immersion at St. Leo School, Brantford has been scheduled for purchase and installation. The estimated cost is \$325,000.
- In 2018, a four-room port-a-pack with interconnecting hallway, including site preparations, foundations and utilities to accommodate enrolment pressures at St. Basil Catholic Elementary School, Brantford was added. In Summer 2019, a two-room port-a-pack with interconnecting hallway, to accommodate enrolment pressures at St. Basil Catholic Elementary School, Brantford has been scheduled for purchase and installation. The estimated cost is \$325,000.

The Board's accumulated surplus has and will continue to fund the port-a-pack classrooms.

## **Proceeds of Disposition**

In September 2018, the Ministry released Memorandum *2018:SB19 Cash Management Strategy Proceeds of Disposition*. This strategy is similar to the strategy introduced earlier in the year; whereby the Ministry delays forwarding part of the grant payment to school boards until the adjusted accumulated surplus and deferred revenue balances (ASDR) meet the criteria as established in Memorandum *2018:SB05 Cash Management Strategy*. In August 2018, the Ministry indicated it would be expanding the cash management strategy to include proceeds of disposition (POD) balances in the calculation of the delayed grant payment (DGP). School boards were required to submit a schedule indicating when and where the POD balance would be potentially used. BHNCD SB indicated that between February 2019 and August 2019 \$200,000 would be utilized for gymnasium and high bay lighting, \$250,000 would be utilized for exterior LED lights, \$200,000 would be utilized for CCTV security, \$1,000,000 would be utilized for roofing upgrades and \$600,000 would be utilized for mechanical upgrades; including boilers, roof top units and similar projects throughout the schools. It is possible that some projects

associated with POD will not be executed. It is also possible that other more urgent or synergistic projects may be substituted to ensure efficiencies are realized during the project execution stage.

### Five-Year Costing Summary

The following table details the above-mentioned remaining projects and funding source for 2018-20.

<b>Recommendation</b>	<b>2018-19</b>	<b>2019-20</b>
<b>Engineering Reports</b>		
Siporex-Structural Review		
Holy Trinity Catholic High School Mechanical Review		
St. Joseph's School Mechanical Review	\$20,000	
Energy Audit		
<b>Windows and Doors</b>		
Window and Door Replacement	\$40,000	\$60,000
<b>Roofing</b>		
Roof Replacement	<b>\$1,965,000</b>	<b>\$899,000</b>
<b>Plumbing</b>		
Washroom Upgrades	\$25,000	\$50,000
Replace Flush Boxes with Flush Valves	\$14,000	\$14,000
<b>CCTV</b>		
Secondary School Cameras	\$200,000	
<b>Accessibility for Ontarians with Disabilities Act</b>		
AODA Compliance	\$60,000	\$60,000
<b>Mechanical</b>		
Boiler Upgrade	\$700,000	\$200,000
Make-Up Air Units (MAU)	\$430,000	\$100,000
Roof Top Unit Replacement (RTU)	\$140,000	
Classroom HVAC Upgrades	\$180,000	
St Johns College Heat Pumps and Corridor Lights		
Holy Trinity Catholic High School Boilers and Domestic Hot Water (DHW) System		
Holy Trinity Catholic High School Chiller		\$200,000
Holy Trinity Catholic High School Balancing and Commissioning		
Enthalpy Wheel	\$300,000	
<b>Electrical</b>		
Exterior LED Lights	\$125,000	\$125,000
Gymnasium and High Bay Lighting	\$200,000	
<b>Site Restoration</b>		
St. John's College Site Restoration		
Paving	\$415,000	\$115,000
St. Michael's School, Walsh Drain		

<b>Recommendation</b>	<b>2018-19</b>	<b>2019-20</b>
<b>Masonry</b>		
Masonry Repairs	\$40,000	\$40,000
Sealant Caulking Weather Stripping	\$30,000	\$30,000
<b>Portable Upgrades</b>		
Purchase Two Single Portables	\$180,000	
Six-Pack BAS Tie In	\$15,000	
St. Joseph's School Two-Pack and Site Upgrade 2019	\$450,000	
St. Leo School Two-Pack 2019	\$325,000	
St. Basil Catholic Elementary School Two-Pack 2019	\$325,000	
<b>Renewal</b>		
Principals' Renewal	\$350,000	\$350,000
<b>Total Overall Expenditure</b>	<b>\$6,529,000</b>	<b>\$2,293,000</b>

## FUNDING SOURCE

<b>GRANT</b>	<b>2018-19</b>	<b>2019-20</b>
School Condition Improvement Allocation (SCIA)	\$2,679,816	Unknown
Accumulated Surplus	\$1,645,000	
School Renewal	\$2,026,711	Unknown
Proceeds of Disposition	\$1,000,000	
<b>Total</b>	<b>\$7,351,527</b>	
<b>Surplus Grant Available to Offset Other Previously-Committed Projects</b>	\$822,527	

It is noted above that four funding sources, School Condition Improvement Allocation (SCIA), Accumulated Surplus, School Renewal and Proceeds of Disposition are required to offset 2018-19 planned expenditures. With the change in the provincial government in June 2018, the SCIA for 2019-20 is not guaranteed. It is likely, however, that the School Renewal Allocation will continue. Should revenue in 2019-20 not cover expenditures, projects will be downscaled or alternative funding sources will be introduced.

### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Update to the Five-Year Facilities Renewal 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 15, 2019  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**BUDGET PROCEDURES MANUAL**

Public Session

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**BACKGROUND INFORMATION:**

Each year, a Budget Procedures Manual is prepared to guide staff in the preparation of departmental budgets and to provide a timetable for the budget process.

**DEVELOPMENTS:**

Attached is the proposed 2019-20 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 Committee of the Whole refers the Budget Procedures Manual Report to the Brant Haldimand Norfolk Catholic District School Board for approval of budget procedures as outlined in the 2019-20 Budget Procedures Manual (September 1, 2019 to August 31, 2020).

**Brant Haldimand Norfolk Catholic  
District School Board**



**2019 - 20**  
**BUDGET PROCEDURES MANUAL**  
(September 1, 2019 to August 31, 2020)

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## ACTION PLAN AND TIME LINE

The following is an Action Plan with suggested time lines for the development of the 2019-20 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 2018
Budget Procedures Manual to be prepared and distributed to all superintendents, principals and department managers.	December 2018 / January 2019
Senior Administration to prepare goals and priorities for the year.	December 2018 / January 2019
Departmental expenditure estimates to be prepared in consultation with all relevant persons, consolidated, prioritized and forwarded to the Finance Department.	March 2019 / April 2019
Finalize Enrolment Estimates utilizing Secondary Credit Counts.	April 2019
Finance Department to summarize, collate and consolidate all departmental submissions and prepare Preliminary Expenditure Estimates.	April 2019 / May 2019
Analysis of Preliminary Expenditures and Estimates by Senior Administration.	May 2019
Budget Committee to receive and review the Preliminary Estimates.	May 2019 / June 2019
Board to approve the Final Budget.	June 2019

## 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 2019-20 Budget. Assume staffing levels in each department cannot increase over the 2018-19 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 2018-19 budget as a MAXIMUM limit for 2019-20 budget.

The following should be used to establish 2019-20 expenditure budgets:

**Salaries and Benefits:**

- Actual staff salary costs projected to be in effect at September 1, 2019 for the period September 1, 2019 to August 31, 2020.

**Expenses:**

- Instructional: Budgeted on an *as required* basis, but not more than the 2018-19 budget unless there are acceptable explanations for an increase.
- Non-Instructional: Budgeted on an *as required* basis, but not more than the 2018-19 budget.

**Major Maintenance / Capital Expenditures:**

- Estimated expenditures based on identified projects to be completed in the period September 1, 2019 to August 31, 2020. The total is not to exceed the 2018-19 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, 2019.

**Other Expenses:**

- All other expenses should be based on actual, identified needs in this period, i.e., September 1, 2019 to August 31, 2020.

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 2019-20 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 2019-20 budget year. Administration will use the 2018-19 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	<ul style="list-style-type: none"> <li>• Catholicity</li> <li>• Communications</li> <li>• Enrolment (Recruitment &amp; Retention)</li> <li>• Equity &amp; Inclusive Education</li> <li>• Faith Formation</li> <li>• Policies &amp; Administrative Procedures</li> <li>• Religion &amp; Family Life Programs</li> <li>• Strategic Planning</li> <li>• Student Achievement</li> <li>• Succession Planning</li> </ul>

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

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

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

Superintendents will be responsible for the preparation and collation of budget information in their respective areas for the system.

### **Role of Senior Administration**

In April 2019, based on submissions from all departments (including schools), Senior Administration will review and analyze the 2019-20 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 2019-20 Preliminary Expenditure Estimates for presentation to the Budget Committee in May 2019, 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 2019-20 Final Draft Budget for presentation to the Budget Committee in May 2019.

### **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 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 2019-20 Budget (assuming final revenue information has been released by the Ministry of Education in a timely fashion) not later than June 30, 2019 for submission to the Province at that time.

# DETAILED INSTRUCTIONS

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

Each superintendent / manager will prepare his / her department's 2019-20 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 2019-20 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 2019-20 Preliminary Estimates, the total amount for school budgets will be set at the same amount per pupil as 2018-19, based on projected enrolment. These amounts may be subject to revision when more precise information is known regarding the 2019-20 school year, including refined enrolment projections.

A Committee, made up of Finance Department staff, Principals, and Superintendents, will examine the Curriculum budget and how it might be allocated between schools and central budgets. The intent is to ensure that schools have sufficient funds for classroom materials and textbooks, but also that system-wide initiatives have the financial support required.

Forms will be completed and submitted by the schools and forwarded to the Finance Department; specifying each school's allocation of its supplies and texts, etc., budget.

## **Building / Maintenance Requirements**

Regular building maintenance is budgeted by Plant Operations staff; based on historical trends and anticipated needs.

The School Renewal Budget is a closed envelope and is intended to address larger project needs, such as roof replacements, mechanical / electrical upgrades, small additions, etc. The amount of the allocation is a function of the Ministry formula and the Board's enrolment. This amount will be included in the budget.

**Timetable for Estimates**

<b>2019-20 BUDGET TIMETABLE</b>			
<b>Date</b>	<b>Responsibility</b>	<b>Procedure</b>	<b>Date Completed</b>
Monday, December 10 <sup>th</sup>	Superintendent of Business & Treasurer	Review Draft Timetable at Senior Administration	December 11 <sup>th</sup>
December 2018 / January 2019	Senior Administration	Finalize Goals and Priorities	December 2018
Thursday, January 10 <sup>th</sup> 4:00 p.m.	Director of Education  Superintendent of Business & Treasurer	Budget Committee - Budget Goal Setting  Budget Committee – Budget Planning (Budget Procedures Manual)	n/a
Tuesday, January 15 <sup>th</sup> 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)	January 15 <sup>th</sup>
Tuesday, February 12 <sup>th</sup>	Manager of Finance	Budget Templates to Superintendents and Managers	
Monday, February 25 <sup>th</sup>	Manager of Human Resources	Benefit Information (if available from the Ministry)	
Monday, February 25 <sup>th</sup>	Superintendents of Education, Managers	Draft Expenditure Budgets to Superintendent of Business & Treasurer	
Friday, March 15 <sup>th</sup>	Manager of Finance	Base Salary and Benefits Costing	
Monday, March 18 <sup>th</sup>	Senior Administration	Budget Planning Meeting	



## 2019-20 BUDGET TIMETABLE

Date	Responsibility	Procedure	Date Completed
Monday March 25 <sup>th</sup>	Superintendent of Education – Staffing	Preliminary Enrolment Projections	
Tuesday, April 2 <sup>nd</sup>	Superintendent of Business & Treasurer, Superintendents of Education	Present Draft Expenditure Budgets to Senior Administration <ul style="list-style-type: none"> <li>• Curriculum and Special Education Budgets</li> <li>• Corporate Services Budget</li> </ul>	
Wednesday, April 3 <sup>rd</sup>	Superintendent of Education – Staffing & Senior Administration	Update Enrolment Projections Finalize School Allocations	
Tuesday, April 16 <sup>th</sup>	Superintendent of Business & Treasurer & Senior Administration	Review Expenditure Estimates	
Wednesday, April 17 <sup>th</sup> 4:00 pm	Superintendent of Business & Treasurer	Present Draft Budget (Department Expenditure Estimates) to Budget Committee for: <ul style="list-style-type: none"> <li>• Special Education</li> <li>• Curriculum</li> <li>• Administration</li> <li>• Transportation</li> <li>• School Operations</li> <li>• Information Technology</li> </ul>	
After March 30 <sup>th</sup>	Superintendent of Business & Treasurer	EFIS Software made available by the Ministry of Education	
Monday, April 22 <sup>nd</sup>	Manager of Finance	Complete Revenue Estimates Complete Draft Expenditure Budget	
Monday, April 29 <sup>th</sup>	Superintendent of Business & Treasurer  Superintendent of Education - Staffing	Present Draft Budget (Staffing) to Senior Administration  Present Teaching Staff Allocation to Senior Administration	

### 2019-20 BUDGET TIMETABLE

<b>Date</b>	<b>Responsibility</b>	<b>Procedure</b>	<b>Date Completed</b>
Tuesday, May 7 <sup>th</sup> 2:00 p.m.	Superintendent of Business & Treasurer	Present Draft Budget (Staffing) to Budget Committee  Present Teaching Staff Allocation to Budget Committee	
Tuesday, June 4 <sup>th</sup> 4:00 p.m.	Superintendent of Business & Treasurer	Review Final Draft (Expenditure and Staffing) with Budget Committee	
Tuesday, June 18 <sup>th</sup> 7:00 p.m.	Superintendent of Business & Treasurer	Final Budget to Committee of the Whole	
Tuesday, June 25 <sup>th</sup> 7:00 p.m.	Chair of Budget Committee	Final Budget to the Board of Trustees	
October 2019	Chair of the Budget Committee	Budget Committee – Revised Budget Planning	

## 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 15, 2019  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### REVISED BUDGET ESTIMATES – 2018-19

Public Session

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#### **BACKGROUND INFORMATION:**

Each year, the Ministry requires that school boards make available their revised budgeted revenue and expenditures for the school year. The original estimates are normally approved by the Board and submitted to the Ministry by June 30<sup>th</sup> of the prior school year. Prior to the 2012-13 school year, the Ministry did not require that Revised Estimates be approved by school boards; however, our practice has been to recommend approval by the Board and this development does not require a change to our practice.

#### **DEVELOPMENTS:**

The 2018-19 Revised Budget is attached for your information as Appendix A.

The actual Full-Time Equivalent (FTE) enrolment on October 31, 2018 was 50.0 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 50 students. Revised Estimates were compiled based on the assumption that the secondary number of students would decline by 140 students by March 31, 2019; resulting in a projected ADE of 3,468.29. The net increase in the Board is projected to be approximately 67.6 ADE more secondary students from Preliminary Estimates, 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 during 2017-18 all board staff were finally transitioned to the trusts. The budget has been completed to ensure that the premiums generated via the Trusts 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 \$503,000. As a result of restating the Teacher Salary budget to reflect actual staff at October 31, 2018, the revenue associated with the Teacher Compensation Allocation, has decreased by

approximately \$1,057,000; due to teacher qualifications and experience adjustments. Likewise, the actual salaries paid due to movement on the Grid; whereby younger teachers replace more senior staff usually through retirement, is approximately \$1,200,000. For the second year, revenue has been received 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 \$1,270,000 as a direct result of the Board entering into an education agreement for instruction of students at the St. Mary Catholic Learning Centre – Satellite Campus. As well, there has been additional revenue generated by the student enrolment increase and the Special Education Per-Pupil Amount Allocation, which saw an increase in the Junior Kindergarten to Grade 12 benchmarks. The Transportation Allocation has been increased by approximately \$30,000 as a result of increased enrolment. Tuition fees have increased by approximately \$120,000 as a result of increased enrolment in Indigenous students and Other Tuition Paying fees. Shared Facility revenue has increased by approximately \$23,000; representing additional fees allocated to our 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 \$1,089,000.

Revenues are comprised of both Operating Legislative Grants and Education Program – Other (EPO) grants. While legislative grants are largely enrolment based, the EPO grants are usually program based. Many EPO grants are allocated to school boards in March and are included in Preliminary Estimates. However, many EPO grants are added *in year* and are reflected in the Revised Budget. With the change in the provincial government in June 2018, certainty around receipt of the EPO grants in 2018-19 is unclear. The Board continues to maintain both the EPO revenue and expenditure in the budget. However, the grant for the Experiential Learning Teacher has been reduced by \$112,678 as the Board did not hire staff to support the position and the Parents Reaching Out (PRO) Grant has also been reduced by \$13,000 as this reduction has been announced to the sector. While these grants bring additional revenue to the Board, they are 100% allocated within the Expenditure budget; with a net effect to Revised Budget of zero.

It should be noted that for staff listed below who are associated with the Special Education Multi-Disciplinary Supports, the Preparing for Success in High School Initiative and the secondary schools Mental Health Workers EPO, the actual revenue was identified in the Initial Estimates in June 2018 and a lump sum expenditure was also identified. Revised Estimates identify the staffing that is associated with these three revenue allocations. Changes made to the Revised Expenditure Estimates follow:

- A net of 4.3 FTE teachers has been added into the elementary panel as a direct result of student enrolment and the Preparing for Success in High School Initiative.
- A net of 2.4 FTE teachers has been added into the secondary panel as a direct result of student enrolment.
- A net of 6.3 FTE teachers has been added in support of the students at the St. Mary Catholic Learning Centre (SMCLC) - Satellite Campus.
- A net of 2.0 FTE Educational Assistants (EAs) has been added in support of the students at the SMCLC - Satellite Campus. A net of 3.5 FTE EAs has been added as part of the Special Education Multi-Disciplinary Supports announced in the delivery of education sector funding in Spring 2018.
- A net of 2.0 Social Workers have been added in support of the secondary schools as a result of the Mental Health Workers EPO.

- A net of 3.0 FTE Child & Youth Workers has been added as part of the Special Education Multi-Disciplinary Supports announced in the delivery of education sector funding in Spring 2018.
- A net of 1.0 FTE Principal has been added in support of the students at the SMCLC - Satellite Campus.
- A net of 1.0 FTE Secretary has been added in support of the students at the SMCLC - Satellite Campus.
- A 0.5 FTE Library Technician has been added at St. Basil Catholic Elementary School to fully staff the library. The revenue for the position is being made available through the Shared Service Agreement of our co-terminous board.

Within the Finance Department, \$85,000 has been added to Revised Estimates for an application that is designed, specifically, for creating and maintaining public sector budgets. The software provides for a web-based interface that allows budget entry and development, forecasting and analysis, workflow, amendment tracking, fully integrated performance measures and reporting. The software generates reports tied directly to the Ministry EFIS reporting system. The software offers automated workflows allowing for bottom-up and top-down budgets with an extensive multi-level review and approval process. The software is able to generate variance reports of actual expenditures against the budget, as well as establish and track multiple budget versions; while preserving the history of budget increases and decreases. The acquisition of the software will allow for:

- The operating budget to be managed on a monthly, quarterly or annual basis. It also allows for distributed budgeting; where individual contributors can input information and make change requests.
- Salary/Position Planning that supports the ability to accurately model and forecast all costs associated with positions and employees.
- Increased accuracy as users enter their budget requests. Managers can access this information, whether onscreen or via reports, and users can accurately view their actual costs versus budgeted amounts side-by-side and make decisions based on the information at hand.
- Increased efficiency whereby, unlike within an Excel environment, the information is entered once – no duplicate entries. Staff are not required to copy and paste information from one spreadsheet to another and the budget requested can be promoted and approved without the need for another person re-entering data again.
- French Immersion studies are established at five schools throughout the Board. Four of these schools are phasing-in French Immersion on a grade-per-year basis. This phase-in requires a total operating allocation of approximately \$50,000 each year over the balance of the phase-in period. As most of these schools are still introducing French Immersion in the primary grades, the phase-in will last between five to eight additional years. The Revised Estimates include \$50,000 for the French Immersion implementation that will cover:
  - Level GB+ books to be used for guided reading, home reads and independent reading.

- Collections of books in a variety of topics to be used for Read Aloud and Shared Read Lessons in various subject areas.
- Math resources and manipulatives.
- Science and Social studies resources.
- Music, Art and Drama French resources to support curriculum delivery.

In addition to the resources, the classes require equipping for desks, chairs, furniture and shelving.

- The addition of approximately \$42,000 in Revised Estimates is allocated to provide for the purchase of modules from the 10 Essential Practices Security Review/Workshops currently being implemented within the Board. In this project, IBM Canada K-12's Technical Consulting team utilizes the IBM 10 Essential Practices as the framework to help determine the Board's current level of security capabilities. The current security program will be measured against a capability maturity model with findings, recommendations and the development of a strategic roadmap. The Services consist of a workshop and meetings designed to align the Board'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 replace the secondary core switch at Assumption College School and Holy Trinity Catholic High School to handle the increased throughput of upgraded links.
- The addition of approximately \$5,000 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 Board'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 \$200,000 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, seven devices are scheduled for implementation and the Revised Estimate amount will allow for the final 11 schools to be completed. This will complete the new technology footprint in the Board's elementary schools; allowing increased access to technology at the point of instruction to support our essential practices and the development of 21st Century competencies. The new footprint includes four mobile devices in each classroom. In Kindergarten and Grade 1 classrooms, the mobile devices are tablets. In the Grade 2 to Grade 8 classrooms, the devices are laptops. Additionally, a mobile cart of 30 laptop computers and a mobile cart of tablets are available in each school for any class to access. The implementation of the new technology footprint has taken place in cohorts over a two year-time period.
- Educators are expected to use practices and follow procedures that support all students and families and comply with the Board's privacy and safety policies. The Board must strive to ensure that data and information, which educators are sharing, is safe and secure. To this end, the Board has specified *FreshGrade* as an educator platform for secure, efficient and easy-to-use digital tool and assessment tasks. *FreshGrade* is a program that complies with Board safety and privacy policies. *FreshGrade* enables educators, students and parents to deepen the ongoing conversation regarding student learning and is accessible from any device through the web or apps.
  - Educators and students can capture, document and share evidence of learning with parents.
  - Educators can provide feedback and reflections in real time and include parents in the learning process.
  - Educators can tag and filter the evidence of learning for each student in various ways such as the four frames, learning areas or expectations.
  - Student portfolios can be archived and accessed from year to year.

Licenses have been purchased for all Kindergarten students and are reflected as an addition of \$10,000 to Revised Estimates. It should be noted that the Board's intention that *FreshGrade* become the digital platform for all elementary grades in 2019-20.

- The Revised Budget includes two Maintenance vehicles to be added and capitalized at a total cost of \$70,000. The two new vehicles will replace two older vehicles, which will be retired from service. One vehicle is a 2010 Chevrolet Silverado with 201,000 kilometers and the other is a 2010 Chevrolet Express Cargo Van with 202,000 kilometers.
- Since 2016, a six-room port-a-pack with interconnecting hallway, including site preparations, foundations and utilities to accommodate French immersion at St. Joseph's School has been added. In Summer 2019, a two-room port-a-pack with interconnecting hallway, including site preparations, foundations and utilities to accommodate French immersion at St. Joseph's School has been scheduled for purchase and installation. The estimated cost is \$450,000. Should it be required, a new, two-room port-a-pack with interconnecting hallway will be added in 2020; with a cost of \$325,000. Should it be required, a new, two-room port-a-pack with interconnecting hallway will be added in 2021; with a cost of \$325,000.

In 2017 and in 2018, a two-room port-a-pack with interconnecting hallway, including site preparations, foundations and utilities to accommodate French immersion at St. Leo School was added. In Summer 2019, a two-room port-a-pack with interconnecting hallway, to accommodate French immersion at St. Leo School has been scheduled for purchase and installation. The estimated cost is \$325,000.

In 2018, a four-room port-a-pack with interconnecting hallway, including site preparations, foundations and utilities to accommodate enrolment pressures at St. Basil Catholic Elementary School was added. In Summer 2019, a two-room port-a-pack with interconnecting hallway, to accommodate enrolment pressures at St. Basil Catholic Elementary School has been scheduled for purchase and installation. The estimated cost is \$325,000.

The Board's accumulated surplus has and will continue to fund the port-a-packs.

**RECOMMENDATION:**

THAT the Committee of the Whole refers the Revised Budget Estimates – 2018-19, in the amount of \$135,414,336 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**REVENUE ESTIMATES 2018-2019**

	Revised 2018-19	Preliminary 2018-19	Incr (Decr)
<b>GENERAL LEGISLATIVE GRANTS</b>			
<b>Total: Foundation Allocation (includes Primary Class siz</b>	56,239,911	55,736,777	503,134
School Foundation	8,328,336	8,278,711	49,625
Special Education Allocation	16,373,847	15,102,927	1,270,920
Language Allocation	1,718,929	1,731,347	(12,418)
Distant Schools/Small Schools Allocation	2,011	7,299	(5,288)
Remote & Rural Allocation	1,302,066	1,309,101	(7,035)
Rural & Northern Education Allocation	223,848	223,848	-
Learning Opportunity Allocation	2,594,579	2,595,078	(499)
Adult & Continuing Education & Summer School	313,864	302,162	11,702
Teacher Compensation Allocation	9,625,559	10,682,601	(1,057,042)
Benefits Trust Funding	1,327,482	1,327,482	-
New Teacher Induction Program (NTIP)	113,637	88,960	24,677
ECE Q&E Allocation	601,976	684,935	(82,959)
Restraint Savings	(67,355)	(67,355)	-
Transportation Allocation	5,377,410	5,346,636	30,774
Administration & Governance Allocation	4,766,419	4,771,393	(4,974)
School Operations Allocations	10,593,878	10,214,406	379,472
Community Use of Schools	140,860	140,860	-
Declining Enrolment Adjustment	-	-	-
Indigenous Education Allocation	319,876	332,617	(12,741)
Safe and Accepting Schools Allocation	212,524	210,836	1,688
Permanent Financing of NPF	146,395	146,395	-
<b>Total: OPERATING</b>	120,256,052	119,167,016	1,089,036
Temporary Accommodation	10,000	10,000	-
Trustee Association Fee	43,017	43,017	-
Debt Charges Allocation -Interest	2,200,553	2,200,553	-
<b>TOTAL LEGISLATIVE GRANT-OPERATING</b>	122,509,622	121,420,586	1,089,036
<b>Capital Allocation</b>			
School Renewal Allocation	1,646,636	1,639,838	6,798
School Renewal Allocation to Capital / DCC /Deferred	(653,439)	(720,725)	67,286
Short Term Financing	42,000	21,750	20,250
<b>TOTAL LEGISLATIVE GRANT-OPERATING(AFTER CAPI</b>	123,544,819	122,361,449	1,183,370
Amortization of DCC	4,420,762	4,447,821	(27,059)
Allocate to Deferred Revenue DCC(re MTA)	(70,000)	-	(70,000)
SEA Formula based Funding ( (to) fr Deferred)	295,758	295,758	-
Enveloped Funding (to) fr Deferred	(14,477)	(64,477)	50,000
	128,176,862	127,040,551	1,136,311
<b>OTHER REVENUE</b>			
Tuition fees	1,431,238	1,310,060	121,178
Rental Revenue	122,281	116,388	5,893
Interest	130,000	130,000	-
Miscellaneous Revenue	67,584	67,290	294
Shared Facilities	347,214	324,144	23,070
EDC Fund Revenue (re: Debenture Payment)	48,067	48,067	-
<i>Miscellaneous Gov't Grants</i>			
Misc Grants EPO/EFIS	1,282,435	1,413,092	(130,657)
Deferred Revenue	-	-	-
French Monitor Program	18,000	18,000	-
CODE: Technology & Summer Literacy	144,454	144,454	-
SCWI / SWAC	80,000	80,000	-
Ontario Youth Apprenticeship Program	109,736	109,285	451
<b>Total Other Revenue</b>	3,781,009	3,760,780	20,229
<b>TOTAL REVENUE</b>	131,957,871	130,801,331	1,156,540
School Generated Funds	3,500,000	3,500,000	-
<b>Prior Period Adjustment</b>	-	-	-
<b>NET REVENUE</b>	135,457,871	134,301,331	1,156,540
EXPENDITURE (including School funds)	135,414,336	134,257,796	1,156,540
<b>Surplus(deficit) PSAB</b>	43,535	43,535	(0)
EDC Fund Revenue re: prior Land Purchase	-	-	-
Adjustment(for Compliance Purposes)	(43,535)	(43,535)	-
<b>Surplus(deficit) For Compliance (Operations)</b>	0	0	(0)

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>INSTRUCTION</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	57,151,617	-814,804	56,336,813	55,086,065	54,453,050	1,250,748
<b>Employee Benefits</b>						
Total Employee Benefits	8,024,118	49,462	8,073,580	7,147,186	7,144,999	926,394
<b>Staff Development</b>						
10 315 Professional Development - Academic & S.O.'s	266,632	-33,916	232,716	252,908	214,852	-20,192
10 317 Professional Development - Non Teaching	2,090		2,090	2,090	743	0
10 319 Religion Course	5,000		5,000	5,000	12,600	0
Total Staff Development	273,722	-33,916	239,806	259,998	228,195	-20,192
<b>Supplies &amp; Services</b>						
10 320 Textbooks & Learning Materials	120,318	2,404	122,722	123,745	258,845	-1,023
10 322 Books & Periodicals	500		500	500		0
10 324 School Initiatives	0		0	0	24,510	0
10 325 Program Supplies	792,434	47,879	840,313	703,893	678,042	136,420
10 330 Instructional Supplies	959,495	268,000	1,227,495	959,495	346,796	268,000
10 331 Application Software	0		0	0	28,248	0
10 333 New Classroom Set-Up	0	50,000	50,000			50,000
10 335 Printing & Photocopying - Instructional	200,000		200,000	200,000	207,931	0
10 336 Printing & Photocopying - Non-instructional	2,000		2,000	2,000	1,417	0
10 339 First Aid Supplies	7,500		7,500	7,500	6,296	0
10 361 Automobile Reimbursement	73,706	-1,000	72,706	75,462	64,719	-2,756
10 401 Repairs - Furniture & Equipment	5,000		5,000	5,000		0
10 402 Repairs - Computer Technology	0		0	0		0
10 404 Telephone - Cellular	1,200		1,200	1,200	730	0
10 406 Telephone - Data Communications Services	411,100		411,100	464,400	284,172	-53,300
10 414 Student Senate	12,000		12,000	12,000	9,384	0
10 540 School Trips - Transportation	79,354	-1,500	77,854	76,242	131,064	1,612
Total Supplies & Services	2,664,607	365,783	3,030,390	2,631,437	2,042,154	398,953

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>Replacement of F&amp;E</b>						
10 501 Replacement of Furniture & Equipment - General	61,310	1,500	62,810	58,810	206,169	4,000
10 502 Replacement of Furniture & Equipment - Computer	593,828	239,037	832,865	704,176	1,277,008	128,689
10 503 Replacement of Furniture & Equipment - Network	39,250		39,250	46,550	322,204	-7,300
<b>Total Replacement of F&amp;E</b>	<b>694,388</b>	<b>240,537</b>	<b>934,925</b>	<b>809,536</b>	<b>1,805,381</b>	<b>125,389</b>
<b>Rental Expenses</b>						
10 602 Rental/Lease - Furniture & Equipment - Computer	0		0		22,612	0
<b>Total Rental Expenses</b>	<b>0</b>		<b>0</b>		<b>22,612</b>	<b>0</b>
<b>Fees &amp; Contract Services</b>						
10 640 Instructional Advertising	66,000	-2,000	64,000	66,000	68,184	-2,000
10 653 Other Professional Fees	0		0	0	26,562	0
10 654 Other Contractual Services	125,078		125,078	107,338	205,582	17,740
10 661 Software Fees & Licenses	82,500	32,210	114,710	79,200	116,682	35,510
10 662 Maintenance Fees - Computer Technology	157,750	50,300	208,050	190,900	96,868	17,150
10 702 Association & Membership Fees - Individuals	1,200		1,200	1,200	200	0
<b>Total Fees &amp; Contract Services</b>	<b>432,528</b>	<b>80,510</b>	<b>513,038</b>	<b>444,638</b>	<b>514,078</b>	<b>68,400</b>
<b>Other Expenses</b>						
10 701 Association & Membership Fees - Board	0		0	0	2,145	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
<b>Total Other Expenses</b>	<b>3,300</b>		<b>3,300</b>	<b>3,300</b>	<b>3,945</b>	<b>0</b>
<b>Amortization</b>						
10 790 Amortization	142,064		142,064	142,064	142,064	0
<b>Total Amortization</b>	<b>142,064</b>		<b>142,064</b>	<b>142,064</b>	<b>142,064</b>	<b>0</b>
<b>Total INSTRUCTION</b>	<b>69,386,344</b>	<b>-112,428</b>	<b>69,273,916</b>	<b>66,524,224</b>	<b>66,356,478</b>	<b>2,749,692</b>

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>SPECIAL EDUCATION</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	13,607,202	616,001	14,223,203	12,678,231	12,743,141	1,544,972
<b>Employee Benefits</b>						
Total Employee Benefits	2,853,722	108,862	2,962,584	2,753,750	2,637,192	208,834
<b>Staff Development</b>						
12 315 Professional Development - Academic & S.O.'s	19,650	6,000	25,650	20,200	14,433	5,450
12 317 Professional Development - Non Teaching	17,500	650	18,150	16,000	10,944	2,150
Total Staff Development	37,150	6,650	43,800	36,200	25,377	7,600
<b>Supplies &amp; Services</b>						
12 320 Textbooks & Learning Materials	4,500		4,500	5,500	9,206	-1,000
12 325 Program Supplies	89,203	-697	88,506	87,209	133,637	1,297
12 330 Instructional Supplies	6,000	49,706	55,706	8,000	29,356	47,706
12 335 Printing & Photocopying - Instructional	0		0	0	2,221	0
12 336 Printing & Photocopying - Non-instructional	6,500		6,500	8,000	3,869	-1,500
12 361 Automobile Reimbursement	52,700	5,490	58,190	52,067	43,176	6,123
12 402 Repairs - Computer Technology	3,000		3,000	3,000		0
12 404 Telephone - Cellular	1,450	1,440	2,890	1,450	989	1,440
12 405 Telephone - Voice	2,000		2,000	2,000	1,054	0
12 407 Postage	235		235	235	155	0
12 410 Office Supplies & Services	2,500		2,500	2,500	77	0
12 416 SEAC	500		500	500	636	0
12 540 School Trips - Transportation	2,750		2,750	2,750	4,987	0
Total Supplies & Services	171,338	55,939	227,277	173,211	229,363	54,066
<b>Replacement of F&amp;E</b>						
12 501 Replacement of Furniture & Equipment - General	106,500		106,500	106,500	94,227	0
12 502 Replacement of Furniture & Equipment - Computer	405,507	8,650	414,157	393,507	59,452	20,650
Total Replacement of F&E	512,007	8,650	520,657	500,007	153,679	20,650
<b>Fees &amp; Contract Services</b>						
12 654 Other Contractual Services	40,500	138,865	179,365	40,500	31,834	138,865
12 662 Maintenance Fees - Computer Technology	25,740		25,740	25,740		0
12 702 Association & Membership Fees - Individuals	0		0	0	257	0
Total Fees & Contract Services	66,240	138,865	205,105	66,240	32,091	138,865
<b>Total SPECIAL EDUCATION</b>	<b>17,247,659</b>	<b>934,967</b>	<b>18,182,626</b>	<b>16,207,639</b>	<b>15,820,843</b>	<b>1,974,987</b>

December 15, 2018

Revised Budget 2018-2019

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>SCHOOL MANAGEMENT</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	7,212,211		7,212,211	7,071,687	7,098,431	140,524
<b>Employee Benefits</b>						
Total Employee Benefits	1,145,068		1,145,068	1,083,896	1,067,955	61,172
<b>Staff Development</b>						
15 315 Professional Development - Academic & S.O.'s	22,625	4,900	27,525	41,150	55,135	-13,625
15 317 Professional Development - Non Teaching	12,735		12,735	12,735		0
Total Staff Development	35,360	4,900	40,260	53,885	55,135	-13,625
<b>Supplies &amp; Services</b>						
15 324 School Initiatives	0		0	0	19,896	0
15 325 Program Supplies	6,000		6,000	16,000	1,201	-10,000
15 335 Printing & Photocopying - Instructional	0		0	0		0
15 336 Printing & Photocopying - Non-instructional	0		0	0	13,384	0
15 361 Automobile Reimbursement	16,000		16,000	16,000	12,241	0
15 404 Telephone - Cellular	0		0	0	21,392	0
15 405 Telephone - Voice	75,405		75,405	75,405	58,087	0
15 406 Telephone - Data Communications Services	0		0	0	398	0
15 407 Postage	32,046		32,046	32,046	34,198	0
15 410 Office Supplies & Services	136,112	-5,158	130,954	136,112	113,261	-5,158
15 415 School Council Supplies	39,000	-13,000	26,000	39,000	33,100	-13,000
Total Supplies & Services	304,563	-18,158	286,405	314,563	307,158	-28,158
<b>Replacement of F&amp;E</b>						
15 501 Replacement of Furniture & Equipment - General	9,000		9,000	9,000	12,786	0
15 502 Replacement of Furniture & Equipment - Computer	0		0	0	1,009	0
15 503 Replacement of Furniture & Equipment - Network	3,400		3,400	3,350		50
Total Replacement of F&E	12,400		12,400	12,350	13,795	50
<b>Fees &amp; Contract Services</b>						
15 661 Software Fees & Licenses	65,650	750	66,400	64,800	38,793	1,600
15 662 Maintenance Fees - Computer Technology	116,200		116,200	116,200	117,925	0
15 701 Association & Membership Fees - Board	2,300		2,300	2,300		0
15 719 School Courier	20,000		20,000	20,000	15,893	0
Total Fees & Contract Services	204,150	750	204,900	203,300	172,611	1,600
<b>Total SCHOOL MANAGEMENT</b>	<b>8,913,752</b>	<b>-12,508</b>	<b>8,901,244</b>	<b>8,739,681</b>	<b>8,715,085</b>	<b>161,563</b>

December 15, 2018

Revised Budget 2018-2019

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>STUDENT SUPPORT SERVICES</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	807,813	106,181	913,994	758,456	801,918	155,538
<b>Employee Benefits</b>						
Total Employee Benefits	189,506	29,862	219,368	155,417	161,132	63,951
<b>Staff Development</b>						
21 317 Professional Development - Non Teaching	1,500	600	2,100	1,900	2,079	200
Total Staff Development	1,500	600	2,100	1,900	2,079	200
<b>Supplies &amp; Services</b>						
21 325 Program Supplies	2,000		2,000	7,502	7,271	-5,502
21 361 Automobile Reimbursement	11,000		11,000	9,600	16,688	1,400
21 404 Telephone - Cellular	0		0		268	0
21 540 School Trips - Transportation	0		0	760	1,626	-760
Total Supplies & Services	13,000		13,000	17,862	25,853	-4,862
Total STUDENT SUPPORT SERVICES	1,011,819	136,643	1,148,462	933,635	990,982	214,827

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>COMPUTER SERVICES</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	1,015,766		1,015,766	1,005,571	990,607	10,195
<b>Employee Benefits</b>						
Total Employee Benefits	273,688		273,688	262,459	265,526	11,229
<b>Staff Development</b>						
22 317 Professional Development - Non Teaching	29,000		29,000	29,000	9,051	0
Total Staff Development	29,000		29,000	29,000	9,051	0
<b>Supplies &amp; Services</b>						
22 325 Program Supplies	1,710		1,710	1,710	9,599	0
22 332 Books & Periodicals	0		0	0		0
22 336 Printing & Photocopying - Non-instructional	900		900	900	146	0
22 361 Automobile Reimbursement	23,000		23,000	20,000	18,411	3,000
22 402 Repairs - Computer Technology	15,000		15,000	15,000	4,771	0
22 404 Telephone - Cellular	10,500		10,500	9,500	9,704	1,000
22 405 Telephone - Voice	0		0	0	445	0
22 406 Telephone - Data Communications Services	34,000		34,000	34,000	29,657	0
22 407 Postage	400		400	400	106	0
22 410 Office Supplies & Services	2,000		2,000	1,000	1,775	1,000
Total Supplies & Services	87,510		87,510	82,510	74,614	5,000
<b>Replacement of F&amp;E</b>						
22 501 Replacement of Furniture & Equipment - General	1,500		1,500	1,000	284	500
22 502 Replacement of Furniture & Equipment - Computer	4,000		4,000	4,000	93	0
Total Replacement of F&E	5,500		5,500	5,000	377	500
<b>Fees &amp; Contract Services</b>						
22 653 Other Professional Fees	38,368	-32,500	5,868	38,368	150	-32,500
22 654 Other Contractual Services	0	0	0	30,648	0	
22 662 Maintenance Fees - Computer Technology	12,252	20,000	32,252	12,252	9,654	20,000
22 702 Association & Membership Fees - Individuals	1,000		1,000	500	460	500
Total Fees & Contract Services	51,620	-12,500	39,120	51,120	40,912	-12,000
Total COMPUTER SERVICES	1,463,084	-12,500	1,450,584	1,435,660	1,381,087	14,924

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>LIBRARY SERVICES</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	766,024	17,303	783,327	758,937	760,066	24,390
<b>Employee Benefits</b>						
Total Employee Benefits	187,166	5,853	193,019	177,186	184,062	15,833
<b>Staff Development</b>						
23 317 Professional Development - Non Teaching	2,000		2,000	2,000	1,357	0
Total Staff Development	2,000		2,000	2,000	1,357	0
<b>Supplies &amp; Services</b>						
23 320 Textbooks & Learning Materials	20,000		20,000	20,000	882	0
23 321 Library Books	2,000		2,000	2,000	35,077	0
23 325 Program Supplies	14,577		14,577	14,577	12,149	0
23 330 Instructional Supplies	0		0	0	2,612	0
23 335 Printing & Photocopying - Instructional	1,500		1,500	1,500	1,002	0
23 361 Automobile Reimbursement	1,500		1,500	1,500	718	0
23 404 Telephone - Cellular	200		200	200		0
Total Supplies & Services	39,777		39,777	39,777	52,440	0
<b>Replacement of F&amp;E</b>						
23 501 Replacement of Furniture & Equipment - General	0		0		1,500	0
23 502 Replacement of Furniture & Equipment - Computer	0		0		258	0
Total Replacement of F&E	0		0		1,758	0
<b>Fees &amp; Contract Services</b>						
23 662 Maintenance Fees - Computer Technology	33,004		33,004	33,004	24,042	0
Total Fees & Contract Services	33,004		33,004	33,004	24,042	0
Total LIBRARY SERVICES	1,027,971	23,156	1,051,127	1,010,904	1,023,725	40,223



**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>GUIDANCE SERVICES</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	850,903		850,903	834,308	892,575	16,595
<b>Employee Benefits</b>						
Total Employee Benefits	110,058		110,058	100,110	101,422	9,948
<b>Supplies &amp; Services</b>						
24 330 Instructional Supplies	0		0	0	722	0
24 335 Printing & Photocopying - Instructional	0		0	0	4,409	0
Total Supplies & Services	0		0	0	5,131	0
<b>Replacement of F&amp;E</b>						
24 501 Replacement of Furniture & Equipment - General	0		0	0		0
Total Replacement of F&E	0		0	0		0
<b>Total GUIDANCE SERVICES</b>	<b>960,961</b>		<b>960,961</b>	<b>934,418</b>	<b>999,128</b>	<b>26,543</b>

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>TEACHER SUPPORT SERVICES</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	1,347,799		1,347,799	1,405,185	1,339,299	-57,386
<b>Employee Benefits</b>						
Total Employee Benefits	153,123		153,123	146,332	143,441	6,791
<b>Staff Development</b>						
25 315 Professional Development - Academic & S.O.'s	23,200	127	23,327	24,200	19,612	-873
25 325 Program Supplies	0		0	0	53	0
25 361 Automobile Reimbursement	3,000		3,000	3,000	1,147	0
Total Staff Development	26,200	127	26,327	27,200	20,812	-873
<b>Supplies &amp; Services</b>						
25 325 Program Supplies	35,698	-1,500	34,198	35,698	5,045	-1,500
25 335 Printing & Photocopying - Instructional	8,500		8,500	9,000	6,705	-500
25 361 Automobile Reimbursement	15,895		15,895	15,695	17,751	200
25 404 Telephone - Cellular	1,800		1,800	1,800	1,533	0
25 702 Association & Membership Fees - Individuals	0		0		158	0
Total Supplies & Services	61,893	-1,500	60,393	62,193	31,192	-1,800
<b>Replacement of F&amp;E</b>						
25 502 Replacement of Furniture & Equipment - Computer	0		0	0		0
Total Replacement of F&E	0		0	0		0
<b>Fees &amp; Contract Services</b>						
25 701 Association & Membership Fees - Board	10,000		10,000	10,000	9,499	0
25 702 Association & Membership Fees - Individuals	1,577		1,577	1,577	737	0
Total Fees & Contract Services	11,577		11,577	11,577	10,236	0
Total TEACHER SUPPORT SERVICES	1,600,592	-1,373	1,599,219	1,652,487	1,544,980	-53,268

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>GOVERNANCE/TRUSTEES</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	67,100		67,100	64,700	62,481	2,400
<b>Employee Benefits</b>						
Total Employee Benefits	3,233		3,233	2,588	1,661	645
<b>Staff Development</b>						
31 317 Professional Development - Non Teaching	23,000		23,000	23,000	20,470	0
Total Staff Development	23,000		23,000	23,000	20,470	0
<b>Supplies &amp; Services</b>						
31 336 Printing & Photocopying - Non-instructional	3,500		3,500	3,500	173	0
31 359 Student Trustees	5,000		5,000	5,000		0
31 361 Automobile Reimbursement	10,000		10,000	10,000	8,067	0
31 404 Telephone - Cellular	3,000		3,000	3,000	3,583	0
31 406 Telephone - Data Communications Services	3,600		3,600	3,600	4,270	0
31 407 Postage	200		200	200		0
31 410 Office Supplies & Services	500		500	500	9,354	0
31 725 Miscellaneous	5,000		5,000	5,000	1,258	0
Total Supplies & Services	30,800		30,800	30,800	26,705	0
<b>Replacement of F&amp;E</b>						
31 502 Replacement of Furniture & Equipment - Computer	2,000		2,000	2,000		0
Total Replacement of F&E	2,000		2,000	2,000		0
<b>Fees &amp; Contract Services</b>						
31 702 Association & Membership Fees - Individuals	0		0	0		0
Total Fees & Contract Services	0		0	0		0
<b>Total GOVERNANCE/TRUSTEES</b>	<b>126,133</b>		<b>126,133</b>	<b>123,088</b>	<b>111,317</b>	<b>3,045</b>

**Brant Haldimand Norfolk Catholic District School Board  
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	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>SENIOR ADMINISTRATION</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	808,487		808,487	787,858	816,652	20,629
<b>Employee Benefits</b>						
Total Employee Benefits	81,297		81,297	81,031	79,777	266
<b>Staff Development</b>						
32 315 Professional Development - Academic & S.O.'s	27,000		27,000	27,000	28,897	0
32 316 Professional Memberships - Academic	300		300	300		0
Total Staff Development	27,300		27,300	27,300	28,897	0
<b>Supplies &amp; Services</b>						
32 322 Books & Periodicals	2,250		2,250	2,250	734	0
32 325 Program Supplies	4,644		4,644	4,644		0
32 336 Printing & Photocopying - Non-instructional	4,000		4,000	4,000	4,281	0
32 361 Automobile Reimbursement	9,500		9,500	9,500	3,125	0
32 404 Telephone - Cellular	10,000		10,000	10,000	5,233	0
32 406 Telephone - Data Communications Services	1,000		1,000	1,000	868	0
Total Supplies & Services	31,394		31,394	31,394	14,241	0
<b>Fees &amp; Contract Services</b>						
32 702 Association & Membership Fees - Individuals	10,900		10,900	10,900	8,861	0
Total Fees & Contract Services	10,900		10,900	10,900	8,861	0
<b>Other Expenses</b>						
32 725 Miscellaneous	1,500		1,500	1,500	1,945	0
Total Other Expenses	1,500		1,500	1,500	1,945	0
<b>Total SENIOR ADMINISTRATION</b>	<b>960,878</b>		<b>960,878</b>	<b>939,983</b>	<b>950,373</b>	<b>20,895</b>

**Brant Haldimand Norfolk Catholic District School Board  
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	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>ADMINISTRATION AND OTHER SUPPORT</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	172,945		172,945	232,242	134,494	-59,297
<b>Employee Benefits</b>						
Total Employee Benefits	42,099		42,099	39,739	30,053	2,360
<b>Staff Development</b>						
33 317 Professional Development - Non Teaching	6,100		6,100	6,100	6,594	0
Total Staff Development	6,100		6,100	6,100	6,594	0
<b>Supplies &amp; Services</b>						
33 336 Printing & Photocopying - Non-instructional	500		500	500	374	0
33 361 Automobile Reimbursement	1,300		1,300	1,300	1,175	0
33 404 Telephone - Cellular	1,600		1,600	1,600	1,904	0
33 405 Telephone - Voice	13,000		13,000	13,000	15,013	0
33 406 Telephone - Data Communications Services	1,800		1,800	1,800		0
33 407 Postage	16,000		16,000	16,000	10,495	0
33 410 Office Supplies & Services	9,100		9,100	9,100	8,675	0
Total Supplies & Services	43,300		43,300	43,300	37,636	0
<b>Replacement of F&amp;E</b>						
33 501 Replacement of Furniture & Equipment - General	0		0	0	2,000	0
33 502 Replacement of Furniture & Equipment - Computer	0		0		731	0
Total Replacement of F&E	0		0	0	2,731	0
<b>Fees &amp; Contract Services</b>						
33 640 Instructional Advertising	18,500		18,500	18,500	13,475	0
33 652 Legal Fees	15,000		15,000	15,000	30,225	0
33 653 Other Professional Fees	90,000	-90,000	0	90,000	2,360	-90,000
33 654 Other Contractual Services	2,500		2,500	2,500	1,840	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	46,292	0
33 702 Association & Membership Fees - Individuals	750		750	750	1,005	0
Total Fees & Contract Services	205,750	-90,000	115,750	205,750	119,581	-90,000

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>Other Expenses</b>						
33 710 Interest	0		0	0		0
33 725 Miscellaneous	25,500		25,500	25,500	36,038	0
33 729 Foreign Exchange Gain/Loss	10,000		10,000	10,000	-4,761	0
<b>Total Other Expenses</b>	<b>35,500</b>		<b>35,500</b>	<b>35,500</b>	<b>31,277</b>	<b>0</b>
<b>Amortization</b>						
33 790 Amortization	46,901	5,958	52,859	46,901	52,859	5,958
<b>Total Amortization</b>	<b>46,901</b>	<b>5,958</b>	<b>52,859</b>	<b>46,901</b>	<b>52,859</b>	<b>5,958</b>
<b>Total ADMINISTRATION AND OTHER SUPPORT</b>	<b>552,595</b>	<b>-84,042</b>	<b>468,553</b>	<b>609,532</b>	<b>415,225</b>	<b>-140,979</b>

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>HUMAN RESOURCES ADMINISTRATION</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	478,998	14,322	493,320	461,274	485,492	32,046
<b>Employee Benefits</b>						
Total Employee Benefits	113,953	5,449	119,402	108,810	118,068	10,592
<b>Staff Development</b>						
34 317 Professional Development - Non Teaching	10,050		10,050	10,050	7,087	0
34 318 Professional Memberships - Non Teaching	1,400		1,400	1,400		0
Total Staff Development	11,450		11,450	11,450	7,087	0
<b>Supplies &amp; Services</b>						
34 322 Books & Periodicals	1,500		1,500	1,500		0
34 361 Automobile Reimbursement	2,000		2,000	2,000	1,162	0
34 404 Telephone - Cellular	1,400		1,400	1,400	1,465	0
34 405 Telephone - Voice	0		0	0	34	0
34 410 Office Supplies & Services	2,500		2,500	2,500	2,276	0
34 421 Recruitment of Staff	20,000		20,000	20,000	3,004	0
34 501 Replacement of Furniture & Equipment - General	0		0	0		0
Total Supplies & Services	27,400		27,400	27,400	7,941	0
<b>Replacement of F&amp;E</b>						
34 502 Replacement of Furniture & Equipment - Computer	0		0	0	4,115	0
Total Replacement of F&E	0		0	0	4,115	0
<b>Fees &amp; Contract Services</b>						
34 650 Labour Relations	150,000		150,000	150,000	63,844	0
34 652 Legal Fees	0		0	0	404	0
34 653 Other Professional Fees	20,000		20,000	20,000	3,155	0
34 654 Other Contractual Services	30,000		30,000	30,000	28,675	0
34 661 Software Fees & Licenses	32,080		32,080	29,980	26,939	2,100
34 662 Maintenance Fees - Computer Technology	7,000		7,000	10,000	12,503	-3,000
34 702 Association & Membership Fees - Individuals	1,400		1,400	1,400	1,042	0
Total Fees & Contract Services	240,480		240,480	241,380	136,562	-900
<b>Total HUMAN RESOURCES ADMINISTRATION</b>	<b>872,281</b>	<b>19,771</b>	<b>892,052</b>	<b>850,314</b>	<b>759,265</b>	<b>41,738</b>

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>INFORMATION TECHNOLOGY</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	60,776		60,776	60,165	52,277	611
<b>Employee Benefits</b>						
Total Employee Benefits	16,805		16,805	16,132	10,935	673
<b>Replacement of F&amp;E</b>						
35 503 Replacement of Furniture & Equipment - Network	3,400		3,400	3,350		50
Total Replacement of F&E	3,400		3,400	3,350		50
<b>Fees &amp; Contract Services</b>						
35 661 Software Fees & Licenses	22,250	150	22,400	20,400	17,482	2,000
35 662 Maintenance Fees - Computer Technology	0		0	35,000	28,809	-35,000
Total Fees & Contract Services	22,250	150	22,400	55,400	46,291	-33,000
Total INFORMATION TECHNOLOGY ADMINISTRATION	103,231	150	103,381	135,047	109,503	-31,666



**Brant Haldimand Norfolk Catholic District School Board  
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	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>DIRECTOR'S OFFICE</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	270,143		270,143	268,512	239,545	1,631
<b>Employee Benefits</b>						
Total Employee Benefits	66,152		66,152	64,422	60,567	1,730
<b>Staff Development</b>						
36 317 Professional Development - Non Teaching	1,800		1,800	1,800	1,124	0
Total Staff Development	1,800		1,800	1,800	1,124	0
<b>Supplies &amp; Services</b>						
36 336 Printing & Photocopying - Non-instructional	3,900		3,900	3,900		0
36 361 Automobile Reimbursement	1,300		1,300	1,300	62	0
36 404 Telephone - Cellular	1,000		1,000	1,000	607	0
36 405 Telephone - Voice	1,500		1,500	1,500		0
36 406 Telephone - Data Communications Services	0		0	0		0
36 410 Office Supplies & Services	6,455		6,455	6,455	6,691	0
Total Supplies & Services	14,155		14,155	14,155	7,360	0
<b>Replacement of F&amp;E</b>						
36 501 Replacement of Furniture & Equipment - General	1,800		1,800	1,800	1,657	0
36 502 Replacement of Furniture & Equipment - Computer	1,350		1,350	1,350	2,342	0
Total Replacement of F&E	3,150		3,150	3,150	3,999	0
<b>Fees &amp; Contract Services</b>						
36 702 Association & Membership Fees - Individuals	0		0	0	230	0
Total Fees & Contract Services	0		0	0	230	0
<b>Total DIRECTOR'S OFFICE</b>	<b>355,400</b>		<b>355,400</b>	<b>352,039</b>	<b>312,825</b>	<b>3,361</b>

**Brant Haldimand Norfolk Catholic District School Board  
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	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>PAYROLL ADMINISTRATION</b>						
<b>Salaries &amp; Wages</b>						
<b>Total Salaries &amp; Wages</b>	<b>184,988</b>		<b>184,988</b>	<b>183,072</b>	<b>164,768</b>	<b>1,916</b>
<b>Employee Benefits</b>						
<b>Total Employee Benefits</b>	<b>46,835</b>		<b>46,835</b>	<b>45,003</b>	<b>45,397</b>	<b>1,832</b>
<b>Staff Development</b>						
37 317 Professional Development - Non Teaching	1,500	500	2,000	1,500	1,103	500
<b>Total Staff Development</b>	<b>1,500</b>	<b>500</b>	<b>2,000</b>	<b>1,500</b>	<b>1,103</b>	<b>500</b>
<b>Supplies &amp; Services</b>						
37 361 Automobile Reimbursement	500		500	500	287	0
37 410 Office Supplies & Services	1,500		1,500	1,500	2,629	0
37 502 Replacement of Furniture & Equipment - Computer	0		0	0	746	0
<b>Total Supplies &amp; Services</b>	<b>2,000</b>		<b>2,000</b>	<b>2,000</b>	<b>3,662</b>	<b>0</b>
<b>Fees &amp; Contract Services</b>						
37 654 Other Contractual Services	66,000	10,000	76,000	66,000	98,530	10,000
37 661 Software Fees & Licenses	1,600		1,600	1,500	1,532	100
37 662 Maintenance Fees - Computer Technology	11,500	2,500	14,000	11,500	12,593	2,500
37 702 Association & Membership Fees - Individuals	400		400	400	230	0
<b>Total Fees &amp; Contract Services</b>	<b>79,500</b>	<b>12,500</b>	<b>92,000</b>	<b>79,400</b>	<b>112,885</b>	<b>12,600</b>
<b>Total PAYROLL ADMINISTRATION</b>	<b>314,823</b>	<b>13,000</b>	<b>327,823</b>	<b>310,975</b>	<b>327,815</b>	<b>16,848</b>

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	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>FINANCE</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	397,097	5,000	402,097	397,411	376,973	4,686
<b>Employee Benefits</b>						
Total Employee Benefits	95,026		95,026	92,756	89,664	2,270
<b>Staff Development</b>						
38 317 Professional Development - Non Teaching	5,500		5,500	5,500	4,331	0
38 318 Professional Memberships - Non Teaching	2,400		2,400	2,400	2,002	0
Total Staff Development	7,900		7,900	7,900	6,333	0
<b>Supplies &amp; Services</b>						
38 336 Printing & Photocopying - Non-instructional	3,460		3,460	3,460	495	0
38 361 Automobile Reimbursement	500		500	500	653	0
38 404 Telephone - Cellular	540		540	540	540	0
38 405 Telephone - Voice	0		0		5	0
38 410 Office Supplies & Services	3,400		3,400	3,400	1,700	0
Total Supplies & Services	7,900		7,900	7,900	3,393	0
<b>Replacement of F&amp;E</b>						
38 501 Replacement of Furniture & Equipment - General	2,000		2,000	2,000	1,027	0
38 502 Replacement of Furniture & Equipment - Computer	3,000		3,000	3,000		0
Total Replacement of F&E	5,000		5,000	5,000	1,027	0
<b>Fees &amp; Contract Services</b>						
38 640 Instructional Advertising	2,655		2,655	2,655		0
38 651 Audit Fees	55,000		55,000	55,000	44,261	0
38 653 Other Professional Fees	2,500	3,500	6,000	2,500	6,130	3,500
38 654 Other Contractual Services	6,000	-3,500	2,500	6,000	1,453	-3,500
38 661 Software Fees & Licenses	8,500	85,000	93,500	8,000	1,292	85,500
38 662 Maintenance Fees - Computer Technology	63,000	5,000	68,000	52,000	51,815	16,000
38 702 Association & Membership Fees - Individuals	1,200		1,200	1,200	1,042	0
Total Fees & Contract Services	138,855	90,000	228,855	127,355	105,993	101,500
<b>Total FINANCE</b>	<b>651,778</b>	<b>95,000</b>	<b>746,778</b>	<b>638,322</b>	<b>583,383</b>	<b>108,456</b>

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	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>PURCHASING AND PROCUREMENT</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	81,223	15,063	96,286	80,416	80,416	15,870
<b>Employee Benefits</b>						
Total Employee Benefits	19,750	5,575	25,325	18,989	18,870	6,336
<b>Staff Development</b>						
39 317 Professional Development - Non Teaching	1,000		1,000	1,000	632	0
39 318 Professional Memberships - Non Teaching	500		500	500	419	0
Total Staff Development	1,500		1,500	1,500	1,051	0
<b>Supplies &amp; Services</b>						
39 361 Automobile Reimbursement	500		500	500	321	0
39 404 Telephone - Cellular	600		600	600	453	0
39 410 Office Supplies & Services	100		100	100	227	0
Total Supplies & Services	1,200		1,200	1,200	1,001	0
<b>Replacement of F&amp;E</b>						
39 502 Replacement of Furniture & Equipment - Computer	0		0	0		0
Total Replacement of F&E	0		0	0		0
<b>Fees &amp; Contract Services</b>						
39 702 Association & Membership Fees - Individuals	800		800	500	765	300
Total Fees & Contract Services	800		800	500	765	300
<b>Total PURCHASING AND PROCUREMENT</b>	<b>104,473</b>	<b>20,638</b>	<b>125,111</b>	<b>102,605</b>	<b>102,103</b>	<b>22,506</b>

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	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>SCHOOL OPERATIONS</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	4,198,240		4,198,240	4,183,521	4,056,175	14,719
<b>Employee Benefits</b>						
Total Employee Benefits	1,274,591		1,274,591	1,240,597	1,141,795	33,994
<b>Staff Development</b>						
40 317 Professional Development - Non Teaching	4,000		4,000	3,000	5,343	1,000
Total Staff Development	4,000		4,000	3,000	5,343	1,000
<b>Supplies &amp; Services</b>						
40 340 Plant Operations Supplies	262,735		262,735	262,735	290,273	0
40 341 Electricity	2,007,699		2,007,699	1,876,468	1,732,914	131,231
40 343 Heating - Gas	338,202		338,202	339,788	329,570	-1,586
40 346 Water & Sewage	225,874		225,874	222,065	218,807	3,809
40 361 Automobile Reimbursement	7,600		7,600	7,600	12,257	0
40 404 Telephone - Cellular	2,000		2,000	2,000	256	0
40 430 Maintenance Supplies	50,000		50,000	50,000	53,773	0
40 435 Caretakers Supplies	3,500		3,500	3,500		0
Total Supplies & Services	2,897,610		2,897,610	2,764,156	2,637,850	133,454
<b>Replacement of F&amp;E</b>						
40 501 Replacement of Furniture & Equipment - General	35,000		35,000	35,000	22,842	0
40 502 Replacement of Furniture & Equipment - Computer	1,800		1,800	1,800		0
40 681 Moving of Portables	0		0	0	120,844	0
Total Replacement of F&E	36,800		36,800	36,800	143,686	0
<b>Fees &amp; Contract Services</b>						
40 654 Other Contractual Services	714,000		714,000	714,000	819,145	0
40 661 Software Fees & Licenses	33,000		33,000	33,000	52,708	0
40 681 Moving of Portables	10,000		10,000	10,000	1,879	0
Total Fees & Contract Services	757,000		757,000	757,000	873,732	0
<b>Amortization</b>						
40 790 Amortization	4,439,720	-33,018	4,406,702	4,439,720	4,406,702	-33,018
Total Amortization	4,439,720	-33,018	4,406,702	4,439,720	4,406,702	-33,018
<b>Total SCHOOL OPERATIONS</b>	<b>13,607,961</b>	<b>-33,018</b>	<b>13,574,943</b>	<b>13,424,794</b>	<b>13,265,283</b>	<b>150,149</b>

December 15, 2018

Revised Budget 2018-2019

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>SCHOOL MAINTENANCE</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	752,814		752,814	742,246	711,832	10,568
<b>Employee Benefits</b>						
Total Employee Benefits	191,933		191,933	179,503	179,356	12,430
<b>Staff Development</b>						
41 317 Professional Development - Non Teaching	2,500		2,500	2,500	2,338	0
Total Staff Development	2,500		2,500	2,500	2,338	0
<b>Supplies &amp; Services</b>						
41 340 Plant Operations Supplies	0		0	0		0
41 361 Automobile Reimbursement	15,000		15,000	15,000		0
41 370 Vehicle Fuel	30,000		30,000	30,000	31,179	0
41 401 Repairs - Furniture & Equipment	1,000		1,000	1,000		0
41 404 Telephone - Cellular	6,000		6,000	6,000	3,875	0
41 430 Maintenance Supplies	155,000		155,000	155,000	203,856	0
41 431 Maintenance Services	569,300		569,300	569,300	918,907	0
41 432 Landscaping	6,000		6,000	6,000		0
41 434 Building & Grounds (School Based)	61,368		61,368	61,368	6,401	0
41 438 Municipal Improvements	5,000		5,000	5,000		0
41 439 Local Improvement Supplies	0		0	0		0
41 440 Vehicle Maintenance & Supplies	10,000	5,000	15,000	10,000	19,073	5,000
Total Supplies & Services	858,668	5,000	863,668	858,668	1,183,291	5,000
<b>Replacement of F&amp;E</b>						
41 501 Replacement of Furniture & Equipment - General	4,500		4,500	4,500	3,615	0
41 625 Rental/Lease - Vehicles	0		0	0		0
Total Replacement of F&E	4,500		4,500	4,500	3,615	0
<b>Replacement of F&amp;E</b>						
<b>Interest Charges on Capital</b>						
41 754 Debenture Interest - post May 15, 1998	62,466		62,466	66,800	66,800	-4,334
Total Interest Charges on Capital	62,466		62,466	66,800	66,800	-4,334

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>Fees &amp; Contract Services</b>						
41 653 Other Professional Fees	2,000		2,000	2,000	19,611	0
41 654 Other Contractual Services	26,000		26,000	26,000	19,772	0
41 661 Software Fees & Licenses	30,000		30,000	30,000	25,066	0
41 671 Property Insurance	120,793		120,793	120,793	35,172	0
41 672 Liability Insurance	89,000		89,000	89,000	38,661	0
41 673 Vehicle Insurance	11,000		11,000	11,000	4,020	0
41 702 Association & Membership Fees - Individuals	2,000		2,000	2,000		0
<b>Total Fees &amp; Contract Services</b>	<b>280,793</b>		<b>280,793</b>	<b>280,793</b>	<b>142,302</b>	<b>0</b>
<b>Total SCHOOL MAINTENANCE</b>	<b>2,153,674</b>	<b>5,000</b>	<b>2,158,674</b>	<b>2,135,010</b>	<b>2,289,534</b>	<b>23,664</b>
<b>SCHOOL RENEWAL</b>						
<b>Supplies &amp; Services</b>						
42 760 Local Improvements	919,113	74,084	993,197	925,159	749,268	68,038
<b>Total Supplies &amp; Services</b>	<b>919,113</b>	<b>74,084</b>	<b>993,197</b>	<b>925,159</b>	<b>749,268</b>	<b>68,038</b>
<b>Total SCHOOL RENEWAL</b>	<b>919,113</b>	<b>74,084</b>	<b>993,197</b>	<b>925,159</b>	<b>749,268</b>	<b>68,038</b>
<b>NEW PUPIL PLACES</b>						
<b>Interest Charges on Capital</b>						
43 754 Debenture Interest - post May 15, 1998	1,956,910		1,956,910	2,075,970	2,031,676	-119,060
43 761 Capital Loan Interest	2,400		2,400	3,600	3,600	-1,200
<b>Total Interest Charges on Capital</b>	<b>1,959,310</b>		<b>1,959,310</b>	<b>2,079,570</b>	<b>2,035,276</b>	<b>-120,260</b>
<b>Total NEW PUPIL PLACES</b>	<b>1,959,310</b>		<b>1,959,310</b>	<b>2,079,570</b>	<b>2,035,276</b>	<b>-120,260</b>

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>OP &amp; MAINT/CAPITAL-NON</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	43,209		43,209	42,771	42,804	438
<b>Employee Benefits</b>						
Total Employee Benefits	13,401		13,401	12,671	13,112	730
<b>Staff Development</b>						
44 317 Professional Development - Non Teaching	0		0	0		0
Total Staff Development	0		0	0		0
<b>Supplies &amp; Services</b>						
44 336 Printing & Photocopying - Non-instructional	3,000		3,000	3,000	258	0
44 340 Plant Operations Supplies	0		0	0	25	0
44 341 Electricity	66,636		66,636	64,817	40,814	1,819
44 343 Heating - Gas	6,717		6,717	6,717	7,337	0
44 346 Water & Sewage	4,917		4,917	4,822	2,541	95
44 361 Automobile Reimbursement	0		0	0	160	0
44 405 Telephone - Voice	4,200		4,200	4,200	348	0
44 410 Office Supplies & Services	2,500		2,500	2,500	3,792	0
44 430 Maintenance Supplies	45,000		45,000	45,000	18,468	0
44 431 Maintenance Services	20,000		20,000	20,000	25,387	0
44 432 Landscaping	0		0	0		0
44 440 Vehicle Maintenance & Supplies	0		0	0		0
Total Supplies & Services	152,970		152,970	151,056	99,130	1,914
<b>Replacement of F&amp;E</b>						
44 501 Replacement of Furniture & Equipment - General	2,000		2,000	2,000	9,270	0
Total Replacement of F&E	2,000		2,000	2,000	9,270	0
<b>Interest Charges on Capital</b>						
44 754 Debenture Interest - post May 15, 1998	33,661		33,661	35,996	35,996	-2,335
Total Interest Charges on Capital	33,661		33,661	35,996	35,996	-2,335
<b>Rental Expenses</b>						
44 611 Rental/Lease - Non-Instructional Accommodation	19,080		19,080	18,484	18,977	596
44 653 Other Professional Fees	0		0	0		0
Total Rental Expenses	19,080		19,080	18,484	18,977	596

December 15, 2018

Revised Budget 2018-2019



**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>Fees &amp; Contract Services</b>						
44 654 Other Contractual Services	36,284		36,284	36,284	11,926	0
<b>Total Fees &amp; Contract Services</b>	<b>36,284</b>		<b>36,284</b>	<b>36,284</b>	<b>11,926</b>	<b>0</b>
<b>Total OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>	<b>300,605</b>		<b>300,605</b>	<b>299,262</b>	<b>231,215</b>	<b>1,343</b>
 <b>DIRECT CAPITAL &amp; DEBT</b>						
<b>Interest Charges on Capital</b>						
45 754 Debenture Interest - post May 15, 1998	291,711		291,711	305,191	305,192	-13,480
<b>Total Interest Charges on Capital</b>	<b>291,711</b>		<b>291,711</b>	<b>305,191</b>	<b>305,192</b>	<b>-13,480</b>
<b>Other Expenses</b>						
45 762 Other Capital	146,395		146,395	146,395	146,395	0
45 763 Other Capital Expenditure	0	90,000	90,000		46,177	90,000
<b>Total Other Expenses</b>	<b>146,395</b>	<b>90,000</b>	<b>236,395</b>	<b>146,395</b>	<b>192,572</b>	<b>90,000</b>
<b>Total DIRECT CAPITAL &amp; DEBT</b>	<b>438,106</b>	<b>90,000</b>	<b>528,106</b>	<b>451,586</b>	<b>497,764</b>	<b>76,520</b>
 <b>TRANSPORTATION - GENERAL</b>						
<b>Supplies &amp; Services</b>						
50 404 Telephone - Cellular	0		0	0		0
<b>Total Supplies &amp; Services</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Fees &amp; Contract Services</b>						
50 654 Other Contractual Services	231,975		231,975	230,000	228,624	1,975
<b>Total Fees &amp; Contract Services</b>	<b>231,975</b>		<b>231,975</b>	<b>230,000</b>	<b>228,624</b>	<b>1,975</b>
<b>Total TRANSPORTATION - GENERAL</b>	<b>231,975</b>		<b>231,975</b>	<b>230,000</b>	<b>228,624</b>	<b>1,975</b>
 <b>TRANSPORTATION - HOME TO SCHOOL</b>						
<b>Fees &amp; Contract Services</b>						
51 654 Other Contractual Services	5,174,184		5,174,184	4,846,320	4,739,841	327,864
51 658	0		0		1,097	0
<b>Total Fees &amp; Contract Services</b>	<b>5,174,184</b>		<b>5,174,184</b>	<b>4,846,320</b>	<b>4,740,938</b>	<b>327,864</b>
<b>Total TRANSPORTATION - HOME TO SCHOOL</b>	<b>5,174,184</b>		<b>5,174,184</b>	<b>4,846,320</b>	<b>4,740,938</b>	<b>327,864</b>

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>CONTINUING EDUCATION</b>						
<b>Salaries &amp; Wages</b>						
Total Salaries & Wages	270,653		270,653	269,218	375,722	1,435
<b>Employee Benefits</b>						
Total Employee Benefits	31,341		31,341	26,732	25,151	4,609
<b>Staff Development</b>						
55 315 Professional Development - Academic & S.O.'s	500		500	500	849	0
55 317 Professional Development - Non Teaching	0		0	0		0
Total Staff Development	500		500	500	849	0
<b>Supplies &amp; Services</b>						
55 325 Program Supplies	0		0	0	24	0
55 330 Instructional Supplies	9,400		9,400	9,400	4,610	0
55 335 Printing & Photocopying - Instructional	1,200		1,200	1,200	670	0
55 361 Automobile Reimbursement	4,400		4,400	4,400	3,442	0
55 404 Telephone - Cellular	600		600	600		0
Total Supplies & Services	15,600		15,600	15,600	8,746	0
<b>Replacement of F&amp;E</b>						
55 502 Replacement of Furniture & Equipment - Computer	0		0	0		0
Total Replacement of F&E	0		0	0		0
<b>Fees &amp; Contract Services</b>						
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	319,094		319,094	313,050	411,457	6,044

**Brant Haldimand Norfolk Catholic District School Board  
2018-2019 Revised Expenditure Estimates before TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2017-2018	Actual 2017-2018	Increase (Decrease)
<b>OTHER NON-OPERATING</b>						
<b>Supplies &amp; Services</b>						
59 462 SGF Expense	3,500,000		3,500,000	3,500,000	3,511,888	0
<b>Total Supplies &amp; Services</b>	<b>3,500,000</b>		<b>3,500,000</b>	<b>3,500,000</b>	<b>3,511,888</b>	<b>0</b>
<b>Other Expenses</b>						
59 722 Claims & Settlements	0		0	0		0
59 795 Loss on Disposal of TCA	0		0	0		0
<b>Total Other Expenses</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Total OTHER NON-OPERATING</b>	<b>3,500,000</b>		<b>3,500,000</b>	<b>3,500,000</b>	<b>3,511,888</b>	<b>0</b>
<b>Total Budget</b>	<b>134,257,796</b>	<b>1,156,540</b>	<b>135,414,336</b>	<b>129,705,303</b>	<b>128,465,364</b>	<b>5,709,033</b>

## 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 15, 2019  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### FINANCIAL REPORT – NOVEMBER 2018

Public Session

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#### **BACKGROUND INFORMATION:**

Attached is the Board Expenditure Report for the period ending November 30, 2018.

#### **DEVELOPMENTS:**

There are few variances to report at this time. With 23.6% of the total Budget spent, we are essentially 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 23.8% 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 the Revised Budget cycle prepared in December, providing a more accurate projection at the end of the second quarter.

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 Monitors budget line is 25.5% spent compared to 27.3% spent at this time last year.

In total, Salaries & Benefits account for 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 aligned at the quarter-end with 24% spent of the total \$13.1 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 \$50,424 was received providing a positive variance for this budget line.

School Renewal spending, to date, amounts to \$305,943, or approximately one-third of the budget. In most years, a significant portion of School Renewal projects are completed during School closures at March Break and during the summer months. Expenditure identified as New Pupil Places is the interest portion of debenture payments. One of two annual payments is made in the first quarter. It should be noted that Principal payments no longer are included in the Operations Expenditure budget.

The Governance/Trustees department is 17.1% spent compared to last year with 17.8% spent at this time. The payment of Trustee Fees in the first quarter is now recorded as Administration & Other Support costs to align with revised Ministry guidelines.

The Continuing Education program expenses totalled \$46,478 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 2018 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Report Name: B01

## Monthly Board Report

Ending Period: November 2018

	Budget	Expenditure	% Spent
<b>10 - INSTRUCTION</b>			
SALARIES & WAGES	57,187,373.70	12,847,698.37	22.5
EMPLOYEE BENEFITS	8,024,118.00	1,387,152.36	17.3
STAFF DEVELOPMENT	285,147.80	54,672.98	19.2
SUPPLIES & SERVICES	2,080,173.62	507,155.47	24.4
REPLACEMENT F & E	809,011.78	174,029.51	21.5
FEES & CONTRACTUAL SERVICES	432,528.00	213,550.99	49.4
OTHER	3,300.00	0.00	0.0
AMORTIZATION	142,064.00	35,516.04	25.0
<b>Total - INSTRUCTION</b>	<b>68,963,716.90</b>	<b>15,219,775.72</b>	<b>22.1</b>
<b>12 - SPECIAL EDUCATION</b>			
SALARIES & WAGES	13,462,189.00	3,404,657.49	25.3
EMPLOYEE BENEFITS	2,880,517.00	693,000.14	24.1
STAFF DEVELOPMENT	37,150.00	6,142.49	16.5
SUPPLIES & SERVICES	202,403.03	32,431.73	16.0
REPLACEMENT F & E	512,007.00	23,323.10	4.6
FEES & CONTRACTUAL SERVICES	66,240.00	11.50	0.0
<b>Total - SPECIAL EDUCATION</b>	<b>17,160,506.03</b>	<b>4,159,566.45</b>	<b>24.2</b>
<b>15 - SCHOOL MANAGEMENT/SCHOOL SERVICES</b>			
SALARIES & WAGES	7,212,211.00	1,801,465.35	25.0
EMPLOYEE BENEFITS	1,145,068.00	258,019.65	22.5
STAFF DEVELOPMENT	35,360.00	5,190.66	14.7
SUPPLIES & SERVICES	595,049.86	65,717.14	11.0
REPLACEMENT F & E	12,400.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	204,150.00	160,880.95	78.8
<b>Total - SCHOOL MANAGEMENT/SCHOOL SERVICES</b>	<b>9,204,238.86</b>	<b>2,291,273.75</b>	<b>24.9</b>
<b>21 - STUDENT SUPPORT SERVICES-GENERAL</b>			
SALARIES & WAGES	899,455.00	203,897.81	22.7
EMPLOYEE BENEFITS	216,082.00	41,588.77	19.2
STAFF DEVELOPMENT	1,500.00	0.00	0.0
SUPPLIES & SERVICES	13,000.00	3,509.55	27.0
<b>Total - STUDENT SUPPORT SERVICES-GENERAL</b>	<b>1,130,037.00</b>	<b>248,996.13</b>	<b>22.0</b>
<b>22 - COMP &amp; OTH TECH STUDENT SUPP SERV</b>			
SALARIES & WAGES	1,015,766.00	222,546.34	21.9
EMPLOYEE BENEFITS	273,688.00	61,136.78	22.3
STAFF DEVELOPMENT	29,000.00	477.19	1.6

Report Name: B01

## Monthly Board Report

Ending Period: November 2018

	Budget	Expenditure	% Spent
SUPPLIES & SERVICES	87,510.00	14,711.62	16.8
REPLACEMENT F & E	5,500.00	2,267.64	41.2
FEES & CONTRACTUAL SERVICES	51,620.00	10,136.83	19.6
<b>Total - COMP &amp; OTH TECH STUDENT SUPP SERV</b>	<b>1,463,084.00</b>	<b>311,276.40</b>	<b>21.3</b>
<b>23 - LIBRARY SERVICES</b>			
SALARIES & WAGES	766,024.00	202,228.56	26.4
EMPLOYEE BENEFITS	187,166.00	46,549.01	24.9
STAFF DEVELOPMENT	2,000.00	0.00	0.0
SUPPLIES & SERVICES	85,708.92	10,691.65	12.5
FEES & CONTRACTUAL SERVICES	33,004.00	24,643.06	74.7
<b>Total - LIBRARY SERVICES</b>	<b>1,073,902.92</b>	<b>284,112.28</b>	<b>26.5</b>
<b>24 - GUIDANCE SERVICES</b>			
SALARIES & WAGES	850,903.00	193,986.64	22.8
EMPLOYEE BENEFITS	110,058.00	16,405.36	14.9
SUPPLIES & SERVICES	5,596.33	1,228.68	22.0
<b>Total - GUIDANCE SERVICES</b>	<b>966,557.33</b>	<b>211,620.68</b>	<b>21.9</b>
<b>25 - TEACHER SUPPORT SERVICES</b>			
SALARIES & WAGES	1,347,799.00	309,556.47	23.0
EMPLOYEE BENEFITS	153,123.00	26,938.58	17.6
STAFF DEVELOPMENT	23,200.00	3,593.87	15.5
SUPPLIES & SERVICES	64,893.00	5,950.81	9.2
FEES & CONTRACTUAL SERVICES	11,577.00	9,809.00	84.7
<b>Total - TEACHER SUPPORT SERVICES</b>	<b>1,600,592.00</b>	<b>355,848.73</b>	<b>22.2</b>
<b>31 - GOVERNANCE/TRUSTEES</b>			
SALARIES & WAGES	67,100.00	15,721.77	23.4
EMPLOYEE BENEFITS	3,233.00	426.02	13.2
STAFF DEVELOPMENT	23,000.00	1,417.28	6.2
SUPPLIES & SERVICES	30,800.00	3,996.90	13.0
REPLACEMENT F & E	2,000.00	0.00	0.0
<b>Total - GOVERNANCE/TRUSTEES</b>	<b>126,133.00</b>	<b>21,561.97</b>	<b>17.1</b>
<b>32 - SENIOR ADMINISTRATION</b>			
SALARIES & WAGES	808,487.00	177,312.77	21.9
EMPLOYEE BENEFITS	81,297.00	19,321.80	23.8
STAFF DEVELOPMENT	27,300.00	5,364.22	19.6
SUPPLIES & SERVICES	31,394.00	2,620.12	8.3
FEES & CONTRACTUAL SERVICES	10,900.00	11,515.30	105.6

Report Name: B01

## Monthly Board Report

Ending Period: November 2018

	Budget	Expenditure	% Spent
OTHER	1,500.00	15.34	1.0
<b>Total - SENIOR ADMINISTRATION</b>	<b>960,878.00</b>	<b>216,149.55</b>	<b>22.5</b>
<b>33 - ADMINISTRATION &amp; OTHER SUPPORT</b>			
SALARIES & WAGES	172,945.00	32,191.41	18.6
EMPLOYEE BENEFITS	42,099.00	6,524.33	15.5
STAFF DEVELOPMENT	11,600.00	750.75	6.5
SUPPLIES & SERVICES	45,800.00	6,640.46	14.5
REPLACEMENT F & E	0.00	1,213.07	0.0
FEES & CONTRACTUAL SERVICES	205,250.00	72,038.60	35.1
OTHER	33,500.00	19,709.22	58.8
AMORTIZATION	46,901.00	13,214.67	28.2
<b>Total - ADMINISTRATION &amp; OTHER SUPPORT</b>	<b>558,095.00</b>	<b>152,282.51</b>	<b>27.3</b>
<b>34 - HUMAN RESOURCES ADMINISTRATION</b>			
SALARIES & WAGES	478,998.00	113,681.82	23.7
EMPLOYEE BENEFITS	113,953.00	24,778.86	21.7
STAFF DEVELOPMENT	5,950.00	459.72	7.7
SUPPLIES & SERVICES	27,400.00	917.45	3.3
REPLACEMENT F & E	0.00	295.44	0.0
FEES & CONTRACTUAL SERVICES	240,480.00	88,012.22	36.6
<b>Total - HUMAN RESOURCES ADMINISTRATION</b>	<b>866,781.00</b>	<b>228,145.51</b>	<b>26.3</b>
<b>35 - INFORMATION TECHNOLOGY ADMINIS.</b>			
SALARIES & WAGES	60,776.00	14,089.52	23.2
EMPLOYEE BENEFITS	16,805.00	2,609.19	15.5
REPLACEMENT F & E	3,400.00	3,386.08	99.6
FEES & CONTRACTUAL SERVICES	22,250.00	24,048.34	108.1
<b>Total - INFORMATION TECHNOLOGY ADMINIS.</b>	<b>103,231.00</b>	<b>44,133.13</b>	<b>42.8</b>
<b>36 - DIRECTOR'S OFFICE</b>			
SALARIES & WAGES	270,143.00	67,182.12	24.9
EMPLOYEE BENEFITS	66,152.00	16,033.43	24.2
STAFF DEVELOPMENT	1,800.00	0.00	0.0
SUPPLIES & SERVICES	14,155.00	5,422.54	38.3
REPLACEMENT F & E	3,150.00	420.64	13.4



Report Name: B01

## Monthly Board Report

Ending Period: November 2018

	Budget	Expenditure	% Spent
FEES & CONTRACTUAL SERVICES	0.00	229.86	0.0
<b>Total - DIRECTOR'S OFFICE</b>	<b>355,400.00</b>	<b>89,288.59</b>	<b>25.1</b>
<b>37 - PAYROLL ADMINISTRATION</b>			
SALARIES & WAGES	184,988.00	49,437.66	26.7
EMPLOYEE BENEFITS	46,835.00	12,432.30	26.5
STAFF DEVELOPMENT	1,500.00	50.00	3.3
SUPPLIES & SERVICES	2,000.00	781.64	39.1
FEES & CONTRACTUAL SERVICES	79,500.00	46,125.92	58.0
<b>Total - PAYROLL ADMINISTRATION</b>	<b>314,823.00</b>	<b>108,827.52</b>	<b>34.6</b>
<b>38 - FINANCE</b>			
SALARIES & WAGES	397,097.00	90,302.65	22.7
EMPLOYEE BENEFITS	95,026.00	19,616.88	20.6
STAFF DEVELOPMENT	7,900.00	2,298.02	29.1
SUPPLIES & SERVICES	7,900.00	1,021.59	12.9
REPLACEMENT F & E	5,000.00	0.00	0.0
FEES & CONTRACTUAL SERVICES	138,855.00	52,283.87	37.7
<b>Total - FINANCE</b>	<b>651,778.00</b>	<b>165,523.01</b>	<b>25.4</b>
<b>39 - PURCHASING &amp; PROCUREMENT</b>			
SALARIES & WAGES	81,223.00	20,106.96	24.8
EMPLOYEE BENEFITS	19,750.00	3,880.67	19.6
STAFF DEVELOPMENT	1,500.00	234.97	15.7
SUPPLIES & SERVICES	1,200.00	149.08	12.4
FEES & CONTRACTUAL SERVICES	800.00	464.83	58.1
<b>Total - PURCHASING &amp; PROCUREMENT</b>	<b>104,473.00</b>	<b>24,836.51</b>	<b>23.8</b>
<b>40 - SCHOOL OPERATIONS</b>			
SALARIES & WAGES	4,198,240.00	947,218.75	22.6
EMPLOYEE BENEFITS	1,274,591.00	279,721.66	21.9
STAFF DEVELOPMENT	4,000.00	0.00	0.0
SUPPLIES & SERVICES	2,897,610.00	397,899.36	13.7
REPLACEMENT F & E	36,800.00	3,651.26	9.9
FEES & CONTRACTUAL SERVICES	757,000.00	145,896.62	19.3
AMORTIZATION	4,439,720.00	1,108,440.48	25.0
<b>Total - SCHOOL OPERATIONS</b>	<b>13,607,961.00</b>	<b>2,882,828.13</b>	<b>21.2</b>

Report Name: B01

## Monthly Board Report

Ending Period: November 2018

	Budget	Expenditure	% Spent
<b>41 - SCHOOL MAINTENANCE</b>			
SALARIES & WAGES	752,814.00	188,527.63	25.0
EMPLOYEE BENEFITS	191,933.00	46,368.29	24.2
STAFF DEVELOPMENT	2,500.00	0.00	0.0
SUPPLIES & SERVICES	908,214.96	182,668.94	20.1
REPLACEMENT F & E	4,500.00	4,872.63	108.3
INTEREST ON LONG TERM DEBT	62,466.00	31,787.84	50.9
FEES & CONTRACTUAL SERVICES	280,793.00	123,059.35	43.8
<b>Total - SCHOOL MAINTENANCE</b>	<b>2,203,220.96</b>	<b>577,284.68</b>	<b>26.2</b>
<b>42 - SCHOOL RENEWAL</b>			
SUPPLIES & SERVICES	919,113.00	305,942.65	33.3
<b>Total - SCHOOL RENEWAL</b>	<b>919,113.00</b>	<b>305,942.65</b>	<b>33.3</b>
<b>43 - NEW PUPIL PLACES</b>			
INTEREST ON LONG TERM DEBT	1,959,310.00	993,754.38	50.7
<b>Total - NEW PUPIL PLACES</b>	<b>1,959,310.00</b>	<b>993,754.38</b>	<b>50.7</b>
<b>44 - OP &amp; MAINT/CAPITAL-NON INSTRUC</b>			
SALARIES & WAGES	43,209.00	9,904.02	22.9
EMPLOYEE BENEFITS	13,401.00	3,251.45	24.3
SUPPLIES & SERVICES	152,970.00	14,055.92	9.2
REPLACEMENT F & E	2,000.00	1,040.51	52.0
INTEREST ON LONG TERM DEBT	33,661.00	17,129.44	50.9
RENTAL EXPENDITURE	19,080.00	4,770.12	25.0
FEES & CONTRACTUAL SERVICES	36,284.00	2,160.90	6.0
<b>Total - OP &amp; MAINT/CAPITAL-NON INSTRUC</b>	<b>300,605.00</b>	<b>52,312.36</b>	<b>17.4</b>
<b>45 - DIRECT CAPITAL &amp; DEBT</b>			
INTEREST ON LONG TERM DEBT	291,711.00	147,580.77	50.6
OTHER	146,395.00	27,744.40	19.0
<b>Total - DIRECT CAPITAL &amp; DEBT</b>	<b>438,106.00</b>	<b>175,325.17</b>	<b>40.0</b>
<b>50 - TRANSPORTATION - GENERAL</b>			
FEES & CONTRACTUAL SERVICES	231,975.00	71,682.42	30.9
<b>Total - TRANSPORTATION - GENERAL</b>	<b>231,975.00</b>	<b>71,682.42</b>	<b>30.9</b>
<b>51 - TRANSPORTATION - HOME TO SCHOOL</b>			
FEES & CONTRACTUAL SERVICES	5,174,184.00	1,527,187.86	29.5
<b>Total - TRANSPORTATION - HOME TO SCHOOL</b>	<b>5,174,184.00</b>	<b>1,527,187.86</b>	<b>29.5</b>

Report Name: B01

## Monthly Board Report

Ending Period: November 2018

	Budget	Expenditure	% Spent
<b>55 - CON ED</b>			
SALARIES & WAGES	270,653.00	41,668.10	15.4
EMPLOYEE BENEFITS	31,341.00	3,055.73	9.7
STAFF DEVELOPMENT	500.00	214.11	42.8
SUPPLIES & SERVICES	15,600.00	1,539.88	9.9
FEES & CONTRACTUAL SERVICES	1,000.00	0.00	0.0
<b>Total - CON ED</b>	<b>319,094.00</b>	<b>46,477.82</b>	<b>14.6</b>
<b>59 - OTHER NON-OPERATING</b>			
SUPPLIES & SERVICES	3,500,000.00	875,000.00	25.0
<b>Total - OTHER NON-OPERATING</b>	<b>3,500,000.00</b>	<b>875,000.00</b>	<b>25.0</b>
<b>Grand Total</b>	<b>134,257,796.00</b>	<b>31,641,013.91</b>	<b>23.6</b>

**2018-19**  
**Trustee Meetings and Events**

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
January 11, 2019	3:00 pm	Executive Council Mtg.	<b>Revised</b>
<b>January 15, 2019</b>	<b>9:30 am</b> <b>7:00 pm</b>	SEAC Meeting <b>Committee of the Whole</b>	
January 16, 2019	10:30 am	SAL In-take – Holy Trinity	
January 17, 2019	9:00 am 1:00 pm	SAL In-take – St. John's SAL In-take – Assumption	
January 18 & 19, 2019		OCSTA Catholic Trustees Seminar	
<b>January 22, 2019</b>	<b>4:00 pm</b> <b>7:00 pm</b>	Legal Expenses Committee Mtg. <b>Board Meeting</b>	
February 1 & 2, 2019		Retreat with Bishop Fabbro	
February 13, 2019	10:30 am 3:00 pm	SAL In-Take – Holy Trinity Executive Council Mtg.	
February 14, 2019	9:00 am 1:00 pm	SAL In-take – St. John's SAL In-take – Assumption	
<b>February 19, 2019</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
February 25, 2019	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
<b>February 26, 2019</b>	<b>9:00 am</b> <b>9:30 am</b> <b>7:00 pm</b>	STSBHN Meeting SEAC Meeting <b>Board Meeting</b>	
February 28, 2019	5:00 pm	Conversation with Bishop Crosby	<b>Revised</b>
March 6, 2019	10:30 am 3:00 pm	SAL In-take – Holy Trinity Executive Council Mtg.	
March 7, 2019	9:00 am 1:00 pm	SAL In-take – St. John's SAL In-take – Assumption	
<i>March 11-15, 2019</i>		<b>MARCH BREAK</b>	
<b>March 19, 2019</b>	<b>9:30 am</b> <b>7:00 pm</b>	SEAC Meeting <b>Committee of the Whole</b>	
<b>March 26, 2019</b>	<b>4:00 pm</b> <b>7:00 pm</b>	Legal Expenses Committee Mtg. <b>Board Meeting</b>	
March 27, 2019	1:00 pm	Catholic Education Advisory Committee Mtg.	
April 5, 2019	9:00 am	Council of Catholic Service Organizations Committee Mtg.	
April 10, 2019	10:30 am 3:00 pm 7:00 pm	SAL In-take – Holy Trinity Executive Council Mtg. System-Wide Parent Council Adobe Connect Session	
April 11, 2019	9:00 am 1:00 pm	SAL In-take – St. John's SAL In-take – Assumption	
<b>April 16, 2019</b>	<b>9:30 am</b> <b>7:00 pm</b>	SEAC Meeting <b>Committee of the Whole</b>	
<b>April 23, 2019</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
April 25-27, 2019		OCSTA AGM & Conference	<b>Revised</b>
<i>May 5-May 10, 2019</i>		<i>Catholic Education Week</i>	
May 8, 2019	10:30 am	SAL In-take – Holy Trinity	
May 9, 2019	9:00 am 1:00 pm	SAL In-take – St. John's SAL In-take – Assumption	
May 15, 2019	3:00 pm	Executive Council Mtg.	
<b>May 21, 2019</b>	<b>9:30 am</b> <b>7:00 pm</b>	SEAC Meeting <b>Committee of the Whole</b>	

Date	Time	Meeting/Event	New / Revised
<b>May 28, 2019</b>	9:00 am <b>7:00 pm</b>	STSBHN Meeting <b>Board Meeting</b>	
May 30-June 1, 2019		CCSTA AGM	
June 5, 2019	10:30 am	SAL In-take – Holy Trinity	
June 12, 2019	3:00 pm	Executive Council Mtg.	
June 13, 2019	9:00 am 1:00 pm	SAL In-take – St. John’s SAL In-take – Assumption	
<b>June 18, 2019</b>	9:30 am <b>7:00 pm</b>	SEAC Meeting <b>Committee of the Whole</b>	
<b>June 25, 2019</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
June 27, 2019	4:45 pm 6:30 pm 7:00 pm	Assumption College Graduation Holy Trinity Graduation St. John’s College 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