



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

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

**Committee of the Whole
Tuesday, January 21, 2014 ♦ 7:00 pm
Boardroom**

Members: **Trustees:**
June Szeman (Chair), Rick Petrella (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard,
Bonnie McKinnon, Georgia Athanasiou (Student Trustee)

Senior Administration:
Chris N. Roehrig (Director of Education), Tom Grice (Superintendent of Business & Treasurer),
Bill Chopp, Jamie McKinnon and Leslie Telfer (Superintendents of Education)

- 1. Opening Business**
 - 1.1 Opening Prayer
 - 1.2 Attendance
 - 1.3 Approval of the Agenda
 - 1.4 Declaration of Interest
- 2. Presentations - Nil**
- 3. Delegations - Nil**
- 4. Consent Agenda**
 - 4.1 Approval of Committee of the Whole Meeting Minutes – November 19, 2013 Pages 3-8
 - 4.2 Unapproved Joint Special Education Advisory Committee Meeting Minutes - December 11, 2013 Pages 9-12
 - 4.3 Unapproved Special Education Advisory Committee Meeting Minutes – January 8, 2014 Pages 13-15
- 5. Committee and Staff Reports**
 - 5.1 Reading Upgrade Program Pages 16-17
Presenter: Leslie Telfer, Superintendent of Education
 - 5.2 Unapproved Budget Committee Meeting Minutes and Recommendations - January 14, 2014 Pages 18-20
Presenter: Rick Petrella, Chair, Budget Committee
 - Revised Budget Estimates 2013-14 (pgs. 21-39)
 - Budget Planning (pgs. 40-52)



- 5.3** Goals for 2014-15 Budget Page 53
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 5.4** Special Education Funding - High Needs Amount Pages 54-57
Presenter: Leslie Telfer, Superintendent of Education
- 5.5** Strategic Plan 2012-2015 – Leadership Update Pages 58-64
Presenter: Jamie McKinnon, Superintendent of Education
- 5.6** Tri-Party Agreement for Notre Dame School, Branlyn Community School and
the City of Brantford Pages 65-96
Presenter: Tom Grice, Superintendent
- 5.7** Excursion – New York City, New York Page 97
Presenter: Bill Chopp, Superintendent of Education
- 6. Information and Correspondence**
- 7. Notices of Motion**
- 8. Trustee Inquiries**
- 9. Business In-camera**
207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- a. The security of the property of the board;
 - b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - c. The acquisition or disposal of a school site;
 - d. Decisions in respect of negotiations with employees of the board; or
 - e. Litigation affecting the board.
- 10. Report on the In-camera Session**
- 11. Future Meetings and Events** Pages 98-99
- 12. 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***
- 13. Adjournment**
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Committee of the Whole
Tuesday, November 19, 2013 ♦ 7:00 pm
Boardroom

Trustees:

Present: June Szeman (Chair), Rick Petrella (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Georgia Athanasiou (Student Trustee)

Absent:

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Tom Grice (Superintendent of Business & Treasurer), Bill Chopp, Jamie McKinnon and Leslie Telfer (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Trustee McKinnon.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the November 19, 2013 meeting.

Carried

1.4 Declaration of Interest – Nil

2. Presentations - Nil

3. Delegations – Nil

4. Consent Agenda

Trustee Blake requested that Item 4.3 be removed from the Consent Agenda and be discussed separately.

4.1 THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the October 15, 2013 meeting.

4.2 THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of October 9, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



- 4.4** THAT the Committee of the Whole refers the unapproved minutes of the Regional Catholic Parent Involvement Committee Meeting of October 28, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Rick Petrella

Seconded by: Dennis Blake

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

Item considered separately

- 4.3** With respect to the minutes from the October 22, 2013 meeting of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' meeting, Superintendent Grice provided clarification to several general inquiries from Trustees Blake and Casey.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' Meeting of October 22, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5. Committee and Staff Reports

5.1 Structured Learning Update

Superintendent Telfer informed trustees that structured learning is a key component of the 2013-14 Special Education Plan, with the goals of building student independence and developing enhanced employability skills for special needs students. She advised that the program was introduced in the secondary Community Living and PALS classrooms four years ago, in the Secondary Job Skills and elementary Transition classes the following year, and this year is being introduced in regular classrooms in the elementary system for selected students with special education needs. She introduced Carmen McDermid, Student Achievement Leader – Special Education and Debbie Dignan, System SERT who demonstrated components of the program, which structures both the learning environment and student tasks. Discussion ensued and many trustee inquiries were responded to. Trustees congratulated presenters on their initiative and work in developing and delivering this exceptional program.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

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

Carried

5.2 Continuing Education – St. Mary Catholic Learning Centre

Superintendent McKinnon's report provided an in-depth picture of the Board's Alternative Education and Continuing Education programs, with an aim of developing and offering programming to reach a variety of different learners, from school-aged students to adults, in a variety of different settings. He explained that St. Mary Catholic Learning Centre acts as the hub



to coordinate programming offered through night school, summer school, the International Language program, as well as several non-credit programs. Superintendent McKinnon introduced Terre Slaght, Principal of Continuing Education, who described the programs currently being offered, as well as those under development or being considered for the future. Mrs. Slaght responded to several trustee inquiries and was congratulated for her role in building a viable and progressive continuing education program since its inception in September 2012.

Moved by: Dennis Blake

Seconded by: Rick Petrella

THAT the Committee of the Whole refers the Continuing Education – St. Mary Catholic Learning Centre report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.3 Junior Intermediate Mathematics Initiatives

In an effort to support teachers and students in improving achievement in the areas of Junior Mathematics and Grade 9 Mathematics, Superintendent Telfer explained that several key initiatives, imbedded in the Board's Strategic Plan, are the focus of the work being done at the grassroots level. She introduced E.J. Hunt and Michael Skrzypek, System Mathematics Teachers, who provided details of the work being done in various Collaborative Learning Inquiry initiatives, as well as the system support being provided for Marker School projects, EQAO preparation, cross-panel learning, School Improvement Plan initiatives, as well as teacher professional development. Trustees had inquiries with respect to Ministry funding, the focus of teacher professional development, and assessing the success of these initiatives.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole refers the Junior Intermediate Mathematics Initiatives report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.4 Primary Core French Program

Superintendent Telfer advised that seven schools are currently involved in a Primary Core French-as-a-Second Language (FSL) pilot, which began in September. Since Grades 1-3 FSL curriculum is not available through the Ministry, a team comprising the FSL teachers from the pilot schools and Cathy DeGoey, FSL Lead, researched and developed a curriculum focused on oral communication. These teachers also received training in the Accelerative Integrated Methodology (AIM) language learning instructional method. Superintendent Telfer commented that initial response has been very positive—students have been very enthusiastic, are engaged in their learning, and are developing a positive attitude towards learning French. She also added that the Board will be developing an action plan in response to a federal government initiative that aims at encouraging students to take French language instruction throughout their secondary school years. Several trustees voiced their support of this initiative. Trustee Casey expressed concerns with respect to the Board not approving the pilot, costs associated with the program, and what research supports this approach. Director Roehrig explained that there are no costs, extra staff or extra teacher prep time associated with this program. Superintendent Telfer will share the research with trustees.



Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Committee of the Whole refers the Primary Core French Program report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.5 Strategic Plan 2012-2015 – Student Achievement Update

Superintendent Telfer provided an update on the Student Achievement pillar of the Board's 2012-2015 Strategic Action Plan, with a focus on various literacy and numeracy initiatives, as well as teacher usage of netbooks to enhance classroom instruction.

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Committee of the Whole refers the Strategic Plan 2012-2015 - Student Achievement Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.6 Insurance Renewal

Superintendent Grice reviewed details of the Board's property and liability insurance renewal for 2014. Discussion ensued regarding various factors that can impact annual insurance rates.

Moved by: Dan Dignard

Seconded by: Dennis Balke

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2014 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$207,738, plus PST.

Carried

5.7 Board Enrolment

Superintendent McKinnon reported that the annual October 31 enrolment report to the Ministry of Education noted 79 full-time equivalent students above projections at the elementary level, and 11.5 students above projections at the secondary level. Although enrolment did not decrease as much as was originally projected, it continues to be an ongoing concern.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

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

Carried

5.8 Surplus Accommodation – Grand Erie District School Board

Superintendent Grice reported that the Grand Erie District School Board is disposing of the former Doverwood Public School in Port Dover, Ontario, and advised that this Board has no need of elementary student accommodation in this area.



Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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

- Former Doverwood Public School, 108 Hamilton Plank Road, Port Dover, Ontario

Carried

5.9 Excursion – Mission Trip to Staten Island, NY

Superintendent Chopp presented a request from the three secondary schools for approximately 20 Grades 11 and 12 students to participate in a mission trip to Staten Island New York. Participants will assist the Mennonite Disaster Service with small construction and clean-up projects resulting from the ongoing aftermath of Hurricane Sandy.

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School, Holy Trinity Catholic High School and St. John's College for an excursion mission trip to Staten Island, NY from Saturday, January 25 to Friday, January 31, 2014.

Carried

6. Information and Correspondence

Director Roehrig distributed copies of the "You Cat" book (Youth Catechism of the Catholic Church), a youth-friendly resource that is being distributed in our secondary schools, as well as copies of the handouts from the October Regional Catholic Parent Involvement Committee meeting and information regarding upcoming regional family engagement/faith formation events. He also advised trustees that a parent has organized a rally at St. Anthony Daniel School tomorrow afternoon.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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

Carried

7. Notices of Motion – Nil

8. Trustee Inquiries

In response to the number of university graduates who cannot find employment in their area of study, Trustee Dignard inquired if information regarding alternate career paths, trades, etc., could be made available to students and parents earlier in students' school careers. Director Roehrig offered to bring a complete Pathways Program report to a future Board meeting.

Trustee Casey received confirmation that all components of the robotics and pathways program approved by the Board in the spring of 2011 are still in place. Dates for the January and June exam weeks' visits by elementary students to secondary technology areas will be shared with trustees.



Trustee Blake requested an update on school websites. Director Roehrig will bring a report to Board regarding all changes in the area of information technology in the near future.

Trustee Casey commented that he is attending the Friends of the Educational Archives Committee meetings as Board representative. He inquired if a link to the Archives website could be added to our Board's website and also asked if the Board has a protocol regarding the collection of archival items when a school closes. Director Roehrig will look into this.

9. Business In-Camera

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session.

Carried

10. Report on the In-Camera Session

Trustee Dignard declared a conflict of interest in item 2.2 of the in-camera session and left the room. He did not take part in the consideration or discussion of, or vote on any question with relation to this item.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

Carried

11. Future Meetings

Attention was drawn to the revised listing of 2013-14 meetings and events for trustees.

12. Closing Prayer

A closing prayer was recited in unison.

13. Adjournment

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of November 19, 2013.

Carried



JOINT SPECIAL EDUCATION ADVISORY COMMITTEE
Wednesday, December 11, 2013 – 7:00 p.m.
Boardroom

BHNCDSB

Present: Dennis Blake, Catherine Custodio, Krista Emmerson, Jill Esposto, Christine Pearce, Carmen McDermid, Heather Shisler, Leslie Telfer, Lisa Stockmans

Regrets: Colleen Demarest, Tracey Taylor, Paul Sanderson, Teresa Westergaard-Hager

GEDSB

Present: Faye Adams, Jane Angus, LeaAnn Boswell, Tricia Brinn, Heather Carter, Tracy Clifford, Paula Curran, David Dean, Lorraine DeJong, Wayne Hobbs, Kate O'Donnell, Sandi Simpson, Scott Sincerbox

Regrets: Marion Macdonald, Carol Mackenzie, Carla Miller

1. Welcome (BHNCDSB)

Carmen McDermid opened the meeting with a video presentation of John Lennon's "Imagine" from the television series Glee. Trustee Blake, Acting SEAC Chair for BHNCDB, called the meeting to order and welcomed members and guests. He extended regrets from SEAC Chair, Lisa Stockmans.

2. Opening Remarks (GEDSB)

David Dean, SEAC Chair for GEDSB, thanked Acting Chair Trustee Blake for the warm welcome and remarked on the powerful video that reminded him of recently deceased Nelson Mandela, one of the greatest human rights' advocates of the 21st Century. Chair Dean expressed appreciation to the BHNCDSB for joining committees for the third consecutive year during Advent. Chair Dean commented on the positive relationships forged between the two Boards in building schools together and sharing transportation, noting that Boards must work closely as resources become more limited in the years ahead.

3. Introduction of SEAC Members

Members of each Committee introduced themselves.

4. Approval of Agenda

Moved by: Sandi Simpson

Seconded by: Jill Esposto

THAT the SEAC Committee approves the agenda of the December 11, 2013 Joint SEAC meeting.

Carried



5. Approval of Minutes

5.1 Grand Erie District School Board

Moved by: Sandi Simpson

Seconded by: Kate O'Donnell

THAT the SEAC Committee approves the minutes of the November 14, 2013 meeting.

Carried

5.2 Brant Haldimand Norfolk Catholic District School Board

Moved by: Krista Emmerson

Seconded by: Heather Shisler

THAT the SEAC Committee approves the minutes of the November 13, 2013 meeting.

Carried

6. Guest Speaker – Barry Finlay, Director, Special Education Policy & Programs Branch

Superintendent Telfer of the BHNCD SB introduced and welcomed Mr. Finlay to the annual Joint SEAC meeting. A summary of Mr. Finlay's comments follows:

- Mr. Finlay shared a Special Education Overview PowerPoint entitled, "Support Every Child, Reach Every Student". He began by expressing his pleasure at attending this meeting with the hope of clarifying his role in improvements for special education children, which he believes is miniscule when compared to what school board staff does every day in the schools. Coming from the education sector, he knows the impact that people have in schools. Although significant improvements have been gained, there is still a long way to go.
- Mr. Finlay pointed out that EQAO results show a significant narrowing of the gap, with a significant reduction in exemptions.
- There has been a significant rise in the amount of students receiving Special Education funding and the variations across the province make it challenging in how the dollars are allocated.
- Inclusive Education sends out a very powerful message everywhere.
- Mr. Finlay described Premier Wynne as a strong supporter of children's needs who he believes will support fundamental and powerful changes to Special Education that will help remove barriers and narrow the achievement gap in education.
- Parents should see movement related to health--working closer together for seamless access. The system needs to be making it smoother for parents and students.
- He encouraged boards to measure the success of students moving between levels as this will inform how effectively our Special Education funds are being expended.
- Mr. Finlay predicted that in the next 3-5 years, if we continue to evolve, 20% of children will be receiving Special Education, which puts pressure on Boards for funding. There is a great deal of tension around funding among the Boards, and the challenge is allocating the funds.
- The Ministry of Child and Youth Services is transforming Mental Health Services, and over the next three years, the 400 plus agencies across the Province are going to move to approximately 50 lead agencies, with others contracted to the Lead agencies. The first 16 agencies will be announced in the new fiscal year.
- "Learning for All" has been embraced by school boards across the province, and there are many people who would like to see it as policy.
- There will be mandated transition plans for students with IEPs as of September 2014.



- The Ministry is working towards consistency, as at this point, different Boards have different thresholds.

7. Question and Answer Session

Question #1: Has a funding per identified pupil model ever been considered?

Answer: Yes, when implemented, the budget swelled from \$27,000 to \$54,000; this model is no longer accepted. The new model will attempt to predict on a provincial perspective and will reduce disparity between boards.

Question #2: How can Boards meet increasing Special Education costs in the face of decreasing enrolment and reduced budgets?

Answer: This issue faces school boards across the province. Special Education amounts were never intended to provide all support for students, but should be thought of as an interim measure to assist with Special Education costs.

Question #3: Why is there no identification and no help for a child with severe problems who has received services in London and Brantford?

Answer: The Ministry considers injuries from FAS (Fetal Alcohol Syndrome) and ABI (Acquired Brain Injury) as creating potential learning disabilities and barriers to learning.

Questions #4: Who will address the lack of funding?

Answer: An answer should be available sometime during this school year.

Question #5: Does the government recognize that the costs of services, goods, etc., rise every year?

Answer: There is recognition of this fact as part of the large negotiation process, but the Ministry is more involved with central funding pieces. Pressure around eliminating the provincial deficit is overwhelming.

Question #6: Could costs to schools be reduced if parents have some services covered by personal health benefits?

Answer: Yes, and mandated services feel more pressure as they cannot walk away from the table; the health service system is going through its own transformation. Hopefully in the next three or four years when the provincial deficit is removed, growth may return.

Question #7: Funding difficulties are understood and the direction Mr. Finlay outlined is applauded, but please inform the Ministry that the Ministry of Education cookbook received by trustees was not a priority. Good nutrition is a message, but the cookbook is a poor use of money.

Answer: Mr. Finlay will take this concern to the Ministry of Education.



Question #8: Improvements to Special Education have occurred over the last 15 years when school boards experienced increased funding. Obviously we cannot continuously grow, but will we likely see different parts of the population requesting services at the expense of student special education?

Answer: Unfortunately, there really is not anything new to offer in terms of funding information.

Mr. Finlay concluded his presentation by expressing his appreciation of the two SEACs coming together, as this does not happen often. He is pleased to see the pockets of brilliance occurring across the province.

8. Closing Comments and Adjournment

GEDSB

Chair Dean thanked Mr. Finlay on behalf of the group and expressed appreciation for having such a passionate emissary in place to ensure that we do not lose sight of special needs and aboriginal children in the years going forward while dealing with funding reductions.

BHNCDSB

Trustee Blake thanked Mr. Finlay for the informative session and noted how gratifying it is to have a Ministry representative who obviously cares so much about all students.

The meeting adjourned at 8:30 p.m.

9. Light Refreshments

Light refreshments were provided by St. John's College students.



SPECIAL EDUCATION ADVISORY COMMITTEE
Wednesday, January 8, 2014 – 7:00 p.m.
Boardroom

Present: Dennis Blake, Catherine Custodio, Jill Esposito, Carmen McDermid, Paul Sanderson, Heather Shisler, Leslie Telfer, Lisa Stockmans

Regrets: Colleen Demarest, Krista Emmerson, Christine Pearce, Tracey Taylor, Teresa Westergaard-Hager

1. Opening Prayer

Carmen McDermid opened the meeting with a New Year prayer.

2. Welcome and Opening Comments

Lisa Stockmans welcomed members to the first SEAC meeting of 2014.

3. Approval of Agenda

Moved by: Heather Shisler

Seconded by: Dennis Blake

THAT the SEAC Committee approves the agenda of January 8, 2014 meeting.

Carried

4. Approval of Minutes – December 11, 2013

Moved by: Catherine Custodio

Seconded by: Dennis Blake

THAT the SEAC Committee approves the minutes of the joint meeting of December 11, 2013.

Carried

5. Correspondence

Leslie Telfer, Superintendent of Education, spoke to the letter to the Minister of Education from the Jacqueline A. Specht, SEAC Chair of the London District Catholic School Board. The letter echoed previous letters to the Ministry of Education with concerns raised with respect to funding that ensures equitable education for all students in Ontario. In addition, the letter raised concerns regarding the impact of Full Day Learning on Special Education resources. Superintendent Telfer pointed out that many of the students at three and four years of age show significant “behaviour” issues that are actually self-regulation issues. This is not an issue of involving an Education Assistant, but much more complex, which is why having Early Childhood Educators in the classroom is so important. Lisa Kuyper will be invited to the next meeting to discuss self-regulation.



6. Community Agency Updates

Heather Shisler of Lansdowne Children's Centre spoke about the reduction of school health visits. Many children who were getting six visits over the year have had those visits cut in half by the Community Care Access Centre (CCAC). Lansdowne is lobbying the Ministry of Health to contract services to them and not to CCAC. CCAC contracts services through Lansdowne and Heather sees the value having consistent children's agencies across the province. The difficulty is in staffing; services in Norfolk are almost non-existent and it makes it difficult to keep staff, as well as it is not economical. CCAC are the gate keepers for the dollars of all school health. Some students have higher needs and Lansdowne can provide additional support beyond the school environment. CCAC is regional: Brant, Haldimand, Norfolk, Hamilton and Niagara. There are no wait lists for adults, but there are wait lists for children.

Paul Sanderson of Contact Brant discussed upcoming anxiety clinics in the New Year, three to begin with. They are almost filled with referrals. There will be eight people per group. Age groups will be 9-12 years, 13-14 years and 15-16 years. Carmen McDermid discussed the "Ready Set Go" program offered at all three secondary schools which was designed and overseen by Terre Slaght, Principal of Continuing Education. The program introduces students to high school to alleviate possible anxiety associated with entering high school. Carmen said this could help a lot of students, with or without anxiety, to prepare for the first day of school. Paul pointed out that it would be beneficial to have one voice for the school Board as it has been confusing in the past dealing with each school and principal. Paul also discussed that Contact Brant is planning for Mental Health Week.

Jill Esposto of the Children's Aid Society of Brant shared that Christmas is a difficult time for many families. Jill mentioned the Pregnancy Resource Centre will be available sometime this month. The Native Service branch will be coming into Brantford, moving off the reserve. There should be an article in the paper in the next couple of days addressing this; things are status quo until then. CAS will be changing their name and logo. A Ministry decision has allowed for a new person to be hired for Youth Transitioning. There are huge challenges with youth transitioning out of services, although the school Board is one solid place that bridges both systems. Agencies seem to be talking more and working together towards the transition. Carmen McDermid discussed the option of administering functionality/adaptability tests for those who cannot complete the testing required to make the transition into the adult programs.

7. Business from October 9th meeting

Review SEAC Mandate/Vision

- The previous SEAC pamphlet "A Guide for Parents and Community" was shared with the group. The information is still valid, although moving forward the Board will be using "fact sheets" rather than pamphlets.
- Membership was discussed. The committee meets the quota for parent representatives; however, it was agreed that Haldimand parent representation and additional agency representation would be of value to the group. The pool of additional supports to pull from could include: Family Counseling Centre, St. Leonard's, Mental Health, and Public Health (Brant County Health Unit). Superintendent Telfer will send a letter inviting the agencies to rally for more membership support.
- Aboriginal representation is also needed. Superintendent Bill Chopp will be consulted for any suggestions. Jill can also check with Aboriginal Services.



- Superintendent Telfer will advise principals at the Family of Schools meeting that we are looking for Haldimand parent representation and perhaps another Brantford parent.

8. Reports

- 8.1** Special Education System Lead, Carmen McDermid, discussed the upcoming Professional Activity Day on January 13, 2014. She spoke to the Educational Assistants to find where the needs are in addition to collecting exit cards at the November 15 PA day. Certain sessions were highly popular including Restorative Practices, Tools for Life and Secrets to Mental Health. Other courses for the PA day include Making IT Easy (back to the basics with technology), Make & Take (working with their students' IEPs to make things that will work for specific students), Non Violent Crisis Intervention (focuses on safe management of students, de-escalation and many other steps that happen long before a student needs to be restrained). Sixty EAs will be recertified on Monday, January 13, 2014 in Non Violent Crisis Intervention.

Last year the Board brought in a guest speaker, Dr. J. St. Pierre, on selective mutism from the Children and Parent Resource Institute (CPRI). We are looking at OPHEA to provide strategies that promote safety in gym classes and during unstructured times. The training is very expensive. Last year, EAs were trained on back lifting to assist them with all the lifting involved with high-needs students.

Lisa Stockmans, SEAC Chair, commented that EAs are dealing with a great deal of stress with high needs students and questioned if there is a workshop for EAs to help them deal with stress? Carmen assured the group that speakers are brought in for EAs, as was the case with the December 20 PA day with guest speaker Kelly Walker. This author, speaker and musician, brought a message of hope, courage and humour in challenging times.

- 8.2** Leslie Telfer, Superintendent of Education, shared with the group that the Director of Education has asked that a report be presented to the Board of Trustees regarding the High Needs Amount (HNA) grant. This report will be shared with the Committee after it is presented to trustees in January. Of the 72 Boards across Ontario, our HNA allocation is in the bottom ten.

Superintendent Telfer asked if the group would be interested in analyzing EQAO data with respect to identified students, for information purposes. The group agreed and if this exercise is worthwhile, it could be done again in subsequent years. Jill expressed interest in the overlays, which Leslie will look into.

9. Business for Next Meeting

- EQAO results
- Revisit membership
- Agency membership letter
- Lisa Kuyper to present on Self-Regulation.

- 10.** The Meeting adjourned 9:00 p.m.

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

Prepared by: Leslie Telfer, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: January 13, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

READING UPGRADE PROGRAM

Public Session

BACKGROUND INFORMATION:

Reading Upgrade is a web-based program used to support struggling readers. The program has been in use for the last seven years. This step-by-step research-based curriculum engages students using catchy teaching songs, learning videos and exciting reading games. This program is web-hosted for both teachers and students. Existing classroom computers and school labs can be accessed and do not require new software, equipment or special training.

The Reading Upgrade program links “assessment for learning” to evidence-informed instruction on a daily basis. Instruction is precise to the level of readiness and the learning needs of the individual student.

DEVELOPMENTS:

Below is a summary of what has been accomplished to date, as well as some proposed plans for the remainder of the school year:

Students in the program use Reading Upgrade for 20 minutes, three times per week. Data regarding the progress and achievement of students involved in the program is collected and used to inform whether or not goals have been met and/or adjustments need to be made to either targets or implementation.

Current Year:

Each elementary school was given two Reading Upgrade licenses. Marker schools (as designated by the Board) had the opportunity to access two additional licenses. Students for the program were selected by school teams and the school SERT was responsible for implementing the program with their designated students. Each school SERT has 60 minutes of their five-day schedule dedicated to Reading Upgrade/Learning for All.

Selection Process:

The school team (consisting of Principals, SERTs and teachers) could select students meeting the following criteria:

- the student is in Grade 2 or 3
- the student is classified as at risk according to their June 2013 DRA score/running record/PM benchmarks, report card reading mark, or teacher observation / assessment.

Upon selection, all candidates completed a pre-test to establish a benchmark for growth comparison at the end of the program. A package containing the student information, SERT implementation schedule, pre-test results and DRA score was submitted centrally. Once all the packages were submitted, a license was set up for each individual student.

Delivery Model:

Students are to use the Reading Upgrade program a minimum of three times per five day cycle, 20 minutes per session. The program is a supplement provided in addition to the daily classroom literacy block. The daily guided reading time provided by the classroom teacher is not replaced or interrupted.

The school SERT administers the program to a maximum of two students per session. If a student is struggling with a concept, the SERT removes the student from the program and provides intervention to help the student learn the concept presented. Upon completion of the program, students complete a post-test which is submitted centrally. This is later compared with the pre-test to measure growth.

Follow Up and Assessment of the Program

All students begin Reading Upgrade at level 1 and work through to level 50. Of the 76 students currently in the program, 63 are at level 17 or above. Student reports generated by Reading Upgrade are monitored periodically throughout the year by central staff. Data is collected in January and a formal initial report is submitted to the Special Education Lead and Superintendent of Special Education. The report outlines the progress of the students in the program and specifically highlights the students who are not meeting the program requirements. In June, a final report is submitted to the Special Education Lead and Superintendent of Special Education which includes data collected, an analysis of the data, and recommendations for improvement to the program.

RECOMMENDATION:

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

MINUTES AND RECOMMENDATIONS

BUDGET COMMITTEE

January 14, 2014

AGENDA ITEM	MOTION
6.1	THAT the Budget Committee recommends that the Committee of the Whole refers the 2013-14 Revised Budget Estimates, in the amount of \$118,154,110, to the Brant Haldimand Norfolk Catholic District School Board for approval.
6.2	THAT the Budget Committee recommends the Committee of the Whole refers the Budget Planning report to the Brant Haldimand Norfolk Catholic District School Board for approval of the budget procedures as outlined in the 2014-15 Budget Procedures Manual.

THAT the Committee of the Whole refers the unapproved minutes of the Budget Committee Meeting of January 14, 2014 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations of the Budget Committee Meeting of January 14, 2014 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Budget Committee
Tuesday, January 14, 2014 – 7:00 p.m.
Haldimand Room**

Present: Rick Petrella (Chair), Dennis Blake, Cliff Casey, Dan Dignard, Tom Grice, Bonnie McKinnon, Jamie McKinnon, Pat Petrella, Chris Roehrig, June Szeman, Leslie Telfer

1. Opening Prayer

Rick Petrella opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Budget Committee approves the agenda of January 14, 2014.

Carried

3. Approval of the Minutes

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Budget Committee approves the Minutes of May 29, 2013.

Carried

4. Declaration of Conflict of Interest: Nil

5. Business Arising from the Minutes: Nil

6. Staff Reports and Information Items:

6.1 Revised Budget Estimates – 2013-14

Superintendent Grice updated trustees on the most significant revisions made to the 2013-14 preliminary budget. These revisions reflect changes to revenue and expenses since the preliminary projections of June 2013. Student enrolment increased by approximately 90 students, which resulted in additional funding that was offset by expenditures relating to enrolment. As a result of the OECTA Memorandum of Understanding (MOU), additional teachers, educational assistants, early childhood educators, secretaries and Human Resources Department staff are required.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Budget Committee recommends that the Committee of the Whole refers the 2013-14 Revised Budget Estimates, in the amount of \$118,154,110, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



6.2 Budget Planning

Tom Grice reviewed the budget planning process, specifically detailing the Budget Procedures Manual for 2014-15. As set-out in the Manual, the process for 2014-15 is very similar to the current year with changes made specifically to personnel responsible for certain areas of the budget and calendar dates for the budget process shifting slightly.

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

THAT the Budget Committee recommends the Committee of the Whole refers the Budget Planning report to the Brant Haldimand Norfolk Catholic District School Board for approval of the budget procedures as outlined in the 2014-15 Budget Procedures Manual.

Carried

7. Trustee Inquiries: Nil

8. Business of the In-Camera Committee

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

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

Carried

9. Report on the In-Camera Session:

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

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

Carried

10. Adjournment

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

THAT the Budget Committee adjourns the meeting of January 14, 2014.

Carried

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Budget Committee
Submitted on: January 14, 2014
Submitted by: Chris Roehrig, Director of Education & Secretary

REVISED BUDGET ESTIMATES – 2013-14

Public Session

BACKGROUND INFORMATION:

Each year, the Ministry requires that school boards make available their revised budgeted revenue and expenditures for the school year. The original estimates are normally approved by the Board and submitted to the Ministry by June 30. 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. In the 2012-13 year, the Ministry requested that all school boards seek approval from their Board of Trustees for Revised Estimates in the event that complications arose as a result of government and OECTA negotiations. Since Board staff has always sought Board of Trustee approval for Revised Estimates, this development does not require a change to our practices.

DEVELOPMENTS:

The 2013-14 Revised Budget is attached for your information as Appendix A. The actual Full-Time Equivalent (FTE) enrolment on October 31, 2013 was 79.0 students higher in the elementary panel and 11.5 students higher in the secondary panel than preliminary projections, which translated into a net increase in General Operating grants based on enrolment.

Although the Memorandum of Understanding (MOU) was negotiated between the Ministry and OECTA, the impact has been felt in all bargaining units and non-teaching staff areas as well. Many areas have been impacted by the MOU including sick leave plans, maternity benefits and Workplace Safety and Insurance Board (WSIB) plans. As this agreement is only in its second year of implementation and clarification statements continue to be released by the Ministry, it has been challenging to establish accurate estimates in the impacted areas as data collection has been limited. Until such time that staff have been able to collect a few years of actual usage data for comparison, past practice data will be used to determine financial implications.

A number of changes have been made to the Revised Budget as a result of revenue adjustments since preliminary estimates. The most significant impact is the net increase of student enrolment, which has increased pupil and foundation grants. Offsetting this revenue is the decrease in the Teacher Compensation Allocation of approximately \$380,000, as a result of teacher qualifications and experience adjustments resulting from restating the Teacher Salary budget to reflect actual staff at October 31, 2013. There has also been a reduction of approximately \$90,000 in Native Tuition since preliminary estimates. Of note in the revenue statement is the reduction of approximately \$1,000,000 in the School-Within-a-College (SWAC) program area. This has been offset by a corresponding decrease in expenditure as the Grand Erie District School Board now oversees the financial management of this program.

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

- Three Early Childhood Educator (ECE) positions have been added into the system in support of the Early Learning Kindergarten Program (ELKP).
- Two Educational Assistant (EA) positions have been added in support of the Special Education Program.
- One 0.5 FTE secretarial position has been restored at Holy Trinity Catholic High School.

One position has been proposed in the Human Resources Area. This position will be funded from a reallocation of funding within two areas of the *existing* budget. The July 2012 MOU, established between the Government and OECTA, contained a provision for third-party adjudication with respect to a Short-Term Leave and Disability Program administered through Manulife. The Board allocated funding to support the program. In June 2013, the Ministry withdrew the need to utilize the services of Manulife and OECTA elected to utilize a service provided by the Board. This new position is in support of the identified need within the Board and is bundled with another key responsibility, which includes Health and Safety activities of the Board. The key responsibilities of the proposed Disability Management & Safety Coordinator follow:

- Coordinate the Short-Term Leave and Disability Plan for all staff including requesting and reviewing medical documentation to confirm eligibility for sick leave pay and / or early and safe return to work opportunities.
- Manage the Board's WSIB program including accident investigation and reporting procedures, establishing and monitoring claims, coordinating modified work programs and making recommendations regarding WSIB appeals.
- Ensure compliance with legislation, collective agreements and Board policies / procedures.
- Coordinate the Board's Long-Term Disability (LTD) and Employee Assistance Programs (EAP).
- Build system-wide capacity related to health and safety, attendance support, disability management and wellness through training, mentoring and guidance.
- Maintain records, track, analyze and report on the usage, costs, benefits and outcomes of the attendance support, disability management and safety programs.
- Track changes in relevant legislation, collective agreements, employment contracts, benefit programs and arbitral / judicial jurisprudence to ensure that these changes are reflected in program practices.
- Coordinate the development and implementation of the Board's Health and Safety Program including policies and procedures, training and compliance with the *Occupational Health and Safety Act*.

- Develop policies and procedures relating to attendance support, disability management and wellness in accordance with requirements of the *Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act, Workplace Safety and Insurance Act* and other applicable legislation.

Fifty thousand dollars (\$50,000) has been allocated in support of Advanced Placement programs, which would allow secondary schools to offer university-level courses and exams at the Grade 12 level. When enrolled in these courses, students can earn both high school and university level credits that are recognized at many Canadian and international universities and colleges. Advanced Placement programs are offered at over 270 secondary schools in Ontario. These allocated funds will allow for teacher and school preparation and training. The largest portion of the funds has been allocated to one-time funding to provide textbooks and equipment, which are required for Advanced Placement programs. These textbooks and equipment can also be used by regular stream programs.

The last significant item that was added to the Revised Budget is the inclusion of \$130,000 for one-time Information Technology funding and resources. This funding will be utilized in support of the Communications Pillar within the Board Strategic Plan. Specifically, the funding will be utilized over a two-year period to:

- Improve the user interface of the current portal (SharePoint).
- Redesign and restructure school websites.
- Redesign the Board website and provide continuity between the Board's main site and school-based sites.
- Improve inter-operability of the portal, school websites and the Board website so data can easily flow between all three areas.
- Support Board compliance with the Accessibility for Ontarians with Disabilities Act (AODA) now and planning for the future.
- Develop social networking and community engagement features within the Board portal.
- Optimize mobile device accessibility.

RECOMMENDATION:

THAT the Budget Committee recommends that the Committee of the Whole refers the 2013-14 Revised Budget Estimates, in the amount of \$118,154,110, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Brant Haldimand Norfolk Catholic District School Board
REVENUE ESTIMATES 2013-2014

	Revised 2013-14	Preliminary 2013-14	Incr (Decr)
GENERAL LEGISLATIVE GRANTS			
Foundation Allocation - Base Amount - Elementary	28,278,002	27,998,399	279,603
Foundation Allocation - Base Amount - Secondary	18,445,529	18,377,838	67,691
Total: Foundation Allocation (includes Primary Class size)	46,723,531	46,376,237	347,294
School Foundation	8,020,679	7,964,313	56,366
Special Education Allocation	10,592,604	10,525,859	66,745
Language Allocation	1,290,679	1,290,809	(130)
Distant Schools/Small Schools Allocation	72,817	72,402	415
Remote & Rural Allocation	1,335,632	1,338,146	(2,514)
Learning Opportunity Allocation	1,593,489	1,570,956	22,533
Adult & Continuing Education & Summer School	219,418	117,594	101,824
Teacher Compensation Allocation	8,761,888	9,145,606	(383,718)
New Teacher Induction Program (NTIP)	74,046	74,046	-
Restraint Savings	(67,355)	(67,355)	-
Transportation Allocation	4,845,016	4,825,301	19,715
Administration & Governance Allocation	3,300,613	3,286,834	13,779
School Operations Allocations	9,564,605	9,447,214	117,391
Community Use of Schools	137,229	137,229	-
Declining Enrolment Adjustment	908,087	889,744	18,343
Program Enhancement	-	-	-
First Nation Supplemental Allocation	122,123	121,349	774
Safe Schools	187,469	186,324	1,145
Permanent Financing of NPF	146,395	146,395	-
Total: OPERATING	97,828,965	97,449,003	379,962
Deduct MTCA Allocation	(2,445,724)	(2,436,225)	(9,499)
Temporary Accommodation	-	-	-
TOTAL LEGISLATIVE GRANT-OPERATING	95,383,241	95,012,778	370,463
Capital Allocation			
School Renewal Allocation	1,407,918	1,393,677	14,241
Short Term Financing	13,600	32,000	(18,400)
Debt Charges Allocation -Interest	3,148,587	3,148,587	-
TOTAL LEGISLATIVE GRANT-OPERATING	99,953,346	99,587,042	366,304
Amortization of DCC	3,412,712	3,412,712	-
Allocate to Deferred Revenue DCC(re MTA)	2,418,724	2,409,225	9,499
SEA Formula based Funding ((to) fr Deferred)	-	-	-
SEA Formula based Funding ((to) fr Deferred)	-	-	-
Deferred Revenue: Green Schools	-	-	-
	105,784,782	105,408,979	375,803
OTHER REVENUE			
Tuition fees	1,201,842	1,287,262	(85,420)
Rental Revenue	89,184	89,184	-
Interest Earned	60,000	20,000	40,000
Sinking fund Interest	-	-	-
Miscellaneous Revenue	84,369	89,592	(5,223)
Shared Facilities	204,276	204,276	-
EDC Fund Revenue (re: Debenture Payment)	65,868	65,868	-
<i>Miscellaneous Gov't Grants</i>			
Early Learning Program	4,618,453	4,618,453	-
Misc Grants	1,721,008	1,396,085	324,923
Deferred Revenue	259,116	-	259,116
French Monitor Program	18,000	18,000	-
SCWI / SWAC	-	1,020,003	(1,020,003)
Ontario Youth Apprenticeship Program	90,748	90,748	-
Total Other Revenue	8,412,864	8,899,471	(486,607)
TOTAL REVENUE	114,197,646	114,308,450	(110,804)
School Generated Funds	4,000,000	4,000,000	-
Prior Period Adjustment	-	-	-
NET REVENUE	118,197,646	118,308,450	(110,804)
EXPENDITURE (including School funds)	118,154,110	118,264,928	(110,818)
Surplus(deficit) PSAB	43,536	43,522	14
Reverse Brnt Plan Curtailment			
Reverse School Funds Surplus(Deficit) for Compliance	-	-	-
Adjustment(for Compliance Purposes)	(43,536)	(43,536)	-
50% Vacation Accrual (for Compliance Purposes)			
Surplus(deficit) For Compliance	(0)	(14)	14

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
INSTRUCTION							
	Total Salaries & Wages	50,044,329	-131,217	49,913,112	51,151,836	51,272,707	-1,238,724
	Total Employee Benefits	5,848,312	17,300	5,865,612	5,913,741	6,747,968	-48,129
10	315 Professional Development - Academic & S.O.'s	128,802	2,055	130,857	230,471	135,787	-99,614
10	316 Professional Memberships - Academic	0		0	0		0
10	317 Professional Development - Non Teaching	1,000	1,000	2,000			2,000
10	319 Religion Course	5,000		5,000	5,000	1,500	0
	Total Staff Development	134,802	3,055	137,857	235,471	137,287	-97,614
10	320 Textbooks & Learning Materials	65,000	-2,322	62,678	65,000	204,931	-2,322
10	324 School Initiatives	0		0		27,166	0
10	325 Program Supplies	1,526,133	-840,936	685,197	1,414,659	1,217,896	-729,462
10	330 Instructional Supplies	874,741		874,741	874,741	425,509	0
10	331 Application Software	0		0	0	1,123	0
10	333 New Classroom Set-Up	0		0	0		0
10	335 Printing & Photocopying - Instructional	200,000		200,000	200,000	182,479	0
10	336 Printing & Photocopying - Non-instructional	2,000		2,000	9,000	3,916	-7,000
10	339 First Aid Supplies	7,500		7,500	7,500	5,227	0
10	361 Automobile Reimbursement	82,818	7,428	90,246	104,900	75,949	-14,654
10	362 Travel - Contingent Rate Increase	0		0	13,300		-13,300
10	401 Repairs - Furniture & Equipment	5,000		5,000	5,000	2,701	0
10	402 Repairs - Computer Technology	0		0	0		0
10	404 Telephone - Cellular	2,000	-800	1,200	2,000	747	-800
10	406 Telephone - Data Communications Services	340,000		340,000	270,000	241,920	70,000
10	414 Student Senate	10,000		10,000	10,000	9,437	0
10	540 School Trips - Transportation	42,970	31,524	74,494	42,970	88,286	31,524
	Total Supplies & Services	3,158,162	-805,106	2,353,056	3,019,070	2,487,286	-666,014
10	501 Replacement of Furniture & Equipment - General	60,000	55,816	115,816	60,000	62,863	55,816
10	502 Replacement of Furniture & Equipment - Computer Technology	340,600		340,600	484,296	451,010	-143,696
10	503 Replacement of Furniture & Equipment - Network Connectivity	50,250		50,250	60,250	58,190	-10,000
	Total Replacement of F&E	450,850	55,816	506,666	604,546	572,063	-97,880
10	602 Rental/Lease - Furniture & Equipment - Computer Technology	0		0	0		0
10	603 Rental/Lease - Furniture & Equipment - Network Connectivity	0		0	0		0
	Total Rental Expenditures	0		0	0		0
10	640 Instructional Advertising	15,000		15,000	15,000	18,943	0
10	653 Other Professional Fees	60,000	-60,000	0	30,000	12,540	-30,000
10	654 Other Contractual Services	96,000		96,000	171,601	108,874	-75,601
10	661 Software Fees & Licenses	31,680		31,680	124,038	106,068	-92,358
10	662 Maintenance Fees - Computer Technology	140,900	130,000	270,900	172,000	90,638	98,900
10	702 Association & Membership Fees - Individuals	1,000		1,000	1,000	595	0
	Total Fees & Contractual Services	344,580	70,000	414,580	513,639	337,659	-99,059
10	705 Student Bursaries/Awards	0	1,800	1,800	0	2,695	1,800
	Total Other	0	1,800	1,800	0	2,695	1,800
10	790 Amortization	432,005		432,005	432,005	401,611	0
	Total Amortization	432,005		432,005	432,005	401,611	0
	Total INSTRUCTION	60,413,040	-788,352	59,624,688	61,870,308	61,959,275	-2,245,621

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
SPECIAL EDUCATION								
	Total	Salaries & Wages	11,041,030	-1,182	11,039,848	10,940,138	10,925,010	99,710
	Total	Employee Benefits	2,151,824	16,371	2,168,194	2,160,144	2,048,083	8,050
12	315	Professional Development - Academic & S.O.'s	27,500	-3,300	24,200	23,357	8,756	843
12	317	Professional Development - Non Teaching	17,100	2,900	20,000	17,400	22,750	2,600
	Total	Staff Development	44,600	-400	44,200	40,757	31,506	3,443
12	320	Textbooks & Learning Materials	17,000		17,000	17,000	2,756	0
12	325	Program Supplies	89,727	35,934	125,661	99,056	112,674	26,605
12	330	Instructional Supplies	11,000	-500	10,500	11,000	27,461	-500
12	335	Printing & Photocopying - Instructional	0		0	0	930	0
12	336	Printing & Photocopying - Non-instructional	8,000		8,000	10,800	6,606	-2,800
12	361	Automobile Reimbursement	74,220	6,750	80,970	76,804	39,888	4,166
12	402	Repairs - Computer Technology	3,000		3,000	3,000	2,212	0
12	404	Telephone - Cellular	2,950	1,500	4,450	2,950	1,212	1,500
12	405	Telephone - Voice	3,000		3,000	3,000	1,169	0
12	407	Postage	200	35	235	200	54	35
12	410	Office Supplies & Services	4,500		4,500	4,500	2,962	0
12	416	SEAC	500		500	500	0	0
12	540	School Trips - Transportation	1,800	200	2,000	1,800	2,481	200
	Total	Supplies & Services	215,897	43,919	259,816	230,610	200,407	29,206
12	501	Replacement of Furniture & Equipment - General	109,000		109,000	114,500	151,683	-5,500
12	502	Replacement of Furniture & Equipment - Computer Technology	430,508	60,000	490,508	540,000	76,927	-49,492
	Total	Replacement of F&E	539,508	60,000	599,508	654,500	228,610	-54,992
12	654	Other Contractual Services	49,300	18,500	67,800	49,300	24,162	18,500
12	702	Association & Membership Fees - Individuals	0		0	0	50	0
	Total	Fees & Contractual Services	49,300	18,500	67,800	49,300	24,212	18,500
Total	SPECIAL EDUCATION		14,042,158	137,208	14,179,366	14,075,449	13,457,827	103,917

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
SCHOOL MANAGEMENT								
	Total	Salaries & Wages	6,892,043	142,861	7,034,904	6,948,725	6,879,640	86,179
	Total	Employee Benefits	1,014,488	11,337	1,025,825	1,035,688	962,620	-9,863
15	315	Professional Development - Academic & S.O.'s	22,000		22,000	23,500	45,213	-1,500
15	317	Professional Development - Non Teaching	14,150		14,150	44,150	9,378	-30,000
	Total	Staff Development	36,150		36,150	67,650	54,591	-31,500
15	320	Textbooks & Learning Materials	0		0	0		0
15	324	School Initiatives	0		0		11,897	0
15	325	Program Supplies	8,700	20,000	28,700	8,000	930	20,700
15	335	Printing & Photocopying - Instructional	0		0	0		0
15	336	Printing & Photocopying - Non-instructional	0		0	0	36,375	0
15	361	Automobile Reimbursement	17,000		17,000	17,000	14,270	0
15	401	Repairs - Furniture & Equipment	0		0	0		0
15	404	Telephone - Cellular	0		0	0	13,166	0
15	405	Telephone - Voice	75,405	500	75,905	75,405	71,596	500
15	406	Telephone - Data Communications Services	0		0	0	2,919	0
15	407	Postage	32,046		32,046	32,046	45,065	0
15	410	Office Supplies & Services	130,954		130,954	130,954	143,554	0
15	415	School Council Supplies	26,800	-800	26,000	39,260	33,814	-13,260
	Total	Supplies & Services	290,905	19,700	310,605	302,665	373,586	7,940
15	501	Replacement of Furniture & Equipment - General	10,000		10,000	10,000	40,891	0
15	502	Replacement of Furniture & Equipment - Computer Technology	0		0	80,000	72,753	-80,000
15	503	Replacement of Furniture & Equipment - Network Connectivity	10,050		10,050	10,050	0	0
	Total	Replacement of F&E	20,050		20,050	100,050	113,644	-80,000
15	621	Rental/Lease - Photocopier	0		0	0		0
	Total	Rental Expenditures	0		0	0		0
15	661	Software Fees & Licenses	8,160		8,160	7,650	12,511	510
15	662	Maintenance Fees - Computer Technology	116,200		116,200	140,000	95,516	-23,800
15	701	Association & Membership Fees - Board	0	2,300	2,300			2,300
15	719	School Courier	20,000		20,000	20,000	20,693	0
	Total	Fees & Contractual Services	144,360	2,300	146,660	167,650	128,720	-20,990
	Total	SCHOOL MANAGEMENT	8,397,996	176,198	8,574,194	8,622,428	8,512,802	-48,234

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
STUDENT SUPPORT SERVICES							
	Total Salaries & Wages	433,597	46,564	480,161	419,044	383,351	61,117
	Total Employee Benefits	91,214	6,485	97,699	80,668	74,658	17,031
21	315 Professional Development - Academic & S.O.'s	0		0	24,000	114	-24,000
	Total Staff Development	0		0	24,000	114	-24,000
21	325 Program Supplies	0		0	0		0
21	361 Automobile Reimbursement	0		0	0		0
21	404 Telephone - Cellular	0		0	0	20	0
	Total Supplies & Services	0		0	0	20	0
	Total STUDENT SUPPORT SERVICES	524,811	53,049	577,860	523,712	458,143	54,148
COMPUTER SERVICES							
	Total Salaries & Wages	774,189		774,189	765,395	762,157	8,794
	Total Employee Benefits	197,215		197,215	194,702	188,313	2,513
22	317 Professional Development - Non Teaching	52,000		52,000	28,000	50,420	24,000
	Total Staff Development	52,000		52,000	28,000	50,420	24,000
22	325 Program Supplies	1,710		1,710	1,710	762	0
22	332 Books & Periodicals	450		450	450	0	0
22	336 Printing & Photocopying - Non-instructional	1,200		1,200	1,200	711	0
22	361 Automobile Reimbursement	29,000		29,000	28,000	17,105	1,000
22	402 Repairs - Computer Technology	20,000		20,000	20,000	6,100	0
22	404 Telephone - Cellular	8,500		8,500	8,500	7,479	0
22	405 Telephone - Voice	3,500		3,500	3,500	886	0
22	406 Telephone - Data Communications Services	39,000		39,000	39,000	33,744	0
22	407 Postage	800		800	800	174	0
22	410 Office Supplies & Services	1,500		1,500	1,500	2,470	0
	Total Supplies & Services	105,660		105,660	104,660	69,430	1,000
22	501 Replacement of Furniture & Equipment - General	0		0	270,000		-270,000
22	502 Replacement of Furniture & Equipment - Computer Technology	5,850		5,850	5,850	283,098	0
22	503 Replacement of Furniture & Equipment - Network Connectivity	0		0	0		0
	Total Replacement of F&E	5,850		5,850	275,850	283,098	-270,000
22	653 Other Professional Fees	38,438		38,438	0	22,680	38,438
22	654 Other Contractual Services	16,000		16,000	23,000	15,293	-7,000
22	661 Software Fees & Licenses	0		0	0		0
22	662 Maintenance Fees - Computer Technology	44,102		44,102	59,102	19,285	-15,000
22	702 Association & Membership Fees - Individuals	500		500	500	409	0
	Total Fees & Contractual Services	99,040		99,040	82,602	57,666	16,438
	Total COMPUTER SERVICES	1,233,954		1,233,954	1,451,209	1,411,084	-217,255

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
LIBRARY SERVICES							
	Total Salaries & Wages	710,126	-11,284	698,842	715,289	736,035	-16,447
	Total Employee Benefits	151,263		151,263	153,836	154,623	-2,573
23	317 Professional Development - Non Teaching	2,000		2,000	2,000	0	0
	Total Staff Development	2,000		2,000	2,000	0	0
23	320 Textbooks & Learning Materials	5,000		5,000	5,000	0	0
23	321 Library Books	19,000	-6,000	13,000	19,000	51,197	-6,000
23	325 Program Supplies	10,000	6,577	16,577	10,000	9,826	6,577
23	330 Instructional Supplies	0		0	0	1,731	0
23	335 Printing & Photocopying - Instructional	1,000	500	1,500	1,000	1,626	500
23	361 Automobile Reimbursement	4,000	-2,500	1,500	4,000	1,430	-2,500
23	404 Telephone - Cellular	0	200	200	0	172	200
	Total Supplies & Services	39,000	-1,223	37,777	39,000	65,981	-1,223
23	662 Maintenance Fees - Computer Technology	16,000	1,223	17,223	16,000	19,694	1,223
	Total Fees & Contractual Services	16,000	1,223	17,223	16,000	19,694	1,223
	Total LIBRARY SERVICES	918,389	-11,284	907,105	926,125	976,333	-19,020
GUIDANCE SERVICES							
	Total Salaries & Wages	896,049	-47,307	848,742	862,935	894,664	-14,193
	Total Employee Benefits	90,644		90,644	84,416	85,308	6,228
24	320 Textbooks & Learning Materials	0		0	0	713	0
24	330 Instructional Supplies	0		0	0	1,465	0
24	335 Printing & Photocopying - Instructional	0		0	0	1,759	0
	Total Supplies & Services	0		0	0	3,938	0
	Total GUIDANCE SERVICES	986,693	-47,307	939,386	947,351	983,909	-7,965

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
TEACHER SUPPORT SERVICES							
	Total Salaries & Wages	893,844	119,332	1,013,176	843,751	855,604	169,425
	Total Employee Benefits	103,862	15,305	119,167	113,482	94,208	5,685
25	315 Professional Development - Academic & S.O.'s	14,000		14,000	15,000	7,696	-1,000
	Total Staff Development	14,000		14,000	15,000	7,696	-1,000
25	325 Program Supplies	85,664	-43,757	41,907	82,302	101,837	-40,395
25	335 Printing & Photocopying - Instructional	23,500	-6,000	17,500	24,500	4,201	-7,000
25	336 Printing & Photocopying - Non-instructional	0		0	0		0
25	361 Automobile Reimbursement	27,500	-9,000	18,500	26,500	12,214	-8,000
25	404 Telephone - Cellular	2,700		2,700	2,300	1,093	400
25	405 Telephone - Voice	0		0	0		0
25	406 Telephone - Data Communications Services	0		0	0		0
25	407 Postage	0		0	0		0
25	410 Office Supplies & Services	0		0	0		0
	Total Supplies & Services	139,364	-58,757	80,607	135,602	119,344	-54,995
25	502 Replacement of Furniture & Equipment - Computer Technology	0		0	0	2,696	0
	Total Replacement of F&E	0		0	0	2,696	0
25	640 Instructional Advertising	0	9,500	9,500	0	6,192	9,500
25	653 Other Professional Fees	50,000	-50,000	0	50,000	50,000	-50,000
25	701 Association & Membership Fees - Board	10,000		10,000	10,000	9,407	0
25	702 Association & Membership Fees - Individuals	3,227	-100	3,127	2,550	146	577
	Total Fees & Contractual Services	63,227	-40,600	22,627	62,550	65,745	-39,923
Total	TEACHER SUPPORT SERVICES	1,214,297	35,280	1,249,577	1,170,385	1,145,292	79,192

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
GOVERNANCE/TRUSTEES							
	Total Salaries & Wages	64,700		64,700	64,700	68,814	0
	Total Employee Benefits	2,588		2,588	2,588	962	0
31	317 Professional Development - Non Teaching	23,000		23,000	23,000	16,739	0
	Total Staff Development	23,000		23,000	23,000	16,739	0
31	336 Printing & Photocopying - Non-instructional	3,500		3,500	3,500	646	0
31	359 Student Trustees	5,000		5,000	5,000	1,029	0
31	361 Automobile Reimbursement	10,000		10,000	10,000	7,705	0
31	404 Telephone - Cellular	3,000		3,000	3,000	4,341	0
31	406 Telephone - Data Communications Services	3,600		3,600	3,600	5,659	0
31	407 Postage	200		200	200	0	0
31	410 Office Supplies & Services	500		500	500	150	0
	Total Supplies & Services	25,800		25,800	25,800	19,530	0
31	501 Replacement of Furniture & Equipment - General	0		0	0		0
31	502 Replacement of Furniture & Equipment - Computer Technology	2,000		2,000	2,000	129	0
	Total Replacement of F&E	2,000		2,000	2,000	129	0
31	701 Association & Membership Fees - Board	49,000		49,000	49,000	45,708	0
31	702 Association & Membership Fees - Individuals	250		250	250	0	0
	Total Fees & Contractual Services	49,250		49,250	49,250	45,708	0
31	725 Miscellaneous	5,000		5,000	5,000	399	0
	Total Other	5,000		5,000	5,000	399	0
Total	GOVERNANCE/TRUSTEES	172,338		172,338	172,338	152,281	0

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
GENERAL ADMINISTRATION							
	Total Salaries & Wages	1,174,525	37,029	1,211,554	1,184,805	1,207,767	26,749
	Total Employee Benefits	165,289	11,206	176,495	164,653	185,907	11,842
32	315 Professional Development - Academic & S.O.'s	28,800	13,227	42,027	43,527	25,255	-1,500
32	316 Professional Memberships - Academic	1,000		1,000	1,000	225	0
32	317 Professional Development - Non Teaching	7,900		7,900	7,900	4,161	0
	Total Staff Development	37,700	13,227	50,927	52,427	29,641	-1,500
32	322 Books & Periodicals	3,250	500	3,750	2,250	3,910	1,500
32	325 Program Supplies	0		0	1,000	1,370	-1,000
32	336 Printing & Photocopying - Non-instructional	12,200		12,200	12,200	5,324	0
32	361 Automobile Reimbursement	11,400	1,500	12,900	11,400	6,678	1,500
32	404 Telephone - Cellular	12,200	0	12,200	12,200	9,096	0
32	405 Telephone - Voice	1,500		1,500	1,500	342	0
32	406 Telephone - Data Communications Services	1,000		1,000	1,000	868	0
32	410 Office Supplies & Services	8,100	0	8,100	8,100	5,597	0
	Total Supplies & Services	49,650	2,000	51,650	49,650	33,185	2,000
32	501 Replacement of Furniture & Equipment - General	1,800		1,800	1,800	1,822	0
32	502 Replacement of Furniture & Equipment - Computer Technology	1,350		1,350	1,350	1,105	0
	Total Replacement of F&E	3,150		3,150	3,150	2,927	0
32	640 Instructional Advertising	14,200		14,200	14,200	13,389	0
32	641 Community Relations	0		0	0	0	0
32	652 Legal Fees	15,000		15,000	15,000	15,752	0
32	653 Other Professional Fees	20,000		20,000	20,000	55,604	0
32	654 Other Contractual Services	2,500		2,500	2,500	2,350	0
32	661 Software Fees & Licenses	0		0	0	0	0
32	672 Liability Insurance	101,430	-15,430	86,000	101,430	73,022	-15,430
32	701 Association & Membership Fees - Board	200		200	200	0	0
32	702 Association & Membership Fees - Individuals	11,650	0	11,650	11,650	9,848	0
	Total Fees & Contractual Services	164,980	-15,430	149,550	164,980	169,965	-15,430
32	710 Interest	53,590		53,590	53,590	180	0
32	725 Miscellaneous	26,900	-2,250	24,650	26,900	18,949	-2,250
	Total Other	80,490	-2,250	78,240	80,490	19,129	-2,250
32	790 Amortization	47,124		47,124	47,124	47,123	0
	Total Amortization	47,124		47,124	47,124	47,123	0
	Total GENERAL ADMINISTRATION	1,722,908	45,782	1,768,690	1,747,279	1,695,644	21,411

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
BUSINESS ADMINISTRATION								
	Total	Salaries & Wages	555,292		555,292	590,140	533,979	-34,848
	Total	Employee Benefits	136,086		136,086	133,065	125,812	3,021
33	317	Professional Development - Non Teaching	6,000		6,000	6,000	3,050	0
33	318	Professional Memberships - Non Teaching	3,000		3,000	3,000	2,197	0
	Total	Staff Development	9,000		9,000	9,000	5,247	0
33	336	Printing & Photocopying - Non-instructional	4,000		4,000	4,000	3,775	0
33	361	Automobile Reimbursement	1,500		1,500	1,500	1,193	0
33	404	Telephone - Cellular	0		0	0	279	0
33	405	Telephone - Voice	12,000		12,000	12,000	12,762	0
33	406	Telephone - Data Communications Services	1,800		1,800	1,800	1,703	0
33	407	Postage	18,000		18,000	18,000	10,437	0
33	410	Office Supplies & Services	17,100		17,100	17,100	10,024	0
	Total	Supplies & Services	54,400		54,400	54,400	40,173	0
33	501	Replacement of Furniture & Equipment - General	9,000		9,000	9,000	2,837	0
33	502	Replacement of Furniture & Equipment - Computer Technology	4,500		4,500	4,500	346	0
	Total	Replacement of F&E	13,500		13,500	13,500	3,183	0
33	640	Instructional Advertising	2,655		2,655	2,655	0	0
33	651	Audit Fees	50,000	5,000	55,000	45,000	59,687	10,000
33	653	Other Professional Fees	2,600		2,600	2,600	5,108	0
33	654	Other Contractual Services	71,000		71,000	71,000	62,083	0
33	661	Software Fees & Licenses	8,000		8,000	8,000	7,117	0
33	662	Maintenance Fees - Computer Technology	104,200		104,200	103,200	88,964	1,000
33	702	Association & Membership Fees - Individuals	2,000		2,000	2,000	1,990	0
	Total	Fees & Contractual Services	240,455	5,000	245,455	234,455	224,948	11,000
33	729	Foreign Exchange Gain/Loss	0		0	0	2,925	0
	Total	Other	0		0	0	2,925	0
Total	BUSINESS ADMINISTRATION		1,008,733	5,000	1,013,733	1,034,560	936,268	-20,827

HUMAN RESOURCES ADMINISTRATION

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
Total Salaries & Wages		384,448	83,181	467,629	404,084	417,729	63,545
Total Employee Benefits		89,955	21,663	111,618	90,669	97,290	20,949
34 317	Professional Development - Non Teaching	4,550		4,550	4,550	3,053	0
34 318	Professional Memberships - Non Teaching	1,400		1,400	1,400	883	0
Total Staff Development		5,950		5,950	5,950	3,936	0
34 322	Books & Periodicals	1,500		1,500	1,500	1,936	0
34 325	Program Supplies	0		0	0		0
34 361	Automobile Reimbursement	2,000		2,000	2,000	1,985	0
34 410	Office Supplies & Services	3,150		3,150	3,150	2,564	0
34 421	Recruitment of Staff	20,000		20,000	20,000	24,613	0
Total Supplies & Services		26,650		26,650	26,650	31,098	0
34 650	Labour Relations	125,000		125,000	200,000	98,857	-75,000
34 653	Other Professional Fees	2,000	3,000	5,000	2,000	2,256	3,000
34 654	Other Contractual Services	29,000	-15,000	14,000	29,000	536	-15,000
34 661	Software Fees & Licenses	16,720	23,535	40,255	56,720	37,525	-16,465
34 662	Maintenance Fees - Computer Technology	0		0	0		0
34 702	Association & Membership Fees - Individuals	1,200		1,200	1,200	1,051	0
Total Fees & Contractual Services		173,920	11,535	185,455	288,920	140,225	-103,465
Total HUMAN RESOURCES ADMINISTRATION		680,923	116,379	797,302	816,273	690,278	-18,971
TECHNICAL ADMINISTRATION							
Total Salaries & Wages		56,365		56,365	56,365	58,113	0
Total Employee Benefits		15,275		15,275	14,737	14,925	538
35 503	Replacement of Furniture & Equipment - Network Connectivity	6,700		6,700	6,700	350	0
Total Replacement of F&E		6,700		6,700	6,700	350	0
35 661	Software Fees & Licenses	8,160		8,160	7,650	8,674	510
Total Fees & Contractual Services		8,160		8,160	7,650	8,674	510
Total TECHNICAL ADMINISTRATION		86,500		86,500	85,452	82,063	1,048

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
SCHOOL OPERATIONS							
	Total Salaries & Wages	3,890,230		3,890,230	3,917,463	4,011,929	-27,233
	Total Employee Benefits	1,057,090	5,550	1,062,640	1,030,848	975,834	31,792
40	317 Professional Development - Non Teaching	2,000		2,000	2,000		0
	Total Staff Development	2,000		2,000	2,000		0
40	340 Plant Operations Supplies	262,735		262,735	270,235	235,453	-7,500
40	341 Electricity	1,405,261		1,405,261	1,414,722	1,324,644	-9,461
40	343 Heating - Gas	332,854		332,854	359,245	229,551	-26,391
40	346 Water & Sewage	176,440		176,440	175,911	179,633	529
40	361 Automobile Reimbursement	15,000		15,000	15,000	4,349	0
40	404 Telephone - Cellular	2,000		2,000	2,000	622	0
40	430 Maintenance Supplies	50,000		50,000	50,000	10,406	0
40	431 Maintenance Services	0		0	0		0
40	435 Caretakers Supplies	3,500		3,500	3,500		0
	Total Supplies & Services	2,247,790		2,247,790	2,290,613	1,984,658	-42,823
40	501 Replacement of Furniture & Equipment - General	35,000		35,000	40,500	3,692	-5,500
40	502 Replacement of Furniture & Equipment - Computer Technology	1,800		1,800	1,800		0
	Total Replacement of F&E	36,800		36,800	42,300	3,692	-5,500
40	610 Rental/Lease - Instructional Accommodation	7,968		7,968	7,968	8,658	0
	Total Rental Expenditures	7,968		7,968	7,968	8,658	0
40	654 Other Contractual Services	700,000		700,000	700,000	755,945	0
40	661 Software Fees & Licenses	20,000		20,000	20,000	30,790	0
40	681 Moving of Portables	10,000		10,000	10,000	23,559	0
	Total Fees & Contractual Services	730,000		730,000	730,000	810,294	0
40	790 Amortization	3,283,125		3,283,125	3,283,125	3,653,340	0
	Total Amortization	3,283,125		3,283,125	3,283,125	3,653,340	0
Total	SCHOOL OPERATIONS	11,255,003	5,550	11,260,553	11,304,317	11,448,406	-43,764

SCHOOL MAINTENANCE

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
Total Salaries & Wages		758,000		758,000	800,378	751,496	-42,378
Total Employee Benefits		177,151		177,151	189,528	186,629	-12,377
41 317	Professional Development - Non Teaching	2,500		2,500	2,500		0
Total Staff Development		2,500		2,500	2,500		0
41 340	Plant Operations Supplies	0		0	0		0
41 361	Automobile Reimbursement	15,000		15,000	15,000	47	0
41 370	Vehicle Fuel	30,000		30,000	30,000	39,064	0
41 401	Repairs - Furniture & Equipment	1,000		1,000	1,000		0
41 404	Telephone - Cellular	6,000		6,000	6,000	6,320	0
41 430	Maintenance Supplies	125,000		125,000	125,000	181,562	0
41 431	Maintenance Services	350,000	100,000	450,000	350,000	591,926	100,000
41 432	Landscaping	6,000		6,000	6,000	3,157	0
41 434	Building & Grounds (School Based)	61,368		61,368	61,368	15,800	0
41 438	Municipal Improvements	5,000		5,000	5,000	532	0
41 439	Local Improvement Supplies	10,000		10,000	10,000		0
41 440	Vehicle Maintenance & Supplies	10,000		10,000	10,000	11,036	0
41 449	Health & Safety	18,000		18,000	18,000	9,406	0
Total Supplies & Services		637,368	100,000	737,368	637,368	858,850	100,000
41 501	Replacement of Furniture & Equipment - General	30,540		30,540	4,500	38,134	26,040
Total Replacement of F&E		30,540		30,540	4,500	38,134	26,040
41 754	Debenture Interest - post May 15, 1998	82,192		82,192	85,600	85,600	-3,408
Total Interest Charges on Long Term Debt		82,192		82,192	85,600	85,600	-3,408
41 625	Rental/Lease - Vehicles	0		0	0		0
Total Rental Expenditures		0		0	0		0
41 653	Other Professional Fees	2,000		2,000	2,000	20,923	0
41 654	Other Contractual Services	8,000		8,000	8,000	1,753	0
41 661	Software Fees & Licenses	20,000		20,000	20,000	30,790	0
41 671	Property Insurance	120,793		120,793	120,793	116,466	0
41 673	Vehicle Insurance	11,000		11,000	11,000	6,330	0
41 702	Association & Membership Fees - Individuals	2,000		2,000	2,000	409	0
Total Fees & Contractual Services		163,793		163,793	163,793	176,670	0
Total SCHOOL MAINTENANCE		1,851,544	100,000	1,951,544	1,883,667	2,097,379	67,877

SCHOOL RENEWAL

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
42	760	Local Improvements					
42	767	Green Schools Pilots					
		Total Supplies & Services					
		1,393,677	14,241	1,407,918	1,406,205	539,481	1,713
		Total SCHOOL RENEWAL					
		1,393,677	14,241	1,407,918	1,406,205	539,481	1,713
		NEW PUPIL PLACES					
43	754	Debenture Interest - post May 15, 1998					
43	761	Capital Loan Interest					
		Total Interest Charges on Long Term Debt					
		2,867,122		2,867,122	2,336,426	2,722,274	530,696
		Total NEW PUPIL PLACES					
		2,867,122		2,867,122	2,336,426	2,722,274	530,696
		OP & MAINT/CAPITAL-NON INSTRUCTIONAL					
		Total Salaries & Wages					
		47,216		47,216	35,412	47,216	11,804
		Total Employee Benefits					
		13,572		13,572	10,200	13,385	3,372
44	336	Printing & Photocopying - Non-instructional					
44	340	Plant Operations Supplies					
44	341	Electricity					
44	343	Heating - Gas					
44	346	Water & Sewage					
44	361	Automobile Reimbursement					
44	405	Telephone - Voice					
44	410	Office Supplies & Services					
44	430	Maintenance Supplies					
44	431	Maintenance Services					
44	432	Landscaping					
44	440	Vehicle Maintenance & Supplies					
44	449	Health & Safety					
		Total Supplies & Services					
		132,245		132,245	127,708	171,065	4,537
44	501	Replacement of Furniture & Equipment - General					
		Total Replacement of F&E					
		2,000		2,000	2,000	25,272	0
44	754	Debenture Interest - post May 15, 1998					
		Total Interest Charges on Long Term Debt					
		44,291		44,291	46,127	46,127	-1,836
44	611	Rental/Lease - Non-Instructional Accommodation					
		Total Rental Expenditures					
		49,500		49,500	49,500	23,375	0
44	653	Other Professional Fees					
44	654	Other Contractual Services					
		Total Fees & Contractual Services					
		30,000		30,000	30,000	28,662	0
		Total OP & MAINT/CAPITAL-NON INSTRUCTIONAL					
		318,824		318,824	300,947	355,101	17,877

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
DIRECT CAPITAL & DEBT								
45	754	Debenture Interest - post May 15, 1998	353,113		353,113	363,729	363,729	-10,616
	Total	Interest Charges on Long Term Debt	353,113		353,113	363,729	363,729	-10,616
45	762	Other Capital	146,395		146,395	146,395	146,395	0
	Total	Other	146,395		146,395	146,395	146,395	0
Total	DIRECT CAPITAL & DEBT		499,508		499,508	510,124	510,124	-10,616
TRANSPORTATION - GENERAL								
	Total	Salaries & Wages	0		0	0		0
	Total	Employee Benefits	0		0	0		0
50	317	Professional Development - Non Teaching	0		0	0		0
	Total	Staff Development	0		0	0		0
50	361	Automobile Reimbursement	0		0	0		0
50	404	Telephone - Cellular	0		0	0	317	0
50	410	Office Supplies & Services	0		0	0		0
	Total	Supplies & Services	0		0	0	317	0
50	654	Other Contractual Services	206,190		206,190	206,190	184,690	0
50	661	Software Fees & Licenses	0		0	0		0
50	702	Association & Membership Fees - Individuals	0		0	0		0
	Total	Fees & Contractual Services	206,190		206,190	206,190	184,690	0
Total	TRANSPORTATION - GENERAL		206,190		206,190	206,190	185,008	0
TRANSPORTATION - HOME TO SCHOOL								
51	654	Other Contractual Services	4,470,320	-206,190	4,264,130	4,560,320	4,221,512	-296,190
51	720	Transfers to Other Boards	0		0	0		0
	Total	Fees & Contractual Services	4,470,320	-206,190	4,264,130	4,560,320	4,221,512	-296,190
Total	TRANSPORTATION - HOME TO SCHOOL		4,470,320	-206,190	4,264,130	4,560,320	4,221,512	-296,190
TRANSPORTATION - SCHOOL TO SCHOOL								
52	654	Other Contractual Services	0		0	0		0
52	725	Miscellaneous	0		0	0		0
	Total	Fees & Contractual Services	0		0	0		0
Total	TRANSPORTATION - SCHOOL TO SCHOOL		0		0	0		0
TRANSPORTATION - OTHER								
53	654	Other Contractual Services	0		0	0		0
	Total	Fees & Contractual Services	0		0	0		0
Total	TRANSPORTATION - OTHER		0		0	0		0

**Brant Haldimand Norfolk Catholic District School Board
2013-2014 Revised Expenditure Estimates excluding TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
CONTINUING EDUCATION						
Total Salaries & Wages	0	219,588	219,588	0	3,080	219,588
Total Employee Benefits	0	23,040	23,040	0	205	23,040
55 330 Instructional Supplies	0	7,700	7,700	0		7,700
55 335 Printing & Photocopying - Instructional	0	2,000	2,000	0		2,000
55 361 Automobile Reimbursement	0	1,300	1,300	0		1,300
Total Supplies & Services	0	11,000	11,000	0		11,000
Total CONTINUING EDUCATION	0	253,628	253,628	0	3,285	253,628
OTHER NON-OPERATING						
59 462 SGF Expense	4,000,000		4,000,000	4,000,000	3,567,764	0
59 722 Claims & Settlements	0		0	0		0
59 795 Loss on Disposal of TCA	0		0	0		0
Total Other	4,000,000		4,000,000	4,000,000	3,567,764	0
Total OTHER NON-OPERATING	4,000,000		4,000,000	4,000,000	3,567,764	0
TOTAL BUDGET	118,264,928	-110,818	118,154,110	119,951,065	118,111,534	-1,796,956

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Budget Committee
Submitted on: January 14, 2014
Submitted by: Chris Roehrig, Director of Education & Secretary

BUDGET PLANNING
Public Session

BACKGROUND INFORMATION:

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

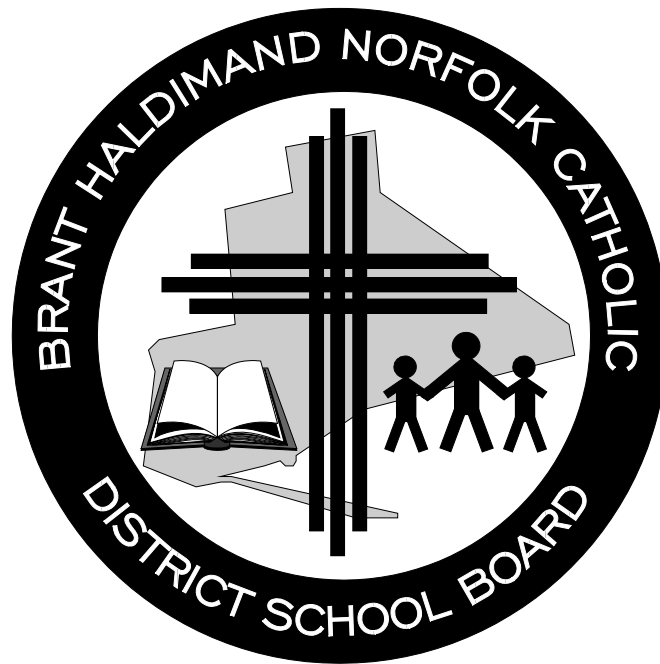
DEVELOPMENTS:

Attached is the proposed 2014-15 Budget Procedures Manual. As per last year, the community will have the 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 e-mail or can request to make a presentation at one of the scheduled Budget Committee meetings.

RECOMMENDATION:

THAT the Budget Committee recommends the Committee of the Whole refers the Budget Planning report to the Brant Haldimand Norfolk Catholic District School Board for approval of the budget procedures as outlined in the 2014-15 Budget Procedures Manual.

**Brant Haldimand Norfolk Catholic
District School Board**



2014 - 15
BUDGET PROCEDURES MANUAL
(September 1, 2014 to August 31, 2015)

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ACTION PLAN AND TIME LINE

The following is an Action Plan with suggested time lines for the development of the 2014-15 Budget. This 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 2013
Budget Procedures Manual to be prepared and distributed to all superintendents, principals and department managers.	December 2013 / January 2014
Senior Administration to prepare goals and priorities for the year.	December 2013 / January 2014
Departmental expenditure estimates to be prepared in consultation with all relevant persons, consolidated, prioritized and forwarded to the Finance Department.	March 2014 / April 2014
Finalize Enrolment Estimates utilizing Secondary Credit Counts.	April 2014
Finance Department to summarize, collate and consolidate all departmental submissions and prepare Preliminary Expenditure Estimates.	April 2014 / May 2014
Analysis of Preliminary Expenditures and Estimates by Senior Administration	May 2014
Budget Committee to receive and review the Preliminary Estimates.	May 2014 / June 2014
Board to approve the Final Budget.	June 2014

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 a set of budget guidelines is to serve as a guide to those 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. The Superintendents have the 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 2014-15 Budget. Assume staffing levels in each department cannot increase over the 2013-14 year 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 2013-14 year budget as a MAXIMUM limit for 2014-15 budget.

The following should be used to establish 2014-15 expenditure budgets:

Salaries and Benefits:

- Actual staff salary costs projected to be in effect at September 1, 2013 for the period September 1, 2013 to August 31, 2014.

Expenses:

- Instructional: Budgeted on an as required basis, but not more than the 2013-14 year budget unless there are acceptable explanations for an increase.
- Non-Instructional: Budgeted on an as required basis, but not more than the 2013-14 year budget.

Major Maintenance/Capital Expenditures:

- Estimated expenditures based on identified projects to be completed in the period September 1, 2014 to August 31, 2015. The total is not to exceed the 2013-14 year budget (and the estimated School Renewal Grant) or as provided in the Long-Term Capital Plan or Five-Year Facilities Renewal Plan.

Transportation:

- Fees should be budgeted on the basis of the contracts in place at September 1, 2014 times the number of routes required.

Other Expenses:

- All other expenses should be based on actual, identified needs in this period, i.e., September 1, 2014 to August 31, 2015.

Accordingly, in order to meet the overall expenditures target, it will be necessary to follow these guidelines in the setting of each department's (including schools) individual budget:

- That all 2014-15 year 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 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 2014-15 budget year. Administration will use the 2013-14 technical information, amended as indicated, to calculate initial revenue estimates. The actual regulations, forms and computer files may not be available for several weeks, and ultimately, these will have to be completed and filed with the Ministry to determine the Board's revenue. It may be that when such official forms are completed, the initial estimates will have to be revised.

Role of Superintendents

The following specifies the major areas of responsibility for Superintendents in the Budget process:

SUPERVISORY OFFICER	AREA OF RESPONSIBILITY
Director of Education, Chris Roehrig	General Administration <ul style="list-style-type: none"> • Strategic Planning • Religion & Family Life • Faith Formation • Communications • Enrolment (Recruitment & Retention) • Policies & Procedures • Student Achievement • Succession Planning
Superintendent of Business & Treasurer Tom Grice	<ul style="list-style-type: none"> • Salaries & Benefits - All Areas • School Budgets • School Generated Funds • Procurement • Debt Servicing Costs • Capital Expenditures • Construction Projects • Maintenance & Plant Operations • Transportation & Planning • Other Non-Instructional Expenditures • Revenue - Provincial & Other • Administrative Technology • School Supplies • Instructional Operations Budgets • Community Use of Schools • Employee Hiring & Retirements • Employee Assistance Plan • Union Negotiations • Pay Equity • Health & Safety • Curriculum / Non-Curriculum Software Applications • Enrolment (Forecasting) • Staffing – ESS / PSS

SUPERVISORY OFFICER	AREA OF RESPONSIBILITY
Superintendent of Education, School Effectiveness Leslie Telfer	Programs – Elementary <ul style="list-style-type: none"> • Early Learning • Staff Professional Development – Academic • MISA • Information Technology (academic) / eLearning • Staffing - ECE / EAs / SERTS • School Achievement • ESL / ELL / FSL • Special Education • Curriculum Development • ELKP, PFLCs • Before & After School Care
Superintendent of Education, Field Services Bill Chopp	<ul style="list-style-type: none"> • Staffing – Behaviour Services • Equity & Inclusive Education • Lunch Monitors • Outdoor Education / Environmental Education • Safe Schools • Aboriginal Education • Library Services • Equity & Inclusion • Nutrition & Healthy Schools • School Councils / Parent Engagement • Home Instruction / Home Schooling • International Students • Mental Health & Behaviour Services
Superintendent of Education, Student Success Jamie McKinnon	Programs – Secondary <ul style="list-style-type: none"> • Programs & Curriculum • Technology in the Classroom / eLearning • Student Success • NTIP • Ontario Leadership Strategy • Heritage Education Staffing • Con Ed / Alt Ed / Adult Ed – Summer School, OYAP • Supervised Alternative Learning (SAL) • School College Work Initiative (SCWI) • SHSM & Pathways • SWAC – Dual Credits • Staffing – Academic • Staff Professional Development – Academic • Summer School • Leadership Development

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

Role of Senior Administration

In April 2014, based on submissions from all departments (including schools), Senior Administration will review and analyze the 2014-15 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 2014-15 Preliminary Expenditure Estimates for presentation to the Budget Committee in May 2014, 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 2014-15 Final Draft Budget for presentation to the Budget Committee in May 2014.

Role of the Community

Public participation in the Budget Process is encouraged. Draft budget information will be made available on the Board's website and comments can be provided by email. Delegations, by the public, can also be made at any of the Budget Committee meetings.

Participation by the public provides an opportunity to collaborate on Board activities, including fiscal actions. The Budget process offers a specific opportunity to the public (whether or not they are ratepayers) and each school community, in particular, to become involved in the determination of the Budget. In addition, members of each school community should be invited to share in the budget setting process at the school level, along with the school's administration and staff. School administration shall meet with its School Council and seek its input with respect to the proposed expenditures under its control.

Role of the Budget Committee

The role of the Budget Committee is to provide staff with direction and priorities for the coming year and to review draft budgets presented by staff. The Committee will ensure adequate input from stakeholders, including the public, and ensure the budget addresses all concerns to the greatest extent possible. The Committee will provide comment on the proposals made by staff and present the final budget document to the Board of Trustees for approval. The Budget Committee has the responsibility of guiding the process and ensuring the budget is prepared in a manner; which addresses the needs of the system and that the budget is completed as required by the Ministry of Education. Prior to final submission of the budget document to the Board, staff will bring the budget document to the Audit Committee for approval.

Role of the Board of Trustees

The primary role of the Board of Trustees is to establish goals and objectives for the year and to approve the final budget. It is the Board of Trustees prerogative to determine the extent to which it wishes to become involved in the budget preparation process and how it wishes to conduct a review of the various stages of the process. The Board may, at any time, request detailed, specific information from Administration to assist in this review.

The Board may also wish to establish, in advance, overall targets or goals that are to be met or to establish other guidelines that would be used in the preparation of the annual budget estimates. The Board can determine the extent to which it involves ratepayers and other system stakeholders, however, the budget process must be open, except as provided under the Education Act or other applicable legislation.

However, while the Board may delegate the initial responsibility for the preparation of an annual budget to its administration and it might invite comment and advice from the general public, ratepayers, parent groups, staff groups, etc., the Board of Trustees *has the ultimate responsibility* under the Education Act, to prepare and adopt annual estimates.

No In-Year Deficit

231. (1) A board shall not, without the Minister's approval, have an in-year deficit for a fiscal year that is greater than the amount determined as follows:

1. Take the board's accumulated surplus for the preceding fiscal year. If the 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 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 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 board is subject to an order under subsection 230.3 (2) or 257.31 (2) or (3).

Estimates

232. (1) Every 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 board shall not adopt estimates that indicate the board would have an in-year deficit for the fiscal year.

Exception

- (4) Despite subsection (3), a board may adopt estimates for a fiscal year that indicate the 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 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 2014-15 Budget (assuming final revenue information has been released in a timely fashion) not later than June 30, 2014 for submission to the Province at that time.

DETAILED INSTRUCTIONS

Department Budgets (Other Than School)

Each superintendent / manager will prepare his / her department's 2014-15 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 2014-15 will be established in consultation with the Finance Department. Enrolment estimates will be used in the application of formulas to determine staffing requirements. A 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 calculation 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 2014-15 Preliminary Estimates, the total amount for school budgets will be set at the same amount per pupil as 2013-14, but based on projected enrolment. These amounts may be subject to revision when more precise information is known regarding the 2014-15 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 the 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

2014-15 BUDGET TIMETABLE			
Date	Responsibility	Procedure	Date Completed
Monday, December 16 th	Superintendent of Business & Treasurer	Review Draft Timetable at a Senior Administration Meeting	December 16 th
December 2013 / January 2014	Senior Administration	Finalize Goals and Priorities	
Monday, January 20 th	Senior Administration	Review Current Expenditures and Communication Plan re: Restraints in the System	
Tuesday, January 21 st 7:00 p.m.	Director of Education	Committee of the Whole – Budget Goal Setting	
Tuesday, February 18 th	Manager of Finance	Budget Templates to Superintendents and Managers	
Monday, March 3 rd	Manager of Human Resources	Benefit Rates	
Monday, March 3 rd	Superintendents of Education and Managers	Draft Expenditure Budgets to Superintendent of Business & Treasurer	
Friday, March 21 st	Manager of Finance	Base Salary and Benefits Costing	
Monday, March 24 th	Senior Administration	Budget Planning Meeting	
Tuesday, April 1 st	Superintendent of Education – Staffing	Preliminary Enrolment Projections	

2014-15 BUDGET TIMETABLE

Date	Responsibility	Procedure	Date Completed
Tuesday, April 1 st	Superintendent of Business & Treasurer and Superintendents of Education	Present Draft Expenditure Budgets to Senior Administration <ul style="list-style-type: none"> • Curriculum and Special Education Budgets • Staffing • Corporate Services Budget 	
Monday, April 8 th	Superintendent of Education – Staffing and Senior Administration	Update Enrolment Projections and Finalize School Allocations	
Tuesday, April 22 nd	Superintendent of Business & Treasurer and Senior Administration	Review Expenditure Estimates	
Wednesday, April 23 rd 4:00 p.m.	Superintendent of Business & Treasurer	Present Draft Budget (Department Expenditure Estimates) to Budget Committee for: <ul style="list-style-type: none"> • Special Education • Curriculum • Administration • Transportation • School Operations • Information Technology 	
Monday, April 28 th	Manager of Finance	Complete Revenue Estimates Complete Draft Expenditure Budget	
Monday, May 5 th	Superintendent of Business & Treasurer Superintendent of Education – Staffing	Present Draft Budget (Staffing) to Senior Administration Present Teaching Staff Calculation to Senior Administration	

2014-15 BUDGET TIMETABLE

Date	Responsibility	Procedure	Date Completed
Tuesday, May 13 th 4:00 pm	Superintendent of Business & Treasurer	Present Draft Budget (Staffing) to Budget Committee Present Teaching Staff Calculation to Budget Committee	
Monday, May 26 th 4:00 p.m.	Superintendent of Business & Treasurer	Review Final Draft (Expenditure and Staffing) with Budget Committee	
Monday, June 9 th 7:00 p.m.	Superintendent of Business & Treasurer	Final Budget to Audit Committee	
Tuesday, June 17 th 7:00 p.m.	Superintendent of Business & Treasurer	Final Budget to Committee of the Whole	
Tuesday, June 24 th 7:00 p.m.	Chair of Budget Committee	Final Budget to the Board of Trustees	

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted: January 21, 2014
Submitted by: Chris N. Roehrig, Director of Education & Secretary

GOALS FOR 2014-15 BUDGET

Public Session

BACKGROUND INFORMATION:

Last year, the Board approved the Strategic Plan 2012-2015*. The plan encompasses four key pillars of Catholicity, Student Achievement, Leadership and Communications. The Board's Plan is ambitious insofar as it emphasizes:

- literacy skill development throughout all grade levels;
- improvements in achievement results in the area of Mathematics;
- information technology investments to prepare the Board for the future;
- faith formation and catechesis opportunities to promote future leadership; and
- leadership formation to ensure high levels of student achievement and leaders with skills to deal with complex interpersonal situations.

In summary, the Board's Plan will assist our staff to provide the highest quality Catholic education to our young people in service to our Catholic community.

DEVELOPMENTS:

Over the next weeks and months, the Budget Committee and members of management and senior staff will embark on a consultation process to develop the budget for 2014-15. The Board acknowledges that in order for it to meet the goals set out in the Strategic Plan, adequate allocation of budget resources will be necessary. As such, the Board directs the Budget Committee to ensure that the budget goals be consistent with the goals of the Strategic Plan 2012-2015.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Goals for the 2014-15 Budget.

* http://www.bhncdsb.ca/sites/www.bhncdsb.ca/files/resources/bhncdsb_2012_2015_strategic_plan.pdf

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

Prepared by: Leslie Telfer, Superintendent of Education
 Presented to: Committee of the Whole
 Submitted on: January 21, 2014
 Submitted by: Chris N. Roehrig, Director of Education & Secretary

SPECIAL EDUCATION FUNDING: HIGH NEEDS AMOUNT

Public Session

BACKGROUND INFORMATION:

The Special Education Grant provides additional funding for students who need special education programs, services, and/or equipment. The Special Education Grant is made up of six allocations, as follows:

Allocation	Provincial Allocation	BHNCDSB Allocation
Special Education Per Pupil Amount (SEPPA) Allocation	\$1,265.9 million	\$6,108,566
High Needs Amount (HNA) Allocation	\$991.5 million	\$3,968,413 (\$386.39) x ADE
Special Equipment Amount (SEA) Allocation	\$84.1 million	\$405,988
Special Incidence Portion (SIP) Allocation	\$53.2 million	0
Facilities Amount (FA) Allocation	\$96.0 million	0
Behaviour Expertise Amount (BEA) Allocation	\$11.3 million	\$109,637
Special Education Grant Total	\$2.50 billion	\$10,592,604

Within the overall funding framework, The High Needs Amount (HNA) allocation addresses the cost of providing intensive staff support required by a small number of students with high needs. It provides school boards with funding stability and better reflects the variability of high needs students and factors that impact a Board's ability to respond to these needs.

The total 2013-14 High Needs Amount (HNA) for the Brant Haldimand Norfolk Catholic District School Board is **\$3,968,413**. The HNA amount is determined by multiplying the board-specific high needs per pupil amount (\$386.39), as determined by the Ministry, by the Board's 2013-14 total Average Daily Enrollment (ADE).

The Special Education Grant is projected to remain stable at approximately \$2.50 billion in 2013-14, which is an increase of \$877 million or 54 percent since 2002-03. The Ministry remains committed to reviewing and refining the various components of the grant.

DEVELOPMENTS:

Although the Ministry continues to review and refine the various components of the Special Education Grant, there is a growing concern across the province that the determination of the High Needs Amount per pupil is not equitable. As Table 2 in Ontario Regulation 136/12 Grants for Student Needs – Legislative Grants for the 2012-13 School Fiscal Year indicates, the High Needs Per Pupil Amounts vary greatly across boards (see Appendix A). Based on the current formula, grants for the HNA range from a high of \$1,673 to \$339. At \$386.39, the grant allocated to our Board is among the **ten lowest of the 72 boards in the province**. In comparison, two boards who are statistically similar to us are Algonquin and Lakeshore Catholic District School Board who are funded at

\$606.42 and Peterborough Victoria Northumberland and Clarington Catholic District School Board who are funded at \$693.08. The Grand Erie District School Board is funded at \$521.70.

The inequity of funding exists because the ministry relies on outdated data to determine the grant allocations. The Measures of Variability (MOV) Special Education Prediction Model uses 2006 Statistics Canada census data to predict the number of special education students in a school board rather than funding the number that actually exists. The Board's per pupil amount has remained the same for eight years.

To offset the cost of the HNA funding shortfall, the Board has been efficient and resourceful, but as enrolment continues to decline, it will become increasingly difficult to find funds within the budget. The inequity in the distribution of the HNA allocation is becoming an issue of concern across the province. Several boards have written letters to Minister Sandals expressing their ongoing concerns with the current HNA formula. As the provincial budget indicates, the Ministry has provided an overall increase in Special Education funding; however, many boards are experiencing a decrease as a result of the HNA shortfall.

RECOMMENDATION:

THAT the Committee of the Whole refers the Special Education Funding: High Needs Amount report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Special Education Funding: High Needs Amount

TABLE 2 - HIGH NEEDS AMOUNT

Item	Name of Board	High Needs Per Pupil Amount (\$)
1	Algoma District School Board	740.53
2	Algonquin and Lakeshore Catholic District School Board	606.42
3	Avon Maitland District School Board	502.87
4	Bluewater District School Board	628.62
5	Brant Haldimand Norfolk Catholic District School Board	386.39
6	Bruce-Grey Catholic District School Board	612.19
7	Catholic District School Board of Eastern Ontario	704.49
8	Conseil des écoles publiques de l'Est de l'Ontario	507.29
9	Conseil scolaire de district catholique Centre-Sud	505.26
10	Conseil scolaire de district catholique de l'Est ontarien	786.23
11	Conseil scolaire de district catholique des Aurores boréales	1,498.34
12	Conseil scolaire de district catholique des Grandes Rivières	506.2
13	Conseil scolaire de district catholique du Centre-Est de l'Ontario	605.22
14	Conseil scolaire de district catholique du Nouvel-Ontario	740.04
15	Conseil scolaire de district catholique Franco-Nord	1,161.84
16	Conseil scolaire de district des écoles catholiques du Sud-Ouest	427.51
17	Conseil scolaire de district du Grand Nord de l'Ontario	1,673.35
18	Conseil scolaire de district du Nord-Est de l'Ontario	1,586.50
19	Conseil scolaire Viamonde	376.35
20	District School Board of Niagara	355.46
21	District School Board Ontario North East	728.52
22	Dufferin-Peel Catholic District School Board	375.13
23	Durham Catholic District School Board	383.93
24	Durham District School Board	521.34
25	Grand Erie District School Board	521.7
26	Greater Essex County District School Board	414.03
27	Halton Catholic District School Board	445.58
28	Halton District School Board	601.81
29	Hamilton-Wentworth Catholic District School Board	522.57
30	Hamilton-Wentworth District School Board	443.28
31	Hastings and Prince Edward District School Board	619.22
32	Huron Perth Catholic District School Board	359.45
33	Huron-Superior Catholic District School Board	391.66
34	Kawartha Pine Ridge District School Board	583.61
35	Keewatin-Patricia District School Board	1,235.18
36	Kenora Catholic District School Board	822.37
37	Lakehead District School Board	700.11
38	Lambton Kent District School Board	452.78
39	Limestone District School Board	771.86
40	London District Catholic School Board	410.92
41	Near North District School Board	804.64

Item	Name of Board	High Needs Per Pupil Amount (\$)
42	Niagara Catholic District School Board	487.42
43	Nipissing-Parry Sound Catholic District School Board	1,058.34
44	Northeastern Catholic District School Board	1,157.95
45	Northwest Catholic District School Board	575.02
46	Ottawa-Carleton District School Board	498
47	Ottawa Catholic District School Board	379.82
48	Peel District School Board	339.58
49	Peterborough Victoria Northumberland and Clarington Catholic District School Board	693.08
50	Rainbow District School Board	496.6
51	Rainy River District School Board	1,016.84
52	Renfrew County Catholic District School Board	603.21
53	Renfrew County District School Board	407.44
54	Simcoe County District School Board	585.03
55	Simcoe Muskoka Catholic District School Board	474.76
56	St. Clair Catholic District School Board	481.01
57	Sudbury Catholic District School Board	366.3
58	Superior-Greenstone District School Board	766.72
59	Superior North Catholic District School Board	1,541.37
60	Thames Valley District School Board	479.03
61	Thunder Bay Catholic District School Board	591.46
62	Toronto Catholic District School Board	604.59
63	Toronto District School Board	522.93
64	Trillium Lakelands District School Board	738.12
65	Upper Canada District School Board	750.59
66	Upper Grand District School Board	365.38
67	Waterloo Catholic District School Board	485.45
68	Waterloo Region District School Board	487.24
69	Wellington Catholic District School Board	361.92
70	Windsor-Essex Catholic District School Board	486.85
71	York Catholic District School Board	504.53
72	York Region District School Board	447.56

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

Prepared by: Jamie McKinnon, Superintendent of Education
 Presented to: Committee of the Whole
 Submitted: January 21, 2014
 Submitted by: Chris N. Roehrig, Director of Education & Secretary

STRATEGIC PLAN 2012–2015 – LEADERSHIP UPDATE

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board has established a Strategic Plan built on the pillars of Catholicity, Student Achievement, Communications and Leadership. The leadership pillar identifies three key areas of foci:

- Improve the ability of our leaders in the area of instructional practice
- Improve the skills and knowledge of our leaders in relation to personal leadership resources
- Improve the ability of our leaders in the area of human resources and labour relations.

The leadership plan is being supported by Board Leadership Development Lead Debbie Fullerton and ten other school administrators and Superintendents of Education who make up the Leadership and Succession Planning Steering Committee.

DEVELOPMENTS:

The Board will receive an annual report card on the overall progress of the Strategic Plan at the end of June. Throughout the school year, the Board receives updates related to each pillar. Recently, our Board Strategic Plan 2012-2015 was showcased at a Ministry of Education training session on Leadership Development. Components of the Leadership pillar have also been presented at a Provincial Leadership Strategy province-wide teleconference. We continue to emphasize a high degree of integration that occurs between the pillars to achieve Excellence in Education and Living in Christ.

Initiative	Update
Principals and Vice-Principals will work in learning teams to improve their ability to monitor and supervise instruction in their schools. The learning teams will work together at family of schools meetings.	Academic Administrator Council (AAC), Family of Schools, District Student Achievement Team (DSAT), Marker Schools, and school networks continue to build agendas that reflect Board priorities and principal learning needs in the area of catholic faith, literacy, math, and pathways.
Principals and Vice-Principals develop school improvement plans for student achievement that focus on the staff development that link the Strategic Plan, Board Improvement Plan, and Ministry Initiatives.	School Improvement Plans continue to be the focus of school visits by supervisory officers and the basis for team discussions at family of school meetings with all administrators. The plans are reviewed by the school superintendent. We are finding a high degree of alignment with our plans and the work in the schools.
Aspiring administrators will participate in teacher leadership programs. Aspiring administrators will participate in internship programs to develop future school administrators.	Aspiring leaders will continue to be provided with opportunities to discern the call to leadership and build awareness of leadership resources and expectations of Catholic school leaders. Currently a campaign to gather experienced administrator referrals is underway in an effort to identify future leaders and individuals with system leadership potential.

Initiative	Update
	<p>Student Achievement Leadership Training (SALT) is entering its second year of program offering. This program offers leadership training in instructional practice that is available to all staff.</p> <p>Topics include: Creating Positive School Culture; Learning Able, not Disabled; Observation as Authentic Assessment; Understanding Students and Poverty; and Inquiry-Based Learning.</p> <p>(See attached flyer.)</p>
<p>Newly appointed Principals and Vice-Principals will participate in a mentoring program that will combine training and coaching by experienced administrators. Training involves faith formation, instructional leadership, and personal leadership resources.</p>	<p>We continue to match and support newly appointed Principals and Vice--Principals in their first two years in the role with a mentor/coach and will be adding Principal-specific programming to our SALT program next year.</p> <p>Coach training continues to be provided for mentors via Cognitive Coaching training and the New Teacher Induction Program Mentor Training provided by Mary Leonard. Jim Strachan from the Ministry of Education will be leading this training scheduled for February 5, 2014.</p>
<p>Principals and Vice--Principals will develop personal growth plans that reflect the Personal Leadership Resources as outlined in the Ontario Leadership Framework.</p>	<p>All growth plans for Principals and Vice--P principals contain a reference to Cognitive, Social, and/or Psychological leadership resources, as outlined in the Provincial Leadership Framework.</p> <p>Academic Administrator Council (AAC) meetings provide opportunities for professional learning and discussions to support the growth plans. Principals on an appraisal year will further discuss and review learning and growth with a supervisor.</p>
<p>Principals and Vice-Principals will participate in monthly training sessions that refine their ability to manage conflict effectively and to effectively coach employees through difficult conversations and performance management</p>	<p>Academic Administrator Council meetings and Family of Schools meetings provide focused time for professional learning as part of each agenda.</p> <p>Building on the work of previous years including presentations by Michael Schmidt, former Director of Education, Jenn Abram's Hard Conversations, and now Cognitive Coaching training, we review, rehearse, and reflect our learning as administrators. This occurs by case study and sharing of best practices.</p> <p>Cognitive Coaching training is being provided over eight full day sessions to 37 of our administrators. This intensive foundations training is focused on producing self-directed persons with the cognitive capacity for higher performance both independently and as members of a community. It is about structuring conversations to invite growth. The work includes listening, paraphrasing, questioning that invokes higher order thinking and building self-efficacy and consciousness in our leaders and those they lead.</p> <p>(See attached flyer.)</p>
<p>Principals and Vice-Principals will participate in Leadership in Human Resources Certificate training.</p>	<p>A further 17 administrators joined 24 other provincial education leaders and completed our own Leadership in Human Resource Certificate Program. Over 90% of our administrators have now completed the training that include provincially prominent presenters in the areas of performance management, selection process, health and safety, managing in a union environment, accommodations and disability management, and progressive discipline.</p> <p>(See attached flyer.)</p>

Initiative	Update
<p>Selected Principals and Vice-Principals will work in learning teams to refine their performance management skills.</p>	<p>Teams of Principals and Vice-Principals have met to address several topics related to performance management. Building on the work last year to refocus our selection process for the LTO teacher roster process, Teacher Performance Appraisals (TPA) and Occasional Teacher Evaluations are in the process of being revised and aligned with the Strategic Plan goals, Board Improvement Plan, and to intentionally reflect the training and learning that has been occurring in recent years and months.</p>

RECOMMENDATION:

THAT the Committee of the Whole refers the Strategic Plan 2012–2015 Leadership Update to the Brant Haldimand Norfolk Catholic District School Board for receipt.



Student Achievement Leadership Training

What is SALT?

SALT stands for Student Achievement Leadership Training. It is for those who wish to learn about the current best thinking on some of the greatest challenges we face as educators in the 21st century. We embrace our calling to be the SALT of the Earth, and we will use our time together to learn from experts and one another about authentic ways of meeting these challenges as leaders in our system.

The SALT team listened, and we have made some changes...

There will be five sessions in total. They will feature a variety of speakers and topics based on issues highlighted in survey responses. You may sign up for any session that interests you, and attend as many sessions as you would like.

Sessions will take place from 4:30 p.m. - 7:30 p.m. The intent is to hold at least one session in each county - Brant, Haldimand, Norfolk. Specific locations will be confirmed once the registration process is complete. Everyone is welcome and anyone who signs up will have a place at the table. There is no application process required.

Each of us will have a chance to reflect on what leadership looks like in our individual roles. We will also consider next steps we can take to increase our influence through practices connected to the Ontario Leadership Framework.

The SALT team listened, and some things will remain the same...

Dinner will be provided and there will always be time for discussions with your colleagues. Each session will involve a conversation focusing on a research article or case study that relates to the topic of the evening.

Every session will be dynamic and worthy of your time and talent. You will leave refreshed with something to enhance your practice as a teacher and a leader.

Tuesday,
February
4

Creating a Positive School Culture

Hosted by Peter Marchand & Derek McEachen

[Click to register!](#)

A safe, inclusive and accepting school, rooted in Gospel teachings, is essential for student achievement and well-being. An effective school recognizes this and synthesizes its culture and faith. Participants will develop a greater understanding of the principles of Catholic school culture and how to promote and encourage a positive climate in their school communities.

Thursday,
February
27

'Learning Abled, not Disabled'

Hosted by Carmen McDermid & Nancy Smykaluk

Students with a learning disability require both personalization and precision in their instruction to allow them to achieve success in school. We will inspire teachers to look at ways to support students with learning disabilities to reach their highest potential. Enhancing teacher practices and strengthening teachers' sense of efficacy with respect to better understanding the profile of a student with a learning disability will be our focus.

Tuesday,
March
27

Observation as Authentic Assessment

Hosted by Lisa Kuyper & Chandra Portelli

Authentic observation has always been an essential part of assessment for and as learning, and it is becoming a more integral component to assessment of learning. This session will explore current best thinking around successful assessment practices involving observation and offer practical ways to incorporate authentic observation in classrooms from K-12.

Tuesday,
April
15

Understanding our Students who Struggle with Poverty

Hosted by Lindsay Craig & E.J. Hunt

Guest speaker Carla Santomero from Waterloo Catholic D.S.B. will deliver a powerful and engaging workshop based on the work of Rudy Payne, author of *A Framework for Understanding Poverty*. It focuses on realizing the socioeconomic needs in your classroom and building positive relationships with marginalized students to facilitate success.

Tuesday,
May
13

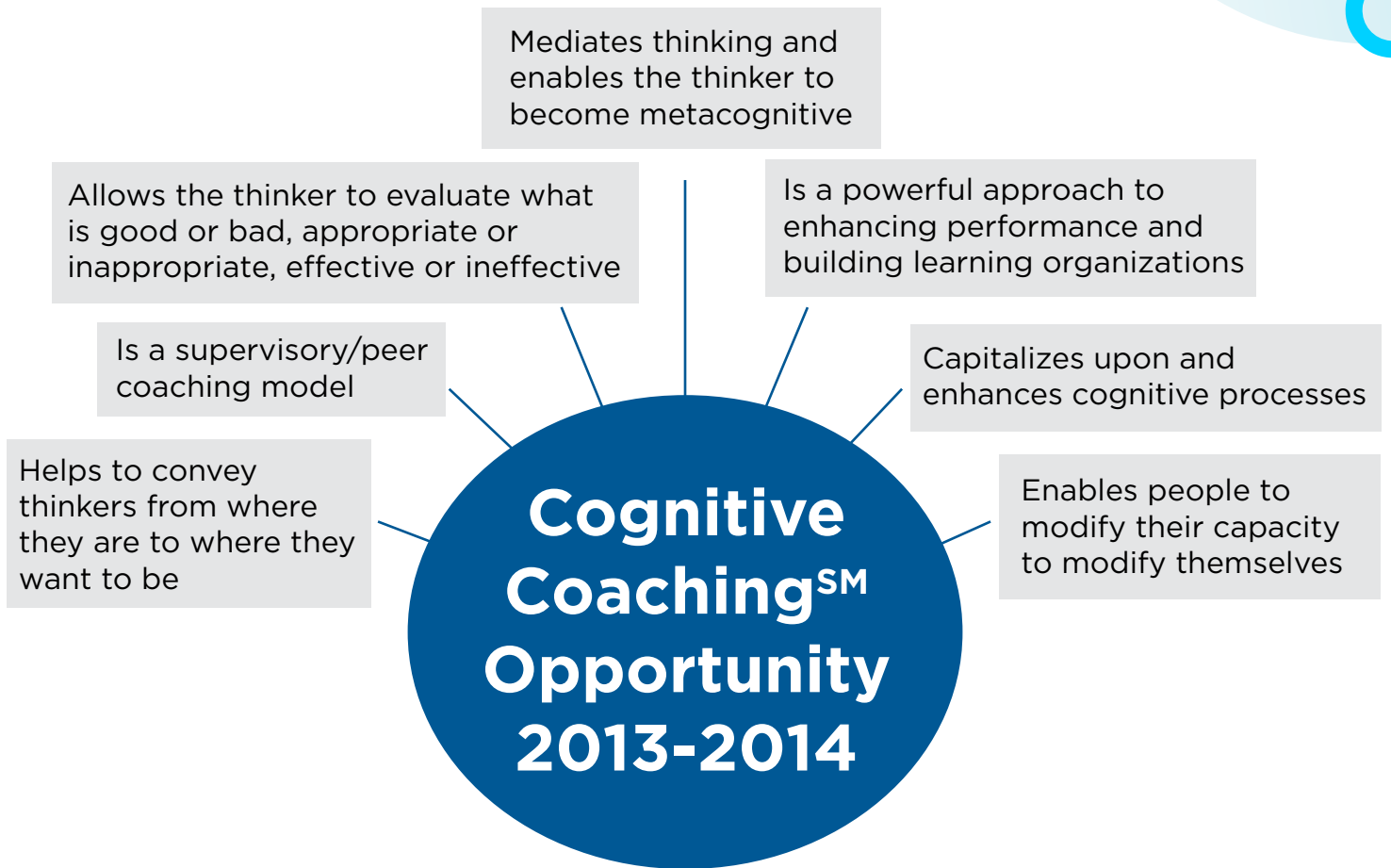
Inquiry-Based Learning

Hosted by Peter Marchand & Danielle Becks

The statement, "Tell me and I'll forget, show me and I'll remember, involve me and I'll understand" is the essence of inquiry-based learning. Inquiry is about being proactive instead of reactive when thinking about how to make learning vital and powerful. Participants in this session will walk away with the confidence to explore inquiry-based learning in their classrooms.



Remember... you are the
salt of the earth. 62 of 99



All BHNCD SB Elementary and Secondary Administrators and NTIP mentors are invited to participate in formal Cognitive CoachingSM training, offered by Center for Cognitive Coaching.

Training

Training involves 8 full days during the 2013-2014 school year.

First training dates are scheduled for August 20 & 21st at Hampton Inn, Brantford.

Future Sessions:

- October 24th & 25th
- February 25th & 26th
- May 22nd & 23rd

Email Pam Clingersmith to Register
pclingersmith@bhncdsb.ca

Register by June 7, 2013

PRINCIPAL LEADERSHIP in Human Resources



This five-session program is designed to train Principals and Vice-Principals in the area of Human Resources. This innovative program will be facilitated by an expert panel of educational leaders and is open to all school boards.

- Topics**
- Principles of Effective Hiring
 - Performance Management
 - Discipline
 - Health and Safety
 - Management Rights
 - Working With Unions
 - Attendance Support
 - Human Resource Law



Panel of experts include:



Dolores Barbini LLB
Hicks Morley Law Firm



Maureen Bedek, CHRP
Executive Officer Human Resources
London Catholic DSB



John Cuddie CHRP, MIR
Manager of Human Resources Services
Thames Valley DSB



Byron Franson
Attendance Support Consultant
School Boards' Cooperative Inc.



Judi Goldsworthy CRSP
Manager of Employee Health Services
Halton DSB



Earl Manners
Human Resources Administrator
Trillium Lakelands DSB
Labour Relations Consultant and former
OSSTF President



Michael McPhee,
Labour Relations Coordinator
OCSTA

Online registration now open

- Dates:**
- Thursday, Sept. 26, 2013
5:30 p.m. - 8:30 p.m.
 - Friday, Sept. 27, 2013
9:00 a.m. - 3:30 p.m.
 - Thursday, Oct. 17, 2013
5:30 p.m. - 8:30 p.m.
 - Friday, Oct. 18, 2013
9:00 a.m. - 3:30 p.m.
 - Friday, Nov. 1, 2013
9:00 a.m. - 3:30 p.m.

Location: Best Western Park Inn,
Brantford, Ontario

Fee: \$500

Register by visiting:

www.bhncdsb.ca | Programs/Services | Leadership

Registration deadline is June 30, 2013.

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: January 21, 2014
Submitted by: Chris N. Roehrig, Director of Education & Secretary

TRI-PARTY AGREEMENT NOTRE DAME SCHOOL, BRANLYN COMMUNITY SCHOOL AND THE CITY OF BRANTFORD

Public Session

BACKGROUND INFORMATION:

Notre Dame School, Branlyn Community School and the City of Brantford share a common parcel of property in northeast Brantford. The two schools were constructed such that they are joined with a City of Brantford Community Centre in the central part of the building footprint. Within the combined building, there are areas that are utilized exclusively for individual school use and there are common areas that are shared jointly by the three parties. The shared areas include a triple gymnasium, common washrooms and a central foyer. The building was opened in September 1988 and the three parties have enjoyed a successful, cooperative management arrangement governed by a Tri-Party Use Agreement. The previous agreement was signed in October 2000 and expired in August 2013; thereafter to be extended by one-year increments. Over the last year and in preparation for the August 31, 2013 agreement expiration, the parties have been working on updating terms. It should be noted that the Tri-Party Agreement is a *standalone* agreement and is not affected by the parties' Joint Use Agreement.

DEVELOPMENTS:

The proposed Agreement is attached for Board review and approval. This Agreement has been developed with guidance and review of Trepanier, Verity LLP to ensure it meets the legal requirements for a partnership of this type and protects the interests of all parties to the Agreement.

The key components of the Agreement are as follows:

- Ownership and Use of Facilities
- Equipment
- Procedures for Operations
- Sharing of Operations and Capital Costs
- Semi-Annual Review
- Procedures for Acquisition and Divestment
- Insurance and Liability
- Dispute Resolution
- Terms and Conditions
- Various Schedules outlining Description of Lands, Physical Building Drawings, Regulations, Composition of Management and Operations Committees, Major Equipment, Capital Cost Sharing Table and Occupied Area Table

In general terms, as co-owners of the land, each Board has exclusive rights to the use of their portion of the building, with the City of Brantford having responsibility for management and facility use bookings within the shared space of the facility. The Grand Erie District School Board continues to be responsible for the day-to-day caretaking of the building, facility operations and maintenance of the building on a cost-sharing basis. The Agreement specifies a requirement for a semi-annual review of the operation of the facility, the costs of operations, equipment and maintenance, as well as a review of the Agreement for possible amendments thereto.

It should be noted that the ownership portion of the building has increased slightly for our Board from the October 2000 Agreement as the permanent, modular addition, which was built in 1997, was not included in the October 2000 Agreement. As a result, the Board's share has increased from 43.70% to 44.51%. This ownership portion increase will also be reflected in operational costs, which are proportioned to the Board. The property ownership deed will be updated to reflect these ownership changes. A complete review of the facility area allocations are found in Schedule B. Schedule F defines a new and more accurate approach for cost sharing, which moves away from the basis of *occupied area* to an approach based on the capital item under review. Consideration will also be given to the area utilized, the space directly affected and, in some cases, an equal sharing of costs for capital upgrades.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Tri-Party Operating Agreement for Branlyn/Notre Dame School Community Centre.

**OPERATING AGREEMENT FOR THE
BRANLYN / NOTRE DAME SCHOOL COMMUNITY CENTRE**

BETWEEN:

GRAND ERIE DISTRICT SCHOOL BOARD

- AND -

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

- AND -

THE CORPORATION OF THE CITY OF BRANTFORD

DATED: 2014

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**OPERATING AGREEMENT FOR THE
BRANLYN/NOTRE DAME SCHOOL COMMUNITY CENTRE**

BETWEEN:

GRAND ERIE DISTRICT SCHOOL BOARD

(hereinafter for the purposes of this Agreement
called the "**GEDSB**")

-and-

PARTY OF THE FIRST PART

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

(hereinafter for the purposes of this Agreement
called the "**BHNCDSB**")

-and-

PARTY OF THE SECOND PART

THE CORPORATION OF THE CITY OF BRANTFORD

(hereinafter called the "**City**")

PARTY OF THE THIRD PART

WHEREAS the GEDSB and the BHNCDSB (collectively the "**District School Boards**") and the City have agreed to maintain a community educational and recreational facility on lands and premises more particularly set out in Schedule "A" attached hereto;

AND WHEREAS it is the wish of the City and the District School Boards to mutually use these facilities for the maximum benefit of the community;

AND WHEREAS the parties have agreed to share the costs of operating and maintaining the facilities in accordance with the formula set out in this Agreement;

NOW THEREFORE;

in consideration of the mutual covenants herein contained, and such further consideration flowing from each of the parties to the others, the receipt and sufficiency of which is hereby acknowledges, the parties agree as follows:

1.0 DEFINITIONS

For the purposes of this Agreement, the following terms shall have the following meanings:

1.1 "lands" means the lands located at 238 Brantwood Park Road, Brantford, Ontario, and more particularly described in Schedule "A" attached hereto;

1.2 "facilities" means both the indoor facilities and the outdoor facilities as defined herein;

1.3 "indoor facilities" means the buildings located on the lands, which buildings are owned by all of the parties to this Agreement and which include the joint and common use areas as defined in this Agreement;

1.4 "outdoor facilities" means the grounds, parking lots, hard surfaces, sports fields and playgrounds located on the lands and premises set out in Schedule "A" attached hereto;

1.5 "joint and common use areas" means those areas to be jointly and commonly used by all parties to this Agreement and identified in Schedule "B" attached to this Agreement;

1.6 "equipment" means all major and minor equipment relating to the facilities, including, without limiting the generality of the foregoing, the equipment listed in Schedule "E"; and

1.7 "qualified affiliate(s)" means persons: and/or groups who qualify and have been approved as affiliates of the City under the City's Affiliation Policy,

1.8 "school hours" means 8:00 a.m. to 6:00 p.m., Monday to Friday, on all school days within the school year that are not school holidays; and

1.9 "school year" means the period of time beginning on the first day of regularly scheduled classes and ending on the last day of regularly scheduled classes for each of the respective District School Boards.

2.0 OWNERSHIP AND USE OF FACILITIES

2.1 The City and each of the District School Boards have contributed to the original acquisition of lands and the capital costs of construction of the facilities located on the lands, and hereby agree that their respective ownership interests in the afore-described lands and facilities for the purposes of this Agreement shall be calculated as follows:

The GEDSB	42.45%
The BHNCDSD	44.51%
The Corporation of the City of Brantford	13.04%

which percentage shall only be amended from time to time when there is a material change in square footage pursuant to the provisions of section 8.0 herein.

2.2 The City and the District School Boards each shall have exclusive use of certain portions of the facilities as set out in Schedule “B” attached hereto.

2.3 The City and District School Boards shall have joint and common use of certain portions of the facilities as set out in Schedule “B” attached hereto.

2.4 The District School Boards shall make available to the City and to each other the use of their respective indoor and outdoor exclusive use areas of the facilities, taking into consideration suitability, previous agreements, other commitments and other reasonable considerations.

2.5 The City shall make available to the District School Boards the use of its indoor and outdoor exclusive use areas of the facilities, taking into consideration suitability, previous agreements or other commitments, and other reasonable considerations.

2.6 The City shall be responsible for co-ordinating the use of the gymnasium, showers, change rooms, stage, meeting rooms, and the outdoor sports facilities, including the major equipment, outside of school hours.

- 2.7 The District School Boards shall have use of the facilities during school hours.
- 2.8 By June 30th of every year, the two school principals of Branlyn Community School and Notre Dame Catholic School shall make known to the City's Facility Supervisor their requests for use of the facilities outside of school hours for the coming school year. The City shall consider all requests from the school principals and shall make a determination with respect to the use of the facilities, with priority being given to City run programs and services. Events not booked prior to June 30th annually will be considered and approved at the discretion of the City. The City shall not unreasonably withhold requests for special events such as Christmas concerts and graduations.
- 2.9 In the event of conflict between the parties as to who shall use the facilities, the City shall determine in consultation with the GEDSB and the BHNCDSB who may use the facilities and the decision of the City in this regard shall be final.

3.0 EQUIPMENT

- 3.1 The City shall inspect all minor equipment on a regular basis to ensure that it is in good working condition.
- 3.2 All minor equipment purchased by a party for that party's sole use shall be at the sole cost of that party.
- 3.3 The original purchase price and replacement cost of minor equipment that will be used by only two or more of the parties hereto will be shared in a manner to be determined by the parties.
- 3.4 The parties shall share the costs of said replacement of major equipment on a pro rata basis in accordance with the percentage of participation as set out in Schedule "E" of this Agreement and subsection 7.3, and the title to the said major equipment will be held by the parties on the same percentage basis.
- 3.5 An intrusion alarm/fire alarm/heat loss alarm system to protect the joint and common halls, offices, libraries and computer areas of the facilities is to be maintained and inspected by the GEDSB, to ensure continuous compliance with applicable legislation, including, but not limited to, the *Building Code Act, 1992* and the *Fire Protection and Prevention Act, 1997* and the regulations thereunder. .

3.6 Each party hereto shall be responsible for the cost of installation, operation, maintenance, and service of their own telephone equipment, Wi-Fi and other electronic equipment solely for the use of each party.

4.0 PORTABLE CLASSROOMS

4.1 Each of the District School Boards shall be responsible for the original cost and the cost of operating, including utilities, etc., of any portable classroom(s) it requires. Each of the District School Boards agrees that it will construct its portable classrooms on the portion of the outdoor facilities it has exclusive use of, in accordance with Schedule "B" attached hereto. The annual cost of operation of such portables for each District School Board shall be reviewed and fixed by the District School Boards.

4.2 Without limiting the generality of section 4.1, the City is not responsible for, nor shall it be charged for, any costs whatsoever associated with the acquisition, placement, operation, maintenance and/or use of portable classrooms on the site.

5.0 PROCEDURES FOR OPERATIONS

5.1 With the exception of those areas for which the City has assumed responsibility pursuant to paragraph 5.2 below, the GEDSB shall be designated as the sole party responsible for carrying out the caretaking and maintenance operations of the facilities, including, but not limited to, the daily grounds litter pickup, snow clearing of sidewalks and entranceways, and the maintenance of the front gardens, the cost of which shall be chargeable to the parties hereto according to paragraph 6.1 of this Agreement.

5.2 The City shall be responsible for maintenance and care of the open area at the rear of the lands and the maintenance of the outdoor facilities, including sports fields and specified outdoor sports equipment, fixtures such as goal posts, baseball backstops and ball diamond line fences. The City shall also be responsible for snow removal and sanding, as required, for all parking areas, and hard surface play areas. The costs of all of the above maintenance and care shall be charged to the parties hereto according to paragraph 6.1 of this Agreement.

5.3 Caretaking/maintenance staff of the GEDSB are to be placed on shift work, so as to maximize security protection, and directed by the GEDSB, pursuant to subsection 5.1 of this Agreement.

- 5.4 The GEDSB maintenance staff shall respond immediately to any emergency or urgent need upon request of either of the school principals, vice-principal, caretaker on duty, or the City. The work orders of maintenance staff shall be kept for all repairs or maintenance work done on the facilities.
- 5.5 (a) Reports of vandalism, unusual occurrences, or accidents, and the action taken with respect to such incidents, shall be submitted to the GEDSB and BHCNDSB and the City by the party encountering or involved in the incident. For students of the District School Boards, personal injury accident reports shall be completed by the principal or supervisor of the student involved and sent to the appropriate party hereto in accordance with each party's normal procedure. Personal information about persons involved in accidents and or incidents will be removed when shared by the GEDSB and the BHCNDSB as per applicable privacy legislation, including, but not limited to, the *Privacy Act* R.S.C., 1985, c. P-21.
- (b) Without limiting the generality of subsection 5.5(a), each party shall, immediately upon receipt of same, inform the other parties of any and all claims, actions, demands, applications, fines, penalties or threat of same relating to the facilities or to this Agreement, which has the potential in any way to cause any other party to this Agreement to incur any loss, expense, damage, judgment or fine.
- 5.6 The restitution of the costs of vandalism or other damage to the facilities that is caused by any person, including, but not limited to, any outside agency, group, individual, or group of individuals, should be sought where such responsibility can be determined. The GEDSB agrees to take all necessary steps to obtain restitution from the party(s) responsible for the damage, as agent for the other parties herein.
- 5.7 An annual report of operations, including an itemized comparison summary accounting of costs of the maintenance and operation of the facilities shall be prepared as described in section 7.0. Information on the cost of operations, such as snow clearing and grass cutting, on a year to date basis shall be supplied by the GEDSB to the parties on the request of any of the parties hereto.
- 5.8 Each party shall ensure that the joint and common spaces are returned to a clean and tidy condition to the standard expected for a public facility, after using the facilities.

6.0 SHARING OF OPERATIONS AND CAPITAL COSTS

- 6.1 For the joint and common areas, the costs for caretaking, maintenance operations, washroom supplies, utilities and insurance (i.e. property, fire, liability, boiler etc.) shall be charged to the GEDSB for settlement of the accounts. After receipt and payment of all invoices for the aforementioned services, the GEDSB shall assess the total costs among the parties in accordance with this Agreement and on the percentage basis set out in paragraph 2.1 of this Agreement. Specialized services required exclusively for the benefit of one party or their affiliates will be paid directly by that party (for example: summer and weekend requirements for the City).
- 6.2 The GEDSB shall deliver an annual billing to the other parties, which shall be issued prior to the management meeting and shall be due and payable no later than thirty (30) days following the spring meeting date. The costs of operating portable classrooms is exempted from this formula and shall be determined within the provisions of subsection 4.1 hereof.
- 6.3 The costs of repairing damage arising from negligence or vandalism which can definitely be attributed to the operation or program of one of the parties, including that party's qualified affiliates, shall be exempted from 6.1 above and be paid by that party. Nothing in this section shall in any way limit the ability of any party to this Agreement to recover funds from any third party or qualified affiliate, should that third party or qualified affiliate be found to be responsible for any such damage.
- 6.4 The costs of operating the outdoor facilities, including but not limited to the outside grounds, sports fields, baseball back stops, goal posts, parking lots, walkways, outdoor equipment, and fences, shall be shared among the parties to this Agreement based on the percentage in subsection 2.1. Specialized services required exclusively for the benefit of one party or their qualified affiliates will be paid directly by that party.
- 6.5 The City shall prepare annual statements of each party's contribution to the cost of the operation of the outdoor facilities, including, but not limited to, grass cutting and snow removal, and shall deliver an invoice to each party to be paid by the recipient party within thirty (30) days after the date of delivery.
- 6.6 The capital costs for maintaining and repair of the facilities will be reviewed semi-annually to determine priorities and estimated costs as per the 5 year plan established and managed by the

GEDSB. The parties will agree unanimously on which projects will be completed in the coming year. Costs will be shared based on Schedule “F”, which outlines how costs are shared for specific building components. The basis for cost sharing set out in Schedule “F” is intended to reflect each party’s use of the space affected by the building component.

6.7 Each party will manage and maintain its own capital reserve account for the purpose of funding capital projects that are agreed upon pursuant to subsection 6.6 above. The GEDSB will invoice each party at the completion of each capital project as per Schedule “F”.

7.0 SEMI-ANNUAL REVIEW

7.1 The Superintendent of Business of each of the District School Boards and the Director of Recreation and the Manager of Community Recreation Development of the City (or their respective designates) shall constitute a Tri-party Management Committee which will meet at the call of the GEDSB, which meetings will occur a minimum of twice per year, to discuss issues of mutual concern. The purpose of the meeting shall be to review the operation of the facilities, the costs of operations, equipment, and maintenance of the facilities, and to review this Agreement and recommend amendments thereto. Tri-Party Management Committee meetings will be held as soon as practicable after the twice annual Tri-Party Operations Committee meetings, to address issues that arise. Should any additional meeting(s) be required, any party may request a meeting and give notice to the other parties.

7.2 Tri-party Operations Committee meetings will be held twice annually, once in the fall and once in the spring, and shall be called by the chair to discuss the operation of the facilities, and any items of common interest. The chair position shall be rotated between the three parties to this Agreement with a two year term for each chair. Information and issues gathered at these Tri-party Operations Committee meetings will be discussed further at the Tri-Party Management Committee meetings. Should any additional meeting(s) be required, any party may request a meeting and give notice to the other parties, and the parties shall meet within 30 days of the provision of said notice.

7.3 At the Tri-party Management Committee meetings, the parties shall determine the needs of each party for more or less space and/or use of the facilities, and shall assess the need for the acquisition, refurbishing, or replacement of the equipment set out in Schedule “E”, or joint and common areas of the facilities.

- 7.4 Upon the annual review by the Tri-Party Management Committee, the policies of insurance for the facilities shall be assessed to determine whether the coverage, policy limits and terms and conditions of the insurance are adequate for the year.
- 7.5 The parties shall review in each year the provisions of the rules and regulations contained in Schedule "C" hereto.
- 7.6 Minutes of the review meetings shall be taken, kept and circulated among all of the parties hereto.
- 7.7 The parties may agree to discuss and review any matter or matters through the Tri-Party Operations Committee as deemed appropriate from time to time.
- 7.8 The City and the District School Boards shall determine, in the aforementioned review meetings, whether any party ought to acquire or divest itself of the ownership or control of any exclusive use area or common area of the facilities to one of the other parties, or to expand its exclusive use area by new construction. The procedure for acquisition or divesting of a portion of the pre-existing facilities shall be governed by the provisions of section 8.0 hereof. The procedure for approving new construction shall be governed by subsection 8.4 hereof.
- 7.9 The City and the District School Boards shall apportion, at the review meetings, the costs of maintaining or replacing equipment set out in Schedule "E" between the parties pursuant to Section 3.2 of this Agreement.

8.0 PROCEDURE FOR ACQUISITION AND DIVESTMENT OF PROPERTY

- 8.1 In the event that one or more of the parties hereto shall be willing to acquire a part of another party's exclusive use area of the facilities, it may do so at a price to be determined by negotiation in accordance with applicable provincial regulations. The parties understand that such acquisition or divestment by each five percent (5%) of the original area of the lands shall have the effect of altering the percentage of ownership of the lands as set out in paragraph 2.1 herein as in accordance with provincial regulations. After the acquisition or divestment is completed, the parties shall execute a new deed to reflect the adjusted ownership percentage. Thereafter, the responsibility to contribute to operations costs as set out in section 6.0 shall also be adjusted to comply with the new percentages of ownership as set out in the amended deed for the lands, notwithstanding section 2.1 of this agreement.

- 8.2 The parties acknowledge that an acquisition pursuant to subsection 8.1 above might include a portion or portions of the common use areas now defined so that such area would then become the exclusive use area of one party. The parties agree that, on the consent of all parties, one of the parties could acquire title to, and the exclusive use of, a common use area. Such area would then be re-designated as an exclusive use area of the acquiring party and the proportions of ownership would be adjusted in percentage to conform the new percentages of square meters holdings as provided in paragraph 2.1, and the obligation to contribute to maintenance costs would be adjusted pursuant to the provisions set out in section 6.0.
- 8.3 If the parties are unable to agree upon the purchase price for lands or areas of the facilities, said price shall be determined by arbitration pursuant to the *Arbitration Act, 1991*, S.O 1991, c.17, as amended.
- 8.4 In the event that any party to this Agreement determines that it requires additional space at the facilities, and no other party is willing to surrender from its portion, the expanding party may prepare a proposal for new construction. The cost of the preparation of the proposal and all ensuing costs for the development of the proposal, through to the entire construction cost of the additions, shall be the sole responsibility of the expanding party. The expansion shall not be commenced unless and until both of the other parties consent in writing to the form and content of the proposed development. The completion of construction of the new portion of the facilities will result in a proportionate change in the participation of payment of operations costs within the formulae described in section 6.0 hereof and in the proportions of ownership as described in paragraph 2.1 hereof. A copy of the proposed drawings shall be included in construction proposals and the percentage of ownership shall be adjusted proportionately.
- 8.5 (a) In the event that any party wishes to sell or otherwise dispose of any of its interest in the lands and/or the facilities (other than a licence for use to a qualified affiliate) to an individual, entity or corporation who is not a party to this Agreement, that party shall prepare a proposal outlining the terms and conditions of its proposed disposition and submit it to the other two parties hereto. The cost of developing the proposal and all costs of the disposition shall be the sole responsibility of the party seeking the disposition.

(b) No disposition shall be completed unless and until both other parties consent in writing to the form and content of the proposed disposition, a term of which shall be that the new acquiring party or parties consent to the terms of this Agreement and will become a signatory hereto. Should the other parties not consent to such proposed disposition, those parties shall purchase the interest of the proposed selling party in equal shares at a price to be determined in accordance with subsections 8.1 and 8.3 hereof. The disposition of the lands and/or facilities, or part thereof, will immediately cause a review as contemplated in paragraph 7.1 hereof, and may cause a change in the participation of payment of operations costs within the formula described in section 6.0 hereof and in accordance with the proportions of ownership as described in subsection 2.1 hereto.

9.0 INSURANCE AND INDEMNITY

- 9.1 The parties shall each indemnify and save harmless the other parties, their employees, agents, successors, assigns, directors, officers, political representatives, volunteers and students (“**the indemnified parties**”) from and against any and all actions, claims and demands whatsoever, which may be brought against or made upon the indemnified parties, and against any and all losses, liability, judgments, claims, costs, demands or expenses which the indemnified parties may sustain, suffer or be put to, resulting from or arising out of the indemnifying party’s negligence and/or failure to exercise reasonable care, skill or diligence in the performance or rendering of any obligations required hereunder to be performed or rendered by the indemnifying party, including, but not limited to, any bodily injury or death of a person, or damage to or loss of property, caused or contributed to by any negligent act or omission on the part of the indemnifying party, its employees, agents, successors, assigns, directors, officers, political representatives, volunteers and students.
- 9.2 The GEDSB shall at all times insure the indoor facilities against loss and/or damage by all perils. Such property insurance shall be worded as an “all risks” form (being perils included in the standard “all risks” policy) for the replacement value of said property. All parties shall be listed as loss payees on the certificate of insurance. The policy shall name the parties as named insureds in the same percentage of ownership as set out in paragraph 2.1. In the event the percentages of insurable interest are adjusted pursuant to section 8.0, the percentages of insurance interest shall be adjusted by the GEDSB accordingly.
- 9.3 The GEDSB shall obtain Boiler and Machinery Insurance, which will insure against the financial losses (property damage, business interruption, and spoilage losses) that may result from an

insured peril to specified kinds of mechanical, electrical, and pressure equipment, for not less than the present day replacement value of the applicable boilers and/or equipment, and on a comprehensive basis. Insured equipment may include, but is not limited to, such things as steam boilers, hot water boilers, pressure vessels, refrigerating and air conditioning systems, retail scanning equipment, motors, generators, compressors, pumps, engines, fans, blowers, gear sets, turbines, transformers, electrical switch gear, and a wide range of production and processing equipment.

- 9.4 Each party shall, at its own expense, obtain and maintain Commercial General Liability Insurance for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than ten million dollars per occurrence. This policy is to include the City, the GEDSD, and the BHNCDSD added as additional insured parties, respectively;
- 9.5 Each party shall provide a certificate of insurance showing all lines of coverage requested and listing each other as additional insured, or named insured, with a cancellation notice period of not less than 30 days. Each policy shall also include contractual coverage and severability of interest.
- 9.6 It shall be the sole responsibility of each party to determine what additional insurance coverage, if any, is necessary and advisable for its own protection and/or to fulfill its obligations under this Agreement. Any such additional insurance shall be obtained and maintained at the sole cost of the party obtaining said insurance, and the other parties shall be added as additional insured or loss payee where applicable.

10.0 ARBITRATION

Notwithstanding disputes settled by the City in accordance with subsections 2.9, of this Agreement, with respect to any other matter arising out of this Agreement, any dispute shall be referred to arbitration in accordance with the *Arbitration Act, 1991*, S.O. 1991, c.17, as amended.

11.0 NOTICE

Any notice desired, required or permitted to be given under this Agreement shall be given as follows:

(a) if to the City:

The Corporation of the City of Brantford
100 Wellington Square
Brantford, Ontario
N3T 2M2
Attention: General Manager of Community Development Services

(b) if to the GEDSB:

The Grand Erie District School Board
349 Erie Avenue,
Brantford, Ontario
N3T 5V3
Attention: Director of Education

(c) if to the BHNCDSD:

The Brant Haldimand Norfolk Catholic District School Board
322 Fairview Drive,
P.O. Box 217
Brantford, Ontario
N3T 5M8
Attention: Director of Education

Notice shall be considered effectively given on the date of delivery, if delivered personally, sent by same-day pre-paid courier service, or sent by facsimile communication and confirmed by mailing the original documents by prepaid mail on the same or following day, so long as such day is a business day and said facsimile communication is received on or before 4:30 p.m., failing which such notice shall be deemed to be given and received on the first (1st) business day following the transmission. Where notice is delivered by regular mail, such notice shall be considered effectively given five (5) business days following the mailing of said notice. Either party may change its address by notice given in accordance with this section. For the purposes of this section, "business day" means any weekday which is not a Saturday, Sunday or statutory holiday in the Province of Ontario.

12.0 SUCCESSOR AND ASSIGNS

This Agreement shall enure to the benefit of and shall bind the parties hereto and their respective heirs, successors and assigns; however, the parties may not assign this Agreement or any interest therein without the prior written consent of the each of the other parties, which consent may be unreasonably withheld.

13.0 GOVERNING LAW AND JURISDICTION

This Agreement and the rights of the parties hereto shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in that province.

14.0 COMPLIANCE WITH LAWS AND CONDITIONS

Compliance with all applicable laws is an obligation of all of the parties to this Agreement. All federal, provincial and local laws, including municipal by-laws, and regulations, now or hereinafter enacted must be complied with in the performance of all aspects of this Agreement.

15.0 TRESPASS TO PROPERTY ACT

15.1 Without limiting the generality of section 14 above, each party to this Agreement hereby appoints the other parties, their respective boards of directors, Council members, and employees, as agents with full authority during times of their care and control to enforce the provisions of the *Trespass to Property Act* while using or occupying the lands, facilities, and/or exclusive use areas of the appointing party pursuant to the terms and provisions of this Agreement.

15.2 Without limiting the generality of section 9.0 of this Agreement, each party shall indemnify the appointing party against any and all demands, lands, damages, actions, cause of actions, and costs thereof arising out of the enforcement or attempted enforcement of the *Trespass to Property Act*, by the enforcing party, its board member or employee while using or occupying the lands of the said appointing party. Proof of insurance shall be provided to each party on an annual basis throughout the life of this Agreement and in accordance with the terms of this Agreement.

16.0 CONFIDENTIALITY

This Agreement and all schedules and attachments hereto, as well as any information collected by the parties pursuant to this Agreement is subject to the applicable access to information legislation including, but, not limited to, the *Municipal Freedom of Information and Protection of Privacy Act* (“**MFIPPA**”). The Parties shall in no way be held liable for releasing any information otherwise considered confidential where said information is provided or released any of the parties pursuant to an order or request under *MFIPPA*.

17.0 INTERPRETATION

17.1 Words importing the masculine gender shall include the feminine and neuter, and the singular shall

include the plural where the meaning or context so requires. The division of this Agreement into sections and the insertion of headings are for convenience of reference only and do not affect the construction or interpretation of this Agreement.

17.2 Nothing in this Agreement, expressed or implied, shall:

- (a) require, bind or otherwise obligate the City, GDESB, BHCNDSB its municipal Council, Board of Trustees or its staff, with respect to any future or pending development, planning or other statutory approval affecting the lands or facilities to which this Agreement applies; or
- (b) fetter any statutory discretion of the City, GDESB, BHCNDSB, its municipal Council, Board of Trustees, or its staff with respect to future or pending development, planning, or other statutory approval affecting said lands.

18.0 RULES AND REGULATIONS

The parties confirm that they have developed a set of standard rules and regulations, being Schedule "C" attached hereto, to govern the administration and common use areas of the facilities and all of the lands described herein. The parties hereto agree that the said rules and regulations and any amendments thereto will be adhered to during the use by any party, insofar as they are not superseded by specific provisions of this Agreement.

19.0 ADMINISTRATION OF AGREEMENT

The general administration of this Agreement shall be undertaken by the Tri-Party Management Committee as defined in Schedule "D" attached hereto.

20.0 RELATIONSHIP

Nothing in this Agreement shall be construed so as to place the parties in the relationship of partners, joint venture's, principal/agent, or employer/employee. The parties acknowledge that unless specifically granted herein, no party has the authority to bind the other party to any obligation of any nature or any kind whatsoever, whether in law or in equity.

21.0 TERM OF AGREEMENT

This Agreement shall become effective on the date first written below and it shall continue in full force and effect for five (5) years thereafter and shall automatically renew for an additional five (5) years, unless any party gives notice to the others of its intention to terminate this Agreement at least six (6) months in advance of the end of the initial term. Following the expiration of the five year renewal term, this Agreement

shall continue from year to year without notice until it is either renegotiated by all of the parties, or any party gives notice in writing at least six (6) months in advance to the other parties that it wishes to terminate this Agreement.

22.0 SEVERABILITY

Should any provision of this Agreement be deemed by a court of competent jurisdiction to be invalid or unenforceable, the offending provision shall be removed from this Agreement and the remaining provisions shall remain in full force and effect as if the offending provision was never part of the original Agreement.

THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF the parties hereto have hereunto set their corporate seals duly attested by the hands of their proper signing officers in that behalf.

SIGNED this _____ day of _____, 2014, at the City of Brantford.

SIGNED, SEALED AND DELIVERED) Grand Erie District School Board
) per:
)
in the presence of) _____
) Chair
)
)
) _____
) Director

) Brant Haldimand Norfolk Catholic District School Board
) per:
)
) _____
) Chair
)
)
) _____
Director

) The Corporation of the City of Brantford
) per
)
) _____
) Mayor
)
)
) _____
) Clerk

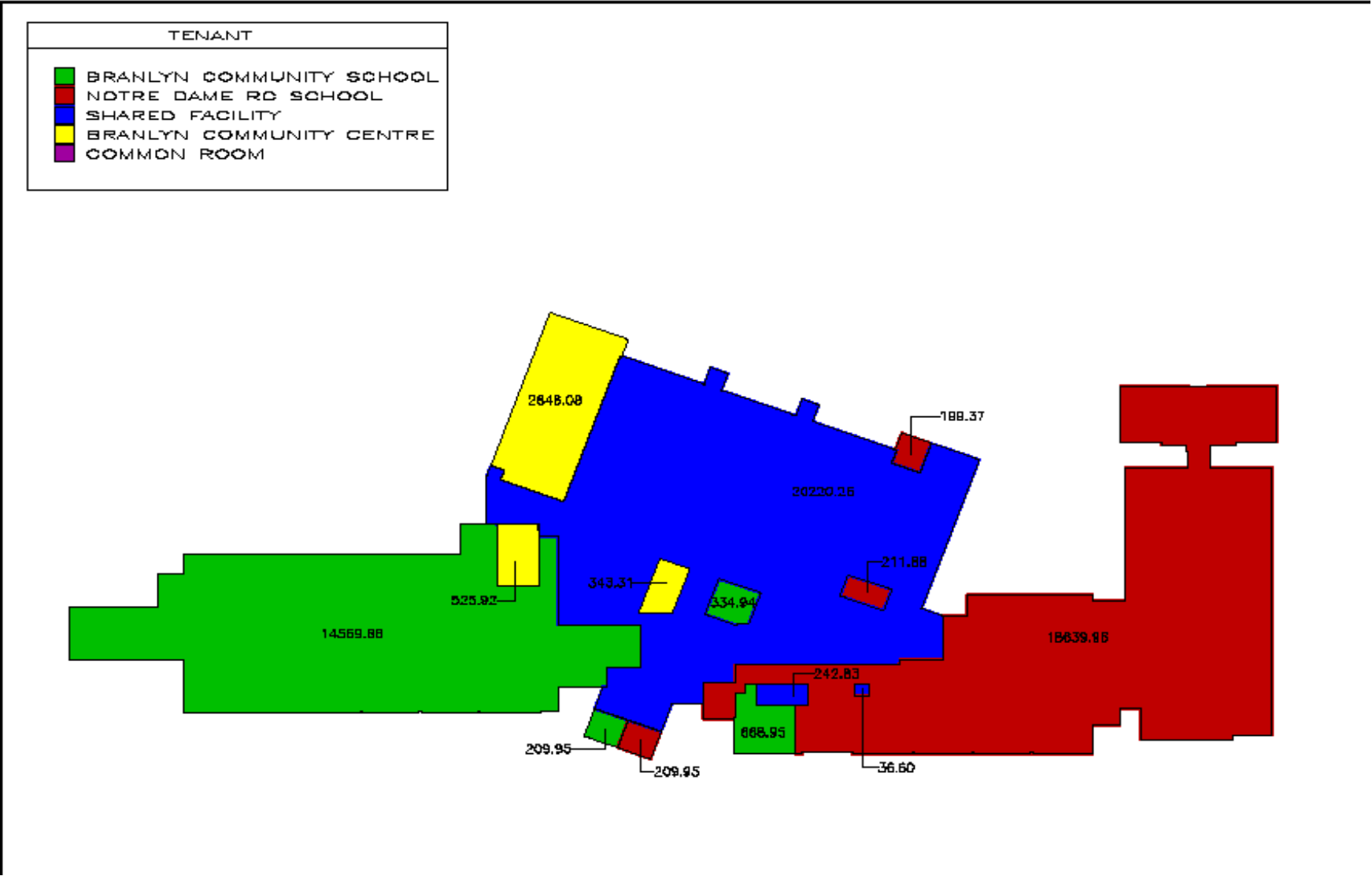
SCHEDULE "A"

Legal Description of the Lands:

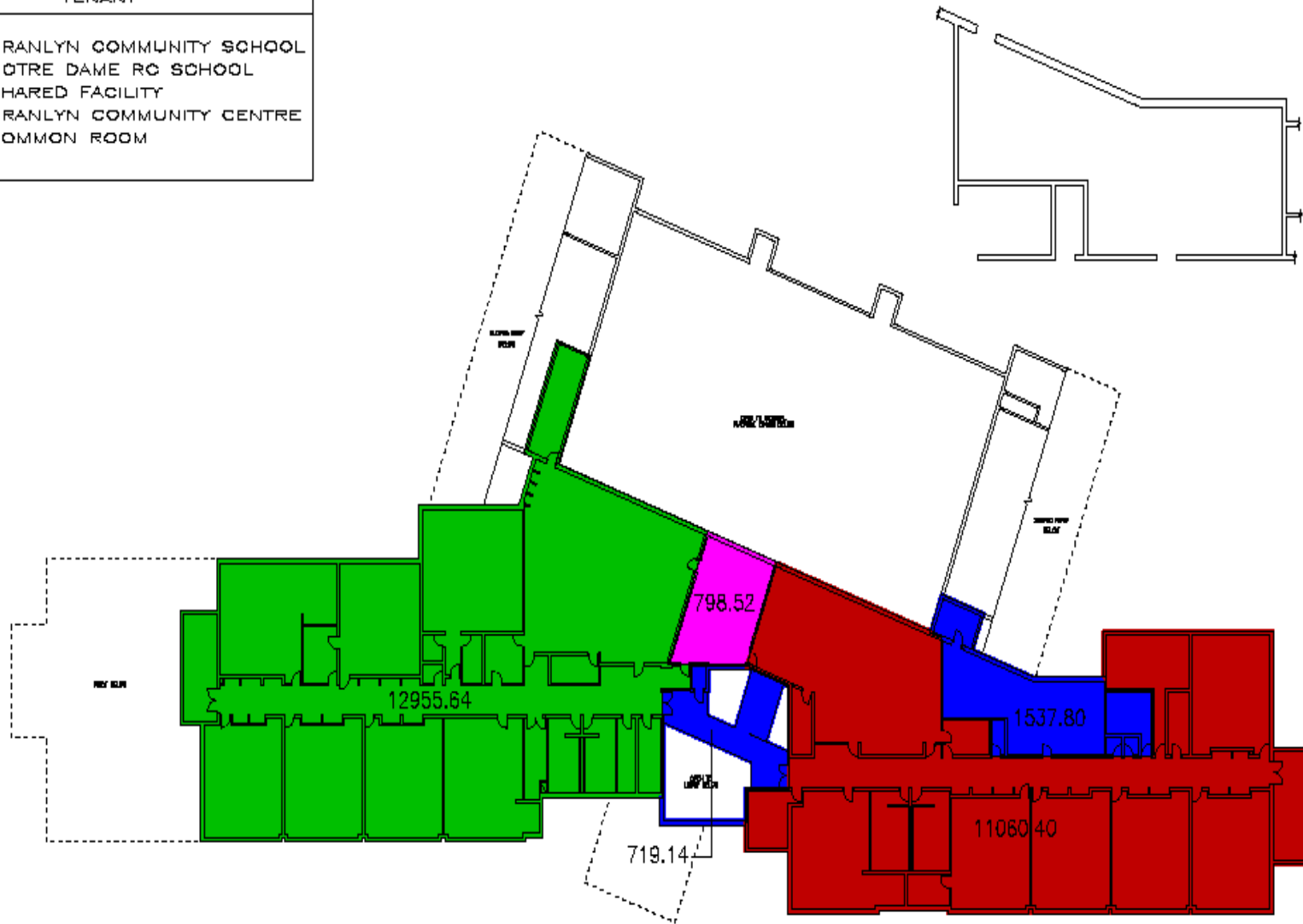
Part of Lot 39, Concession 2, City of Brantford, in the County of Brant. Designated as Part 1 on Deposited Reference Plan 2R-2704, City of Brantford, being all of PIN 32187-0143(LT).

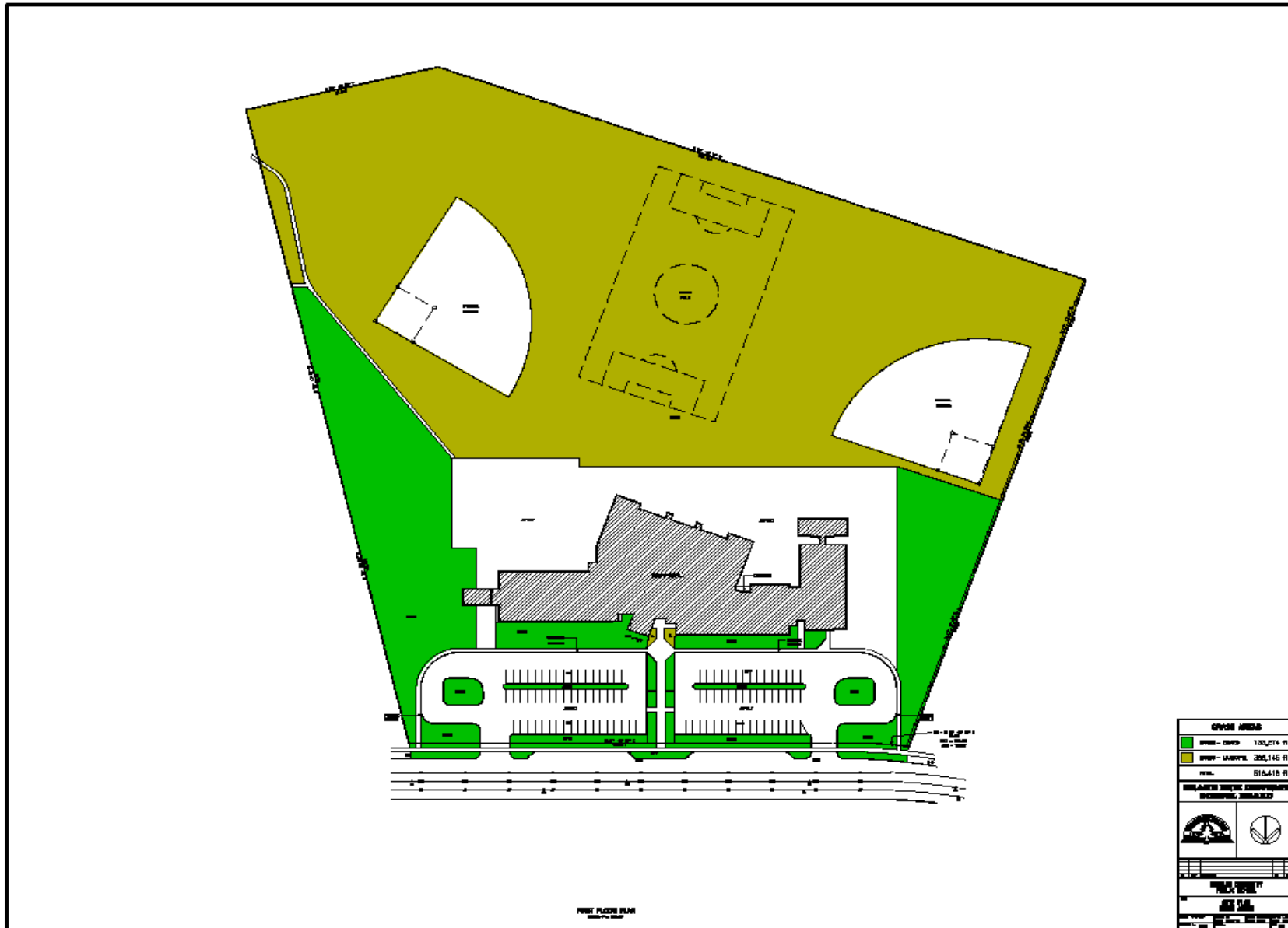
SCHEDULE "B"

This schedule "B" consists of PDF drawings showing all of the floor areas for the Branlyn/Notre Dame Community School Complex. The plans define, by the use of colours, the exclusive use areas of each of the owners, as well as the common use areas of the facilities, and may be updated with any additions or changes during the term of this Agreement, in accordance with the terms and provisions of the Agreement.



TENANT	
	BRANLYN COMMUNITY SCHOOL
	NOTRE DAME RC SCHOOL
	SHARED FACILITY
	BRANLYN COMMUNITY CENTRE
	COMMON ROOM





SCHEDULE "C"

REGULATIONS RE: COMMON USE AREAS AND ALL LANDS OF BRANLYN COMMUNITY COMPLEX

- 1) While in the care and control of the City, all rules, regulations and policy statements of the two District School Boards regarding the common use areas of school facilities and all the lands, as specified in the Agreement are hereby superseded by the following rules, regulations and policies of the City of Brantford Parks and Recreation Department:
- 2) All bookings must be made through the Parks and Recreation Department for the City and must comply with the City's current booking procedures.
- 3) Users must remain in the designated areas as other groups may be using other sections of the same facilities.
- 4) Users will not be permitted in the facilities more than fifteen (15) minutes prior to the start of any event or activity unless otherwise stated in the permit.
- 5) Halls and doorways must remain clear of obstruction. Decorations are limited to flame-proof materials and must never be attached to electric lights or outlets, and must in every respect conform to Fire Safety practices as recommended by the City's Fire Department and the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4*, as amended, and the regulations thereunder. All decorations to be installed in such a manner that no damages or permanent markings occur in areas where decorations are attached. All persons renting the facilities must familiarize themselves with the fire evacuation plans as posted.
- 6) In accordance with the *Smoke-Free Ontario Act, S.O.1994, c.10* as amended, smoking is prohibited in public schools (including on school grounds), and no person shall smoke or hold lighted tobacco in a school, as the term "school" is defined in the *Education Act, R.S.O. 1990, c. E.2*, as amended.
- 7) Use of equipment is restricted to use at this location and to the parties to this Agreement. The District School Boards' and/or City Parks and Recreation employees are not authorized to permit use of special equipment or facilities to other organizations, schools or groups unless otherwise permitted in this Schedule or the Agreement. Tables and chairs cannot be loaned or rented for use outside the facilities. Please refer to Schedule "E" for list of jointly owned equipment.
- 8) Any advertising of events shall state the name of the organization operating the event and promote the location as the Branlyn Community Centre.
- 9) Where required, an appropriate number of police officers or security guards shall be on duty to provide security. Arrangements for and payment of the security shall be the responsibility of the permit holder.
- 10) Use of an alcohol in the facilities will be by Special Occasion Permit issued by the L.L.B.O. only. Regulations stipulated by the L.L.B.O. and the City of Brantford Municipal Alcohol Policy must be strictly adhered to.
- 11) All terms and conditions of the Parks and Recreation rental agreements shall apply to all rentals of the facilities. In the event of any conflict between these rules and the terms and conditions of the Parks and Recreation rental agreements, the Parks and Recreation rental agreements shall govern.

SCHEDULE “D”

TRI-PARTY MANAGEMENT COMMITTEE Committee Composition and Terms of Reference

Committee composition:

Superintendent of Business – Grand Erie District School Board
Superintendent of Business – Brant Haldimand Norfolk Catholic District School Board
Director of Recreation - City of Brantford
Manager of Community Recreation Development - City of Brantford

Note: Other staff from each party may be included in meetings as required.

1.0 GUIDELINES:

- 1.1 Committee to provide an opportunity for member organizations to discuss common areas of concern and to recommend proposals to their respective authority for a more coordinated development in the City of Brantford.
- 1.2 Committee to discuss all proposed policy changes by a member organization which would affect any member organization or committee, so that each member organization has an opportunity for input prior to decision.
- 1.3 Committee shall meet bi-annually following the Tri-Party Operations Committee meetings per 7.1 of this Agreement.
- 1.4 Committee to share capital forecast and priority lists.
- 1.5 Committee shall consider any matter referred to it by a member, or a member organization.
- 1.6 Costs of operating the committee, such as secretarial services, office supplies, meetings, etc., shall be the responsibility of the party providing the rotating chair.

TRI-PARTY OPERATIONS COMMITTEE

Committee Composition:

Superintendent of Business – GEDSB
Superintendent of Business – BHNCDSB
Director of Recreation - City of Brantford
Manager of Community Recreation Development - City of Brantford
Parks and Recreation Facility Supervisor
School Principals
School Custodial staff
School Boards Facility staff

Note: Other staff from each party may be included in meetings as required but will not have a vote on matters applicable to this agreement. The titles of individuals may change from time to time.

2.0 **GUIDELINES:**

- 2.1 Committee to provide an opportunity for member organizations to discuss common areas of concern.
- 2.2 Committee to discuss all proposed policy changes by a member organization which would affect any member organization or committee, so that each member organization has an opportunity for input prior to decision.
- 2.3 Committee shall meet bi-annually.

SCHEDULE "E"

MAJOR EQUIPMENT

(Refers to: Capital Purchase of Equipment and
Operating Maintenance Costs of Equipment)

ITEM	Shared Use
Curtains on stage, one of which is motorized	1/3 per party
Basketball nets (two with motors, the others adjustable by hand-crank)	1/3 per party
Moveable walls between gyms	1/3 per party
Sound system	1/3 per party
Floor scrubber	1/3 per party
Tables & chairs	1/3 per party

This list is subject to change and may be amended upon agreement of all parties hereto.

Schedule "F"

COST SHARING FOR CAPITAL BUILDING COMPONENT

Building Component	Basis for Cost Sharing
Roofing	Area A
Windows	Proportional to Space directly affected
Entry Systems	1/3
HVAC - Heat Pumps Systems	Proportional to Space directly affected
Main Heat / AC Plant	1/3
Mechanical Electrical - local runs	Area B
Accessibility – Site	1/3
Accessibility - Building	Proportional to Space directly affected
Paving / Parking Surface / Site	1/3
Interior Finishes	Proportional to Space directly affected
Exterior Walls	Area B
Plumbing	Area B
Fire Protection	Proportional to Space directly affected
Main Switchgear / Transformer / Hydro Service Connection	1/3
Sanitary / Water / Natural Gas Service Connection	1/3

Schedule "F" Continued
Capital Sharing Tables

Area "A" - First Floor Footprint				
	Gross Floor Area	City	GEDSB	BHNCDSB
Branlyn	15,783.7		15,783.7	
Notre Dame	19,261.2			19,261.2
City	3,715.3	3,715.3		
Shared	20,499.7	6,833.2	6,833.2	6,833.2
Total	59,259.9	10,548.5	22,616.9	26,094.4
Calculated %		17.80%	38.17%	44.03%

Area "B" -Occupied				
Area	Gross Floor Area	City	GEDSB	BHNCDSB
Branlyn	28,697.7		28,697.7	
Notre Dame	30,482.5			30,482.5
City	3,715.3	3,715.3		
"Flip" Rm	798.5		399.3	399.3
Shared	22,637.1	7,545.7	7,545.7	7,545.7
Total	86,331.1	11,261.0	36,642.7	38,427.5
Calculated %		13.04%	42.45%	44.51%

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

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: January 21, 2014
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EXCURSION – NEW YORK CITY, NY
Public Session

BACKGROUND INFORMATION:

St. John's College is requesting approval for an excursion to New York City, New York from Thursday morning, May 15, 2014 to Victoria Day, Monday, May 19, 2014 (two school days missed). Supervising teachers will include Lynn DiStefano, Paula Caltagirone and Orazio Caltagirone. Cost of the trip will be between \$569 - \$619, plus theatre ticket.

DEVELOPMENTS:

Approximately forty-five to fifty (45-50) students from St. John's College will travel by bus to New York City to allow students to see in person many of the artworks and architecture they have studied. Viewing art works in the culturally-rich museums of New York City provides opportunities for students to become directly involved with artwork produced over many centuries from diverse cultures. Students will visit the Metropolitan Museum of Art, The Guggenheim, The Whitney, The Cloisters and The Museum of the Moving Image.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to New York City, New York from Thursday, May 15 to Monday, May 19, 2014.

2013-14
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
January 21, 2014	4:45 pm 7:00 pm	eScribe (automated meetings) Demonstration Committee of the Whole	NEW
January 22, 2014	7:15 pm	Regional Catholic Parent Involvement Committee Regional presentation – Dr. Terry Nelson Johnson keynote address to parents re: “Family, Faith and Resiliency” – Blessed Sacrament Parish, Burford	NEW
January 28, 2014	7:00 pm	Board Meeting	
February 5, 2014	9:00 am	SAL Committee Meeting (Norfolk)	
February 7, 2014	2:00 pm	Executive Council Meeting	New Date (was Feb. 5)
February 6, 2014	9:00 am	SAL Committee Meeting (Brant)	
February 12, 2014	7:00 pm	SEAC Meeting	
February 18, 2014	7:00 pm	Committee of the Whole	
February 24, 2014	7:00 pm	Regional Catholic Parent Involvement Committee Meeting	
February 25, 2014	1:00 pm	STSBHN Governance Meeting	
February 25, 2014	7:00 pm	Board Meeting	
March 5, 2014	9:00 am	SAL Committee Meeting (Norfolk)	
March 6, 2014	9:00 am	SAL Committee Meeting (Brant)	
March 5, 2014	1:30 pm	Executive Council Meeting	New Date (was Mar 4/Mar 7)
<i>March 10 – 14, 2014</i>		<i>MARCH BREAK</i>	
March 18, 2014	7:00 pm	Committee of the Whole	
March 19, 2014	7:00 pm	SEAC Meeting	
March 25, 2014	7:00 pm	Board Meeting	
April 2, 2014	9:00 am	SAL Committee Meeting (Norfolk)	
April 4, 2014	9:00 am	SAL Committee Meeting (Brant)	
April 4, 2014	9:00 am	Executive Council Meeting	New Date (was Apr 8)
April 9, 2014	7:00 pm	SEAC Meeting	
April 15, 2014	4:30 pm 7:00 pm	Presentation from Ontario College of Teachers Committee of the Whole	NEW
April 22, 2014	7:00 pm	Board Meeting	
April 23, 2014	4:00 pm	Budget Committee Meeting	NEW
April 24-26, 2014		OCSTA AGM (Niagara Falls)	
April 26, 2014	2:00 pm	St. Michael's (Dunville) 50 th Anniversary Open House	NEW
April 27, 2014	10:30 am	Sacred Heart School (Langton) 75 th anniversary mass/open house	
April 30 – May 2, 2014		Board Art Show	
May 1, 2014	9:00 am	SAL Committee Meeting (Brant)	
<i>May 4 – 9, 2014</i>		<i>Catholic Education Week</i>	
May 4, 2013	TBD	Regional Catholic Parent Involvement Committee Regional Presentation: A Family Faith Festival – a day of family workshops and concert with Matt Maher at London District CSB	NEW
May 6, 2014	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
May 7, 2014	9:00 am	SAL Committee Meeting (Norfolk)	
May 7, 2014	5:00 pm	St. Mary's (Hagersville) 50 th Anniversary Mass/Open House	New Date (was May 15)
May 8, 2014	5:50 pm	Catholic Student Leadership Awards (Bishop Miehm)	
May 9, 2014	9:00 am	Executive Council Meeting	New Date (was May 13)
May 13, 2014	4:00 pm	Budget Committee Meeting	NEW

Date	Time	Meeting/Event	New / Revised
May 14, 2014	7:00 pm	St. Anthony Daniel School Closing Ceremony	
May 14, 2014	7:00 pm	SEAC Meeting	
May 20, 2014	7:00 pm	Committee of the Whole	
May 21, 2014	7:00 pm	St. Pius X Official School Opening/Blessing (Bishop Crosby)	
May 26, 2014	4:00 pm	Budget Committee Meeting	NEW
May 26, 2014	7:00 pm	Regional Catholic Parent Involvement Committee Meeting	
May 27, 2014	1:00 pm	Catholic Education Advisory Committee Meeting	
May 27, 2014	1:00 pm	STSBHN Governance Meeting	
May 27, 2014	7:00 pm	Board Meeting	
June 5-7, 2014		CCSTA AGM (Kingston)	
June 10, 2014	10:00 am	<i>Have a Go track meet at Holy Trinity (secondary)</i> <i>(rain date June 11)</i>	
June 11, 2014	7:00 pm	SEAC Meeting	
June 13, 2014	9:00 am	Executive Council Meeting	New Date (was June 10)
June 16, 2014	10:00 am	<i>Have a Go track meet at Assumption College (elementary)</i> <i>(rain date June 17)</i>	
June 17, 2014	7:00 pm	Committee of the Whole	
June 24, 2014	7:00 pm	Board Meeting	
June 25, 2014	4:45 pm	Assumption College Graduation	
June 26, 2014	6:30 pm	Holy Trinity Graduation	
June 26, 2014	7:00 pm	St. John's College Graduation	