



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

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

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**Committee of the Whole  
Tuesday, May 21, 2013 ♦ 7:00 pm  
Boardroom**

**Members:**     **Trustees:**  
June Szeman (Chair), Rick Petrella (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard,  
Bonnie McKinnon, Ryan Cattrysse (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)

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- 1. Opening Business**
  - 1.1 Opening Prayer – June Szeman
  - 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 – April 16, 2013 Pages 3-8
  - 4.2 Unapproved Special Education Advisory Committee Meeting Minutes – April 10, 2013 Pages 9-10
  - 4.3 Unapproved Minutes from the Policy Committee Meeting – April 23, 2013 Pages 11-13
- 5. Committee and Staff Reports**
  - 5.1 Unapproved Minutes and Recommendation from the Budget Committee Meetings - April 25, 2013 and May 15, 2013 Pages 14-18  
Presenter: Rick Petrella, Chair of the Budget Committee
    - Budget Planning (pgs. 19-30)



# BRANT HALDIMAND NORFOLK Catholic District School Board

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- 5.2 Early Years Program Update Pages 31-33  
Presenter: Leslie Telfer, Superintendent of Education
- 5.3 Mental Health and Addiction Nurses in School Program Page 34  
Presenter: Bill Chopp, Superintendent of Education
- 5.4 Construction Update – St. Pius X Catholic Elementary School Page 35  
Presenter: Tom Grice, Superintendent of Business & Treasurer
- 5.5 Excursion – Lansing MI Page 36  
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** Page 37
- 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, April 16, 2013 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

**Present:** June Szeman (Chair), Rick Petrella (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard, Ryan Cattrysse (Student Trustee)

**Absent:** Bonnie McKinnon

**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)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by June Szeman. Chair Szeman declared her intention to vote on all motions of the April 16, 2013 Committee of the Whole meeting.

**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 April 16, 2013 meeting.

**Carried**

**1.4 Declaration of Interest** – Nil

**2. Presentations**

Chair Szeman extended the Board's congratulations to Paula Dunn, Manager of Human Resources, as well as her department staff and school staff across the system who work tirelessly to maintain a safe and healthy work environment. The Brant Haldimand Norfolk Catholic District School Board was recently recognized at the School Boards' Co-Operative Inc. (SBCI) Annual General Meeting with a *Best Overall Board Award* for Small-Sized Boards for 2011-12, a category in SBCI's Safety Leadership Awards Program. As a leader in safety performance statistics among small-sized boards across the province, the Board was commended for having 50% less workplace accidents than the average performance of all other small-sized boards over the past five years.

**3. Delegations** - Nil



**4. Consent Agenda**

- 4.1 THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the March 19, 2013 meeting.
- 4.2 THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of March 20, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.3 THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' Special Meeting of March 25, 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 April 8, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.5 THAT the Committee of the Whole refers the unapproved minutes of the Catholic Education Advisory Committee meeting of April 9, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

With reference to the minutes referenced in Item 4.3, Trustee Casey inquired if bus evacuation training could be conducted annually at every school rather than on a three-year rotational basis.

Superintendent Grice advised that the STSBHN Board of Directors is looking into alternate training methods, i.e., videos, which could be used on an "as needed" training basis or as a refresher.

Moved by: Cliff Casey

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**

**5. Committee and Staff Reports**

**5.1 Unapproved Minutes and Recommendations from the Policy Committee Meeting of March 26, 2013**

Trustee Blake, Chair of the Policy Committee, reviewed the business of the March 26, 2013 Policy Committee meeting and presented the following recommendations for consideration:

THAT the Policy Committee recommends that the Committee of the Whole refers the writing of a letter to the Minister of Education to the Brant Haldimand Norfolk Catholic District School Board for approval. The letter would articulate the Board's concerns that capital funding is not made available to pay for required renovations to meet legislated accessibility standards.

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the "Closure of Schools/Facilities – Temporary" Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



THAT the Policy Committee recommends that the Committee of the Whole refers the "Inclement Weather and Temporary School/Facilities Closures" Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the Appropriate Dress Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Dress Code for Pupils Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the "Advertising and Materials Distribution in Schools" policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Distribution of Materials Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of March 26, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of March 26, 2013 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

## **5.2 Adolescent Literacy**

Superintendent McKinnon advised that although adolescent literacy is a relatively new Ministry initiative, a significant amount of work has been done in the area of literacy to bridge the gap between the elementary and secondary panels through "cross-panels" workshops, involving a diverse group of Grades 7-10 teachers. Superintendent McKinnon introduced Lindsay Craig, Student Achievement Consultant – Literacy 7-12 and Peter Marchand, System Literacy Teacher 7-8, who provided an overview of their work in supporting intermediate teachers through collaborative workshops. Highlights included gaining a better understanding of elementary and secondary learning environments, using the Ministry's *Adolescent Literacy Guide* to build teaching capacity, developing "common language" that is consistent across the grades, linking strategies to goals of the Board Improvement Plan, becoming familiar with both the Grade 6 EQAO and Grade 10 OSSLT assessments, and identifying key learnings. Once the cross-panel workshops are completed, a reference resource from the group's work will be published to help guide instructional practice of intermediate teachers system wide. Several questions from trustees were responded to and the work of Ms. Craig and Mr. Marchand commended.



Moved by: Cliff Casey  
Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Adolescent Literacy report.

**Carried**

### **5.3 Early French Immersion Investigations**

Director Roehrig responded to a request made by trustees at the March 19, 2013 Special Meeting of the Board, to assess whether or not an investigation should be conducted in Haldimand and Norfolk counties to determine the viability of offering an early French Immersion program in these counties. Director Roehrig outlined the rationale for staff not recommending a feasibility study in the Haldimand and Norfolk Counties at this time. Discussion ensued, and the following Notice of Motion was put forward by Trustee Casey for discussion at the April 23, 2013 Board meeting:

THAT surveys be conducted in both Haldimand and Norfolk Counties to assess the viability of offering an early French Immersion program in those areas.

### **5.4 Financial Report as of February 2013**

In his quarterly report to the Board regarding the year-to-date budget, Superintendent Grice reported that the budget is on track, with 48.2% of the total budget spent.

Moved by: Rick Petrella  
Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Financial Report as of February 2013 report.

**Carried**

### **5.5 Board Enrolment Update as of March 31, 2013**

Superintendent Grice reported on the annual March 31<sup>st</sup> enrolment report to the Ministry of Education, which impacts the grants that are allocated to the Board. In the elementary panel, the actual Average Daily Enrolment (ADE) is six students higher than projected, while in the secondary panel, the actual ADE is 4.38 students higher than projected. Superintendent Grice drew trustee attention to the variance in enrolment numbers since June 30, 2012, which confirms that enrolment has in reality declined by 111.5 students system-wide. Discussion took place regarding factors that impact enrolment. Concern was expressed regarding enrolment decline in Haldimand County.

Moved by: Cliff Casey  
Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Board Enrolment Update as of March 31, 2013 report.

**Carried**

### **5.6 Educational Funding for 2013-14**

Superintendent Grice reviewed the highlights of the 2013-14 Grants for Student Needs (GSN) for 2013-14, as announced by the Ministry of Education at the end of March, and outlined the impact of the announcement on various areas of the Board.



Moved by: Dennis Blake

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Education Funding for 2013-14 report.

**Carried**

**5.7 Excursion – Mission Trip to Staten Island, NY**

Superintendent Chopp presented a request for a Mission Trip to Staten Island, NY involving approximately 20 secondary students who will assist the Mennonite Disaster Service with small construction and clean-up projects in the aftermath of last fall's Hurricane Sandy. Trustees requested clarification and additional information, including the application criteria, as well as the selection and approval process. The following motion was made:

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the motion regarding the Mission Trip to Staten Island, NY be deferred until the April 23, 2013 Board meeting, pending receipt of additional information.

**Carried**

**5.8 Student Trustee Report**

Student Trustee Cattrysse provided an update on the upcoming spring Student Leadership symposium and summer retreat. Student senators are working on developing a common theme for both retreats. He also noted that student council elections will be taking place in the near future, and shared highlights of recent and upcoming events at all three secondary schools.

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report.

**Carried**

**6. Information and Correspondence**

Director Roehrig provided copies of two Parent Guides published by the Ministry, "Reading and Writing with Your Child K-6" and "Doing Mathematics with Your Child K-6" that are being distributed to all families. He also handed out a copy of "Dignity of the Human Person and Homosexuality", the first of several monographs being developed and published to assist staff in dealing with difficult issues in schools related to faith.

Moved by: Rick Petrella

Seconded by: Cliff Casey

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 – as noted in Item 5.3.**



**8. Trustee Inquiries**

Trustee Casey drew attention to an article published in the Sunday Sun on April 14, 2013 titled, "Religious Bullying". An electronic copy will be sent to all trustees.

Trustee Casey advised that he had received an inquiry regarding before and after school care programs in Norfolk. Superintendent Telfer provided an update and will send trustees details of all programs across the Board in the near future.

**9. Business In-Camera**

Moved by: Dennis Blake

Seconded by: Dan Dignard

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

**Carried**

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

Moved by: Cliff Casey

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**

A list of future meetings and events for trustees was reviewed.

**12. Closing Prayer**

A closing prayer was recited in unison.

**13. Adjournment**

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of April 16, 2013.

**Carried**



**SPECIAL EDUCATION ADVISORY COMMITTEE**

**Wednesday, April 10, 2013 · 7:00 p.m.**

**Present:** Dianne Wdowczyk (Chair), Dennis Blake (Trustee Representative), Bill Chopp (Superintendent of Education), Carmen McDermid, Jill Esposito, Paul Sanderson, Heather Shisler, Lisa Stockmans, Susan Yates

**Regrets:** Dennis Blake (Trustee Representative), Catherine Custodio, Colleen Demarest, Krista Emmerson, Tracey Taylor, Terre Slaght, Teresa Westergaard-Hager

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**1. Opening Prayer**

Carmen McDermid opened the meeting with a prayer.

**2. Welcome and Introductions**

Dianne Wdowczyk, Chair, welcomed the committee.

**3. Approval of Minutes**

Moved by: Lisa Stockmans

Seconded by: Heather Shisler

THAT the Brant Haldimand Norfolk Catholic District School Board's Special Education Advisory Committee approves the minutes from the March 20, 2013 meeting.

**Carried**

**4. Approval of Agenda**

Moved by: Jill Esposito

Seconded by: Susan Yates

THAT the Brant Haldimand Norfolk Catholic District School Board's Special Education Advisory Committee approves the agenda for the April 10, 2013 meeting.

**Carried**

**5. Presentations**

**5.1. St. Gabriel School**

Phil Thomlison, principal; Karen Wilkinson, vice-principal along with Sara Howarth and Sandra DiDominicis, SERTS, were in attendance and provided the demographics of the school community and outlined the special education program at the school. In the presentation, it was noted that more support would be appreciated in the area of language and speech pathology.

**5.2. Notre Dame School, Brantford**

Principal Karen Mitchell and SERTs Jen McLaren-Gibbons and Tracey Fraser provided information with regards to the demographics and special education program at Notre Dame School in Brantford. More training and assessment would be helpful as well as intervention practices from ELKP to Grade 1. An increase in phonological awareness and instruction would also be beneficial.



**6. SEAC Member Recruitment and Retention**

Diane Wdowczyk stated that now is the time to look at whether or not the current day and time for future meetings is the most suitable to all members. It was also suggested that a representative from the St. Leonard's Society, Six Nations and the Family Counselling Bureau be recruited to join SEAC in the 2013-14 school year. A survey will be sent to members to determine preferences for meetings.

**7. Community Agency Updates**

Dianne Wdowczyk from Woodview Children's Mental Health and Autism Services advised that Mental Health Week is being held from May 6-10, 2013 and that there will be an open house on May 8, 2013. Flyers and calendars will advertise activities taking place.

**8. Correspondence - Nil**

**9. Reports**

**9.1. Special Education System Lead**

**9.1.1. Resource Awareness In-service**

Carmen McDermid provided the committee with materials and information with regards to the in-service that took place in early April. Phonological Awareness, HELP and Handwriting without Tears were highlighted.

**9.2. Superintendent of Education**

**9.2.1. IEP Survey Results**

Bill Chopp distributed the survey results and asked members to review the information. At the next meeting, SEAC will have a discussion to determine next steps based on the survey results.

Superintendent Chopp spoke about Third Party in the Classroom (PPM 139 – Relationships with Third Parties). The Administrative Procedure will be going to senior administration in June. Further information will be provided to SEAC members.

Superintendent Chopp also advised that the April 26 Professional Development day will include a morning session called, "Having Tough Conversations". SEAC members were invited to attend.

**10. Business for Next Meeting**

Items for the next meeting include the IEP Survey and next steps, Special Education Plan, budget, Special Education Annual Report and information on Learning Disabilities. A presentation from St. Joseph's School and the Woodview presentation will now take place in June.

**11. Closing Remarks/Adjournment**

Dianne Wdowczyk adjourned the meeting.



**Policy Committee**  
**Tuesday, April 23, 2013 ♦ 8:00 p.m.**  
**Boardroom**

**Trustees:**

**Present:** Dennis Blake (Chair), Cliff Casey, Dan Dignard, Rick Petrella, June Szeman

**Absent:** Bonnie McKinnon

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting opened with a prayer led by Dennis Blake.

**1.2 Attendance**

As noted above.

**1.3 Approval of the Agenda**

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee approves the agenda of the April 23, 2013 meeting.

**Carried**

**1.4 Approval of the Policy Committee Meeting Minutes – March 26, 2013**

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee approves the minutes of the March 26, 2013 meeting.

**Carried**

**2. Committee and Staff Reports - Nil**

**3. Discussion Items**

**3.1 Posting of Trustee Expenses on Website**

Trustee Blake reiterated his position that individual trustee expenses should be posted on the Board's website, which was his understanding when the Trustee Expenses policy was last revised. Discussion ensued. Concern was expressed that the public could misunderstand / misinterpret the information. Suggestions regarding reporting collectively as a line item in the budget as currently done, or reporting collectively by category, i.e., conventions, mileage, etc., were discussed. Trustee Petrella requested that staff investigate what the Ministry's directive is regarding this question of accountability. Director Roehrig will investigate and advise.



**3.2 Community Use of Schools – Cleats on playing fields**

Trustee Blake advised that he had received an inquiry from an area soccer organization regarding the Board's Community Use of Schools policy that states that cleats are not allowed on school sports fields, yet cleats are required for player insurance purposes. Trustees were in agreement that the risk of damage to playing fields caused by the use of cleats is high and the repair costs are prohibitive. It was noted that Norfolk Soccer does not permit practices on their own new soccer fields. This item will be raised for discussion at the next Joint Use Meeting with the Grand Erie District School Board and the City of Brantford.

**3.3 Educational Field Trips and Excursions – Splash Parks**

Trustee Blake drew attention to the Risk Management section of the administrative procedure where it states that "educational excursions to water parks and to programs involving water-based activities for elementary school students are prohibited." He argued that splash parks are not in the same category as water parks as there is no risk of drowning. Director Roehrig commented that although splash parks represent low risk, some splash parks are adjacent to pools/wave pools, so it would be impossible to know which parks would be considered "safe" and which might pose a threat. He also added that the Board has been working towards aligning school trips with curriculum goals to ensure that they have an educational value. Further discussion was deferred to the May Policy Committee meeting.

**3.4 Trustees' Code of Conduct (revised draft)**

Director Roehrig presented a revised draft of the Trustees' Code of Conduct resulting from feedback he received from trustees over the past few months. He commented that the revised draft is substantially shorter than former versions and includes the feedback that he received, most notably a new section on advocacy, clarification with respect to municipal conflict of interest, and a process for enforcing the Code of Conduct. The revised draft also incorporates key legislative requirements. Discussion ensued. A motion by Trustee Dignard to adopt the revised draft for a one year period, at which time it could be reviewed/revised was not supported. A motion by Trustee Petrella, seconded by Trustee Casey to add the advocacy portion of the revised draft to the existing Code was defeated.

**3.5 Guidelines for Trustee Communication**

Director Roehrig presented for discussion and consideration a suggested resource to act as a guideline for trustee communication, which he compiled from various sources.

**3.6 Board By-Laws (revised draft)**

Director Roehrig advised that references to the Municipal Conflict of Interest Act will need to be added back to the revised Board By-laws since the proposed revised Trustees' Code of Conduct was defeated. The report to move forward with the revised by-laws will be brought to the May Policy Committee meeting.



**4. Adjournment**

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Policy Committee adjourns the meeting of April 23, 2013.

**Carried**

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**Next Meeting:** Tuesday, May 28, 2013 following the Board meeting.

# MINUTES AND RECOMMENDATIONS

## BUDGET COMMITTEE April 25, 2013 & May 15, 2013

AGENDA ITEM	MOTION
6.1 (April 25)	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 Budget Procedures Manual.

THAT the Committee of the Whole refers the unapproved minutes from the Budget Committee Meetings of April 25, 2013 and May 15, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendation from the Budget Committee Meeting of April 25, 2013 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

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**Budget Committee  
Thursday, April 25, 2013 – 7:00 p.m.  
Haldimand Room**

**Present:** Rick Petrella (Chair), Dennis Blake, Bill Chopp, Tom Grice, Pat Petrella, Chris Roehrig, June Szeman

**Absent:** Bonnie McKinnon

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**1. Opening Prayer**

Rick Petrella opened the meeting with prayer.

**2. Approval of the Agenda**

Moved by: Dennis Blake

Seconded by: June Szeman

THAT the Budget Committee approves the agenda of April 25, 2013.

**Carried**

**3. Approval of the Minutes**

Moved by: June Szeman

Seconded by: Dennis Blake

THAT the Budget Committee approves the minutes of January 14, 2013.

**Carried**

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

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

**6. Staff Reports and Information Items**

**6.1 Budget Planning**

Tom Grice reviewed the budget planning process, specifically detailing the Budget Procedures Manual for 2013-14. As set-out in the Manual, the process for 2013-14 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: June Szeman

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 Budget Procedures Manual.

**Carried**



**6.2 2013-14 Departmental Budgets**

The Superintendent of Business and Treasurer presented the draft expenditure budget for each department including operations, curriculum, special education, information technology, facilities, transportation and administration. The staffing expenditure budget was not included in the report. The major changes are the addition of extra Early Learning Kindergarten Program (ELKP) classrooms, the elimination of funding allocated to the 21<sup>st</sup> Century Learning due to the completion of the project, and the elimination of transition funding when PowerSchool has been fully implemented in September 2013. A draft expenditure budget for staffing will be presented at the Budget Committee meeting on May 15, 2013.

Moved by: June Szeman

Seconded by: Dennis Blake

THAT the Budget Committee recommends the Committee of the Whole refers the 2013-14 Departmental Budgets report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**7. Trustee Inquiries - Nil**

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

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

**10. Adjournment**

Moved by: Dennis Blake

Seconded by: June Szeman

THAT the Budget Committee adjourns the meeting of April 25, 2013.

**Carried**



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

Catholic Education Centre  
322 Fairview Drive  
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**Budget Committee  
Wednesday, May 15, 2013 – 7:00 p.m.  
Haldimand Room**

**Present:** Rick Petrella (Chair), Dennis Blake, Bill Chopp, Tom Grice, Jamie McKinnon, Pat Petrella, Chris N. Roehrig, Leslie Telfer

**Absent:** Bonnie McKinnon

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**1. Opening Prayer**

Rick Petrella opened the meeting with prayer.

**2. Approval of the Agenda**

Moved by: Dennis Blake

Seconded by: Rick Petrella

THAT the Budget Committee approves the Agenda of May 15, 2013.

**Carried**

**3. Approval of the Minutes**

Moved by: Dennis Blake

Seconded by: Rick Petrella

THAT the Budget Committee approves the Minutes of April 25, 2013.

**Carried**

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

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

**6. Staff Reports and Information Items:** Nil.

**7. Trustee Inquiries:** Nil.

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

Moved by: Dennis Blake

Seconded by: Rick Petrella

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

**Carried**



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

Moved by: Dennis Blake

Seconded by: Rick Petrella

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

**Carried**

**10. Adjournment**

Moved by: Dennis Blake

Seconded by: Rick Petrella

THAT the Budget Committee adjourns the meeting of May 15, 2013.

**Carried**

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Next Meeting: Wednesday, May 29, 2013 – 7:00 p.m.

**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: April 25, 2013  
Submitted by: Chris Roehrig, Director of Education & Secretary

**BUDGET PLANNING**  
Public Session

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**BACKGROUND INFORMATION:**

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

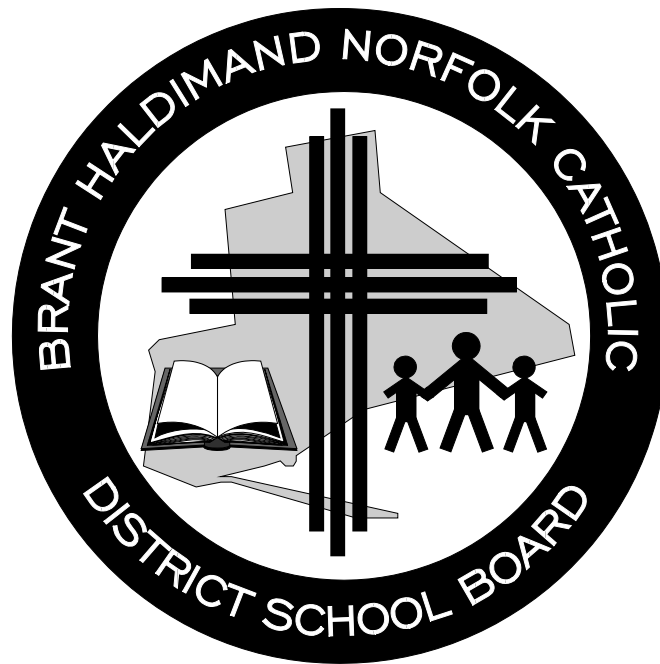
**DEVELOPMENTS:**

Attached is the proposed 2013-14 Budget Procedures Manual. There are few changes to past years' procedures. One notable change is that the opportunity for community input will be provided through periodic reports regarding budget development that will be posted on the Board's website. This process was started last year and will be expanded this year. Community members will have the opportunity to comment on the budget by email or can request to make a presentation at one of the scheduled Budget Committee meetings.

**RECOMMENDATION:**

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

**Brant Haldimand Norfolk Catholic  
District School Board**



**2013 - 14**  
**BUDGET PROCEDURES MANUAL**  
(September 1, 2013 to August 31, 2014)

# INDEX

ACTION PLAN AND TIME LINE.....	Page 3
BUDGET PROCESS .....	Page 3
• Expenditure Estimates .....	Page 3
• Revenue Estimates .....	Page 5
• Role of Superintendents .....	Page 6
• Role of Administrative Council.....	Page 7
• Role of the Community .....	Page 7
• Role of the Budget Committee.....	Page 7
• Role of the Board of Trustees.....	Page 7
DETAILED INSTRUCTIONS .....	Page 10
• Department Budgets (Other than Schools) .....	Page 10
• School Staffing.....	Page 10
• School Supplies and Texts .....	Page 10
• Building Maintenance Requirements.....	Page 11
• Timetable for Estimates .....	Page 11

## ACTION PLAN AND TIME LINE

The following is an Action Plan with suggested time lines for the development of the 2013-14 Budget. This will identify the opportunity for input from the various groups and outline clear time lines.

ACTION	TIME LINE
Budget Procedures Manual to be prepared and distributed to all superintendents, principals and department managers.	December/January 2013
Senior Administration to prepare goals and priorities for the year.	December/January 2013
Departmental expenditure estimates to be prepared in consultation with all relevant persons, consolidated, prioritized and forwarded to the Finance Department.	March / April 2013
Finance Department to summarize, collate and consolidate all departmental submissions and prepare Preliminary Expenditure Estimates.	April / May 2013
Analysis of Preliminary Expenditures and Estimates by Administrative Council.	May 2013
Budget Committee to receive and review the Preliminary Estimates.	May / June 2013
Board to approve the Final Budget.	June 2013

## 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 2013-14 Budget. Assume staffing levels in each department cannot increase over the 2012-13 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 2012-13 year budget as a MAXIMUM limit for 2013-14.

The following should be used to establish 2013-14 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 2012-13 year budget unless there are acceptable explanations for an increase.
- Non-Instructional: Budgeted on an as required basis, but not more than the 2012-13 year budget.

**Major Maintenance/Capital Expenditures:**

- Estimated expenditures based on identified projects to be completed in the period September 1, 2013 to August 31, 2014. The total is not to exceed the 2012-13 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, 2013 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, 2013 to August 31, 2014.

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 school's) individual budget:

- That all 2013-14 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**

Beginning January 1, 1998 and continuing thereafter, the Province establishes the mill rates to be levied and school boards will not have any further access to the property tax. Property taxes will continue to be collected for education purposes on residential and commercial/industrial properties, however.

As previously indicated, the Ministry of Education has not yet released any technical documents which pertain to the 2013-14 budget year. Administration will use the 2012-13 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 sets out the major areas of responsibility for Superintendents in the Budget process:

<b>SUPERVISORY OFFICER</b>	<b>AREA OF RESPONSIBILITY</b>
Director of Education, Chris Roehrig	General Administration <ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• Religion &amp; Family Life</li> <li>• Communications</li> <li>• Enrolment (Recruitment &amp; Retention)</li> </ul>
Superintendent of Business & Treasurer Tom Grice	Business <ul style="list-style-type: none"> <li>• Business Departments</li> <li>• Salaries and Benefits - all areas</li> <li>• Debt Servicing Costs</li> <li>• Capital Expenditures</li> <li>• Plant Operations</li> <li>• Transportation and Planning</li> <li>• Other Non-Instructional Expenditures</li> <li>• Revenue - Provincial and Other</li> <li>• Administrative Technology</li> <li>• School Supplies</li> <li>• Instructional Operations budgets</li> </ul> Human Resources <ul style="list-style-type: none"> <li>• Employee Hiring and Retirements</li> <li>• Employee Assistance Plan</li> </ul>
Superintendent of Education, Leslie Telfer	Programs – Elementary/Secondary <ul style="list-style-type: none"> <li>• Early Learning</li> <li>• Staff Professional Development – Academic</li> <li>• MISA</li> <li>• Information Technology (academic) / eLearning</li> <li>• Staffing ECE</li> <li>• School Effectiveness</li> <li>• Community Outreach/Partnerships</li> <li>• ESL/ELL/FSL</li> </ul>
Superintendent of Education, Bill Chopp	Special Education <ul style="list-style-type: none"> <li>• Allocation of Educational Assistants</li> <li>• Special Education Resource Teachers</li> </ul>

SUPERVISORY OFFICER	AREA OF RESPONSIBILITY
	<ul style="list-style-type: none"> <li>• Special Needs Students and Classes</li> <li>• Equity &amp; Inclusive Education</li> <li>• Outdoor Education</li> <li>• Safe Schools</li> <li>• Aboriginal Education</li> <li>• Library Services</li> </ul>
Superintendent of Education, Jamie McKinnon	Programs – Elementary/Secondary <ul style="list-style-type: none"> <li>• Programs and Curriculum</li> <li>• Technology in the Classroom/eLearning</li> <li>• Student Success</li> <li>• NTIP</li> <li>• Ontario Leadership Strategy</li> <li>• Heritage Education Staffing</li> <li>• Con Ed/Alt Ed – Summer school, OFIP Program, OYAP</li> <li>• Supervised Alternative Learning (SAL)</li> <li>• School College Work Initiative (SCWI)</li> <li>• SHSM and Pathways</li> <li>• SWAC – dual credits</li> <li>• Home Instruction/Home Schooling</li> </ul>

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

### **Role of Administrative Council**

Based on the submissions from all departments (including schools), Administrative Council will review and analyze the 2013-14 Preliminary Expenditures Estimates in April 2013. Administrative Council 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. Administrative Council will prepare a complete set of 2013-14 Preliminary Expenditure Estimates for presentation to the Budget Committee in May 2013, together with such recommendations as may be appropriate with respect to any additions, deletions or changes to such estimates. Any recommendations are to be prioritized by Administrative Council and will include information as complete as is reasonably possible regarding their effect on schools and programs, where applicable. Administrative Council will prepare a complete set of the 2013-14 Final Draft Budget for presentation to the Budget Committee in May 2013.

### **Role of the Community**

Public participation in the Budget Process is encouraged. The 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.

This provides the public 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 Committee is to provide staff with direction and priorities for the coming year and to review the draft budgets presented by staff. The Committee will ensure adequate input from stakeholders, including the public, and ensure the budget addresses the concerns to the 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 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 the 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 what 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 might invite comment and advice from the general public, ratepayers, parent groups, staff groups, etc., it 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 will 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 2013-14 Budget (assuming final revenue information has been released in a timely fashion) not later than June 30, 2013 for submission to the Province at that time.

# DETAILED INSTRUCTIONS

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

Each superintendent/manager will prepare his/her department's 2013-14 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 attached schedule.

## **School Staffing**

Enrolment estimates for 2013-14 will be established in consultation with the Finance Department. These will be used in the application of formulas to determine staffing requirements. A Superintendent of Education will determine staffing requirements in conjunction with the 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 Administrative Council by the Superintendent of Education and submitted to the Finance Department in accordance with the attached schedule.

## **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. This includes all areas, including texts, supplies, furniture and equipment, etc. For the purposes of determining the 2013-14 Preliminary Estimates, the total amount for school budgets will be set at the same amount per pupil as 2012-13, but based on projected enrolment. These amounts may be subject to revision when more precise information is known about the 2013-14 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 the schools have sufficient funds for classroom materials and textbooks, but also that system-wide initiatives have the financial support required.

Forms will have to be completed and submitted by the schools to the Finance Department setting out 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 a Board's enrolment. This amount will be included in the budget.

**Timetable for Estimates**

<b>2013-14 BUDGET TIMETABLE</b>		
<b>Date</b>	<b>Responsibility</b>	<b>Procedure</b>
December 17 <sup>th</sup>	Superintendent of Business	Review Draft Timetable at Administrative Council
Dec/Jan 2013	Senior Admin	Finalize Goals and Priorities
January 21 <sup>st</sup>	Administrative Council	Review Current Expenditures and Communication Plan re: Restraints in the System
January 22 <sup>nd</sup>	Director	Committee of the Whole – Budget Goal Setting
February 18 <sup>th</sup>	Manager of Finance	Budget Templates to Superintendents and Managers
March 4 <sup>th</sup>	Manager of Human Resources	Benefit Rates
March 4 <sup>th</sup>	Superintendents, Managers	Draft Expenditure Budgets to Superintendent of Business
March 22 <sup>nd</sup>	Manager of Finance	Base Salary and Benefits Costing
March 25 <sup>th</sup>	Administrative Council	Budget Planning Meeting
April 2 <sup>nd</sup>	Superintendent - Staffing	Preliminary Enrolment Projections
April 2 <sup>nd</sup>	Superintendent of Business, Superintendents of Education	Present Draft Expenditure Budgets to Administrative Council <ul style="list-style-type: none"> <li>• Curriculum and Special Education Budgets</li> <li>• Staffing</li> <li>• Corporate Services Budget</li> </ul>
April 8 <sup>th</sup>	Superintendent - Staffing Administrative Council	Update Enrolment Projections Finalize School Allocations
April 22 <sup>nd</sup>	Superintendent of Business, Administrative Council	Review Expenditure Estimates
April 25 <sup>th</sup>	Superintendent of Business	Present to Budget Committee Draft Budget (Department Expenditure Estimates) for: <ul style="list-style-type: none"> <li>• Special Education</li> <li>• Curriculum</li> <li>• Administration</li> <li>• Transportation</li> <li>• School Operations</li> <li>• Information Technology</li> </ul>
April 26 <sup>th</sup>	Manager of Finance	Complete Revenue Estimates Complete Draft Expenditure Budget

### 2013-14 BUDGET TIMETABLE

Date	Responsibility	Procedure
May 15 <sup>th</sup>	Superintendent of Business	Present to Budget Committee Draft Budget (Staffing) Present Teaching Staff Calculation to Budget Committee
May 29 <sup>th</sup>	Superintendent of Business	Review Final Draft (Expenditure and Staffing) with Budget Committee
June 10 <sup>th</sup>	Superintendent of Business	Final Budget to Audit Committee
June 18 <sup>th</sup>	Superintendent of Business	Final Budget to Committee of the Whole
<b>June 25<sup>th</sup></b>	<b>Chair of Budget Committee</b>	<b>Final Budget to the Board</b>

## 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: May 21, 2013  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### EARLY YEARS PROGRAM UPDATE

Public Session

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#### **BACKGROUND INFORMATION:**

In 2009, Dr. Charles Pascal, then the Premier's Advisor on Early Learning, released the report *With Our Best Future in Mind: Implementing Early Learning in Ontario*, which provided recommendations to move Ontario towards a more integrated, seamless early years system. Building on the advice presented in the report, the government took action to introduce full-day kindergarten for Ontario's four- and five-year-olds – the biggest transformation in our education system in a generation. Full-day kindergarten will be available in all of Ontario's publicly-funded schools by September 2014. School boards are increasingly becoming active agents of early years program planning and delivery. In an effort to ensure consistency in current early years services, the Ministry of Education has recently published the Ontario Early Years Policy Framework, 2013. It can be accessed at the following line: <http://www.edu.gov.on.ca/childcare/OntarioEarlyYear.pdf>

The framework has been developed to guide our collective approach to the development and delivery of early years programs and services for children and families. To build better connections and improve coordination between early learning programs (such as full-day kindergarten) and child care, a new governance structure for early learning and child care was created under the Ministry of Education.

#### **DEVELOPMENTS:**

The attached chart provides an at-a-glance summary of the implementation of the early years supports in the Brant Haldimand Norfolk Catholic District School Board from the initiation of the Early Learning Kindergarten Program in 2010 to September 2014. We currently have Full-Day Kindergarten (FDK) operating in 16 of our schools across three districts. Commencing September 2013, we will be adding FDK in seven additional schools. In September 2014, the final year of implementation, we will include the final seven schools.

Associated with the implementation of the FDK program is Regulation 221/11, *Extended Day and Third Party Program*, which requires that boards offer before-and-after programs for four- and five-year olds at Ministry approved full-day kindergarten (FDK) sites. In response to this, we have provided an opportunity for all parents to indicate their interest in Before and After Care through a school-based survey. Where numbers have met the requirement of a minimum of 10 families, the required process has been followed to secure a third party provider to offer care at the school site. The average fee for Before and After Care is \$13 to \$15 per day. To date, we have Before and After Care programs operating in 18 schools. We will be adding two additional sites in September 2013.

This new structure also includes the introduction of the government's Schools-First Child Care Capital Retrofit Policy in 2012. School boards are required to work with the local community Child Care Service Managers to integrate and coordinate early years programs and provide an environment where services can be co-located for the convenience of parents and families. Responding to this expectation, working with our community partners and Ministry support staff, a plan was submitted to convert childcare spaces at Holy Family Child Care in Paris and Noah's Ark Child Care located at Assumption College for September 2013. The spaces will be converted from school-age to infant spaces based on an anticipated need. The completion of this conversion work will be managed by our Facilities Department. Funding in the amount of \$352,500, to be fully expended by August 31, 2015, has been directly allocated to our Board.

Parenting and Family Literacy Centres (PFLCs) are now fully implemented at Jean Vanier School and Christ the King School. Approximately six to eight families or care providers are visiting the sites on a daily basis. The sites operate from 8:30 am - 12:30 pm daily. The programs have been well received by our school communities and they are establishing true collaborative relationships. The official openings of the PFLCs will take place in the first week of June 2013.

Moving forward, school boards, working with other early years partners, will continue to play an important role in shaping local early years services and advancing the vision of the Ontario Early Years Policy Framework.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Early Years Program Update report.

## At-A-GLANCE BHNCD SB EARLY YEARS PROGRAMS

SCHOOLS	ELKP 2010-11	ELKP 2011-12	ELKP 2012-13	ELKP 2013-14	ELKP 2014-15	BEFORE AND AFTER CARE	PARENTING AND FAMILY LITERACY CENTRE (PFLC)	Retrofit CHILD CARE
Blessed Sacrament								
Christ the King						YMCA		
Holy Cross						YMCA		
Holy Family						Paris Day Care		
Jean Vanier						YMCA		
Notre Dame (B)						YMCA		
Notre Dame (H)						HN-Reach		
Our Lady of Fatima								
Our Lady of La Salette								
Our Lady of Providence						YMCA		
Resurrection						YMCA		
Sacred Heart (N)						Norfolk Litte People's Daycare		
Sacred Heart (B)						Paris Day Care		
St. Anthony Daniel					TBD			
St. Basil						YMCA		
St. Bernard					*			
St. Bernard of Clairvaux								
St. Cecilia's								
St. Frances Cabrini								
St. Gabriel						YMCA		
St. Joseph's						**HN- Reach		
St. Leo						YMCA		
St. Mary's								
St. Michael's (H)						YWCA		
St. Michael's (N)								
St. Patrick (B)						YMCA		
St. Patrick's (H)						Cypress		
St. Peter						**YMCA		
St. Pius/St. Bernard	*					**YMCA		
St. Stephen's								
St. Theresa						YMCA		
Noah's Ark (at ACS)								
						**scheduled for September 2013		
<b>TOTAL</b>	<b>5</b>	<b>3</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>17 sites</b>	<b>2</b>	<b>2</b>

## 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: May 21, 2013  
Submitted by: Chris Roehrig, Director of Education & Secretary

### MENTAL HEALTH AND ADDICTION NURSES IN SCHOOL PROGRAM

Public Session

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#### **BACKGROUND INFORMATION:**

In June, 2011, the McGuinty Government released *Open Minds, Healthy Minds, Ontario's Comprehensive Mental Health and Addictions Strategy*, which outlined four guiding goals:

- improve mental health and well-being for all Ontarians;
- create healthy, resilient, inclusive communities;
- identify mental health and addictions problems early and intervene; and
- provide timely, high quality, integrated person-directed health and other human services.

The first three years of the strategy focuses on supports for children and youth. To support the target areas of fast access to high-quality services, early identification and support, and helping vulnerable children and youth with specific mental health needs, nurses with mental health expertise will be available for placement in district school boards as determined by local school board staff.

#### **DEVELOPMENTS:**

Funded by the Ministry of Health and Long Term Care, the Hamilton Niagara Haldimand Brant (HNHB) Community Care Access Centre (CCAC) has hired four dedicated Mental Health and Addictions Nurses (MHANs) to provide direct service to Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) students. The MHANs will assist our staff in recognizing and responding to student mental health and addictions issues through a referral process that includes external referrals from hospitals and internal referrals from our Board.

Presently, the BHNCD SB and HNHB CCAC staffs are working cooperatively to develop a collaboration agreement to bring this level of mental health support expertise into our schools. As part of this report, Leslie Gaffney, RN B.Sc.N., Client Services Manager (Mental Health and Addictions), HNHB CCAC will provide a brief presentation and introduce members of the BHN-based MHAN program.

#### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Mental Health and Addiction – Nurses in School Program report.

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: May 21, 2013  
Submitted by: Chris Roehrig, Director of Education & Secretary

**CONSTRUCTION UPDATE – ST. PIUS X CATHOLIC  
ELEMENTARY SCHOOL**  
Public Session

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**BACKGROUND INFORMATION:**

The Board of Trustees approved the construction of a new elementary school on the former St. Pius X School site. Demolition of the former St. Pius X School began in July 2012 with construction beginning in August 2012. The new St. Pius X Catholic Elementary School is scheduled to open in September 2013.

**DEVELOPMENTS:**

At this time, the construction of the replacement school is *on schedule* for occupancy by students in September 2013. The roofing membrane system has been installed and the building is water tight. Brick work on the building will be completed in approximately two weeks and windows and glass work are currently being installed. Workers have begun to put block sealer on interior walls. Roof top units have been delivered and are currently being installed. Site work and grading should begin in approximately two weeks, weather permitting.

The contractor is awaiting the arrival of exterior concrete panels and metal cladding, which will be adhered above the brick work. They are scheduled for delivery in approximately two weeks.

Barring very poor weather or an unforeseen circumstance, the contractor is *on schedule* to turn the school back over to the Board in mid-August once the Occupancy Permit has been issued.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Construction Update – St. Pius X Catholic Elementary School report.

**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: May 21, 2013  
Submitted by: Chri Roehrig, Director of Education & Secretary

**EXCURSION – LANSING, MI**  
Public Session

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**BACKGROUND INFORMATION:**

Assumption College School is requesting approval for an excursion to Lansing Catholic School, Lansing, Michigan from Friday, October 18 to Saturday, October 19, 2013 (one school day).

**DEVELOPMENTS:**

Approximately forty (40) students from the Senior Boys Football team will be participating in this field trip. Supervising teachers will include Lesley Young and Christina Morrison. The anticipated cost of the trip for each student is approximately \$130.

This trip provides an excellent opportunity for team building and the opportunity to play an exhibition game against Lansing Catholic School.

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 Assumption College School for an excursion to Lansing, Michigan from Friday, October 18 to Saturday, October 19, 2013.



**2012-13**  
**Trustee Meetings and Events**

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
<b>May 21, 2013</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
May 28, 2013	1:00 pm	STSBHN Governance Mtg.	
<b>May 28, 2013</b>	6:00 pm <b>7:00 pm</b>	Accommodation Review Committee – Public Meeting <b>Board Meeting</b>	
May 29, 2013	7:30 pm	Budget Committee Mtg.	
June 6-8, 2013		CCSTA Convention	
June 10, 2013	7:00 pm	Audit Committee Mtg.	
June 13, 2013	2:00 pm	Executive Council Mtg.	
June 12, 2013	<i>RESERVED</i>	<i>Generic Board Committees Meeting Day</i>	
June 12, 2013	7:00 pm	SEAC Meeting	
<b>June 18, 2013</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
June 19, 2013	<b>7:00 pm</b>	Official Closing Ceremony – St. Bernard (B)	
<b>June 25, 2013</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
June 27, 2013	4:00 pm	Assumption College Graduation	
June 27, 2013	6:30 pm	Holy Trinity Graduation	
June 27, 2013	7:00 pm	St. John's College Graduation	