



Board Meeting
Tuesday, March 30, 2010 7:00 p.m.
Boardroom

Members: June Szeman (Chair), Joe McPherson (Vice-Chair), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Chris Radojewski (Student Trustee)

1. Call to Order

- 1.1 Opening Prayer - June Szeman, Chair of the Board
- 1.2 Attendance

2. Routine Matters

- 2.1 Approval of the Agenda
- 2.2 Declaration of Interest
- 2.3 Approval of Minutes from the Board Meeting – February 23, 2010 Pages 3-7
- 2.4 Approval of Minutes from the Special Meeting of the Board – March 23, 2010 Pages 8-9
- 2.5 Business Arising from Minutes

3. Presentations and Delegations

- 3.1 Student, Alexis Hemphill of St. Gabriel, placed first in the junior public speaking contest in the Assumption College School Family of Schools.
- 3.2 Student, Mitchell Poirier of Notre Dame School in Caledonia, placed first in the intermediate public speaking contest in the Assumption College Family of Schools.

4. Committee and Staff Reports

- 4.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting from March 23, 2010
Presenter: Joe McPherson, Chair of the Committee of the Whole
 - a. Unapproved Minutes and Recommendations from the Budget Committee Meeting – February 23, 2010 Pages 10-15
 - Budget Planning Report Pages 16-28
 - b. 2010-11 School Year Calendar Pages 29-32
 - c. Trustee Determination and Distribution – 2010 Elections Pages 33-35
- 4.2 2010-11 School Year Calendar Pages 36-39
Presenter: Bill Chopp, Superintendent of Education



- 4.3 Long-Term Debenture Financing Pages 40-43
Presenter: Wally Easton, Associate Director
 - 4.4 Strategic Plan Update: Student Achievement Pages 44-50
Presenters: Bill Chopp, Trish Kings, Chris Roehrig, Superintendents of Education
 - 4.5 Public Sector Salary Disclosure Act, 1996 Pages 51-52
Presenter: Wally Easton, Associate Director
 - 4.6 Contract to Supply School Uniforms Pages 53-54
Presenter: Wally Easton, Associate Director
 - 4.7 Mission Trip to New Orleans Pages 55
Presenter: Chris Roehrig, Superintendent of Education

 - 5. Information and Correspondence**

 - 6. Notices of Motion**

 - 7. Trustee Inquiries**

 - 8. Business In-camera**
207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
 - a. The security of the property of the board;
 - b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - c. The acquisition or disposal of a school site;
 - d. Decisions in respect of negotiations with employees of the board; or
 - e. Litigation affecting the board.

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

 - 10. Future Meetings and Events** Page 56

 - 11. Moment of Silent Reflection**

 - 12. Adjournment**
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Board Meeting
Tuesday, February 23 7:00 pm
Boardroom

Present: **Trustees:**
June Szeman (Chair), Joe McPherson (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard,
Bonnie McKinnon, Chris Radojewski (Student Trustee)

Senior Administration:
Cathy Horgan (Director of Education), Wally Easton (Associate Director, Corporate Services &
Treasurer) Bill Chopp, Trish Kings, and Chris Roehrig (Superintendents of Education)

Absent:

1. Call to Order

1.1 Opening Prayer

The meeting was opened with a prayer led by June Szeman, Chair of the Board.

2. Routine Matters

2.1 Approval of the Agenda

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda for
February 23, 2010.

Carried

2.2 Declaration of Interest: Nil

2.3 Approval of Minutes from the Board Meeting of January 26, 2010.

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes from
January 26, 2010.

Carried

2.4 Business Arising from Minutes: Nil



3. Presentations and Delegations:

- 3.1 The Haldimand-Norfolk Health Unit made a presentation to the Board regarding the Ministry of Health initiative called, "Healthy Communities Ontario". In total, 37 communities across Ontario will be participating in a common goal with shared resources and knowledge to align the Ministry of Health's mandate.
- 3.2 Chris Roehrig Superintendent of Education introduced an initiative written by teachers, for the Catholic Curriculum Corporation (CCC), in which students in the Grade 9 Religion course find a personal way to relate to Jesus.

4. Committee and Staff Reports:

4.1 Unapproved Minutes from the Committee of the Whole – February 16, 2010

Joe McPherson Chair of the Committee of the Whole reviewed the unapproved minutes and recommendations to the Board. Approval was requested for the following recommendations:

THAT the Accommodations Committee recommends that the Committee of the Whole refers the Surplus Property report to the Brant Haldimand Norfolk Catholic District School Board for approval to sell the former Sacred Heart School, Paris property by way of tender to the general public, subject to approval of the Ministry of Education.

THAT the Accommodations Committee recommends the Committee of the Whole refers the Primary Class Size Projects report to the Brant Haldimand Norfolk Catholic District School Board to delay the St. Peter School and the St. Bernard of Clairvaux School Primary Class Size Accommodation Projects until further information is received from the Ministry of Education.

THAT the Accommodations Committee recommends the Committee of the Whole refers the Providence Resource Centre report to the Brant Haldimand Norfolk Catholic District School Board for approval of:

1. THAT the Providence Resource Centre be demolished.
2. THAT Information Technology Services be moved to St. Mary School, Brantford, subject to the Engineers' reports.

THAT the Accommodations Committee recommends the Committee of the Whole refers the School Renewal Projects 2009-10 to the Brant Haldimand Norfolk Catholic District School Board for approval in the total amount of \$659,736.

THAT the Policy Committee recommends the Committee of the Whole refers the Revised Policy on Admission of Students to the Brant Haldimand Norfolk Catholic District School Board for approval.



THAT the Policy Committee recommends the Committee of the Whole refers the Educational Partnerships Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends the Committee of the Whole refers the Employee Expense Reimbursement policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the de-twinning of Blessed Sacrament School in Burford and St. Anthony Daniel School in Scotland and Our Lady of LaSalette and Our Lady of Fatima in Courtland, effective September 2010.

Moved by: Dennis Blake
Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes from the Committee of the Whole Meeting of February 16, 2010.

Carried

Moved by: Dennis Blake
Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations from the Committee of the Whole Meeting of February 16, 2010.

Carried

4.2 Unapproved Accommodations Committee Minutes from February 23, 2010

Cliff Casey, Chair of the Accommodations Committee, reviewed the unapproved minutes from the meeting of February 23, 2010.

Moved by: Bonnie McKinnon
Seconded by: Joe McPherson

THAT Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes from the Accommodations Committee of February 23, 2010.

Carried

4.3 Construction of New School in South West Brantford

Wally Easton, Associate Director, reviewed the process for accepting tenders for the construction of the new school in South West Brantford. Ten construction companies were prequalified and eight of them presented a bid. Approval was sought for the awarding of the contract to Jasper Construction.

Moved by: Bonnie McKinnon
Seconded by: Joe McPherson



THAT the Brant Haldimand Norfolk Catholic District School Board authorizes the Associate Director, Corp. Services, to award the contract, on behalf of the Board, for the new elementary school in the south west area of Brantford to Jasper Construction, in the amount of \$14,495,000 plus applicable taxes, subject to the Grand Erie District School Board also approving the tender award.

Carried

4.4 Strategic Plan Update: Catholicity

Cathy Horgan, Director of Education, provided the status of the goals set out in the Strategic Action Plan for Catholicity.

Moved by: Bonnie McKinnon
Seconded by: Joe McPherson

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Plan Update: Catholicity report.

Carried

5. Information and Correspondence:

June Szeman, Chair of the Board, distributed the Board By-laws and asked trustees to review them and recommend suggested changes. The By-laws will be reviewed at the next Policy Committee meeting scheduled for March 9.

Chris Radojewski, student trustee, advised the Board of the production, "Jekyll and Hyde" that will take place at Assumption College School starting on Thursday, February 25, 2010.

Cathy Horgan, Director of Education, provided each trustee with two reference sheets regarding board procedures. This information was made available at the inservice with John Kostoff.

6. Notices of Motion: Nil

7. Trustee Inquiries: Nil

8. Business In-Camera

Moved by: Dennis Blake
Seconded by: Cliff Casey

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

Carried



9. Report on the In-Camera Session

Moved by: Dan Dignard
Seconded by: Cliff Casey

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

Carried

10. Future Meetings

11. Moment of Silent Reflection

12. Adjournment

Moved by: Dan Dignard
Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of February 23, 2010.

Carried

Next Meeting: Tuesday, March 30, 2010 - Boardroom



**Special Meeting of the Board
Tuesday, March 23, 2010 7:00 p.m.
Boardroom**

Present: **Trustees:**
June Szeman (Chair), Joe McPherson (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard,
Bonnie McKinnon

Senior Administration:
Cathy Horgan (Director of Education), Wally Easton (Associate Director, Corporate Services &
Treasurer) Bill Chopp, Trish Kings, and Chris Roehrig (Superintendents of Education)

Absent: Chris Radojewski

1. Call to Order

1.1 Opening Prayer

The meeting was opened with a prayer led by June Szeman, Chair of the Board.

2. Routine Matters

2.1 Approval of the Agenda

Moved by: Dan Dignard
Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda for the
March 23, 2010 Special Meeting of the Board.

Carried

2.2 Declaration of Interest: Nil

3. Business In-Camera

Moved by: Dan Dignard
Seconded by: Bonnie McKinnon

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

Carried



9. Report on the In-Camera Session

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 of the Special Meeting of the Board.

Carried

5. Moment of Silent Reflection

6. Adjournment

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of March 23, 2010.

Carried

Next Meeting: Tuesday, March 30, 2010 - Boardroom

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

March 23, 2010

AGENDA ITEM	MOTION
4.2	<p>THAT the Budget Committee recommend the Committee of the Whole refer the recommendation from the Budget Meeting of February 23, 2010 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Budget Committee recommend the Committee of the Whole refer 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.</p>
4.4	<p>THAT the Committee of the Whole refer the report to Senior Administration for review and defer approval of the 2010-11 School Year Calendars for Elementary and Secondary Schools until the March 30, 2010 Board Meeting.</p>
4.5	<p>THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board approve the following:</p> <ol style="list-style-type: none"> 1. THAT, for purposes of the 2010 election, the number of trustees is determined to be six. 2. THAT, for purposes of the 2010 election, the Brant Haldimand Norfolk Catholic District School Board has not designated any low population areas within its jurisdiction. 3. THAT, for the purposes of the 2010 election, the Brant Haldimand Norfolk Catholic District School Board has determined the distribution of trustees to be two trustees for the City of Brantford, two trustees for the County of Norfolk, one trustee for the County of Brant and one trustee for the County of Haldimand.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Committee of the Whole Meeting of March 23, 2010.

THAT the Brant Haldimand Norfolk Catholic District School Board approve the recommendations from the Committee of the Whole Meeting of March 23, 2010.



Committee of the Whole
Tuesday, March 23, 2010 7:00 pm
Boardroom

Present:

Trustees:

Joe McPherson (Chair, Committee of the Whole), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, June Szeman, Chris Radojewski (Student Trustee)

Senior Administration:

Cathy Horgan (Director of Education), Wally Easton (Associate Director, Corporate Services & Treasurer) Bill Chopp (Superintendent of Education)

Absent:

1. Call to Order

1.1 Opening Prayer

The meeting was opened with a prayer led by Joe McPherson, Chair of the Committee of the Whole.

2. Routine Matters

2.1 Approval of the Agenda

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda for the March 23, 2010 meeting.

Carried

2.2 Declaration of Interest: Nil

2.3 Approval of Minutes from the Committee of the Whole from February 16, 2010.

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the February 16, 2010 meeting.

Carried

2.4 Business Arising from Minutes: Nil



3. Presentations and Delegations:

Chair, Joe McPherson, welcomed Olivia Pomponio and Halle Sitarski and their families. Olivia, who placed first in the junior public speaking contest in the St. John's College Family of Schools competition, presented her speech on *Winning the Lottery*. Halle, who placed first in the Intermediate public speaking contest in the St. John's College of Schools competition, presented her speech on *Books*.

4. Discussion Items

4.1 Approved Special Education Advisory Committee Meeting Minutes of February 10, 2010

Trustee Dennis Blake, representative on the Special Education Advisory Committee, reviewed the minutes from the meeting of February 10, 2010.

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the minutes from the Special Education Advisory Committee meeting of February 10, 2010.

Carried

4.2 Unapproved Budget Committee Meeting Minutes of February 23, 2010

Dennis Blake, Chair of the Budget Committee, reviewed the minutes from the meeting of February 23, 2010. Trustee Blake requested that if Trustees have budget goals they want considered, to please submit them to him prior to the next Budget Committee meeting. Associate Director Wally Easton reviewed the budget process procedures, including public consultation methods and timelines.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Budget Committee recommends the Committee of the Whole refer the unapproved minutes from the Budget Meeting of February 23, 2010 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Budget Committee recommends the Committee of the Whole refer the recommendation from the Budget Meeting of February 23, 2010 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends the Committee of the Whole refer 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



4.3 Unapproved Policy Committee Meeting Minutes of March 9, 2010

Bonnie McKinnon, Chair of the Policy Committee, reviewed the minutes from the meeting of March 9, 2010.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refer the unapproved minutes from the Policy Committee Meeting of March 9, 2010 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

4.4 2010-11 School Year Calendar

Superintendent of Education Bill Chopp reviewed highlights of the 2010-11 School Year Calendar report, including the designation of September 2, 2010 as a *System Faith Day* Professional Activity Day prior to Labour Day to meet the Ministry requirement of 194 school days in a school year. Trustees raised concern regarding the impact of Friday the 13th events in Port Dover (May 13, 2011) and requested that staff present possible solutions at the March 30 Board Meeting.

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Committee of the Whole refers the report to Senior Administration for review and defers approval of the 2010-11 School Year Calendars for Elementary and Secondary Schools until the March 30, 2010 Board Meeting.

Carried

4.5 Trustee Determination & Distribution – 2010 Elections

Associate Director Wally Easton reviewed the process used for trustee determination and distribution for the October 25, 2010 election as outlined in Regulation 412/00 of the *Education Act*. Concerns were expressed about the declining Catholic electoral population and suggestions made about how best to reach and help ensure that all Catholic voters are registered as Catholic school supporters. Trustees were in agreement that funds should be allocated in the budget to support this endeavour.

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approve the following:

1. THAT, for purposes of the 2010 election, the number of trustees is determined to be six.
2. THAT, for purposes of the 2010 election, the Brant Haldimand Norfolk Catholic District School Board has not designated any low population areas within its jurisdiction.



3. THAT, for the purposes of the 2010 election, the Brant Haldimand Norfolk Catholic District School Board has determined the distribution of trustees to be two trustees for the City of Brantford, two trustees for the County of Norfolk, one trustee for the County of Brant and one trustee for the County of Haldimand.

Carried

4.6 Student Trustee Report – March 2010

Student Trustee Chris Radojewski reviewed the Student Trustee Report for March, 2010. He highlighted the 10th Annual Leadership Symposium, *Working Together and Going Forward*, scheduled for May 25, 2010 and updated the Board on events taking place at the secondary schools.

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Committee of the Whole refers the Student Trustee Report - March 2010 report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5. Information and Correspondence

Chair of the Board June Szeman reviewed acknowledgment letters received from outgoing Minister of Education Kathleen Wynne and incoming Minister Leona Dombrowsky. She also provided highlights from a letter received from Leona Dombrowsky regarding the 2010/11 Grants for Student Needs (GSN) and the Ministry's ongoing commitment to implementing the Early Learning Program and supporting the Provincial Discussion Table agreements, as well as a letter from the District School Board of Niagara regarding trustee remuneration.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole receives the information and correspondence since the last meeting.

Carried

6. Notices of Motion: Nil

7. Trustee Inquiries:

Trustee Dignard reiterated concerns regarding the decreasing number of Catholic school supporters and wanted confirmation that specific actions are being taken to address this. Director Horgan reviewed the mandate for the Catholicity Committee and explained that the Committee is adopting some of the strategies being developed at a provincial level. A Catholicity Committee report summarizing the specific local actions being taken will be presented at the May 18, 2010 Committee of the Whole meeting.

Trustee Blake inquired about the status of a meeting for Trustees to be updated on the Board's Transportation policy, as well as Transportation Consortia procedures. Associate Director Easton will follow up on this request.



8. Business In-Camera

Moved by: Dan Dignard

Seconded by: Dennis Blake

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

Carried

9. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded by: Cliff Casey

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

Carried

10. Future Meetings

The list of upcoming meetings and events was reviewed by Trustees.

11. Moment of Silent Reflection

12. Adjournment

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of March 23, 2010.

Carried

Next Meeting: Tuesday, April 20, 2010 - Boardroom

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Budget Committee
Submitted on: February 23, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

BUDGET PLANNING
Public Session

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.

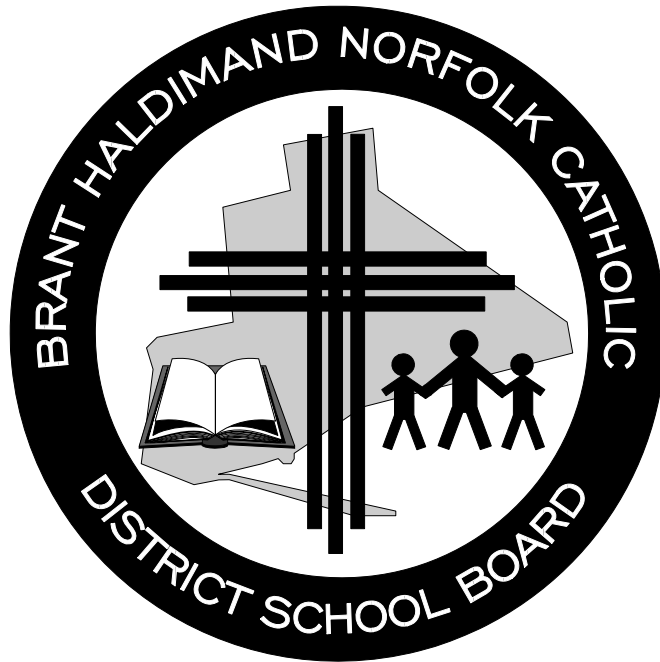
DEVELOPMENTS:

Attached is the proposed 2010-11 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 recommend the Committee of the Whole refer 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**



2010 - 11
BUDGET PROCEDURES MANUAL
(September 1, 2010 to August 31, 2011)

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ACTION PLAN AND TIME LINE

The following is an Action Plan with suggested time lines for the development of the 2010-11 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.	February 2010
Departmental expenditure estimates to be prepared in consultation with all relevant persons, consolidated, prioritized and forwarded to the Finance Department.	March/April 2010
Finance Department to summarize, collate and consolidate all departmental submissions and prepare Preliminary Expenditure Estimates.	April/May 2010
Analysis of Preliminary Expenditures and Estimates by Administrative Council.	May 2010
Board to receive and review the Preliminary Estimates.	June 2010
Board to approve the Final Budget.	June 2010

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 Associate Director, Corporate Services & 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 2010-11 Budget. Assume staffing levels in each department cannot increase over the 2009-10 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 2009-10 year budget as a MAXIMUM limit for 2010-11.

The following should be used to establish 2010-11 expenditure budgets:

Salaries and Benefits:

- Actual staff salary costs projected to be in effect at September 1, 2010 for the period September 1, 2010 to August 31, 2011.

Expenses:

- Instructional: Budgeted on an as required basis, but not more than the 2009-10 year budget unless there are acceptable explanations for an increase.
- Non-Instructional: Budgeted on an as required basis, but not more than the 2009-10 year budget.

Major Maintenance/Capital Expenditures:

- Estimated expenditures based on identified projects to be completed in the period September 1, 2010 to August 31, 2011. The total is not to exceed the 2009-10 year budget (and the estimated School Renewal Grant) or as provided in the Long-Term Capital Plan.

Transportation:

- Fees should be budgeted on the basis of the contracts in place at September 1, 2010 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, 2010 to August 31, 2011.

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 2010-11 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.

Other Expenses (continued)

- That each school review 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 2010-11 budget year. Administration will use the 2009-10 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:

SUPERVISORY OFFICER	AREA OF RESPONSIBILITY
Director of Education, Cathy Horgan	<ul style="list-style-type: none"> • General Administration
Associate Director, Wally Easton	Human Resources <ul style="list-style-type: none"> • Employee Hiring and Retirements • Employee Assistance Plan
	Business <ul style="list-style-type: none"> • Business Departments • Salaries and Benefits - all areas • Debt Servicing Costs • Capital Expenditures • Plant Operations • Administrative Technology • Transportation and Planning • Other Non-Instructional Expenditures • Revenue - Provincial and Other • School Supplies • Instructional Operations budgets
Superintendent of Education, Trish Kings	Program - Elementary <ul style="list-style-type: none"> • Programs and Curriculum • Technology in the Classroom • Family Life/Religion • Outdoor Education • Design and Technology • Staff Professional Development - Academic
Superintendent of Education, Bill Chopp	Special Education <ul style="list-style-type: none"> • Allocation of Educational Assistants • Special Education Resource Teachers • Special Needs Students and Classes • Home Instruction/Home Schooling
Superintendent of Education, Chris Roehrig	Program - Secondary <ul style="list-style-type: none"> • Programs and Curriculum • Technology in the Classroom • Family Life/Religion • Design and Technology • Continuing Education • Alternative Education • Heritage Education Staffing <ul style="list-style-type: none"> • Academic Staff

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 2010-11 Preliminary Expenditures Estimates in April 2010. 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 2010-11 Preliminary Expenditure Estimates for presentation to the Budget Committee in May 2010, 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.

Role of the Community

As the budget is developed information will be posted on the Board's website for the public to review. The public is encouraged to participate in the Budget Process by responding to information posted on the website or by presentations at one of the scheduled 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.

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.

Estimates

231. (1) Every board, before the beginning of each fiscal year and in time to comply with the date set under clause (7)(c), shall prepare and adopt estimates of its revenues and expenditures for the fiscal year, and the estimates;

- shall set out the estimated revenues and expenditures of the board, including debt charges payable by the board or on its behalf by the council of the municipality, a county, a regional or district municipality of the County of Brant;
- shall provide for a projection of any surplus or deficit arising in the fiscal year immediately preceding the fiscal year, as calculated by the treasurer of the Board;
- shall make due allowance for a surplus of any previous fiscal year that will be available during the current fiscal year, including a surplus projected under clause (b);
- shall provide for any deficit of any previous fiscal year, including a deficit projected under clause (b);
- shall provide for allocations to reserve funds as required by the regulations made under section 232;
- may provide for a reserve for working funds of a sum not in excess of five percent (5%) of the expenditures of the board for the preceding fiscal year, but where the sum accumulated in the reserve is equal to or more than 20 percent (20%) of those expenditures, no further sum shall be provided; and
- subject to clause (d), shall not provide for any deficit.

231. (2) Balanced Budget

In meeting the requirements of clause (1)(a), the board shall ensure that its estimated expenditures do not exceed its estimated revenues.

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 2010-11 Budget (assuming final revenue information has been released in a timely fashion) not later than June 30, 2010 for submission to the Province at that time.

DETAILED INSTRUCTIONS

Department Budgets (Other Than School)

Each superintendent/manager will prepare his/her department's 2010-11 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 2010-11 will be established in consultation with the Finance Department. These will be used in the application of formulas to determine staffing requirements. The Superintendents of Education will determine staffing requirements in conjunction with the elementary and secondary school principals. These results will be collated by the Superintendents 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 Superintendents 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 2010-11 Preliminary Estimates, the total amount for school budgets will be set at the same amount per pupil as 2009-10, but based on projected enrolment. These amounts may be subject to revision when more precise information is known about the 2010-11 school year, including refined enrolment projections.

A Committee, made up of Finance Department Staff and 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 Facilities 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, but a more detailed report on the specific projects for 2010-11 will be submitted to Board in the Fall.

Timetable for Estimates

2010 - 2011 BUDGET TIMETABLE		
Date	Responsibility	Procedure
February 22 nd	Associate Director	Review Timetable at Admin Council
February 23 rd	Associate Director	Budget Committee – Planning and Goal setting
March 1 st	Manager of Finance	Budget Templates to S.O's and Managers
March 11 th	Manager of Human Resources	Benefit Rates
March 23 rd	Director	Committee of the Whole - Goal Setting
March 26 th	Manager of Finance	Base Salary & Benefits Costing
March 30 th	Superintendent - Staffing	Preliminary Enrolment Projections
March 30 th	Superintendents and Managers	Draft Expenditure Budgets to Associate Director
April 6 th	Associate Director / Superintendents	Present Draft Expenditure Budgets to Administrative Council - Curriculum & Special Ed Budgets - Staffing - Corporate Services Budget
April 12 th	Administrative Council	Update Enrolment Projections Finalize School Allocations

2010 - 2011 BUDGET TIMETABLE

Date	Responsibility	Procedure
April 20 th	Associate Director	Present to Budget Committee Draft Budgets for: <ul style="list-style-type: none"> - Special Education - Curriculum - Administration - Transportation - School Operations - Information Technology
April 26 th	Associate Director / Administrative Council	Review Revised Expenditure Estimates
April 29 th	Manager of Finance	Complete Revenue Estimates Complete Draft Expenditure Budget
May 3 rd	Associate Director Sup't of Education (Staffing)	Present Budget Draft to Administrative Council Present Teaching Staff Calculation to Administrative Council
May 18 th	Associate Director Sup't of Education (Staffing)	Draft to Budget Committee Present Teaching Staff Calculation to Budget Committee
June 8 th	Associate Director	Review Final Draft with Budget Committee
June 15 th	Associate Director	Final Budget to Committee of the Whole
June 22nd	Chair of Budget Committee	Final Budget to Board

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

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Board of Trustees
Submitted on: March 23, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

2010-11 SCHOOL YEAR CALENDAR

Public Session

BACKGROUND INFORMATION:

Regulation 304 of the Education Act outlines the requirements for preparation and submission of school year calendars. Each Ontario School Board is to submit their school year calendars by May 1st of each year.

Based on Regulation 304:

- For 2010-11, there are 193 school days between Tuesday, September 7, 2010 and June 30, 2011.
- Since the school year must have a minimum of 194 school days, we are required to designate a day prior to September 7, 2010 as a school day.
- Boards must designate two school days as professional activity days devoted to professional development activities related to specific provincial education priorities.
- Boards may also designate up to four extra days as professional activity days.
- The remaining school days shall be instructional days.

DEVELOPMENTS:

The School Year Calendar Committee, consisting of a representative from the Board of Trustees, OECTA, OSSTF, Principals' Association, Regional School Council, Curriculum and Special Education Departments, and Senior Administration, has reviewed a draft copy of the school year calendar as well as options for the 2010-11 school year.

Each year efforts are made to coordinate our School Year Calendar with the Grand Erie District School Board in order to achieve efficiencies in transportation. The committee discussed possible professional development days and Board designated holidays and support the following submission to the Ministry of Education:

- That Thursday, September 2, 2010 be designated as the school day prior to September 7, 2010. This day shall be a *System Faith Day* professional activity day.
- Six professional activity days have been allocated, of which a minimum of two will be devoted to the 2010-11 provincial education priorities of special education and improved student achievement.

Enclosed are the proposed calendars for elementary schools and secondary schools.

RECOMMENDATION:

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approve the 2010-11 School Year Calendars for Elementary and Secondary Schools as presented.



BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

2010-11 SCHOOL YEAR CALENDAR

Professional Activity Days

Date	Elementary	Secondary
September 2, 2010	System Faith Day	System Faith Day
October 18, 2010		System Workshops Curriculum / Special Education
November 1, 2010	School Based	System Workshops Curriculum / Special Education
January 10, 2011	Report Cards	
February 3, 2011	System Workshops Curriculum / Special Education	School Based Curriculum / Special Education
April 8, 2011	System Workshops Curriculum / Special Education	System Workshops Curriculum / Special Education
June 6, 2011	Report Cards	
June 30, 2011		School Based

Date	Educational Assistants / Child & Youth Workers
September 2, 2010	System Faith Day
November 1, 2010	System Workshops
February 3, 2011	System Workshops
April 8, 2011	System Workshops





2010-11 SCHOOL YEAR CALENDAR

ELEMENTARY SCHOOLS

	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September (18)			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
			B	P	B	H																			
October (20)					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
											H														
November (21)	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
	P																								
December (13)			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
																B	B	B	B	B	B	B	B	B	B
January (20)	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
						P																			
February (18)		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28				
				P												H									
March (18)		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
											B	B	B	B	B										
April (18)					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
										P										H	H				
May (21)	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
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June (21)			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
						P																			

The 2010-2011 School Year Calendar provides for 194 Instructional Days of which 6 are Professional Activity Days.

 Professional Activity Day - ALL
 Professional Activity Day - ELEM

 School Holiday
 Statutory Holiday

Professional Activity includes:

- professional development of staff;
- special education;
- curriculum development and evaluation; and
- evaluation of the progress of pupils.

Date

- Sept. 2/10
- Nov. 1/10
- Jan. 10/11
- Feb. 3/11
- Apr. 8/11
- June 6/11

Staff Involved

- Faith Day (all staff)
- Principals, Teachers, EAs, CYWs
- Principals, Teachers, **Elementary** only
- Principals, Teachers, EAs, CYWs
- Principals, Teachers, EAs, CYWs
- Principals, Teachers, **Elementary** only



2010-11 SCHOOL YEAR CALENDAR

SECONDARY SCHOOLS

	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September (18)			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
			B	P	B	H																			
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											H					P									
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	P																								
December (13)			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
																B	B	B	B	B	B	B	B	B	B
January (19)	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
																				E	E				
February (16)		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28				
		E	E	P												H									
March (18)		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
											B	B	B	B	B										
April (18)					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
										P										H	H				
May (21)	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
																H									
June (15)			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
																		E	E	E	E	E	E	P	

The 2010-2011 School Year Calendar provides for 194 Instructional Days of which 6 are Professional Activity Days.

- Professional Activity Day - ALL
- School Holiday
- Professional Activity Day - SEC
- Secondary Examination Day
- Statutory Holiday

Professional Activity includes:

- professional development of staff;
- special education;
- curriculum development and evaluation; and
- evaluation of the progress of pupils.

Date

- Sept. 2/10
- Oct. 18/10
- Nov. 1/10
- Feb. 3/11
- Apr. 8/11
- June 6/11
- June 30/11

Staff Involved

- Faith Day (all staff)
- Secondary** Principals, Teachers
- Principals, Teachers, EAs, CYWs
- Principals, Teachers, EAs, CYWs
- Principals, Teachers, EAs, CYWs
- Principals, Teachers, **Elementary** only
- Principals, Teachers, **Secondary** only

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: March 23, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

TRUSTEE DETERMINATION & DISTRIBUTION - 2010 ELECTIONS Public Session

BACKGROUND INFORMATION:

The municipal elections to be held in October 2010 will include the election of school board trustees. In preparation for the election, school boards are required to determine the number of trustees to be elected and the distribution of those trustees as allowed under Regulation 412/00 of the *Education Act*. In addition, school boards must determine whether or not to designate a trustee to low population areas. The rationale for designation of a trustee to low population areas is to ensure representation to areas in which there may be insufficient population to justify a trustee based solely on the calculation.

DEVELOPMENTS:

The Brant Haldimand Norfolk Catholic District School Board has four municipalities: the City of Brantford and the Counties of Brant, Haldimand and Norfolk.

The Board must approve the following:

- 1. The Number of Trustees According to the Population of the Electoral Group:**
 - As the Brant Haldimand Norfolk Catholic District School Board has an electoral population less than 45,000, the number of trustees for the board is six. (*Regulation. 412/00*).
- 2. Low Population Representation:**
 - Based on the distribution, there is no need to designate a trustee to a low population area.
- 3. The Distribution of Trustees:**
 - Attached is a spreadsheet (Appendix A) showing the proposed allocation and the comparison to 2006. The distribution is proposed to be the same as the present allocation of trustees to municipalities.

RECOMMENDATION:

THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board approve the following:

1. THAT, for purposes of the 2010 election, the number of trustees is determined to be six.
2. THAT, for purposes of the 2010 election, the Brant Haldimand Norfolk Catholic District School Board has not designated any low population areas within its jurisdiction.
3. THAT, for the purposes of the 2010 election, the Brant Haldimand Norfolk Catholic District School Board has determined the distribution of trustees to be two trustees for the City of Brantford, two trustees for the County of Norfolk, one trustee for the County of Brant and one trustee for the County of Haldimand.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

TRUSTEE DISTRIBUTION CALCULATION - 2010

	Electoral Population				Trustee Distribution	
	2000	2003	2006	2010	Electoral Quotient	Number of Trustees
City of Brantford	17,128	17,568	16,886	16,233	2.688	2
County of Brant	4,615	4,891	4,736	4,777	0.791	1
County of Haldimand	5,065	5,182	5,108	4,970	0.823	1
County of Norfolk	11,650	11,294	10,664	10,249	1.697	2
Total Board	38,458	38,935	37,394	36,229	6.000	6

TRUSTEE DETERMINATION - 2010

Trustee Determination by Electoral Population

- the number of trustees for Boards with an electoral population of less than 45,000 is 6 trustees.

Trustee Determination by Population Density

- the number of trustees may be increased if the density factor is less than 4.0

- the population density = $\frac{\text{electoral population}}{\text{area in square kilometers}}$

$$= \frac{36,229}{4,067}$$

$$= 8.91$$

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Board of Trustees
Submitted on: March 30, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

2010-11 SCHOOL YEAR CALENDAR

Public Session

BACKGROUND INFORMATION:

Regulation 304 of the Education Act outlines the requirements for preparation and submission of school year calendars. Each Ontario School Board is to submit their school year calendars by May 1st of each year.

Based on Regulation 304:

- For 2010-11, there are 193 school days between Tuesday, September 7, 2010 and June 30, 2011.
- Since the school year must have a minimum of 194 school days, we are required to designate a day prior to September 7, 2010 as a school day.
- Boards must designate two school days as professional activity days devoted to professional development activities related to specific provincial education priorities.
- Boards may also designate up to four extra days as professional activity days.
- The remaining school days shall be instructional days.

DEVELOPMENTS:

The School Year Calendar Committee, consisting of a representative from OECTA, OSSTF, Principals' Association, Regional School Council, Curriculum and Special Education Departments, and Senior Administration, has reviewed a draft copy of the school year calendar as well as options for the 2010-11 school year.

Each year efforts are made to coordinate our School Year Calendar with the Grand Erie District School Board in order to achieve efficiencies in transportation. The committee discussed possible professional development days and Board designated holidays and support the following submission to the Ministry of Education:

- That Thursday, September 2, 2010 be designated as the school day prior to September 7, 2010. This day shall be a *System Faith Day* professional activity day.
- Six professional activity days have been allocated, of which a minimum of two will be devoted to the 2010-11 provincial education priorities of special education and improved student achievement.
- That Friday, May 13, 2011 be designated a professional activity day for St. Cecilia's School in Port Dover in lieu of the Friday, April 8, 2011 professional activity day, due to the anticipated transportation issues related to the "Friday the 13th" celebrations in Port Dover.

Enclosed are the proposed calendars for elementary schools and secondary schools.

RECOMMENDATION:

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approve the 2010-11 School Year Calendars for Elementary and Secondary Schools as presented.



BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

2010-11 SCHOOL YEAR CALENDAR

Professional Activity Days

Date	Elementary	Secondary
September 2, 2010	System Faith Day	System Faith Day
October 18, 2010		System Workshops Curriculum / Special Education
November 1, 2010	School Based	System Workshops Curriculum / Special Education
January 10, 2011	Report Cards	
February 3, 2011	System Workshops Curriculum / Special Education	School Based Curriculum / Special Education
April 8, 2011	System Workshops Curriculum / Special Education *except St. Cecilia's	System Workshops Curriculum / Special Education
May 13, 2011	St. Cecilia's only	
June 6, 2011	Report Cards	
June 30, 2011		School Based

Date	Educational Assistants / Child & Youth Workers
September 2, 2010	System Faith Day
November 1, 2010	System Workshops
February 3, 2011	System Workshops
April 8, 2011	System Workshops








2010-11 SCHOOL YEAR CALENDAR

ELEMENTARY SCHOOLS

	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September (18)			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
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						P																			

The 2010-2011 School Year Calendar provides for 194 Instructional Days of which 6 are Professional Activity Days.

-  Professional Activity Day – ALL
(NOTE**April 8, 2011 is **NOT** a PA day for St. Cecilia's, Port Dover)
-  Professional Activity Day - ELEM
-  Professional Activity Day – St. Cecilia's

-  School Holiday
-  Statutory Holiday

Professional Activity includes:

- professional development of staff;
- special education;
- curriculum development and evaluation; and
- evaluation of the progress of pupils.

Date

- Sept. 2/10
- Nov. 1/10
- Jan. 10/11
- Feb. 3/11
- Apr. 8/11
- May 13/11
- June 6/11

Staff Involved

- Faith Day (all staff)
- Principals, Teachers, EAs, CYWs
- Principals, Teachers, **Elementary** only
- Principals, Teachers, EAs, CYWs
- Principals, Teachers, EAs, CYWs
- St. Cecilia's Teachers, EAs, CYWs
- Principals, Teachers, **Elementary** only



2010-11 SCHOOL YEAR CALENDAR

SECONDARY SCHOOLS

	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September (18)			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
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January (19)	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
																				E	E				
February (16)		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28				
		E	E	P												H									
March (18)		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
											B	B	B	B	B										
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										P										H	H				
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																H									
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																		E	E	E	E	E	E	P	

The 2010-2011 School Year Calendar provides for 194 Instructional Days of which 6 are Professional Activity Days.

- Professional Activity Day - ALL
- School Holiday
- Professional Activity Day - SEC
- Secondary Examination Day
- Statutory Holiday

Professional Activity includes:

- professional development of staff;
- special education;
- curriculum development and evaluation; and
- evaluation of the progress of pupils.

Date

- Sept. 2/10
- Oct. 18/10
- Nov. 1/10
- Feb. 3/11
- Apr. 8/11
- June 30/11

Staff Involved

- Faith Day (all staff)
- Secondary** Principals, Teachers
- Principals, Teachers, EAs, CYWs
- Principals, Teachers, EAs, CYWs
- Principals, Teachers, EAs, CYWs
- Principals, Teachers, **Secondary** only

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Board of Trustees
Submitted on: March 30, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

LONG-TERM DEBENTURE FINANCING

Public Session

BACKGROUND INFORMATION:

The Board has approved the construction of Jean Vanier Catholic Elementary School under the Ministry's Prohibitive to Repair (PTR) program, as well as several school retrofit projects under the Good Places to Learn initiative. The Ministry arranged for long-term financing of these projects with the Ontario Financing Authority (OFA). The Ministry has approved long-term financing for the above projects as follows:

• Sacred Heart Catholic Elementary School	\$ 726,000
• Jean Vanier Catholic Elementary School	\$7,751,035
• Good Places to Learn Projects	<u>\$ 907,362</u>
TOTAL	\$9,384,397

DEVELOPMENTS:

As recommended, Board By-Law 2010-A1 authorizes a debenture in the amount of \$9,384,397 at an interest rate of 5.232% per annum over a 25-year term. The semi-annual payments of \$339,200 will be funded through an annual grant in the amount of the loan payment.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approve By-Law Number 2010-A1 as follows:

A by-law to authorize a loan from the Ontario Financing Authority in the principal amount of \$9,384,397 pursuant to a loan agreement under section 7 of Ontario Regulation 41/10.

WHEREAS subsection 247 (1) of the *Education Act* R.S.O. 1990, c. E.2, as amended (the "*Education Act*") and the regulations made thereunder, provides that, subject to any other provision of the *Education Act* and, specifically, the regulations made under subsections 242 (1) and 247 (3) of the *Education Act*, a district school board may by by-law borrow money or incur debt for permanent improvements and may issue or execute any instrument prescribed under clause 247 (3) (f) of the *Education Act* in respect of the money borrowed or the debt incurred;

AND WHEREAS section 7 of Ontario Regulation 41/10 (the “Regulation”), provides that (1) a board may by by-law borrow money for permanent improvements by way of a loan from the Ontario Financing Authority with an initial maturity of more than one year and that (2) a board that obtains a loan mentioned in subsection 7 (1) shall ensure that the proceeds of it are used for permanent improvements;

AND WHEREAS the Brant Haldimand Norfolk Catholic District School Board, which under the *Education Act* constitutes a district school board (the “Board”), has undertaken urgent and high priority renewal projects at schools of the Board listed in any one or more of: (i) Appendix B of the document entitled “Good Places to Learn: Stage 1 Funding Allocation”; (ii) Appendix C of the document entitled “Good Places to Learn: Stage 2 Funding Allocation”; (iii) Appendix B of the document entitled “Good Places to Learn: Stage 3 Funding Allocation”; and (iv) Appendix B of the document entitled “Good Places to Learn: Stage 4 Funding Allocation”, some of which projects are described in Schedule “A” attached to the Loan Agreement, as hereinafter defined (individually a “GPL Eligible Project”, collectively the “GPL Eligible Projects”) and pursuant to Ontario Regulation 155/09, each GPL Eligible Project constitutes a “permanent improvement” as defined in subsection 1(1) of the *Education Act*. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single GPL Eligible Project, the term “GPL Eligible Projects” means that GPL Eligible Project;

AND WHEREAS the Board has undertaken capital projects required for primary class size reduction for the purpose of addressing the reduction in primary class size to 20 or fewer students, some of which projects are described in Schedule “A-1” attached to the Loan Agreement, as hereinafter defined (individually a “PCS Eligible Project”, collectively the “PCS Eligible Projects”) and each PCS Eligible Project constitutes a “permanent improvement” as defined in subsection 1(1) of the *Education Act*. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single PCS Eligible Project, the term “PCS Eligible Projects” means that PCS Eligible Project;

AND WHEREAS the Board has undertaken capital projects to retrofit and/or replace schools of the Board for which the cost of repair is prohibitive (which capital projects include the “deep retrofit” of the schools that are prohibitive to repair), named in Columns 3 and 4 opposite the name of the Board in Tables 23 & 24 of Ontario Regulation 155/09, some of which projects are described in Schedule “A-2” attached to the Loan Agreement, as hereinafter defined (individually a “PTR Eligible Project”, collectively the “PTR Eligible Projects”) and each PTR Eligible Project constitutes a “permanent improvement” as defined in subsection 1(1) of the *Education Act*. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single PTR Eligible Project, the term “PTR Eligible Projects” means that PTR Eligible Project;

AND WHEREAS the GPL Eligible Projects, the PCS Eligible Projects and the PTR Eligible Projects are collectively referred to as the “Eligible Projects”. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single Eligible Project, the term “Eligible Projects” means that Eligible Project;

AND WHEREAS the Board has in part financed the Eligible Projects by way of temporary borrowing from a financial institution or from a reserve account of the Board and the Board intends to borrow money from the Ontario Financing Authority for the purpose of financing the Eligible Projects on a long-term basis, and in this connection the Board intends to borrow by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority the principal amount of \$9,384,397 (the "Loan") pursuant to a loan agreement in the form attached hereto as Schedule "A" (the "Loan Agreement") which Loan constitutes an instrument prescribed under clause 247 (3) (f) of the *Education Act* and which sets out the terms and conditions on which the Ontario Financing Authority will make the Loan available to the Board;

NOW THEREFORE THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD ENACTS AS FOLLOWS:

1. The Board hereby authorizes the Loan on the basis that it constitutes a loan under section 7 of the Regulation and authorizes the entering into of the Loan Agreement that is prescribed for the purposes of clause 247(3)(f) of the *Education Act*.
2. The Board is hereby authorized to enter into the Loan Agreement pursuant to which the Loan will be made available to the Board and the Chair of the Board and the Treasurer of the Board are hereby authorized to execute for and on behalf of the Board the Loan Agreement which provides for instalments of combined (blended) principal and interest as hereinafter set forth, substantially in the form of Schedule "A", with such changes thereto as may be suggested by the Ontario Financing Authority and as such authorized officials of the Board shall approve.
3. The Director of Education of the Board, the Treasurer of the Board and any other financial officer of the Board are hereby each individually authorized generally to do all things and execute all other documents, instruments and agreements in the name of the Board in order to give effect to the Loan Agreement.
4. The Loan shall be paid in instalments of combined (blended) principal and interest over a 25 year amortization period on the specified dates set out in Schedule "B" to the Loan Agreement with the first interest only payment on May 15, 2010 and thereafter instalments of combined (blended) principal and interest to November 15, 2034 in each of the years during the currency of the Loan as set forth in such schedule with the final payment on April 13, 2035. The Loan shall bear interest at the rate of 5.232 % on the outstanding principal amount owing thereunder from time to time from the date thereof, which interest shall be payable in arrears as part of the instalments of combined (blended) principal and interest payable on such days in each year of the currency of the Loan as are set out in Schedule "B" to the Loan Agreement.

5. In accordance with the provisions of the *Education Act* and the regulations made thereunder, during the currency of the Loan, the Board shall provide in its estimates for each fiscal year for setting aside out of its general revenue in the fiscal year the amount necessary to pay the principal and interest coming due on the Loan in the fiscal year and, on or before each due date in each such year, the Board shall pay out of its general revenue the principal and interest coming due on the Loan in the year. Such sums of principal and interest payable on the Loan shall be provided for in accordance with subsection 247(5) of the *Education Act*. Subject to the foregoing, on or before each due date in each year during the currency of the Loan, the Board shall pay out of its general revenue the amount necessary to pay the specific sums of principal and interest payable on the Loan shown for the respective year as set forth in Schedule "B" to the Loan Agreement; but such amount shall be paid out of the Board's general revenue only to the extent required after taking into account funds available from other sources.
6. Any amounts payable by the Board in respect of the Loan including interest on overdue principal and interest in respect of the Loan together with fees and other amounts payable by the Board under the Loan Agreement, if applicable, shall be paid out of the Board's general revenue or any other available funds.
7. The proceeds of the Loan shall be used to finance the Eligible Expenditures, as defined in the Loan Agreement, in respect of the Eligible Projects on a long-term basis and for no other purpose except as permitted by the *Education Act* and the regulations made thereunder.

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

Prepared by: Bill Chopp, Trish Kings, Chris Roehrig
Presented to: Board of Trustees
Submitted on: Tuesday, March 30, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

STRATEGIC PLAN UPDATE: STUDENT ACHIEVEMENT
Public Session

BACKGROUND INFORMATION:

The Board's Strategic Plan was approved in principle in June, 2009. In the fall of 2009, the action plans for the Strategic Commitments were received by the Board. At that time it was determined that updates on the activity and a final report would be provided to the Board.

DEVELOPMENTS:

Please find attached the Status Report on the Student Achievement Commitment.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Plan Update: Student Achievement report.

Student Achievement: *We want all students to be the best they can be*

- Create dynamic and faith-centred learning experiences that encourage all students to achieve their full spiritual, academic and personal potential
- Build and sustain safe, supportive and nurturing environments for learning to take place
- Drive constant improvements in student learning and the celebration of achievement

Expected Outcome	Strategies	Indicators of success	Evaluation Cycle	Responsibility	Status
<p>Our Catholic faith permeates all areas of the curriculum and student life.</p>	<p>Ensure preferential timetabling is in place for Religion and Family Life Program and appropriate Catholic curriculum documents and resources are used in the classroom.</p> <p>Develop a comprehensive professional learning program for staff related to the delivery of the Religion and Family Life programs.</p> <p>Develop plans to enhance the prayer life of the school and classrooms.</p>	<p>The learning goals and expectations of the Religion and Family Life programs are achieved across all grade levels.</p> <p>Staffs are supported in their learning and their knowledge, and skills are strengthened.</p> <p>Prayer is a central focus of the schools and within classrooms.</p> <p>The parish priests support the Religion and Family Life Programs within the schools and parents are aware of the knowledge, skills and attitudes being developed in the programs.</p>	<p>September 09 – June 10</p>	<p>Superintendents</p> <p>Principals/Vice Principals and School Staff</p> <p>Religion & Family Life Consultant</p>	<p>Superintendents have reviewed timetables and discussed the Religion and Family Life programs during school visits. Through budgeting process, updated resources have been provided to support programs as needed, i.e.. Family Life Program and Literacy resources.</p> <p>Professional learning programs have included Faith Day, conferences/ W.F.M.P., New Teacher Induction Program, Religion Courses, Faith Ambassadors.</p> <p>All School Improvement Plans include strategies to enhance the prayer life within the schools and classrooms. Liturgical packages are being prepared for schools.</p> <p style="text-align: right;"><i>...continued</i></p>

Expected Outcome	Strategies	Indicators of success	Evaluation Cycle	Responsibility	Status
<p>Our Catholic faith permeates all areas of the curriculum and student life (continued)</p>	<p>Develop strategies with parish and home to support curriculum within the schools.</p> <p>Implement draft document “Cognitive Content” to support <u>Born of the Spirit</u> 1 – 6 and <u>We are Strong Together</u> 7 and 8.</p>	<p>Draft document will be used to support Religion program.</p>			<p>Religion Department has been providing inserts for school newsletters.</p> <p>“ Key Learnings for Religion Programs”, which has been developed through Curriculum Committee for Religious Education, will be introduced to principals and school staff in third term.</p>
<p>Student achievement in literacy for primary and junior students will meet Board targets.</p>	<p>Focus on non-negotiable elements in all schools and classrooms.</p> <p>Data collection and analysis is used to inform instruction.</p> <p>Specific training is provided for Grade 3 and 6 teachers and principals/vice principals related to EQAO.</p>	<p>Evidence of non-negotiable elements are present in all schools and classrooms.</p> <p>Data from a number of sources, EQAO, CCAT, DRA, report cards, classroom assessments is collected, analyzed and used for focused instruction.</p> <p>Designated targets and standards for students will be achieved as outlined in the Board Improvement Plan and School Improvement Plan.</p> <p>Intervention programs and strategies demonstrate improved results for struggling and “at risk” students.</p>	<p>September – June 2010</p> <p>June and August 2010</p> <p>October, March and June 2009 – 10</p>	<p>Superintendents</p> <p>Principals of Program</p> <p>Principals/Vice Principals, Support Staff</p>	<p>Non-negotiables have been introduced to the schools and have been reviewed with school principals through dialogue and walk-throughs at school level.</p> <p>Data is collected through Academic Warehouse in October, January and at the end of March (D.R.A. Report Cards and C.C.A.T.) and reviewed by Superintendents.</p> <p>EQAO Board and school targets have been identified (January) for Ministry “Mid-Year Conversation”.</p> <p>EQAO training for Grades 3 and 6 teachers and principals/vice principals has taken place through EQAO Outreach Team.</p> <p>Four schools are</p>

Expected Outcome	Strategies	Indicators of success	Evaluation Cycle	Responsibility	Status
<p>Student achievement in literacy for primary and junior students will meet Board targets. <i>(continued)</i></p>	<p>Job-embedded supports, as well as a comprehensive PD plan are in place to support all staff.</p> <p>School-based Catholic Professional Learning Communities are in place in all schools to support School Improvement Planning.</p> <p>School networks are established to facilitate collaboration and capacity building.</p>		<p>August 2010</p> <p>December, March and June 2009 – 10</p>	<p>Special Education Teachers, classroom teachers and volunteers</p> <p>School Improvement Teams, Information Technology Consultants</p> <p>Classroom Teachers</p>	<p>participating in EQAO Symposium March 29 & 30.</p> <p>Intervention programs and strategies have been implemented for at risk students:</p> <ul style="list-style-type: none"> • STRONG START (JK-1) in 7 schools • Booster Groups (Gr. 1) in selected schools • IBM Reading Upgrade for Grade 3 at risk students <p>Literacy teachers and coaches continue to provide job-embedded learning.</p> <p>Catholic Professional Communities are in place in all schools and meet on a regular basis. Agendas and minutes are reviewed by SOs.</p> <p>School Networks have been established in 18 schools and focus on shared needs for growth in literacy or numeracy.</p>

Expected Outcome	Strategies	Indicators of success	Evaluation Cycle	Responsibility	Status
<p>Student achievement for junior boys in writing will meet Board targets.</p> <p>Mathematics results for grade 7 and 8 students show improvement.</p>	<p>Intervention programs/strategies will be implemented to support struggling and at risk students.</p> <p>Grades 7 and 8 teachers will use Mathematics Organization Framework. Specific Grades 7 and 8 teachers will be involved in coaching groups.</p>	<p>Junior boys writing will meet expected targets in EQAO.</p> <p>Non-fiction writing will be a focus in all junior classrooms.</p> <p>Integration of technology will be utilized to engage boys more effectively.</p> <p>Results for Grades 7 and 8 mathematics demonstrate improvement as evidenced on report cards.</p>			<p>Digital Journey is being implemented in 22 schools to support boys' writing. Non-fiction writing is a focus in all junior classrooms.</p> <p>Grades 7/8 focus groups have met throughout the year. Coordination has taken place between sec. and elem. teachers to work towards improvement on the Grade 9 EQAO.</p>
<p>To improve student achievement in Grade 9 Applied and Academic Mathematics.</p>	<p>Mathematics Coaching project – three coaches (one per secondary school) being trained by a lead coach.</p> <p>EQAO training for Grade 9 teachers of Mathematics.</p> <p>Cooperative Learning Focus Group (intensive training for two Mathematics Coaches.)</p> <p>Mathematics Coaching training offered by the Ministry.</p> <p>Differentiated Instruction (D/I) Focus Groups – selected Mathematics teachers will participate in intensive training on Differentiated Instruction.</p>	<p>Improved EQAO scores in Grade 9 Applied Mathematics for year one of the project.</p> <p>Greater alignment between student achievement measured by the schools and the EQAO.</p>	<p>August 2010</p>	<p>Superintendent of Education</p>	<p>Coaching project has begun and reflection on the Winter administration of the test is complete. Results will be released summer 2010. Project is ongoing and expected to grow with the addition of three secondary coaches for 2010-2011.</p> <p>EQAO training with experts from the office is complete. Testing support materials and moderated marking is complete.</p> <p>Differentiated instruction focus groups are continuing – mathematics and literacy coaches are participating.</p>

Expected Outcome	Strategies	Indicators of success	Evaluation Cycle	Responsibility	Status
To improve student achievement in Grade 9 and 10 Locally Developed English as well as Grade 9 and 10 Applied English.	<p>English Advisory Team has been created to consult on the construction of a three-year plan based on a coaching model.</p> <p>Begin Literacy Coaching project in second semester for 2001-2010.</p>	<p>Creation of a three year plan.</p> <p>Improved student achievement in semester two locally developed classes at all three schools.</p>	June 2010	Superintendent of Education	English Advisory Team has concluded consultations and has endorsed the Literacy Coaching Project. Coaching project has begun in the three secondary schools. The Literacy and Mathematics Coaches have developed a coaching framework to define the parameters of their work.
To improve Pathways decisions for Grade 7 and 8 students.	<p>Create a Pathways Steering Committee to gather evidence of the effectiveness of current practice and create a three year plan to support improvements in decisions related to pathways.</p> <p>Create a Skills Canada Committee to improve the number of events being held and the number of students participating in Skills Canada challenges.</p>	<p>Creation of a committee. Evidence of effectiveness.</p> <p>Improve participation in Skills Canada by 100%.</p>	June 2010	Superintendent of Education	<p>The Pathways Steering Committee has begun deliberations. A detailed analysis of college and university destination data has begun.</p> <p>Skills Canada Committee work is complete for this year – competitions have been held – some groups are competing at Provincial Skills. Participation target was greatly exceeded.</p>
To provide a safe, secure and affirming environment for all students.	<p>The Board's Safe School Policies and Procedures will continue to be developed and implemented.</p> <p>i) Progressive Discipline ii) Bill 157 iii) Equity & Inclusive Education</p>	All administrators, staff and parent community will be aware of the Board's Safe Schools Policy and Procedures and accompanying programs.	September 2009 – June 2010	<p>Superintendents</p> <p>Safe Schools and Equity Officer</p>	Safe Schools Policies and Procedures have been reviewed and revised as per Bill 157 – Keeping Our Kids Safe at School (Student Discipline, Progressive Discipline, and Bullying Prevention and Intervention) and will proceed as directed by the Policy Development and Implementation process.

Expected Outcome	Strategies	Indicators of success	Evaluation Cycle	Responsibility	Status
<p>To provide a safe, secure and affirming environment for all students. <i>(continued)</i></p>	<p>A School Climate Survey will be developed to support the Community, Culture and Caring component of the Board Improvement Plan.</p> <p>The results of the survey will provide information and next steps for program planning and strategies.</p> <p>Each school's Safe Schools Team will develop a School Code of Conduct consistent with the Provincial Code of Conduct and Board Code of Conduct in consultation with staff, students and parents.</p>	<p>The survey is developed and implemented.</p> <p>Programs and strategies are in place at a Board and school level.</p> <p>A Code of Conduct is in place at each school.</p>		<p>Principals/Vice Principals and</p> <p>Safe Schools Team</p>	<p>School teams from every school have been in-serviced on Bill 157, highlighting specific changes with the expectation that all staff is then in-serviced.</p> <p>School Climate survey samples have been reviewed and survey developed for distribution to staff, students and parents with results driving next steps in terms of Board plan and school plan.</p> <p>An in-service (PA Day, April 16) is planned for principals/vice principals with respect to development of school Codes of Conduct, to be completed by the end of June.</p>

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Board of Trustees
Submitted on: March 30, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

PUBLIC SECTOR SALARY DISCLOSURE ACT, 1996 Public Session

BACKGROUND INFORMATION:

Under the Public Sector Salary Disclosure (PSSD) Act, 1996, the Board is required to report employee salaries in excess of \$100,000 per year.

DEVELOPMENTS:

Attached is a list of employees whose earnings for 2009, for income tax purposes, exceeded \$100,000 as defined under the PSSD Act and accordingly, has been submitted to the Ontario Ministry of Finance and will be available to the public on April 1, 2010.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receive the Public Sector Salary Disclosure Act, 1996 report.

RECORD OF EMPLOYEES' 2009 SALARIES AND BENEFITS

Please refer to the guide *Preparing your Report for the Year 2009, Public Sector Salary Disclosure* before filling out this form

Cal Year	Sector	Employer	Surname	Given Name	Position	Salary Paid	Taxable Benefits
2009	School Boards	Brant Haldimand Norfolk Catholic District School	BACKUS	DON	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	BURROUGHS	JOHN	PRINCIPAL	116,258.93	908.97
2009	School Boards	Brant Haldimand Norfolk Catholic District School	CACILHAS	HUMBERTO	PRINCIPAL	100,931.10	765.77
2009	School Boards	Brant Haldimand Norfolk Catholic District School	CALTAGIRONE	ORAZIO	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	CAMPBELL	J. ROB	PRINCIPAL	116,703.80	918.22
2009	School Boards	Brant Haldimand Norfolk Catholic District School	CAVALIERI	ROBERT	PRINCIPAL	102,012.01	772.51
2009	School Boards	Brant Haldimand Norfolk Catholic District School	CHOPP	NEIL	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	CHOPP	WILLIAM	SUPERINTENDENT	146,508.52	1,123.24
2009	School Boards	Brant Haldimand Norfolk Catholic District School	COLBERT	CRAIG	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	DALIA	DINA	PRINCIPAL	117,918.92	925.79
2009	School Boards	Brant Haldimand Norfolk Catholic District School	DIFRANCESCO	JOSEPH	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	DUNN	PAULA	MANAGER HUMAN RESOURCES	104,740.68	782.82
2009	School Boards	Brant Haldimand Norfolk Catholic District School	EASTON	G. WALLACE	ASSOCIATE DIRECTOR	163,389.67	1,243.28
2009	School Boards	Brant Haldimand Norfolk Catholic District School	EVANOFF	ANNE	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	EVANS	KATHLEEN	PRINCIPAL	105,132.40	791.03
2009	School Boards	Brant Haldimand Norfolk Catholic District School	FINNIE	ANNETTE	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	FORTUNATO	ANNA	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	FREIBAUER	CAROLINE	TEACHER	116,767.36	614.92
2009	School Boards	Brant Haldimand Norfolk Catholic District School	FULLERTON	DEBORAH	PRINCIPAL	104,068.55	789.73
2009	School Boards	Brant Haldimand Norfolk Catholic District School	GALLO	MARY	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	GIUMELLI	ANGELA	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	GRICE	THOMAS	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	HARDER	JAMES	PRINCIPAL	108,540.55	833.13
2009	School Boards	Brant Haldimand Norfolk Catholic District School	HAYES	ALLISON	PRINCIPAL	102,012.01	772.51
2009	School Boards	Brant Haldimand Norfolk Catholic District School	HOO	JAMES	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	HORGAN	CATHERINE	DIRECTOR	174,520.09	1,772.76
2009	School Boards	Brant Haldimand Norfolk Catholic District School	KINGS	PATRICIA	SUPERINTENDENT	146,508.52	1,123.24
2009	School Boards	Brant Haldimand Norfolk Catholic District School	LEONARD	MARY	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	LUCIANI	CAROL	PRINCIPAL	110,362.26	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	MCDERMID	JOHN	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	MCDONALD	LEONARD	TEACHER & UNION PRESIDENT	113,727.59	758.16
2009	School Boards	Brant Haldimand Norfolk Catholic District School	MUIR	MARY	PRINCIPAL	102,237.11	775.85
2009	School Boards	Brant Haldimand Norfolk Catholic District School	O'RIORDAN	RINA	PRINCIPAL	104,301.54	791.00
2009	School Boards	Brant Haldimand Norfolk Catholic District School	PETRUKA-SCHOFFRO	DALE	PRINCIPAL	110,628.35	833.13
2009	School Boards	Brant Haldimand Norfolk Catholic District School	RAPAI	ZOLTAN	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	ROEHRIG	CHRISTOPHER	SUPERINTENDENT	139,474.47	1,069.36
2009	School Boards	Brant Haldimand Norfolk Catholic District School	RYAN	BETTY ANNE	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	SANTILLI	ROBERT	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	SCIULLO	DALIA	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	SLAGHT	TERRE	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	TELFER	LESLIE	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	THOMLISON	PHIL	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	WATSON	MARK	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	WILLS	MAUREEN	PRINCIPAL	107,710.48	823.88
2009	School Boards	Brant Haldimand Norfolk Catholic District School	YACOBUCCI	LOUIS	PRINCIPAL	108,540.55	833.13

This record has been approved by:

G. Wallace Easton

Associate Director

Name

Position Title

519-756-6369

26-Mar-10

Phone Number

Date

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Board of Trustees
Submitted on: March 30, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

CONTRACT TO SUPPLY SCHOOL UNIFORMS

Public Session

BACKGROUND INFORMATION:

The Board recently issued a Request for Proposal (RFP) for the supply of secondary school student uniforms on behalf of Assumption College School and St. John's College. Holy Trinity Catholic High School currently have a contract with R.J. McCarthy, which expires on June 30, 2014. The contracts at Assumption College School and St. John's College have expired.

The evaluation criteria for the RFP included organizational strength and experience, uniform program roll-out to students/parents (including ease of ordering, store locations) quality of clothing, fair labour practices and financial considerations (including product pricing, needy student programs, scholarships and commissions to the schools). The term of the contract is July 1, 2010 to June 30, 2014.

Four compliant bids were received by the Board for evaluation. Upon review, three were short-listed and invited to present their offering to a Selection Committee consisting of the principal, a teacher, a student and a school council member from each school. Chris Roehrig, Superintendent of Education, and Nancy Ramey, Buyer, were also in attendance. The three presenters were Halpern's Uniforms, Kilters Fashions and R.J. McCarthy.

DEVELOPMENTS:

R.J. McCarthy, current incumbent to both Assumption College School and Holy Trinity Catholic High School, has submitted a proposal which represents a savings of approximately 10% to the Assumption College School community and a savings of approximately 5% to the St. John's College community. Based on average annual expenditures, that represents \$19,000 savings to the students/parents of Assumption College School and approximately \$10,000 to the students/parents of St. John's College. Further to this, R.J. McCarthy has also committed to extending this offering to the Holy Trinity Catholic High School community, which will result in savings of approximately 15% to 20% over their current pricing. The total financial benefit to all three high schools equals approximately \$65,000. Other benefits include signing bonuses for Assumption College School and St. John's College, a scholarship for each school and a donation toward each school's year book.

R.J. McCarthy is a member of the Workers' Right Consortium. Their ability to properly and effectively audit the factories from which they are supplied provides confidence to the consumer that the products they are purchasing have originated from manufacturers engaged in fair labour practices, which is in keeping with the Board's values.

R.J. McCarthy offers very flexible shopping options to the school communities they serve. They have retail outlets, online ordering, mobile stores and in-school tuck shops, if requested.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board awards the contract to supply school uniforms for St. John's College and Assumption College School to R.J. McCarthy LP, for the period July 1, 2010 to June 30, 2014.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Board of Trustees
Submitted on: March 30th, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

MISSION TRIP TO NEW ORLEANS

Public Session

BACKGROUND INFORMATION:

Earlier this year a group of teachers and students prepared to support the victims of Hurricane Katrina through a Catholic Charity in the Archdiocese of New Orleans from January 22nd to January 30th, 2010. Students from all three secondary schools and staff planned to assist with general labour in a highly supervised environment. They planned to work in Father Ricard's Parish, Our Lady Star of the Sea Catholic Church.

DEVELOPMENTS:

The Mission Trip to New Orleans, Louisiana involved the efforts of 19 students from our three secondary schools and 7 adults. The trip took place on January 22-30, 2010.

The first Sunday morning was spent at mass with Father Ricard at Our Lady Star of the Sea. The students thoroughly enjoyed the celebratory mood of the mass. The group of volunteers was recognized and received a blessing during the service. Later, Father Ricard met with the students on the steps of the church to personally thank them for their help.

"Operation Helping Hands had identified a number of homes that needed reconstructive work. Over the course of the week, students were involved in a number of tasks throughout the parish to help restore homes to their former beauty. Each day began with a dedication service, in which students identified and read a biblical passage emphasizing the call to help others in their time of need. By the close of the week, the students from the three schools had recognized in themselves a rather palpable change; they were a close knit group who had rallied together to serve in the name of their faith. They had witnessed first hand the impact volunteering can make, not only upon the benefactors of their labour, but also upon themselves." (Dante Dalia – Lead Organizer)

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receive the Mission Trip to New Orleans report for March 30th, 2010.

Brant Haldimand Norfolk Catholic District School Board

2009-10

Trustee Meetings and Events

April 2, 2010		Good Friday
April 5, 2010		Easter Monday
April 6, 2010	3:00 pm	Accommodation Committee
April 7, 2010	5:00 pm 7:00 pm	Catholic Student Leadership Awards Dinner - Holy Trinity Catholic Student Leadership Awards Presentations
April 14, 2010	7:00 pm	SEAC
April 16, 2010		PA Day
April 19, 2010	7:00 pm	Bill 177 and OR 43/10 inservice
April 20, 2010	3:00 pm	Budget Committee
April 20, 2010	7:00 pm	Committee of the Whole
April 27, 2010	3:00 pm	Policy Committee
April 27, 2010	7:00 pm	Board Meeting
April 28-30		Board Art Show
April 28, 2010	1:30 pm	Catholicity Committee
April 29-May 1		OCSTA AGM – Thunder Bay
May 2-7, 2010		Catholic Education Week
May 4, 2010	5:30 pm 6:30 pm	Celebration of the Arts (viewing) – Sanderson Centre Celebration of the Arts (performances)
May 11, 2010	3:00 pm	Policy Committee
May 12, 2010	7:00 pm	SEAC
May 13, 2010	1:30 pm	Faith Advisory Committee
May 18, 2010	3:00 pm	Budget Committee (tentative date)
May 18, 2010	7:00 pm	Committee of the Whole
May 24, 2010		Victoria Day
May 25, 2010	1:00 pm	Student Transportation Services BHN
May 25, 2010	6:15 pm	Website/Social Networking Inservice
May 25, 2010	7:00 pm	Board Meeting
May 27, 2010	7:00 pm	Jean Vanier Blessing
June 3-5, 2010		CCSTA AGM - Ottawa
June 8, 2010	3:00 pm	Policy Committee
June 8, 2010	3:00 pm	Budget Committee (tentative date)
June 9, 2010	1:30 pm	Catholicity Committee
June 9, 2010	7:00 pm	SEAC
June 15, 2010	7:00 pm	Committee of the Whole
June 22, 2010	7:00 pm	Board Meeting
June 25, 2010	7:00 pm	ACS Graduation
June 25, 2010	7:00 pm	Holy Trinity Graduation
June 29, 2010		Last Day of Classes
June 29, 2010	7:00 pm	St. John's College Graduation – Sanderson Centre
June 30, 2010		PA Day