



**Board Meeting**  
**Tuesday, June 28, 2011 7:00 p.m.**  
**Boardroom**

**Members:**

**Trustees:**

Cliff Casey (Chair), June Szeman (Vice Chair), Dennis Blake, Dan Dignard, Bonnie McKinnon, Rick Petrella, Alyna Poremba (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), Tom Grice (Assistant Superintendent of Business)

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**1. Opening Business**

- 1.1 Opening Prayer – Cliff Casey
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Declaration of Interest

**2. Presentations and Delegations**

- 2.1 The Board will conduct the signing of the Protocol Between the Police, the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board.
- 2.2 The Board will recognize Zoltan Rapai, Principals at Sacred Heart School, Langton, who is retiring on June 30, 2011.
- 2.3 The Board will recognize Rob Cavaliere, Vice-Principal at Assumption College School, who is retiring on June 30, 2011.
- 2.4 The Board will recognize Council of Exceptional Children award recipients:  
*Paraprofessional Award:* Barb Geoghegan (St. Gabriel), Loretta Kyle (St. Mary's, Hagersville), Rachel Levac (St. Mary's, Hagersville)  
*Student Award:* Enrique Arruda (Christ the King), Isabelle Azzopardi (St. Cecilia's), Lyle Hawkins (St. John's College), and Jaret Smith (St. Gabriel)  
*Life Skills Student Award:* Nicole Minler, Assumption College School
- 2.5 Ian Carson, Chair of School Council, St. Mary, Brantford will make a presentation on the Accommodation Review of St. Mary.



**3. Consent Agenda**

- 3.1 Approval of Minutes from the Board Meeting – May 24, 2011 Pages 4-9
- 3.2 Approval of Minutes from the Special Meeting of the Board – June 21, 2011 Pages 10-11

**4. Committee and Staff Reports**

- 4.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting of June 21, 2011 Pages 12-21

Presenter: June Szeman, Vice-Chair

- Teaching and Learning in the 21<sup>st</sup> Century Project (pgs. 22-28)
- Protocol Between Police, GEDSB and BHNCDSD (pgs. 29-30)
- 2011-12 Annual Accessibility Plan (pg. 31)
- Excursion – London, Paris and Netherlands (pg. 32)
- Excursion – Quebec City, Quebec (pg. 33)
- 2011-12 Budget (pgs. 34-45)
- Technology Infrastructure
- Community Use of Schools Policy 400.05 (pgs. 46-56)
- Trustee Expenses Policy 100.10 (pgs. 57-62)
- Employee Expenses Policy 700.04 (pgs. 63-67)
- Purchasing Policy 700.01 (pgs. 68-84)

- 4.2 Surplus Property Page 85  
Presenter: Wally Easton, Associate Director, Corp. Services & Treasurer

- 4.3 Student Trustee Report Page 86  
Presenter: Alyna Poremba, Student Trustee

**5. Information and Correspondence**

- 5.1 OCSTA Update

**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 87



**11. Closing Prayer**

*Gracious God, as we prepare to conclude this meeting, we once again lift up our hearts to You.*

*We thank you for the gifts that have been present within this act of service to the community,  
for the gifts of fellowship and understanding, of mutual respect and shared vision.*

*We are grateful for the gifts of perseverance and insight into the common concerns we share.*

*Now bless our departure and journeys homeward, in the name of the Father, Son, and Holy Spirit. Amen*

**12. Adjournment**



**Board Meeting**  
**Tuesday, May 24, 2011 7:00 pm**  
**Boardroom**

**Trustees:**

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

**Absent:**

**Senior Administration:**

Cathy Horgan (Director of Education & Secretary), Wally Easton (Associate Director, Corporate Services & Treasurer), Bill Chopp and Chris Roehrig (Superintendents of Education), Tom Grice (Assistant Superintendent of Business)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with a prayer led by Cliff Casey.

**1.2 Attendance – as noted above**

**1.3 Approval of the Agenda**

Moved by: June Szeman  
Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the May 24, 2011 meeting.

**Carried**

**1.4 Declaration of Interest - Nil**

**2. Presentations and Delegations**

Chair Cliff Casey extended the Board's congratulations to Adam Gesjorskyj, teacher at St. John's College, on being awarded the Ministry of Education's *Premier Award for Teaching Excellence*. This award is presented to outstanding professionals who empower, engage and support Ontario's students on a daily basis.

Chair Cliff Casey extended the Board's congratulations to Lisa Kuyper, Program Consultant: Elementary, recipient of the Consultants/Coordinators' Association of Primary Educators (C.A.P.E.) 2010-11 *Frances Poleschuk Award*. This award is presented to an educator who has made an outstanding impact on the education of young people.

Chair Cliff Casey welcomed the Provincial Mock Trial Champions students from Assumption College School: Toma Chicerman, Chris LeBlanc, Hillary Miller, Emily Sycz, Ellen Vollebregt, as well as their staff advisor, Carissa Weiler. Jennifer Seal and staff advisor Jennifer Tunnicliffe were unable to attend.



He congratulated the team on their third consecutive win of the Ontario Bar Association Mock Trial competitions.

### **3. Consent Agenda**

**3.1** THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the April 26, 2011 Board meeting.

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Brant Haldimand Norfolk Catholic District School Board approves all reports and motions under the Consent Agenda.

**Carried**

### **4. Committee and Staff Reports**

#### **4.1 Unapproved Minutes and Recommendations from the Committee of the Whole meeting of May 17, 2011**

Vice Chair Szeman reviewed the unapproved minutes from the May 17, 2011 Committee of the Whole meeting. Trustee Blake requested that Item 4.8 (c), Pupil Accommodation Review Policy, be voted on separately. Vice Chair Szeman presented the following recommendations for approval:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Technological Pathways Plan including the closing of the Design and Technology/Family Studies Program effective June 30, 2011.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the position of Program Consultant: Elementary/Secondary for the 2011-12 school year, pending budget deliberations.

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves the implementation of the Early Learning Kindergarten Program for Years 4 and 5, subject to Ministry of Education approval, at the following schools:

#### **Year 4**

Holy Family Catholic Elementary School, Brant  
Our Lady of Fatima School, Norfolk  
Sacred Heart Catholic Elementary School, Brant  
St. Gabriel Catholic Elementary School, Brant  
St. Leo School, Brant  
St. Mary's School, Haldimand  
St. Michael's School, Norfolk



**Year 5**

Blessed Sacrament School, Brant  
Notre Dame Catholic Elementary School, Haldimand  
Our Lady of LaSalette School, Norfolk  
Our Lady of Providence Catholic Elementary School, Brant  
St. Anthony Daniel School, Brant  
St. Bernard School, Brant  
St. Bernard of Clairvaux School, Norfolk  
St. Mary School, Brant  
St. Patrick School, Brant

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the utilization of non-competitive procurement to allow the continuation of services provided by OSBIE for another five-year term, beginning January 1, 2012.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board supports in principle the Coalition's Statement of Intent and to formally join the Coalition for Children & Youth Mental Health.

THAT the Committee of the Whole refers the recommendations from the Policy Committee Meetings of April 20, 2011 and of May 5, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Hiring – Academic Staff Policy 300.10 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Hiring – Support Staff Policy 300.11 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Nutrition – Creating a Healthy Environment Policy 200.01 (Interim) to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the recommendations from the Accommodations Committee Meeting of May 4, 2011, to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Accommodations Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board a recommendation to contract Watson and Associates Inc. to prepare enrolment projections for all schools in the Board's jurisdiction.



That the Accommodations Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board that the architect selection for the St. Peter and St. Joseph's Schools Early Learning Kindergarten Program additions be completed by staff and a recommendation for the architect be submitted to Board for approval.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the position of Principal of Continuing Education pending the successful search for a suitable candidate for a one-year term and on a revenue-neutral basis.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves Baird Sampson Neuert Architects to design the additions to St. Joseph's and St. Peter Schools.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes from the Committee of the Whole Meeting of May 17, 2011.

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations from the Committee of the Whole Meeting of May 17, 2011.

**Carried**

Trustee Blake proposed the following amendment to the Policy Statement of the Pupil Accommodation Review Policy 400.16: "An ARC will be made up of all schools which will be affected in a negative or positive way as a result of the said Pupil Accommodation Review."

Moved by: Dennis Blake

Seconded by: Rick Petrella

Following discussion on the proposed amendment, Trustee Blake requested a recorded vote.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the proposed amendment to the Policy Statement of the Pupil Accommodation Review Policy.

Trustee Blake – Yes

Trustee Dignard – No

Trustee McKinnon – No

Trustee Petrella – Yes

Trustee Szeman – No

**Defeated**

THAT the Committee of the Whole refers the Pupil Accommodation Review Policy 400.16 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



- 4.2 Excursion – St. John’s College Varsity Boys’ Soccer Team – San Diego and Anaheim**  
Superintendent Chris Roehrig presented a request for approximately 18-20 Grades 9-12 male students from St. John’s College to compete in soccer games against teams from the West Coast USA during the 2012 March Break.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John’s College for an excursion to San Diego and Anaheim, California to participate in local soccer competitions from Friday, March 9, 2012 to Saturday, March 17, 2012.

**Carried**

**4.2 Student Trustee Report**

Student Trustee Alyna Poremba reported on the annual Student Leadership Symposium that brought together the outgoing and incoming student councils from the three secondary schools. The focus was on building school spirit and how to integrate our Catholic faith into student activities. Student Trustee Poremba also reported on the OSTA-AECO AGM, which focused on equity and inclusion and social entrepreneurship. She also updated trustees on local Catholic Education Week activities, recent competitions, annual concerts and theatre production successes.

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report for May 2011.

**Carried**

**5. Information and Correspondence**

Trustee Szeman recently participated in an Accelerated OYAP Culinary tasting event at St. John’s College. Thirteen courses were presented by students and enjoyed by guests.

**Moved by:** Dan Dignard

**Seconded by:** Bonnie McKinnon

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

**Carried**

**6. Notices of Motion – Nil**

**7. Trustee Inquiries**

A trustee requested and received clarification regarding the list of redundant teachers that trustees had received.



**8. Business In-Camera**

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

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: Rick Petrella

Seconded by: June Szeman

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. Closing Prayer**

The meeting Closing Prayer was recited in unison.

**12. Adjournment**

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of May 24, 2011.

**Carried**



**Special Meeting of the Board  
Tuesday, June 21, 2011 7:00 p.m.  
Boardroom**

**Trustees:**

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

**Absent:**

**Senior Administration:**

Cathy Horgan (Director of Education & Secretary), Wally Easton (Associate Director, Corporate Services & Treasurer), Bill Chopp and Chris Roehrig (Superintendents of Education), Tom Grice (Assistant Superintendent of Business)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with a prayer led by Cliff Casey.

**1.2 Attendance – as noted above**

**1.3 Approval of the Agenda**

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the Special Meeting of the Board of June 21, 2011.

**Carried**

**1.4 Declaration of Interest - Nil**

**2. Presentations and Delegations - Nil**

**3. Consent Agenda - Nil**

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

**5. Information and Correspondence – Nil**

**6. Notices of Motion - Nil**



**7. Business In-Camera**

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

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

**Carried**

**6. 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: Rick Petrella

Seconded by: June Szeman

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of June 21, 2011.

**Carried**

# RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

June 21, 2011

AGENDA ITEM	MOTION
4.2	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the report on the Teaching and Learning in the 21 <sup>st</sup> Century Project and approves the continuation of the pilot in 2011-12 pending budget approval.
4.6	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Protocol between the Police, the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board.
4.7	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2011-12 Annual Accessibility Plan.
4.9	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to London, Paris and the Netherlands from Friday, March 9, 2012 to Sunday, March 18, 2012.
4.10	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College for an excursion to Quebec City, Quebec from Wednesday, February 8, 2012 to Sunday, February 12, 2012.
4.12	<p>THAT the Committee of the Whole refers the recommendations from the Budget Committee Meeting of June 6, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Salaries and Benefits Budget, in the amount of \$91,716,997, to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Operations Budget, in the amount of \$29,159,792, to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Capital Budget, in the amount of \$5,132,928, to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p style="padding-left: 40px;">THAT the Budget Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that all new information technology infrastructure be deferred until such time that an Information Technology Strategic Plan is approved by the Board.</p> <p style="text-align: right;"><i>(continued)</i></p>

THAT the Committee of the Whole refers the recommendations from the Policy Committee Meeting of June 7, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Community Use of Schools Policy 400.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Trustee Expenses Policy 100.10 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Employee Expenses Policy 700.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Purchasing Policy 700.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes from the Committee of the Whole Meeting of June 21, 2011.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations from the Committee of the Whole Meeting of June 21, 2011.



**Committee of the Whole**  
**Tuesday, June 21, 2011 7:00 pm**  
**Boardroom**

**Trustees:**

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

**Absent:**

**Senior Administration:**

Wally Easton (Associate Director, Corporate Services & Treasurer), Bill Chopp, Trish Kings and Chris Roehrig (Superintendents of Education), Tom Grice (Assistant Superintendent of Business)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with a prayer led by Cliff Casey.

**1.2 Attendance** – As noted above.

**1.3 Approval of the Agenda**

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the June 21, 2011 meeting.

**Carried**

**1.4 Declaration of Interest** – Trustee Szeman declared a conflict of interest for Item 4.12, specifically the motion regarding the 2011-12 Salaries and Benefits Budget, due to a family member's employment with the Board.

**2. Presentations and Delegations - Nil**

**3. Consent Agenda**

**3.1** THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the May 17, 2011 meeting.

**3.2** THAT the Committee of the Whole refers the approved minutes from the Special Education Advisory Committee meeting of May 11, 2011 and the unapproved minutes from the meeting of June 8, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



- 3.3 THAT the Committee of the Whole refers the unapproved minutes from the Catholicity Committee Meeting of May 25, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 3.4 THAT the Committee of the Whole refers the unapproved minutes from the Audit Committee Meeting of June 13, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 3.5 THAT the Committee of the Whole refers the unapproved minutes from the Regional Catholic School Council Meeting of June 14, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

A trustee requested and received additional information/clarification on several items in the minutes under Items 3.2 and 3.3.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves all reports and motions under the Consent Agenda.

**Carried**

#### **4. Committee and Staff Reports**

##### **4.1 Accommodation Review – St. Mary School, Brantford**

Director Horgan reviewed key information supporting the recommendation to close St. Mary School. A trustee expressed concern that a decision is being requested before the enrolment review currently being conducted by Watson & Associates is received. The draft Watson report is expected in August, 2011. In response to an inquiry, Director Horgan confirmed that although the Ministry recommends that the length of time between decision and closure be twelve months, the time period can be shortened with good rationale. An amended motion was presented and a recorded vote was requested. Chair Casey declared his intention to vote on the amended motion.

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the decision to close St. Mary School in Brantford be postponed until the September 20, 2011 Committee of the Whole meeting to allow Watson & Associates the opportunity to provide the Board-wide enrolment projections for Board review.

Trustee Blake	Yes
Trustee Casey	Yes
Trustee Dignard	Yes
Trustee McKinnon	No
Trustee Petrella	Yes
Trustee Szeman	Yes

**Carried**



#### **4.2 Teaching and Learning in the 21<sup>st</sup> Century Project**

Superintendent Kings introduced Don Backus, Principal and Alicia Demeyere, Grade 2 teacher at St. Joseph's school, both of whom participated in the 21<sup>st</sup> Century Learner pilot project, which was conducted in seven schools from January to June, 2011. Superintendent Kings shared the results of the pilot program with trustees. Mr. Backus thanked the Board for embarking on this initiative and commented that the in-depth collaboration between teachers, increased student engagement and the positive reaction from parents were some of his key observations.

Ms. Demeyere elaborated on how Netbooks are used in classroom instruction and showed video clips of students recording their work via webcam. Next steps would be the expansion of the pilot to all Grades 1-3 classrooms in 2011-12. An amended motion for the continuation of the pilot was presented.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the report on the Teaching and Learning in the 21<sup>st</sup> Century Project and approves the continuation of the pilot in 2011-12 pending budget approval.

**Carried**

#### **4.3 Professional Development Conference – *Loving the Two Halves of Life* at the Centre for Action and Contemplation**

Director Horgan shared the key learnings taken from the *Loving the Two Halves of Life* Conference in the area of adult faith formation. These insights, coupled with feedback from the spiritual professional needs assessments that were recently completed by teachers and principals, will help inform the professional development plan for adult faith formation for 2011-12. Joyce Young, Religion and Family Life Consultant, provided her insights on the Conference and circulated photos and artifacts from the event.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Committee of the Whole refers the Professional Development Conference – *Loving the Two Halves of Life* at the Center for Action and Contemplation report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

#### **4.4 Strategic Action Plan: Year-End Report**

Director Horgan advised that Year 2 of the three-year Strategic Plan is coming to an end and highlighted progress made in achieving various strategic commitments in the areas of Catholicity, Student Achievement, Leadership and Communications during 2010-11. A video clip illustrating the implementation of these goals system-wide was shown. This video, the strategic plan status charts, and key questions soliciting feedback on the strategic plan will be given to all school Principals in August for staff input. This input will be used to help formulate the commitments for Year 3, which will be presented to the Board in October 2011 for approval.

Moved by: June Szeman

Seconded by: Dennis BLake

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Action Plan: Year-End Report.

**Carried**



#### **4.5 Ontario Secondary School Literacy Test**

Superintendent Roehrig reported on the results of the Ontario Secondary School Literacy Test (OSSLT) conducted in March. Board-wide results exceed provincial results by 1% for first-time writers, and by 13% for students who have previously attempted the OSSLT.

Moved by: June Szeman

Seconded by: Rick Petrella

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

**Carried**

#### **4.6 Protocol Between the Police, the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board**

Superintendent Kings reported that due to revised policy direction from the Ministry of Education and the Ministry of Community Safety and Correctional Services, the Protocol for investigating school-related occurrences had been revised based on specific requirements from the provincial model. She highlighted the major changes included in the revised Protocol and advised that staff will be trained in September, 2011.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Protocol between the Police, the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board.

**Carried**

#### **4.7 2011-12 Annual Accessibility Plan**

Superintendent Chopp explained that the *Accessibility for Ontarians with Disabilities Act* requires publicly-funded organizations to work towards full accessibility by 2025, including the development of an annual Accessibility Plan demonstrating how the organization will meet the 2025 goal. Mr. Chopp presented the 2011-12 Plan developed by the Board's Accessibility Steering Committee and reviewed the recommendations that have been made by the Committee.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2011-12 Annual Accessibility Plan.

**Carried**

#### **4.8 Financial Report – May 2011**

Associate Director Easton reviewed the financial report for the third quarter of the 2010-11 school year. The budget is on track with approximately 75% of the budget spent year to date.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Financial Report – May 2011 report.

**Carried**



**4.9 Excursion – London, Paris and Netherlands**

Superintendent Roehrig presented a request from St. John's College for approximately 30 Grades 10-12 students to participate in an excursion that will expose students to art and architecture from different historical periods in three European countries.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to London, Paris and the Netherlands from Friday, March 9, 2012 to Sunday, March 18, 2012.

**Carried**

**4.10 Excursion - Quebec City, Quebec**

Superintendent Roehrig presented a request from Assumption College School for approximately 40 Grades 10-11 students to participate in an excursion to Quebec City in order to be immersed in French culture and language.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College for an excursion to Quebec City, Quebec from Wednesday, February 8, 2012 to Sunday, February 12, 2012.

**Carried**

**4.11 Educational Field Trip Summary Report**

Superintendent Roehrig presented an overview of the educational overnight, extended overnight and excursions that have been approved since February 2011.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the educational field trip summary report.

**Carried**

**4.12 Unapproved Budget Committee Meeting Minutes & Recommendations – June 6, 2011**

Trustee Petrella, Chair of the Budget Committee, presented the highlights of the 2011-12 Budget. He commented that the budget is balanced, with an overall increase of \$8.4 million over the 2010-11 revised budget. Trustee Petrella also advised that the Budget Committee had requested that spending in the area of information technology be deferred until an Information Technology Strategic Plan is approved by the Board. He then put forward the following recommendations for approval:

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Salaries and Benefits Budget, in the amount of \$91,716,997, to the Brant Haldimand Norfolk Catholic District School Board for approval.



THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Operations Budget, in the amount of \$29,159,792, to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Capital Budget, in the amount of \$5,132,928, to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that all new information technology infrastructure be deferred until such time that an Information Technology Strategic Plan is approved by the Board.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the unapproved minutes from the Budget Committee Meeting of June 6, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

THAT the Committee of the Whole refers the recommendations from the Budget Committee Meeting of June 6, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

#### **4.13 Policy Committee Meetings Minutes & Recommendations – June 7, 2011**

Trustee Blake, Chair of the Policy Committee, reported that the Committee had reviewed four policies that had been revised to reflect revised Ministry requirements and directives. He presented the following recommendations for approval:

THAT the Policy Committee recommends that the Committee of the Whole refers the Community Use of Schools Policy 400.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Trustee Expenses Policy 100.10 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Employee Expenses Policy 700.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Purchasing Policy 700.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Moved by: Bonnie McKinnon  
Seconded by: Dennis Blake

THAT the Committee of the Whole refers the unapproved minutes from the Policy Committee Meeting of June 7, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

THAT the Committee of the Whole refers the recommendations from the Policy Committee Meeting of June 7, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**5. Information and Correspondence**

Chair Casey advised that information regarding future OCSTA professional development training opportunities would be forwarded to trustees for their information.

Moved by: Bonnie McKinnon  
Seconded by: Dennis Blake

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

**Carried**

**6. Notices of Motion – Nil**

**7. Trustee Inquiries**

A trustee inquired about the status of the hiring of a Junior Webmaster and was informed that the hiring process is well on its way. A trustee expressed concern regarding ongoing difficulties with the Board website. Associate Director Easton advised that a contractor has been hired to help maintain website stability until a Junior Webmaster is in place.

**8. Business In-Camera**

Moved by: Rick Petrella  
Seconded by: June Szeman

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: Rick Petrella  
Seconded by: June Szeman

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. Closing Prayer**

The closing prayer was recited in unison.

**12. Adjournment**

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of June 21, 2011.

**Carried**

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

Prepared by: Trish Kings, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: June 21, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

# TEACHING AND LEARNING IN THE 21<sup>ST</sup> CENTURY PROJECT

## Public Session

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### **BACKGROUND INFORMATION:**

At the October 26, 2010 Board meeting, the Board of Trustees approved the “Teaching and Learning in the 21<sup>st</sup> Century” using technology plan, subject to future budget considerations as well as the pilot project for 2010–11 in an amount not to exceed \$250,000.

The pilot project involved the following networks:

Network A: Blessed Sacrament  
Holy Family  
St. Anthony Daniel  
St. Theresa

Network B: St. Cecilia’s  
St. Joseph’s  
St. Michael’s (Walsh)

Training was provided by staff from I.B.M. and BHNCDSD support staff for primary teachers and principals in the two pilot networks.

- |  |
|--|
| <p>Jan. 25, 2011 – Initial Netbook Care and Feeding Session</p> <ul style="list-style-type: none"><li>· full day learning session carousels supported teacher learning needs related to Netbook and use of peripherals, as indicated in pre-session survey</li></ul> <p>Feb. 16, 2011 – Destination Reading Learning Session</p> <ul style="list-style-type: none"><li>· full day training provided to teachers on using Destination Reading Software to support differentiated classroom instruction</li></ul> <p>Mar. 24, 2011 – Teaching / Learning Sharing Session</p> <ul style="list-style-type: none"><li>· half day session for teachers to share strategies, challenges and successes around using the Netbook and LCD projector as well as Destination Reading software</li></ul> <p>June 17, 2011 – Culminating Session</p> <ul style="list-style-type: none"><li>· half day session to provide opportunity for review of previous learning and to offer feedback as we move forward with the project</li></ul> |
|--|

Technology upgrades included a netbook for each teacher, infrastructure upgrades to provide wireless network access, and LCD projectors for each primary classroom. To support and enhance student achievement, teachers were also provided with Destination Reading Software, which is closely linked to the Nelson Literacy Program that has been implemented in all Grades 1–8 across the Board.

In addition, support was provided for each pilot school by Leslie Telfer, Principal of Program, Shawn Virag, Program Consultant, Information Technology, and Greg Prince, Computer Technician.

## **DEVELOPMENTS:**

Strategies are in place to determine the success of the project in terms of student achievement, student engagement and teacher practice. To date, data has been collected in the seven pilot schools through:

- Developmental Reading Assessment (DRA)
- Destination Reading Course tests
- Destination Reading Usage reports
- a pre- and post-survey by teachers
- a post student survey
- a post principal survey.

The results have been analyzed to determine observable growth over time in each of the areas, as per the following Appendices:

- Appendix A – Developmental Reading Assessment (DRA) Results
- Appendix B – Destination Reading Course Test Results
- Appendix C – Teacher Practice Survey (completed information to be provided)
- Appendix D – Student Survey

The next steps include the following:

<b>What</b>	<b>Who</b>	<b>When</b>
Professional Development Session A: <ul style="list-style-type: none"> <li>· Care and Feeding Sessions (full day)</li> <li>· Deployment of Netbooks</li> </ul>	Literacy Teachers, Special Education Teachers, Grades 1-3 teachers in 24 schools (116 in total to be inserviced)	October/November, 2011
Professional Development Session B: <ul style="list-style-type: none"> <li>· Integrating Technology into the Classroom (full day)</li> </ul>	Literacy Teachers, Special Education Teachers, Grades 1-3 teachers in 24 schools (116 in total to be inserviced)	Early December, 2011
Professional Development Session C: <ul style="list-style-type: none"> <li>· Integrating Technology into the Classroom, Part II (half day)</li> </ul>	Literacy Teachers, Special Education Teachers, Grades 1-3 teachers in 24 schools (116 in total to be inserviced)	February, 2012
Professional Development Session D: <ul style="list-style-type: none"> <li>· Effectively Using Teacher and Student Technology in the Classroom (half day)</li> </ul>	Literacy Teachers, Special Education Teachers, Grades 1-3 teachers in 24 schools (116 in total to be inserviced)	Mid June, 2012

Continued tracking of student achievement and engagement, teacher practice, and the success of the project will be an ongoing endeavour.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the report on Teaching and Learning in the 21<sup>st</sup> Century Project.

Appendix A

21<sup>st</sup> Century Teaching and Learning Pilot Schools  
Developmental Reading Assessment (DRA) Results

Feb. 25 DRA Scores							June 15 DRA Scores								
<i>Grade 1: 2010-2011</i>							<i>Grade 1: 2010-2011</i>								
	# of students	# At Risk (<=6)	% At Risk (<=6)	# Below Standard (<10)	% Below Standard (<10)	# At Standard (>=10)	% At Standard (>=10)		# of students	# At Risk (<=10)	% At Risk (<=10)	# Below Standard (<16)	% Below Standard (<16)	# At Standard (>=16)	% At Standard (>=16)
Total	128	12	9%	43	34%	73	57%	Total	126	10	7.9%	32	25.4%	94	74.6%

The Grade 1 data reflects a 17.6% increase from the interim standard text level 10 to the year-end standard text level 16.

Feb. 25 DRA Scores							June 15 DRA Scores								
<i>Grade 2: 2010-2011</i>							<i>Grade 2: 2010-2011</i>								
	# of students	# At Risk (<=16)	% At Risk (<=16)	# Below Standard (<18)	% Below Standard (<18)	# At Standard (>=18)	% At Standard (>=18)		# of students	# At Risk (<=18)	% At Risk (<=18)	# Below Standard (<24)	% Below Standard (<24)	# At Standard (>=24)	% At Standard (>=24)
Total	114	31	27.2%	31	27.2%	83	72.8%	Total	114	17	14.9%	20	17.9%	94	82.5%

The Grade 2 data reflects a 9.7% increase from the interim standard text level 18 to the year-end standard text level 24.

Feb. 25 DRA Scores							June 15 DRA Scores								
<i>Grade 3: 2010-2011</i>							<i>Grade 3: 2010-2011</i>								
	# of students	# At Risk (<=24)	% At Risk (<=24)	# Below Standard (<28)	% Below Standard (<28)	# At Standard (>=28)	% At Standard (>=28)		# of students	# At Risk (<=28)	% At Risk (<=28)	# Below Standard (<38)	% Below Standard (<38)	# At Standard (>=38)	% At Standard (>=38)
Total	132	18	13.6%	18	13.6%	114	86.4%	Total	127	18	14.2%	33	26%	94	74%

The Grade 3 data reflects a 12.4% decline from the interim standard text level 28 to the year-end standard text level 38.

## 21<sup>st</sup> Century Teaching & Learning Pilot Project Destination Reading Course Test Results

<b><i>Destination Reading Course Test #1 April</i></b>		
% of students scoring on average from 0-50%	% of students scoring on average from 51-75%	% of students scoring on average from 76-100%
51.0 %	26.9 %	22.0 %
<b><i>Destination Reading Course Test #2 June</i></b>		
% of students scoring on average from 0-50%	% of students scoring on average from 51-75%	% of students scoring on average from 76-100%
20.7%	39.6%	39.6%

- Across all grades and classes, there was a decline of 30.3% of students achieving between 0 and 50% on the course tests assigned from April to June.
- Across all grades and classes, there was a 12.7% increase of students achieving between 51 and 75% on the course tests assigned from April to June.
- Across all grades and classes, there was a 17.6% increase in the number of students achieving between 76 and 100% on the course tests assigned from April to June.

## Appendix C

### 21<sup>st</sup> Century Teaching & Learning Pilot Project Teacher Practice Survey Results

Statement	February				June			
	Very comfortable	Comfortable	Uncomfortable	Very uncomfortable	Very comfortable	Comfortable	Uncomfortable	Very uncomfortable
1. I am using technology to support learner-centered strategies that address the diverse needs of students	0.0%	59.1 %	40.9 %	0.0 %	27.8%	72.2%	0	0
2. I apply technology to develop students' higher order skills and creativity	0.0 %	50.0 %	50.0 %	0.0 %	11.1%	83.3%	5.6%	0
3. I use technology resources to engage in ongoing professional development and lifelong learning	13.6 %	63.6 %	22.7 %	0.0 %	27.8%	61.1%	11.1%	0
4. I use technology to communicate and collaborate with peers, parents, and the larger community in order to nurture student learning	9.1 %	45.5 %	45.5 %	0.0 %	22.2%	55.6%	16.7%	5.6%

# of teachers surveyed=22

A comparative analysis of the February and June teacher survey results reflects a significant increase in teacher comfort level in using the technology supports provided by the 21<sup>st</sup> Century Teaching and Learning Pilot Project. Results reflect the following increases:

1. Teachers are 41% more comfortable using technology to support learner centered strategies.
2. Teachers are 44% more comfortable applying technology to develop higher order skills.
3. Teachers are 12% more comfortable using technology resources to engage in ongoing professional development.
4. Teachers are 23% more comfortable using technology to communicate and collaborate with peers.

## 21<sup>st</sup> Century Teaching & Learning Pilot Project

### Student Survey Results

Use of Netbook	Student Response		
	J I'm happy	K It does not make a difference	L I'm not happy
1. I like learning better when my teacher is using a Netbook to teach	82.1 %	13.1 %	4.8 %
2. I am more interested in learning when my teacher uses the Netbook	82.4 %	13.0 %	4.5 %
3. I am more involved in my lessons when my teacher uses the Netbook	72.6 %	22.9 %	4.5 %
<b>Destination Reading</b>			
1. I like destination reading	82.0 %	11.0 %	7.0 %
2. Destination Reading helps me get better at reading	71.0 %	23.0 %	6.0 %

# of students surveyed= 384

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

Prepared by: Trish Kings, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: June 21, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

### PROTOCOL BETWEEN THE POLICE, THE GRAND ERIE DISTRICT SCHOOL BOARD AND THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Public Session

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#### **BACKGROUND INFORMATION:**

The Protocol between the Police, the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District Board has been recently revised for implementation in September 2011.

Under the policy direction of the Ministry of Education and the Ministry of Community Safety and Correctional Services, school boards and police services are required to establish and follow a protocol for the investigation of school-related occurrences so that both partners have a clear understanding of the respective roles, procedures and decision-making authority of both police and school personnel as they relate to school safety.

The support document from the Ministry of Education and the Ministry of Community Safety and Correctional Services outlines the common principles which all protocols are to be based and the key elements all protocols must include. It is recognized that distinct environments in which school boards operate and the varied resources available challenge the development of identical protocols; however, certain obligations and procedures are required by provincial and federal legislation (i.e., the Education Act, the Child and Family Services Act, the Criminal Code, the Youth Criminal Justice Act, the Canadian Charter of Rights and Freedoms, and the Ontario Human Rights Code) and by case law.

Making our schools safe, inclusive and equitable places for learning and teaching requires a comprehensive strategy in which police play a vital role in supporting and enhancing the efforts of schools to be safe in terms of prevention of crime and violence, as well as responding to and investigating school-related incidents.

#### **DEVELOPMENTS:**

In January 2011, school board staff and police service representatives attended a one-day Ministry inservice regarding the *Provincial Model for a Local Police/School Board Protocol*. Following this session, a small writing team developed a draft protocol based on the needs and requirements of our communities adhering to the specific requirements from the provincial model.

This team was comprised of:

Bill Valoppi, Principal-Leader, GEDSB  
Lori Henderson, Elementary Principal, GEDSB  
Dino Crapsi, Secondary Vice Principal, GEDSB  
Elaine Thomas, Secondary Principal, GEDSB  
Tanya Haist, Child and Youth Worker, GEDSB  
Rob Cavalieri, Secondary Vice Principal, BHCNCSB  
Terry Dunnigan, Elementary Principal, BHCNCSB

A subsequent meeting was held in April to review the protocol providing opportunities for discussion to clarify, modify and make suggestions to the draft document.

The participants included:

Greg Anderson, Superintendent of Education, GEDSB  
Trish Kings, Superintendent of Education, BHCNCSB  
Bill Valoppi, Principal-Leader, GEDSB  
Rob Cavalieri, Vice Principal, BHCNCSB  
Terry Dunnigan, Elementary Principal, BHCNCSB  
Inspector Scott Easto, Brantford Police Services  
Constable Mary Boddy, Youth Crime Officer – Haldimand OPP  
Staff Sergeant Bev Prevett, Brant OPP  
Inspector Dave Durant, Brant OPP  
Constable Dean Pottruff, School Resource Officer, Brant OPP  
Shawn McKillop, Manager of Communications and Community Relations, GEDSB  
Kelly Wright, Director of Services, Haldimand/Norfolk Children's Aid Society  
Margaret Barr, Director of Services, Brant Children's Aid Society

The final draft was then sent to all members of the committee for feedback and approval and will be shared with their respective organizations.

Following approvals by all the key partners, school boards and police services, the joint protocol will be signed and implemented effective September 2011.

Final steps include training for principals and vice principals on the document, which will take place in September 2011, as well as the development of a communication plan to promote knowledge and understanding of the contents of the protocol.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Protocol between the Police, the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board.

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

Prepared by: Bill Chopp, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: June 21, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

### 2011-12 ANNUAL ACCESSIBILITY PLAN

Public Session

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#### **BACKGROUND INFORMATION:**

The *Ontarians with Disabilities Act* (ODA) was first given Royal Assent in 2001. The Act required school boards, and other publicly funded organizations, to prepare annual plans to increase accessibility for people with disabilities. In June 2005, the *Accessibility for Ontarians with Disabilities Act* received Royal Assent and replaced the *Ontarians with Disabilities Act*. The *Accessibility for Ontarians with Disabilities Act* also required the development of an annual plan.

#### **DEVELOPMENTS:**

The Act requires the government to work to develop plans that will lead toward an accessible Ontario by 2025. This means that publicly-funded organizations must demonstrate that their plans will achieve this goal.

Attached is the 2011-12 Annual Accessibility Plan developed by the Board's Accessibility Steering Committee. Currently, the Committee is comprised of a teacher of the deaf and hard of hearing, an elementary principal, the principal of program for special education, the manager of facilities, a mobility and orientation instructor, the attendance support coordinator, union representatives, a Board Trustee, a SEAC member, the assistant superintendent of business, the superintendent of special education, the acting manager of information technology and the manager of transportation services. This plan builds on the initiative and achievements identified by the committee. The key aspects of the 2011-12 plan are:

- An accessibility working group will act as a resource for input, recommendations and provide advice to the Board.
- The Accessibility Steering Committee will develop a communication plan to make staff aware of accessibility issues.
- The Board will develop its website to become more accessible for all people.
- Renovation and reconstruction of the reception area of the Catholic Education Centre and each secondary school to make them accessible to all persons.

#### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the 2011-12 Annual Accessibility Plan.

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

Prepared by: Chris N. Roehrig, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: June 21, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**EXCURSION - LONDON, PARIS AND NETHERLANDS**

Public Session

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**BACKGROUND INFORMATION:**

St. John's College is requesting approval for an excursion to London, Paris and the Netherlands from Friday, March 9, 2012 to Sunday, March 18, 2012 (no school days).

**DEVELOPMENTS:**

Approximately thirty (30) Grades 10-12 students will be participating in this field trip. Supervising teachers will include Paula Rocha and Adam Gesjorskyj as the chaperones. The anticipated cost of the trip for each student is approximately \$2676.

The students will be exposed to art and architecture from different periods in three countries and will engage students in learning about the rich history behind them. Visits to places like the National Gallery, Tower of London, Notre Dame, the Louvre, and Musée d'Orsay will bring classroom learning to life. The students will travel to Amsterdam by Thalys train where they will experience a Tour Director-Led sightseeing tour. They will visit Anne Frank's house, the Rijksmuseum, and a diamond factory, as well as participate in a guided canal cruise.

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

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to London, Paris and the Netherlands from Friday, March 9, 2012 to Sunday, March 18, 2012.

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

Prepared by: Chris N. Roehrig, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: June 21, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**EXCURSION – QUEBEC CITY, QUEBEC**  
Public Session

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**BACKGROUND INFORMATION:**

Assumption College is requesting approval for an excursion to Quebec City, Quebec from Wednesday, February 8, 2012 (evening) to Sunday, February 12, 2012 (two school days).

**DEVELOPMENTS:**

Approximately forty (40) Grades 10-11 students will be participating in this field trip. Supervising teachers will include Jennifer Rodger and Yola McCulloch as the female chaperones. The male chaperone has yet to be determined. The anticipated cost of the trip for each student is approximately \$700.

The students will have an opportunity to practise first-hand the language skills taught in the classroom. The trip will enhance the students' learning by active participation in an authentic setting and reinforce the importance of being literate in both of Canada's official languages.

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

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College for an excursion to Quebec City, Quebec from Wednesday, February 8, 2012 to Sunday, February 12, 2012.

## 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: June 6, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

### 2011-12 BUDGET

Public Session

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#### **BACKGROUND INFORMATION:**

On March 31, 2011, the government released the regulation for the *Grants for Student Needs* (GSN) for the 2011-12 school year. Primary considerations for the government were the continued implementation of the Early Learning Kindergarten Program (ELKP), which is being phased-in over the 2010 to 2015 period. School board grants totalled \$21 billion provincially, \$770 million or 3.8% greater than last year. The GSN will continue to fund salary and other enhancements provided for in the Provincial Discussion Table (PDT) agreement, which was negotiated during the 2008 PDT. Grant monies include changes to special education funding, a net 1% increase in transportation grants and a 2% increase in school operations to provide for increased utility costs. Again this year, the Ministry has made reductions to grants for classroom computers. As with the 2010-11 grants, some enhancements will be outside of regular grants, some of which have been already been announced. The remainder of the grants will be announced in the next few months.

#### **DEVELOPMENTS:**

Declining enrolment in the elementary panel has caused some challenges in achieving a balanced budget. Over the next few years, the Board will continue to see a slight decline in enrolment. The enrolment for 2011-12 is estimated at 9,727 full-time equivalent students, plus 135 ELKP students. This amounts to a decrease of approximately 325 students from last year; resulting in a reduction of 25 teaching positions. Some teaching staff reductions will be offset by retirements and long-term leave of absences. The Ministry has provided approval for three additional Early Learning Kindergarten classes requiring three additional Early Childhood Educators (ECEs) and 1.5 educational assistants (EAs) to support that program.

A balanced budget is being presented for the Board's approval. The total increase in the Board's budget over last years revised budget is approximately \$8.4 million or 7.4%. The total includes \$4 million for school-generated funds and \$1 million for the School College Work Initiative (SCWI), which have not been included in previous budgets. Excluding those amounts, the increase in the overall budget is \$3.4 million or 3%.

Attached are several appendices:

- Appendix A - Explanation of 2011-12 Budget
- Appendix B - Revenue Estimates
- Appendix C - Salary and Benefit Expenditures
- Appendix D - Other Operating Expenditures
- Appendix E - Capital Budget
- Appendix F - Expenditure Supporting Documentation

The Board will be asked to approve the Salaries and Benefits Budget and then approve the balance of the Budget related to operations, excluding salaries and benefits. The total of the Salaries and Benefits Budget and the Operations Budget equal the total revenue and expenditure estimates.

**RECOMMENDATION:**

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Salaries and Benefits Budget, in the amount of \$91,716,997, to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Operations Budget, in the amount of \$29,159,792, to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Capital Budget, in the amount of \$5,132,928, to the Brant Haldimand Norfolk Catholic District School Board for approval.

## INTRODUCTION

On March 31, 2011, the government released the regulation for the *Grants for Student Needs* (GSN) for the 2011-12 school year. Primary considerations for the government were the continued implementation of the Early Learning Kindergarten Program (ELKP), which is being phased-in over the 2010 to 2015 period. School board grants totaled \$21 billion provincially, \$770 million or 3.8% more than last year. The GSN will continue to fund salary and other enhancements provided in the Provincial Discussion Table (PDT) agreed to last year. Changes for 2011-12 affecting our Board include:

### Provincial Discussion Table Impacts:

- Increased preparation time for elementary teachers of ten minutes per week will provide for approximately two additional teachers.
- Reduced class size for Grade 4 to Grade 8.
- Funding for 1.2 additional secondary teachers.
- Increased professional learning allocation for teachers.
- The PDT provides for a 3% increase in staff salaries and benefits.

### Other impacts of the 2011-12 grants are:

- Funding for an additional three Early Learning Kindergarten classrooms.
- 2% increase in School Operation grants to offset increased utility costs..
- 2% increase for Transportation grants, except for boards that have a surplus of transportation funding.
- Reduction of 1% in Transportation grants in anticipation of savings from the establishment of the Transportation Consortia, except boards that have a *high* efficiency rating as determined by the Ministry.
- Classroom computer funding will be reduced once again by approximately \$125,000.
- No increase for supplies and services.

### Other grants announced subsequent to the GSNs include:

• Grade 7 to Grade 12 Differentiated Instruction Professional Learning Strategy	\$ 5,621
• Grade 7 to Grade 12 Math and Literacy Professional Learning Strategy	\$ 51,992
• Autism Supports and Training	\$ 16,107
• Community Use of Schools - Outreach Coordinator	\$ 64,000
• Library Investment Project - Staffing (Elementary Schools)	\$101,615
• Ontario Focused Intervention Partnership (OFIP) – Schools in the Middle (SIM) Regional Networking	\$ 25,000
• Official Languages in Education (OLE)– French-as-a-Minority Language (FML) and French-as-a-Second Language (FSL)	\$ 76,123
• Schools Helping Schools Networking	\$ 52,683
• Student Success School and Cross Panel Teams	<u>\$ 11,647</u>

<b>Total</b>	<b>\$404,788</b>
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The 2011-12 school year is the first full year which will reflect the change to Public Sector Accounting Board (PSAB) accounting principles. These changes have been phased-in over the last five years. One of the major changes is that capital assets, such as buildings and furniture and equipment, are now amortized over the expected useful life of these assets. There are several complications, which will impact the budget, including the restriction on funding *non-supported* projects. PSAB rules also eliminate reserves, such as working reserves, which will now appear as part of the Board's accumulated surplus.

The 2011-12 Preliminary Expenditure Budget has been prepared based on contractual costs, as known, plus information received from superintendents, department managers and secondary/elementary school principals. Administration has attempted to keep expenditures as closely matched to the particular revenue components and spending envelopes of the funding model as are reasonably known at this time. As in previous years, the provincial funding model contains certain guidelines and parameters that limit a board's flexibility in determining its budget, such as:

- Salaries and benefits for classroom staff.
- Staffing formulas for classroom and non-classroom staff.
- School administration.
- Special education.
- Board administration and governance.
- School supplies, textbooks, materials, furniture and equipment.
- Plant operations.
- School renewal and new pupil places.
- Debt service charges.

The Ministry of Education continues to permit school boards to establish overall budgets and allocate resources within those budgets, although there have been specific restrictions placed on boards with respect to specific grants. There are four major restrictions which have been in the model since 1998 and must be adhered to by school boards in the determination of their budgets (except as permitted under the flexible funding regulation):

- Funds may not be moved from the classroom to the non-classroom category, although there is no longer a requirement to spend a certain percentage of funds on the classroom.
- The special education allocation establishes the minimum that each board must spend on special education.
- The allocation for new pupil places and for facilities renewal establishes the minimum that each board must spend on these components.
- The grant regulations stipulate that administration expenses cannot exceed the grant for Administration and Governance.

## EXPENDITURES

Senior Administration has spent considerable time reviewing priorities for the 2011-12 Budget. The goals, as approved by the Board, are:

- Improve primary literacy scores.
- Strengthen the visibility and practice of our Catholic faith in our schools.
- Identify and nurture potential leaders at every level of our school system.
- Enhance communications, both as a resource and communication tool.

The above priorities provided guidance for development of the budget and served as the basis for expenditure decisions. During the 2011-12 year, Administration will report on the status of achieving these goals.

The following is a brief description of the various expenditure categories, as well as comments on some of the reasons for significant changes from the 2010-11 Budget.

	2011-12 Budget	2010-11 Revised Budget	Increase (Decrease)
Instruction	60,681,845	58,535,073	2,146,772
Special Education	14,060,530	13,220,095	840,435
School Management	8,629,618	8,324,820	304,798
Student Support	450,992	649,136	(198,144)
Computer Services	1,200,210	1,194,418	5,792
Library	1,137,459	1,116,451	21,008
Guidance	1,083,465	1,027,171	56,294
Teacher Support	2,599,068	1,481,888	1,117,180
Administration and Governance	3,970,593	3,889,643	80,950
Operations and Maintenance	14,770,018	14,412,700	357,318
Transportation and Assessment	5,249,251	5,358,473	(109,222)
Continuing Education	---	---	---
Capital and Debt Charges	3,043,720	3,302,021	(258,301)
Other Non Operating	4,000,000	---	---
<b>TOTAL EXPENDITURE</b>	<b>120,876,769</b>	<b>112,511,889</b>	<b>8,364,880</b>

### Instruction

This category includes salary and benefit costs for all classroom teaching staff, teaching time for principals and vice-principals, occasional teaching costs and the costs of providing home instruction. For the 2011-12 year, it also includes nine Early Childhood Educators (ECEs) for the Early Learning Kindergarten Program (ELKP). It does not include principal and vice-principal administration time, secretarial costs or custodial costs for schools. It also does not include the cost of any staff member that serves the special needs of students, as these costs are included in Special Education. It does not include the cost of centralized administrative staff that support the classroom teacher as these are included in Teacher Support.

This section also includes expenses for schools for items such as books, periodicals, films, supplies and services and furniture and equipment. It does not include the cost of utilities or custodial supplies, which are included in Facilities Department expenditures.

The instructional budget includes \$600,000 to implement the 21<sup>st</sup> Century Learning Project in all Grade 1 to Grade 3 classrooms. This program was implemented in seven pilot schools in 2010-11. Further details will be presented to the Board in the fall of 2011. The budget also includes the replacement of the Grade 8 Design & Technology/Family Studies Programs with a new *Technology Plan Pathways* at a savings of approximately \$330,000.

The enrolment for 2011-12 is estimated at 9,727 full-time equivalent students, plus 135 ELKP students. This amounts to a decrease of approximately 325 students from last year; resulting in a reduction of 25 teaching positions. Over the next few years, the Board will continue to see some decline in enrolment. The budget includes a 3% increase in salaries and benefits as provided in previous Collective Agreements with its teacher federation, plus additional preparation time negotiated in the 2008-12 collective agreement.

### **Special Education**

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This category includes salary and benefit costs for all special education resource teaching staff (SERTS), occasional teaching costs related to special education and educational assistants for students with special needs. It also includes staff costs related to special education, such as the social worker, behavioural therapists, speech services, assistive technology and contracted psychological services. Supplies and services are travel costs for itinerant staff and learning materials. The equipment costs are primarily FM audio units, special computers and furniture, which are substantially covered by High Needs Grants.

Due in part to declining enrolment, the number of educational assistants (EAs) will be reduced by approximately six positions to 123 EAs and Child and Youth Workers (CYWs) will be reduced from four to one position. The hours for EAs will increase to seven hours per day as provided in the 2008-12 PDT and collective agreements.

### **School Management**

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This category covers the costs of school administration, including administrative time for principals and vice-principals plus school secretaries. Provision has been made for one additional principal for the new St. Basil Catholic Elementary School, which will open in January 2012. School Management includes a principal designated as the School Effectiveness Framework lead. The budget also includes \$150,000 to upgrade the Board's student administration system.

### **Student Support**

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The staff in the Student Support section includes three secondary school chaplaincy leaders, two CYWs to support the Alternative Education and Safe Schools Programs and noon-hour supervisors. The number of noon hour supervisors will decrease next year as EAs will provide most of the required supervision.

### **Computer Services**

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This category includes staff costs for all computer and data services technicians as well as one supervisor and one manager. The remaining costs are for operation of the Information Technology Department, including telephone line costs for the wide area network. Provision has been made to expand hardware and infrastructure to support the 21<sup>st</sup> Century Learning Project.

### **Library and Guidance Services**

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This category includes the combined costs of salary and benefits for secondary school teacher librarians, guidance counsellors and library technicians at the elementary and secondary levels. As a result of increased library funding in 2009-10, the Board was able to hire three additional library technicians in the elementary panel. The positions will remain for 2011-12 as the funding has been continued. This section also includes library supplies and materials.

### **Teacher Support**

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Staff in the Teacher Support section include a principal of program responsible for the student success initiative, two computer consultants, a religion consultant, two elementary program consultants, two secondary program consultants, the Ontario Youth Apprenticeship Program Coordinator and 2.5 clerical staff. One secondary consultant is funded by the Specialist High Skills Major Program. In 2007-08, an Arts Consultant was hired. This position was funded through the *Program Enhancement Grant*, which continues to be funded through the GSNs. Other costs are general office costs, professional development and automobile reimbursement costs for consultant staff.

This year the estimated cost for the School, College, Work Initiative have been included. This Initiative is a partnership with Mohawk College and the Grand Erie District School Board.

### **Administration and Governance**

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This category includes staffing expenses pertaining to administration, supervisory and clerical costs of trustees, the Director's Office, supervisory officers, business administration and human resources. The budget includes maintenance costs for human resources and accounting software as well as other office supplies, travel, training, supplies, etc. as well as replacement computers for central administration. Expenses cover certain expenses of the particular department as well as those that are incurred on behalf of the system, such as trustee fees, legal fees, audit fees, negotiation costs and liability insurance. The General Administration area includes the *Executive Assistant – Community Relations* which is funded through the *Community Use of Schools* grant.

As previously mentioned, grant regulations prohibit administrative expenses from exceeding the grant for Administration and Governance. For the Brant Haldimand Norfolk Catholic District School Board, administrative expenditures exceed the grant by 8%. The government has indicated that minor variances will not be questioned. Furniture and equipment are now amortized over their estimated useful life. The amortization expense for administrative equipment is charged to the administration budget.

### **Operations and Maintenance**

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This category includes administrative, maintenance and secretarial costs of the Facilities Department, including all custodial and maintenance staff wages and benefits for secondary and elementary schools. Also included are the direct expenses of the Department's operations, as well as utilities, supplies, cost of vehicles, contractual fees and other major expenditures pertaining to the plant operations of schools.

The budget for supplies and services has not increased significantly, although provision has been made to replace one maintenance vehicle. The Board has been reducing utility costs through its Energy Management program. The Energy Management program includes membership in a buying consortium for the purchase of natural gas and electricity, which has proven to be successful in purchasing power at below-market rates.

School Renewal is estimated based on the grant, which is approximately \$1.45 million. The Ministry has provided an additional School Condition Improvement grant for each of the next three years, which amounts to approximately \$1.05 million per year.

As previously stated, capital assets are now amortized over their estimated useful life. For those assets purchased under approved Ministry programs, there is a grant in the amount of the amortization. The amortization expense with respect to assets purchased without Ministry specific approval (such as computers) there is no grant; therefore, the cost of the amortization is paid by the Board. Amortization for buildings is charged to School Operations.

### **Transportation and Assessment**

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This category includes the Board's estimated share of staffing and benefits costs of the Student Transportation Services of Brant Haldimand Norfolk (STSBHN), a consortium of the Brant Haldimand Norfolk Catholic District School Board, the Grand Erie District School Board and the Conseil scolaire de district Catholique Centre-Sud. The majority of the expenses are fees paid to bus operators for the transportation of students. The sharing of route costs has changed with the formation of the Consortia. Each route cost is shared based on ridership. The recent upgrade of the bus routing software has enabled the Consortia to be more efficient in route planning and has significantly-reduced bussing costs.

### **Continuing Education**

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This category includes salaries and benefits for all staff involved in continuing education programs, including summer school. Currently, totals have not been provided in the budget as Administration will be developing a proposal to provide a Continuing Education program, which will operate in 2011-12. The proposal will be reviewed by trustees in 2011-12.

### **Capital and Debt Charges**

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Capital costs include school facility renovations and upgrades (funded by the School Renewal Grant). Debt Charges are pre-amalgamation debenture debt costs, which are fully funded by the province.

### **Other Non-Operating**

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This expenditure category includes School Generated Funds from school fundraising, as well as contingent liabilities.

## REVENUES

School boards in Ontario have one main funding source, i.e., the Province, though part of this is satisfied by a residential/commercial tax that is determined by the province and comes from local taxpayers. School boards calculate grant allocations in accordance with Provincial regulations in four broad categories – Foundation Grants, School Foundation Grants, Special Purpose Grants and Pupil Accommodation Grants. Tax revenue is calculated according to provincially-determined formulae and this amount is deducted from the total grant allocations, as calculated, to form the net contribution by the Province. Each municipality is informed by the Ministry of Finance as to the portion of local taxes that it must forward to school boards in their jurisdiction.

It should be recognized that it is the provincial grant regulations which determine the total amount of revenue even though it is paid through two sources, the Province directly and individual municipalities. School boards do not have authority to levy additional taxes to local taxpayers and play no role in the determination of the amount of local taxation. In addition to the chief sources of revenue, there are miscellaneous revenues, which come from a variety of sources, including special government grants, tuition fees, interest earned and other revenue.

### Local Taxation

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As indicated above, the contribution of local taxation to education funding is determined by a provincially-determined set of formulae. The Province sets the mill rate for both commercial and residential purposes and applies it to the assessment roll.

## FUNDING ALLOCATIONS

The revenue that will be paid by the province for 2011-12, compared to 2010-11 is broken down as follows:

	2011-12 ESTIMATES	2010-11 REVISED ESTIMATES	INCREASE (DECREASE)
Foundation	50,677,400	50,792,705	(115,305)
School Foundation	8,570,665	8,404,169	166,496
Special Purpose	44,833,137	42,175,622	2,657,515
Pupil Accommodation	4,392,050	4,155,635	236,415
Amortization	3,844,850	3,623,008	221,842
<b>TOTAL GRANTS</b>	<b>112,318,102</b>	<b>109,151,139</b>	<b>3,166,963</b>
Other Revenue	4,558,667	3,360,750	1,197,917
School Generated Funds	4,000,000	---	4,000,000
<b>TOTAL REVENUE</b>	<b>\$120,876,769</b>	<b>\$112,511,889</b>	<b>\$8,364,880</b>

### Foundation Grant

The increase in Foundation allocations is mainly attributed to increases in government funding, including additional staff for specialized teachers. The grant also provides for increased teacher compensation as a result of the 2008-12 provincial labour framework.

### School Foundation Grant

This grant, which was new in 2006-07, provides for a full-time principal and secretary at each school in excess of 50 pupils. The grant is funded by reductions in the Foundation grant and some Special Purpose grants, plus some additional government grants.

### Special Purpose Grants

Special Purpose allocations have not increased significantly from last year. The Teacher Compensation grant has been increased in proportion to the increase in the salary benchmark established by the Ministry. This section does include some new grants announced in recent years such as the First Nations Supplement and the Safe Schools Grant.

### Pupil Accommodations Grant

School Operations grant allocations have increased by \$80,000 over 2010-11. The *Community Use of Schools* Grant has been separated from the School Operations Grant as the government will be requesting school boards to report on the use of those funds. With the exception of the School Operations grant, all other grants in this area are *enveloped*, i.e., must be spent for the purpose for which the grant has been made, therefore, they equal the expenditure estimates for school renewal, new pupil places and debt charges. Any allocations not spent in 2011-12 must be transferred to a *Deferred Revenue* account that has been specifically designated for that purpose. The amount is then carried forward for use in subsequent years.

### **Amortization**

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The Amortization Grant reflects the amount of allowable amortization or depreciation on eligible capital expenditures. As previously stated, capital assets are now amortized over their estimated useful life. For those assets purchased under approved Ministry programs, there is a grant in the amount of the amortization. There is no grant for the amortization expense with respect to assets purchased without Ministry-specific approval (such as computers; therefore, the cost of the amortization is paid by the Board.

### **Other Revenue**

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Other revenue includes tuition fees charged to students from out-of-province or the Federal government for students living on Six Nations or New Credit Reserves, miscellaneous grants from the Ministry and other incidental revenues. Employees retiring since 2005 pay the full costs of the retirement benefit program. This year the estimated grant of \$1.0 million for School, College, Work Initiative have been included. This is a partnership with Mohawk College and the Grand Erie District School Board.

## **SUMMARY**

Based on the above Estimates of Expenditures and Revenues, a balanced budget has been achieved in 2011-12. This document, the 2011-12 Estimates of Revenues and Expenditures, reflects Ministry of Education announcements, guidelines, technical information and data, issued on March 31, 2011, and in subsequent announcements. Some additional changes are expected as further grants are announced in the coming months and will be reported in a Revised Budget in November 2011.

## CAPITAL PROJECTS

### Construction

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The government provides funding to school boards to build new schools or school additions based on the needs of the school board and approved by the Ministry of Education. The allocation for new schools is calculated assuming 104 square feet for elementary students and 130 square feet for secondary students, multiplied by the enrolment in excess of capacity. The Ministry then applies standard construction costs to calculate an allocation. This allocation is provided to the Board when construction of a new school or a school addition begins.

The Board received approval to construct St. Basil Catholic Elementary School in the south west area of Brantford as well as an addition to St. John's College. The addition to St. John's College will be completed in September 2011 and St. Basil Catholic Elementary School will be completed in November 2011. St. Basil School is a joint elementary school with the Grand Erie District School Board. It will provide accommodation for 900 pupils, 450 pupils from each board, and will be adjacent to a neighbourhood park. The school has been designed as a *green school* and will have many *green* features, including energy-efficient systems that have been used in all schools built in the last few years.

### Facility Renewal Projects

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Grants for Student Needs provide facility renewal grants to fund upgrading and renovation of school facilities. A facility renewal project would normally be a project that would cost more than \$10,000 and would convey a benefit more than one year. As previously mentioned, the Ministry has provided an additional School Condition Improvement grant of approximately \$1.05 million per year.

The Ministry has established an accountability framework to monitor facility renewal expenditures of all school boards. This framework includes the use of surveys, questionnaires, inventories and asset management systems, which must be kept updated on an annual basis.

School boards are required to submit, by December 31 of each year, information summarizing school renewal projects that have been undertaken in the past year and information identifying school renewal projects to be undertaken in the coming year.

Over the last number of years, the Board has spent approximately \$12 million upgrading schools, primarily roofs, heating systems, windows, etc. During the 2011-12 school year, the Brant Haldimand Norfolk Catholic District School Board will undertake a number of facility renewal projects, which are designed to create a safe and more comfortable learning environment for our students and staff. Administration and the Board of Trustees will be reviewing the needs of the system and identifying specific projects for the coming year

### Other Projects

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The Board has submitted an application for \$6 million to build a new school to replace St. Pius X and St. Bernard Schools in Brantford.

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer  
Presented to: Policy Committee  
Submitted on: June 7, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**POLICY: COMMUNITY USE OF SCHOOLS**

Public Session

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**BACKGROUND INFORMATION:**

The current Community Use of Schools policy was adopted in 2003 and revised in March 2006.

**DEVELOPMENTS:**

The existing policy requires revisions to reflect changes in the online permitting/rental process, fees and categories.

The Board currently receives Ministry funding to assist with "...where feasible, ensure that after-hours user fees for school facilities in their district are affordable for Not-For-Profit community users." The fees associated with the rental of school facilities in the Board's jurisdiction have not changed in ten years or more. In order to continue to provide our facilities and remain cost-effective, proposed changes have been made to the categories, rates and subsidized rates.

In 2009 the Board purchased software from DMS Technologies to establish an online permit process for internal and external groups. The previous method for booking facilities was neither electronic nor centralized. The revised process has been outlined in the administrative procedures.

This revised policy was vetted to school administrators, managers, union groups and high-use community organizations/groups. There were no recommended changes.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Community Use of Schools Policy 400.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy: Community Use of Schools**

	<b>Policy Number:</b>	400.05
<b>Adopted:</b>	Sept. 9, 2003	<b>Former Policy Number:</b> n/a
<b>Revised:</b>	March 28, 2006; June 28, 2011	<b>Policy Category:</b> Operations
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b> 1

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes in building positive relationships and partnerships with our parishes, parents and the community at large. The Board acknowledges that educational facilities are an integral part of the community and, as such, add to the spiritual, educational, recreational and social development of all who share them. It is the intent of the Board to have its facilities used in the best interests of the community, including facilitation of community partnerships, when they are not required for school use. The use of facilities must be complementary to the goals and beliefs of the Board.

**Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board criteria regarding community use of schools are as follows:

- § Use of facilities by groups other than the school must not interfere with school programs.
- § The Board must not incur any liability or contingent liability on behalf of any group.
- § The use of a school by a group, other than non-profit or the Board, schools and parishes, must be on a cost-recovery basis.
- § Security of school property and safety of children must never be compromised.
- § The Board shall not compete with private or municipally owned facilities and encourages facility utilization where it is in the best interest of the community, and when such facilities are not required for school use.

**Glossary of Key Policy Terms:**

**Party Alcohol Liability Insurance (PAL)**

Provides coverage for single/multi-day events with or without alcohol involved, i.e., fundraising events, weddings, receptions.

**Smart Serve Certified Definition**

Servers of alcoholic beverages, who have been trained to know the responsibilities and obligations under the law for serving alcohol. They are also trained to recognize signs of intoxication and implement intervention strategies for aggressive individuals. Smart Serve Ontario is recognized by the Alcohol and Gaming Commission of Ontario as the Official Responsible Server Training Program in the province of Ontario.

**Facilities**

Include classrooms, auditoriums, gymnasiums, cafeterias, cafetoriums, and outside recreation areas such as fields and parking lots.

**References**

Statutory/Regulatory references

Board Policies:

Ministry of Education

1. <http://www.edu.gov.on.ca/eng/general/elemsec/community/index.html>
2. <http://www.edu.gov.on.ca/eng/general/elemsec/community/program.html>



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## Community Use of Schools AP 400.05

<b>Procedure for:</b>	Principals, Facilities, Community Users	<b>Adopted:</b>	Sept. 9, 2003
<b>Submitted by:</b>	Associate Director & Treasurer	<b>Revised:</b>	March 28, 2006; June 28, 2011
<b>Category:</b>	Operations		

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### Purpose

Purpose of the Administrative Procedure for Community Use of Schools is to establish guidelines and procedures for school principals, staff and community groups for the use of school facilities.

### Responsibilities

It is the responsibility of the school principal to make certain all school-sanctioned events are entered into the online calendar to ensure community groups are aware of the availability of school facilities. The school principal shall also support or reject applications for the use of the school by the community.

The Executive Assistant, Community Relations (cus@bhncdsb.ca) is responsible for the initial approval/denial stage of the online application as it pertains to the policy and administrative procedures, regulations and conditions for use, validation of insurance, Party Alcohol Liability (PAL) insurance, licensing (where applicable) and payment for the use of facilities. The Executive Assistant is the contact for all public inquiries.

The Custodial Supervisor is responsible for the allocation of staff to open, close and clean school facilities.

### Information

School board facilities may be used for any function, except those not deemed to be acceptable by the Board (Director of Education, Associate Director, Corporate Services) or the principal. Except for use as Polling Stations during elections, schools shall not be used for partisan political events, except those approved by the Board of Trustees. The Brant Haldimand Norfolk Catholic District School Board shall make available facilities and premises for any educational or lawful purpose, consistent with the teachings of the Roman Catholic Church.

## 1.0 Procedure

The Brant Haldimand Norfolk Catholic District School Board has a tiered approval system through the online Community Use of Schools Program ([http://www.bhncdsb.ca/board/community\\_use\\_of\\_schools](http://www.bhncdsb.ca/board/community_use_of_schools)).

- 1.1 Community groups must complete an online application to use school facilities. Applications should be submitted at least two (2) weeks in advance of the activity.
- 1.2 Refer to the Community Group Categories (3.0 of this Administrative Procedure) and Fee Schedule (Appendix "A") to determine the rate of rental.
- 1.3 Permits are not transferable.
- 1.4 Permits are valid for the current school year only and new applications must be made on an annual basis.
- 1.5 Applications for the following school year (runs from September - first Monday following Labour Day to June 30th) can be submitted online as of July 1<sup>st</sup>. Applications submitted prior to July 1<sup>st</sup> will be denied.
- 1.6 Permits will be cancelled when schools have been closed during the day due to inclement weather or for any other reason beyond the control of the Board. Notice of cancellation will be provided as quickly as possible in each situation.
- 1.7 Permit holders shall adhere to all rules and regulations regarding the Community Use of Schools. Failure to do so could result in cancellation of the contract. Permit holders are responsible for all damages incurred while under the Community Use Permit.
- 1.8 Inquiries, concerns and/or complaints should be directed to cus@bhncdsb.ca.



When a community group submits a permit request, the permit will go to the Executive Assistant, Community Relations, for an initial overview. The request will then be advanced to the principal of the school for review. The principal will receive an email to notify them that a new permit is awaiting their support. The principal will have three days to either "Support" or "Not Support" the permit. If the principal does not support the permit application the principal must provide an explanation. If the permit is not supported, the Executive Assistant will notify the community group by email that the request is denied. If the permit is supported, the Custodial Supervisor will arrange for opening, closing and the clean-up required for the permit and advise the Executive Assistant of any conflicts with repairs or maintenance at the school. The permit will then be reviewed by the Executive Assistant for comments, additional costs and the final permit issued.

Applications will only be approved if all information is completed, valid insurance information has been obtained, and proof of licensing (where applicable) has been received. Payment is due upon approval of the permit.

At any time, a user can check the status of their request at [www.bhncdsb.ca/board/community\\_use\\_of\\_schools](http://www.bhncdsb.ca/board/community_use_of_schools). The permit status will be noted as either "new" or "pending" until it is either "approved", "denied" or "cancelled". Once approved, the applicant will receive a copy of their permit via e-mail.

## 2.0 Conditions of Use

### Responsibility of the Applicant

#### 2.1 Liability and Insurance:

- 2.1.1 The Board is not responsible for personal injury or damage, or for the loss or theft of clothing and equipment, of anyone attending an event on the invitation of the applicant. This disclaimer also applies to the use of parking lots and playgrounds. The permit holder agrees to indemnify and save harmless the Board from any action or claim against it as a result of the use of school facilities by the user. The permit holder is advised that he/she must provide proof of proper liability insurance as he/she is not covered under the Board's insurance policy. The Board will purchase insurance for permit holders who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit.
- 2.1.2 Every permit holder must supply and provide proof of valid insurance. Permit holders shall request a Certificate of Insurance from their insurance broker for General Liability insurance in the amount of \$2 million, naming the "Brant Haldimand Norfolk Catholic District School Board" as an additional insured on the policy. The Board will purchase insurance for groups who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit.

#### 2.2 Permit Holder agrees to the following:

- 2.2.1 To assume full responsibility for the acts and conduct of all persons admitted to the premises.
- 2.2.2 To release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the premises.
- 2.2.3 During the use and occupation of the premises, the Permit Holder shall indemnify and save harmless, the Brant Haldimand Norfolk Catholic District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises. The organization shall further undertake and agree to indemnify and save harmless the Board, its employees, agents or students against any and all claims arising from use of the Board's premises and equipment.



2.3 Alcoholic Beverages are permitted only under the following conditions:

- a. The permit holder has obtained a Liquor License from the Liquor License Board of Ontario and will supply the Board with proof of the license.
- b. The permit holder will display signs encouraging use of a designated driver.
- c. The permit holder will display the telephone numbers for local taxi companies.
- d. The permit holder must ensure that a minimum of \$2 million of Third-Party Liability (this includes Catholic School Councils, as well) has been obtained from Party Alcohol Liability (PAL) Insurance and the Board is named as an insured.
- e. The permit holder will employ servers of alcoholic beverages who are Smart Serve certified.
- f. The permit holder has obtained Board approval prior to the hosting of the event.

2.4 Restrictions and Limitations:

- 2.4.1 Smoking is prohibited on all Board property and as outlined in the *Tobacco Control Act*. The permit holder shall be responsible for ensuring posters are displayed stating smoking is prohibited.
- 2.4.2 No utterance, portrayal, display or performance of an obscene or disloyal nature will be permitted.
- 2.4.3 No organization whose policies or activities contrary to the philosophy, mission and values of the Board shall be granted use of any property of the Board.
- 2.4.4 No permit holder shall use the facilities unless the designated online Permit Application is received and approved in accordance with this policy. The permit request must be made at least 14 days prior to the date of the activity.
- 2.4.5 No permits will be issued for statutory holidays or during Christmas holidays, March Break, and Professional Development days. All permits will be cancelled when schools are closed due to inclement weather.
- 2.4.6 Due to annual maintenance of schools and vacation of staff, the use of indoor school facilities will not be available during the months of July and August. Outdoor fields are available for booking, however, soccer cleats are prohibited on these areas. The organization shall be responsible for reimbursement of costs to repair any damage caused by its use of grounds.
- 2.4.7 Nuts and nut products, shellfish and latex (balloons) are common allergens and pose a significant health risk to some of our students and community members. These products are not allowed in our schools.
- 2.4.8 Floor hockey and ball hockey are not permitted.
- 2.4.9 Indoor soccer is permitted with the use of indoor soccer balls only.
- 2.4.10 Rubber-soled, non-skid and non-marking shoes must be worn during all athletic functions held in school gymnasiums and/or general purpose rooms. Proper athletic shoes must be worn on the court areas of all secondary school gymnasiums.
- 2.4.11 Normally, the school shall be opened and closed by either the principal or the caretaker. If neither the principal nor the caretaker is available, a designate may be appointed by the principal. Where the principal appoints another to perform this function, the designate shall be a responsible person over the age of 21 years.
- 2.4.12 Custodial staff is on duty for the care and protection of school property and not as supervisors of an activity in progress.
- 2.4.13 All tables, chairs, dishes and other equipment brought into the facility by the permit holder shall be removed promptly after the permit activity.
- 2.4.14 Permit holders are not permitted to store furniture, equipment or material in any facilities.
- 2.4.15 Use of gymnasium equipment, other than the use of basketball nets and volleyball standards are not available. Use of any other gymnasium equipment will be allowed only with approval of the principal. Only the specific items requested on the online Application Form will be left by the principal or the designate in the gymnasium. The permit holder shall be responsible for reimbursement of costs to repair any damage caused by its use of the equipment.



- 2.4.16 Use of audio visual and sound equipment will be allowed only with approval of the principal. Only the specific items requested on the online Application Form will be left by the principal or the designate in the rented space. The permit holder shall be responsible for reimbursement of costs to repair any damage caused by its use of the equipment.
  - 2.4.17 The permit holder using the premises shall be responsible for reimbursement of costs to repair any damage caused by its use to the building, grounds or equipment or lost or stolen items. The Board will seek full restitution for any theft/loss and/or damage done to its buildings, equipment or grounds by the rental group/organization.
  - 2.4.18 Use of the kitchen, its equipment and small wares, is not permitted in schools which have cafeteria facilities.
  - 2.4.19 Permission to use any outdoor area, i.e., playground, playing field/track, must be obtained through the online application process for Community Use of Schools.
  - 2.4.20 Vehicle parking is permitted only in designated parking areas only. Parking is not permitted on grass or asphalt play areas.
- 2.5 Fire Prevention:
- 2.5.1 All scenery, special effects, props, etc., must be approved by the principal at least 24 hours prior to presentation or dress rehearsal. Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
  - 2.5.2 The seating capacity in the gymnasium and cafeteria/cafetorium must not exceed the Fire Department's limit indicated on the capacity listings posted in these facilities.
  - 2.5.3 In compliance with Fire Regulation, immediately on the sounding of the fire alarm, the house lights will be turned on and the audience will be requested to leave by the nearest exit. Only when the fire is brought under control or is determined that it is a false alarm, by the Fire Department, will the audience be allowed to re-enter the space.
  - 2.5.4 Permit holders will be charged the cost of fees for security, police or fire department false alarms during the permit holder's booking if the false alarm is caused by the permit holder group.



### 3.0 Community User Group Categories

Category	Organization	Permit Fee	Subsidy from Board	
	<b>1A</b>	School and Board sanctioned activities	n/a	n/a
	<b>1B</b>	Electoral Polling Stations	n/a	n/a
LOCAL Not-for-Profit Programs, including charities	<b>2A</b>	Childcare Operations – before and after-school childcare programs delivered by eligible operators (per the Day Nurseries Act).	\$20	90%
	<b>2B</b>	Joint-Use Agreements – activities and programs covered in the agreement. (Joint-Use agreements currently in place with the City of Brantford and the Grand Erie District School Board, Brant County, Haldimand County and Norfolk County)	\$20	n/a
	<b>2C</b>	Youth Leadership/Citizenship Programs(i.e., Boy Scouts, Girl Guides, 4-H Clubs, Cadets)	\$20	100%
		Catholic Church/Parish programs, Knights of Columbus and Catholic Womens League (Roman Catholic Churches in the Dioceses of Hamilton, London and St. Catharines)	\$20	100%
	<b>2D</b>	Youth Sport/Recreation programs run by recognized groups that are: i) sponsored or recognized by a municipality as providing services/programs for the benefit of the community; ii) members of a provincial sports organizations, or iii) universally recognized as service providers, such as the YMCA or Red Cross.	\$20	90%
	<b>2E</b>	Community programs, such as organized adult recreational programs, non-Catholic churches, special interest clubs, health associations, senior groups, service clubs, local cultural groups, other educational groups (i.e., colleges, universities).	\$20	75%
	<b>3</b>	Tournaments and Exhibition games hosted by local not-for-profit organizations which are open to participants outside of the Board's jurisdiction.	\$20	25%
<b>4</b>	Fundraising events run by not-for-profit organizations without a charitable registration number	\$20	0%	
	Commercial activities and programs for which admission fees are charged or which are operated for private or corporate gain including businesses charging and receiving fees for drama, music, dance, fitness, martial arts, basketball, theatrical/film productions, etc.	\$20	0%	

### 4.0 Fees

#### 4.1 Fair and Equal Access

Schools are welcoming and inclusive and offer parent groups, community organizations and other citizens' fair access to use of school space at affordable rates for community purposes in non-school hours.

#### 4.2 Administration Fee

In order to cover some or all of the costs associated with, or incurred with the Community Use of Schools, an administrative fee will be applied to user groups. As of September 1, 2011, the administration fee is \$20 (plus HST) per permit.



4.3 Subsidized Rates for Community Groups

It is the intent of the Board to provide discounted rental charges to non-profit organizations in accordance with the guidelines and funding made available by the Ministry of Education.

4.4 Rental Fees

Room rental charges are based on the permit holder's activity and the room booked. Please check the category list to see which category applies to your group. Fees are indicated on Appendix "A".

4.5 Caretaker Fees

Where a caretaker has been designated to open and/or close the school, and is required to do so outside of his/her regular shift, the organization shall be charged a fee, as established by the Board.

The permit is responsible for the preparation and clean-up of the premises. Should the permit holder require the caretaker(s) to perform such work, the permit holder will be charged a fee at the rate of one and one-half times the current hourly rate for caretakers, in addition to the fees listed.

If, in the opinion of the principal and the caretaker, the premises have not been used properly or have been left in an unsatisfactory condition, he/she shall immediately forward a written report to the Associate Director, Corporate Services & Treasurer.

4.6 Payment of Fees

All fees shall be paid in advance directly to the Board. The online Community Use of Schools system allows permit holders to pay by credit card. The permit holder may wish to pay the entire cost of the permit or have it pro-rated over the length of the permit, with monthly installments made to their credit card.

For those who do not have a credit card, cheques must be received at the time of application and at least 14 days prior to use. Cheques can be made payable to, "BHNCDSB" and shall quote the number of the permit(s) being paid and sent to:

Brant Haldimand Norfolk Catholic District School Board  
Attn: Executive Assistant, Community Relations  
322 Fairview Drive  
PO Box 217  
Brantford, ON N3T 5M8

4.7 Distribution of Fees

Rental fees shall be distributed as follows and will be paid on an annual basis:

50% of rental fees are to be distributed to the school to provide for maintenance and replacement of equipment and facilities.

25% of rental fees are to be distributed to the Board for overhead, maintenance, etc.

25% of rental fees are to be distributed among all schools for the benefit of all schools.



## 5.0 Refunds

### Cancellation

#### a. By Permit Holder

If after approval, the permit holder cancels the event, he/she is required to send a request/notification through the online system. At that time, the Executive Assistant, Community Relations may cancel the specific date provided the date has not already passed. If so, there will be no credit issued unless the cancellation has been made due to inclement weather or that the school, Board or parish requires the use of the facility. In the event that the permit holder requires additional dates, he/she will be required to request these dates under a separate request and will be billed accordingly.

#### b. Inclement Weather

For inclement weather cancellations, cancellations will be announced on local radio stations, and the Board's website ([www.bhncdsb.ca](http://www.bhncdsb.ca)). An e-mail message will also be forwarded to all permit holders for that day via the online system advising them of the cancellation.

#### c. School/Board/Parish Use

The Board reserves the right to revoke a contract at any time. The Board, schools and Roman Catholic churches have first rights to all facilities and their use can supersede an existing permit holder's request if necessary.

#### d. Elections

The Board must comply with the terms and conditions under the *Election Act* for use of the facilities by Federal, Provincial and Municipal governments. These permits will override all other users.

All processing fees are non-refundable. Groups that wish to alter or terminate a permit must do so at least 2 (two) business days prior in order to receive a refund.

## Definitions

### Catholic Churches/Parishes

Any Roman Catholic Church within the Dioceses of Hamilton, London and/or St. Catharines and defined as one in Union with the See of Rome.

### Community Group/User

The specific community group or association using a school

### Cost Recovery

Cost recovery includes the labour cost for opening and closing the school, coverage during the event, if applicable and clean-up after the event; administrative costs; normal wear and tear; as well as energy and consumable and supply costs. Some examples of this are local fundraising, multi-cultural festivals, community association-sponsored classes/events for which there is a charge to attend.

### Facilities

Facilities include classrooms, gymnasiums, cafeteriums, library and outside recreation areas, such as files and parking lots.

### Fundraising Events

A social function that is held for the purpose of raising money for an organization, and/or an event undertaken to raise money for a particular activity such as equipment for extracurricular sports programs, or to defray costs.



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### Hours of Community Use

1. Regular school days: Use of school buildings may commence on Monday to Friday from 6:00 pm to 10:00 pm
2. Weekend use: Use of school buildings may commence on Saturday and Sunday from 8:00 am to 6:00 pm.
3. School breaks and statutory holidays: Use of school buildings will not be available during school holidays, Professional Activity days, July – August and statutory holidays.
4. Inclement weather: All permits will be cancelled at board facilities during inclement weather.

### Not-for-profit groups shall be defined to include:

- § Not-for-Profit Youth-Related Community Groups – run by local youth groups such as Boy Scouts, Girl Guides, 4H Clubs and Cadets, etc. where the activities are intended for participants under the age of 18 (or where the participants are under a disability, then under the age of 28).
- § Not-for-Profit Recognized Children's Sport and Recreation Service Providers - groups that are: a.) sponsored or recognized by a municipality as providing services or programs for the benefit of the community, or b.) members of a provincial sports organization or an accredited camping organization, or c.) universally recognized as service providers, such as the YMCA or Red Cross.
- § Not-for-Profit Childcare Operations – groups involved with before and after-school childcare programs delivered by eligible operators (as per the Day Nurseries Act) within the school board district.
- § Other Not-for-Profit or Charitable Groups – other groups such as local service clubs, community health associations, parent groups, seniors groups, etc. as determined by the district school board.

### School Availability

Schools will be open for use by the community when there are no school-sanctioned events planned. The Board, schools and parishes have first rights to all facilities and can alter an existing user's request.

### School Year

A school year, with regards to the use of facilities, runs from September (first Monday following Labour Day) to June 30<sup>th</sup> each year.

### References

Statutory/Regulatory references  
Ministry of Education

1. <http://www.edu.gov.on.ca/eng/general/elemsec/community/index.html>
2. <http://www.edu.gov.on.ca/eng/general/elemsec/community/program.html>



## Appendix “A”

### Rental Fees

The hourly rental fees are in addition to costs for cleaning, caretaking, etc. as per sections 4.5 of the Administrative Procedures: Community Use of Schools.

Category	Organization	User cost after subsidy	Single Gym	Double Gym	Triple Gym	Classroom	Elementary Library	Secondary Library	Cafetorium	Elementary Stage	Secondary Stage
			\$40.00	\$60.00	\$80.00	\$15.00	\$30.00	\$40.00	\$50.00	\$50.00	\$70.00
1A/1B	Board/School/Elections	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2A	Childcare Operations	10%	\$4.00	\$6.00	\$8.00	\$1.50	\$3.00	\$4.00	\$5.00	\$5.00	\$7.00
2B	Joint-use Agreements	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2C	Youth Leadership	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2D	Youth Sport/Recreation (non-profit)	10%	\$4.00	\$6.00	\$8.00	\$1.50	\$3.00	\$4.00	\$5.00	\$5.00	\$7.00
2E	Community/Adult programs	25%	\$10.00	\$15.00	\$20.00	\$3.75	\$7.50	\$10.00	\$12.50	\$12.50	\$17.50
3	Tournaments/Exhibition games	75%	\$30.00	\$45.00	\$60.00	\$11.25	\$22.50	\$30.00	\$37.50	\$37.50	\$52.50
4	Commercial, Fundraising	100%	\$40.00	\$60.00	\$80.00	\$15.00	\$30.00	\$40.00	\$50.00	\$50.00	\$70.00

Schools shall submit their school-sanctioned activities for the next school year, no later than June 1st. This will ensure the calendar is up-to-date for permit holders submitting requests.

Applications for the following school year (runs from September - first Monday following Labour Day to June 30th) can be submitted online as of July 1st. Applications submitted prior to July 1st will be denied.

Permits are valid for the current school year only and new applications must be made on an annual basis.

### Hours of Community Use

- **Regular school days:** Use of school buildings may commence on Monday to Friday from 6:00 pm to 10:00 pm
- **Weekend use:** Use of school buildings may commence on Saturday and Sunday from 8:00 am to 6:00 pm.
- **School breaks and statutory holidays:** Use of school buildings will not be available during school holidays, Professional Activity days, July – August and statutory holidays.
- **Inclement weather:** All permits will be cancelled at board facilities during inclement weather.

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer  
Presented to: Policy Committee  
Submitted on: June 7, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**TRUSTEE EXPENSES 100.10**

Public Session

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**BACKGROUND INFORMATION:**

The Trustee Expenses policy was reviewed in January 2010. Since that time, the Ministry of Finance has issued a *Broader Public Sector Expense Directive*, which came into effect April 1, 2011.

**DEVELOPMENTS:**

The policy has been updated to reflect the requirements of the new directive. Major changes are more strict requirements for extending *hospitality* to individuals. Specifically, hospitality is not to be provided for the sole benefit of trustees or employees of the Board or the Broader Public Sector. This restriction applies to lunches, retirement parties, holiday celebrations, etc. Expenses incurred while travelling on Board business are permissible.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Trustee Expenses policy (100.10) to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Trustee Expenses**

		<b>Policy Number:</b>	100.10
<b>Adopted:</b>	March 29, 2005	<b>Former Policy Number:</b>	700.4 and 100.6
<b>Revised:</b>	June 26, 2007; January 26, 2010; June 28, 2011	<b>Policy Category:</b>	Governance
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes that trustees, in their role of stewards and guardians of Catholic Education, should be provided with resources, supports and reimbursements to fulfill their obligations, as allowed through the Education Act and the parameters and guidelines of this policy.

**Policy Statement:**

The Board will reimburse trustees for expenses incurred while conducting business on behalf of the Board, including hospitality expenses, which are in compliance with the Broader Public Services Expenses Directive. The Board also recognizes that, during their term of elected office, trustees require support services to effectively service their constituents.

**Glossary of Key Policy Terms:** Nil.

**References:**

Education Act  
Broader Public Sector Expenses Directive



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## Trustee Expenses AP 100.10

<b>Procedure for:</b>	Trustees	<b>Adopted:</b>	March 29, 2005
<b>Submitted by:</b>	Associate Director & Treasurer	<b>Revised:</b>	June 26, 2007; January 28, 2010
<b>Category:</b>	Governance		June 28, 2011

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### Purpose

The purpose of this procedure is to provide direction regarding expenses incurred by Trustees while on Board business.

### Responsibilities

The Chair of the Board shall approve all expenses for Trustees subject to Board policies, procedures or as otherwise approved by the Board. The Treasurer of the Board shall approve the expenses incurred by the Chair of the Board as provided in this procedure.

### Information

This procedure was developed using the guidelines outlined in the Broader Public Sector Expenses Directive issued by the Ministry of Finance, effective April 1, 2011.

### Procedures

#### 1.0 Travel Costs – Personal Automobile

- 1.1 Mileage will be paid based on the number of kilometres from a trustee's home to the meeting location or Board event and back to their home.
- 1.2 Trustees must submit an approved Expense Report, in prescribed form, to the Finance Department when requesting reimbursement of travel expenses. Trustees should retain a copy of the form for their records as copies will not be provided.

#### 2.0 Travel Costs - Other

- 2.1 Trustees may use the most cost-effective method of travel. If a method is used other than a personal automobile, reimbursement will be based on actual costs as supported by an invoice or receipt. These costs must not be greater than the amount incurred if a personal automobile was used as determined in (1.2) above.
- 2.2 Parking costs will be reimbursed based on actual receipts.

#### 3.0 Hotels and Meals

- 3.1 Meal expenses will be reimbursed based on reasonable meal costs. Except in unusual circumstances, breakfast and an evening meal will be reimbursed only if trustees are required to be away from home overnight. Lunch will be reimbursed if trustees are required to attend meetings over the lunch period. Actual receipts or invoices must be submitted. Credit card or debit card receipts are not acceptable.
- 3.2 Reasonable costs for hotel rooms will be reimbursed if approved, in advance, by the Board. Costs such as movies, mini bar, personal telephone calls, etc., will not be reimbursed.



#### 4.0 Professional Development

- 4.1 Registration fees for conferences and workshops related to Board business will be paid directly by the Board or reimbursed, if approved by the Chair of the Board.
- 4.2 Trustees will be reimbursed for travel to conferences, workshops and other events as approved by the Board. Attendance at the Annual General Meeting and Regional Meetings and other events sponsored by the Ontario Catholic School Trustees' Association (OCSTA), the Annual General Meeting of the Canadian Catholic School Trustees' Association (CCSTA) and When Faith Meets Pedagogy Conference are deemed approved for all trustees when these events are held in Canada. Attendance at the Annual Chair and Vice-Chair Conference is deemed approved for the Chair and Vice-Chair of the Board when held in Canada. Moderate and reasonable consumption of alcohol at these events is permissible.
- 4.3 Other costs related to Board business, which are incurred while attending conferences and workshops, will be reimbursed if approved by the Chair of the Board.
- 4.4 If the conference or workshop fee includes meals, trustees will not be reimbursed for meal costs they choose to incur.

#### 5.0 Hospitality

- 5.1 Hospitality expenses, approved in advance by the Chair of the Board, will be recognized when:
  - token gifts, value not to exceed \$30, are given to individuals not employed or contracted by the Board in appreciation or recognition of service;
  - engaging in an appropriate event on behalf of the Board; or
  - sponsoring events related to the business of the Board.

Hospitality may never be offered solely for the benefit of trustees, employees or contractors of the Board or other designated agency of the Broader Public Sector (BPS).

- 5.2 When hospitality is extended to vendors, or possible vendors, it is imperative that such hospitality is not perceived to give the vendor preferential treatment.
- 5.3 Other costs related to Board business, which are incurred while attending conferences and workshops; will be reimbursed if approved by the Chair of the Board. Board events involving employees are not considered hospitality functions and cannot be reimbursed as the Broader Public Expenses Directive states that hospitality may never be offered solely for the benefit of any individual covered by this policy. Expenses that are not considered hospitality and will not be reimbursed are office social events, personal retirement parties and holiday celebrations. Hospitality may be extended in an economical and consistent manner when:
  - it can facilitate the business of the Board;
  - it is considered desirable as a matter of courtesy or protocol;
  - engaging in discussions or hosting receptions regarding Board matters with representatives from other governments; the broader public sector; business and industry; public interest groups or labour groups;
  - providing individuals from national, international, or charitable organizations with an understanding or appreciation of Ontario and the workings of its government;
  - honouring distinguished individuals for exceptional public service in Ontario;
  - conducting prestigious ceremonies for heads of state, government or distinguished guests from the private sector;
  - the business of the Board includes hospitality functions.



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- 5.4 Moderate and reasonable consumption of alcohol during an event described in .5.1 and 5.3 above and approved in advance by the Chair of the Board of Trustees is permissible and expenses shall be reimbursed. Otherwise expenses for alcohol are not permitted.
- 5.5 Original invoices or receipts, which clearly show costs and applicable sales taxes, must be submitted using the prescribed Expense Report form. Reimbursement for hospitality expenses are subject to approvals as are other expenses referred to in this policy.

## 6.0 Service Equipment

- 6.1 The following equipment will be provided to the trustee as required:
- Cellular telephone, including hands-free device, connection fees, air time and long-distance charges.
  - Laptop computer, the specification for which will be the current classroom standard, plus a modem and printer/scanner/copier.
  - Connection and monthly charges for internet provision.
  - Calendaring devices.
- 6.2 At the end of the trustee's term of office, user fees for telephone and internet access will be terminated

## 7.0 Other

- 7.1 Standard Expense Forms, developed by the Finance Department, must be used when submitting expenses. Expense reports are to be submitted monthly if expenses incurred are over \$250 or quarterly if expenses incurred are less than \$250.
- 7.2 The Chair of the Board will approve Expense Reports for trustees and the Director of Education. The Associate Director, Corporate Services & Treasurer will approve Expense Reports for the Chair of the Board. The approver cannot authorize expense claims if the claim includes expenses which benefit the approver.
- 7.3 Original invoices or receipts, which clearly show costs and applicable sales taxes, are required for expenses other than automobile mileage costs.
- 7.4 Cash advances will not normally be provided, however, a trustee who is unable to use a personal credit card may make a written request to the Associate Director, Corporate Services & Treasurer at least ten business days prior to when the funds are required.
- 7.5 Donations or gifts to community groups, political parties, schools and charities will not be reimbursed.
- 7.6 Should there be a dispute regarding the eligibility of an expense, the trustee may contest the decision during a public session of the Board.
- 7.7 Trustee expenses will be reported to the Board in public session annually.

## Definitions

### Hospitality

The provision of food, beverages, accommodation, transportation and other amenities to individuals who are not elected trustees, appointees, employees, consultants or contractors engaged to work for the Board or other designated agencies of the Broader Public Sector (BPS).



**References**

Broader Public Sector Expenses Directive

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer  
Presented to: Policy Committee  
Submitted on: June 7, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**EMPLOYEE EXPENSES 700.04**

Public Session

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**BACKGROUND INFORMATION:**

The Employee Expenses policy was reviewed in March 2005. Since that time, the Ministry of Finance has issued a *Broader Public Sector Expense Directive*, which came into effect April 1, 2011.

**DEVELOPMENTS:**

The policy has been updated to reflect requirements of the new directive. Major changes are more strict requirements for extending *hospitality* to individuals. Specifically, hospitality is not to be provided for the sole benefit of those employed by the Board or the Broader Public Sector. This restriction applies to staff lunches, retirement parties, holiday celebrations, etc. Expenses incurred while travelling on Board business are permissible.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Employee Expenses policy (700.04) to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Employee Expenses**

		<b>Policy Number:</b>	700.04
<b>Adopted:</b>	March 29, 2005	<b>Former Policy Number:</b>	N/A
<b>Revised:</b>	June 26, 2007; February 23, 2010; June 28, 2011	<b>Policy Category:</b>	Finance
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes that expenses incurred for employees to fulfill their duties should be paid by the Board, provided such expenses are approved by a supervisor and in accordance with this policy.

**Policy Statement:**

The Board will pay expenses incurred by employees while conducting business on behalf of the Board, including hospitality expenses, which are in compliance with Board policies and procedures.

**Glossary of Key Policy Terms:** Nil.

**References:**

Education Act



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## Employee Expenses AP 700.04

<b>Procedure for:</b>	All Employees	<b>Adopted:</b>	March 29, 2005
<b>Submitted by:</b>	Associate Director & Treasurer	<b>Revised:</b>	June 26, 2007; February 23, 2010;
<b>Category:</b>	Finance		June 28, 2011

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### Purpose

The purpose of this procedure is to provide direction regarding expenses incurred by employees while on Board business.

### Responsibilities

The supervisor shall approve all expenses for employees; subject to Board policies, procedures or as otherwise approved by the Board.

### Information

This procedure was developed using the guidelines outlined in the Broader Public Sector Expenses Directive issued by the Ministry of Finance, effective April 1, 2011.

### Procedures

#### 1.0 Travel Costs – Personal Automobile

- 1.1 Employees will be paid mileage based on the number of kilometers from their primary business location (in most cases, the location of the employee's office) to other assigned locations and back to the primary business location. Itinerant employees will be assigned a primary business location each September by their supervisor.
- 1.2 Employees must submit an approved Expense Report, in prescribed form, to the Finance Department when requesting reimbursement of travel expenses. Employees should retain a copy of the form for their records as copies will not be provided.

#### 2.0 Travel Costs - Other

- 2.1 Employees may use the most cost-effective method of travel. If a method is used other than a personal automobile, reimbursement will be based on actual costs as supported by an invoice or receipt. These costs must not be greater than the amount incurred if a personal automobile was used as determined in (1.2) above.
- 2.2 Parking costs will be reimbursed based on actual receipts.

#### 3.0 Hotels and Meals

- 3.1 Meal expenses will be reimbursed based on reasonable meal costs. Except in unusual circumstances, breakfast and an evening meal will be reimbursed only if employees are required to be away from home overnight. Lunch will be reimbursed if employees are required to attend meetings over the lunch period. Actual receipts or invoices must be submitted. Credit card or debit card receipts are not acceptable.
- 3.2 Reasonable costs for hotel rooms will be reimbursed if approved, in advance, by the employee's supervisor. Costs such as movies, mini bar, personal telephone calls, etc., will not be reimbursed.



#### 4.0 Professional Development

- 4.1 Registration fees for conferences and workshops related to Board business will be paid directly by the Board or reimbursed if approved by an appropriate supervisory officer with responsibility for professional development.
- 4.2 Employees will be reimbursed for travel to conferences, workshops and other events as approved by an appropriate supervisory officer with responsibility for professional development. Attendance at conferences outside of Canada must be approved by the Director of Education.
- 4.3 Other approved costs related to Board business which are incurred while attending conferences and workshops will be reimbursed if approved by the employee's immediate supervisor.
- 4.4 If the conference or workshop fee includes meals, employees will not be reimbursed for meal costs they choose to incur.

#### 5.0 Hospitality

- 5.1 Hospitality expenses, approved in advance by a supervisory officer of the Board, will be recognized when:
  - token gifts, value not to exceed \$30, are given to individuals not employed or contracted by the Board in appreciation or recognition of service;
  - engaging in an appropriate event on behalf of the Board; or
  - sponsoring events related to the business of the Board.Hospitality may never be offered solely for the benefit of trustees, employees or contractors of the Board or other designated agency of the Broader Public Sector (BPS).
- 5.2 When hospitality is extended to vendors, or possible vendors, it is imperative that such hospitality is not perceived to give the vendor preferential treatment.
- 5.3 Other costs related to Board business, which are incurred while attending conferences and workshops, will be reimbursed if approved by the employee's immediate supervisor. Hospitality may never be offered solely for the benefit of any individual covered by this policy. Expenses that are not considered hospitality and will not be reimbursed are office social events, retirement parties and holiday celebrations. Hospitality may be extended in an economical and consistent manner when:
  - it can facilitate the business of the Board;
  - it is considered desirable as a matter of courtesy or protocol;
  - engaging in discussions or hosting receptions regarding Board matters with representatives from other governments; the broader public sector; business and industry; public interest groups or labour groups;
  - providing individuals from national, international, or charitable organizations with an understanding or appreciation of Ontario and the workings of its government;
  - honouring distinguished individuals for exceptional public service in Ontario;
  - conducting prestigious ceremonies for heads of state, government or distinguished guests from the private sector;
  - the business of the Board includes hospitality functions.
- 5.4 Moderate and reasonable consumption of alcohol during an event described in 5.3 approved in advance by the Director of Education is permissible and expenses shall be reimbursed. Otherwise expenses for alcohol are not permitted.
- 5.5 Original invoices or receipts, which clearly show costs and applicable sales taxes, must be submitted using the prescribed Expense Report form. Reimbursement for hospitality expenses are subject to approvals as are other expenses referred to in this policy.



**6.0 Other**

6.1 Standard Expense Forms developed by the Finance Department must be used when submitting expenses. Expense reports must be submitted monthly if expenses incurred are over \$250 and may be submitted quarterly if expenses incurred are less than \$250.

6.2 Supervisors are responsible for the review and approval of Expense Reports.

6.3 Original invoices or receipts which clearly show costs and applicable sales taxes are acceptable for expenses other than automobile mileage costs.

6.4 Cash advances will not normally be provided; however, an employee who is unable to use a personal credit card may make a written request to the Manager of Finance at least ten (10) business days prior to when the funds are required.

**Definitions**

**Hospitality**

The provision of food, beverages, accommodation, transportation and other amenities to individuals who are not elected trustees, appointees, employees, consultants or contractors engaged to work for the Board or other designated agencies of the Broader Public Sector (BPS).

**References**

Broader Public Sector Expenses Directive

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer  
Presented to: Policy Committee  
Submitted on: June 7, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**PURCHASING POLICY 700.01**

Public Session

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**BACKGROUND INFORMATION:**

The Purchasing Policy was reviewed in May 2010. Since that time, the Ministry of Finance has issued a *Broader Public Sector Procurement Directive*, which came into effect April 1, 2011.

**DEVELOPMENTS:**

The policy has been updated to reflect the requirements of the new directive. Previously, the government issued *guidelines* for supply chain management and those guidelines were reflected in the 2010 revisions to the policy. As a result, few changes were required to update the policy based on the new directive. Major changes are the requirements to use competitive procurement for all *consulting* services, to enhance transparency and fairness in the evaluation of competitive procurements, to include a *Bid Dispute Resolution* process, and to include responsible and effective contract management.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Purchasing policy (700.01) to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy: Purchasing**

	<b>Policy Number:</b>	700.01	
<b>Adopted:</b>	September 24, 2003	<b>Former Policy Number:</b>	N/A
<b>Revised:</b>	May 25, 2010; June 28, 2011	<b>Policy Category:</b>	Finance
<b>Subsequent Review Dates:</b>		<b>Pages:</b>	1

**Belief Statement:**

School boards have an obligation to ensure efficient, high-quality service and responsible stewardship of public funds. The Brant Haldimand Norfolk Catholic District School Board, and its staff, shall endeavour to purchase goods and services in the required quantity and quality, at the right price and availability, to ensure best value and greatest benefit to our students, staff and taxpayers.

**Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board will purchase, rent or lease all goods and services with the lowest total cost of ownership. Factors to be considered when determining the lowest total cost of ownership should be, but not limited to, price, quality, service, delivery, operating, maintenance and disposal costs. In doing so, the Board will ensure that all transactions:

- are conducted in an efficient and cost-effective manner;
- ensure transparency and accountability;
- protect the Board’s financial interests;
- ensure compliance with all statutory and regulatory laws through open competition, where appropriate;
- adhere to socially acceptable and legal standards for fair labour practices.

**Glossary of Key Policy Terms:**

**Total Cost of Ownership**

The sum of all costs (direct and indirect) associated with the acquisition of goods and/or services. This includes, but is not limited to, delivery, maintenance, operational, service, down time, etc.

**Transparency**

An openness or willingness to accept public scrutiny, which diminishes the capacity for an agency to practice or harbour potentially unacceptable policies/practices.

**Economies of Scale**

Increasing efficiencies in the acquisition of goods and services through common product/service specifications, where feasible.

**References**

- Education Act, Section 217
- Agreement on Internal Trade
- Municipal Freedom of Information & Protection of Privacy Act
- Ontario-Quebec Procurement Agreement
- Bill 122, Broader Public Sector Accountability Act, 2010
- Broader Public Sector Procurement Directive (Management Board of Cabinet)
- Criminal Background Checks
- Employee Expense Reimbursement Policy
- Ontario Regulation 612/00 School Councils
- Professional Standards & Conflict of Interest Policy for Employees
- Purchasing Terms and Conditions
- Public Service of Ontario Act, 2006
- School Funds Policy



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## Purchasing AP 700.01

<b>Procedure for:</b>	All Staff	<b>Adopted:</b>	September 24, 2003
<b>Submitted by:</b>	Associate Director & Treasurer	<b>Revised:</b>	May 25, 2010; June 28, 2011
<b>Category:</b>	Finance		

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### **Purpose**

School boards have an obligation to ensure efficient, high-quality service and responsible stewardship of public funds. The Brant Haldimand Norfolk Catholic District School Board, and its staff, shall endeavour to purchase goods and services in the required quantity and quality, at the right price and availability, to ensure best value and greatest benefit to our students, staff and taxpayers.

### **Responsibilities**

#### **Requisitioner**

- Ensure items are purchased at the lowest possible price, are of an adequate quality for the intended purpose and the purchase order is completed properly.
- Purchase from existing tenders and quotations, wherever possible.

#### **Superintendents/Principals/Consultants/Managers**

- Responsible for the purchase of goods and services related to their areas of responsibility as listed in their cost centre budget statements.
- Ensure that the items are necessary and that sufficient funds are available within their budgets.
- Approve acquisitions/commit funds up to \$2,000.

#### **Coordinator of Purchasing Services**

- Tender, evaluate and recommend the purchase/rental/lease of Board-approved goods and services.
- Ensure compliance with Board purchasing policies and procedures by all departments and schools.
- Provide support to Board staff with sourcing information for all purchasing needs.
- Monitor vendor performance.
- Amend/update purchasing policy and procedures as necessary.
- Issue purchase orders for approved acquisitions when required, i.e., commitment of funds.
- Authorize the release of all competitive procurement documents issued by a designate/third party on behalf of the Board.
- Manage the bid dispute resolution process

#### **Accounting Clerks**

- Ensure purchase orders are completed properly.
- Ensure the budget account is correct.
- Ensure that all extensions are added correctly.
- Process payment to the supplier.



**Supervisor of Accounting**

- Review monthly budgets and provide monthly reports to schools.
- Ensure the budget allocation is not exceeded. When a budget has been exceeded, inform the Manager of Finance or the Associate Director, Corporate Services & Treasurer.
- Act as a resource/back-up to the Accounting Clerks.
- Ensure compliance with Board purchasing procedures and guidelines.
- Authorize payment to the supplier upon proof of receipt.

**Manager of Finance**

- Develop, implement, monitor and maintain appropriate purchasing controls.
- Approve acquisitions (budget approval) up to \$10,000.

**Associate Director, Corporate Services & Treasurer or Designate**

- Ensure adherence to all Board policies, relating to the purchasing process.
- Approve acquisitions (budget approval) up to \$100,000.
- Manage the bid dispute resolution process.

**Director of Education or Director's Designate**

- Responsible for the purchase of goods and services related to the Director's Office, as well as those pertaining to the Board of Trustees.

**Board of Trustees**

- Approve acquisitions over \$100,000 if amount is in excess of budget.

**Information**

1. **Purchase Orders**

Purchase orders may be initiated (subject to approval authority) by the following personnel:

- Department Heads
- Principals/Vice-Principals
- Consultants
- Senior Library Technician
- Manager of Communications & Public Relations
- Manager of Facilities
- Manager of Finance
- Manager of Human Resources
- Manager of Information Technology
- Purchasing Department
- Superintendents of Education
- Associate Director, Corporate Services & Treasurer
- Director of Education

Purchase orders must be properly and fully completed by the requisitioner and approved and signed by the individual(s) with budget approval authority, prior to submission to the Catholic Education Centre for processing. The requisitioner must ensure that the proper account code has been listed on the purchase order.

Purchase orders are to be issued for all purchases of equipment, supplies and services over \$100. Purchases under \$100 may be made with Petty Cash funds.



2. **Processing Purchase Orders**

Purchase orders approved by the Principal (purchase order less than \$2,000, including applicable taxes) may be submitted directly to the vendor from the school. In such cases, the Catholic Education Centre copy (yellow) should be forwarded to the Catholic Education Centre. Once the goods are received, the Receiving Report (pink) should be completed, signed and forwarded to the Catholic Education Centre.

Purchase orders greater than \$2,000 must be forwarded to the Catholic Education Centre for approval. The school should retain the School's copy (green). After approval, the Receiving Report (pink) will be returned to the school, pending receipt of goods.

3. **Purchase Discounts**

Purchase discounts should be utilized, when available. Every effort should be made by all staff to ensure invoices are approved and Receiving Reports are forwarded to the Catholic Education Centre in a timely manner so discounts may be realized.

Where the total discount is less than \$10, the Manager of Finance will decide whether a discount is feasible. Where the discount is over \$10, and the invoice is received in a timely manner to be eligible for a discount, payment should be made to take advantage of the discount. The Manager of Finance has the authority to circumvent this procedure.

Where lack of proper documentation results in the loss of a discount, this matter should be brought to the attention of the person responsible for the department, i.e., Principal, as well as the Manager of Finance.

4. **Receiving Reports**

All goods and services are to be delivered to the requisitioner's location.

4.1. **Receiving Procedure at all Locations**

When goods are delivered to a location, the receiver is responsible for ensuring that the quantity delivered matches the packing slip. Any shortage, overage or visible damage should be noted on the packing slip before it is signed. The receiver is to notify the vendor immediately of any short shipments in order that the appropriate credit can be issued. The purchaser must note on the Receiving Report (pink) of the purchase order when the vendor was contacted to point out this discrepancy. The Receiving Report as well as a copy of the packing slip and cartage bill is to be forwarded to the Catholic Education Centre.

4.2. **Complete Shipments - Receiving Report of the Purchase Order**

If a shipment is complete, the receiver must sign and date the Receiving Report (pink) of the purchase order and forward it to the Accounts Payable Department. The Receiving Report, with the attached packing slip and cartage bill, will serve as authority for payment of the invoice.

4.3. **Incomplete Shipment - Interim Receiving Report**

If a shipment is not complete, the receiver will complete the Receiving Report (pink) of the purchase order, noting the back ordered items. A photocopy must be retained by the receiving location. The signed Receiving Report (pink) should be sent to the Accounts Payable Department.

The receiver must indicate the items received match the list of items originally ordered on the Originator's Copy (green) of the purchase order. When the order is complete, the final items received are to be indicated on the photocopy of the Receiving Report and sent to the Accounts Payable Department. The items received earlier and approved on the original Receiving Report are to be crossed-out on the photocopied final Receiving Report.

In order to take advantage of early payment discounts and/or ensure accurate and timely payment to all our vendors, Receiving Reports (pink), including photocopies, must be dated, signed and submitted immediately to the Accounts Payable Department.



**5. Cancellation of Purchase Order**

All requests for cancellation of a purchase order, either complete or in part, are to be made in writing, to the Accounts Payable Department, only after confirming the cancellation with the vendor.

**6. Requests from the Accounting Department**

When Accounts Payable personnel request completion of a Receiving Report, immediate follow-up is a must. Requests are made only when supplier invoices are received and the Accounts Payable Department does not have appropriate documentation to process payment. Any undue delay could result in the vendor's refusal to deliver future orders until payment is made or the supplier may add interest charges to the cost of the order.

**7. Receiving Report (Pink Copy of Purchase Order) – Summer Procedure**

When Receiving Reports (pink) are sent to the Accounts Payable Department, all invoices will be paid.

If the Receiving Report (pink) has not been sent to the Accounts Payable Department by September 10<sup>th</sup> of the current year, the Accounts Payable Department will email a Request for a Receiving Report and scan a copy of each invoice to the department/school. This procedure is time consuming for both the school and Board staff and should, therefore, be avoided.

**Procedures**

The following administrative procedures apply to all staff involved in the purchase of goods and services on behalf of the Board as well as all purchases of goods and services from school-generated funds.

**1.0 Purchasing Thresholds**

The following dollar thresholds (including applicable taxes) indicate the purchasing process to be followed by all staff for goods and services not included on a quotation, tender and/or contract awarded through the Board's Purchasing Department or a collaborative purchasing effort done on behalf of the Board. Note: The Facilities Department may operate under different thresholds based on the unique requirements within that department.

**1.1 Quotations and Competitive Procurements**

1.1.1 The purchase of goods and non-consulting services shall be made in accordance with the following:

<b>Goods, Non-Consulting Services and Construction</b>	
<b>Total Value</b>	<b>Purchasing Process to be Followed</b>
\$0 to \$2,000	May be requisitioned and/or purchased without quotation at the discretion of the individual (or designate) with budget authority. Sound judgment shall be exercised by the individual when determining if quotations should be obtained regardless of this value range.
\$2,001 to \$25,000	May be requisitioned and/or purchased by the individual with budget authority only after receiving a minimum of three vendor quotes (fax, email or written).
\$25,001 to \$99,999	The Purchasing Department (or designate/third party on behalf of Board) to issue an invitational competitive procurement to a minimum of three suppliers. Bid notices shall, at minimum, be advertised on the Board's website (excluding second stage competitive procurements).
\$100,000 +	The Purchasing Department (or third party on behalf of Board) to issue open competitive procurement. Bids shall be advertised on a nationally-recognized electronic bulletin board (excluding second stage competitive procurements).

The Facilities Department shall follow the purchasing process for goods and non-consulting services (including applicable taxes) that are not already on a quotation, tender and/or contract awarded through the Purchasing Department or a collaborative purchasing effort done on behalf of the Board as outlined below:



<b>Goods, Non-Consulting Services and Construction</b>	
<b>Total Value</b>	<b>Purchasing Process to be Followed</b>
\$0 to \$5,000	May be requisitioned and/or purchased without quotation at the discretion of the individual (or designate) with budget authority. Sound judgment shall be exercised by the individual when determining if quotations should be obtained regardless of this value range.
\$5,001 to \$25,000	May be requisitioned and/or purchased by the individual with budget authority only after receiving a minimum of three vendor quotes (fax, email or written).
\$25,001 to \$99,999	The Purchasing Department (or designate/third party on behalf of Board) to issue an invitational competitive procurement to a minimum of three suppliers. Bid notices shall, at minimum, be advertised on the Board's website (excluding second stage competitive procurements).
\$100,000 +	The Purchasing Department (or third party on behalf of Board) to issue open competitive bid document. Bids shall be advertised on a nationally-recognized electronic bulletin board (excluding second stage competitive procurements).

1.1.2 The purchase of consulting services shall be made in accordance with the following:

<b>Consulting Services</b>	
<b>Total Value</b>	<b>Purchasing Process to be Followed</b>
\$0 to \$99,999	The Purchasing Department (or designate/third party on behalf of Board) to issue an invitational competitive procurement to a minimum of three suppliers. Bid notices shall, at minimum, be advertised on the Board's website (excluding second stage competitive procurements).
\$100,000 +	The Purchasing Department (or third party on behalf of Board) to issue open competitive bid document. Bids shall be advertised on a nationally-recognized electronic bulletin board (excluding second stage competitive procurements).

1.1.3 All quotations received are to be attached to the purchase order by the initiating department and/or school.

1.1.4 It is the department and/or school's responsibility to determine if the required goods and/or services are already available on a quotation, tender and/or contract awarded through the Purchasing Department (or a collaborative purchasing effort done on behalf of the Board).

1.1.5 The Purchasing Department may decide to purchase any goods or services through a formal or informal quotation process, regardless of the estimated dollar value.

1.1.6 Where the unit cost of an item is less than \$2,001, but the quantity required exceeds a total value of \$2,001, three vendor quotes are required as per the above thresholds.

i.e.: one utility table = \$250                      = no quotation  
       ten utility tables = \$2,500                 = three quotes required

A division of requirements into multiple purchases to reduce the estimated value of a single purchase and avoid the application of the above thresholds is not permitted.



## 1.2 Competitive Procurement

There are two main types of competitive procurement: Information Gathering and Purchasing.

### 1.2.1 Information Gathering

#### 1.2.1.1 Request for Information (RFI)

An RFI should be used to gather general supplier or product information. This mechanism may be used when the Board is researching a contemplated procurement and has not yet determined what characteristics the ideal solution would have. RFIs normally contribute to the final version of a subsequent Request for Proposal (RFP).

#### 1.2.1.2 Request for Expression of Interest (RFEI)

An RFEI should be used to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism may be used when the Board wishes to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. Information collected in an RFEI can also facilitate selecting the best procurement process for a follow-up competitive process.

Note: A response to an RFI or RFEI must not pre-qualify potential suppliers and must not influence their chances of being the successful supplier on any subsequent opportunity.

#### 1.2.1.3 Request for Supplier Qualifications (RFSQ)

An RFSQ should be used to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers or a Vendor of Record (VOR). This mechanism may be used either to identify qualified candidates in advance of expected second stage competitive procurements or to narrow the field for an immediate need. The purpose of this process is to reduce subsequent effort devoted to the competitive process (i.e., bid preparation on the part of suppliers and evaluation on the part of the Board).

Note: The terms and conditions of the RFSQ must contain specific language to disclaim any obligation on the part of the Board to actually contact a supplier to supply such goods or services as a result of the pre-qualification. No Contract A or Contract B shall be formed between the Board and the pre-qualified suppliers as a result of this process.

Contract A is formed when a competitive bid document has been returned in the form of a valid bid. Once formed, the Board has a legal obligation to deal fairly and equally with all bidders and must not show favouritism or prejudice. During Contract A, the Board cannot deviate from the process described in the competitive bid document (i.e., change specifications to unfairly benefit a particular bidder).

Contract B is formed when the Board formally accepts a bid. It is the result of fair and equitable treatment of all bidders in arriving at acceptance of a bid. Contract B creates an agreement with obligations on both parties and is subject to applicable contract law, including accepted meanings and interpretations of enforceability, non-performance, breach of contract, remedies, etc.



## 1.2.2 Purchasing

### 1.2.2.1 Request for Proposal (RFP)

An RFP should be used to request suppliers to provide solutions for the delivery of complex goods, services or construction or to provide alternative options or solutions. It is a process that uses predefined evaluation criteria in which price is not the only factor.

### 1.2.2.2 Request for Tender (RFT)

An RFT should be used to request suppliers' bids to provide goods, services or construction based on stated delivery requirements, performance specifications and terms and conditions. An RFT usually focuses the evaluation criteria predominantly on price and delivery requirements. This document may also be called a Request for Quotation (RFQ) where the organization has described exactly what needs to be purchased and the evaluation is made solely on price.

### 1.2.2.3 Vendor of Record (VOR)/Preferred Supplier List

A VOR/Preferred Supplier List should be used to establish a procurement arrangement authorizing the Board to select from one or more pre-qualified vendor(s), typically by way of a formal second-stage process, for a defined period on terms and conditions, including pricing, as set out in the particular VOR agreement. VORs/Preferred Suppliers Lists are used to reduce costs to the Board through the establishment of strategic relationships with a small group of suppliers.

1.2.3. The goal of competitive procurement is to achieve the highest number of quality bids possible, so as to maximize the Board's ability to achieve better value for money. The Board shall provide a minimum response time of 15 calendar days for all competitive procurements valued at \$100,000 or more with the exception of urgent and/or emergency procurements. The Board will consider increasing minimum response time to 30 calendar days for procurements of high complexity, risk and/or dollar value.

1.2.4 All competitive procurements issued by the Board will have a pre-defined closing date and time during normal business hours (Monday to Friday, excluding provincial and national holidays). All submissions received after the closing date and time will not be considered and will be returned unopened.

## 1.2.5 Evaluation of Competitive Procurements

1.2.5.1 Competitive procurements must establish and fully disclose evaluation criteria and methodology/process to be used in evaluating a supplier's submission, including the method to resolve a tie score, prior to commencement of the competitive procurement process. The Board shall outline these criteria and processes, where applicable, in the competitive bid documents. Any mandatory criteria shall be clearly defined. Maximum justifiable weighting must be allocated to the price/cost component of the evaluation criteria. Once the competitive process has begun, the above cannot only be changed or altered by means of addendum to the competitive bid documents.

1.2.5.2 For competitive procurements requiring an Evaluation Team, the Board will attempt to select and confirm each member's participation prior to issuing the competitive bid documents.

1.2.5.3 All members of the Evaluation Team must be aware of the restrictions related to confidential information shared through the competitive process and refrain from engaging in activities that may create or appear to create a conflict of interest (see Section 3 – Conflict of Interest).

1.2.5.4 The Board shall require all members of the Evaluation Team to sign a conflict-of-interest declaration and non-disclosure agreement.



1.2.5.5 Each member of the Evaluation Team must evaluate all supplier submissions using an evaluation matrix. All notes, records, etc., must be auditable, fair, factual and fully defensible as these documents are subject to public scrutiny.

1.2.5.6 The Board shall select only the highest-ranking submission(s) that have met all criteria as established in the original competitive bid document. Unless expressly requested in the competitive bid document, the Board will not consider alternative strategies or solutions proposed by a supplier.

The Board shall refrain from discrimination or preferred treatment in awarding a contract to the preferred supplier from the competitive process in an effort to avoid potential bid protests or disputes from proponents.

#### 1.2.6 Contract Award

1.2.6.1 Once the competitive process is complete and the preferred supplier has been selected, the Board will send a formal contract award letter to initiate the process.

1.2.6.2 A signed written contract must be made between the Board and the successful supplier prior to the provision of the goods and/or services and before construction commences.

1.2.6.3 Where an immediate need exists for goods or services and the Board and the supplier are unable to finalize the contract as described above, an interim purchase order may be used. Details of this action must be documented and approved by the appropriate authority.

1.2.6.4 The form of contract released with the competitive bid document is the only form of contract that will be finalized between the Board and the successful supplier. In circumstances where an alternative procurement strategy has been used (i.e., a form of agreement was not released with the procurement document), the agreement between the Board and the successful supplier must be defined formally in a signed written contract before the provision of supplying goods or services commences.

1.2.6.5 The contract shall include the term of the agreement and any optional extensions that were in the competitive bid document, appropriate cancellation and/or termination clauses and a dispute resolution process to be followed throughout the life of the contract, if required. Changes to the term of the agreement initially established in the competitive bid document must first be approved by the appropriate approval authority, within the Board, as these are considered non-competitive procurements.

1.2.6.6 For procurements valued at \$100,000 or more, the Board will post, in the same manner as the competitive bid was posted, contract award notification, only after the contract has been executed.

1.2.6.7 The contract award notification shall include the name(s) of the successful supplier(s), the agreement start and end dates, including any extension options.

1.2.6.8 For procurements valued at \$100,000 or more, all unsuccessful suppliers will be informed regarding their entitlement to a debriefing. The Board will allow 60 calendar days following the date of contract award notification for unsuccessful suppliers to request a debriefing.



#### 1.2.7 Bid Dispute Resolution

All competitive procurements must outline bid dispute resolution procedures to ensure that any dispute is handled in an ethical, fair, reasonable and timely fashion. Bid dispute resolution procedures must comply with bid protest or dispute resolution procedures as established in the applicable trade agreements. The Board shall resolve any bid disputes as indicated below:

- i) Suppliers must forward, in writing, their concerns to the Purchasing department.
- ii) The Purchasing Department will meet with the supplier to resolve the dispute.
- iii) If the supplier has further concerns and/or is unable to resolve the dispute upon meeting with the Purchasing department, the supplier may request, in writing, to meet with the Associate Director, Corporate Services & Treasurer.
- iv) If the above means do not resolve the supplier's dispute, the supplier may then make a written request to the next level of authority at the provincial level to seek resolution.

- 1.2.8 All procurement documents and any other pertinent information relating to the competitive process shall be retained, in recoverable form, for a period of seven years. The Purchasing Department shall be responsible for the process involving what documents will be stored and where they will be stored. The Board shall utilize the Classification & Retention Administrative Guideline.

### 1.3 Non-Competitive Procurement

In certain circumstances, it may not always be practical or feasible to obtain competitive quotes/bids from vendors. The following processes outline allowable exceptions to the above thresholds:

- 1.3.1 Single Source – When an unforeseen urgency and/or emergency exists that places risk to the health and welfare of students and/or staff or risk of damage to Board property, obtaining goods and/or services from one supplier, irregardless of value, is acceptable. Documentation describing the rationale for this type of purchase must be completed and approved by the appropriate approval authority as this may be used as supporting documents in the case of a competitive dispute.
- 1.3.2 Sole Source – When only one supplier is available, obtaining goods and/or services from this supplier, irregardless of value, is acceptable. Examples of this type of purchase are: to ensure compatibility with existing products, to recognize exclusive rights (license, copyright/patents), to retain a warranty, to purchase real property, to maximize exceptionally advantageous circumstances (bankruptcy/receivership sales), and to make newspaper/magazine/periodical subscriptions. Documentation describing the rationale for this type of purchase must be completed and approved by the appropriate approval authority as this may be used as supporting documents in the case of a competitive dispute.
- 1.3.3 Exemptions/Exceptions/Non-Application Clause – Where an exemption, exception, or non-application clause exists under the Agreement on Internal Trade or other trade agreement, the Board must formally establish applicability of the appropriate clause when obtaining goods and/or services.

Prior to commencement of non-competitive procurement (valued at \$100,000 or more), supporting documentation must be completed and approved by the appropriate approval authority within the Board.

### 1.4 Approval Authority Levels

Approval authority levels identify the approval required for various dollar levels of purchasing. The following approval levels must be obtained for all purchases prior to conducting the purchase and must be adhered to for all goods and services, including consulting services, based on total estimated value of the purchase.



1.4.1 The following approval levels are subject to funds available in an approved budget:

Total Value	Approval Authority
< \$2,000	Individuals with budget responsibility
> \$2,000 to <\$10,000	Manager of Finance Manager of Facilities and Construction Projects (for Facilities Department purchases)
> \$25,000 to < \$100,000	Associate Director, Corporate Services & Treasurer
> \$100,00	Associate Director, Corporate Services & Treasurer with approval of the Board of Trustees, if the amount is in excess of budget

Prior to commencement, any non-competitive purchase for goods and non-consulting services must be approved by an authority one level higher than indicated above.

Prior to commencement, any non-competitive purchase for consulting services (see Section 1.3.3) must be approved by the Associate Director, Corporate Services & Treasurer with approval of the Board of Trustees.

- 1.4.2 Mileage, out-of pocket and/or professional development expenses must be made in accordance with our Employee Expenses policy. Individuals cannot approve their own expenses.
- 1.4.3 Emergency purchases are permitted with the approval of the Director of Education, Associate Director, Corporate Services & Treasurer (or designate) in consultation with the Chair of the Board.
- 1.4.4 Contracts are to be entered into only after consultation with the Purchasing Department along with approval from the Director of Education, Associate Director, Corporate Services & Treasurer (or designate). Contracts must be signed only by the Director of Education or the Associate Director, Corporate Services & Treasurer.
- 1.4.5 Credit applications and vendor accounts are to be processed/established by the Purchasing Department.
- 1.4.6 Written notification must be received a minimum 30 days in advance of any price increases.

**1.5 Contract Management**

Procurements and the resulting contracts must be managed responsibly and effectively.

- 1.5.1 Assignments must be properly documented to include sufficient detail of the goods and/or services to be provided and subsequently paid for. Assignments should include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements, and knowledge transfer requirements.
- 1.5.2 For services, contracts shall include, only if applicable, expense claim and reimbursement rules compliant with the Broader Public Sector Expenses Directive. The Board will ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.
- 1.5.3 Payments must be made in accordance with the provisions of the contract.
- 1.5.4 Contracts shall include a dispute resolution process.
- 1.5.5 Supplier performance must be clearly managed and documented, including any performance issues.



## 2.0 Unauthorized Purchases

- 2.1 Any purchases made in the Board's name, without authority or validation, will be considered an obligation of the person making the purchase and not an obligation of the Board.
- 2.2 No person is authorized to make a purchase and charge it to an account unless he/she is the individual responsible for the budget, has complied with purchasing thresholds listed above and/or has authorized the Purchasing Department to do so on his/her behalf.
- 2.3 Personal purchases are strictly prohibited. This includes, but is not limited to, those placed on purchase order, through a petty cash fund, through a purchasing card and/or on an employee/Board member meal and travel expense report.
- 2.4 Verbal orders are prohibited except with prior approval from the Associate Director – Corporate Services & Treasurer.

## 3.0 Conflict of Interest

- 3.1 A conflict of interest exists where the decision(s) made and/or actions taken in the exercise of duties by a Board employee, trustee, member of a statutory committee or council of the Board, including school council members, could be, or could be perceived to be, affected by the personal, financial or business interest of that person or that person's family or business associates. It is important to note that a conflict of interest exists whether or not decisions are affected by a personal interest; a conflict of interest implies only the potential for bias, not likelihood.
- 3.2 All staff involved in procurement activities are responsible and accountable for using good judgement and must:
  - 3.2.1 Declare and disclose, in writing, any conflict of interest in a purchasing decision to their supervisor.
  - 3.2.2 Avoid situations which may present a conflict of interest, while dealing with persons or organizations doing business or seeking to do business with the Board.
- 3.3 School council members are governed by their individual school council's conflict of interest by-laws (as required by Ontario Regulation 612/00).
- 3.4 Where a conflict of interest arises, the Board must evaluate and take appropriate mitigating action.
- 3.5 In accordance with the *Education Act*, it is prohibited for an employee of the Board to promote or sell goods and services for compensation other than their salary to any Board, provincial school or teachers' college, or to any pupil enrolled therein, except as permitted by the *Act*.

## 4.0 Code of Ethics

- 4.1 All Board staff involved in procurement related activity shall be guided by the Ontario Public Buyers' Association (OPBA) Code of Ethics (<https://www.opba.ca/chapters/nigp-opba/documents/codeofethics04.pdf>) and the Purchasing Management Association of Canada (PMAC) Code of Ethics ([http://www.pmac.ca/images/stories/join\\_pmac\\_pdf/code%20of%20ethics%20en.pdf](http://www.pmac.ca/images/stories/join_pmac_pdf/code%20of%20ethics%20en.pdf)).



- 4.2 In accordance with the above Codes of Ethics, Board staff shall conduct all procurement-related activity based on the following:
- i) highest standard of integrity in all business relationships within and outside of the Board;
  - ii) honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers and other stakeholders;
  - iii) highly demonstrated level of respect for each other and the environment;
  - iv) confidential information must be safeguarded;
  - v) consideration for the interests of the Board and its students in all transactions;
  - vi) transparency and fairness in obtaining the best value for public funds;
  - vii) demonstrated responsible, efficient and effective manner of using public resources;
  - viii) avoidance of any activity that may create, or appear to create, a conflict of interest;
  - ix) gifts and/or gratuities in excess of reasonable hospitality will not be accepted;
  - x) seek counsel from the Purchasing Department as required;
  - xi) compliance with laws in the Province of Ontario and Canada;
  - xii) buy without prejudice in order to achieve maximum value for money;
  - xiii) avoidance of one's authority being used for personal gain;
  - xiv) continuous improvement in all areas of supply chain (process, knowledge, leading practices, etc.).

## 5.0 Criminal Background Checks

In accordance with Board Policy 300.15, Section B, *Criminal Background Checks for Service Providers*, all vendors will be required to comply with the regulation. A copy of the Board's policy, *Criminal Background Checks* is available on the Board's website [www.bhncdsb.ca](http://www.bhncdsb.ca)

## 6.0 Environmental Purchasing

The Board will make every reasonable effort to consider environmentally responsible and sustainable products and services as part of the purchasing decision. This will include, but not be limited to, landfill diversion, waste reduction, energy efficiency, ability to be recycled, reusability and supplier selection.

## 7.0 Disposal of Board Assets

- 7.1 The Board will endeavour to re-use existing resources elsewhere in the system wherever possible. It must be recognized that in our environmentally-conscious society, disposal of surplus or obsolete goods can be expensive. When resources are no longer viable for use, every effort will be made to ensure disposal is both environmentally responsible and cost effective. Should outside agencies be contracted for disposal, they must comply with any applicable government regulation(s).
- 7.2 All furniture and equipment considered surplus will be relocated and/or disposed of by the Purchasing Department in consultation with the originating department and/or school.
- 7.3 The Purchasing Department shall have the authority to sell, exchange, trade-in or otherwise dispose of all goods declared surplus or obsolete where it is cost effective and in the best interest of the Board to do so.
- 7.4 The sale of Real Property shall be in accordance with Ontario Regulation 444/98.



## 8.0 Cooperative Purchasing

- 8.1 The Board will actively participate in cooperative purchasing ventures with other school boards and other branches of government or their agencies of public authorities to obtain maximum value for money through economies of scale and/or shared services. This may also include the Board utilizing a piggy-back clause to existing Ministry or government services contracts and/or other cooperative groups. The Board reserves the right to exercise any of the above; providing these ventures adhere to the Board's policies and procedures and serve the best interests of the Board.
- 8.2 The Purchasing Department is an active member of the Grand River Purchasing Cooperative (GRPC) that meets quarterly to explore and/or manage all opportunities for collaborative purchasing.

## 9.0 Standardization

- 9.1 The Board will standardize goods and services wherever possible in an effort to ensure an acceptable level of quality as well as to increase cost and service efficiencies.
- 9.2 All computer-related products (desktops, laptops, printers, monitors, etc.) shall be purchased only after consulting with the Information Technology Department and/or the Purchasing Department to obtain the recommended product and the appropriate vendor information.
- 9.3 **Centralized Purchases**
- 9.3.1 In order to ensure uniformity across the Board, the Purchasing Department will oversee the purchase and/or lease of office furniture, classroom furniture, office equipment and wireless communications.

## 10.0 Geographic Preference

- 10.1 **Agreement on Internal Trade/Ontario-Québec Procurement Agreement**
- 10.1.1 The Board will endeavour to provide equal access to qualified suppliers in consideration of the Agreement on Internal Trade and the Ontario-Québec Procurement Agreement.
- 10.1.2. The Board shall advertise all opportunities for goods and services valued at (pre-tax) \$100,000 or greater on the Board's website [www.bhncdsb.ca](http://www.bhncdsb.ca) and a nationally-recognized electronic bulletin board available within Canada.

## 11.0 Freedom of Information

- 11.1 All vendor quotations/bids submitted become the property of the Brant Haldimand Norfolk Catholic District School Board and are subject to the *Municipal Freedom of Information and Protection of Privacy Act*.
- 11.2 Any information supplied by the vendor that is considered confidential must be clearly identified as such by the vendor.
- 11.3 Although the Act provides for some protection for third party business interests, the Brant Haldimand Norfolk Catholic District School Board cannot guarantee that any information provided to the Board can be held in confidence.



## 12.0 Fair Labour Practices

- 12.1 The Board supports the rights of all workers and will, therefore, strive to ensure that all suppliers of student and staff uniforms, as well as spirit wear, provide the necessary assurances that the items are manufactured under safe, just and healthy conditions.

## 13.0 Purchase Orders

- 13.1 All purchases for goods and services must be made using the Board's standard purchase order form.

Exceptions are as follows:

- i) Purchase is made with petty cash funds (for purchases less than \$100).
- ii) Purchase is made using a Board purchase card.
- iii) Purchase is authorized by the Manager of Facilities & Construction Projects/Manager of Finance, Supervisor of Accounting or the Purchasing Department, in situations where it is not appropriate or feasible to issue a purchase order.
- iv) Retail store purchases.

## 14.0 Retail Store Purchases

- 14.1 The Board will, from time-to-time, make purchases through local retail stores to satisfy emergency and/or time-sensitive requirements. Board employees requiring this type of purchase are encouraged, where possible, to purchase through stores which provide the Board with open terms (i.e., invoice the Board for payment later) and/or in which blanket orders are in place.
- 14.2 Transactions will be made in accordance with the Board's purchasing thresholds listed above.
- 14.3 All invoices/original cash register receipts must be approved by the appropriate individual with budget responsibility (i.e., Manager/Principal/Superintendent).
- 14.4 Purchases of this nature will be monitored at regular intervals by the Purchasing Department to ensure value-for-money and policy adherence.

## 15.0 Facilities Department

- 15.1 The Facilities Department will issue purchase orders and/or blanket orders to pre-qualified contractors on an *as required* basis. Each contractor will have an estimated dollar limit per work order, which must be approved by the Manager of Facilities & Construction Projects.
- 15.2 The above circumstances are conducted with the understanding that in some situations, it is not practical to obtain three quotations in advance of the work being performed (see Section 1.3.4 – Emergency Purchases).
- 15.3 Blanket orders will be issued by the Facilities Department to companies for general contracting services based on competitive procurements as outlined in Section 1 – Purchasing Thresholds.
- 15.4 All invoices must show the purchase order number/blanket order number as well a description of the work performed. The Manager of Facilities & Construction Projects will approve the invoices for payment.



## **Definitions**

### **Consulting Services**

The provision of securing expertise or strategic advice for consideration and decision-making.

### **Emergency Purchases**

Necessary purchases made to avoid any potential loss of life, property or financial burden.

## **References**

Education Act, Section 217

Agreement on Internal Trade

Municipal Freedom of Information & Protection of Privacy Act

Ontario-Quebec Procurement Agreement

Bill 122, Broader Public Sector Accountability Act, 2010

Broader Public Sector Procurement Directive (Management Board of Cabinet), 2011

Criminal Background Checks

Employee Expense Reimbursement Policy

Ontario Regulation 612/00 School Councils

Professional Standards & Conflict of Interest Policy for Employees

Purchasing Terms and Conditions

Public Service of Ontario Act, 2006

School Funds Policy

## 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: June 28, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

### SALE OF SURPLUS PROPERTY

Public Session

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#### **BACKGROUND INFORMATION:**

At the March 29, 2011 meeting, the Board declared the former St. Jean de Brébeuf School in Brantford surplus to its needs and approved the building be offered for sale in accordance with Regulation 444/98. The building has been offered to agencies, as prescribed in the Regulation, and that offer expires on July 3, 2011.

#### **DEVELOPMENTS:**

The Regulation provides that a building designated as surplus may be offered for sale to any other body or person, if no offers from the prescribed agencies have been received within a 90-day period. As of the date of this report, offers to purchase the building from prescribed agencies have not been received. Should no offers to purchase be received by July 3, 2011, it is proposed that the building be offered for sale to other bodies or persons by way of public tender. Final sale of the building is subject to the approval of the Board and the Minister of Education.

#### **RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approves that the former St. Jean de Brébeuf School, Brantford be offered for sale to the general public by way of public tender subject to Regulation 444/98, provided offers to purchase the building have not been received by agencies as prescribed in the Regulation.

# REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Alyna Poremba, Student Trustee  
Presented to: Board of Trustees  
Submitted on: June 28, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

## STUDENT TRUSTEE REPORT

Public Session

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### **BACKGROUND INFORMATION:**

The Student Senate last met on Tuesday, May 24, 2011.

### **DEVELOPMENTS:**

The Student Senators for 2011 have done outstanding work this year and are to be commended for their hard work. Over the past year, they have reviewed several of the board's policies, worked on professional development for the student councils, helped rewrite the Student Senate Constitution, and organized an informative and fun leadership symposium. They also had the unique opportunity to participate in the inaugural Ontario Catholic Student Leadership Symposium. They have been excellent student ambassadors and represented the student voice to the best of their ability. Thanks to the ideas and contributions of these students, the incoming Student Senate will have many worthwhile projects to continue.

The Senators for 2010-2011 were as follows: Joe Spagnuolo, Blair Smith, and Jezerae Stewart from Assumption College; Madi Ghesquire, Heather Kokus, and Christa Maes from Holy Trinity; and Marissa Evans, Alyna Poremba, and Michelle Ratko from St. John's College.

Special thanks to Marissa Evans for being Alternate Student Trustee and Vice-Chair, and Secretary Michelle Ratko. Thank you also to Superintendent Roehrig for all of his guidance.

Student Trustee Poremba would like to thank all of the Trustees, Senior Staff, and staff at the Catholic Education Centre for being so supportive and making her term an invaluable experience. Congratulations to incoming Student Trustee Maxine Smitiuch of St. John's College, who will be a great asset to the Board and leader of the Student Senate.

### **SCHOOL NEWS:**

Assumption College students participated in their annual Environmental Clean-Up along the Grand River and in West Brant. They also held a First Nations Social and their annual Elimination Draw to fundraise for student activities.

Senior students at Holy Trinity held their "An Evening in Paris" prom at the end of May. Congratulations to the whole school for celebrating their 10<sup>th</sup> Anniversary.

At St. John's College, senior students participated in "Once Upon A Prom" at the end of May. The school also held its closing assembly and pep rally.

### **RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report for June, 2011.



## 2010-11 Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
<b>June 28, 2011</b>	7:00 pm	<b>Board Meeting</b>	
June 29, 2011		Last Day of Classes	
June 29, 2011	7:00 pm	St. John's College Graduation – Sanderson Centre	
June 29, 2011	7:00 pm	Holy Trinity Graduation	
June 30, 2011		PA Day (system-wide)	